

Summary of Chapter 1: Overview of the Housing Choice Voucher Program

General Overview

The Housing Choice Voucher (HCV) program, administered by the Gainesville Housing Authority (GHA), receives funding from the Department of Housing and Urban Development (HUD). The GHA is a governmental body authorized by state law to develop and operate housing programs for low-income families. This chapter provides an overview of the GHA's mission, organizational structure, and the HCV program's operations and policies.

The Public Housing Agency (PHA)

Organization and Structure

- The GHA administers the HCV program in Gainesville, FL, and Alachua County, FL.
- The Board of Commissioners governs the GHA, establishing policies and ensuring their implementation.
- The CEO is appointed by the Board and is responsible for day-to-day operations, including hiring, training, and compliance with laws.

Mission

- Gainesville Housing Authority (GHA) is an innovative, performance-driven, customer focused business; advocating for preserving and developing affordable housing and self-sufficiency opportunities.

Programs and Commitment

- The administrative plan applies to the HCV program.
- GHA aims to provide decent, safe, and sanitary housing while promoting self-sufficiency and fair housing.
- The agency focuses on creating positive public awareness and maintaining high standards and professionalism.

The Housing Choice Voucher (HCV) Program

Overview and History

- Started in 1974 under the Housing and Community Development Act.

- Provides tenant-based assistance, allowing families to select housing in the private rental market.
- Housing Opportunity Through Modernization Act of 2016 (HOTMA) was signed into law and in 2023 HUD released guidance for implementation

Program Basics

- Provides rental assistance to eligible families.
- Families receive vouchers to lease housing units that meet quality standards.
- Promotes mobility and portability across jurisdictions.

Partnerships

- HUD provides funding and regulatory guidance.
- GHA administers the program locally.
- Owners and families have roles and responsibilities to ensure program success.

Applicable Regulations

- Compliance with regulations such as 24 CFR Parts 5, 8, 35, 100, 982, 983, and 985.

The HCV Administrative Plan

Overview and Purpose

- Establishes policies for the HCV program consistent with HUD requirements and local goals.
- Available for public review and updated as required to comply with HUD regulations

Updating and Revising the Plan

- GHA will review for regular updates to reflect changes in regulations, PHA operations, or to ensure consistency.
- All revisions must be approved by the Board of Commissioners and included in the Agency Plan.

Policy Changes

- No policy changes were made

Summary of Chapter 2: Fair Housing and Equal Opportunity

Overview

Chapter 2 of the Admin Plan outlines the laws and HUD regulations requiring Public Housing Authorities (PHAs) to promote civil rights and fair housing in all federally assisted housing programs. This chapter details the policies and processes that ensure nondiscrimination and equal opportunity in the Gainesville Housing Authority (GHA)'s Housing Choice Voucher (HCV) operations.

Nondiscrimination

Legal Framework

- Federal laws prohibit discrimination based on race, color, religion, sex, national origin, age, familial status, and disability.
- HUD regulations provide additional protections regarding sexual orientation, gender identity, and marital status.
- Relevant laws include the Civil Rights Act of 1964 and 1968, Executive Orders 11063 and 13988, Section 504 of the Rehabilitation Act, and the Americans with Disabilities Act.

GHA Policy

- The PHA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment
- The PHA will not discriminate on the basis of marital status, gender identity, or sexual orientation.
- The PHA will take steps to ensure that families and owners are fully aware of all applicable civil rights laws

Actions Prohibited by GHA

- Denying housing opportunities based on protected characteristics.
- Providing different housing or benefits than those provided to others.
- Engaging in segregation, disparate treatment, or sexual harassment.
- Publishing discriminatory advertisements or notices.

Definition of a Disabled Person and Determination of Qualification

- GHA Policy defines a disabled person as an individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such an impairment, or is regarded as having such an impairment.
- This definition aligns with the criteria set forth in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
- To determine if someone qualifies as a disabled person GHA will require:
 - appropriate documentation from a licensed medical professional, social services agency, or other relevant entities
 - the documentation must clearly indicate the nature of the disability and how it limits the individual's ability to perform major life activities
 - GHA will review this documentation in a timely and confidential manner to ensure that individuals receive the accommodations and support they need

Policies & Accommodations

- GHA has established comprehensive policies to ensure compliance with fair housing laws. These policies include:
 - Providing reasonable accommodations for persons with disabilities.
 - Ensuring all public areas are accessible.
 - Making modifications to housing units and common areas as necessary.
 - Offering language assistance services to individuals with limited English proficiency.
 - Conducting regular training for staff and partners to maintain awareness and compliance with civil rights laws.

Policy Changes

Section Title	Revisions
Providing Information to Families and Owners	Added: Within 10 business days of receiving the complaint, the PHA will investigate and attempt to remedy discrimination complaints
Oral Interpretation	Added: The PHA will utilize a language line for telephone interpreter services. When exercising the option to conduct remote briefings, informal reviews or hearings, however the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.

Summary of Chapter 3 Eligibility

Gainesville Housing Authority

Overview

This document outlines the eligibility criteria for the Housing Choice Voucher (HCV) program as administered by the Gainesville Housing Authority (GHA). It details the necessary qualifications for applicant families, including definitions of family and household members, income eligibility, and citizenship status. The document also highlights changes brought about by the Housing Opportunity Through Modernization Act (HOTMA).

Key Benefits and Goals

- Ensuring accurate and fair eligibility assessment.
- Providing clear guidelines on family composition and income requirements.
- Enhancing the assistance process through updated policies.

Eligibility Criteria

Definitions of Family and Household Members

- **Family:** Includes single persons, elderly, displaced, disabled, near-elderly, and groups residing together, including mixed families.
- **Household:** Broader term that includes live-in aides, foster children, and foster adults.
- **Family Break-up:** GHA has discretion in determining which members continue to receive assistance, prioritizing victims of domestic violence and considering court decisions.
- **Dependent:** A member of the family household other than the head or spouse who is under 18 years of age, is a person with disabilities, or is a full-time student.
- **Elderly:** A person who is 62 years of age or older.
- **Disabled:** An individual who has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

- Foster: This includes foster children and foster adults who are under the care of a foster family or a government agency.
- Absent Family Member: A member who was part of the household but is temporarily or permanently absent. This includes individuals who are away for educational or employment purposes, those in the military, or those in medical facilities.

Basic Eligibility Criteria

- Income Limits: Must be at or below HUD-specified limits, with categories for low, very low, and extremely low-income families.
- Citizenship: Applicants must be U.S. citizens, nationals, or eligible noncitizens.
- Social Security Numbers: All household members must disclose SSNs unless exempt.
- Consent Forms: Required for all adult members to verify eligibility and assistance level.
 - Verification: The EIV (Enterprise Income Verification) system will be utilized to check income and employment information for all household members to ensure accuracy and compliance with program requirements.

Denial of Assistance

- Eligibility Criteria: Applicants who do not meet the basic eligibility criteria, such as income limits, citizenship, or Social Security number disclosure, will be denied assistance.
- Mandatory Denial: Includes recent evictions for drug-related activity, current illegal drug use, and lifetime sex offender registration.
- Permitted Denial: Based on criminal activity, previous behavior in assisted housing, and other factors, considering the seriousness and any mitigating circumstances.
- Prohibited Denial: Includes discrimination based on race, color, religion, sex, national origin, age, familial status, or disability.

Changes Due to HOTMA

- Asset Limits: Families ineligible if net assets exceed \$100,000 or own suitable property for occupancy, with exceptions for certain cases such as victims of domestic violence.
- Income Targeting: At least 75% of admissions during a fiscal year must be extremely low-income families.
- Foster adults and children are no longer considered members for asset and family calculations

Additional Considerations

- Student Eligibility: Restrictions on students enrolled in higher education institutions, considering both the student's and parents' income eligibility.
- Screening for Eligibility: Includes criminal background checks and verification of sex offender status.

This summary provides a structured and clear overview of the eligibility criteria and important updates for the HCV program, ensuring that the GHA's goals are met through effective and fair administration of the program.

Policy Changes

Section Title	Revisions
3-I.B. FAMILY AND HOUSEHOLD	Added: A person or group of persons, as determined by the PHA consistent with 3-I.B. FAMILY AND HOUSEHOLD [24 CFR 5.403; FR Notice 02/03/12; Notice PIH 2014-20; and FR Notice 2/14/23]
3-I.C. FAMILY BREAK-UP AND REMAINING MEMBER OF TENANT FAMILY	Added: (3)the interest of any family member who is the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including a family member who was forced to leave an assisted unit as a result of such actual or threatened abuse (4)) any possible risks to family members as a result of criminal activity; and (5) the recommendations of social service professionals.
3-I.D. HEAD OF HOUSEHOLD	The family may designate any qualified family member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.
3-I.E. SPOUSE, COHEAD, AND OTHER ADULT	A <i>marriage partner</i> includes the partner in a "common law" marriage as defined in state law. The term "spouse" does not apply to friends, roommates, or significant others who are not marriage partners. A minor who is emancipated under state law may be designated as a spouse. A <i>cohead</i> is an individual in the household who is equally responsible with the head of household for ensuring that the family fulfills all of its responsibilities under the program, but who is not a spouse. A family can have only one cohead. Minors who are emancipated under state law may be designated as a cohead.
3-I.M. LIVE-IN AIDE	The PHA will notify the family of its decision in writing within 10 business days of receiving a request for a live-in aide,

	including all required documentation related to the request.
3-II.D. FAMILY CONSENT TO RELEASE OF INFORMATION	The PHA has established a policy that revocation of consent to access financial records will result in denial of admission.
3-III.B. MANDATORY DENIAL OF ASSISTANCE	<ul style="list-style-type: none">• Is now 3 years instead of 5. Defined <i>currently engaged for the use of illegal drugs</i> to be 6 months instead of 12. Any member of the family fails to sign and submit consent forms for obtaining information• The family does not meet the restrictions on net assets and real property ownership as required by 24 CFR 5.618.

Summary of Chapter 4: Applications, Waiting List, and Tenant Selection

Overview

This chapter outlines the policies and procedures the Gainesville Housing Authority (GHA) follows for handling applications, managing waiting lists, and selecting tenants for the Housing Choice Voucher (HCV) program. It ensures compliance with HUD regulations and promotes fair housing principles.

Application Process

- **One-Step Process:** Used if a family is expected to be selected within 60 days. All necessary information must be provided at application.
- **Two-Step Process:** Used if selection is expected to take longer than 60 days. Initial information is provided to determine eligibility and waiting list placement, with complete details required upon selection.
- **Accessibility:** Ensures the application process is accessible to elderly, disabled, and LEP individuals; reasonable accommodations are provided.

Placement on Waiting List

- **Priority and Preferences:** Families are placed on the waiting list based on a combination of the date and time of application and the preferences they qualify for. Preferences may include factors such as residency, homelessness, or specific needs categories.
- **Verification of Preferences:** When applying, families must provide documentation supporting their claimed preferences. This documentation is reviewed during the application process and again at selection to ensure accuracy.
- **Waiting List Position:** Families are informed of their position on the waiting list upon request. This position may fluctuate based on the addition of new applicants with higher priority preferences.
- **Notification of Changes:** Families are required to notify the GHA of any changes in their circumstances that may affect their waiting list status, such as changes in income, family composition, or preferences.

Managing the Waiting List

- **Opening and Closing:** The waiting list is closed when the estimated wait period exceeds 24 months and reopened with public notices.
- **Family Outreach:** Outreach efforts ensure a sufficient and diverse number of applicants, targeting underserved populations and complying with fair housing requirements.
- **Updating:** The list is updated annually; families must respond to update requests to remain on the list.
- **Removal from Waiting List:** Families may be removed from the waiting list if they fail to respond to update requests, do not meet eligibility criteria at the time of selection, or request removal. Families will be notified of their removal and provided with information on how to reapply if they choose to do so

Selection for HCV Assistance

- **Selection Method:** Families are selected based on preferences and targeted funding, in a first-come, first-served order within each category.
- **Notification:** Families are notified by mail when selected from the waiting list, with details on the application interview process.
- **Application Interview:** In-person interviews verify eligibility, with accommodations for those unable to attend due to disabilities.
- **Final Determination:** The PHA verifies all information and notifies families of eligibility or ineligibility within 10 business days.

Key Benefits and Goals

- **Fair Housing:** Ensures equal opportunity for all applicants and furthers fair housing goals.
- **Transparency:** Clear, consistent policies for application, waiting list management, and tenant selection.
- **Accessibility:** Accommodations for elderly, disabled, and LEP individuals throughout the application process.
- **Efficiency:** Streamlined processes for managing applications and waiting lists, and selecting eligible families.

