# COMMUNITY DEVELOPMENT COMMISSION OF MENDOCINO COUNTY UKIAH, CALIFORNIA

## HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

Adopt	ted by Board of Com	missioners
RESOLUTION #	ADDOPTED	CHAPTERS REVISED
891-08 Revision #1 Ado		
894-08 Revision #2 Ado	pted 4/17/08	
895-08 Revision #3 Ado	pted 5/20/08	
895-08 Revision #3 Ado	pted 5/20/08	
12/20/12 Revision		
01/17/2013 Revision		
Resolution 1017-13	02/21/2013	
Resolution 1021-13	5/2013	
Resolution 1024-13	07/11/2013	
Resolution 1030-13	12/19/2013	III VI. – XII. – XIII.
Resolution 1031-14	02/20/2014	III. – XIII.
Resolution 1033-14	04/24/2014	III.
Resolution 1040-14	10/30/2014	VII XII XV.
Resolution 1054-15	12/17/2015	VI VII XVIXVIIXXVI.
Resolution 1073-16	12/15/2016	XII.
Resolution 1087-17	11/02/2017	III-VI-XVI-XXIV
Resolution 1098-18	9/2018	III
Resolution 2015-19	2/2019	III – XXVII-XXVIII
Resolution 2009-19	6/2019	III – VII
Resolution 2020-19	11/2019	III- XXI-XXVII –XXVII
Resolution 2021-19	12/19/2019	III - XXVII

# WARNINGS, DISCLAIMERS, AND COPYRIGHT AND INTELLECTUAL PROPERTIES NOTICES

These terms apply to the person who is reading this material and/or is responsible for bringing these terms to the attention of anyone who may read this material.

#### WARNING

It is your responsibility to ensure that it is lawful for you to access this DOCUMENT, and read or otherwise make use of the material in it. The Nelrod Company accepts no responsibility in this regard.

### **DISCLAIMERS**

The material in this DOCUMENT is authorized for the sole use of The Nelrod Company client Public Housing Agencies, their directors, administrators, managers, supervisors, and authorized clerical and technical staff in the administration or management of their day-to-day duties exclusively.

#### COPYRIGHT AND INTELLECTUAL PROPERTIES NOTICES

This notice applies to all proprietary material throughout THE NELROD COMPANY DOCUMENT ("this Document").

The format and content of all documents for which this notice is attached and here-in made part of said document are subject to current and future applicable copyright laws. None of the content may be used for any purpose whatsoever without express permission of the copyright owner (The Nelrod Company), except as defined below.

Intellectual Property. The entire material, except for intellectual property of others (e.g. Agency data utilized for customization to local needs and citations from regulations), in this DOCUMENT, is claimed as intellectual property of The Nelrod Company. All content, including but not limited to text, designs, logos, titles, and visual materials and format within this DOCUMENT, are the copyrighted ownership material, trademarks, service marks, trade names or other property of The Nelrod Company. Nothing contained in this DOCUMENT, should be construed as granting (including without limitation, by implication, estoppel, or otherwise) any license or right to use any of The Nelrod Company's intellectual property presented in this document, database, visual or audio material, computer program, or manual, without the express written consent of The Nelrod Company, its authorized agents, or assigns.

**Limited Permissions Granted to use this Document.** You may copy and use material

presented in this Manual **only** on the conditions (1) the use is only for authorized use within the organizational structure of a duly recognized client of The Nelrod Company, and (2) that you show our copyright notice on all copied materials. All other rights are reserved.

You may not distribute, modify, transmit, reuse, re-vise, or use any of the content (Intellectual Property) of this DOCUMENT for public or commercial purposes, without the express written consent of The Nelrod Company.

**NOTE**: Existing policy data provided by an Agency and not developed by The Nelrod Company used in this policy is not copyrighted.

© 2004 The Nelrod Company, Forth Worth, TX 76109

## HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

# Implementation Schedule

Staff Trair	ning Date, if needed:
	Distribution to Functional Areas
This Plan has been distr	ributed to staff in the following departments:
□ Housing Choice Vouc	cher Manager
□ Housing Choice Vouc	cher Admissions/Occupancy Staff
□ Financial Staff	
□ Inspectors	
□ Other: Specify:	Executive Director

Date Policy Revised May 28, 2009

# COMMUNITY DEVELOPMENT COMMOSSION OF MENDOCINO COUNTY HOUSING CHOICE VOUCHER PROGRAM ADMINISTRATIVE PLAN

#### **TABLE OF CONTENTS**

I.	INTRODUCTION AND STATEMENT OF APPROACH AND OBJECTIVES TO
	ADMINISTER THE HOUSING CHOICE VOUCHER PROGRAMS

- A. Background
- B. Housing Authority Mission Statement and Housing Choice Voucher Program Objectives
- C. Legal Jurisdiction
- D. Purpose of the Administrative Plan
- E. Nondiscrimination
- F. Service Policy/Accommodations
- G. Translation of Documents
- H. Privacy Rights
- I. Rules and Regulations
- J. List of Housing Choice Voucher Programs
- K. Staffing Positions
- L. Customer Relations
- M. Code of Conduct

