

## 2020 Administrative Plan Proposed Changes

### Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

1. Page 4-7: Change the following from:
  - a. The HAWC will not merge the HCV waiting list with the waiting list for any other program the HAWC operates to:
  - b. The HAWC will merge the HAWC property waiting list with the HCV waiting list due to all properties but one require a voucher holder to reside in the property.
2. Page 4-10 Purging the Waitlist: Change the following from 15 days to 30.
  - a. The family's response must be in writing and may be delivered in person, by mail, by e-mail or by fax. Responses should be postmarked or received by the HAWC not later than **15** business days from the date of the HAWC letter.
  - b. If the family fails to respond within **15** business days, the family will be removed from the waiting list without further notice.
  - c. If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.
  - d. If the notice is returned by the post office with a forwarding address, the notice will be re- sent to the address indicated. The family will have **15** business days to respond from the date the letter was re-sent.
3. Page 4-14: Selection Method – Local Preferences:
  - a. The following categories will receive preference points upon applying
    - i. Mainstream Voucher Referral – 300 points
    - ii. County Resident – 150 points
    - iii. Homeless – 100 points – The number of applicants approved for Homeless preference points will be limited to 60.
4. Page 4-16 – Order of Selection and page 4-19 – Completing the Application Process
  - a. Add the term targeted housing to the following:
    - i. Families will be selected from the waiting list based on the targeted funding, targeted housing (HAWC Owned properties) or selection preference(s) for which they qualify, and in accordance with the HAWC's hierarchy of preferences, if applicable.
    - ii. If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, targeting housing, extremely low-income), the family will be returned to its original position on the waiting list. The HAWC will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

## **Chapter 8 HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS**

### **1. Page 8-10- Inspection Costs:**

#### **a. Add:**

The HAWC will charge a fee of \$75.00 for failed re-inspections when the deficiency has not been completed within the established time frames, or if the owner notifies HAWC that the repairs were made but the deficiencies have not been corrected.

### **2. Page 8-15: Reinspections**

- #### **a. Add:**
- The family and owner will be given reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the HAWC will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with HAWC policies. The owner will need to pay a fee of \$75.00 to HAWC in order to get the re-inspection scheduled.

## **Chapter 9 - GENERAL LEASING POLICIES**

### **1. Page 9-4 Requesting Tenancy Approval**

- (a) Remove the requirement for the RTA to be signed by both the family and the owner.
- (b) Delete the following:
  - (i) When the family submits the RTA and proposed lease, the PHA will also review the terms of the RTA for consistency with the terms of the proposed lease.
  - (ii) If the terms of the RTA are not consistent with the terms of the proposed lease, the HAWC will notify the family and the owner of the discrepancies.
  - (iii) Corrections to the terms of the RTA and/or the proposed lease will only be accepted as hard copies, in-person, by mail, by e-mail or by fax. The HAWC will not accept corrections by phone.

### **2) Page 9-9 Security Deposit – Add that the security deposit cannot exceed two months' rent.**

## **Chapter 10: MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY**

### **1) Page 10-10 – Briefing Delete the following:**

- #### **a) The HAWC will provide the name, address, and phone of the contact for the PHA s in the jurisdiction to which they wish to move. If there is more than one PHA with jurisdiction over the area to which the family wishes to move, the HAWC will advise the family that the family must select the receiving PHA and notify the initial PHA of which receiving PHA was selected. The HAWC will further inform the family that if the family prefers not**

to select the receiving PHA, the initial PHA will select the receiving PHA on behalf of the family.

## **Chapter 11: REEXAMINATIONS**

### **a) Page 11-3 Notification of and Participation in the Annual Reexamination Process**

i) If a family fails to attend two scheduled interviews without the HAWC's approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.

ii) Change above paragraph to read: If a family fails to attend two scheduled interviews without HAWC's approval, a letter will be sent to the family's address of record advising them they will be responsible for the full rent for the following month.

If the notice is returned by the post office with no forwarding address, a notice of termination will be sent to the family's address of record and to any alternate address provided by the family's file.

Page 11-12

b) Change : If the family has reported zero income, the HAWC will conduct an interim examination every 3 months

To:

If the family has reported zero income, HAWC staff will schedule a meeting with the tenant to update income status.

### **3) Page 11-13 Family Initiated Interim Examinations**

a) Add: No interim reexam will be completed unless the increase of income is more than 50% of the tenant's total income.

## **Chapter 13: OWNER RECRUITMENT AND RETENTION**

1) Page 13-14 Delete: The HAWC will provide owners with a handbook that explains the program, including HUD and HAWC policies and procedures, in easy-to-understand language

## **PART I: PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE**

1) Page 14-3 Delete:

a) The HAWC will provide each applicant and participant with a copy of "What You Should Know about EIV," a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2017-12. In addition, the HAWC

will require the head of each household to acknowledge receipt of the guide by signing a copy for retention in the family file.

Replace with:

The HAWC will provide each applicant and participant with a copy of HUD form 52675, Debts Owed to Public Housing Agencies and Terminations. In addition, the HAWC will require the head of each household to acknowledge receipt of the guide by signing a copy for retention in the family file.

2) Page 14-4 Quality Control and Analysis of Data

- a) Add: The HCV Manager will do random quality control reviews on files, document any errors and require they are immediately corrected.

## **CHAPTER 16 – INFORMAL REVIEWS AND HEARINGS**

- 1) Page 16-17 Change: If the family does not appear at the scheduled time, and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the HAWC within 24 hours of the scheduled hearing date, excluding weekends and holidays. The HAWC will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.

Change to: If the family does not appear within 15 minutes of the scheduled time without good cause, the hearing will be cancelled and the termination will stand.

- 2) Page 16-23 – Change: The PHA must provide the family with a written final decision, based solely on the facts presented at the hearing, within 14 calendar days of the date of the informal hearing. The decision must state the basis for the decision.

The 14 days is being changed to 4 calendar days.