

SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

CHAPTER 1

Statement of Policies and Objectives:

A.	Public Housing Agency Mission Statement.....	1.1
B.	Local Objectives.....	1.1
C.	Purpose of the Plan.....	1.2
D.	Fair Housing Policy.....	1.2
E.	Reasonable Accommodations Policy.....	1.2
F.	Translation of Documents.....	1.3
G.	Family Outreach.....	1.3
H.	Privacy Rights.....	1.4
I.	Administrative Fee Reserve.....	1.5
J.	Owner Outreach.....	1.5
K.	Management Assessment Objectives.....	1.6
L.	Records for Monitoring NBHA Performance.....	1.7
M.	Language Assistance for Limited English Proficiency Persons.....	1.7
N.	Conflicts of Interest.....	1.7

CHAPTER 2

Eligibility for Admission:

A.	Factors Affecting Admission.....	2.1
B.	Family Composition.....	2.3
C.	Income Limitations.....	2.6
D.	Mandatory Social Security Numbers.....	2.6
E.	Citizenship/eligible Immigration Status.....	2.6
F.	Tenant Screening.....	2.7
G.	Changes in Eligibility Prior to Effective Date of the Contract.....	2.8
H.	Ineligible Families.....	2.9
I.	Students Eligibility for Vouchers.....	2.10
J.	Requirements for Student to Establish Eligibility.....	2.13
K.	Special Situations.....	2.13

CHAPTER 3

Applying for Admission:

A.	Opening/Closing of the Waiting List.....	3.1
B.	Initial Application Procedures.....	3.2
C.	Applicant Status while on Waiting List.....	3.3
D.	Completion of a Full Application.....	3.3
E.	Verification.....	3.3
F.	Final Determination and Notification of Eligibility.....	3.4
G.	Time of Selection.....	3.5

CHAPTER 4

Establishing Preferences and Maintaining the Waiting List:

A.	Waiting List Management.....	4.1
B.	Waiting List preference.....	4.2
C.	Initial Determination of Local Preference Qualification.....	4.3
D.	Removal from Wait List and Purging.....	4.3
E.	Income targeting.....	4.3
F.	Targeted Funding.....	4.4
G.	Special Admissions.....	4.5

CHAPTER 5

Subsidy Standards:

A.	Determining Family Unit (Voucher) Size.....	5.1
B.	Exceptions to Subsidy Standards.....	5.2
C.	Unit Size Selected.....	5.3

CHAPTER 6

Factors Related to total Tenant Payment and Family Share Determination:

A.	Minimum Rent.....	6.1
B.	Income and Allowances.....	6.1
C.	Disallowance of Earned Income from Rent Determination (MEID)	6.2
D.	Occupancy Requirements.....	6.4
E.	Remaining Member of Tenant Family – Retention of Voucher....	6.8
F.	Wages from Employment with the NBHA or Resident Organization	6.8
G.	Averaging Income.....	6.8
H.	Minimum Income.....	6.9
I.	Income of Persons Permanently Confined to a Nursing Home.....	6.9
J.	Regular contributions and Gifts.....	6.10
K.	Alimony and Child Support.....	6.10
L.	Lump sum Receipts.....	6.10
M.	Contributions to Retirement Funds – Assets.....	6.11
N.	Assets Disposed of for less than Fair Market Value.....	6.11
O.	Child Care Expenses.....	6.12
P.	Kinship’s Guardian and other Guardian Care Payment.....	6.12
Q.	Medical Expenses.....	6.12
R.	Proration of Assistance for “Mixed” Families.....	6.13
S.	Income changes resulting from Welfare program Requirements.....	6.13
T.	Utility Allowance and Utility Reimbursement Payments.....	6.13
	Monthly Living Expenses checklist and Worksheet.....	6.15

CHAPTER 7

VERIFICATION:

A.	Methods of Verification and Time Allowed.....	7.1
B.	Release of Information.....	7.3
C.	Computer Matching.....	7.3
D.	Items to be Verified.....	7.4
E.	Verification of Income.....	7.4
F.	Income from Assets.....	7.8
G.	Verification of Assets.....	7.9
H.	Verification of Allowable Deductions from Income.....	7.10
I.	Verifying Non-financial Factors.....	7.12

CHAPTER 8

Voucher Issuance and Briefings:

A.	Funding Availability.....	8.1
B.	Briefing Types and Required Attendance.....	8.1
C.	Encouraging participation in areas without Low Income or Minority Concentration.....	8.3
D.	Assistance to Families who claim discrimination.....	8.4
E.	Security Deposit Requirements.....	8.4
F.	Voucher Issuance.....	8.5
G.	Voucher Issuance Determination for Split Households.....	8.5
H.	Remaining Member of Tenant Family – Retention of Voucher.....	8.5

CHAPTER 9

Request for Lease Approval and Contract Execution:

A.	Request for Approval of Tenancy.....	9.1
B.	Eligible Types of Housing.....	9.2
C.	Lease Review.....	9.3
D.	Separate Agreements.....	9.3
E.	Rent Limitations.....	9.3
F.	Disapproval of Proposed Rent.....	9.4
G.	Information to Owners.....	9.4
H.	Change in total tenant payment (TIP) Prior to HAP.....	9.4
I.	Contract Execution Process.....	9.5