Policy Changes

<p>Purging the Waiting List</p>	<ul style="list-style-type: none"> • The family’s response must be received in 10 days instead of 5. • If there are no changes, the family must mail back the annual update letter stating that there are no changes within 10 business days instead of 5. • If the family fails to respond within 10 business days-instead of 5, the family will be removed from the waiting list without further notice. • The family will have 10 business days - instead of 5 to respond from the date the letter was re-sent.
<p>Order of Selection</p>	<p>Preferences remaining include:</p> <ul style="list-style-type: none"> • Preference for single persons who are elderly, displaced, homeless, or persons with disabilities. 982.207 (b)(5) • Local preference • All others by the oldest date, and time of application
<p>4-III.E. THE APPLICATION INTERVIEW</p>	<p>Along with the head of household the spouse/cohead and anyone 18 years or older will be required to attend the interview together.</p>

Summary of Chapter 5: Briefings and Voucher Issuance

Gainesville Housing Authority (GHA)

Overview

Chapter 5 of the GHA Administrative Plan outlines the procedures and policies for briefing families and issuing vouchers under the Housing Choice Voucher (HCV) program. The chapter aims to ensure families fully understand their rights and responsibilities within the program, facilitating a smooth transition into suitable housing.

Part I: Briefings and Family Obligations

Overview

- Mandatory briefings for eligible families.
- Combines oral briefings with written information packets.
- Focuses on family and owner responsibilities, leasing procedures, and program operations.

Briefing Requirements

- Families notified by mail and email of their eligibility and briefing details.
- In-person briefings must ensure accessibility and effective communication.
- Remote briefings may be conducted via phone, video conferencing, or other digital platforms.

Attendance

- Household representatives must attend briefings and sign vouchers to receive assistance.
- Failure to attend scheduled briefings may result in denial of admission.

Accessibility

- Briefings must accommodate individuals with disabilities and those with limited English proficiency (LEP).
- Use of auxiliary aids, interpretation services, and accessible digital platforms as needed.

Oral Briefing Content

- Explanation of the HCV program, responsibilities, and leasing options.
- Details on portability, advantages of low-poverty areas, and welfare-to-work obligations.

Briefing Packet Content

- Voucher term and policies on extensions or suspensions.
- Calculation methods for housing assistance payments and maximum allowable rents.
- Information on equal opportunity laws, fair housing complaints, and accessible units.
- Family obligations, grounds for termination, and informal hearing procedures.

Part II: Subsidy Standards and Voucher Issuance

Determining Family Unit Size

- Policies for determining the appropriate number of bedrooms based on family size and composition. This includes guidelines on the minimum and maximum number of occupants per bedroom, considerations for age, gender, and any special needs of family members.
- Guidelines for exceptions based on individual family needs and circumstances, such as accommodating a live-in aide, medical equipment, or other specific requirements that may necessitate additional bedroom space.

Voucher Issuance

- Vouchers issued after determining family eligibility and attending a briefing.
- Policies for ensuring sufficient funds before issuing vouchers.

Voucher Term, Extensions, and Suspensions

- Initial voucher term of 60 calendar days with possible extensions based on specific circumstances.
- GHA will automatically approve one 30-day extension with request from the family.
- Request for an additional extension must include the reason(s) an additional extension is necessary.
- Procedures for suspending voucher terms during tenancy approval processes.
- Reapplication requirements if vouchers expire before securing housing.

Conclusion

Chapter 5 ensures that families participating in the HCV program are well-informed and adequately supported throughout the voucher issuance process. By providing clear guidelines and accommodating individual needs, the GHA aims to enhance housing stability and improve the quality of life for the community. The structured approach to briefings and voucher issuance underscores the GHA's commitment to transparency, accessibility, and effective communication, ultimately fostering a more inclusive and supportive housing environment.

Policy Changes

Remote Briefings	<p>The PHA has the sole discretion to require that briefings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. If the PHA schedules a remote briefing, the PHA will conduct a face-to-face briefing upon request of the applicant as a reasonable accommodation for a person with a disability if safety and health concerns can be reasonably addressed.</p> <p>In addition, the PHA will conduct a briefing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, that would enable them to attend the briefing, or if the applicant believes an in-person briefing would create an undue health risk. The PHA will consider other reasonable requests for a remote briefing on a case-by-case basis.</p>
Conducting Remote Briefings	<p>At least 10 business days prior to scheduling the remote briefing, the PHA will provide written notification via first class mail and/or email to families participating in the briefing to advise of technological requirements and to request the family notify the PHA of any known barriers. If any family does not respond within five business days, or if the written notification is returned by the post office or the email is rejected, the PHA will contact the family by</p>

telephone to identify potential technological barriers and to determine which technology resources are accessible to the family. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person briefing or have a one-on-one briefing over the phone, as appropriate.

The PHA will conduct remote briefings via a video conferencing platform when available. If applicants are unable to adequately access the video conferencing platform, the briefing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in, the remote briefing will be postponed, and an in-person alternative or one-on-one briefing over the phone will be provided.

The PHA will provide login information and/or conferencing call-in information and an electronic copy of the briefing packet via email at least five business days before the briefing. The PHA will provide a paper copy of the briefing packet upon family request, and may reschedule the briefing to allow adequate time for the family to receive the physical briefing packet.

The PHA will ensure that all electronic information stored or transmitted as part of the briefing meets the requirements for accessibility for persons with disabilities and persons with LEP, and is secure, including ensuring personally identifiable information (PII) is protected.

The PHA will ensure that families who participate in remote briefings have the opportunity to ask questions as part of the briefing.

	<p>If families lose connectivity during any remote briefing or otherwise feel they were unable to access information presented during the briefing, the family may request a one-on-one briefing over the phone or in person with the PHA.</p>
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Summary Chapter 6 Income & Subsidy Determination Policies

General Overview

The Gainesville Housing Authority (GHA) utilizes specific policies and methods to determine family income and subsidies, ensuring eligibility and proper calculation of payments by families. This document outlines HUD regulations and GHA policies for income and subsidy determination, structured into four primary parts: Annual Income, Assets, Adjusted Income, and Calculating Family Share and PHA Subsidy.

Key Benefits and Goals

- Ensure only eligible families receive assistance
- Accurate calculation of family obligations and PHA subsidies
- Compliance with HUD regulations
- Incorporation of recent updates, including HOTMA

Section Summaries

Part I: Annual Income

- Includes all amounts received from all sources by each family member 18 or older, or head of household/spouse
- Includes unearned income for dependents under 18
- Excludes income specifically outlined in 24 CFR 5.609(b)
- Uses actual anticipated income from assets unless excluded
- Defines treatment of child support and alimony income

Part II: Assets

- Excludes certain types of assets from annual income
- Includes net income from the operation of a business
- Defines handling of assets disposed of for less than fair market value
- Specifies treatment of checking and savings accounts, investment accounts, and trusts

Part III: Adjusted Income

- Mandatory deductions include \$480 per dependent and \$525 for elderly/disabled families
- Additional deductions for unreimbursed medical expenses, disability assistance, and child care expenses
- Defines eligibility for health and medical care expenses deduction
- Updates related to HOTMA: Removal of the Earned Income Disallowance (EID) effective January 1, 2024

Part IV: Calculating Family Share and PHA Subsidy

- Methodology for calculating the Total Tenant Payment (TTP)
- Application of utility allowances and minimum rent policies
- Prorated assistance for mixed families
- Guidelines for applying payment standards and utility allowance revisions

Updates Related to HOTMA

- Removal of the Earned Income Disallowance (EID) starting January 1, 2024
- New procedures for calculating income from student financial assistance
 - Certain types of student financial aid that were previously excluded from income calculations will now be partially included.
 - This includes grants, scholarships, and fellowships that are directly used to cover tuition, fees, and other required educational expenses.
 - Any portion of these funds that is used for living expenses, such as room and board, will be considered as income.
 - Revisions introduce clear guidelines for assessing income from work-study programs and other earnings obtained by students in higher education.
 - These earnings will be treated as regular income, subject to the same calculations and deductions as other forms of employment income.
- Revised definitions and exclusions for various types of income and assets

The revised definitions and exclusions for various types of income and assets are as follows:

Income Definitions:

- Employment Income: This includes wages, salaries, tips, overtime pay, and bonuses. All earnings from employment must be reported before any deductions for taxes, insurance, or other purposes.
- Self-Employment Income: Income generated from business activities, including freelance work, consulting, and other self-employed ventures. Net income from these activities, after deducting business expenses, will be considered.
- Investment Income: Interest, dividends, and other earnings from savings accounts, stocks, bonds, and other investment vehicles. Capital gains from the sale of investments will also be included.
- Pension and Retirement Income: Distributions from retirement accounts, pensions, and annuities. This includes both periodic payments and lump-sum distributions.

Income Exclusions:

- Non-Recurring Income: Lump-sum payments such as inheritances, insurance settlements, and one-time gifts are generally excluded from income calculations.
- Certain Medical Reimbursements: Payments received for the reimbursement of medical expenses that do not exceed the actual costs incurred.
- Education-Related Exclusions: Portions of grants, scholarships, and fellowships used specifically for tuition, fees, and other mandatory educational expenses.

Asset Definitions:

- Liquid Assets: Cash, savings accounts, checking accounts, and other assets that can be easily converted to cash.
- Real Estate: Ownership interests in land and buildings. The equity value, which is the market value minus any debt secured by the property, will be considered.
- Personal Property: Valuable items such as jewelry, artwork, and collectibles. The market value of these items will be included in asset calculations.

Asset Exclusions:

- Personal Use Property: Items such as clothes, furniture, and vehicles that are primarily for personal use and not held as investments.
- Retirement Accounts: Funds held in retirement accounts such as IRAs and 401(k)s until they are withdrawn.

Policy Changes

Temporarily Absent Family Members	The income of all family members approved to live in the unit will be counted, even if the family member is temporarily absent from the unit.
PHA Definition of Caretaker	<p>If a responsible agency has determined that another adult is to be brought into the assisted unit to care for a child for an indefinite period, the designated caretaker will not be considered a family member until a determination of custody or legal guardianship is made.</p> <p>At any time that custody or guardianship legally has been awarded to a caretaker, the housing choice voucher will be transferred to the caretaker.</p>
6-I.C. CALCULATING ANNUAL INCOME	<p>When the PHA cannot readily anticipate income based upon current circumstances (e.g., in the case of temporary, sporadic, or variable employment, seasonal employment, unstable working hours, or suspected fraud), the PHA will review and analyze historical data for patterns of employment, paid benefits, and receipt of other income and use the results of this analysis to establish annual income.</p> <p>Any time current circumstances are not used to project annual income, a clear rationale for the decision will be documented in the file. In all such cases the family may present information and documentation to the PHA to</p>

show why the historic pattern does not represent the family's anticipated income.

In all cases, the family file will be documented with a clear record of the reason for the decision, and a clear audit trail will be left as to how the PHA annualized projected income.

Known Changes in Income

If the PHA verifies an upcoming increase or decrease in income, annual income will be projected by applying each income amount to the appropriate part of the 12-month period.

The family may present information that demonstrates that implementing a change before its effective date would create a hardship for the family. In such cases the PHA will calculate annual income using current circumstances and then, should the change in income require the PHA to conduct an interim reexamination, conduct an interim reexamination in accordance with PHA policy in Chapter 11.

At annual reexamination, PHAs must first determine the family's income for the previous 12-month period and use this amount as the family income for annual reexaminations; however, adjustments to reflect current income must be made. Any change of income since the family's last annual reexamination, including those that did not meet the threshold to process an interim reexamination of family income in accordance with PHA policies in Chapter 11 and HUD regulations, must be considered. If, however, there have been no changes to income, then the amount of income calculated for the previous 12-month period is the amount that will be used to determine the family's rental assistance. Income from assets is always anticipated, irrespective of the income examination type.

	Policies related to conducting annual reexaminations are located in Chapter 11.
6-I.D. EARNED INCOME	The PHA will include in annual income the full amount, before any payroll deductions, of wages and salaries, overtime pay, commissions, fees, tips and bonuses, and other compensation
Definition of <i>Medical Expenses</i>	HUD is not permitting PHAs to specifically align their policies with IRS Publication 502 for determining which expenses are included in HUD’s mandatory deduction for health and medical care expenses. PHAs must review each expense to determine whether it is eligible in accordance with HUD’s definition of <i>health and medical care expenses</i> .
6-I.F. BUSINESS INCOME	<p>To determine business expenses that may be deducted from gross income, the PHA will use current applicable Internal Revenue Service (IRS) rules for determining allowable business expenses [see IRS Publication 535], unless a topic is addressed by HUD regulations or guidance as described herein.</p> <p>Business Expansion If an applicant/participant is operating a licensed day-care business, income will be verified as with any other business. If an applicant/participant is operating a “cash and carry” operation (which may or may not be licensed), the PHA will require that the applicant/participant complete a form for each customer which indicates: name of person(s) whose child (children) is/are being cared for, phone number, number of hours child is being cared for, method of payment, amount paid, and signature of person. If a child-care services were terminated, third-party verification will be sent to the parent whose child was cared for</p>

6-III.G. HARDSHIP EXEMPTIONS

To qualify for a hardship exemption, a family must submit a request in writing. The request must show that the family's health and medical and/or disability assistance expenses have increased (other than the transition to the higher threshold) and that the family's financial hardship is a result of a change in circumstances. The PHA defines *a change in circumstances* as a decrease in income or increase in other expenses that has resulted in the family's financial hardship but does not, on its own, trigger an interim reexam in accordance with PHA policies.

