

Administrative Plan Change Summary		
There have been spelling and formatting changes throughout the document		
Page	Change	MTW
Chapter 1 Objectives		Statement of Policies and
1-16	<p>1-III.D. UPDATING AND REVISING THE PLAN</p> <p>The CHA will revise this administrative plan as needed to comply with changes in HUD regulations. The original plan and any changes must be approved by the board of commissioners of the agency, the pertinent sections included in the Agency Plan, and a copy provided to HUD.</p> <p><u>CHA Policy</u></p> <p>The CHA will review the plan at least once a year, and update the plan as needed, to reflect changes in regulations, CHA operations, or when needed to ensure staff consistency in operation.</p> <p><u>CHA will adopt all required HUD regulatory changes and may adopt any optional changes as reported in any HUD guidance. This guidance includes but is not limited to Federal Registers, PIH notices and HUD Letters throughout the year without going through the formal administrative plan process.</u></p>	
Chapter 2 Housing		Fair
No changes		
Chapter 3 Eligibility		
3-13	<p><u>CHA Policy</u></p> <p>The CHA will consider a family to be continuously</p>	

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	<p>assisted if the family was leasing a unit under any 1937 Housing Act program at the time they were issued a voucher by the PHA.</p> <p><u>A low-income family that meets additional eligibility criteria specified in the PHA administrative plan. Such additional PHA criteria must be consistent with the PHA plan and with the consolidated plans for local governments in the PHA jurisdiction.</u></p> <p><u>CHA Policy</u></p> <p><u>The CHA will admit a low income family in a PBV community that has tax credit layering based on the approved tenant selection plan and does not negatively impact agency wide fungibility.</u></p>	
3-23	<p>Phase I Sanction: When the household fails to comply within the 90-day warning period, the household's income will be calculated utilizing minimum wage x the number of hours as required by the work requirement. will lose 50% of their housing assistance (subsidy) for up to three months. The household will be notified if non-compliance continues beyond the three-month Phase I sanction, the Phase II sanctions will remove the household assistance (100% subsidy loss).</p>	
<p>Chapter 4 Applications, Waiting List and Tenant Selection</p>		
4-8	<p>CHA will also send an update request electronically to those families who provided email addresses. These update requests will be sent to the last address that the CHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.</p> <p>The family's response must be in writing and may be delivered in person, by mail, fax, or email. Responses should be postmarked or received by the CHA no later than <u>10 business calendar</u> days from the date of the CHA letter.</p>	

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	<p>If the family fails to respond within 105 calendar business days, the family will be removed from the waiting list without further notice.</p>	
4-8	<p>If at any time an applicant family is on the waiting list, the CHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list. If a family is removed from the waiting list because the CHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record and/or email provided, as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how</p>	
Chapter 5 Briefings and Voucher Issuance		
5-10	<p><u>CHA Policy</u></p> <p>The CHA will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <ul style="list-style-type: none"> A separate bedroom may be allocated to the Head of Household and his/her domestic partner. Persons of the opposite sex (other than spouses, and children under age 6) will be allocated separate bedrooms. Live-in aides will be allocated a separate bedroom. Single person families will be allocated one bedroom. Children of the same gender with an age difference of 8 years will be allocated separate bedrooms. Unrelated adults of the same gender will be allocated separate bedrooms. 	

