

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.				
A.1	PHA Name: _____ PHA Code: _____ PHA Plan for Fiscal Year Beginning: (MM/YYYY): _____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) _____ PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission				
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website.</p>					
<input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below)					
	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program
	Lead HA:				

B. Annual Plan.	
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N</p> <p> <input type="checkbox"/> <input type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs. <input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input type="checkbox"/> Rent Determination. <input type="checkbox"/> <input type="checkbox"/> Operation and Management. <input type="checkbox"/> <input type="checkbox"/> Informal Review and Hearing Procedures. <input type="checkbox"/> <input type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. <input type="checkbox"/> <input type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s):</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N Project Based Vouchers.</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit? Y N N/A</p> <p><input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.4	<p>Civil Rights Certification</p> <p>Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.6	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan.</p>
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Y N</p> <p><input type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

Substantial Deviation. PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

B.1 Revision of the PHA Plan Elements

Summary of Revisions for the FY 2021-2022 Section 8 Housing Choice Voucher Administrative Plan

The Anaheim Housing Authority (AHA) is required to maintain an Administrative Plan (Plan) that details the policies and procedures governing how its Section 8 Housing Choice Voucher (HCV) Program will be administered. Since its last revision in 2020, some sections of the Plan are being modified and other sections include new language.

This attachment reflects the modifications made to the Administrative Plan regarding the Section 8 HCV and Project-Based Voucher (PBV) Programs. Summaries of the changes being made are listed below. For your reference, the original language can be found under “Previous Language” and the modifications can be found under “New Language.”

In the FY 2020-24 Five Year PHA Plan, AHA defined a significant amendment or modification to the PHA Plan is as a change in program policy including changes to rent, admissions policies, and organization of the waiting list or terminations. Exceptions to this definition will be made for changes that are adopted to reflect changes in U.S. Department of Housing and Urban Development (HUD) regulatory requirements or if such changes are adopted in response to a significant reduction in funding.

B.1 Revision of the PHA Plan Elements

CHAPTER 3: ELIGIBILITY	
Modified Language: Joint Custody of Dependents	
Plan Section: 3-I.F. Dependent [24 CFR 5.603]	
Description of Change:	<p>Currently, a family is required to request AHA approval to add a new family member (with the exception of children who join the family as a result of birth, adoption, or court-awarded custody, or a live in aide) who was not included on the application at the time the family was selected from the waiting list or when adding a new household member.</p> <p>AHA would like to add a policy that establishes the acceptable verification(s) of custody that AHA will accept when a household is attempting to add a dependent. AHA would also like to modify an existing policy that addresses dependents who are claimed by more than one applicant or participating family.</p>
Previous Language:	<p>3-I.F. Dependent [24 CFR 5.603]</p> <p><i>A dependent</i> is a family member who is under 18 years of age <u>or</u> a person of any age who is a person with a disability or a full-time student, except that the following persons can never be dependents: the head of household, spouse, cohead, foster children/adults and live-in aides. Identifying each dependent in the family is important because each dependent qualifies the family for a deduction from annual income as described in Chapter 6.</p> <p>Joint Custody of Dependents</p> <p><u>PHA Policy</u></p> <p>Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 50 percent or more of the time.</p> <p>When more than one applicant or participant family is claiming the same dependents as family members, the family with primary custody at the time of the initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, the PHA will make the determination based on available documents such as court orders, or an IRS return showing which family has claimed the child for income tax purposes.</p>
New Language:	<p>3-I.F. Dependent [24 CFR 5.603]</p> <p><i>A dependent</i> is a family member who is under 18 years of age <u>or</u> a person of any age who is a person with a disability <u>or</u> a full-time student, except that the following persons can never be dependents: the head of household, spouse, cohead, foster children/adults and live-in aides. Identifying each dependent in the family is important</p>

B.1 Revision of the PHA Plan Elements

because each dependent qualifies the family for a deduction from annual income as described in Chapter 6.

Joint Custody of Dependents

PHA Policy

Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 50 percent or more of the time.

Families with dependents must provide appropriate verification of custody, as necessary. Acceptable verification of custody may be documentation from the court or County child welfare agency or verification of government benefits received on behalf of the minor. In the absence of such documentation, the PHA may accept, on a case by case basis, a notarized statement from the absent parent or school records indicating the minor has been living with the family at least a year.

When more than one applicant or participant family is claiming the same dependents as family members, the family with primary custody whom the minor lived with at the time of the initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, the PHA will make the determination based on available documents such as court orders, school records, or an IRS return showing which family has claimed the child for income tax purposes.

B.1 Revision of the PHA Plan Elements

CHAPTER 4: APPLICATIONS, WAITING LIST AND TENANT SELECTION	
Modified Language: Local Preferences	
Plan Section: 4-III.C. Selection Method	
Description of Change:	<p>On September 29, 2020, HUD released a COVID-19-Related FAQs document which addressed mainstream vouchers. HUD clarified that housing authorities that met their original obligation under their 2017 Mainstream NOFA award may modify their preferences based on the needs in their community. Since being awarded 55 Mainstream vouchers under the 2017 Mainstream NOFA, AHA has successfully leased up 100% of that allocation and would like to modify its preference to only target the populations most in need in its community, those who are who are transitioning out of institutional or other segregated settings or currently homeless.</p> <p>On November 17, 2020, the HUD awarded AHA with 100 additional Mainstream Vouchers to provide rental assistance to qualified non-elderly persons with disabilities who meet specific housing situations. These vouchers were granted under CARES Act funding through Notice PIH 2020-09. AHA would like to incorporate these 100 new vouchers into its policy that pertains to mainstream vouchers.</p>
Previous Language:	<p>Local Preferences [24 CFR 982.207; HCV p. 4-16]</p> <p>[...]</p> <p><u>PHA Policy</u></p> <p>The PHA may open its waiting list only to certain local preferences [PIH Notice 2012-34]. The following is a list of local preferences offered by the PHA in their order of selection.</p> <ol style="list-style-type: none"> 1. <u>Special Needs Populations</u> <ol style="list-style-type: none"> a. For up to 72 vouchers, preference will be granted to non-elderly disabled persons transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless (Granted under the 2017 Mainstream Voucher Program NOFA and Notice PIH 2020-09). Applicants who live or work in the City of Anaheim will be given priority under this preference
New Language:	<p>Local Preferences [24 CFR 982.207; HCV p. 4-16]</p> <p>[...]</p> <p><u>PHA Policy</u></p> <p>The PHA may open its waiting list only to certain local preferences [PIH Notice 2012-34]. The following is a list of local preferences offered by the PHA in their order of selection.</p>

B.1 Revision of the PHA Plan Elements

	<p>1. <u>Special Needs Populations</u></p> <p>a. For up to <u>172</u> vouchers, preference will be granted to non-elderly disabled persons <u>that are</u> transitioning out of institutional or other segregated settings, at serious risk of institutionalization, or are homeless, or at risk of becoming homeless. These vouchers were granted under through the 2017 Mainstream Voucher Program NOFA and 2020 CARES Act allocations and Notice PIH 2020-09. Applicants who live or work in the City of Anaheim will be given priority under this preference.</p>
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B.1 Revision of the PHA Plan Elements