The PHA will make a determination of whether the family qualifies within 30 calendar days and will notify the family in writing of the result within 10 business days of the determination

The family may request an extension either orally or in writing prior to the end of the hardship exemption period. The PHA will extend relief for an additional 90-days if the family demonstrates to the PHA's satisfaction that the family continues to qualify for the hardship exemption

<p>Child Care Expense Hardship Exemption</p>	<p>The PHA will make a determination of whether the family qualifies within 30 calendar days and will notify the family in writing of the result within 10 business days of the determination.</p> <p>The family may request an extension either orally or in writing prior to the end of the hardship exemption period. The PHA will extend relief for an additional 60-days if the family demonstrates to the PHA's satisfaction that the family continues to qualify for the hardship exemption.</p>
<p>Calculating Income from Student Financial Assistance</p>	<p>If a student only receives financial assistance under Title IV of the HEA and does not receive any other student financial assistance, the PHA will exclude the full amount of the assistance received under Title IV from the family's annual income. The PHA will not calculate actual covered costs in this case.</p> <p>If the student does not receive any assistance under Title IV of the HEA but does receive assistance from another source, the PHA will first calculate the actual covered costs to the student in accordance with 24 CFR 5.609(b)(ii). The PHA will then subtract the total amount of the student's financial assistance from the student's actual covered costs. The PHA will include any amount of financial assistance in excess of the student's</p>

	<p>actual covered costs in the family’s annual income.</p> <p>When a student receives assistance from both Title IV of the HEA and from other sources, the PHA will first calculate the actual covered costs to the student in accordance with 24 CFR 5.609(b)(ii). The assistance received under Title IV of the HEA will be applied to the student’s actual covered costs first and then the other student’s financial assistance will be applied to any remaining actual covered costs.</p> <p>If the amount of assistance excluded under Title IV of the HEA equals or exceeds the actual covered costs, none of the assistance included under other student financial assistance” would be excluded from income. If the amount of assistance excluded under Title IV of the HEA is less than the actual covered costs, the PHA will exclude the amount of other student financial assistance up to the amount of the remaining actual covered costs.</p>
<p>6-I.H. PERIODIC PAYMENTS</p>	<p>The PHA will include in annual income lump sums received as a result of delays in processing periodic payments (other than those specifically excluded by the regulation), such as unemployment or welfare assistance.</p> <p>When a delayed-start payment is received that is to be included and the family reports this during the period in which the PHA is processing an annual reexamination, the PHA will adjust the family’s rent retroactively for the period the payment was intended to cover.</p> <p>If the delayed-start payment is received outside of the time the PHA is processing an annual reexamination, then the PHA will consider whether the amount meets the threshold to conduct an interim reexamination. If so, the PHA will conduct an interim in accordance with PHA policies in Chapter 11. If not, the PHA will consider the</p>

	<p>amount when processing the family’s next annual recertification.</p>
<p>Social Security Benefits</p>	<p>Annual income includes “all amounts received,” not the amount that a family may be legally entitled to receive but which they do not receive. When the SSA overpays an individual, resulting in a withholding or deduction from their benefit amount until the overpayment is paid in full, the PHA will use the reduced benefit amount after deducting only the amount of the overpayment withholding from the gross benefit amount.</p>
<p>Alimony and Child Support</p>	<p>The PHA will count all regular payments of alimony or child support awarded as part of a divorce or separation agreement.</p> <p>The PHA will count court-awarded amounts for alimony and child support unless the family certifies and the PHA verifies that the payments are not being made.</p> <p>In order to verify that payments are not being made, the PHA will review child support payments over the last three months. If payments are being made regularly, the PHA will use the amount received during the last 12 months (excluding any lump sums received). If payments have been made for a period less than 12 months, the PHA will average all payments that have been made.</p> <p>At new admission or interim recertification, if any lump sum payments were made in the past 12 months, the PHA will determine the likelihood of the family receiving another similar payment within the next 12 months before deciding whether or not this amount will be included in the calculation of annual income.</p> <p>If the PHA determines and can appropriately verify that the family in all likelihood will not receive a similar payment, then the amount</p>

	<p>will not be considered when projecting annual income.</p> <p>If the PHA determines that it is likely that the family will receive a similar payment and can appropriately verify it, the amount will be included when projecting annual income.</p> <p>If no payments have been made in the past three months and there are no lump sums, the PHA will not include alimony or child support in annual income.</p>
PART II: ASSETS	<p>The PHA generally will use current circumstances to determine both the value of an asset and the anticipated income from the asset. The PHA will use other than current circumstances to anticipate income when (1) an imminent change in circumstances is expected, (2) it is not feasible to anticipate a level of income over 12 months, or (3) the PHA believes that past income is the best indicator of anticipated income. For example, if a family member owns real property that typically receives rental income, but the property is currently vacant, the PHA can take into consideration past rental income along with the prospects of obtaining a new tenant.</p> <p>Any time current circumstances are not used to determine asset income, a clear rationale for the decision will be documented in the file. In such cases the family may present information and documentation to the PHA to show why the asset income determination does not represent the family's anticipated asset income</p>
Investment Accounts Such as Stocks, Bonds, Saving Certificates, and Money Market Funds	<p>The PHA will include interest or dividends earned by investment accounts as actual income from assets even when the earnings are reinvested.</p> <p>The cash value of such an asset is determined by deducting from the market value any broker</p>

	<p>fees, penalties for early withdrawal, or other costs of converting the asset to cash.</p> <p>In determining the market value of an investment account, the PHA will use the value of the account on the most recent investment report.</p>
Necessary and Non-Necessary Personal Property	<p>In determining the value of non-necessary personal property, the PHA will use the family's estimate of the value. The PHA may obtain an appraisal if there is reason to believe that the family's estimated value is off by \$50 or more. The family must cooperate with the appraiser but cannot be charged any costs related to the appraisal.</p>
Lump-Sum Additions to Net Family Assets	
6-III.H. PERMISSIVE DEDUCTIONS	<p>The PHA has opted not to use permissive deductions.</p>

Summary Chapter 7 Verification

General Overview

This document outlines the verification requirements for the Gainesville Housing Authority (GHA) based on 24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230, and Notice PIH 2010-19, as well as subsequent guidelines issued by HUD. It introduces the procedures for verifying information to establish family eligibility and the level of assistance. It also emphasizes the necessity of family cooperation and consent in the verification process and details the policies to accommodate persons with disabilities.

Key Sections

Family Consent to Release of Information

- All adult family members must sign form HUD-9886 at admission.
- From January 1, 2024, form HUD-9886 must only be signed once unless there are changes in family composition.
- Revocation of consent results in denial or termination of assistance.

Use of Other Programs' Income Determinations

- PHAs may use income determinations from programs like TANF, Medicaid, and SNAP.
- Verification must be from third-party sources and reflect the family's total annual income.
- GHA will accept Safe Harbor determinations at annual reexamination but not for new admissions or interim reexaminations.

Streamlined Income Determinations

- Applicable to family members with fixed sources of income.
- Third-party verification required every three years; interim years use inflationary adjustments.
- GHA applies verified adjustment factors to fixed-income sources if 90% or more of income is fixed.

Verification Hierarchy

- PHAs must use the EIV system as the primary verification source.
- Other methods include non-EIV systems, written third-party verification, and self-certification.

- Documentation must detail income and rent calculations for HUD review.

Level 5 and 6 Verification: Up-Front Income Verification (UIV)

- Up-Front Income Verification (UIV) is a process used by Public Housing Authorities (PHAs) to verify an individual's income directly from external sources before making housing assistance determinations. This proactive approach ensures that the income information provided by applicants or tenants is accurate and up-to-date.
- Mandatory use of HUD's EIV system to verify employment and income information.
- GHA will obtain EIV Income and IVT reports monthly for all families.
- Deceased Tenants Reports must be reviewed monthly, and appropriate actions taken immediately.

Verification of Family Information

- Legal identity and Social Security numbers must be verified for all household members.
- Verification of student status and disability required for certain income deductions.
- Documentation of age must be provided for all family members.

Verification of Income and Assets

- Income from wages, business, self-employment, and periodic payments must be verified.
- Nonrecurring income is excluded from annual calculations.
- Assets and income from assets need thorough verification, including self-certification for assets below \$50,000.

Verification of Mandatory Deductions

- Dependent and elderly/disabled family deductions require verification of eligibility.
- Medical and disability assistance expenses must be verified through third-party documentation.
- Child care expenses must be verified and deemed reasonable and necessary.

Changes Related to HOTMA

The Housing Opportunity Through Modernization Act (HOTMA) has introduced several significant changes to the verification processes and procedures:

- Form HUD-9886: Effective January 1, 2024, this form must be signed only at the time of admission, rather than at each annual reexamination. This change aims to streamline the administrative process and reduce redundancy.

- Streamlined Income Determination: For families with fixed sources of income, a simplified verification procedure is now in place. This allows for a more efficient determination of eligibility and reduces the burden on both families and PHAs.
- Encouragement for Upfront Verification Sources: PHAs are now encouraged to use other upfront verification sources alongside HUD’s EIV system. This approach enhances the robustness of the verification process and ensures more accurate and comprehensive assessments of family incomes and assets.

Policy Changes

7-I.A. FAMILY CONSENT TO RELEASE OF INFORMATION	Family members turning 18 years of age between annual recertifications will be notified in writing that they are required to sign the required Consent to the Release of Information Form HUD-9886 at the family’s next annual or interim reexamination, whichever is earlier
Penalties for Failing to Consent	<p>The PHA has established a policy that revocation of consent to access financial records will result in denial of admission or termination of assistance in accordance with PHA policy.</p> <p>In order for a family to revoke their consent, the family must provide written notice to the PHA.</p> <p>Within 10 business days of the date the family provides written notice, the PHA will send the family a notice acknowledging receipt of the request and explaining that revocation of consent will result in denial or termination of assistance, as applicable. At the same time, the PHA will notify their local HUD office</p>
7-I.C. STREAMLINED INCOME DETERMINATIONS	<p>When the PHA does not use a Safe Harbor income determination from a federal assistance program to determine the family’s annual income as outlined above, then PHA will use a streamlined income determinations where applicable.</p> <p>If 90 percent or more of a family’s</p>

unadjusted income is from fixed income sources:

The PHA will streamline the annual reexamination process by applying the verified inflationary adjustment factor to fixed-income sources.

The family will be required to sign a self-certification stating that 90 percent or more of their unadjusted income is fixed income and that their sources of fixed income have not changed from the previous year.

The PHA will document in the file how the determination that a source of income was fixed was made.

Third-party verification of non-fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.

If the family's sources of fixed income have changed from the previous year, the PHA will obtain third-party verification of any new sources of fixed income.

When less than 90 percent of a family's unadjusted income consists of fixed income:

The PHA will apply COLA to each of the family's sources of fixed income.

All other income will be verified using third-party verification as outlined in Notice PIH 2023-27 and Chapter 7 of this policy.

In the following circumstances, regardless of the percentage of income received from fixed sources, the PHA will obtain third-party verification as outlined in Notice PIH 2023-27 and Chapter 7 of this policy:

Of all assets when net family assets exceed \$50,000;

	<p>Of all deductions and allowances from annual income;</p> <p>If a family member with a fixed source of income is added;</p> <p>If verification of the COLA or rate of interest is not available;</p> <p>During the intake process and at least once every three years thereafter.</p>
<p>7-I.E. LEVEL 5 AND 6 VERIFICATION: UP-FRONT INCOME VERIFICATION (UIV</p>	<p>Except for when Safe Harbor verification from another means-tested federal assistance program is used to determine the family's annual income, the PHA will obtain EIV income and IVT reports for all annual reexaminations for all families monthly. The PHA will ensure that all EIV Income Reports are pulled within 120 days of the effective date of the annual reexamination.</p> <p>Income and IVT reports will only be used for interim reexaminations as necessary. For example, EIV may be used to verify that families claiming zero income are not receiving income from any sources listed in EIV</p> <p>Income and IVT reports will be used in interim reexaminations to identify any discrepancies between reported income and income shown in the EIV system, and as necessary to verify and calculate earned income, unemployment benefits, Social Security and/or SSI benefits. EIV will also be used to verify that families claiming zero income are not receiving income from any of these sources.</p> <p>Income and IVT reports will be retained in participant files with the applicable annual or interim reexamination documents (if applicable) for the</p>

duration of the family's participation.

