

Proposed Changes to Housing Choice Voucher Program’s Administrative Plan

Current	Proposed Changes
<p><b>Initial Applicant Briefing</b></p> <p>A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefings will be conducted in groups as much as possible. Individual briefings will be provided, as necessary, due to language barriers or disability issues. Families who attend group briefings and still have the need for individual assistance will be referred to the appropriate case manager.</p> <p>Page 71</p>	<p><b>Initial Applicant Briefing</b></p> <p>A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefings will be conducted in groups as much as possible. Individual briefings will be provided, as necessary, due to language barriers or disability issues. Families who attend group briefings and still have the need for individual assistance will be referred to the appropriate <b>Housing Specialist.</b></p> <p><b>When conducting oral briefings, the Housing Authority of the City of Westminster (HACW) may conduct oral briefings telephonically as well as using Zoom, Teams, or similar platforms</b></p>

Proposed Changes to Housing Choice Voucher Program’s Administrative Plan

Current	Proposed Changes
<p><b>B. INITIAL HQS INSPECTION [24 CFR 982.401(A), 982.305(B)(2)]</b></p> <p><b>Timely Initial HQS Inspection</b></p> <p>The PHA will inspect the unit, determine whether the unit satisfies the HQS and notify the family and owner of the determination within 15-days after the family and the owner have submitted a RTA. The same 15-day clock will be suspended during any period when the unit is not available for inspection. The PHA will include “date unit available for inspection” on the RTA form. This date will determine whether the PHA will be required to meet the same 15-day requirement or whether the PHA will suspend the same 15-day period because the unit is not available for inspection until after the same 15-day period.</p> <p>Page 85</p>	<p><b>B. INITIAL HQS INSPECTION [24 CFR 982.401(A), 982.305(B)(2)]</b></p> <p><b>Timely Initial HQS Inspection</b></p> <p>The PHA will inspect the unit, determine whether the unit satisfies the HQS and notify the family and owner of the determination within 15-days after the family and the owner have submitted a RTA. The same 15-day clock will be suspended during any period when the unit is not available for inspection. The PHA will include “date unit available for inspection” on the RTA form. This date will determine whether the PHA will be required to meet the same 15-day requirement or whether the PHA will suspend the same 15-day period because the unit is not available for inspection until after the same 15-day period.</p> <p>During a period of a national, state and/or locally declared health emergency, the Housing Authority of the City of Westminster (HACW) may allow the owner to self certify that the unit meets HQS. The HACW will subsequently inspect the unit as soon as practical after the declared health emergency has been lifted.</p>

Proposed Changes to Housing Choice Voucher Program’s Administrative Plan

Current	Proposed Changes
<p><b>C. ANNUAL HQS INSPECTIONS [24 CFR 982.405(A)]</b></p> <p>The PHA conducts an inspection in accordance with Housing Quality Standards at least annually. The annual inspection is scheduled with the Landlord and Family between 120-90 days prior to the anniversary date of the lease and prior to the date inspected in the prior year, so that the inspections are conducted at least annually, as required by SEMAP. Special inspections may be scheduled between anniversary dates.</p> <p>Page 85</p>	<p><b>C. ANNUAL HQS INSPECTIONS [24 CFR 982.405(A)]</b></p> <p>The PHA conducts an inspection in accordance with Housing Quality Standards at least annually. The annual inspection is scheduled with the Landlord and Family between 120-90 days prior to the anniversary date of the lease and prior to the date inspected in the prior year, so that the inspections are conducted at least annually, as required by SEMAP. Special inspections may be scheduled between anniversary dates.</p> <p>During a period of a national, state and/or locally declared health emergency, the Housing Authority of the City of Westminster (HACW) may allow the owner to self certify that the unit meets HQS. The HACW will subsequently inspect the unit as soon as practical after the declared health emergency has been lifted.</p>