CHAPTER 6: INCOME AND SUBSIDY DETERMINATIONS	
Modified Language: Types of Assets	
Plan Section: 6-I.G. Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)]	
Description of Change:	<p>HUD regulations require that retirement accounts be considered as assets if the money is accessible to the family member. Accessible retirement account statements often vary and sometimes do not detail an exact penalty amount if the family member withdraws the funds. In cases where the AHA is unable to determine actual cash value due to the verifications that have been collected, AHA would like to add a policy in which it will deduct the 20% IRS mandatory income tax withholding when determining the value of an accessible asset.</p> <p>In addition, it would like to clarify how it will determine accessibility for retirement accounts that are only accessible through loans or hardship.</p>
Previous Language:	<p>6-I.G. Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)]</p> <p><i>Retirement Accounts</i></p> <p><i>Company Retirement/Pension Accounts</i></p> <p>In order to correctly include or exclude as an asset any amount held in a company retirement or pension account by an employed person, the PHA must know whether the money is accessible before retirement [HCV GB, p. 5-26].</p> <p>While a family member is employed, only the amount the family member can withdraw without retiring or terminating employment is counted as an asset [HCV GB, p. 5-26].</p> <p>After a family member retires or terminates employment, any amount distributed to the family member is counted as a periodic payment or a lump-sum receipt, as appropriate [HCV GB, p. 5-26], except to the extent that it represents funds invested in the account by the family member. (For more on periodic payments, see section 6-I.H.) The balance in the account is counted as an asset only if it remains accessible to the family member.</p> <p><i>IRA, Keogh, and Similar Retirement Savings Accounts</i></p> <p>IRA, Keogh, and similar retirement savings accounts are counted as assets even though early withdrawal would result in a penalty [HCV GB, p. 5-25].</p>
New Language:	<p>6-I.G. Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)]</p> <p><i>Retirement Accounts</i></p> <p><i>Company Retirement/Pension Accounts</i></p>

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	<p>In order to correctly include or exclude as an asset any amount held in a company retirement or pension account by an employed person, the PHA must know whether the money is accessible before retirement [HCV GB, p. 5-26].</p> <p>While a family member is employed, only the amount the family member can withdraw without retiring or terminating employment is counted as an asset [HCV GB, p. 5-26].</p> <p>After a family member retires or terminates employment, any amount distributed to the family member is counted as a periodic payment or a lump-sum receipt, as appropriate [HCV GB, p. 5-26], except to the extent that it represents funds invested in the account by the family member. (For more on periodic payments, see section 6-I.H.) The balance in the account is counted as an asset only if it remains accessible to the family member.</p> <p><i>IRA, Keogh, and Similar Retirement Savings Accounts</i></p> <p>IRA, Keogh, and similar retirement savings accounts are counted as assets even though early withdrawal would result in a penalty [HCV GB, p. 5-25].</p> <p><u>PHA Policy</u></p> <p><u>In cases where the PHA is unable to determine actual cash value, the PHA will deduct the 20% IRS mandatory income tax withholding when determining the value of asset.</u></p> <p><u>Retirement accounts that are only accessible through the form of a hardship will be considered accessible. Retirement accounts that are only accessible through the form of a loan will not be considered accessible.</u></p>
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B.1 Revision of the PHA Plan Elements

CHAPTER 7: VERIFICATIONS	
Modified Language: Requirements for Acceptable Documents	
Plan Section: 7-I.B. Overview of Verification Requirements and 7-I.E. Self-Certification	
Description of Change:	Currently, AHA has two policies that establish acceptable forms of self-certifications. AHA would like to modify both policies and remove the requirement that self-certifications must be signed in the presence of a PHA representative. This change is guided by evolving office practices that have increased electronic application and re-examination processing.
Previous Language:	<p>7-I.B. Overview of Verification Requirements [...]</p> <p>Requirements for Acceptable Documents <u>PHA Policy</u> Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible. Print-outs from Web pages are considered original documents. The PHA staff member who views the original document must make a photocopy, annotate the copy with the name of the person who provided the document and the date the original was viewed, and sign the copy. Any family self-certifications must be made in a format acceptable to the PHA and must be signed in the presence of a PHA representative or PHA notary public.</p> <p>7-I.E. Self-Certification Self-certification, or “tenant declaration,” is used as a last resort when the PHA is unable to obtain third-party verification.</p> <p>When the PHA relies on a tenant declaration for verification of income, assets, or expenses, the family’s file must be documented to explain why third-party verification was not available. <u>PHA Policy</u> When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the PHA. The PHA may require a family to certify that a family member does <u>not</u> receive a particular type of income or benefit.</p> <p>The self-certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.</p>

B.1 Revision of the PHA Plan Elements

	<p>All self-certifications must be signed in the presence of a PHA representative or PHA notary public.</p>
<p>New Language:</p>	<p>7-I.B. Overview of Verification Requirements [...]</p> <p>Requirements for Acceptable Documents</p> <p><u>PHA Policy</u> Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible. Print-outs from Web pages are considered original documents. The PHA staff member who views the original document must make a photocopy, annotate the copy with the name of the person who provided the document and the date the original was viewed, and sign the copy. Any family self-certifications must be made in a format acceptable to the PHA and must be signed in the presence of a PHA representative or PHA notary public.</p> <p>7-I.E. Self-Certification</p> <p>Self-certification, or “tenant declaration,” is used as a last resort when the PHA is unable to obtain third-party verification.</p> <p>When the PHA relies on a tenant declaration for verification of income, assets, or expenses, the family’s file must be documented to explain why third-party verification was not available.</p> <p><u>PHA Policy</u> When information cannot be verified by a third party or by review of documents, family members will be required to submit self-certifications attesting to the accuracy of the information they have provided to the PHA. The PHA may require a family to certify that a family member does <u>not</u> receive a particular type of income or benefit. The self-certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. All self-certifications must be signed in the presence of a PHA representative or PHA notary public.</p>

B.1 Revision of the PHA Plan Elements

CHAPTER 7: VERIFICATIONS	
Modified Language: Requirements for Acceptable Documents	
Plan Section: 7-I.D. Third Party Written and Oral Verification	
Description of Change:	HUD regulations require that housing authorities follow an established hierarchy that specifies the types of verifications that can be accepted for its housing programs. On October 26, 2018, HUD released Notice PIH 2018-18 which provided housing authorities with additional guidance the types of verifications that can be accepted each level of the hierarchy. AHA would like to clarify what constitutes as acceptable third-party written verification.
Previous Language:	<p>7-I.D. Third Party Written and Oral Verification HUD’s current verification hierarchy defines two types of written third-party verification. The more preferable form, “written third-party verification,” consists of an original document generated by a third-party source, which may be received directly from a third-party source or provided to the PHA by the family. If written third-party verification is not available, the PHA must attempt to obtain a “written third-party verification form.” This is a standardized form used to collect information from a third party.</p> <p>Written Third-Party Verification [Notice PIH 2010-19] Written third-party verification documents must be original and authentic and may be supplied by the family or received from a third-party source.</p>
New Language:	<p>7-I.D. Third Party Written and Oral Verification HUD’s current verification hierarchy defines two types of written third-party verification. The more preferable form, “written third-party verification,” consists of an original document generated by a third-party source, which may be received directly from a third-party source or provided to the PHA by the family. If written third-party verification is not available, the PHA must attempt to obtain a “written third-party verification form.” This is a standardized form used to collect information from a third party.</p> <p>Written Third-Party Verification [Notice PIH 2010-19 and Notice PIH 2018-18] Written third-party verification documents must be original and authentic and may be supplied by the family or received from a third-party source.</p> <p>PHA Policy</p> <p>The PHA will use, but is not limited to, the following factors to determine a document to be original and authentic: computer generated documents, printouts that include the Web address and date retrieved, documents printed on a company letterhead, documents witnessed by a notary, checks with a bank stamp showing deposit.</p>