When the PHA determines through EIV reports and third-party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity.

New Hires Report

In accordance with PHA policies in Chapter 11, the PHA does not process interim reexaminations for families who have increases in earned income. Except for instances in which the PHA uses Safe Harbor income determinations to determine a family's annual income, the PHA will only review the New Hires Report at annual reexamination.

No Income Reported by HHS or SSA Report

The PHA will generate the No Income Reported by HHS or SSA Report quarterly and will retain the report.

The PHA will re-verify the status of participants identified on the report quarterly. Based on the information provided by the family and in EIV, the PHA may require that family members provide verifications or sign release forms in order to obtain additional verification.

When the PHA determines through this report and third-party verification that a family has concealed or under-reported income, corrective action will be taken pursuant to the policies in Chapter 14, Program Integrity

The PHA will review the Deceased Tenants Report on a monthly basis.

	<p><i>Deceased Tenants Reports</i></p> <p>When the Deceased Tenants Report identifies an individual as being deceased, PHAs must immediately send a letter to the head of household or emergency contact person (if the head of household is deceased and there is no other adult household member) to confirm the death of the listed household member. The PHA must notify the owner in writing of the deceased head of household.</p>
<p>7-I.F. LEVEL 4 VERIFICATION</p>	<p>The PHA will require a minimum of four current and consecutive pay stubs for determining annual income from wages. For new income sources or when four pay stubs are not available, the PHA should determine income based on the information from a traditional written, third-party verification form or the best available information</p>
<p>7-I.H. LEVEL 2: ORAL THIRD-PARTY VERIFICATION</p>	<p>In general, the PHA will attempt to obtain written third-party verification via a form from the verification source. If written third-party verification forms are not returned within 10 business days, the PHA will accept self-certification from the family without attempting to obtain oral third-party verification.</p> <p>However, if the PHA chooses to obtain oral third-party verification, the PHA will document in the file the date and time of the telephone call or visit, the name of the person contacted and the telephone number, as well as the information confirmed</p>
<p>7-I.I. LEVEL 1: NON-THIRD-PARTY VERIFICATION TECHNIQUE: SELF-CERTIFICATION</p>	<p>All self-certifications will include the following language: “I/We, the undersigned, certify under penalty of perjury that the information provided here is</p>

	<p>true and correct, to the best of my knowledge and recollection. WARNING: Anyone who knowingly submits a false claim or knowingly makes a false statement is subject to criminal and/or civil penalties, including confinement for up to five years, fines, and civil and administrative penalties (18 U.S.C. 287, 1001, 1010, 1012; 31 U.S.C. 3279, 3802</p>
<p>7-II.B. SOCIAL SECURITY NUMBERS</p>	<p>The PHA will verify an individual’s SSN in the situations described above using the method described above as a last resort when no other forms of verification of the individual’s SSN are available.</p> <p>The PHA will grant one additional 90-day extension if needed for reasons beyond the applicant’s control, such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency.</p>
<p>7-III.A. EARNED INCOME</p>	<p>Wages</p> <p>When the PHA requires third-party verification of wages, for wages other than tips, the family must provide originals of the two most current, consecutive pay stubs.</p>
<p>7-III.E. NONRECURRING INCOME</p>	<p>The PHA will accept self-certification from the family stating that income will not be repeated in the coming year. However, the PHA may choose, on a case-by-case basis, to require third-party verification that income sources will not be repeated in the coming year.</p>

<p>7-III.F. ASSETS AND INCOME FROM ASSETS</p>	<p>For families with net assets totaling \$50,000 or less, the PHA will accept the family’s self-certification of the value of family assets and anticipated asset income. The family’s declaration must show each asset and the amount of income expected from that asset. All family members 18 years of age and older must sign the family’s declaration. The PHA reserves the right to require additional verification in situations where the accuracy of the declaration is in question. Any income the family expects to receive from assets will be included in the family’s annual income. The family will be required to provide third-party verification of net family assets every three years.</p> <p>When verification is required, in determining the value of checking or savings accounts, the PHA will use the current balance.</p> <p>In determining the anticipated income from an interest-bearing checking or savings account when verification is required and the rate of return is known, the PHA will multiply the current balance of the account by the current rate of interest paid on the account. If a checking account does not bear interest, the anticipated income from the account is zero.</p>
<p>Self-Certification of Real Property Ownership</p>	<p>Both at admission and reexam, the PHA will accept self-certification from the family that the family does not have any present ownership in any real property. The certification will state that the family does not have any present ownership interest in any real property and must be signed by all family members 18 years of age and older. The PHA reserves the right to require additional verification in situations where the accuracy of the declaration is in question.</p> <p>If the family declares they have a present ownership in real property, the PHA will</p>

	<p>obtain third-party verification of the following factors: whether the family has the legal right to reside in the property; whether the family has effective legal authority to sell the property; and whether the property is suitable for occupancy by the family as a residence. However, in cases where a family member is a victim of domestic violence, dating violence, sexual assault, or stalking, the PHA will comply with confidentiality requirements under 24 CFR 5.2007 and will accept a self-certification.</p>
<p>7-III.K. INCOME FROM EXCLUDED SOURCES</p>	<p>The PHA will accept the family’s self-certification as verification of fully excluded income. The PHA may request additional documentation if necessary to document the income source.</p> <p>The PHA will verify the source and amount of partially excluded income as described in Part 1 of this chapter</p>
<p>7-III.L. ZERO ANNUAL INCOME STATUS</p>	<p>The PHA will also require that each family member who claims zero income status complete a zero-income form. If any sources of income are identified on the form, the PHA will verify the income in accordance with the policies in this chapter prior to including the income in the family’s annual income. The PHA will only conduct interims in accordance with PHA policy in Chapter 11</p>
<p>7-III.M. STUDENT FINANCIAL ASSISTANCE</p>	<p>The PHA will request written third-party verification of both the source and the amount of student financial assistance. Family-provided documents from the educational institution attended by the student will be requested, as well as documents generated by any other person or entity providing such assistance, as reported by the student.</p>

In addition, unless the student's only source of assistance is assistance under Title IV of the HEA, the PHA will request written verification of the cost of the student's tuition, books, supplies, room and board, and other required fees and charges to the student from the educational institution.

For a student subject to having a portion of his/her student financial assistance included in annual income in accordance with 24 CFR 5.609(b)(9), the PHA will request written third-party verification of both the source and the amount. Family-provided documents from the educational institution attended by the student will be requested, as well as documents generated by any other person or entity providing such assistance, as reported by the student.

In addition, the PHA will request written verification of the student's tuition amount.

If the PHA is unable to obtain third-party written verification of the requested information, the PHA will pursue other forms of verification following the verification hierarchy in section 7-I.B.

Summary of Chapter 8 NSPIRE Standards and Rent Reasonableness Determinations

General Overview

The Gainesville Housing Authority (GHA) must ensure all units occupied by families under the Housing Choice Voucher (HCV) and Project-Based Voucher (PBV) programs comply with HUD's National Standards for the Physical Inspection of Real Estate (NSPIRE) by October 1, 2024. This chapter outlines the inspection standards, processes, and rent reasonableness determinations required to maintain compliance.

NSPIRE Standards

Inspectable Areas

- Includes inside, outside, and unit areas.
- Applies to units occupied by HCV or PBV participants, and related common and exterior areas.

Affirmative Habitability Requirements

- Units must be free from health and safety hazards such as carbon monoxide, electrical issues, extreme temperatures, and more.
- Smoke alarms must comply with the Public and Federally Assisted Housing Fire Safety Act of 2022 by December 29, 2024.

Modifications for Accessibility

- Owners must allow reasonable modifications for tenants with disabilities at the tenant's expense.
- Restoration to original condition may be required, with a possible escrow account for these costs.

Additional Local Requirements

- PHAs can implement additional criteria if they do not adversely affect health, safety, or housing choice, subject to HUD approval.
- GHA requires heating systems to maintain 65°F between October 1 and May 1.

Life-Threatening Deficiencies

- Conditions such as missing carbon monoxide alarms, obstructed egress, smoke alarms, exposed electrical conductors must be corrected within 24 hours.
- Utilities must be in service including running hot water.

Owner Responsibilities

- Maintaining units in accordance with NSPIRE standards.
- Repairing deficiencies not caused by the family or beyond normal wear and tear.
- Ensuring smoke detectors are operational unless tampered with by tenants.

Tenant Responsibilities

- Reporting any maintenance issues or deficiencies to the landlord promptly to prevent further damage or hazards.
- Maintaining cleanliness and hygiene within the unit, including regular disposal of garbage and preventing pest infestations.
- Ensuring that smoke detectors remain operational and not tampering with any safety equipment installed in the unit.
- Adhering to local noise ordinances and respecting the rights of neighbors to a peaceful living environment.
- Permitting access to the property for inspections and repairs as required by the housing authority or landlord.

The Inspection Process

Types of Inspections

- Initial Inspections: Required before approving tenancy.
- Annual/Biennial Inspections: Conducted at least once every 24 months.
- Special Inspections: Conducted based on specific issues reported.
- Quality Control Inspections: Ensures inspector accuracy and consistency.

Inspection Results and Re-inspections

- Life-threatening deficiencies must be corrected within 24 hours.
- Non-life-threatening deficiencies must be corrected within 30 days.
- Failure to correct deficiencies may result in HAP abatement or contract termination.

Rent Reasonableness Determinations

When Determinations are Required

- At initial occupancy and whenever the owner requests a rent adjustment.
- If there is a 5% decrease in Fair Market Rent or as directed by HUD.

Methodology

- Comparisons are made considering location, unit size, type, quality, amenities, and utilities.
- Data is collected from Affordablehousing.com.
- Units receiving federal, state, or local assistance are not used as comparables.

HOTMA Changes

Key Updates

- Enhanced focus on life-threatening conditions and required timely corrections.
- Clearer delineation of responsibilities between owners and tenants.
- Introduction of stricter standards for smoke and carbon monoxide alarms.

Policy Changes

8-I.E. LIFE THREATENING DEFICIENCIES	In addition to those listed under the NSPIRE standards, the following are considered life-threatening conditions: Utilities not in service, including no running hot water
8-I.D. OWNER AND FAMILY RESPONSIBILITIES	The owner will be required to repair an inoperable smoke detector unless the PHA determines that the family has intentionally disconnected it (by removing batteries or other means). In this case, the family will be

	<p>required to repair the smoke detector within 24 hours.</p> <p>If an owner fails to correct life-threatening conditions as required by the PHA, the PHA will enforce the NSPIRE standards in accordance with HUD requirements. See 8-II-G.</p>
Inspection Costs	The PHA will not charge a fee for failed reinspections
Remote Video Inspections (RVIs)	The PHA will not conduct any inspection using RVI.
8-II.B. INITIAL INSPECTION	The unit must pass the initial inspection on or before the effective date of the HAP contract. The PHA will not rely on alternative inspections and will conduct an initial inspection for each unit prior to executing a HAP contract with the owner
8-II.E. QUALITY CONTROL INSPECTIONS	The PHA supervisor or other qualified personnel shall conduct inspections on four (4) percent of the units under HAP contract during the fiscal year..
8-II.F. INSPECTION RESULTS AND RE-INSPECTIONS FOR UNITS UNDER HAP CONTRACT	The PHA will not accept self-certification of repairs. Photos or other documentation of repairs will not be accepted in lieu of a reinspection.
8-III.C. HOW COMPARABILITY IS ESTABLISHED	GHA will not consider “services” as a factor when determining rent reasonableness because it is subjective, unquantifiable, not practical, and time consuming.

Summary of General Leasing Policies

Gainesville Housing Authority: General Leasing Policies Overview

General Overview

Chapter 9 of the Gainesville Housing Authority's leasing policies outlines the process from the submission of a Request for Tenancy Approval (RTA) to the execution of the Housing Assistance Payments (HAP) contract. The policies ensure that the leased unit and the owner meet specific criteria to qualify for assistance.

Key Sections and Important Information

Eligibility Requirements

- The unit must be an eligible dwelling unit [24 CFR 982.305(a)].
- The unit must pass the Housing Quality Standards (HQS) inspection [24 CFR 982.305(a)].
- The lease must include the required Tenancy Addendum [24 CFR 982.305(a)].
- The rent must be reasonable as per program norms [24 CFR 982.305(a)].
- Owners must have no conflicts of interest and must be approvable [24 CFR 982.306].
- Initial leasing families' rent share cannot exceed 40% of their adjusted income if the gross rent exceeds the applicable payment standard [24 CFR 982.305(a)].

