

## HCV Administrative Plan Revisions Tracker (Staff Suggestions)

### INSTRUCTIONS

To ensure your suggested revisions to the Housing Choice Voucher (HCV) Administrative Plan (“Admin Plan”) are processed correctly, please fill out the table on page 2 following the example provided on page 1 (below).

### Required Information

Please provide the following information in the corresponding column for each suggested change:

- **Submitting Staff Name / Department:** Enter your full name and department.
- **Chapter, Page, Section:** Specify the exact location of the language you are proposing to change.
- **Current ADMIN PLAN Language (copied from the most recent Admin Plan):** Copy and paste the current, official language from the most recent Admin Plan that you wish to modify.
- **Proposed Language (Please add new language in red):** Copy the current language and then add the new or revised working in red font. If you are deleting language, consider using a strikethrough for the old text to show what is being removed, and use red font for the newly inserted text.
- **Reason for Change (Cite regulation, if applicable):** Clearly explain why this change is necessary (e.g., to comply with a new regulation, improve clarity, or align with another plan).
- **Comments (if applicable):** Use this column for any additional notes or context that may help review your submission.

### EXAMPLE

<i>Submitting Staff Name / Department</i>	<i>Page, Chapter, Section</i>	<i>Current ADMIN PLAN Language (copied from most recent Admin Plan)</i>	<i>Proposed Language (Please add new language in red.)</i>	<i>Reason for Change (Cite regulation, if applicable)</i>
Amanda Hower, Operations	Chapter 3, page 89, Section 3-III.D.	<b>Criminal Background Check (CBC)</b> A criminal background check will be performed on all applicants for housing and, subject to the considerations noted below (e.g., evidence of rehabilitation, additional reasons for denial, denied for life, etc.).	<b>Criminal Background Check (CBC)</b> A criminal background check will be performed on all applicants for housing and, subject to the considerations noted below (e.g., evidence of rehabilitation, additional reasons for denial, denied for life, etc.). <i>For the Special Purpose Vouchers such as Veteran’s Affairs Supportive Housing (VASH) and Emergency Housing Vouchers (EHV), the HACP will follow any mandatory alternative requirements as required by the program regulations and PIH Notices. If any of the policies in the HACP Administrative Plan conflict with the Special Purpose Voucher federal operating requirements and/or PIH Notices, the federal operating requirements and/or PIH Notices will govern.</i>	PIH Notice 2021-15

Please continue to the next page to input your suggested change(s).

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Submitting Staff Name / Department	Page, Chapter, Section	Current ADMIN PLAN Language ( <i>copied from most recent Admin Plan</i> )	Proposed Language ( <i>Please add new language in red.</i> )	Reason for Change ( <i>Cite regulation, if applicable</i> )
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	571, 17, 17-IX.B.	<p><b>Vacancy Payments [24 CFR 983.352(b)]</b>  <b><u>HACP Policy</u></b>                      In order for a vacancy payment request to be considered, it must be made within ten (10) business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications, and the HACP may require the owner to provide documentation to support the request. If the owner does not provide the information requested by the HACP within ten (10) business days of the HACP’s request, no vacancy payments will be made.</p>	<p><b>Vacancy Payments [24 CFR 983.352(b)]</b>  <b><u>HACP Policy</u></b>                      To be considered for a vacancy payment, owners must submit a formal request within ten (10) business days of the current tenant vacating the unit. In addition, owners must submit a formal request within ten (10) business days of submitting a new Request for Lease Approval (RFLA) for the unit. All requests must include the required owner certifications. If the HACP requests additional supporting documentation, the owner must provide it within ten (10) business days of the request date. Failure to submit required certifications or requested documentation by these deadlines will result in the denial of the vacancy payment.</p>	Clarify deadlines
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	640, 18, 18-VIII.B.	<p><b><u>HACP POLICY</u></b>                      If the HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified the HACP of the vacancy in accordance with the policy in Section 18-V.G. regarding filling vacancies.</p> <p>In order for a vacancy payment request to be considered, it must be made in writing (including via email) within ten (10) business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications and the HACP may require the owner to provide documentation to support the request. If the</p>	<p><b><u>HACP POLICY</u></b>                      If the HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified the HACP of the vacancy in accordance with the policy in Section 18-V.G. regarding filling vacancies.</p> <p>In order for a vacancy payment request to be considered, it must be made in writing (including via email) within ten (10) business days of the current tenant vacating the unit. In addition, owners must submit a formal request within ten (10) business days of submitting a new Request for Lease Approval (RFLA) for the unit. The request must include the required owner certifications and the HACP may require the owner to</p>	