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CHAPTER 7: VERIFICATIONS	
Modified Language: Third Party Written and Oral Verification Time Frames	
Plan Section: 7-I.D. Third Party Written and Oral Verification	
Description of Change:	HUD regulations have established a six-level hierarchy that outlines what types of verifications can be accepted to determine eligibility under the HCV housing program. Housing authorities must establish policies in its Plan that are consistent with this regulatory requirement. AHA would like to establish time frames that it will abide when navigating through the hierarchy to ensure that each level is met and that adequate time has been granted.
Previous Language:	7-I.D. Third Party Written and Oral Verification <i>*Language related to time frames between hierarchy levels did not exist prior to this modification to the Plan.*</i>
New Language:	<p>7-I.D. Third Party Written and Oral Verification</p> <p>Written Third-Party Verification [Notice PIH 2010-19 and Notice PIH 2018-18]</p> <p>Written Third-Party Verification Form <u>PHA Policy</u> <u>The PHA’s first request for written third-party verifications will grant the household 10 businesses to respond. If the verifications are not received by the first due date, the PHA will issue a second and final request granting the household 5 business days to respond. If the family is unable to return the requested verifications within the 15 business days for good cause, the PHA will move to the next level of the hierarchy.</u></p> <p>Written Third-Party Verification Form <u>PHA Policy</u> <u>The PHA’s request for written third-party verification forms will grant the third-party 10 business days to respond. If the verification forms are not returned within the 10 business days, the PHA will move to the next level of the hierarchy.</u></p> <p>Oral Third-Party Verification [Notice PIH 2010-19] <u>PHA Policy</u> <u>The PHA will make two attempts at oral third party. There must be 2 days between each call. If the PHA is unable to verify information with these attempts, the PHA will move to the next level of the hierarchy.</u></p>

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CHAPTER 8: HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS	
Modified Language: How Market Data is Collected	
Plan Section: 8-III.D. PHA Rent Reasonableness Methodology	
Description of Change:	In Section “8-III.D.” <i>PHA Rent Reasonableness Methodology</i> of the Plan, AHA has an existing policy pertaining market data collection for conducting a rent reasonableness assessment for single family homes and manufactured homes. AHA would like to change the word “mobile homes” to “manufactured homes” to match the other language in the Plan. This is the only section that refers to the special housing type as “mobile homes.” The rest of the Plan refers to it as “manufactured homes.”
Previous Language:	<p>8-III.D. PHA Rent Reasonableness Methodology</p> <p>How Market Data is Collected</p> <p><u>PHA Policy</u></p> <p>The PHA will use rent data collected by third party providers and will augment the data by collecting and maintain data on market rents in the PHA's jurisdiction (primarily for single family and mobile homes). Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent information that is more than 12 months old will be not be used in any rent reasonableness determination.</p>
New Language:	<p>8-III.D. PHA Rent Reasonableness Methodology</p> <p>How Market Data is Collected</p> <p><u>PHA Policy</u></p> <p>The PHA will use rent data collected by third party providers and will augment the data by collecting and maintain data on market rents in the PHA's jurisdiction (primarily for single family and mobile homes<u>manufactured homes</u>). Information sources include newspapers, realtors, market surveys, inquiries of owners and other available sources. The data will be maintained by bedroom size and market areas. Market areas may be defined by zip codes, census tract, neighborhood, and identifiable natural or man-made boundaries. The data will be updated on an ongoing basis and rent information that is more than 12 months old will be not be used in any rent reasonableness determination.</p>

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CHAPTER 11: REEXAMINATIONS	
Modified Language: New Family and Household Members Requiring Approval	
Plan Section: 11-II.B. Changes In Family and Household Composition	
Description of Change:	<p>On March 8, 2016, HUD published the “Streamlining Administrative Regulations for Public Housing, Housing Choice Voucher, Multifamily Housing, and Community Planning and Development Programs” Final Rule which eliminated the regulatory requirement to conduct a reexamination of income whenever a new family member is added. However, AHA would like to continue this practice of conducting an interim reexamination when a new family member is added to establish an accurate rent subsidy amount for the household. AHA would like to incorporate this practice under its own policies.</p> <p>In addition, AHA would like to clarify that a household attempting to add a dependent must provide appropriate verification of custody and establish the acceptable verification(s) of custody that AHA will accept.</p>
Previous Language:	<p>11-II.B. Changes In Family and Household Composition New Family and Household Members Requiring Approval</p> <p>With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].</p> <p>When any new family member is added, the PHA must conduct a reexamination to determine any new income or deductions associated with the additional family member and to make appropriate adjustments in the family share of the rent and the HAP payment [24 CFR 982.516(e)].</p> <p>If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rent by the family, the PHA must terminate the family’s HAP contract in accordance with its terms [24 CFR 982.403].</p> <p><u>PHA Policy</u></p> <p>Families must request PHA approval to add a new family member (with the exception of members who join the family as a result of birth, adoption, or court-awarded custody), live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 30 consecutive days within a 12-month period and therefore no longer qualifies as a “guest.” Foster children and foster adults may be granted “guest” status for a period not to exceed 90 days. Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.</p>

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	<p>The PHA will not approve the addition of a new household member during the initial term of a lease of newly admitted household, unless the new member is joining the household as a result of birth, adoption, court-awarded custody, or if they would be a live-in aide.</p> <p>The PHA will not approve the addition of a new family or household member unless the individual meets the PHA’s eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).</p> <p>The PHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.</p> <p>The PHA will not approve a request to add an entire family unit, two persons or more, to the current household composition. If the head of household adds a spouse or marital-type partner the PHA will allow the addition of the minor children of that person upon verification that they will live with the assisted family at least 50% of the time.</p> <p>The PHA will not approve the addition of a new family member if the amount of HCV assistance provided by the PHA drops to zero. Additional family members will not be approved through the 180 consecutive calendar days that the family may remain with zero HCV assistance (see Chapter 12, Part I).</p> <p>For administrative and budgetary reasons, the PHA will only consider one request to add a family member to the household composition on an annual basis. A request to add a live-in aide does not bar the family from adding an additional member within the year.</p> <p>The PHA also may not consider a request to approve the return of a household member that was removed from the household composition within the last 12 months. Exceptions may be granted as a reasonable accommodation or other emergency situation. If the PHA determines an individual meets the PHA’s eligibility criteria and documentation requirements, the PHA will provide written approval to the family.</p> <p>If the PHA determines that an individual does not meet the PHA’s eligibility criteria or documentation requirements, the PHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial/The PHA will make its determination within 15 business days of receiving all information required to verify the individual’s eligibility.</p>
<p>New Language:</p>	<p>11-II.B. Changes In Family and Household Composition New Family and Household Members Requiring Approval With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].</p>