Tenant Screening

- PHA is not responsible for screening tenants for behavior or suitability [24 CFR 982.307(a)(1)].
- Screening responsibility lies with the owner [24 CFR 982.307(a)(2)].
- PHA must provide the owner's current and prior address and landlord information [24 CFR 982.307(b)(1)].

Requesting Tenancy Approval

- Families must submit an RTA and a proposed lease to the PHA.
- RTA includes essential information like unit address, number of bedrooms, and rent details.
- Owners must certify rent changes and relationship to the family.

- Submission methods: in-person, by mail, fax, or email.
- PHA will review RTA for completeness and consistency with the proposed lease.

Owner Participation

- PHA may deny owner participation based on past behavior or conflicts of interest [24 CFR 982.306(e)].
- See Chapter 13 for owner qualification details.

Eligible Units

- Units must meet specified criteria, including HQS and rent reasonableness.
- Special housing types may be permitted as reasonable accommodations.

Lease and Tenancy Addendum

- Lease must be a written contract between tenant and owner.
- All leases must include the HUD-required Tenancy Addendum [24 CFR 982.308].
- Lease must contain necessary information like names, address, rent amount, and utility responsibilities.

HAP Contract Execution

- HAP contract is an agreement between PHA and owner [24 CFR 982.305].
- Contract must be executed within 60 days of lease term start.
- PHA will only pay assistance after contract execution.

Changes in Lease or Rent

- All lease changes must be in writing and submitted to the PHA.
- Rent increases must be reasonable and approved by PHA 60 days before they take effect.
- No rent increase during the initial lease term.

Policy Changes

<p>Separate Non-Lease Agreements between Owner and Tenant</p>	<p>Separate non-lease agreements that involve additional items, appliances or other services may be considered amenities offered by the owner and may be taken into consideration when determining the reasonableness of the rent for the property.</p>
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9-I.G. HAP CONTRACT EXECUTION

Owners who have not previously participated in the HCV program must attend a meeting with the PHA in which the terms of the Tenancy Addendum and the HAP contract will be explained. The PHA may waive this requirement on a case-by-case basis, if it determines that the owner is sufficiently familiar with the requirements and responsibilities under the HCV program.

The owner and the assisted family will execute the dwelling lease, and the owner must provide a copy to the PHA. The PHA will ensure that both the owner and the assisted family receive copies of the dwelling lease

The owner and the PHA will execute the HAP contract. The PHA will not execute the HAP contract until the owner has submitted IRS form W-9. The PHA will ensure that the owner receives a copy of the executed HAP contract.

As required under VAWA, once the HAP contract and lease have been executed and the family has been admitted to the program, the PHA will notify families of their rights under VAWA by providing all families with a copy of the domestic violence certification form (HUD-5382) as well as the VAWA notice of occupancy rights (form HUD-5380).

Summary of Chapter 10: Moving with Continued Assistance and Portability

Admin Plan for Gainesville Housing Authority

General Overview

Chapter 10 of the Admin Plan focuses on the regulations and policies governing the movement of families within and outside the Public Housing Authority's (PHA) jurisdiction under the Housing Choice Voucher (HCV) program. The chapter is divided into two primary parts: Moving with Continued Assistance and Portability.

Part I: Moving with Continued Assistance

Allowable Moves

- Families can move for various reasons, including lease termination, mutual agreement with the owner, eviction notices, and safety concerns related to domestic violence or human trafficking.
- PHAs must facilitate moves related to domestic violence without penalizing the victim.
- Moves may also be approved if the current unit does not meet Housing Quality Standards (HQS) due to changes in family size or composition.

Restrictions on Moves

- Moves can be denied due to insufficient funding or if the family is non-compliant with program requirements.
- Elective moves are restricted during the initial lease term, but exceptions can be made for health, safety, or significant changes in family circumstances.

Moving Process

- Families must notify both the PHA and the owner before moving.
- New annual reexaminations are required for families moving within the PHA's jurisdiction.
- PHAs must issue a new voucher within 10 business days of approving a move.

GHA Policy

- The GHA (Generic Housing Authority) is committed to ensuring that moves are conducted smoothly and in accordance with all regulatory requirements. GHA has specific policies in place to assist families with the moving process:
 - **Notification and Approval:** Families must provide written notice to both the GHA and the current property owner prior to any move. The GHA will review and approve the move based on compliance with program requirements and the availability of funding.
 - **Support for Special Circumstance:** In cases where families need to move due to safety concerns, such as domestic violence or human trafficking, the GHA will expedite the approval process and provide additional support to ensure the victim's safety.
 - **Voucher Issuance and Reexamination:** The GHA will issue a new voucher within 10 business days of approving a move. Additionally, families are required to undergo a new annual reexamination if they move within the GHA's jurisdiction.
 - **Compliance and Funding:** Moves may be denied if the family is non-compliant with program requirements or if there is insufficient funding to support the move.

Part II: Portability

Overview

- Portability allows families to use their vouchers to lease units outside the initial PHA's jurisdiction.
- The receiving PHA can either administer the voucher or absorb the family into its own program.

Initial PHA Role

- Initial PHAs determine whether families qualify for portability moves.
- Applicant families must lease a unit within the initial PHA's jurisdiction for 12 months unless an exception is granted.
- The initial PHA must contact the receiving PHA to determine if they will administer or absorb the voucher.
- Initial PHAs are responsible for sending all necessary documentation to the receiving PHA to facilitate the move and ensure continuity of assistance.
- They must also handle billing for any housing assistance payments and administrative fees incurred during the process.

Receiving PHA Role

- Receiving PHAs must issue a voucher within two weeks of receiving the family’s paperwork.
- They must also conduct a reexamination of family income and composition.
- PHAs are responsible for billing the initial PHA for housing assistance payments and administrative fees.

Policy Changes

<p>10-I.A. ALLOWABLE MOVES</p>	<p>If a family requests permission to move with continued assistance or for an external transfer to another covered housing program operated by the PHA based on a claim that the move is necessary to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, the PHA will request that the resident request the emergency transfer using form HUD-5383, and the PHA will request documentation in accordance with section 16-IX.D of this plan.</p> <p>The PHA reserves the right to waive the documentation requirement if it determines that a statement or other corroborating evidence from the family or family member will suffice. In such cases the PHA will document the waiver in the family’s file.</p> <p>The PHA may choose to provide a voucher to facilitate an emergency transfer of the victim without first terminating the assistance of the perpetrator.</p> <p>Before granting an emergency transfer, the PHA will ensure the victim is eligible to receive continued assistance based on the citizenship or immigration status of the victim.</p> <p>The PHA has adopted an emergency transfer plan, which is included as Exhibit 16-3 to this</p>
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	<p>plan and discusses external transfers to other covered housing programs.</p>
<p>10-I.B. RESTRICTIONS ON MOVES</p>	<p>If the PHA does not have sufficient funding for continued assistance, but the family must move from their unit (e.g., the unit failed inspection), the family may move to a higher cost unit if the move is within the PHA’s jurisdiction. The PHA, however, will not allow the family to move under portability in this situation if the family wishes to move to a higher cost area.</p> <p>For both moves within the PHA’s jurisdiction and outside under portability, the PHA will not deny a move due to insufficient funding if the PHA previously approved the move and subsequently experienced a funding shortfall if the family cannot remain in their current unit. The PHA will rescind the voucher in this situation if the family will be allowed to remain in their current unit.</p> <p>The PHA will create a list of families whose moves have been denied due to insufficient funding. The PHA will keep the family’s request open indefinitely, and when funds become available, the families on this list will take precedence over families on the waiting list. The PHA will use the same procedures for notifying families with open requests to move when funds become available as it uses for notifying families on the waiting list (see section 4-III.D).</p> <p>The PHA will inform the family of its policy regarding moves denied due to insufficient funding in a letter to the family at the time the move is denied.</p>
<p>Zero HAP Families Who Wish to Move</p>	<p>If a zero HAP family requests to move to a new unit, the family may request a voucher to move. However, if no subsidy is paid at the unit to which the family requests to move, the</p>

	PHA will not enter into a HAP contract on behalf of the family for the new unit.
10-II.B. INITIAL PHA ROLE	<p>If neither the head of household nor the spouse/cohead of an applicant family had a domicile (legal residence) in the initial PHA's jurisdiction at the time that the family's initial application for assistance was submitted, the family must lease a unit within the initial PHA's jurisdiction for at least 12 months before requesting portability.</p> <p>The PHA will consider exceptions to this policy for purposes of reasonable accommodation (see Chapter 2). However, any exception to this policy is subject to the approval of the receiving PHA [24 CFR 982.353(c)(3)].</p>
Voucher Extensions and Expiration	<p>The initial PHA will approve no extensions to a voucher issued to an applicant or participant family porting out of the PHA's jurisdiction except under the following circumstances: (a) the initial term of the voucher will expire before the portable family will be issued a voucher by the receiving PHA, (b) the family decides to return to the initial PHA's jurisdiction and search for a unit there, or (c) the family decides to search for a unit in a third PHA's jurisdiction. In such cases, the policies on voucher extensions set forth in Chapter 5, section 5-II. E, of this plan will apply, including the requirement that the family apply for an extension in writing prior to the expiration of the initial voucher term.</p>
Preapproval Contact with the Receiving PHA	<p>The PHA will use email, when possible, to contact the receiving PHA regarding whether the receiving PHA will administer or absorb the family's voucher.</p>
Initial Billing Deadline	<p>The initial PHA's decision as to whether to accept late billing will be based on internal PHA factors, including the initial PHA's leasing or funding status. If the PHA has not received</p>

	<p>an initial billing notice from the receiving PHA within the billing deadline and does not intend to honor the late billing, it will contact the receiving PHA to inform them that it will not honor a late billing submission and will return any subsequent billings that it receives on behalf of the family. In this case, the PHA will send the receiving PHA a written confirmation of its decision by mail.</p> <p>Among other considerations as to whether to accept late billing will be if the family includes a person with disabilities and the late billing is a result of a reasonable accommodation granted to the family by the receiving PHA.</p>
Annual Updates of Form HUD-50058	<p>If the receiving PHA fails to send the Form HUD-52665 and Form HUD-50058 within 10 business days following the effective date of the HAP change, the initial PHA is not responsible for paying any increase in the monthly billing amount incurred prior to the notification. If the change resulted in a decrease in the monthly billing amount, the initial PHA will offset future monthly payments until the difference is reconciled.</p>
Responding to Initial PHA's Request	<p>The PHA will use email, when possible, to notify the initial PHA whether it will administer or absorb the family's voucher.</p>
Briefing	<p>All adults 18 years and older must attend the participant briefing.</p>
<i>Portability Billing</i>	<p>Unless the PHA negotiates a different amount of reimbursement with the initial PHA, the PHA will bill the initial PHA the maximum amount of administrative fees allowed, ensuring any administrative fee proration has been properly applied.</p>
Absorbing a Portable Family	<p>If the PHA decides to absorb a family after that, it will provide the initial PHA with 30 days' advance notice, but no later than 10 business days following the</p>

	effective date of the termination of the billing arrangement
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Summary of Chapter 11: Reexaminations General

Overview

This document outlines the policies and procedures for the annual and interim reexaminations of family income and composition for the Gainesville Housing Authority (GHA). The primary goal is to ensure accurate recalculations of family share and subsidy amounts in compliance with HUD regulations and PHA policies.

Key Sections and Information

Introduction

- PHA is required to reexamine family income and composition annually and adjust assistance accordingly.
- Interim reexaminations are conducted under specific circumstances.
- Policies for reasonable accommodation, family privacy, and program abuse apply to both annual and interim reexaminations.

Part I: Annual Reexaminations

Overview

- Annual reexaminations involve gathering and verifying current information about family composition, income, and expenses.
- Income for the previous 12-month period is determined.
- Safe harbor income verifications from other federal means-tested programs may be used.

Scheduling Annual Reexaminations

- Annual reexaminations are scheduled at least 90 days in advance.
- Interviews are conducted with the head of household, spouse, or cohead.
- Notification of interviews is sent by regular mail, including required documentation.

Conducting Annual Reexaminations

- Families must provide updated information regarding income, expenses, and composition.
- Documents must be provided within 10 business days of the interview, with possible extensions.
- Lifetime sex offender registration status must be verified.

Determining Ongoing Eligibility of Certain Students

- Eligibility of students under 24, not married, and without dependents must be reexamined annually.
- Both student and parents' income must meet eligibility criteria for continued assistance.

Calculating Annual Income

- Income from the previous 12-month period is used, considering any interim reexaminations.
- Cost of Living Adjustments (COLA) to Social Security income are considered changes to income.