	<p>Persons of different generations will be allocated separate bedrooms.</p> <p>Foster children will be included in determining unit size only if they will be in the unit for more than 60 days.</p>															
5-11	<p>The CHA will reference the following chart in determining the appropriate voucher size for a family:</p> <table border="1"> <thead> <tr> <th>Voucher Size</th> <th>Persons in Household (Minimum – Maximum)</th> </tr> </thead> <tbody> <tr> <td>0+ Bedroom</td> <td>1-2</td> </tr> <tr> <td><u>1 Bedroom</u></td> <td>1-2</td> </tr> <tr> <td>2 Bedrooms</td> <td>2-4</td> </tr> <tr> <td>3 Bedrooms</td> <td>3-6</td> </tr> <tr> <td>4 Bedrooms</td> <td>4-8</td> </tr> <tr> <td>5 Bedrooms</td> <td>6-10</td> </tr> </tbody> </table>	Voucher Size	Persons in Household (Minimum – Maximum)	0+ Bedroom	1-2	<u>1 Bedroom</u>	1-2	2 Bedrooms	2-4	3 Bedrooms	3-6	4 Bedrooms	4-8	5 Bedrooms	6-10	
Voucher Size	Persons in Household (Minimum – Maximum)															
0+ Bedroom	1-2															
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3 Bedrooms	3-6															
4 Bedrooms	4-8															
5 Bedrooms	6-10															
5-12	<p>The family’s continued need for an additional bedroom due to special medical equipment must be re-verified at biennial<u>annual</u> reexamination.</p>															
Chapter 6 Income and Subsidy Determinations																
6-14	<p><i>Initial 12-Month Exclusion</i></p> <p>During the initial 12-month exclusion period, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded. The 12 months are cumulative and need not be consecutive.</p> <p><u>CHA Policy</u></p> <p>The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings.</p> <p><i>Second 12-Month Exclusion and Phase-In</i></p> <p>During the second 12-month exclusion period, the exclusion is reduced to half (50 percent) of any increase in income</p>															

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	<p>attributable to employment or increased earnings. The 12 months are cumulative and need not be consecutive.</p> <p><i>Lifetime Limitation</i></p> <p>The EID has a twofour-year (2448-month) lifetime maximum. The twofour-year eligibility period begins at the same time that the initial exclusion period begins and ends 2448 months later. The one-time eligibility for the EID applies even if the eligible individual begins to receive assistance from another housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance.</p> <p><u>CHA Policy</u></p> <p>During the 2448-month eligibility period, the CHA will schedule and conduct an interim reexamination each time there is a change in the family member’s annual income that affects or is affected by the EID (e.g., when the family member’s income falls to a level at or below his/her prequalifying income, when one of the exclusion periods ends, and at the end of the lifetime maximum eligibility period).</p>	
6-54	<p>IncentivesAccounts</p> <p>May be available for those who are participating in supportive services<u>CHA tenant based and HDP owned RAD-PBV participants-</u></p>	
<p>Chapter 7 Verifications</p>		
7-4	<p><u>CHA Policy</u></p> <p>The CHA will obtain income reports for all regularly scheduled reexaminations. Reports will be generated as part of the regular reexamination process. Income reports will be compared to family- provided information as part of the annual reexamination process. Income reports may be used in the calculation of annual income, as described in Chapter 6-I.C. Income reports may also be used to meet the regulatory requirement for</p>	

	<p>third party verification, as described above. Policies for resolving discrepancies between income reports and family-provided information will be resolved as described in Chapter 6-I.C. and in this chapter.</p> <p>Income reports will not be used in interim reexaminations</p> <p>Income reports will be retained in participant files with the applicable regularly scheduled reexamination documents.</p>	
7-5	<p><u>CHA Policy</u></p> <p>The CHA will review the EIV discrepancy tab during processing of regularly scheduled reexaminations.</p> <p>When the CHA determines that a participant appearing on the Income Discrepancy Report has not concealed or under-reported income, the participant’s name will be placed on a list of “false positive” reviews. To avoid multiple reviews in this situation, participants appearing on this list will be eliminated from discrepancy processing until a subsequent interim or annual reexamination has been completed.</p> <p>The CHA will review the EIV discrepancy tab during processing of the regularly scheduled reexaminations.</p> <p>When it appears that a family may have concealed or under-reported income, the CHA will request written third-party verification of the income in question.</p> <p>When the CHA determines through file review 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.</p>	
7-9	<p>7-I.E. SELF-CERTIFICATION</p> <p>Self-certification, or “tenant declaration,” is used as a last resort when the PHA is unable to obtain third-party verification.</p> <p>When the PHA relies on a tenant declaration for verification of income, assets, or expenses, the family’s file must be documented</p>	