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		owner does not provide the information requested by the HACP within ten (10) business days of the HACP's request, no vacancy payments will be made.	provide documentation to support the request. If the owner does not provide the information requested by the HACP within ten (10) business days of the HACP's request, no vacancy payments will be made.	
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	587, 17, 17-VIII.C.	<b><u>HACP Policy</u></b> An owner's request for a rent increase must be submitted to the HACP in writing (or via email) one hundred twenty (120) days prior to the anniversary date of the HAP contract and must include the new rent amount the owner is proposing.	<b><u>HACP Policy</u></b> An owner's request for a rent increase must be submitted to the HACP in writing (or via email) one hundred twenty (120) days prior to the anniversary date of the HAP contract and must include the new rent amount the owner is proposing. <b>Any rent increase requests must cover all units under a HAP contract.</b>	Clarify procedure
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	304, 8A, 8A-III.D.	<b>8A-III.D. PHA RENT REASONABLENESS METHODOLOGY</b> <b>How Market Data Is Collected</b> <b><u>HACP Policy</u></b> ... The owner must submit any additional information within five (5) business days of the HACP's request for information or the owner's request to submit information.	<b>8A-III.D. PHA RENT REASONABLENESS METHODOLOGY</b> <b>How Market Data Is Collected</b> <b><u>HACP Policy</u></b> ... The owner must submit any additional information within five (5) business days of the HACP's request for information or the owner's request to submit information.  <b>For PBV rent reasonableness analyses, owners who choose to provide their own comparables must submit a written notification to the HACP within ten (10) days of receiving the PBV contract rent approval letter. Following this notification, the PBV owner has thirty (30) days to submit all comparable data to the HACP.</b>	Clarify deadlines
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	305, 8A, 8A-III.D.	<b>8A-III.D. PHA RENT REASONABLENESS METHODOLOGY</b> <b>How Rents Are Determined</b> <b><u>HACP Policy</u></b> ... The HACP will notify the owner of the rent the HACP can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The HACP will confirm the accuracy of the information	<b>8A-III.D. PHA RENT REASONABLENESS METHODOLOGY</b> <b>How Rents Are Determined</b> <b><u>HACP Policy</u></b> ... The HACP will notify the owner of the rent the HACP can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The HACP will confirm the accuracy of the information provided and consider this additional	Clarify deadlines

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		provided and consider this additional information when making rent determinations. The owner must submit any additional information within five (5) business days of the HACP's request for information or the owner's request to submit information.	information when making rent determinations. The owner must submit any additional information within five (5) business days of the HACP's request for information or the owner's request to submit information. <b>For PBV rent reasonableness analyses, the HACP will follow the owner-provided comparable submission timeline listed in the preceding paragraph.</b>	
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	588, 17, 17-VII.D.	<b><i>Comparability Analysis [24 CFR 983.303(d)]</i></b> For each unit, the comparability analysis must use at least three (3) comparable units in the private unassisted market. This may include units in the premises or project that are receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by the PHA. The comparability analysis may be performed by PHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property.	<b><i>Comparability Analysis [24 CFR 983.303(d)]</i></b> For each unit, the comparability analysis must use at least three (3) comparable units in the private unassisted market. This may include units in the premises or project that are receiving project-based assistance. The analysis must show how the reasonable rent was determined, including major differences between the contract units and comparable unassisted units, and must be retained by the PHA. The comparability analysis may be performed by PHA staff or by another qualified person or entity. Those who conduct these analyses or are involved in determining the housing assistance payment based on the analyses may not have any direct or indirect interest in the property. <b><u>HACP Policy</u></b> The HACP determines PBV rent reasonableness using the tenant-based voucher methodology described in Chapter 8. Owners who choose to provide their own comparables must submit a written notification to the HACP within ten (10) days of receiving the contract rent approval letter. Following this notification, owners have thirty (30) days to submit all comparable data to the HACP.	
La shawna Hammond, HCV	302,8-III.B.	The HACP has established a separate process for evaluating rent increases more than four hundred dollars (\$400). Once a rent increase is submitted, the unit must be inspected by an HQS inspector to justify the increase above the four hundred dollars (\$400) or more threshold before it can be approved.	<del>The HACP has established a separate process for evaluating rent increases more than four hundred dollars (\$400). Once a rent increase is submitted, the unit must be inspected by an HQS inspector to justify the increase above the four hundred dollars (\$400) or more threshold before it can be approved.</del>	Internal policy that is no longer being considered