Effective Dates

- Rent increases take effect on the family's anniversary date, with 30 days' notice.
- Rent decreases take effect on the anniversary date or the effective date of a new lease.

Part II: Interim Reexaminations

Overview

- Interim reexaminations are processed for changes in income or composition that occur between annual reexaminations.

Changes in Family and Household Composition

- Families must report changes in composition within 10 business days.
- New family members require PHA approval, except for births, adoptions, or court-awarded custody.

Changes Affecting Income or Expenses

- Interim reexaminations are conducted for increases or decreases in income of 10% or more.
- PHA does not conduct interim reexaminations for income changes within three months of the annual reexamination date.

Effective Dates

- Rent increases are effective after 30 days' notice, while rent decreases are applied retroactively.

Part III: Recalculating Family Share and Subsidy Amount

Changes in Payment Standards and Utility Allowances

- Payment standards are updated at annual reexaminations or when the family moves to a new unit.
- Utility allowances are applied based on the most current schedule.

Notification of New Family Share and HAP Amount

- Owners and families are notified of changes in HAP payments, including effective dates and amounts.
- Families have the right to request an explanation and informal hearing regarding calculations.

Discrepancies

- Errors discovered during reexaminations are corrected according to policies in Chapter 13.

Part IV: Non-Interim Reexamination Transactions

- Transactions that do not trigger interim reexaminations but must be reported to HUD include changes to hardship exemptions, deductions, and family composition.
- In these cases, GHA will submit a separate Form HUD – 50058

Policy Changes

11-I.A. OVERVIEW	Unlike when performing an interim reexamination or at intake, at annual reexamination, the PHA must determine the income of the family for the previous 12-month period, except where the PHA uses a streamlined income determination. Income from assets, however, is always anticipated, irrespective of the income examination type [Notice PIH 2023-27]. PHAs also have the option of using a “safe harbor” income verification from another federal means-tested program to verify gross annual income. Chapter 7 contains the PHA’s policies related to streamlined income determinations and the use of safe harbor income verifications.
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<p>11-I.C. CONDUCTING ANNUAL REEXAMINATIONS</p>	<p>At the annual reexamination, the PHA will ask whether the tenant, or any member of the tenant’s household, is subject to a lifetime sex offender registration requirement in any state. The PHA will use the Dru Sjodin National Sex Offender database to verify the information provided by the tenant</p>
<p>11-I.E. CALCULATING ANNUAL INCOME AT ANNUAL REEXAMINATION</p>	<p>When income is calculated using a streamlined income determination or Safe Harbor determination from a means-tested federal public assistance program in accordance with PHA policies in Chapter 7, the above is not applicable. However, where the family disagrees with the PHA or other agency’s determination of income or the PHA has other reason to use third-party verification in these circumstances, then the above will apply</p>
<p>New Family and Household Members Requiring Approval</p>	<p>The PHA will not approve the addition of any adult (18 years or older) member who was removed from the family composition within the previous 12 consecutive months.</p>
<p>Departure of a Family or Household Member</p>	<p>Absent and may not return for 12 consecutive months.</p>
<p>11-II.C. CHANGES AFFECTING INCOME OR EXPENSES</p>	<p>PHA-Initiated Interim Reexaminations A family may request an interim determination of family income for any change since the last determination. However, the PHA may decline to conduct an interim reexamination if the PHA estimates the family’s adjusted income will decrease by an amount that is less than <u>10 percent</u> of the family’s adjusted income. The PHA may set a lower threshold in PHA policy such as performing an interim for any decreases in adjusted income, although HUD prohibits the PHA from setting a dollar-figure threshold. However, while the PHA has some discretion, HUD requires that the PHA perform an interim reexamination for a decrease in adjusted income of any amount in two circumstances:</p>

	<ul style="list-style-type: none"> • When there is a decrease in family size attributed to the death of a family member; or • When a family member permanently moves out of the assisted unit during the period since the family’s last reexamination. <u>A declaration of domicile form is required to be completed in order to remove an adult (18 years and older) household member.</u> <p>In the above circumstances, the PHA must perform an interim reexamination for any decrease in adjusted income.</p> <p>If the net effect of the changes in adjusted income due to a decrease in family size results in no change or an increase in annual adjusted income, then PHA must process the removal of the household member(s) as a non-interim reexamination transaction without making changes to the family’s annual adjusted income.</p> <p><u>GHA Policy</u> The PHA will conduct an interim reexamination when the family’s adjusted income has decreased by 10 percent or more.</p>
Interim Increases	<p>When a family reports an increase in their earned income between annual reexaminations, the PHA will not conduct an interim reexamination, regardless of the amount of the increase, and regardless of whether there was a previous decrease since the family’s last annual reexamination.</p> <p>The PHA will process an interim reexamination for any increases in <u>unearned income</u> of 10 percent or more in adjusted income.</p> <p>The PHA will not perform an interim reexamination when a family reports an increase in income (whether earned or unearned income) within <u>three months</u> of their annual reexamination effective date. However,</p>

	<p>families who delay reporting income increases until the last three months of their certification period may be subject to retroactive rent increases in accordance with the PHA policies in Chapter 14.</p>
<p><i>Concurrent Increases in Earned and Unearned Income</i></p>	<p>The family will be required to report all changes in income regardless of the amount of the change, whether the change is to earned or unearned income, or if the change occurred during the last three months of the certification period. Families must report changes in income within 10 business days of the date the change takes effect. The family may notify the PHA of changes in writing. Within a reasonable time after the family's reporting the change, the PHA will determine whether the change will require an interim reexamination.</p> <p>If the change will not result in an interim reexamination, the PHA will note the information in the tenant file but will not conduct an interim reexamination. The PHA will send the family written notification within 10 business days of making this determination informing the family that the PHA will not conduct an interim reexamination.</p> <p>If the change will result in an interim reexamination, the PHA will determine the documentation the family will be required to submit based on the type of change reported and PHA policies in Chapter 7. The PHA will ask the family to report changes in all aspects of adjusted income at this time. The family must submit any required information or documents within 10 business days of receiving a request from the PHA. This time frame may be extended for good cause with PHA approval. The PHA will accept required documentation by mail, email, fax, or in person. The PHA will conduct the interim within a reasonable time based on the amount of time it takes to verify the information.</p>

	<p>Generally, the family will not be required to attend an interview for an interim reexamination. However, if the PHA determines that an interview is warranted, the family may be required to attend.</p>
<p>11-II.D. EFFECTIVE DATES</p>	<p>In general, when the family fails to report a change in income or family composition timely, and the change would lead to a rent decrease, the PHA will apply the decrease the first of the month after the change is reported by the family.</p> <p>However, the PHA will apply the results of the interim reexamination retroactively where a family's ability to report a change in income promptly may have been hampered due to extenuating circumstances such as a natural disaster or disruptions to PHA management operations. The PHA will decide to apply decreases retroactively on a case-by-case basis. When the PHA applies the results of interim decreases retroactively, the PHA will clearly communicate the effect of the retroactive adjustment to the family and may enter into a repayment agreement in accordance with PHA policies.</p> <p>The PHA will also clearly communicate the effect of the retroactive adjustment to the owner.</p>

Summary of Chapter 12: Termination of Assistance and Tenancy

Gainesville Housing Authority

General Overview

This chapter outlines the policies governing the termination of housing assistance and tenancy, as dictated by HUD regulations. It provides a comprehensive framework for both voluntary and involuntary terminations, ensuring compliance with federal guidelines. The document is divided into three main parts, addressing grounds for termination, approaches to termination, and termination of tenancy by the owner.

Part I: Grounds for Termination of Assistance

- **Family No Longer Requires Assistance:** Assistance terminates if the family's income increases to the point where HCV assistance drops to zero for 180 consecutive days.
- **Family Chooses to Terminate Assistance:** Families may request to terminate assistance at any time through written notice.
- **Mandatory Termination:** HUD mandates termination for specific reasons such as eviction for serious lease violations, failure to provide consent or documentation, and criminal activities including methamphetamine production and certain sex offenses.
- **Other Authorized Terminations:** Includes reasons like illegal drug use, alcohol abuse, and other criminal activities.

Part II: Approach to Termination of Assistance

- **Method of Termination:** Assistance may be terminated by ceasing housing assistance payments, refusing tenancy requests, or denying portability procedures.
- **Alternatives to Termination:** The PHA may consider changes in household composition or repayment of family debts as alternatives to termination.
- **Criteria for Deciding to Terminate:** Decisions are based on the seriousness of the case, family circumstances, and other relevant factors.
- **Terminations Related to Domestic Violence, Dating Violence, or Stalking:** Protections under VAWA are provided to ensure victims are not unfairly penalized.

- Termination Notice Requirements: Families must be given adequate written notice of termination, detailing the reasons for termination and the effective date, in accordance with HUD regulations.

Part III: Termination of Tenancy by the Owner

- Grounds for Termination: Owners may terminate tenancy for serious or repeated lease violations, violations of law, or criminal activity.
- Eviction Process: Owners must provide written notice specifying the grounds for termination and follow proper judicial procedures.
- Considerations for Termination: Owners are encouraged to consider the nature and seriousness of the offense, the impact on the community, and the effects on innocent household members.
- If a termination is not due to a serious or repeated violation of the lease, and if the PHA has no other grounds for termination of assistance, the PHA may issue a new voucher so that the family can move with continued assistance

Policy Changes

Use of Illegal Drugs and Alcohol Abuse	<i>Currently engaged in</i> is defined as any use of illegal drugs during the previous (6) six months.
Other Authorized Reasons for Termination of Assistance	The PHA will terminate a family’s assistance if: Any family member has been evicted from federally-assisted housing in the last (3) three years
Use of Criminal Conviction Records after Admission	The regulation at 24 CFR 5.903 governs a PHA’s access to and use of criminal conviction records obtained from a “law enforcement agency” such as the National Crime Information Center (NCIC), police departments, and other law enforcement agencies that hold criminal conviction records. While the regulatory listing of permitted uses for these records includes PHA screening of applicants for admission to the HCV program, it specifically excludes the use of records for lease enforcement and eviction

	<p>of HCV participants and excludes by omission a PHA's use of records to terminate assistance for participants. While a PHA has regulatory authority to use criminal conviction records for the purpose of applicant screening for admission, there is no corresponding authority to use these records to check for criminal and illegal drug activity by participants, and therefore, PHAs may not use records for this purpose. The limitations, however, do not apply to criminal conviction information searches from non-federal sources (i.e., sources other than the "law enforcement agencies" defined in 24 CFR 5.902(b)). There is no prohibition that bars a PHA from using non-federal sources to conduct criminal background checks of program participants.</p>
<p>Consideration of Circumstances</p>	<p>The PHA will consider the following factors when making its decision to terminate assistance:</p> <ul style="list-style-type: none">The seriousness of the case, especially with respect to how it would affect other residents' safety or propertyThe effects that termination of assistance may have on other members of the family who were not involved in the action or failure to act <p>The extent of participation or culpability of individual family members, including whether the culpable family member is a minor or a person with disabilities or (as discussed further in section 12-II.E) a victim of domestic violence, dating violence, or stalking</p> <p>The length of time since the violation occurred, including the age of the individual at the time of the conduct, as well as the family's recent history and the likelihood of favorable conduct in the future</p> <p>While a record or records of arrest will not be used as the sole basis for termination, an arrest may, however, trigger an investigation to</p>

	<p>determine whether the participant actually engaged in disqualifying criminal activity. As part of its investigation, the PHA may obtain the police report associated with the arrest and consider the reported circumstances of the arrest. The PHA may also consider:</p> <ul style="list-style-type: none"> Any statements made by witnesses or the participant not included in the police report Whether criminal charges were filed Whether, if filed, criminal charges were abandoned, dismissed, not prosecuted, or ultimately resulted in an acquittal Any other evidence relevant to determining whether or not the participant engaged in disqualifying activity <p>Evidence of criminal conduct will be considered if it indicates a demonstrable risk to safety and/or property</p>
<p>12-II.F. TERMINATION NOTICE</p>	<p>When the PHA notifies an owner that a family's assistance will be terminated, the PHA will, if appropriate, advise the owner of their right to offer the family a separate, unassisted lease.</p> <p>VAWA requires PHAs to provide notice of VAWA rights and the HUD 5382 form when a PHA terminates a household's housing benefits.</p>
<p>12-III.C. EVICTION</p>	<p>If the eviction action is finalized in court, the owner must provide the PHA with documentation related to the eviction, including notice of the eviction date, as soon as possible, but no later than 10 business days following the court-ordered eviction.</p>

Summary of Chapter 13 - Owners

Gainesville Housing Authority

General Overview

The chapter outlines the roles and responsibilities of owners within the Housing Choice Voucher (HCV) program administered by the Gainesville Housing Authority (GHA). It emphasizes the importance of owners in providing decent, safe, and sanitary housing for participating families. The document is divided into two key parts: the participation of owners in the HCV program and the provisions of the Housing Assistance Payment (HAP) contracts.