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	<p>When any new family member is added, the PHA must conduct a reexamination to determine any new income or deductions associated with the additional family member and to make appropriate adjustments in the family share of the rent and the HAP payment [24 CFR 982.516(e)].</p> <p>If a change in family size causes a violation of Housing Quality Standards (HQS) space standards (see Chapter 8), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rent by the family, the PHA must terminate the family’s HAP contract in accordance with its terms [24 CFR 982.403].</p> <p style="text-align: center;"><u>PHA Policy</u></p> <p><u>When any new family member is added, the PHA will conduct a reexamination to determine any new income or deductions associated with the additional family member and to make appropriate adjustments in the family share of the rent and the HAP payment.</u></p> <p>Families must request PHA approval to add a new family member (with the exception of members who join the family as a result of birth, adoption, or court-awarded custody), live-in aide, foster child, or foster adult. This includes any <u>minor who is added through an informal custody agreement between family members and any</u> person not on the lease who is expected to stay in the unit for more than 30 consecutive days within a 12-month period and therefore no longer qualifies as a “guest.” Foster children and foster adults may be granted “guest” status for a period not to exceed 90 days. Requests must be made in writing and approved by the PHA prior to the individual moving into the unit.</p> <p>The PHA will not approve the addition of a new household member during the initial term of a lease of newly admitted household, unless the new member is joining the household as a result of birth, adoption, court-awarded custody, or if they would be a live-in aide.</p> <p>The PHA will not approve the addition of a new family or household member unless the individual meets the PHA’s eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).</p> <p>The PHA will not approve the addition of a foster child or foster adult if it will cause a violation of HQS space standards.</p> <p>The PHA will not approve a request to add an entire family unit, two persons or more, to the current household composition. If the head of household adds a spouse or marital-type partner the PHA will allow the addition of the minor children of that person upon verification that they will live with the assisted family at least 50% of the time.</p> <p>The PHA will not approve the addition of a new family member <u>if after</u> the amount of HCV assistance provided by the PHA drops to zero. Additional family members will not be approved through the 180 consecutive calendar</p>
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	<p>days that the family may remain with zero HCV assistance (see Chapter 12, Part I).</p> <p>For administrative and budgetary reasons, the PHA will only consider one request to add a family member to the household composition on an annual basis. A request to add a live-in aide does not bar the family from adding an additional member within the year.</p> <p>The PHA also may not consider a request to approve the return of a household member that was removed from the household composition within the last 12 months. Exceptions may be granted as a reasonable accommodation or other emergency situation.</p> <p><u>Families who wish to add minor children where custody or guardianship has not been awarded by the court, must provide appropriate verification of legal guardianship. Acceptable verification of may be documentation from the County child welfare agency, or verification of government benefits received on behalf of the minor. In the absence of such documentation, the PHA may accept, on a case by case basis, a notarized statement from the absent parent.</u></p> <p>If the PHA determines an individual meets the PHA’s eligibility criteria and documentation requirements, the PHA will provide written approval to the family.</p> <p>If the PHA determines that an individual does not meet the PHA’s eligibility criteria or documentation requirements, the PHA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial/The PHA will make its determination within 15 business days of receiving all information required to verify the individual’s eligibility.</p>
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CHAPTER 11: REEXAMINATIONS	
Modified Language: Family-Initiated Interim Reexaminations	
Plan Section: 11-II.C. Changes Affecting Income or Expenses	
Description of Change:	Under HUD regulations, a family may request an interim reexamination any time the family has experienced a change in circumstances since the last reexamination. AHA would like to add a policy that states that a regularly scheduled or interim reexaminations in which the tenant portion of the rent would decrease will only be processed upon verification that they have applied for unemployment benefits. This policy sets out to accurately determine the family’s subsidy portion.
Previous Language:	<p>11-II.C. Changes Affecting Income or Expenses</p> <p>Family-Initiated Interim Reexaminations</p> <p><i>Optional Reporting</i></p> <p>The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].</p> <p>If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family’s share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.</p> <p><u>PHA Policy</u></p> <p>If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, the PHA will note the information in the tenant file, but will not conduct an interim reexamination. Families may report changes in income or expenses at any time.</p>
New Language:	<p>11-II.C. Changes Affecting Income or Expenses</p> <p>Family-Initiated Interim Reexaminations</p> <p><i>Optional Reporting</i></p> <p>The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].</p> <p>If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family’s share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.</p>

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	<p><u>PHA Policy</u> If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, the PHA will note the information in the tenant file, but will not conduct an interim reexamination. Families may report changes in income or expenses at any time. <u>The PHA will not process an interim reexamination decreasing rent due to a loss of employment unless the family provides evidence they have applied for unemployment benefits. Once the family provides this evidence, the PHA will make an interim change, but will require the family to provide verification of new unemployment benefits immediately once they receive it. The PHA will then conduct a new interim reexamination to include the new unemployment income. This policy also applies if the change is reported as part of a regularly scheduled reexamination.</u></p>
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CHAPTER 11: REEXAMINATIONS	
Modified Language: Effective Dates	
Plan Section: 11-II.D. Processing the Interim Reexamination	
Description of Change:	<p>AHA is required to establish policies concerning the effective date of changes that result from a regular or interim reexamination in its Plan. AHA currently lists its policies pertaining to regular reexamination effective dates under Section 11-I.E. “Effective Dates” and its policies pertaining to interim reexamination effective dates under Section 11-II.D. “Processing the Interim Reexamination.”</p> <p>AHA would like to modify the language under the interim reexamination effective date policy to align with the language under the regular reexamination effective date policy. These slight changes to the language to not change any effective date time frames for either type of reexamination.</p>
Previous Language:	<p>11-II.D. Processing the Interim Reexamination Effective Dates</p> <p style="padding-left: 40px;"><u>PHA Policy</u></p> <p style="padding-left: 40px;">If the family share of the rent is to <i>increase</i>:</p> <p style="padding-left: 80px;">The increase generally will be effective on the first of the month following 30 days’ notice to the family.</p> <p style="padding-left: 40px;">If a family fails to report a change within the required time frames, or fails to provide all required information within the required time frames, the increase will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.</p> <p style="padding-left: 40px;">If the family share of the rent is to <i>decrease</i>:</p> <p style="padding-left: 80px;">The PHA will process decreases received by 10th of the month or the first business day following the 10th of the month in priority order. However, no changes will be made until all verifications are provided. Requests received by the 10th of the month will be effective on the first day of the month following the month in which the request was made provided that all documentation requirements are met.</p> <p style="padding-left: 80px;">Requests submitted after the 10th of the month are generally delayed by one month.</p>

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	<p>Any changes that are reported as part of, or concurrent with, a regular recertification process will be made effect with the regular recertification.</p> <p>If the family is responsible, in whole or in part, for any delay in obtaining documentation , the decrease will apply on the first of the month after all verification of income has been obtained.</p> <p>Documents requested by the PHA in support of a decrease must be submitted within 10 business days of the request. The PHA may grant an extension for circumstances beyond the control of the family. However, if the family is not responsive to a request for documentation, the PHA will consider the request for a decrease cancelled. The PHA will consider the family nonresponsive if more than 10 business days have lapsed since the deadline for the information and the family has not had any communication with the PHA. In such cases, the family will be advised that the PHA is not processing the decrease and must start the process over again if they wish to receive the decrease.</p>
<p>New Language:</p>	<p>11-II.D. Processing the Interim Reexamination Effective Dates <u>PHA Policy</u></p> <p>If the family share of the rent is to <i>increase</i>:</p> <p>The increase generally will be effective on the first of the month following 30 days’ notice to the family.</p> <p>If a family fails to report a change within the required time frames, <u>or causes a delay in processing the interim reexamination, increases in the family share of the rent or fails to provide all required information within the required time frames, the increase</u> will be applied retroactively, to the date it would have been effective had the information been provided on a timely basis. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.</p> <p>If the family share of the rent is to <i>decrease</i>:</p> <p>The PHA will process decreases received by 10th of the month or the first business day following the 10th of the month in priority order. However, no changes will be made until all verifications are provided. Requests received by the 10th of the month will be effective on the first day of the month following the month in which the request was made provided that all documentation requirements are met.</p> <p>Requests submitted after the 10th of the month are generally delayed by one month.</p>