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			<p>The maximum allowable rent increase is \$100, provided the request is reasonable for the area in which the unit is located. Requests exceeding this cap or not meeting rent reasonableness standards will not be approved.</p>	
Amanda Hower, MTW	48, 3, 3-III.A.	<p><b>3-III.A. OVERVIEW</b> A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied assistance. A PHA may deny assistance for an applicant because of the family’s action or failure to act as described in 24 CFR 982.552 or 983.553. In this section, we will discuss other situations and circumstances in which denial of assistance is mandatory for the PHA, and those in which denial of assistance is optional for the PHA.</p> <p>While the regulations state that the PHA must prohibit admission for certain types of criminal activity and give the PHA the option to deny for other types of previous criminal history, more recent HUD rules and OGC guidance must also be taken into consideration when determining whether a particular individual’s criminal history merits denial of admission.</p> <p>When considering any denial of admission, PHAs may not use arrest records as the basis for the denial. Further, HUD does not require the adoption of “One Strike” policies and reminds PHAs of their obligation to safeguard the due process rights of applicants and tenants [Notice PIH 2015-19].</p>	<p><b>3-III.A. OVERVIEW</b> A family that does not meet the eligibility criteria discussed in Parts I and II, must be denied assistance. A PHA may deny assistance for an applicant because of the family’s action or failure to act as described in 24 CFR 982.552 or 983.553. In this section, we will discuss other situations and circumstances in which denial of assistance is mandatory for the PHA, and those in which denial of assistance is optional for the PHA.</p> <p>The regulations state that the PHA must prohibit admission for certain types of criminal activity and give the PHA the option to deny admission for other types of previous criminal history. In accordance with HUD guidance issued in November 2025, the PHA must strictly enforce lease provisions against all violators in a fair, uniform manner. PHAs should safeguard the due process rights of applicants and tenants.</p>	SOHUD Letter to PHAs and Owners re. Public Safety (11/24/25)
Amanda Hower, MTW	53, 3, 3-III.D.	<p><b>Previous Behavior in Assisted Housing [24 CFR 982.552(c)]</b> HUD authorizes the PHA to deny assistance based on</p>	<p><b>Previous Behavior in Assisted Housing [24 CFR 982.552(c)]</b> HUD authorizes the PHA to deny assistance based on the family’s previous behavior in assisted housing.</p>	Clarify policy, align with ACOP, & add Wheat ruling back