	<p>to explain why third-party verification was not available.</p> <p><u>CHA Policy</u></p> <p>When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the CHA.</p> <p>The CHA may require a family to certify that a family member does not receive a particular type of income or benefit.</p> <p>The self-certification must be made in a format acceptable to the CHA and must be signed by the family member whose information or status is being verified. All self-certifications must be signed in the presence of a CHA representative or CHA notary public.</p>	
7-21	<p>7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS</p> <p>Social Security/SSI Benefits</p> <p><u>CHA Policy</u></p> <p>To verify the SS/SSI benefits of applicants, the CHA will request a current (dated within the last 60⁹⁰ days) SSA benefit verification letter from each family member that receives social security benefits. If the family is unable to provide the document(s), the CHA will help the applicant request a benefit verification letter from SSA's Web site at www.socialsecurity.gov.</p> <p>. Once the applicant has received the benefit verification letter they will be required to provide it to the CHA.</p>	
<p>Chapter 8 Uniform Physical Condition Standards and Rent Reasonableness</p>		
8-13	<p>Family Responsibilities</p> <p>The family is responsible for correcting the following HQS/UPCS deficiencies:</p> <p><input type="checkbox"/> Tenant-paid utilities not in service</p>	

	<input type="checkbox"/> Failure to provide or maintain family-supplied appliances <input type="checkbox"/> Damage to the unit or premises caused by a household member or guest beyond normal wear and tear. "Normal wear and tear" is defined as items which could not be charged against the tenant's security deposit under state law or court practice. <input type="checkbox"/>	
8-13	<p>Owner Responsibilities</p> <p>The owner may be is responsible for all HQS/UPCS violations not listed as a family responsibility above, even if the violation is caused by the family's living habits (e.g., vermin infestation). However, if the family's actions constitute a serious or repeated lease violation the owner may take legal action to evict the family.</p>	
8-18	<p>UPCS: The initial inspection must pass without any deficiencies. If the unit does not pass all deficiencies must be corrected and self-certified before a Housing Assistance Payment Contract will be executed.</p> <p><u>Initial inspections where the unit has less than 10 different types of deficiencies and the deficiencies are not, life threatening may be approved and commence HAP even if the unit fails.</u></p> <p><u>Initial inspections where the unit has life threatening deficiencies, All life threatening deficiencies must be corrected within 30 days or the RFTA will be rejected.</u></p> <p><u>If corrected within 30 days, and there were 10 or less other non-life threatening -deficiencies the unit will be approved and commence HAP, and self-certified within 2 weeks of the initial inspection or the RFTA will be rejected.</u></p> <p>A reinspection of all deficiencies must pass within 30</p>	Part of this is MTW initiative

	<p>days of the HAP contract date or the unit will go into abatement.</p> <p><u>Upon approval by HUD, when an initial inspection fails, and there are 10 or less non-life threatening deficiencies, a self-certification would be accepted in lieu of a re-inspection.</u></p>	
8-18-	<p><u>CHA proposes to allow certain properties to self-certify the unit meets the UPCS or HQS protocol in lieu of initial inspection. CHA will utilize a third party to identify units to be designated A and B properties. These properties will be eligible to self-certify the unit is move in ready. The owner will submit the self certification with the completed HUD Request for Tenancy Approval paperwork. The lease up date will be the later of the two, the owner/tenant signed self-certification or lease execution.</u></p> <p><u>Opportunity Neighborhoods are those that have high performing schools, low concentration of poverty, low crime, are job central and provide public transportation</u></p>	Yes
8-19	<p><u>CHA Policy</u></p> <p>CHA will allow the stove and refrigerator to be placed in the unit after the unit has met all other HQS/ UPCS requirements under the following conditions:</p> <p style="padding-left: 40px;">If the housing provider is responsible for placement, the appliances must be new in working condition and receipt noting their make/model number and date of placement will be acceptable to execute the HAP contract.</p> <p>If the participant is responsible for placement, the appliances must be in place before the HAP contract is executed by the CHA. The CHA will execute the HAP contract based upon a certification from the family that the appliances have been installed and are working. A confirmatory inspection may be scheduled within 30 days of HAP contract approval</p>	
8-24	<p><u>CHA Policy</u></p> <p>If -housing provider deficiencies are not corrected within the cure period allowed by the CHA, the CHA will abate the HAP effective on the first day of the month following</p>	