Part I: Owners in the HCV Program

Owner Recruitment and Retention

- PHAs are tasked with ensuring very low-income families have access to all types of affordable housing.
- PHAs must recruit owners to participate, particularly those with properties outside areas of poverty or minority concentration.
- GHA Strategies:
- Marketing to property owners and managers on AffordableHousing.com
- Holding annual recruitment/information meetings
- Developing relationships with real estate and property owner associations

Basic HCV Program Requirements

- PHAs aid families in their housing search by providing lists of willing landlords.
- Owners are responsible for screening tenants and maintaining units to HUD standards.
- Key documents: Request for Tenancy Approval (RFTA) and the owner's dwelling lease with Tenancy Addendum.

Owner Responsibilities

- Comply with HAP contract and lease obligations.
- Maintain the unit according to Housing Quality Standards (HQS).
- Adhere to equal opportunity requirements.

Owner Qualifications

- Criteria for disapproval include past violations, conflicts of interest, and leasing to relatives without proper accommodation requests.
- PHA has discretion to refuse approval based on owner history or other factors.

Part II: HAP Contracts

Overview

- The HAP contract is a formal agreement between PHA and the owner for housing assistance payments.

HAP Contract Contents

- Part A: Basic contract information.
- Part B: Detailed program requirements and owner responsibilities.
- Part C: Tenancy Addendum, which sets forth tenancy requirements.

HAP Contract Payments

- Monthly payments by the PHA, subject to lease terms and family occupancy.
- Adjustments to payments are communicated in writing.

Change in Ownership / Assignment of HAP Contract

- HAP contract cannot be assigned without PHA's prior written consent.
- New owners must provide documentation and agree to HAP contract terms.

Key Benefits and Goals

- Expanding access to affordable housing for very low-income families.
- Ensuring property owners understand and comply with program requirements.
- Providing comprehensive support to owners to enhance program participation and retention.

Summary of Chapter 14: Program Integrity

General Overview

The Gainesville Housing Authority (GHA) is dedicated to ensuring that subsidy funds are used in accordance with HUD regulations. Chapter 14 of the Admin Plan focuses on policies to prevent, detect, investigate, and address program abuse or fraud. It outlines measures for handling unintentional errors and omissions.

Part I: Preventing, Detecting, and Investigating Errors and Program Abuse

Preventing Errors and Program Abuse

- Use of Enterprise Income Verification (EIV) system as required by HUD.
- Provision of form HUD-52675 to all applicants and participants.
- Distribution of "Is Fraud Worth It?" (Form HUD-1141-OIG) and "What You Should Know about EIV".
- Inclusion of fraud penalty warnings on key forms and letters.
- Regular briefings and training sessions for PHA staff, applicants, participants, and owners.
- Implementation of high ethical and legal standards in program administration.

Detecting Errors and Program Abuse

- Annual review of tenant records and quality control inspections.
- Utilization of HUD and non-HUD sources for up-front income verification.
- Comparison of current and previous reexamination data for inconsistencies.
- Use of IRS transcripts and cross-verification with other agencies for families reporting zero income.
- Independent audits and HUD monitoring to identify potential abuses.
- Encouragement of staff, participants, and public to report possible abuses.

Investigating Errors and Program Abuse

- Review of all allegations, complaints, and tips for investigation.
- Use of PHA and public records for investigation.
- Determination of errors, amounts owed, and corrective measures.
- Consideration of the seriousness of the offense and mitigating circumstances in remedy decisions.

- Provision of written notice of findings and remedies to relevant parties with right to appeal.

Part II: Corrective Measures and Penalties

Subsidy Under- or Overpayments

- Prompt correction of HAP, family share, and utility reimbursement errors.
- Implementation of family share increases with a 30-day notice.
- Effective date of decreases in family share from the month following error discovery.

Family-Caused Errors and Program Abuse

- Requirement for families to repay excess subsidies due to incorrect reporting.
- No reimbursement for underpayments caused by family errors.
- Prohibited actions include making false statements, committing fraud, and bribery.
- Possible penalties include repayment, removal of culpable family members, assistance termination, and criminal prosecution.

Owner-Caused Errors and Program Abuse

- Owners must repay excess subsidies caused by incorrect statements.
- Prohibited actions include false statements, fraud, bribery, and charging unauthorized fees.
- Possible penalties include repayment, termination of HAP contract, future participation ban, and criminal prosecution.

PHA-Caused Errors or Program Abuse

- Reimbursement to families for overpayment of rent due to PHA errors.
- Prohibited activities by staff include non-compliance for personal gain, conflict-of-interest, and disclosure of confidential information.

Criminal Prosecution

- Referral of significant program abuse cases to state or federal authorities for prosecution.

Fraud and Program Abuse Recoveries

- Retention of a portion of fraud recoveries by PHA for costs incurred during collection.

Policy Changes

De Minimis Errors	The PHA will reimburse a family for any family overpayment of rent, regardless of whether the overpayment was the result of staff-caused error, staff program abuse, or a de minimis error.
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Summary of Chapter 15: Special Housing Types

Gainesville Housing Authority

General Overview

Chapter 15 of the document covers the regulations and policies regarding special housing types under the Housing Choice Voucher (HCV) program. The Public Housing Authority (PHA) may permit families to use various special housing types, although it is not mandatory unless required as a reasonable accommodation for a person with a disability. The chapter describes the different types of special housing and the specific requirements for each type.

Key Benefits and Goals

- Ensures housing options are inclusive and accessible, especially for individuals with disabilities.
- Provides alternative housing solutions for diverse family needs and preferences.
- Promotes efficient use of housing resources within the community.

Special Housing Types

Single Room Occupancy (SRO)

- Provides living and sleeping space for one person with shared sanitary and food preparation facilities.
- Payment standard: 75% of the 0-bedroom amount.
- Must meet local code standards or specific regulatory standards if no local codes exist.
- Separate lease and HAP contract for each assisted person.

Congregate Housing

- Intended for elderly persons or persons with disabilities.
- Includes a shared central kitchen and dining area with a private living area.
- Food service must be provided.
- Separate lease and HAP contract for each assisted family.

Group Homes

- State-approved facilities for elderly persons and/or persons with disabilities.
- Consists of shared living spaces and private or shared bedrooms.
- Separate lease and HAP contract for each assisted family.
- Limited to 12 residents including live-in aides.

Shared Housing

- Single housing unit occupied by an assisted family and other residents.
- Includes common and separate private spaces.
- Payment standard is based on the pro rata share of the shared housing unit size.

Manufactured Homes

- Families may rent manufactured homes already installed or rent a space for their owned home.
- Special HQS requirements apply for both rental and ownership scenarios.
- Payment standard is based on the Fair Market Rent (FMR) for the area.

Homeownership

- Assists families in purchasing and residing in their own homes.
- PHA may offer monthly homeownership assistance payments.
- Eligibility criteria include income requirements, employment requirements, and no previous mortgage defaults.

Changes Related to HOTMA

- Incorporation of National Standards for the Physical Inspection of Real Estate (NSPIRE) which replaces previous Housing Quality Standards (HQS).

Policy Changes

14-I.A. PREVENTING ERRORS AND PROGRAM ABUSE	At every regular reexamination, PHA staff will explain any changes in HUD regulations or PHA policy that affect program participants. The PHA will provide owners with ongoing information about the program, with an emphasis on actions and situations to avoid
De Minimis Errors	The PHA will reimburse a family for any family overpayment of rent, regardless of whether the overpayment was the result of staff-caused error, staff program abuse, or a de minimis error.

Gainesville Housing Authority: Summary of Program Administration Policies

General Overview

This document provides a comprehensive overview of the administrative policies and practices relevant to the activities covered in the Gainesville Housing Authority (GHA) plan. Key areas include administrative fee reserves, program standards, informal reviews and hearings, handling of debts, record-keeping, reporting requirements, and compliance with the Violence Against Women Act (VAWA). The policies are designed to ensure effective program management, compliance with federal regulations, and the provision of stable housing assistance to eligible families.

Administrative Fee Reserve

- Policies for oversight of expenditures from the administrative fee reserve.
- Use of administrative fees for activities related to the provision of Housing Choice Voucher (HCV) assistance and other allowable expenses.
- Board approval required for expenditures exceeding \$25,000.

Setting Program Standards and Schedules

- Payment standards and utility allowances are updated annually based on HUD guidelines.
- Documentation supporting annual reviews is retained for at least three years.

Informal Reviews and Hearings

- Procedures for informal reviews for program applicants and informal hearings for participants.
- Remote reviews and hearings are allowed under certain conditions.

Debts to the PHA

- Policies for recovering overpayments made to owners or participants.
- Repayment agreements offered under specific conditions.

Section 8 Management Assessment Program (SEMAP)

- Overview of SEMAP indicators and their impact on PHA performance ratings.
- Annual SEMAP certification requirements.

Record-Keeping

- Requirements for maintaining complete and accurate accounts and records.
- Privacy rights of applicants and participants are protected.

Reporting for Children with Elevated Blood Lead Levels

- Responsibilities for reporting and record-keeping related to children with elevated blood lead levels.

Determination of Insufficient Funding

- Methodology for determining the sufficiency of funding to issue vouchers and continue assistance.

Violence Against Women Act (VAWA)

- Notification, documentation, and confidentiality requirements related to VAWA.
- Special protections for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking.

Policy Changes

<p>Voluntary Use of Small Area FMRs</p>	<p>The PHA will not voluntarily adopt the use of SAFMRs except to establish exception payment standards in certain zip code areas.</p>
<p>Scheduling an Informal Review</p>	<p>If the informal review will be conducted remotely, at the time the PHA notifies the family of the informal review, the family will be informed:</p> <p>Regarding the processes to conduct a remote informal review.</p> <p>That, if needed, the PHA will provide technical assistance prior to and during the informal review; and</p> <p>That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from fully accessing the remote informal review, the family may inform the PHA and the PHA will assist the family in either resolving the issues or allow the family to participate in an in-person informal review, as appropriate.</p>
<p>Remote Informal Reviews</p>	<p>The PHA has the sole discretion to require that informal reviews be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.</p> <p>In addition, the PHA will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have childcare or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue health risk. The PHA will consider other reasonable requests for a remote informal review on a case-by-case basis.</p>
<p>Conducting Remote Informal Reviews</p>	<p>The PHA will conduct remote informal reviews via a video conferencing platform, when</p>

available. If, after attempting to resolve any barriers, applicants are unable to adequately access the video conferencing platform at any point, or upon applicant request, the informal review will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in at any point, the remote informal review will be postponed, and an in-person alternative will be provided promptly within a reasonable time.

At least (5) five business days prior to scheduling the remote review, the PHA will provide the family with login information and/or conferencing call-in information and an electronic and/or physical copy of all materials being presented via first class mail and/or email. The notice will advise the family of technological requirements for the informal review and request the family notify the PHA of any known barriers. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person informal review.

If the informal review is to be conducted remotely, the PHA will require the family to provide any documents directly relevant to the informal review at least 24 hours before the scheduled review through the mail, via email, or text. The PHA will scan and email copies of these documents to the PHA representative the same day.

Documents will be shared electronically whenever possible.

The PHA will follow up the email with a phone call and/or email to the applicant at least one business day prior to the remote informal review to ensure that the applicant received all information and is comfortable accessing the video conferencing or call-in platform.