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	<p>the family's previous behavior in assisted housing. PHAs are not permitted to deny assistance to a family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program [24 CFR 984.101(d)].</p> <p><b>HACP POLICY</b></p> <p>The HACP will deny assistance to an applicant family if:</p> <ul style="list-style-type: none"> <li>• The family does not provide information or misrepresents information that the HACP or HUD determines is necessary in the administration of the program.</li> <li>• The family does not provide complete and true information to the HACP.</li> <li>• Any family member has been evicted from federally assisted housing in the last three (3) years.</li> <li>• Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.</li> <li>• The family owes rent or other amounts to any PHA in connection with Section 8 or other public housing assistance under the 1937 Act, unless the family repays the full amount of the debt prior to being selected from the waiting list.</li> <li>• If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.</li> <li>• The family has breached the terms of a repayment agreement entered into with the HACP, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.</li> </ul> <p>o When denying admission due to family debts as</p>	<p>PHAs are not permitted to deny assistance to a family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program [24 CFR 984.101(d)].</p> <p><b>HACP POLICY</b></p> <p>The HACP will deny assistance to an applicant family for any of the following reasons:</p> <ol style="list-style-type: none"> <li><b>1. Communication and Application Processing</b> <ul style="list-style-type: none"> <li>• The family fails to provide complete and true information to the HACP.</li> <li>• The family fails to supply, promptly, information or documentation required by the application process or requested by the HACP to determine continued interest in the program.</li> </ul> </li> <li><b>2. Program Integrity and Fraud</b> <ul style="list-style-type: none"> <li>• The family misrepresents any information determined necessary for program administration, including but not limited to: eligibility, income, award of preferences, expenses, family composition, or rent.</li> <li>• Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the last three (3) years.</li> </ul> </li> <li><b>3. Previous Program Performance</b> <ul style="list-style-type: none"> <li>• Any family member has been evicted from federally assisted housing or terminated from a HCV program within the last three (3) years for any reason other than non-payment of rent. The three (3) year period is calculated from the date of the eviction or termination.</li> </ul> </li> <li><b>4. Past Due Debt (Wheat v. HACP Precedent).</b> Pursuant to the judicial ruling in <i>Wheat v. HACP</i>, the HACP shall not consider debts incurred more than four (4) years prior to the application date unless all the following conditions are met:             <ul style="list-style-type: none"> <li>• <b>Timely Legal Action:</b> A legal proceeding resulting in a final judgment was initiated within four (4) years of the debt's accrual; and</li> <li>• <b>Active Collection Status:</b> The creditor holds a valid,</li> </ul> </li> </ol>	
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		shown in HUD's EIV system, the HACP will provide the family with a copy of the EIV Debt Owed to PHA and Termination report.	<p>unsatisfied writ of execution, remains within the statute of limitations to obtain one, or holds an unsatisfied judgment lien on real property (filed within five years of the judgment); and</p> <ul style="list-style-type: none"> <li>• <b>No Unreasonable Delay:</b> Collection is not otherwise barred by <i>laches</i> (unreasonable delay in asserting a legal right). <p><i>Note: Applicants currently involved in active legal proceedings regarding debt collection, who are otherwise eligible, will be placed on a contingent list pending the final judicial outcome.</i></p> <p><b>5. Conduct Toward Personnel</b></p> <ul style="list-style-type: none"> <li>• Any family member who engages in or threatens violent or abusive behavior toward HACP personnel (including employees, contractors, subcontractors, or agents). The applicant will be ineligible for three (3) years following the incident. <ul style="list-style-type: none"> <li>o <i>Abusive or violent behavior towards HACP personnel</i> includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate, may be considered abusive or violent behavior.</li> <li>o <i>Threatening</i> refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.</li> </ul> </li> </ul> </li> </ul>	
Amanda Hower, MTW	50, 3, 3-III.B.	<ul style="list-style-type: none"> <li>• Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing</li> </ul>	<ul style="list-style-type: none"> <li>• Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing</li> </ul> <p><b>HACP Policy</b></p> <p>The HACP will also consider denial or termination of assistance for any household member who is currently engaged in the use of illegal drugs, or if such drug use reasonably would cause a threat to the safety of individuals living in a property.</p>	SOHUD Letter to PHAs and Owners re. Public Safety (11/24/25)
Amanda Hower, MTW	400, 12, 12-I.D.	<p><b>Methamphetamine Manufacturing or Production [24 CFR 982.553(b)(1)(ii)]</b></p> <p>The PHA must immediately terminate assistance if any household member has ever been convicted of the</p>	<p><b>Methamphetamine Manufacturing or Production [24 CFR 982.553(b)(1)(ii)]</b></p> <p>The PHA must immediately terminate assistance if any household member has ever been convicted of <b>drug-related</b></p>	SOHUD Letter to PHAs and Owners re. Public Safety (11/24/25)