### II. OUTREACH TO FAMILIES AND OWNERS/LANDLORDS .....

- A. Family Outreach
- B. Owner/Landlord Outreach
- C. Promoting Greater Housing Opportunities for Families Outside Areas of Low-Income and Minority Concentration
- D. Opening/Closing the Waiting List

# III. COMPLETION OF APPLICATION, PREFERENCES, DETERMINATION OF ELIGIBILITY AND SELECTION OF FAMILIES

- A. Pre-Application Procedures
  - Duplicate Applications
- B. Notification of Applicant Status
- C. Selection Criteria and Special Purpose Funding
  - Basic Selection Criteria
  - Special Purpose Funding
- D. Local Preferences
- E. Completion of the Full Application
- F. Processing the Application/Eligibility Criteria
  - Verification of the Eligibility Application
  - Income Eligibility
  - Non-Citizens/Eligible Immigration Status
  - Criminal Activity and Domestic Violence
  - Consideration of Circumstances
  - Drug Treatment Facility

	Notification of Eligibility
	<ul><li>Denial of Admission</li><li>Removal from the Waiting List and Informal Review</li></ul>
	H. Purge
	I. Monitoring of Selection and Leasing
	J. Records Management
	K. Family Designation and Definitions
IV.	DETERMINATION OF INCOME, TOTAL TENANT PAYMENT AND FAMILY SHARE
	A. Annual Income
	B. Income Inclusions
	C. Averaging Income
	D. Federally Mandated Income Exclusions
	E. Self-Sufficiency Incentive for Persons with Disabilities (Earned Income Disallowance)
	F. Assets
	G. HUD Required Deductions
	H. Minimum Rent
	I. Prorated Assistance for "Mixed" Families
	J. Rent Burden
	K. Zero Income Families
	L. Utility Allowance and Utility Reimbursement Payments
	M. Total Tenant Payment Exceeds Gross Rent/Zero HAP Assistance
V.	VERIFICATION REQUIREMENTS
	A. General Requirements
	B. Tiers of Verification Acceptable to HUD
	C. Information to be verified
	<ul><li>D. Release of Information</li><li>E. Authority to Obtain Criminal History Records</li></ul>
	F. Permitted Use and Disclosure
	G. Receipt of Information from Law Enforcement Agencies
	H. Records Management
	I. Verification of Local Preferences (Former Federal Preferences)
	J. Verification of Income
	K. Assets and Income from Assets
	L. Verification of Deductions from Income
	M. Verifying Non-Financial Factors
VI.	BRIEFING OF FAMILIES AND ISSUANCE OF HOUSING CHOICE
	VOUCHERS (Resolution # 1030-13, 12/19/2013)
	A. Briefing Notification1

• Criminal History Report Final Determination

G.

	<ul> <li>B. Contents of the Briefing.</li> <li>C. Content of the Briefing Packet.</li> <li>D. Voucher Issuance.</li> <li>E. Term of the Voucher (extensions and suspensions)</li> <li>F. Extensions.</li> <li>G. Suspensions.</li> <li>H. Voucher Term Expiration</li> <li>I. Subsidy Standards.</li> <li>Maximum Occupancy and Increasing/decreasing Voucher Size.</li> <li>Exceptions to Subsidy Standards.</li> </ul>	2 3 5 6 7 8
VII.	HOUSING QUALITY STANDARDS AND INSPECTIONS Part I. Physical Standards J. General HUD Requirements K. Additional Local Requirements L. Life Threatening Conditions D. Owner and Family Responsibilities E. Environmental intervention Blood Lead Level F. Violation of HQS Space Standards	1 3 4 5
	Part II. The Inspection Process  A. Types of Inspections  B. Initial HQS Inspection  C. Annual/Biennial HQS Inspections  D. Special Inspections  E. Quality Control Inspections  F. Inspection Results and Re-inspections  G. Enforcing Owner Compliance  H. Enforcing Family Compliance	6 9 9 10
	Part III. HUD'S Housing Quality Standards	14
	Exhibit 7-1 Special Housing Types  Exhibit 7-2 HQS Inspection Guidance Related to Electrical Outlets  Exhibit 7-3 Federal Register – Annual and Biennial Inspect	
VIII.	REQUEST FOR TENANCY APPROVAL, DISAPROVAL OF OWNER/LANDLORD, RENT REASONABLENESS, EXECUTION OF LEASEAND HAP CONTRACT, AND RENT INCREASE	

