



HOUSTON HOUSING AUTHORITY

Transforming Lives & Communities

CHANGES TO THE 2018 ANNUAL PLAN:

Changes to Housing Choice Voucher Administrative Plan

Updated References

Changes were made to reference Section numbers that changed and references to procedures that had changed titles. The clean version will be reformatted to correctly re-number all sections.

Family Break-Ups (PG 17)

Added including matters consistent with the VAWA policy.

Number 2 now reads if a family breaks up into two otherwise eligible families while receiving assistance, the Vice President of the Voucher Program may in limited circumstances, including matters consistent with the VAWA policy, issue a second voucher if removing a voucher would be detrimental to a family.

Local Preferences for Admission (PG 20)

Added other federal or local programs

Persons transitioning out of Shelter Plus Care/Supportive Housing Programs/Supported Housing Programs/Rapid Re-Housing/other federal or local programs into permanent housing will be included as a priority group as part of this preference.

Families who are Involuntarily Displaced by Government Action (PG 21)

Added owned by HHA or another unit.

An applicant is or will be involuntarily and permanently displaced if the applicant has vacated or will have to vacate a unit owned by HHA or another unit where the applicant lives because of activities carried on by Houston Housing Authority in connection with public improvements or development program.

Choice Mobility Program Pilot Preference (Pending on HUD Approval) (PG 21)

Added pending on HUD Approval to the title of the section

Outreach to Potential Applicants before Opening the Waiting List (PG 25)

Removed some language regarding the pre application for the lottery pool.

Now reads The lottery pool will be opened periodically based upon the sole discretion of the Authority and the need for program applicants. The pre-application to be completed and submitted by the applicant will contain the following information:

- 1. Name, age, gender, and relationship of all family members;*
- 2. Current address and home, work and mobile telephone numbers of head of household, co-head and/or spouse;*
- 3. Amount family income;*
- 4. Whether the family contains a member with a disability;*

Application Procedures (PG 25)

Removed some language. The section now reads:

1. Families will be admitted both from the waiting list and as special, non- waiting list admissions in accordance with all applicable HUD regulations.
2. The application process is accessible to those people who might have difficulty complying with the normal, standard HHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP).
HHA will provide reasonable accommodations to the needs of individuals with disabilities.
3. No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.
4. The HHA will conduct the lottery and assign lottery numbers within 15 business days of the closing of the lottery pool.
5. Placement on the waiting list does not confirm that the family is, in fact, eligible for assistance. A final determination of eligibility will be made at the time the family is selected from the waiting list.

HHA Unit Size Subsidy Standards (PG 28)

Changed the standards used to issue Housing Choice Vouchers. A one bedroom can now have one or two people in it.

Standards Used to Issue Housing Choice Vouchers	
HCV Voucher Size (Subsidy Standards)	No. of Persons in Household
0-BR	1
1-BR	1 or 2
2-BR	2 or 3
3-BR	4 or 5
4-BR	6 or 7
5-BR	8 or 9
6-BR	10 or 11

Term of the Voucher and Extensions (PG 29)

The initial voucher term has been changed to 60 calendar days from 90 calendar days. The reduction of the initial voucher term was specifically recommended by HUD.

Rent Increases to Owners (PG 43)

Changed 60 days to 90 days that the owner must provide advance notice to the family and supply a copy to the Authority.

Interim Rent Decreases (PG 45)

Language was changed to reflect HUD’s HOTMA new rule. Now States that decreases in earned or unearned income greater than 10%.

Termination Due to Funding Shortfall (PG 50)

Language was changed to say:

HHA shall review current and projected funding levels for the Housing Choice Voucher program on an ongoing basis. If HHA determines there is a projected or actual shortage of Housing Assistance Payments (HAP) funding to support HAP costs for current program participants, HHA shall first determine if any other reasonable and feasible actions can be taken to reduce program costs. If after undertaking any such actions to reduce program costs, HHA determines that there is insufficient funding to support HAP costs for current participants, HHA shall terminate the minimum number of HAP contracts necessary to reduce HAP costs to within the available budget. HHA shall inform the local HUD office prior to terminating any HAP contracts for this purpose.

In identifying the HAP contracts to be terminated as a result of insufficient funding, HHA shall use the following criteria:

- 1. Elderly and disabled families shall not be terminated.*
- 2. Families comprising the required number of special purpose vouchers (e.g. NED, VASH, FUP and MS5) shall be the last to be terminated.*
- 3. HHA shall utilize a last in, first out methodology whereby HAP contracts are terminated based on the date of the family's initial participation in the HCV program with the most recent participant(s) terminated first.*

Upon HHA's determination that sufficient funding is available to issue vouchers to some or all eligible families whose HAP contracts have previously been terminated due to insufficient funding, HHA shall use the following criteria:

- 1. Families shall be issued vouchers in chronological order based on the family's initial date of participation in the HCV program (prior to termination of the HAP contract), starting with the oldest date of initial participation.*

Termination Notification (PG 50)

Language was added to include except in the case of funding shortfall. Now reads:

In any case where the Authority decides to terminate assistance to the family, except in the case of funding shortfall, the Authority will give both the family and the owner a 30-day written termination notice which states:

Medical Expense Deduction (PG 66)

Due to HUD's HOTMA rule increased from three percent to ten percent of annual income

Elderly/Disabled Household Exemption (PG 66)

Due to HUD's HOTMA rule the exemption is increased from \$400 to \$525 per household.