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		manufacture or production of methamphetamine on the premises of federally assisted housing.	<b>criminal activity</b> for the manufacture or production of methamphetamine on the premises of federally assisted housing.	
Amanda Hower, MTW	401, 12, 12-I.D.	<p><b>Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9]</b> The PHA must immediately terminate program assistance for deceased single-member households.</p>	<p><b>Death of the Sole Family Member [24 CFR 982.311(d) and Notice PIH 2010-9]</b> The PHA must immediately terminate program assistance for deceased single-member households.</p> <p><b>Mandatory Safety Obligation and Continuous Monitoring</b> The PHA must ensure that HUD-assisted housing serves as a secure platform for family self-sufficiency. While the landlord is responsible for lease enforcement, the PHA is responsible for ensuring that participants remain eligible for federal assistance based on their conduct and safety records.</p> <p><b>HACP Policy</b> To fulfill this mandate, the HACP will:</p> <ul style="list-style-type: none"> <li>● Implement ongoing monitoring of all voucher-assisted households for criminal and drug-related activity that violates program obligations or threatens the health and safety of the community.</li> <li>● Strictly enforce program termination standards against all violators fairly and uniformly, utilizing all available law enforcement and regulatory records.</li> <li>● Initiate the termination of the voucher immediately upon the discovery of credible evidence of violent criminal behavior, illegal drug use, or patterns of alcohol abuse that pose a demonstrable threat to public safety.</li> <li>● Base termination decisions on documented criminal activity to ensure that federal subsidies are only provided to families that adhere to the safety standards of the program.</li> <li>● Direct all participants and staff to utilize the HUD OIG Hotline (1-800-347-3735) to report crime, gang activity,</li> </ul>	SOHUD Letter to PHAs and Owners re. Public Safety (11/24/25)

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			or sex trafficking involving voucher-assisted households.	
Amanda Hower, MTW	410, 12, 12-II.G.	N/A - new section	<p><b>12-II.G. PUBLIC SAFETY AND OIG REPORTING</b></p> <p>To improve community safety, HUD encourages PHAs to publicly display and advertise the HUD Office of Inspector General (OIG) Hotline: 1-800-347-3735. This hotline is the primary means to submit allegations of fraud, crime, or illegal activity within HUD-funded programs. It is not a substitute for 911 or local law enforcement, and should not be used to report active emergencies.</p>	SOHUD Letter to PHAs and Owners re. Public Safety (11/24/25)
Amanda Hower, MTW	536, 17, 17-II.A.	The PHA may allow for entities that have site control to submit proposals provided the entity will be the owner prior to entering into the AHAP or HAP contract. An owner may submit, and a PHA may select, a single proposal covering multiple projects where each project consists of a single-family building, provided all projects are the same housing type (existing, rehabilitated, or newly constructed) [24 CFR 983.51(a)].	<p>The PHA may allow for entities that have site control to submit proposals provided the entity will be the owner prior to entering into the AHAP or HAP contract. An owner may submit, and a PHA may select, a single proposal covering multiple projects where each project consists of a single-family building, provided all projects are the same housing type (existing, rehabilitated, or newly constructed) [24 CFR 983.51(a)].</p> <p><b>HACP Policy</b></p> <p>Any proposal submitted must identify the potential site(s) for review. While an offeror is generally restricted to the site(s) described in the submitted proposal, the HACP reserves the right to allow the substitution of units or sites under the following conditions:</p> <ul style="list-style-type: none"> <li>• Owners may substitute units within an approved project at any time before the HAP contract is signed, provided the substitute units are of the same structure and housing type (apartment, townhome, single-family detached house, etc.).</li> <li>• The HACP may permit an owner to substitute an entire site if the replacement site is located within the same target neighborhood, maintains the same bedroom distribution/unit count, and meets all Site and Neighborhood Standards.</li> </ul>	Marsha conversation