	H. I.	Rent Increases Manufactured Homeowners Leasing Pad	
IX.	PA	YMENT STANDARDS	•••••
X.	OW A. B.	/NER/LANDLORD RESPONSIBILITY FOR SCREENING RESIDENTS Owner/Landlord Screening CDC Information About Residents	
XI.	PA' A. B. C.	YMENTS TO OWNERS/LANDLORDS  Controls and Accountability Basic Procedures HAP Late Payments to Owners/Landlords	
XII.	AN A. B. C. D. E. F. G. H. I.	Annual Re-certification  Annual Re-examination notice to the family  Re-examinations by mail/re-examinations by appointment.  Failure to Respond to Annual Re-Certification Notice  Conduction Annual Re-examinations  Verification of Information Provided at Annual Re-examination.  Interim Re-examinations.  Changes in Family Share of Rent  Requirements to Add to Family Composition.  Removing Household Members	2 4 5 5 7
XIII.	<b>13,</b> A.	TERANS SUPPORTIVE HOUSING PROGRAM (VASH) (Resolution # 10 12/19/2013)  Admission to the Program Issuance of Voucher Initial Lease Term Eligible Housing. Case Management Requirements Portability of HUD-VASH Voucher Transfer from HUD-VASH to Tenant Based Voucher Termination of Rental Assistance Other Program Policies SEMAP, VMS Reporting	1 3 3 3 4 4
XIV.	TEF A.	RMINATION OF ASSISTANCEBasic Policy	•••••

	B. C. D.	The CDC May Terminate Assistance for the Following Reasons Zero Housing Assistance Computer Matching	
XV.	UTIL	ITY ALLOWANCES	1-4
XVI.	POR <sup>1</sup>	TABILITY Overview	2
	Λ.	Overview	∠
	B.	Initial PHA Role – Port Out	
		Restrictions on Moves	
		Denial of Moves	
		Restrictions on Elective Moves	
		Allowable Moves under Portability	
		Selecting and Receiving PHA	
		Notification of Receiving PHA	
		Non Resident Applicants	
		Participant Families	
		Determining Income Eligibility: Applicant Families	
		Reexamination of Family Income and Composition	
		Mendocino County	
		Voucher Issuance	
		Voucher Term	
		Voucher Extensions and Expiration	
		Initial Contact with the Receiving PHA	
		Sending Documentation to the Receiving PHA	
		Monthly Billing Payments	
		Annual Updates of form HUD 50058	
		Moves within the Receiving PHA's Jurisdiction	
		Moves outside the Receiving PHA's Jurisdiction	
		woves outside the receiving ranks sunsaidhori	
	C.	Receiving PHA Role – Port In	11
		Initial Contact with Family	
		Briefing	12
		Income Eligibility and Reexamination	12
		Voucher Term and Issuance	
		Timing of Voucher Issuance	13
		Voucher Extensions	14
		Voucher Expiration	14
		Notifying the Initial PHA	
		Administering a Portable Family's Voucher	
		Initial Billing Deadline	
		Ongoing Notification Responsibilities	
		Change in Billing Amount	
		Overpayments	16

	Denial or Termination of Assistance
XVII.	MOVES WITH CONTINUED TENANT-BASED ASSISTANCE  A. Allowable Moves B. Restrictions on Moves C. Moving Process
XVIII.	FAMILY BREAK-UP  A. CDC Discretion  B. Criteria  C. Court Orders  D. Remaining Member of Tenant Family
XIX.	ABSENCE FROM UNIT  A. Time Limits  B. Verifications
XX.	ADMISSION OF LIVE-IN AIDE OR FOSTER CHILDREN  A. Live-in Aide B. Foster Children
XXI.	PROJECT BASED VOUCHER
XXII.	PROGRAM INTEGRITY  A. Investigation of Suspected Abuse and Fraud B. Steps to Detect Program Abuse and Fraud C. Handling of Allegations of Possible Abuse and Fraud D. Investigations of Allegations of Abuse and Fraud E. Evidence and Statements Obtained by the CDC F. Evaluation of the Findings G. Action Procedures for Violations Which Have Been Documented H. Misrepresentations I. The Participant Conference for Serious Violations and Misrepresentations J. Disposition of Cases Involving Misrepresentation K. Notification to Participant of Proposed Action
XXIII.	INFORMAL HEARINGS AND REVIEWS
	<ul> <li>A. Definitions</li> <li>B. Procedures for Informal Review</li> <li>C. Procedures for Informal Hearing</li> <li>D. Hearing and Appeal Provisions For ARestrictions On Assistance To Non-Citizens</li> <li>E. Mitigating Circumstances For Applicants/Participants with Disabilities</li> </ul>

XXIV.	<b>REPA</b>	YMENT AGREEMENT
	A.	Establishing the Agreement
	B.	Enforcing Repayment Agreements
	C.	Ineligibility for Repayment Agreements
	D.	Owner/Landlord Fraud and Program Abuse
XXV.	ADMII	NISTRATIVE FEE RESERVE EXPENDITURES STATEMENT
	A.	Required Use for Program Administration
	B.	Permitted Use for Other Housing Purposes
	C.	Board of Commissioners Approval of Administrative Fee Reserve Expenditures
XXVI.	SEMA	,P
XXVII.	2017	MAINSTREAM VOUCHER PROGRAM
XXVIII	. FAM	ILY UNIFICATION PROGRAM (FUP)
GLOS	SARY	(Acronyms and Terms)
DEFIN	IITION	s