Current	Proposed Changes
<p><b>E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(B)]</b></p> <p>Quality Control inspections will be performed by the Housing Services Manager or his/her designee on the number of files required by SEMAP. The purpose of Quality Control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in application of the HQS. The sampling of files will include recently completed inspections (within the prior 3 months). The quality control sample size will consist of 5 or the first 50 inspections and 1 for every 50 or portion of 50.</p> <p>Page 87</p>	<p><b>E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(B)]</b></p> <p>Quality Control inspections will be performed by the Housing Services <b>Director</b> or his/her designee on the number of files required by SEMAP. The purpose of Quality Control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in application of the HQS. The sampling of files will include recently completed inspections (within the prior 3 months). The quality control sample size will consist of 5 or the first 50 inspections and 1 for every 50 or portion of 50.</p> <p>During a period of a national, state and/or locally declared health emergency, the HACW suspend Quality Control Inspections and will resume Quality Control Inspections as soon as practical after the declared health emergency has been lifted.</p>

Proposed Changes to Housing Choice Voucher Program’s Administrative Plan

Current	Proposed Changes
<p><b>A. RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM</b></p> <p>The rent to owner is limited only by rent reasonableness. The PHA must demonstrate that the rent to owner is reasonable in comparison to rent for other comparable unassisted units. The only other limitation on rent to owner is the maximum rent standard at initial occupancy (24 CFR 982.508). At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, whether it is a new admission or a move to a different unit, if the gross rent for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40 percent of the family’s monthly adjusted income.</p> <p>During the initial term of the lease, the owner may not raise the rent to owner.</p> <p>Page 92</p>	<p><b>A. RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM</b></p> <p>The rent to owner is limited only by rent reasonableness. The PHA must demonstrate that the rent to owner is reasonable in comparison to rent for other comparable unassisted units. The only other limitation on rent to owner is the maximum rent standard at initial occupancy (24 CFR 982.508). At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, whether it is a new admission or a move to a different unit, if the gross rent for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40 percent of the family’s monthly adjusted income.</p> <p>During the initial term of the lease, the owner may not raise the rent to owner.</p> <p>After the initial term of the lease, the owner may request an increase at the time of the participant’s recertification. The HACW may request the owner to provide information about the rent charged for other units on the premises if the premises include more than 4 units. In evaluating the proposed rents in comparison to other units on the premises, the HACW will consider size and length of tenancy in the other units. The HACW will determine whether the requested increase is reasonable within 10 days of receiving the request from the owner. The owner and the participant(tenant) will be notified of the decision in writing. Any approved rent increases will become effective on the first of the month following 60 days after the HACW’s receipt of the owner’s request or on the date specified by the owner whichever is later.</p> <p>If the HACW finds that the requested rent increase is not reasonable, the owner must either reduce the requested increase or terminate the tenancy in accordance with the terms of the lease.</p>

Proposed Changes to Housing Choice Voucher Program's Administrative Plan

Current	Proposed Changes
<p><b>C. REPORTING INTERIM CHANGES [24 CFR 982.516]</b></p> <p><b>Interim Recertification Policy</b></p> <p><b>Changes in Increased Income</b></p> <p>The PHA will conduct interim re-certifications when families have changes that may impact the income calculations. Interim re-certifications will not be completed for increased income changes of less than \$500.00 annually. All program participants must report all changes in income and complete an Affidavit of Rental Assistance Benefits form for an Interim recertification within 7 days of receipt of income.</p> <p>Page 99</p>	<p><b>C. REPORTING INTERIM CHANGES [24 CFR 982.516]</b></p> <p><b>Interim Recertification Policy</b></p> <p><b>Changes in Increased Income</b></p> <p>The PHA will conduct interim re-certifications when families have changes that may impact the income calculations. Interim re-certifications will not be completed for increased income changes of less than <b>\$1000.00 annually</b>. All program participants must report all changes in income and complete an Affidavit of Rental Assistance Benefits form for an Interim recertification within 7 days of receipt of income.</p>

DRAFT