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	<p>Any changes that are reported as part of, or concurrent with, a regular recertification process will be made effect with the regular recertification.</p> <p><u>If the family causes a delay in processing the interim reexamination, decreases in the family share of the rent will be applied prospectively, from the</u> If the family is responsible, in whole or in part, for any delay in obtaining documentation, the decrease will apply on the first day <u>of the month after all verification of income has been obtained.</u></p> <p>Documents requested by the PHA in support of a decrease must be submitted within 10 business days of the request. The PHA may grant an extension for circumstances beyond the control of the family. However, if the family is not responsive to a request for documentation, the PHA will consider the request for a decrease cancelled. The PHA will consider the family nonresponsive if more than 10 business days have lapsed since the deadline for the information and the family has not had any communication with the PHA. In such cases, the family will be advised that the PHA is not processing the decrease and must start the process over again if they wish to receive the decrease.</p> <p><u>Delays in reexamination processing are considered to be caused by the family if the family fails to provide information requested by the PHA by the date specified, and this delay prevents the PHA from completing the reexamination as scheduled.</u></p>
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CHAPTER 12: TERMINATION OF ASSISTANCE AND TENANCY	
Modified Language: Family Absence from the Unit [24 CFR 982.312]	
Plan Section: 12-I.E. Mandatory Policies and Other Authorized Terminations	
Description of Change:	<p>Currently, AHA has policies under Section 12-I.E. “Family Absence from the Unit” that establish acceptable absence and extension time frames before AHA pursues termination from the program. AHA’s policies require that families request an extension if they plan to be absent from their unit beyond an initial 30-day approval.</p> <p>AHA would like to clarify that a request to be absent from the unit beyond the initial 30 days must be made in writing, at least ten business days prior to the end of the initial absence period. AHA would also like to clarify that it will assess whether extended absences were due to medical or disability-related reasons before considering a family permanently absent.</p>
Previous Language:	<p><i>Family Absence from the Unit [24 CFR 982.312]</i></p> <p>The family may be absent from the unit for brief periods. The PHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.</p> <p><u>PHA Policy</u></p> <p>If the family is absent from the unit for more than 90 consecutive calendar days, the family’s assistance will be terminated unless the PHA has granted an extension.</p> <p>The family must request an extension, in writing, at least ten business days ahead of the initial 30-day absence period. The PHA will only grant extension as a reasonable accommodation for a person with a disability for medical related issues. The PHA may grant an extension of no more than 15 days for other emergency reasons, such as the need to care for the medical needs of a family member who resides out of the area.</p> <p>In order to grant an extension, the PHA will require verification of the necessity for the absence. If the extension is for medical reasons, the family must provide verification from the attending physician, or professional equivalent, of the necessity for the absence and the time period for which the family may expect to be absent from the unit. For other emergency-related reasons, the family must provide reasonable verification of the cause and necessity for the extension.</p> <p>The PHA will not approve absences in excess of 180 consecutive calendar days. The PHA will consider a family to be using the assisted unit as a</p>

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	<p>secondary residence if the family is absent in excess of 180 non-consecutive calendar days within a 12-month period. –Notice of termination will be sent in accordance with Section 12-II.F.</p> <p>Notice of termination will be sent in accordance with Section 12-II.F.</p>
	<p><i>Family Absence from the Unit [24 CFR 982.312]</i></p> <p>The family may be absent from the unit for brief periods. The PHA must establish a policy on how long the family may be absent from the assisted unit. However, the family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. Absence in this context means that no member of the family is residing in the unit.</p> <p><u>PHA Policy</u></p> <p>If the family is absent from the unit for more than 90 consecutive calendar days, the family’s assistance will be terminated unless the PHA has granted an extension.</p> <p>The family must request an extension, in writing, at least ten business days ahead prior to the end of the initial 30-day absence period. The PHA will only grant <u>an</u> extension as a reasonable accommodation for a person with a disability for medical related issues. The PHA may grant an extension of no more than 15 days for other emergency reasons, such as the need to care for the medical needs of a family member who resides out of the area.</p> <p>In order to grant an extension, the PHA will require verification of the necessity for the absence. If the extension is for medical reasons, the family must provide verification from the attending physician, or professional equivalent, of the necessity for the absence and the time period for which the family may expect to be absent from the unit. For other emergency-related reasons, the family must provide reasonable verification of the cause and necessity for the extension.</p> <p>The PHA will not approve absences in excess of 180 consecutive calendar days. –Unless absent from the unit due to medical or disability-related reasons, tThe PHA will consider a family to be using the assisted unit as a secondary residence if the family is absent in excess of 180 non-consecutive calendar days within a 12-month period. <u>Notice of termination will be sent in accordance with Section 12-II.F.</u></p> <p>The PHA will grant an exception to this policy as a reasonable accommodation.</p> <p><u>Please note, these policies are also listed under Section 3-I.L. “Absence of Entire Family”</u></p> <p>Notice of termination will be sent in accordance with Section 12-II.F.</p>

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CHAPTER 12: TERMINATION OF ASSISTANCE AND TENANCY	
Modified Language: Insufficient Funding	
Plan Section: 12-I.E. Mandatory Policies and Other Authorized Terminations	
Description of Change:	<p>On August 13, 2012, the HUD published PIH Notice 2005-9, addressing terminations due to insufficient funding. In the notice, HUD clarified that housing authorities can establish termination policies due to insufficient funding so long as these policies describe how the housing authority will determine which Housing Assistance Payment contracts will be terminated. AHA’s current termination policies pertaining to insufficient funding can be found under Section 12-I.E. <i>“Insufficient Funding.”</i></p> <p>AHA would like to add a policy to clarify that only families who have over \$10,000 in assets will be considered under these termination policies if it faces insufficient funding.</p>
Previous Language:	<p>12-I.E. Mandatory Policies and Other Authorized Terminations <i>Insufficient Funding [24 CFR 982.454]</i></p> <p>The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.</p> <p><u>PHA Policy</u> The PHA will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs. If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort.</p> <p>The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA’s annual budget authority. If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions:</p> <p style="padding-left: 40px;">The PHA will terminate families based on their available assets. Families with the highest valued assets will be terminated first. If additional families must be terminated to balance the budget, the PHA will then look to terminate assistance to families who reside in buildings that offer other types of assistance such as tax credit buildings. If termination of assistance will result in a rent burden of more than 50% of annual gross income for the family, assistance</p>