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	<p>the expiration of the notice of abatement. [HG 10-29] Funds will be withheld from the first day of the month following the fail date any funds not earned during that month will be recovered by CHA. A notice of the CHAs intent to abate and terminate the HAP will be forwarded to the landlord and the participant. The notice will state the date the unit went into abatement, the process to inform CHA of correction and request for reinspection or how to provide self-certification documents. Additionally, a notification will be provided to reflect automatic termination of the HAP contract effective at the end of the month following the abatement.</p> <p>If the failed items were noted as life threatening emergency items charged to the landlord and the CHA reinspection shows that the repairs were not made the CHA will abate the HAP <u>immediately</u> and terminate the HAP contract in place effective the last day of the month.</p> <p>The family is not responsible for payment of the portion of rent to the housing provider covered by the HAP contract between the housing provider and the PHA. [24 CFR982.45 1]. Upon termination of the HAP contract the CHA is no longer responsible for payment to the housing provider under the terms of the HAP contract.</p> <p><u>At any time within the abatement period, the participant may begin the move process, if eligible for continued assistance and moving in good standing with landlord (no monies owed, in compliance with lease terms, etc.) and all tenant caused deficiencies have been corrected.</u></p>	
<p>8- 26 Yes 8- 30</p>	<p>EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS/ UPCS <u>STANDARDS</u>standards</p>	
<p>Chapter 9 General Leasing Policies</p>		

9-14	<p><u>CHA Policy</u></p> <p>Where the owner is requesting a rent increase, the CHA will determine whether the requested increase is reasonable within 60 business days of receiving the request from the owner. The owner will be notified of the determination in writing <u>and it will go into effect:</u></p> <ul style="list-style-type: none"> • <u>30 days after the notice of the change., or</u> • <u>the first of the month following the lease expiration date, or</u> • <u>no sooner than 12 months after the last approved rental increase.</u> <p>Rent increases will go into effect on the first of the month following the 60-day period after the owner notifies the CHA of the rent change or on the date specified by the owner, whichever is later.</p>	
Chapter 10 Moving With Continued Assistance and Portability		
10-6	<p><u>For participants requesting to move due to VAWA, CHA's Standard Operating Procedures for a VAWA Emergency Transfer will be followed. This procedure addresses the protections for victims of domestic violence, dating violence or stalking residing in public housing (24 CFR part 960) and Housing Choice Voucher programs (24CFR part 982), and the project-based voucher and certificate programs (24 CFR part 983) as provided in the 1937 Act, as amended by the Violence Against Women Act (VAWA).</u></p>	
10-6	<p><u>CHA Policy</u></p> <p>For families approved to move to a new unit within the CHA's jurisdiction, the CHA will issue a new voucher within 10 business days of the CHA's written approval to move. No briefing is <u>Transfer briefings may be</u> required for these families. The CHA will follow the policies set forth in Chapter 5 on voucher term, extension, and expiration. If a family does not locate a new unit within the term of the voucher and any extensions, the family may remain in its current unit with continued voucher assistance</p>	

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	<p>if the owner agrees and the CHA approves. Otherwise, the family will lose its assistance if they have been unassisted for more than 180 days.</p>	
10-10	<p><u>CHA Policy</u></p> <p>Transfer briefings for participants wishing to move outside of the CHA’s jurisdiction may be required. However, participants that ported to CHA will not be required to attend a transfer briefing to return to their initial PHA. No formal briefing will be required for a participant family wishing to move outside the CHA’s jurisdiction under portability. However, the CHA will provide the family with the same oral and written explanation of portability that it provides to applicant families selected for admission to the program (see Chapter 5). The CHA will provide the name, address, and phone of the contact for the PCHA in the jurisdiction to which they wish to move. The CHA will advise the family that they will be under the CHA’s policies and procedures, including subsidy standards and voucher extension policies.</p>	
10-15-10-16	<p>CHA requires that all Housing Choice Voucher(HCV) abled bodied applicant/participant port-ins must be employed within the Charlotte-Mecklenburg area, or must provide a job offer letter from a prospective employer prior to porting into CHA’s program. The employment will be verified at time of admission to CHA and all eligible members must be compliant at the time of admission. All children under the age of 1618, who have not graduated from high school or received their GED, must be enrolled in school full time.</p> <p>A porting household that willfully or intentionally terminates their employment will be deemed ineligible by CHA’s program and the participant voucher will be returned to their issuing housing authority. A participant who loses employment or works less than 20 hours a week at no fault of their own will have the work requirement waived for 6 months or until a household has found employment; whichever is sooner. <u>All policies and procedures</u></p>	