The PHA will ensure that all electronic information stored or transmitted with respect to the informal review is secure, including

	<p>protecting personally identifiable information (PII), and meets the requirements for accessibility for persons with disabilities and persons with LEP.</p>
<p>Remote Informal Hearings</p>	<p>The PHA has the sole discretion to require that informal hearings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.</p> <p>In addition, the PHA will conduct an informal hearing remotely upon request as a reasonable accommodation for a person with a disability, if a participant does not have childcare or transportation that would enable them to attend the informal hearing, or if the participant believes an in-person hearing would create an undue health risk. The PHA will consider other reasonable requests for a remote informal hearing on a case-by-case basis.</p>
<p><i>Scheduling an Informal Hearing</i></p>	<p>If the family does not appear within 20 minutes of the scheduled time and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the PHA within 24 hours of the scheduled hearing date, excluding weekends and holidays. The PHA will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities. If the family cannot show good cause for the failure to appear, or a rescheduling is not needed as a reasonable accommodation, the PHA's decision will stand.</p>
<p><i>Pre-Hearing Right to Discovery</i></p>	<p>If the hearing will be conducted remotely, the PHA will compile a hearing packet, consisting</p>

	<p>of all documents the PHA intends to produce at the informal hearing. The PHA will mail copies of the hearing packet to the family, the family’s representatives, if any, and the hearing officer at least three days before the scheduled remote informal hearing. The original hearing packet will be in the possession of the PHA representative and retained by the PHA.</p> <p>Documents will be shared electronically whenever possible</p>
<i>Procedures for Rehearing or Further Hearing</i>	<p>The hearing officer may ask the family for additional information and/or might adjourn the hearing to reconvene within 10 business days, before reaching a decision. If the family misses an appointment or deadline ordered by the hearing officer, the action of the PHA will take effect and another hearing will not be granted.</p>
<i>Issuance of Decision</i>	<p>The hearing officer will mail a “Notice of Hearing Decision” to the PHA and to the participant within 10 business days</p>
<i>Effect of Final Decision</i>	<p>The CEO has the authority to determine that the PHA is not bound by the decision of the hearing officer because the PHA was not required to provide a hearing, the decision exceeded the authority of the hearing officer, the decision conflicted with or contradicted HUD regulations, requirements, or the decision was otherwise contrary to federal, state, or local laws.</p> <p>In such a case, the PHA will mail a “Notice of Final Decision” to the PHA and the participant on the same day. The “Notice of Final Decision” will be sent by first-class mail. A copy of this notice will be maintained in the PHA’s file.</p>
16-IV.B. REPAYMENT POLICY	<p>When an owner or participant refuses to repay monies owed to the PHA, the PHA will utilize other available collection alternatives including, but not limited to, the following:</p>

	<p>Collection agencies small claims court Civil lawsuit Federal income tax set-off program</p>
Refusal to Enter into an Agreement	<p>When a family refuses to repay monies owed to the PHA, in addition to termination of program assistance, the PHA will utilize other available collection alternatives including, but not limited to, the following: Collection agencies Small claims court Civil lawsuit State income tax set-off program</p>
Down Payment Requirement	<p>Before executing a repayment agreement with a family, the PHA will require the greater of 35 percent or the amount that will bring the term in line with GHA's threshold stated below.</p>
<i>Payment Thresholds</i>	<p>The PHA has established the following thresholds for repayment of debts: Amounts greater than \$4,000 and the federal or state threshold for criminal prosecution must be repaid within 36 months. Amounts between \$2,001 and \$3,999 must be repaid within 24 months. Amounts under \$2,000 must be repaid within 12 months. Or Down payment of 35% and balance due the following tax year no later than March 31st.</p>
<i>Execution of the Agreement</i>	<p>All repayment agreements must be in writing, dated, and signed by all adult household members and the PHA [Notice PIH 2018-18].</p>
<i>Due Dates</i>	<p>All payments are due by the close of business on the 1st day of the month, but no later than the 7th day of the month. If the 7th does not fall on a business day, payment will be due by the close of business on the first business day after the 7th.</p>

Summary of Chapter 17: Project-Based Vouchers

Gainesville Housing Authority

Overview

The Project-Based Voucher (PBV) program described in Chapter 17 of the Admin Plan outlines HUD regulations and PHA policies related to the PBV program. This program enables PHAs to attach voucher funding to specific units, providing stable housing opportunities and promoting economic and community development. The chapter is segmented into nine parts, detailing general requirements, owner proposals, dwelling units, rehabilitated and newly constructed units, HAP contracts, participant selection, occupancy, rent determination to owners, and payments to owners.

Part I: General Requirements

- PHAs can use up to 20% of voucher program budget authority for PBV.
- Consistent with PHA's Annual Plan and goals of deconcentrating poverty and expanding opportunities.
- Units under RAD and HUD-VASH PBV set-aside vouchers are exempt from the 20% cap.
- Relocation assistance must comply with URA requirements.

Part II: PBV Owner Proposals

- Describes submission and selection procedures for PBV proposals.
- Includes standards for site selection, environmental review, and subsidy layering.
- Allows for non-competitive selection under specific conditions (e.g., PHA-owned projects).

Part III: Dwelling Units

- Units must comply with housing quality standards (HQS).
- Special accessibility requirements for persons with disabilities.
- Regular inspections to ensure compliance with HQS/NSPIRE standards.

Part IV: Rehabilitated and Newly Constructed Units

- PHA must enter into an Agreement to Enter into HAP Contract (AHAP) before construction begins.
- Specific requirements for labor standards and owner disclosures.
- PHA inspections and acceptance of completed units are mandatory before entering into the HAP contract.

Part V: Housing Assistance Payments (HAP) Contract

- Outlines the execution, term, and termination of HAP contracts.
- Details the process for amending and renewing HAP contracts.
- Includes requirements for rent determinations and reasonable rent calculations.

Part VI: Selection of PBV Program Participants

- Families can be selected from the tenant-based voucher program or PBV waiting list.
- Provides protections for in-place families at the time of PBV proposal selection.
- Details criteria for selection preferences and income targeting.

Part VII: Occupancy

- Leases must comply with HUD requirements and include a tenancy addendum.
- Policies for tenant moves, lease renewals, and termination of tenancy.
- Owner responsibilities for maintaining compliance with HQS/NSPIRE standards.

Part VIII: Determining Rent to Owner

- Initial rent to owner established at the beginning of the HAP contract term.
- Restrictions on rent increases and mandatory rent reasonableness determinations.
- Special considerations for tax credit units and combining subsidies.

Part IX: Payments to Owner

- Details the types of payments owners may receive, including vacancy payments.
- Stipulates conditions under which housing assistance payments may be withheld.
- Clarifies tenant rent responsibilities and utility reimbursements.

Changes Related to HOTMA

- Modifications to the 25% project cap, allowing exceptions for elderly families, supportive services, and low-poverty census tracts.
- Elimination of project cap exemption for disabled families by the Housing Opportunity Through Modernization Act of 2016 (HOTMA).
- Introduction of new caps and exceptions for youth receiving FUPY/FYI assistance.

Policy Changes

Units Not Subject to the PBV Program Limitation	The PHA may project-base units not subject to the 20 percent cap in accordance with HUD regulations and requirements.
Units Selected Non-Competitively [FR Notice	The PHA will attach PBVs to projects owned by the PHA as described above.
Solicitation and Selection of PBV Proposals	<p>The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements. Advertisements will be posted on GHA website, newspaper and Demandstar.</p>
Projects not Subject to a Project Cap	The PHA does not have any PBV units that are subject to the per project cap exception
Promoting Partially Assisted Projects	<p>Excepted units will be limited to units for elderly families.</p> <p>Beyond that, the PHA will not impose any further cap on the number of PBV units assisted per project.</p>
Pre-HAP Contract Inspections	The PHA will not provide assistance on behalf of the family until the unit fully complies with HQS/NSPIRE

<p>Annual/Biennial Inspections</p>	<p>The PHA will inspect on an annual basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS/NSPIRE.</p> <p>If more than 20 percent of the annual sample of inspected contract units in a building fails the initial inspection, the PHA must reinspect 100 percent of the contract units in the building.</p> <p>Alternative Inspections [24 CFR 983.103(g); Notice PIH 2016-05]</p> <p>In the case of mixed-finance properties that are subject to alternative inspections, the PHA may rely upon an alternative inspection conducted at least triennially to demonstrate compliance with inspection requirements.</p> <p><u>GHA Policy</u> The PHA will not rely on alternative inspection standards</p>
<p>17-VI.C. ORGANIZATION OF THE WAITING LIST</p>	<p>The PHA will use a separate, central, waiting list comprised of all PBV projects.</p>
<p>17-VI.D. SELECTION FROM THE WAITING LIST</p>	<p>Only when leasing in place initially will the PHA accept families that are referred by the PBV owner to be added to the waiting list.</p>
<p>Continuation of Housing Assistance Payments</p>	<p>If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the PHA of the change and request an interim reexamination before the expiration of the 180-day period.</p>
<p>Security Deposits</p>	<p>The PHA will allow the owner to collect a security deposit up to (1) one months rent.</p>

Emergency Transfers under VAWA	<p>When the victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking has lived in the unit for less than one year, the PHA will provide several options for continued assistance.</p> <p>The PHA will first try to transfer the participant to another PBV unit in the same development or transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.</p> <p>If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in jeopardy, the participant may receive continued assistance through an external transfer to either tenant-based rental assistance (HCV) or assistance in the PHA's public housing program. Such a decision will be made by the PHA based on the availability of tenant-based vouchers and/or vacancies in public housing units. Such families must be selected from the waiting list for the applicable program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking in both its HCV and public housing programs in order to expedite this process. See Section 4-III.C. of this administrative plan.</p> <p>If a victim wishes to move after a year of occupancy in the unit, but no tenant-based vouchers are available, the PHA will offer the participant an internal transfer to another PBV unit in the same development or a transfer to a different development where the PHA has PBV units. The PHA will expedite the administrative processes in this case in an effort to conduct the transfer as quickly as possible.</p> <p>If no units are available for an internal transfer, or if there is reasonable cause to believe that such a transfer would put the victim in</p>

	<p>jeopardy, the participant may receive continued assistance through an external transfer to the PHA’s public housing program. The PHA has adopted a waiting list preference for victims of domestic violence, dating violence, sexual assault, stalking, and human trafficking as part of the public housing ACOP in order to expedite this process.</p>
<p>17-VII.D. EXCEPTIONS TO THE OCCUPANCY CAP</p>	<p>The PHA will allow families who initially qualified to live in an excepted unit to remain when circumstances change due to circumstances beyond the remaining family members’ control.</p> <p>In all other cases, the PHA will provide written notice to the family and owner within 10 business days of making the determination. The family will be given 30 days from the date of the notice to move out of the PBV unit. If the family does not move out within this 30-day time frame, the PHA will terminate the housing assistance payments at the expiration of this 30-day period.</p> <p>The PHA may make exceptions to this 30-day period if needed for reasons beyond the family’s control such as death, serious illness, or other medical emergency of a family member.</p>
<p>Reasonable Rent</p>	<p>The PHA will elect within the HAP contract not to reduce rents below the initial level, with the exception of circumstances listed in 24 CFR 983.302(c)(2). If, upon redetermination of the rent to owner, the reasonable rent would result in a rent below the initial rent, the PHA will use the higher initial rent to owner amount.</p>
<p>Use of Small Area FMRs (SAFMRs)</p>	<p>The PHA will not apply SAFMRs to the PHA’s PBV program.</p>

Chapter 18: Administrative Plan for Special Purpose Vouchers

Overview

This document outlines the HUD regulations and Public Housing Authority (PHA) policies regarding the administration of special purpose vouchers. These vouchers are specifically funded by Congress to target distinct populations, aiming to address housing needs with dedicated support programs.

Special Purpose Voucher Programs

Family Unification Program (FUP)

- Authorized by Congress in 1990 to preserve and reunify families.
- Vouchers for families where a lack of adequate housing risks child placement in out-of-home care.
- Vouchers for youth aged 18-24 leaving foster care, providing housing assistance for up to 60 months.
- Supportive services required for FUP-eligible youth, provided by the PCWA or contracted agencies.

Foster Youth to Independence (FYI) Program

- Targets youth with a history of child welfare involvement who are at risk of homelessness.
- Provides housing assistance and supportive services for 36 to 60 months.
- PHAs must partner with a Public Child Welfare Agency (PCWA) to administer FYI vouchers.

Veterans Affairs Supportive Housing (VASH)

- Combines HCV rental assistance with case management and clinical services from the VA.
- Targets homeless veterans and their families, requiring ongoing participation in VA case management.
- VASH vouchers are awarded based on geographic need and PHA performance.

Mainstream Voucher Program

- Assists non-elderly persons with disabilities and their families.
- Follows the same program requirements as standard vouchers.
- Aims to provide stable, accessible, and affordable housing in the private market.

Non-Elderly Disabled (NED) Vouchers

- Supports non-elderly disabled families to access suitable housing.
- Includes Category 1 vouchers for accessing affordable housing and Category 2 for transitioning from institutions.
- PHAs must collaborate with state Medicaid or health agencies for Category 2 vouchers.

Stability Voucher Program

- Funded by the Consolidated Appropriations Act, 2021.
- Targets homeless individuals, those at risk of homelessness, and victims of domestic violence or human trafficking.
- PHAs must partner with Continuum of Care's or other entities to provide supportive services.

Key Benefits and Goals

- Preservation and reunification of families through targeted housing support.
- Assistance for youth transitioning from foster care to prevent homelessness.
- Support for homeless veterans through combined housing assistance and VA services.
- Provision of stable housing for non-elderly persons with disabilities.
- Enhanced partnerships between PHAs, PCWAs, and other agencies to deliver comprehensive support services.
- Focus on housing stability and prevention of homelessness through targeted voucher programs.