



**HOUSING CHOICE VOUCHER [HCV] PROGRAM**  
**Summary of Proposed Changes to the 2022-2023 HCV Administrative Plan**  
**May 23, 2022**

**1. Chapter 4- ESTABLISHING PREFERENCES AND MAINTAINING THE WAIT LIST [24 CFR Part 5, Subpart D; 982.54(d)(1), 982.204, 982.205, 982.206]**

- Language added to include the following preferences to Chapters 4&5:
- Referrals for Youths aging out of foster care age 18-24: Youth referred for assistance by Lighthouse Youth Services or Hamilton County Job and Family Services who were residents of a state-run foster care system within twelve months of the onset of adulthood or emancipation up to 100 referrals. \*\* 30 points

**2. Chapter 11 – MOVE OUT INSPECTIONS**

- Language added for the EHV Mitigation Program and Damage Claims.

**G. MOVE-OUT/VACATE INSPECTIONS**

This inspection type is performed participating in the program through an Emergency Housing Voucher with a contract effective date 9/1/2022 – 9/1/2023 to validate damage claims.

CMHA has developed a new Pilot Program in connection with the award of Emergency Housing Vouchers (EHV) from HUD. These EHV's are to assist individuals and families who are experiencing homelessness; at risk of experiencing homelessness; fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking; or were recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.

EHV's are tenant-based vouchers, which operate as others in the Housing Choice Voucher (HCV) Program, with the exception that the funding is separate, and apart from the regular HCV program. CMHA works with the local Continuum of Care, Strategies to End Homelessness, on the administration and referral of families for EHV assistance.

While not all families that participate with an assisted housing program causes damages to a unit, the Mitigation Incentive Program allows property owners to make a claim if damages do occur, beyond normal wear and tear of a unit upon an EHV family vacating. These funds are for use where damages beyond normal wear and tear exceeds the security deposit amount for the unit. Property owners will have to request a "Move-out" inspection of the unit within 10 days of the family vacating the unit. CMHA will inspect the unit to assess the damages and determine if the damages are beyond normal wear and tear of the tenancy. After the assessment of the damages, CMHA will confirm with the owner if they are eligible to submit a

claim for reimbursement of the costs of the repairs after the application of the security deposit towards the damages.

Property owners must submit the Damage Claim Request to CMHA. Property owners must have all work completed by a **licensed professional** and must submit receipts for the amounts paid. CMHA has the sole discretion in determining eligibility and approval for payment of these funds. Payments will not be made for normal wear and tear of a unit or for routine unit “make ready” costs, tools needed to repair damages, items allegedly stolen, or damages not represented in the move-in/out condition report.

If payment is approved, the property owner agrees to not pursue any other damages against the family. The request for these damages are capped at a maximum amount of \$2,500.00 per assisted family.

CMHA may consider multiple claims from owners, as a lack of lease enforcement, and could influence the owner’s future participation with the program. Property Managing agents make request a claim on behalf of an owner but funds will only be paid to the owner of the unit. This program is only for families with an Emergency Housing Voucher leased between 9/1/2022 – 9/1/2023 or until EHV special funding is expended.