	<p><u>regarding CHA's Work Requirement will be implemented in accordance to Chapter 3 of this Administrative Plan.</u></p> <p>During the 6 month waiver period, the port in must be involved in a CHA Approved Work Related Activity or provide evidence of an Excusable Absence from Work Related Activities and/or Workshops (please see Exhibit 3 2 of the CHA Administrative Plan).</p> <p>If a port in is considered a minimum renter, the port in may qualify for a rent exception of its minimum rent based on hardship, which is not to exceed a 12 month period depending on type of hardship. Please refer to Chapter 6 II.B of the CHA Administrative Plan. A hardship exemption does not waive the requirement of entering into a CHA Approved Work Related Activity.</p> <p>To be considered employed, a participant must be working for a minimum of 20 hours per week. If this threshold has not been achieved during the waiver period, the, the participant will be recommended for termination and afforded an informal hearing prior to establishing any final program termination. Exceptions to the six month rule may be made on a case by case basis. Exceptions may include: short or long term verified medical issues and documented need to care for immediate family members who include spouse, children, parents and grandparents.</p>	
	Chapter 11 Reexaminations	
11-8	<p>The CHA may approve additions of adult children absent from the unit for reasons other than those described above, an adult child may be temporarily absent from the assisted unit for a period not to exceed (24) months, <u>unless they have been away at school and can prove full-time student status. An approved full-time student status may not exceed 48 months.</u> The Head of Household in this case must submit a written request to add the adult child back to the family composition any time prior to (24) months of being absent. Where a written request to add an absent child (18 years or older) back to the family composition will</p>	

	<p>be subjected to the CHA required criminal background check. In order for the CHA to approve a request to add an adult child back to the family composition the adult child must pass the CHA required criminal background check</p>	
11-10	<p><u>CHA Policy</u></p> <p>The CHA will conduct interim reexaminations in each of the following instances:</p> <p style="padding-left: 40px;">If the family has reported zero income, or are a minimum renter the CHA will conduct interim recertifications when their</p> <p style="padding-left: 40px;">income increases. Their file may be submitted to CHA’s Client Services department who will work with the families to provide services.</p> <p style="padding-left: 40px;">Interims may be performed <u>to assist participants that are enrolled in FSS to encourage escrow.</u></p> <p style="padding-left: 40px;">The CHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.</p>	
11-10	<p><u>Required Reporting</u></p> <p><u>HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.</u></p> <p><u>CHA Policy</u></p> <p><u>Families will not be required to report increases in income, including new employment, within 10 calendar days of the date the change takes effect unless they are a minimum renter The CHA will only conduct interim reexaminations for families paying minimum rent and only when the family’s rent will change as a result of the increase.</u></p>	
11-11	<p>Based on the type of change reported, the CHA will determine the documentation the family will be required to</p>	

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	submit. The family must submit any required information or documents within 10 business days of receiving a request from the CHA. This time frame may be extended for good cause with CHA approval. The CHA will accept required documentation by mail, by fax, e-mail or in person. EIV will not be required when processing an interim recertification.	
Chapter 12 Termination of Assistance And Tenancy		
12-2	<u>In RAD PBV communities where the RAD HAP contract rents are set below CHA’s payment standards, the 180-day limit for \$0 HAP will not apply. The participant will be allowed to remain in the unit and the unit will stay under the HAP contract until 180-days after 30% of the family’s monthly adjusted income equals the payment standard amount for the unit size for which the family qualifies. Tenants who were in place at the time of a RAD conversion are exempt from over subsidy regulations.</u>	Yes
12-5	<p>The CHA will terminate a family’s assistance if any household member is convictedcurrently engaged in any illegal use of a drug, or has a pattern of illegal drug use that interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.</p> <p>The CHA will terminate assistance if any household member’s abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.</p> <p>Currently engaged in is defined as any use of illegal drugs during the previous six months.</p> <p>The CHA will consider all credible evidence, including but not limited to, any record of arrests, convictions, or eviction of household members related to the use of illegal drugs or abuse of alcohol.</p> <p>In making its decision to terminate assistance, the CHA will</p>	