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	<p>may not be terminated. The determination of rent burden will be based on the tax credit rent, or other applicable rent calculation, for the unit not the current HCV rent rate. The PHA will work with property owners to assist with the transition and ensure that families are not substantially impacted.</p> <p>The PHA will terminate only the number of families needed to balance the budget.</p>
<p>New Language:</p>	<p>12-I.E. Mandatory Policies and Other Authorized Terminations <i>Insufficient Funding [24 CFR 982.454 and Notice PIH 2005-9]</i></p> <p>The PHA may terminate HAP contracts if the PHA determines, in accordance with HUD requirements, that funding under the consolidated ACC is insufficient to support continued assistance for families in the program.</p> <p><u>PHA Policy</u> The PHA will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs. If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort.</p> <p>The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA’s annual budget authority. If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions:</p> <p>The PHA will terminate families based on their available assets. Families with the highest valued assets will be terminated first. <u>Only families who have over \$10,000 in assets will be considered under this policy.</u></p> <p>If additional families must be terminated to balance the budget, the PHA will then look to terminate assistance to families who reside in buildings that offer other types of assistance such as tax credit buildings. If termination of assistance will result in a rent burden of more than 50% of annual gross income for the family, assistance may not be terminated. The determination of rent burden will be based on the tax credit rent, or other applicable rent calculation, for the unit not the current HCV rent rate. The PHA will work with property owners to assist with the transition and ensure that families are not substantially impacted.</p> <p>The PHA will terminate only the number of families needed to balance the budget.</p>

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CHAPTER 15: SPECIAL HOUSING TYPES	
Modified Language: Payment Standard, Utility Allowance and HAP Calculation	
Plan Section: 15-VI.C. Payment Standard, Utility Allowance and HAP Calculation [FR Notice 01/18/17]	
Description of Change:	On September 7, 2017, HUD published PIH Notice 2017-18, which provided that housing authorities with guidance pertaining to manufactured home space rentals. In the notice, HUD provided housing authorities with options on how they can address situations where the Housing Assistance Payment amount exceeds the rent to the space owner. AHA would like to add a policy on how it will address this situation that follows HUD’s guidance. In addition, AHA would like to add a policy that establishes the acceptable documents that will be accepted when determining the manufactured home purchase monthly loan payment amount.
Previous Language:	<p>15-VI.C. Payment Standard, Utility Allowance and HAP Calculation [FR Notice 01/18/17]</p> <p>Housing Assistance Payment</p> <p>The HAP for a manufactured home space under the housing choice voucher program is the lower of the payment standard minus the TTP or the (gross) manufactured home space rent (including other eligible housing expenses) minus the TTP.</p>
New Language:	<p>15-VI.C. Payment Standard, Utility Allowance and HAP Calculation [FR Notice 01/18/17]</p> <p>Housing Assistance Payment [PIH Notice 2017-18]</p> <p>The HAP for a manufactured home space under the housing choice voucher program is the lower of the payment standard minus the TTP or the (gross) manufactured home space rent (including other eligible housing expenses) minus the TTP.</p> <p>PHA Policy</p> <p>If the HAP amount exceeds the rent to the space owner, the PHA will provide the remaining HAP balance to the family. The family is then responsible for paying the full amount of their remaining housing costs (e.g., monthly loan payment, utilities) directly to the lender and utility suppliers.</p> <p>Verification Documentation for Manufactured Home Purchase Monthly Loan Payments</p> <p>The PHA must verify and document the amount of the family’s monthly manufactured home loan payment in the tenant file.</p>

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	<p><u>PHA Policy</u></p> <p><u>The PHA may require the following documents to verify monthly loan payment amount: the original sale and loan documents, the two most recent and consecutive monthly loan payment statements generated by the lender, and the family’s evidence (such as cancelled checks, bank statements, or credit card bills) of recent payment of the monthly loan amount.</u></p>
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CHAPTER 16: PROGRAM ADMINISTRATION	
Modified Language: COVID-19 Related Waivers	
Plan Section: PART X: COVID-19 RELATED WAIVERS AND ALTERNATE REQUIREMENTS	
Description of Change:	<p>In response to the COVID-19 pandemic, HUD released PIH Notice 2020-05 on April 10, 2020 which granted housing authorities administrative flexibilities to adjust program practices where necessary to prioritize mission critical functions when normal operations are restricted and severely constrained to further prevent the spread of COVID-19. AHA adopted applicable waivers and alternative requirements under PIH Notice 2020-05 on June 9, 2020.</p> <p>On July 2, 2020, HUD released PIH Notice 2020-13 which extended the administrative flexibilities granted under the previous notice. AHA adopted applicable waivers and alternative requirements under PIH Notice 2020-13 on September 15, 2020.</p> <p>Recognizing that the COVID-19 pandemic continues to have an impact on program participants, HUD released PIH Notice 2020-33 on November 30, 2020. PIH Notice 2020-33 granted further extensions on the administrative flexibilities granted under the previous notices and allowed housing agencies to incorporate mainstream program waivers and alternative requirements. AHA would like to incorporate the changes under Notice PIH 2020-33 to its Plan.</p>
Previous Language:	<p style="text-align: center;">PART X: COVID-19 RELATED WAIVERS AND ALTERNATE REQUIREMENTS</p> <p>On April 10, 2020, HUD released Notice PIH 2020-05 in response to the global pandemic and current state of emergency caused by the spread of the respiratory disease named Coronavirus Disease 2019 (COVID-19). Notice PIH 2020-05 granted the PHA the authority to adopt a series of waivers and alternative requirements for numerous statutory and regulatory requirements for the HCV program. Subsequently, HUD released Notice PIH 2020-13 on July 2, 2020, which provided additional waivers and alternative requirements and extended the periods of availability for previously established waivers and alternative requirements. HUD made the waivers and alternative requirements listed in Notice PIH 2020-05 and Notice PIH 2020-13 effective immediately for the housing authorities that elect to adopt them. The period of availability for each waiver and alternative requirement, collectively or individually, may be extended by a PIH notice should HUD determine this to be necessary.</p> <p>The PHA will continue to conduct its due diligence to abide by statutory and regulatory requirements of the HCV program throughout the state of emergency. However, in the case of inability to meet these demands due to the COVID-19</p>

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pandemic, the PHA has adopted and implemented the following waivers and alternative requirements as allowed under Notice PIH 2020-05 and Notice PIH 2020-13.

PHA Policy

Delayed Annual Reexaminations - The PHA is required to conduct a reexamination of family income and composition at least annually. The PHA will continue to use its best efforts to conduct reexaminations on time. In the case that PHA is unable to meet these demands due to the COVID-19 pandemic, the reexamination will be conducted as soon as practicable, but will apply the prevailing payment standard by the original effective date of the reexamination. All delayed annual reexaminations due in calendar year 2020 will be completed by December 31, 2020 (or subsequent extensions provided by HUD) (Notice 2020-5, Waiver: PH and HCV-2, p. 8).

Income Verifications for Annual and Interim Reexaminations - The PHA is required to follow the HUD income verification hierarchy and use the Enterprise Income Verification (EIV) System to verify family income when conducting annual and interim reexaminations. The PHA will continue to use its best efforts to follow the HUD income verification hierarchy and provide an EIV report for all reexaminations. In the event that the PHA is unable to collect proper verifications due to the impacts of COVID-19, the PHA may forgo HUD verification hierarchy requirements and may accept self-certifications as the highest form of income verification through December 31, 2020 (or subsequent extensions provided by HUD). (For annual reexaminations only, the PHA may use self-certifications if the PHA wishes to conduct the annual recertification rather than delaying the family's annual recertification as listed above). This may occur over the telephone but will be documented by PHA staff with a contemporaneous written record. The PHA may also obtain self-certification through email or postal mail, or through other electronic communications. Due to staffing and technology limitations that have stemmed from the COVID-19 pandemic, the PHA may not include an EIV report with annual or interim reexaminations through December 31, 2020 (or subsequent extensions provided by HUD). (Notice 2020-13, Waivers: PH and HCV-3 and PH and HCV-4, pp. 10-11).

