



HOUSING CHOICE VOUCHER [HCV] PROGRAM
Summary of Proposed Changes to the 2019-2020 Administrative Plan

1. Chapter 2 – Part H Applying for Admission

Added language to clarify that a full application has to be completed prior to final determination of eligibility.

A full application must be completed prior to final determination of eligibility for the HCV program.

2. Chapter 4 – Part H Local Preferences

Language added for preference for families a part of a RAD conversion of AM/LIPH unit.

Displaced preference for Asset Management/LIPH families in a hard to house situation, RAD conversion of AM/LIPH unit or due to demo/disposition of units. ** 80 points

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3. Chapter 6 Verification of Allowable Deductions from Income

Language added to clarify eligibility for deduction.

If the childcare provider is an individual, s/he must provide a statement certifying of the amount(s) they are receiving from the family for their child-care services. For persons receiving services from a child-care center, written proof of monies **actually paid** to the child-care center must be received to be provided the deduction.

4. Chapter 13 Verification of Tenant Paid Utilities

Language was removed stating that CMHA will verify tenant paid utilities are on in the name authorized adult household member.

CMHA will verify at the annual recertification appointment that tenant-paid utilities are in the name of an authorized adult household member within the family.

5. Chapter 14 Moves with Continued Assistance

Part C Issuance of Voucher. Language changed to coincide with current procedures. CMHA no longer conducts a transfer interview.

Subject to the restrictions on moves, if the family has been re-certified within the last 12 months, CMHA will issue the voucher to move upon request from the family or abatement of a unit for owner responsible HQS deficiencies with no family responsible items to repair.

If the family does not locate a new unit within the 90-day term of the voucher, they may remain in the current unit so long as the owner permits.

6. **Chapter 20 Housing Types**

Project Based Vouchers

Added New Regulatory language regarding PBV assistance changes under HOTMA and RAD PBV Guidance for Converting Public Housing to PBV Assistance.

Highlights include

- Awards can be made outside of RFP or Competitive Bid Process
- CMHA may allow for an initial PBV contract of up to 20 years
- Identifying parties of PBV Hap Contract
- Defining PHA Owned property
- Determination of Reasonable Rent/Responsible Entity

7. **Chapter 20 Rental Assistance for Displaced Persons due to Project-Based Vouchers**

CMHA may require the Owner to establish a relocation plan and provide assurances of the following:

- A. As a landlord of residences receiving PBV assistance, Owner must provide a Relocation Plan that comports with the 24 CFR §983.7, which requires the items outlined in Exhibit “A” to this Addendum.
- B. Owner agrees that should the Department of Housing and Urban Development (“HUD”) or CMHA, or any similarly situated state agency find that provisions of the URA were not followed then Owner is responsible for the following:
 1. Owner agrees that if HUD or CMHA determines that a current or former tenant did not receive the full amount of relocation assistance required, and then Owner shall ensure the proper payment as specified by HUD or CMHA is promptly made.
 2. Any claims or complaints arising out of the relocation of tenants for Owner’s project will be the sole monetary and programmatic responsibility of Owner.
 3. Owner shall retain responsibility of ensuring the items outlined in its Relocation Plan are performed and will bear the cost of any damages arising from the failure to perform these obligations.

8. **Chapter 20 Housing Types**

Language added to clarify completion of FSS Contract

Early Completion of Family Self-Sufficiency Contract

The purpose of this document is to provide guidance on Early Contract Completion of the Family Self – Sufficiency Program and Requesting Escrow Balance Funds. This guide ensures that the Early Completion of the Family Self – Sufficiency Contract of Participation terms and conditions are in accordance with the US Department of Housing and Urban Development’s compliance, regulations, requirements, and does not release the PHA or family from the original responsibilities of the Family Self – Sufficiency (FSS) Program Contract of Participation. It allows the participants to complete their

goals and responsibilities early and benefit from self – sufficiency. In addition, allows for other Housing Choice Voucher Participants the opportunity to benefit from the FSS program.

All family members must:

1. Comply with the terms of the lease
2. Become independent of welfare assistance and remain independent of welfare assistance for at least 12 consecutive months before the contract expires
3. Be employed for at least 12 consecutive months prior to request of “Early Contract of Participation” and working 32 - 36 hours weekly. (Full time)
4. Complete an early completion assessment questionnaire/Exit Survey Process to determine whether or not self – sufficiency has been met and the individual has the tools to remain self – sufficient
5. If participation in the HCV program, the family must comply with the family obligation under the HCV program (Housing Choice Voucher Program “Things You Should Know”) and live in the jurisdiction of the HA that enrolled the family in the FSS program at least 12 months from the effective date of this contract, unless the initial PHA has approved the family’s request to move outside its jurisdiction under portability.

If any member of the family does not meet his or her responsibilities under this contract, the family will not receive the money in its FSS escrow account, at this time.

NOTE:They can continue on the Family Self – Sufficiency Program for the duration of the Contract of Participation in pursuing their goals.

The family (Head of Household) can request up to 50% of their escrow based on pursuing their goals in achieving self – sufficiency such as... car repair or startup cost for participant owned company or business.

Completion of the Contract of Participation:

Completion of the contract occurs when the HA determines that:

1. The family has fulfilled all of its responsibilities under the contract; or
2. 30 percent of the family’s monthly adjusted income equals or is greater than the Fair Market Rent amount for the unit size for which the family qualifies.