	consider alternatives as described in Section 12-II.C and other factors described in Sections 12-II.D and 12-II.E. Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.	
Chapter 13 Owners		
NO CHANGES		
Chapter 14 Program Integrity		
14-6	<p>Corrections</p> <p>Whether the incorrect subsidy determination is an overpayment or underpayment of subsidy, the PHA must promptly correct the HAP, family share, and any utility reimbursement prospectively.</p> <p><u>CHA Policy</u></p> <p>Increases in the family share will be implemented only after the family has received 30 days' notice <u>unless the family's share increases due to a family caused error.</u></p>	
Chapter 15 Special Housing Types		
15-13	<p>15-VII.B. FAMILY ELIGIBILITY [24 CFR 982.627]</p> <p>The family must meet all of the requirements listed below before the commencement of homeownership assistance. The PHA may also establish additional initial requirements as long as they are described in the PHA administrative plan.</p> <p>The family must have been admitted to the <u>tenant based</u> Housing Choice Voucher <u>or RAD-PBV</u> programs.</p> <p>The family must qualify as a first-</p>	
Chapter 16 Program Administration		
16-5	Changes to payment standard amounts will be effective on January 1 st of every year <u>and may be updated during the year. unless, based on the proposed FMRs, it</u>	Yes

	<p>appears that one or more of the PHA's current payment standard amounts will be outside the basic range when the final FMRs are published. In that case, the PHAs payment standards will be effective October 1st instead of January 1st.</p> <p>If the PHA has already processed reexaminations that will be effective on or after October 1st, and the effective date of the payment standards is October 1st, the PHA will make retroactive adjustments to any such reexaminations if the new payment standard amount is higher than the one used by the PHA at the time the reexamination was originally processed.</p>	
16-5	<p>CHA Policy:</p> <p>The CHA sets their payment standards' basic range between 90 and 124 percent of the published FMR for each unit size. Through MTW flexibilities, exception payment standards may be set as high as 150% of the published FMR for units that are located in opportunity areas as defined by CHA. These</p>	
16-12 & 16-15	<ul style="list-style-type: none"> • A determination to terminate a family's Family Self Sufficiency contract, withhold supportive services, or propose forfeiture of the family's escrow account [24 CFR 984.303(i)] <p>Circumstances for which an informal hearing is not required are as follows:</p> <ul style="list-style-type: none"> • <u>Discretionary administrative determinations by the PHA to include but not be limited to any 3 day eviction upheld by a court of law.</u> <p>For the purpose of informal hearings, <i>documents</i> include records and regulations.</p> <p><u>CHA Policy</u></p> <p>The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of CHA documents no later than 12:00</p>	

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	<p>p.m. on the 4 business days prior to the scheduled hearing date.</p> <p>The CHA must be given an opportunity to examine at the CHA offices before the hearing any family documents that are directly relevant to the hearing. If the family Whenever a participant requests an informal hearing, the CHA will automatically mail a letter to the participant requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than <u>48 hours 12:00 pm on the business day</u> prior to the scheduled hearing date.</p>	
16-25	<p><u>CHA Policy</u></p> <p><u>Monthly payment amounts will not be determined by the CHA. The family will be provided 18 months to repay their debt. If the debt has not been paid, within 18 months, the family will be recommended for termination. If the family has previously been recommended for termination and a repayment agreement was part of their due process, and the family defaults, the family will be provided a 30- day of termination for breaching their agreement.</u></p>	
16-26	<p>The monthly payments will be determined by calculating 40% of the family income and subtracting the rent amount. Management approval is needed for balances greater than \$5,000</p>	
<p>Chapter 17 Project Based Vouchers</p>		
17-3	<p>17-I.B. TENANT-BASED VS. PROJECT-BASED VOUCHER ASSISTANCE [24 CFR 983.2]</p> <p>Much of the tenant-based voucher program regulations also</p>	