Enterprise Income Verification (EIV) Monitoring - The PHA is required to continuously monitor EIV reports. Due to staffing and technology limitations that have stemmed from the COVID-19 pandemic, the PHA may suspend EIV monitoring through December 31, 2020 (or subsequent

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	<p>extensions provided by HUD). (Notice 2020-13, Waiver: PH and HCV-5, p. 12).</p> <p><u>Family Self-Sufficiency (FSS) Contract of Participation Extension</u> - The PHA may extend a family’s contract of participation in the FSS program for a period not to exceed two years upon a finding of good cause. The circumstances surrounding COVID-19 pandemic qualify as good cause and the PHA may extend FSS contracts when employment has been impacted by the disease. The period of availability during which the PHA may extend the family’s contract of participation using COVID-19 as good cause ends on December 31, 2020 (or subsequent extensions provided by HUD). (Notice 2020-5, Waiver: PH and HCV-6, p. 11).</p> <p><u>Initial HQS Inspections</u> - The PHA is required to conduct an initial inspection of a unit within certain time frames before the beginning of the initial lease term and before any housing assistance payment (HAP) is made to determine whether the unit meets HQS. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection through December 31, 2020 (or subsequent extensions provided by HUD). For any units for which the PHA has accepted a self-certification, the PHA will conduct an initial HQS inspection on the unit as soon as it is reasonably possible and safe to do so but not later than the 1 year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD). The use of this waiver by the PHA does not relieve owners of their responsibility to maintain the unit in accordance with HQS as required in the HAP contract, nor does it in any way restrict the PHA from taking action to enforce the owner’s obligations (Notice 2020-13, Waiver: HQS-1, p. 14-15).</p> <p>If a unit failed to meet HQS as the result only of Non-Life-Threatening (NLT) deficiencies, then the PHA may approve an extension of up to an additional 30 days to make the repairs. The PHA may approve this additional extension through December 31, 2020 (or subsequent extensions provided by HUD) The extension to make the NLT repairs may extend beyond December 31, 2020, depending on the date the PHA approved the extension. For example, if the PHA approved the extension</p>
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	<p>on December 15th, the maximum extension provided to the owner would be January 15th 2020 (Notice 2020-5, Waiver: HQS-3, p. 14).</p> <p>The PHA may also approve an assisted tenancy and execute a HAP contract if there are outstanding NLT deficiencies in the unit. However, if repairs are not made within 60 days, (this includes the additional 30 day extension listed above), the PHA will withhold payments until the repairs are made (Notice 2020-13, Waiver: HQS-3, p. 16).</p> <p><u>Biennial HQS Inspections</u> - The PHA is required to inspect units not less than biennially during the term of the HAP contract. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA may delay any biennial inspections until as soon as it is reasonably possible and safe to conduct them but not later than the 1 year after the date the biennial inspection would have been required absent the waiver (or subsequent extensions provided by HUD). The use of this waiver by the PHA does not relieve owners of their responsibility to maintain the unit in accordance with HQS as required in the HAP contract, nor does it in any way restrict the PHA from taking action to enforce the owner’s obligations (Notice 2020-13, Waiver: HQS-5 p. 17).</p> <p><u>HQS Quality Control Inspections</u> - The PHA is required to conduct supervisory quality control inspections of a sampling of units under contracts. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA may not conduct HQS quality control inspections through December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later (Notice 2020-13, Waiver: HQS-9 p. 19).</p> <p><u>HQS Space Standards and Family Additions</u> - The PHA is required to comply with a minimum space standard for both an HCV and Project-Based Voucher assisted family. The PHA recognizes the health and safety precautions that assisted families may take due to the COVID-19 pandemic. The PHA may add a member or members to the assisted household as a result of the COVID-19 pandemic even if the additional</p>
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	<p>family members would result in the unit not meeting the space and security standards. This provision does not apply to an initial or new lease. A participant must not enter into a new lease for a unit that does not comply with the space and security standards. The PHA will not require the family to move until the end of the current lease term or July 2, 2021 or whichever is later (or subsequent extensions provided by HUD), (Notice 2020-13, Waiver: HQS-10 p. 20).</p> <p><u>Voucher Extensions</u> - The PHA may grant a family one or more extension of the initial voucher term in accordance with its PHA policy as described in its PHA Administrative Plan. Due to the impacts that the COVID-19 pandemic may have on finding housing, the PHA may issue extensions beyond what is typically allowable under Chapter 5-II.E. of the Administrative Plan through December 31, 2020 (or subsequent extensions provided by HUD) (Notice 2020-13, Waiver: HCV-3, p. 21).</p> <p><u>HAP Execution</u> - Typically, the PHA may not make any housing assistance payments to the owner until the HAP contract is executed. The PHA will continue to use its best efforts to execute the HAP contract no later than 60 days from the beginning of the lease term. In the case of inability to meet these demands due to the COVID-19 pandemic, the PHA may take up to 120 days from the beginning of the lease term to fully execute the HAP contract through December 31, 2020 (or subsequent extensions provided by HUD) (Notice 2020-13, Waiver: HCV-4, p. 22).</p> <p><u>Absence from Unit</u> - HUD regulations require that a family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. The PHA recognizes that families may have to relocate to protect their health and safety due to the COVID-19 pandemic. The PHA may waive its policies of family absences listed on Chapter 12-I.E. of the Administrative Plan at its discretion, may continue housing assistance payments, and not terminate the HAP contract if the family's absence is related to a COVID-19 related emergency. The PHA may waive these policies through December 31, 2020 (or subsequent extensions provided by HUD). The PHA may not make payments beyond December 31, 2020, and the HAP contract will terminate on that date if the family is still absent from the unit (Notice 2020-5, Waiver: HCV-5 p. 20).</p> <p><u>Termination of the HAP Contract/Family Self-Sufficiency</u> - When family's income increases to the extent that the housing assistance payment is reduced to \$0, the PHA is required by regulation to automatically terminate HAP contract 180 days after the last housing</p>
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	<p>assistance payment to the owner. The PHA recognizes that the COVID-19 pandemic is creating economic and employment instability for many families, as well as situations where families may on a temporary basis be adding members whose additional income may result in a \$0 HAP subsidy calculation. The PHA may extend the HAP contract beyond 180 days from the date that the family became self-sufficient but may not extend beyond December 31, 2020 (or subsequent extensions provided by HUD) (Notice 2020-5, Waiver: HCV-6, p. 21).</p> <p><u>Utility Allowance</u> - The PHA is required to review its utility allowance schedule each year and revise it if there has been a change of 10 percent or more in a utility rate since the last time it was revised. The PHA recognizes that there may be delays in receiving information required for the utility allowance review due to the COVID-19 pandemic. In the event that the PHA experiences delays on receiving information, the PHA may conduct a review of the utility allowance beyond 12 months but will complete it but no later than December 31, 2020 (Notice 2020-5, Waiver: HCV-8, p. 22).</p> <p><u>Administrative Plan</u> - HUD regulation requires that any revisions of the PHA’s Administrative Plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. HUD and the PHA have recognized the foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic. PIH Notice 2020-13 allows the PHA to adopt these waivers on a temporary basis without Board approval. The PHA will formally adopt these provisions no later than December 31, 2020 (Notice 2020-5, Waiver: HCV-1, p. 19).</p> <p><u>Waiting List: Opening and Closing; Public Notice</u> - The PHA is required to give public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means when it opens a waiting list. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic, the PHA will adopt an alternative requirement that provides public notice in a voicemail message on its main or general information telephone number and through its website through December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. The PHA will comply with applicable fair housing and other civil rights requirements when providing public notice under this alternative requirement, including ensuring effective communication with persons with hearing, visual, and other communication-related disabilities and ensuring meaningful access for persons with limited English proficiency in all notifications and communications (Notice 2020-13, PH and HCV-7, p. 13).</p>
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	<p><u>PHA Oral Briefings</u> - The PHA is required through federal regulations to provide an oral briefing to the families that the PHA has selected to participate in either the HCV or PBV program. Conducting in-person oral briefings during the COVID-19 poses health risks for families and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. In lieu of in-person oral briefings, the PHA will conduct the briefing by other means such as a telephone call, webcast, video call, or expanded information packet through December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. Section 504 and the ADA require PHAs to ensure effective communication with applicants, participants and members of the public in all communications and notices. The PHA will ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing, and other communication-related disabilities, and ensures meaningful access for persons with limited English proficiency (Notice 2020-13, Waiver: HCV-2, p. 21).</p> <p><u>Mandatory Removal of Unit from PBV HAP Contract</u> - Under the PBV program, a PHA is required to remove a unit from a PBV HAP contract after 180 days of zero housing assistance payments to the unit owner on behalf of the family residing in the unit. In recognition that the COVID-19 pandemic is creating uncertainty for owners and families, the PHA may use its discretion to keep such units under contract for a period of time that exceeds 180 days but does not extend beyond December 31, 2020 (or subsequent extensions provided by HUD). The PHA may resume housing assistance payments on behalf of a family residing in such a unit should the family’s income change at any point during the period of time covered by the extension (Notice 2020-13, Waiver: HCV-14, p. 25).</p> <p><u>PBV Pre-HAP Contract Inspections</u> - The PHA is required to inspect each PBV contract unit before execution of the HAP contract and the HAP contract may not be executed until the units fully comply with HQS. For rehabilitated and newly constructed units, the PHA is required to inspect the units to determine if the housing has been completed in accordance with the Agreement to Enter into the HAP Contract (AHAP), including compliance with the HQS and any additional requirement imposed by the PHA under the Agreement. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening</p>
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	<p>conditions exist in the unit or units in question through December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. If the PHA has imposed an additional requirement under the AHAP for newly constructed or rehabilitated projects, the PHA will allow the owner to certify that the PHA requirement has been met instead of inspecting the housing to make that determination through December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. The PHA may delay the physical inspections until as soon as it is reasonably possible and safe to conduct them but no later than the 1-year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD) (Notice 2020-13, Waiver: HQS-2, p. 15).</p> <p><u>HQS Interim Inspections</u> - If the PHA is notified that the assisted unit does not comply with the HQS by a family or government official, the PHA is required to inspect an assisted unit within 24 hours of when the PHA received the notification if the condition is life-threatening, or within 15 days if the reported condition is not life-threatening. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. If the reported deficiency is life-threatening, the PHA will notify the owner of the reported life-threatening deficiency and the owner must either correct the life-threatening deficiency within 24 hours of the PHA notification or provide documentation (e.g., text or email a photo to the PHA) that the reported deficiency does not exist through December 31, 2020 (or subsequent extensions provided by HUD). In the case of a reported non-life-threatening deficiency, the PHA will notify the owner of the reported deficiency within 30 days and the owner must either make the repair or document that the deficiency does not exist within 30 days of the PHA notification or any approved PHA extension through December 31, 2020 (or subsequent extensions provided by HUD). As is the case under the current HCV program requirements, the PHA is not required to conduct an in-person inspection to verify the repairs have been made but may rely on alternative verification methods (e.g., photos submitted by the owner, tenant certification, etc.). After December 31, 2020 (or subsequent extensions provided by HUD), the PHA must conduct the HQS inspection in accordance with the applicable time periods upon notification by a family or government official that the assisted unit does not comply with the HQS (Notice 2020-13, Waiver: HQS-6 p. 18).</p> <p><u>PBV Turnover Units</u> - The PHA is required to conduct an inspection before providing assistance to a new family in a PBV contract unit. Conducting physical inspections of units in communities during the</p>
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	<p>COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question to allow a new family to occupy the vacated PBV unit until December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. The PHA may delay the physical inspections until as soon as it is reasonably possible and safe to conduct them but no later than the 1-year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD) (Notice 2020-13, Waiver: HQS-7, p. 18-19).</p> <p><u>PBV HAP Contract, HQS Inspections to Add or Substitute Units</u> - The PHA may amend the HAP contract to add additional PBV contract units or to substitute a different unit for a previously covered contract under its own discretion. The PBV requirements include inspecting the proposed substitute or additional unit to determine that the unit meets HQS before it may be added to the HAP contract. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection until December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. The PHA may delay the physical inspections until as soon as it is reasonably possible and safe to conduct them but no later than the 1-year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD) (Notice 2020-13, Waiver: HQS-8, p. 19).</p>
<p>New Language:</p>	<p style="text-align: center;">PART X: COVID-19 RELATED WAIVERS AND ALTERNATE REQUIREMENTS</p> <p>On April 10, 2020, HUD released Notice PIH 2020-05 in response to the global pandemic and current state of emergency caused by the spread of the respiratory disease named Coronavirus Disease 2019 (COVID-19). Notice PIH 2020-05 granted the PHA the authority to adopt a series of waivers and alternative requirements for numerous statutory and regulatory requirements for the HCV program. Subsequently, HUD released Notice PIH 2020-13 on July 2, 2020 and Notice PIH 2020-33 on November 30, 2020, which provided additional waivers</p>

