

Summary of Proposed Changes to the City of Westminster Housing Office’s HCV Administrative Plan

General Comment

The City of Westminster Housing Office’s Administrative Plan is being revised to better organize its content, clarify certain policies and procedures and to conform to the Final Rule implementing Sections 102 and 104 of the Housing Opportunity Through Modernization Act of 2016 (HOTMA) as well as the final National Standards for the Physical Inspection of Real Estate (NSPIRE).

Description of Change	Page #
Revised Mission Statement to better reflect the agency’s current and future mission	1
Added new local goals including one to reflect conformity with NSPIRE	6-7
Added new terms to the Definition section of the plan	9-10
Created a separate chapter for Fair Housing and Equal Opportunity	14-22
Renumbered the chapter for Eligibility for Admission from Chapter 2 to Chapter 3 and reorganized and clarified the eligibility requirements for admission including definition of family and household members, family composition, head of household, dependents, full time student live in aide and ineligible families	23-33
Reorganized Chapter 4 and clarified the policies for accepting applications, opening, closing, and purging the waiting list and selecting families for HCVP assistance	34-42
Chapter 5 added Information about the protections afforded by the Violence Against Women Act of 2013 (VAWA) and Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022) to victims of domestic violence, dating violence, sexual assault, and stalking.	43-49
Renamed and renumbered Chapter 6 Subsidy Standards and Voucher Issuance	50 -56
Reorganized Chapter 7 and clarified policies regarding how family income is determined at admission and reexamination; defined annual income to conform to the Housing Opportunity Through Modernization Act (HOTMA); clarified the policy regarding temporary and permanent absence from the unit; amended the policy on Earned Income Disregard HOTMA; amended the policy regarding adjusted income including elderly/ disable allowance medical deduction, allowable disability assistance and health and medical expense deduction to comply with HOTMA.	57-77
Renumbered Chapter 8 Verification Procedures and clarified verification procedures.	78-94
Renumbered Chapter 9 Request For Tenancy Approval and Contract Execution	95-100
Renumbered Chapter 10 and changed title and content to conform to National Standards for Physical Inspection of Real Estate (NSPIRE)	101-108
Chapter 11 Owner rents, rent reasonableness and Payment Standards. Clarified policies on rent increases	109-112
Chapter 12 Recertifications. Amended the interim reexamination to conform to HOTMA	113-120
Chapter 13 Moves with Continued Assistance and Portability. No Changes	121-126
Chapter 14 Termination of Assistance and Tenancy. Reorganized content and clarified policies on termination.	127-141

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Chapter 15 Owner Disapproval, Restrictions, and Debt Owed to the PHA. No Changes	142-144
Chapter 16 Program Integrity. Clarified the threshold for entering into a repayment agreement with families	145-149
Chapter 17 Complaints and Appeals. Reorganized content and clarified the policies regarding terminations and denials	150-156
Chapter 18 Special Housing Types. Added language regarding NSPIRE	157-161