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	<p>apply to the PBV program. Consequently, many of the HA policies related to tenant-based assistance also apply to PBV assistance. The provisions of the tenant-based voucher regulations that do not apply to the PBV program are listed at 24 CFR 983.2.</p> <p><u>CHA Policy</u></p> <p>Except as otherwise noted in this chapter, or unless specifically prohibited by PBV <u>or RAD PBV</u> program regulations, the CHA policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV <u>and RAD PBV</u> program and its participants.</p>	
17-4	<p>17-II.B. HOUSING PROVIDER PROPOSAL SELECTION PROCEDURES [24 CFR 983.51(b)]</p> <p>Under its MTW Program (Attachment C, D.7), the CHA is authorized to develop and adopt a reasonable policy and process for project-basing Section 8 tenant-based leased housing assistance. The CHA has implemented a simplified <u>Housing Provider</u>HOUSING PROVIDER proposal selection process to project-base vouchers. The CHA will select CBRA proposals by any of the following methods:</p>	
17-6	<p>CHA will accept proposals on an ongoing basis. CHA may periodically advertise its request for proposals (RFP) for the target categories electronically on the CHA's website and through local media. In addition to, or in place of advertising, CHA may also directly contact specific <u>Housing and/or Supportive Service Providers</u>owners that have already been selected through one of the competitive processes above to inform them of available project based assistance.</p>	
17-9	<p><u>CHA Policy</u></p> <p>The CHA is authorized to determine property eligibility criteria, including types of units currently prohibited by Section 8 regulations, as well as shared living facilities using MTW Authority (Attachment C, D.1.f). Under MTW, the CHA may</p>	

	provide project-based assistance for transitional housing and other innovative housing types to address Charlotte’s affordable housing needs.
17-12	In supportive housing developments (homeless, disabled, domestic violence, transitional youth, and/or special needs) with less than 20 units , CHA will provide project-based assistance up to 100% of the units in the project. In supportive housing developments (homeless, disabled, domestic violence, transitional youth, and/or special needs) with more than 20 units, CHA will provide project-based assistance up to 60% of the units in the project. Services must be provided in the coordination of housing for supportive housing developments. The types of services offered to families for a project to qualify for the exception will be determined on a project-by-project basis depending on the target population. Supportive Housing Developments may use the McKinney Act definition of disabled <u>and/or homeless</u> for the purposes of determining eligibility for exempted units.
17-19	<p><u>CHA Policy</u></p> <p>CHA has received approval through an MTW initiative to apply Uniform Physical Condition Standards protocol in the inspection of all PBV units.</p> <p>Some aspects of the HQS/UPCS inspections may be incorporated for some elements. As well as the exclusion of UPCS inspection criteria that impacts common areas, such as playgrounds, pools, laundry mats, and other amenities,</p> <p>Agency certified/trained UPCS <u>or HQS</u> inspectors will perform inspections on PBV units that CHA and/or their subsidiaries have an ownership interest in.</p>
17-20	<u>CHA Policy</u>

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	<p>An initial inspection must be performed and pass in accordance with criteria as written in Chapter 8 of the HCV Administrative Plan. CHA certified/trained inspectors or if requested by the HCV Management Team, a HQS/UPCS certified property maintenance supervisor <u>Housing Provider staff</u> may perform an initial inspection utilizing</p>
17-36	<p><u>CHA Policy</u></p> <p>In PBV developments and supportive housing programs with site-based administration, the PBV owner or agent is responsible for assuring effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. In addition, the owner or agent must have a mechanism for filling accessible PBV units with a family that includes a member with a mobility impairment.</p>
17-58	<p>Residents who were converted from the PH FSS program to the HCV FSS program through RAD may not be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. <u>RAD-PBV participants who exit from the HCV Traditional FSS program and occupied a RAD-PBV unit at conversion will be required to terminate their assistance upon exiting the program.</u></p>
	Glossary
	<p>EXTREMELY LOW-INCOME FAMILY: A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 30 percent of <u>median income</u> if medical income for an a if HUD finds such variations are necessary due to unusually high or low</p>