

Administrative Plan Review

ADMIN CHAPTER	PROPOSED CHANGES
Table of Contents	<u>ADDED:</u> <ul style="list-style-type: none"> • Exhibit 3-1: Work Requirement Policy • Exhibit 3-2: CHA Approved Work Related Activities • Exhibit 10-1: Work Requirement Policy for Incoming Portable Voucher holders
Chapter 1 STATEMENT OF POLICIES AND OBJECTIVES	<u>CHANGED:</u> CHA Mission Statement
Chapter 2 FAIR HOUSING	<u>CHANGED:</u> <ul style="list-style-type: none"> • Verbiage from informal hearing to informal review
Chapter 3 ELIGIBILITY	<u>ADDED:</u> <ul style="list-style-type: none"> • Addition of Temporary Absent Adult Children • Exhibit 3-1 Work Requirement Policy • Exhibit 3-2 CHA Approved Work Related Activities <u>CHANGED:</u> <ul style="list-style-type: none"> • HUD's Definition of ELI • Joint Custody of Dependents to 51% or 183 days • Verbiage for time limit of denial of assistance if terminated from the HCV program
Chapter 4 APPLICATIONS, WAITING LIST AND TENANT	<u>ADDED:</u> <ul style="list-style-type: none"> • Will notify the family if their application is not accepted for the HCV wait list

<p>SELECTION</p>		<p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Verbiage from wait list from application to online applicant pool • Application changes were changed to include online applicant pool unless a reasonable accommodation is requested. • Definition of homeless preference to exclude maximum of 90 days • Income targeting changed to reflect skipping non-ELI to select ELI if needed to meet requirement • Notification changed to reflect verification of preference • Documentation required to complete interview • Changed verbiage to include electronic notification
<p>Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE</p>		<p><u>ADDED:</u></p> <ul style="list-style-type: none"> • Addition of family member that requires care due to medical need <p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Briefing materials to remove expired notice on PTFA • Verbiage from 10 business days to calendar days • Voucher term from 60 days with 2 extensions to 120 days upfront
<p>Chapter 6 INCOME AND SUBSIDY DETERMINATIONS</p>		<p><u>ADDED:</u></p> <ul style="list-style-type: none"> • Addition of Temporary Absent Adult Children <p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Change in paystubs to 120 days from 60 days for

		<p>participants after EIV is obtained</p> <ul style="list-style-type: none"> • Change in annualization of earned income to include bonuses • Joint Custody of Dependents to 51% or 183 days • Determination of Utility Allowance
Chapter 7 VERIFICATIONS		<p><u>ADDED:</u></p> <ul style="list-style-type: none"> • Changed documentation needed for Child Support • Changed documentation needed for earned income
Chapter 8 UNIFORM PHYSICAL CONDITION STANDARDS AND RENT REASONABLENESS		<p><u>ADDED:</u></p> <ul style="list-style-type: none"> • Uniform Physical Condition Standards <p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Changed abatement to the first of the following month after the notice • Changed verbiage for inspection charges to cover special inspections and quality control inspections to conform with self-certification and UPCS changes • Changed verbiage for inspection costs to include UPCS special and QC inspections
Chapter 9 GENERAL LEASING POLICIES		<p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Verbiage changes owner to Housing Provider
Chapter 10 MOVING WITH CONTINUED ASSISTANCE AND		<p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Voucher issued to loss of termination if family has been unassisted for more than 180 days.

PORTABILITY		<ul style="list-style-type: none"> • All families must attend a Good Neighbor Training • Port in vouchers will not be issued if voucher has less than 30 days remaining prior to expiration. • Elective moves every 18 months instead of every 12 months • Move will be denied if the participant is in a repayment agreement until the agreement is paid in full and will be denied if pending termination • Changed exceptions for moves to remove new employment/school for moves • Allow applicants to port out off the wait list if the receiving PHA absorbs the applicant • Port ins must meet CHA's Moving Forward Work Requirement Initiative.
Chapter 11 REEXAMINATIONS		<p><u>ADDED:</u></p> <ul style="list-style-type: none"> • Additions of adult children <p><u>CHANGED:</u></p> <ul style="list-style-type: none"> • Added verbiage for triennial examinations • Interims will be performed if there is an increased change in the minimum rent
Chapter 12 TERMINATION OF ASSISTANCE AND TENANCY		<p><u>CHANGED::</u></p> <ul style="list-style-type: none"> • Added and changed verbiage for eviction 12-I.D and 12-III.C <p><u>ADDED:</u></p> <ul style="list-style-type: none"> • Added termination for being unsubsidized for more than 180 days. • Added verbiage to include electronic notification

Chapter 13 OWNERS		<u>CHANGED:</u> <ul style="list-style-type: none"> • Verbiage from owner/landlord to housing provider
Chapter 15 SPECIAL HOUSING TYPES		<u>ADDED:</u> <ul style="list-style-type: none"> • Homeownership recertification and HAP adjustment requirements • Added Homeownership hardship clause • Added use of UPCS as well as HQS
Chapter 16 PROGRAM ADMINISTRATION		<u>CHANGED:</u> <ul style="list-style-type: none"> • Added verbiage to Family Debts regarding portability
Chapter 17 PROJECT BASED VOUCHERS		<u>ADDED:</u> <ul style="list-style-type: none"> • Use of CHA's waiting list for applicants • Added verbiage to include electronic notification <u>CHANGED:</u> <ul style="list-style-type: none"> • Verbiage from owner/landlord to housing provider • Use of UPCS as well as of HQS