CHAPTER 10

Housing Quality Standards (HQS) Inspections:

A.	Guidelines/Types of Inspections.....	10.1
B.	Initial HQS Inspections.....	10.2
C.	Annual HQS Inspection.....	10.3
D.	Special/Complaint.....	10.4
E.	Quality Control (QC) Inspections.....	10.4

F.	Acceptability Criteria & Exceptions Acceptability Criteria & Exception to HQS.....	10.5
G.	Thermal Environmental.....	10.5
H.	Emergency Repair Items.....	10.7
I.	Consequences if Owner is Responsible (Non-Emergency Items	10.8
J.	Determination if Family is Responsible.....	10.9
K.	Consequences if Family is Responsible.....	10.10

CHAPTER 11

Owner Rents, Rent Reasonableness and Payment Standards:

A.	Rent to Owner in the Housing Choice Voucher Program.....	11.1
B.	Making Payments to Owners.....	11.2
C.	Rent Reasonableness Determinations.....	11.2
D.	Payment Standards for the Voucher Program.....	11.4
E.	Adjustments to Payment Standards.....	11.4
F.	Exception Payment Standards.....	11.6
G.	Owner Payment in the Housing Choice Voucher Program.....	11.6

CHAPTER 12

Recertification's:

A.	Annual Recertification's.....	12.1
B.	Reporting Interim Changes.....	12.3
C.	Other Interim Reporting Issues.....	12.4
D.	Notification of Results of Recertifications.....	12.6
E.	Timely Reporting of Changes.....	12.6
F.	Changes in voucher Size as a result of Family Composition Changes	12.6
G.	Continuance of Assistance for "Mixed" Families.....	12.6
H.	Misrepresentation of Family Circumstances.....	12.6
I.	Reporting of changes in Family Composition.....	12.6

CHAPTER 13

Moves with Continued Assistance/Portability:

A.	Allowable Moves.....	13.1
B.	Inter-program Transfers.....	13.1
C.	Restrictions on Moves.....	13.2
D.	Procedure for Moves.....	13.2
E.	Portability.....	13.3
F.	Outgoing Portability.....	13.3
G.	Incoming Portability.....	13.4

CHAPTER 14

Contract Termination:

A.	Contract Termination.....	14.1
B.	Termination by the Family (Move).....	14.1
C.	Termination of Tenancy by the Owner (Evictions).....	14.2
D.	Termination of the Contract by NBHA.....	14.3

CHAPTER 15

Denial or Termination of Assistance:

A.	Grounds for Denial/Termination.....	15.1
B.	Screening and Termination for Drug Abuse & Other Criminal Activity.....	15.5
C.	Family Obligations.....	15.8
D.	Procedures for Non-Citizens.....	15.12
E.	Zero HAP Assistance Tenancies.....	15.12
F.	Option not to Terminate for Misrepresentation.....	15.13
G.	Misrepresentation in Collusion with Owners.....	15.13
H.	Missed Appointments and Deadlines.....	15.13

CHAPTER 16

Owner Disapproval and Restriction:

A.	Disapproval of Owner.....	16.1
B.	Owner Restrictions and Penalties.....	16.2
C.	Change in Ownership.....	16.3
D.	Tenant in Foreclosure.....	16.3

CHAPTER 17

Owner or Family Debts to the NBHA:

A.	Payment Agreement.....	17.1
B.	Debts due to Misrepresentations/Non-Reporting of Information	17.2
C.	Guidelines for Repayment Agreements.....	17.3
D.	Payments for Program Fraud – Owners.....	17.3
E.	Writing off Debts.....	17.4

CHAPTER 18

Special Programs

A.	Family Unification Program (FUP).....	18.1
B.	HCV-Family Self-Sufficiency Program (HCV-FSS).....	18.2
C.	Project Based Vouchers (PVB).....	18.3

CHAPTER 19

Complaints and Appeals:

A.	Complaints to the NBHA.....	19.1
B.	Preference Denials.....	19.2
C.	Informal Review Procedures for Applicants.....	19.2
D.	Informal Hearing Procedures.....	19.4
E.	Hearing & Appeal Provisions for “Restrictions in Assistance to Non-Citizens	19.9
F.	Mitigating Circumstances for Applicants/participants with Disabilities	19.10

CHAPTER 20

Glossary:

A.	Acronyms used in Subsidized Housing.....	GL-1
B.	Glossary of Terms in Subsidized Housing.....	GL-2

CHAPTER 21

Program Integrity Addendum:

A.	Criteria for Investigation of Suspected Abuse and Fraud.....	PL.1
B.	Steps the NBHA will take to Prevent program Abuse & Fraud..	PL.2
C.	Steps the NBHA will take to Detect Program Abuse & Fraud...	PL.3
D.	The NBHA's Handling of Allegations of Possible Abuse & Fraud	PL.3
E.	How the NBHA will Investigate Allegations of Abuse & Fraud	PL.4
F.	Placement of Documents, Evidence and Statements obtained by the NBHA	PL5
G.	Conclusion of the NBHA's Investigative Review.....	PL.5
H.	Evaluation of the Findings.....	PL.5
I.	Action Procedures for Violations which have been documented	PL.5
J.	Code of Ethics.....	PL.8
K.	Conflict of Interest Policy.....	PL.9
L.	The Consequences of Rule Violations.....	PL.9