Definitions of Terms Used In This Administrative Plan (PG 77-81)

Removed the following:

- Affiliated Individual
- Dating Violence- removed because VAWA is a separate attachment
- Domestic Violence- removed because VAWA is a separate attachment

Changes to Admissions and Continued Occupancy Plan (ACOP)

Updated References

Changes were made to reference Section numbers that changed and references to procedures that had changed titles. The clean version will be reformatted to correctly re-number all sections.

Qualifying for Admissions List (PG 3)

Language was added to reflect HUD's new HOTMA rule. Now includes no household larger than 10 may be admitted and whose net family assets exceed \$100,000.

Withdrawing an Application from the Waiting List (PG 4)

Added with HHA and/or its representative. Number 5 now reads:

When an applicant fails to keep a scheduled interview with HHA and/or its representative.

Local Preference (PG 6)

Added income to site-based income preferences for Mixed Finance Properties (only).

Factors other than Preferences that affect selection of Applicants (PG 8)

Updated #1 to include has a verified reasonable accommodation. Now reads:

Accessible units: For Uniform Federal Accessibility Standards (UFAS) accessible units, resident and applicant families that include a member with a disability who has a verified reasonable accommodation to need the features of such units will be given preference for admission over a household that does not include a member with such a disability. Further, persons needing more features of a specific unit will be given preference over persons needing fewer features of the units available.

Applicant Screening Criteria (PG 9)

Number 2 added in the background check. Now reads:

The HHA is required to reject the application of a household if the HHA determines in the background check that:

Occupancy Guidelines: HUD Notice of Policy, Dec. 18, 1998 Federal Register (PG 10 & 11)

Changed apartments to units throughout the sections. Also added an approved reasonable accommodation to (2h) and an approved live-in aide to (3b).

Organizing the Applicant Waiting List (PG 12)

Removed the Community Waiting List because we have moved to all site based waiting list. Added in the conversion will entail housing families off of the community wide waiting list until that list is exhausted.

Accessible Units (PG 13)

Changed a non-accessible apartment must move within 10 business days when a current resident or an applicant with a disability needs the apartment. Used to allow 30 days.

Annual Income (PG 19)

Number 1 changed full amount to gross amount from earned income. Number 3 changed and added Net income, of any kind of real or personal property, interest, dividends, and other net income of any kind from real or personal property. Number 4 broke out to make clearer what annual income will include. Also added in zero income families.

Anticipating Annual Income (PG 20)

Broke into two sections to include HUD's new HOTMA rule.

In determining family income for initial occupancy or interim reviews based on a change to future income, HHA will use anticipated income for a 12 month period. If it is not feasible to anticipate income for a 12-month period, the Authority may use the annualized income anticipated for a shorter period, subject to an Interim Adjustment at the end of the shorter period. (This method would be used for tenants who are only paid for 9 months (ex. School bus drivers, classroom aids, etc.), or for tenants receiving unemployment compensation.)

Annual Recertification's HHA will the income for the family for the preceding year. Preceding year's income may make other adjustments as it considers appropriate to reflect current income.

Medical Expense Deduction (PG 21)

Due to HUD's HOTMA rule increased from three percent to ten percent of annual income.

Elderly/Disabled Household Exemption (PG 22)

Due to HUD's HOTMA rule the exemption is increased from \$400 to \$525 per household.

Choice of Rent (PG 22)

Reworked section and relabeled this section to choice of rent with the two types of rent choice explanations to be below.

Flat Rents (PG 23-24)

Changed to Flat rent is determined by using the Fair Market Rents established under HCV or the amount housing monthly subsidy under the United States Housing Act. Also added in language on over-income families. Now reads:

Over income families residing in a dwelling unit

- a. They will pay the flat rent defined in A. 1*
- b. Define over-income families as 120% over the median income for the area will be required to pay the flat rent. They have to pay the flat rent for over two years then they will have six months to leave. 1st annual you pay flat rent over income 2nd annual continue to pay flat rent but must be out in 6 months. This is only for 120% and above.*

Interim Rent Adjustments: Modified Fixed Rent System (PG 27-28)

See updated table below. Also removed number 3 and number 6.

<u>INCOME CHANGE</u>	<u>HHA ACTION</u>
(a) Decrease in income for any reason greater than 10%. <u>except</u> for decrease that lasts less than 30 days or is subject to Imputed Welfare Income rules ¹ .	• HHA will process an interim reduction in rent if the income decrease is greater than 10%
(b) Decrease in income for any reason less than 10%.	• HHA will process an interim reduction in rent if the income decrease is less than 10%
(c) Increase in income that is greater than 10%..	• HHA will not conduct an Interim Redetermination.
(d) Increase in income (e.g. COLA adjustment for social security) that is less than 10%.	• HHA will not conduct an Interim Redetermination.
(e) Increase in income because a person with income (from any source) joins the household.	• HHA will conduct an Interim Redetermination of the household's income and process any change to rent.
(f) Increase in monetary or non-monetary income after Resident claimed zero income	• HHA will process an interim change to rent.
(g) Any income change within 3 months prior to the scheduled recertification	• HHA will not conduct an Interim Redetermination

Types of Transfers (PG 31)

Added to (1b) In accordance with the HHA VAWA Policy.
