

SUMMARY OF ADMINISTRATIVE PLAN REVISIONS

INTRODUCTION

- Added explanation of HOTMA changes throughout the policy document, including changes for Sections 102 and 104 and the HOTMA Voucher Final Rule.
- Added explanation of the use of HQS and NSPIRE in the policy document.

CHAPTER 1

OVERVIEW OF THE PROGRAM AND PLAN

- Added information on the HOTMA Voucher Final Rule to the Overview and History of the Program.
- Updated terminology from NSPIRE to “minimum quality standards” per the HOTMA Voucher Final Rule.
- Added policies on increases and decreases in the payment standard to the list of required plan contents.

CHAPTER 2

FAIR HOUSING AND EQUAL OPPORTUNITY

- Added additional examples to the list of reasonable accommodation types

CHAPTER 3

ELIGIBILITY

- Called out and added policies that will be effective prior to the PHA’s HOTMA 102/104 compliance date.
- Called out and added policies for HOTMA 102/104 that will become effective upon the PHA’s compliance date.
- Clarified policy language on live-in aides to better align with fair housing best practices. Added families eligible for VASH to the list of eligible applicant families.
- Clarified language regarding the EIV Income Report.

CHAPTER 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

- This chapter contains only minor corrections and clarifications

CHAPTER 5

BRIEFINGS AND VOUCHER ISSUANCE

- Clarified fair housing and NSPIRE-related language throughout the chapter to bring the content current with the HOTMA Final Rule.

CHAPTER 6

INCOME AND SUBSIDY DETERMINATIONS

- Split Chapter 6 into two chapters: 6.A and 6.B.
- Chapter 6.A. incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:

- Minors
- Full-time students and student financial assistance
- Earned income
- Business income
- Periodic payments
- Nonrecurring income
- State payments to allow individuals with disabilities to live at home
- Civil rights settlements
- Federally mandated and other income exclusions
- Lump-sum additions to net family assets
- ABLE accounts
- Trusts
- Health and medical care expenses
- Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 6. This includes:
 - Clarifications and corrections regarding student financial assistance requirements under HOTMA.
 - Clarifications regarding the treatment of alimony and child support.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Updates to the list of federally mandated income exclusions.
 - Clarifications regarding necessary and non-necessary personal property.
 - Clarifications regarding health and medical care expenses.
 - Required changes for the HOTMA Voucher Final Rule, including changes regarding increases and decreases in payment standards. Policies effective prior to and upon specific effective dates are explicitly called out.
 - Additions to the section on applying utility allowances regarding flat fees and PBV developments.

CHAPTER 7 VERIFICATION

- Split Chapter 7 into two chapters: 7.A and 7.B.
 - Chapter 7.A. incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:
 - Student financial assistance
 - The health and medical care expense deduction
 - Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 7. This includes:
 - Changes regarding the use of consent forms, specifically as related to HUD-9886-A.
 - Clarifications regarding amounts adjusted annually under inflation under HOTMA.
 - Policy revisions for streamlined income determinations from fixed sources of income.
 - Certain updates for Notice PIH 2023-27 regarding verification requirements, use of EI V + self-certification, verification of net family assets, and treatment of zero-income families.

CHAPTER 8

HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

- Split Chapter 8 into two chapters: 8.A and 8.B.
- Chapter 8.A represents the policies the PHA will use prior to the NSPIRE compliance date while still operating under HQS and contains only those changes prior to 2023 that fall outside the scope of NSPIRE. This includes:
 - An explainer regarding the use of HQS until such time as NSPIRE becomes effective.
 - Additions regarding NSPIRE requirements that are applicable to HQS prior to transitioning to NSPIRE.
 - Various revisions for the HOTMA Voucher Final Rule. Policies effective prior to and upon specific effective dates are explicitly called out.
- Chapter 8.B represents the policies the PHA will use upon the NSPIRE compliance date and contains changes made to the previously released version of Chapter 8. This includes:
 - Updates for Notice PIH 2024-26.
 - An explainer on the continued use of the term housing quality standards.
 - Various revisions for the HOTMA Voucher Final Rule. Policies effective prior to and upon specific effective dates are explicitly called out.

CHAPTER 9 GENERAL LEASING POLICIES

- Revisions to revert back to using the term housing quality standards as per the HOTMA Voucher Final Rule.
- Clarification regarding permitting the family to submit more than one request for tenancy approval at a time.
- Clarification regarding PHA-owned units.
- Clarifications regarding HAP contract execution.

CHAPTER 10 MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY

- Added section on family moves due to unit deficiencies per the HOTMA Voucher Final Rule.
- Clarified policy regarding voucher issuance and term of the voucher.

CHAPTER 11 RE-EXAMINATIONS

- Split Chapter 11 into two chapters: 11.A and 11.B.
- Chapter 11.A. contains one minor chapter number correction
- Chapter 11.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 11. This includes:
 - Minor clarifications regarding calculating annual income at reexamination.
 - Required revisions for the HOTMA Voucher Final Rule, including revisions regarding changes in family unit size. Policies effective prior to and upon specific effective dates are explicitly called out.

CHAPTER 12

TERMINATION OF ASSISTANCE AND TENANCY

- Added a callout to state that the section on failure to provide consent is effective upon the PHA's HOTMA 102/104 compliance date.
- Added a section on the asset limitation with a callout effective upon the PHA's HOTMA 102/104 compliance date.
- Clarification regarding insufficient funding.
- Reverted references to housing quality standards.

CHAPTER 13

OWNERS

- Clarifications to bring content in line with the HCV Landlord Strategies Guidebook
- Reverted references to housing quality standards.

CHAPTER 14

PROGRAM INTEGRITY

- Reverted references to housing quality standards.
- Added a callout to state that the section on de minimis errors is effective upon the PHA's HOTMA 102/104 compliance date.

CHAPTER 15

SPECIAL HOUSING TYPES

- Changes for the HOTMA Voucher Final Rule regarding manufactured home space rentals, eligible housing expenses, distribution of HAP, and single HAP to family.
- Reverted references to housing quality standards.
- Minor clarifications regarding homeownership counseling and homeownership assistance payments.

CHAPTER 16

PROGRAM ADMINISTRATION

- Required revisions for the HOTMA Voucher Final Rule, including extensive revisions concerning payment standards and the use of SAFMRs.
- Reverted references to housing quality standards.

CHAPTER 17

PROJECT BASED VOUCHERS

- Allow vacancy payments for project-based units
- Update policy to include option for housing authority to select from waitlist based on preference, date and time of application for projects in which 200 or less applicants will be placed on waitlist.
- Updated policy to reimburse for utility allowance if utility reimbursement is over \$50.

CHAPTER 18

SPECIAL PURPOSE VOUCHERS

- New Chapter includes program policies, guidance and overview for the following special purpose voucher programs (SCHA only has vouchers with an asterisk):
 - Family Unification Program (FUP)
 - Foster Youth to Independence (FYI) program
 - ***Veterans Affairs Supportive Housing (VASH)**
 - ***Mainstream**
 - Non-Elderly Disabled (NED)
 - Stability Voucher Program

GLOSSARY

- Called out various definitions for HOTMA. Definitions effective prior to and upon specific effective dates are explicitly called out.
- Reverted references to housing quality standards.

APPENDIX

- Added a new appendix per recent HUD guidance to explicitly call out HOTMA 102/104 policies that are on hold until implementation.