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			Such substitutions may be approved administratively without a new competitive solicitation, provided the fundamental nature of the original proposal remains intact.	
Jaylyn Hammond, Occupancy & Amanda Hower, MTW	550, 17, 17-III.D.	<p><b>Initial Inspection: Existing Housing [24 CFR 983.103(c)]</b> ...</p> <p><b><u>HACP POLICY</u></b> The HACP will not provide assistance on behalf of the family until the unit fully complies with housing quality standards. For owners in the Preferred Owners Program, the HACP will accept the City of Pittsburgh’s Certificate of Occupancy for a new unit in lieu of the pre-HAP contract HQS inspection, if the unit is occupied within sixty (60) days of the date listed on the Certificate of Occupancy.</p> <p>The HAP contract for existing housing must be executed within ninety (90) calendar days of the initial inspection.</p>	<p><b>Initial Inspection: Existing Housing [24 CFR 983.103(c)]</b> ...</p> <p><b><u>HACP POLICY</u></b> The HACP has adopted the NLT and alternative inspection options for PBV existing housing in Chapter 8. However, the HACP will not provide assistance on behalf of the family until the unit fully complies with housing quality standards.</p> <p>For owners in the Preferred Owners Program, the HACP will accept the City of Pittsburgh’s Certificate of Occupancy for a new unit in place of the initial inspection if the unit is occupied within ninety (90) days of the date listed on the Certificate of Occupancy.</p> <p>The HACP also conducts pre-inspections for PBV units prior to HAP contract signing. If the PBV unit passes, the pre-inspection may substitute for the initial inspection if a Request for Lease Approval (RFLA) is submitted within ninety (90) days of the inspection date. If the PBV unit fails pre-inspection with no NLT findings, the HACP will sign the HAP contract, require a RFLA submission for an eligible PBV family, and then conduct an initial inspection. Assistance will not be provided for any failed PBV units until they pass inspection.</p> <p>The HAP contract for existing housing must be executed within ninety (90) calendar days of the initial inspection.</p>	Match MTW Plan & add Pre-Inspections
Amanda Hower, MTW	340, 9, 9-I.E.	<p><b>Term of Assisted Tenancy</b> The initial term of the assisted dwelling lease must be for at least one year [24 CFR 982.309]. The initial lease term is also stated in the HAP contract.</p>	<p><b>Term of Assisted Tenancy</b> The initial term of the assisted dwelling lease must be for at least one year [24 CFR 982.309]. The initial lease term is also stated in the HAP contract.</p>	Align with the new lease start date policy

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		<p>The HUD program regulations permit PHAs to approve a shorter initial lease term if certain conditions are met.</p> <p><b><u>HACP POLICY</u></b></p> <p>The HACP will approve an initial lease term of not less than eleven and one-half (11.5) months.</p>	<p>The HUD program regulations permit PHAs to approve a shorter initial lease term if certain conditions are met.</p> <p><b><u>HACP POLICY</u></b></p> <p>The HACP will approve an initial lease term of not less than <b>twelve (12) months. The lease may begin on any day of the month. To constitute a full year, the lease must expire at midnight on the day immediately preceding the one-year anniversary of the start date.</b></p>	
Amanda Hower, MTW for Caster Binion	93, 5, 5-II.E.	<p><b>Extensions of Voucher Term [24 CFR 982.303(b)]</b></p> <p><b><u>HACP POLICY</u></b></p> <p>Voucher extensions will be given in the following manner:</p> <p><b>Participants:</b> The participant family will be eligible for voucher extensions in increments of thirty (30) days up until they are six (6) months zero (0) HAP.</p> <p><b>Applicants:</b> The applicant family will be eligible for one (1) sixty (60) day extension. Once the sixty (60) day extension expires, the voucher will be terminated and the family will need to reapply in accordance with the applicant withdrawal procedures outlined in Chapter 3, Part III, or the participant termination procedures outlined in Chapter 12, whichever is applicable.</p>	<p><b>Extensions of Voucher Term [24 CFR 982.303(b)]</b></p> <p><b><u>HACP POLICY</u></b></p> <p>Voucher extensions will be given in the following manner:</p> <p><b>Participants:</b> The participant family will be eligible for voucher extensions in increments of thirty (30) days up until they are six (6) months zero (0) HAP.</p> <p><b>Applicants:</b> The applicant family will be eligible for one (1) sixty (60) day extension. Once the sixty (60) day extension expires, the voucher will be terminated, and the family will need to reapply in accordance with the applicant withdrawal procedures outlined in Chapter 3, Part III, or the participant termination procedures outlined in Chapter 12, whichever is applicable.</p> <p><b>At the sole discretion of the HACP, upon written request, the HACP may provide additional voucher extensions beyond the standard intervals mentioned above on a case-by-case basis based on mitigating circumstances.</b></p>	Executive Director's request