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and alternative requirements and extended the periods of availability for previously established waivers and alternative requirements. HUD made the waivers and alternative requirements listed in Notice PIH 2020-05, ~~and~~ Notice PIH 2020-13, ~~and~~ [Notice PIH 2020-33](#) effective immediately for the housing authorities that elect to adopt them. The period of availability for each waiver and alternative requirement, collectively or individually, may be extended by a PIH notice should HUD determine this to be necessary.

The PHA will continue to conduct its due diligence to abide by statutory and regulatory requirements of the HCV program throughout the state of emergency. However, in the case of inability to meet these demands due to the COVID-19 pandemic, the PHA has adopted and implemented the following waivers and alternative requirements as allowed under Notice PIH 2020-05, ~~and~~ Notice PIH 2020-13, ~~and~~ [Notice PIH 2020-33](#).

PHA Policy

Delayed Annual Reexaminations - The PHA is required to conduct a reexamination of family income and composition at least annually. The PHA will continue to use its best efforts to conduct reexaminations on time. In the case that PHA is unable to meet these demands due to the COVID-19 pandemic, the reexamination will be conducted as soon as practicable, but will apply the prevailing payment standard by the original effective date of the reexamination. [If the PHA delays annual reexaminations for HCV families under this authority, it will comply with the alternative requirement regarding the application of an increase in the payment standard amount during the Housing Assistance Payment \(HAP\) contract term \(see HCV-7 below\) if applicable, so as not to delay the application of the increased payment standard amount to the family's HAP calculation.](#) All delayed annual reexaminations due in calendar year 2020 will be completed by December 31, 2020 (or subsequent extensions provided by HUD). [Reexaminations due between January 1, 2021 and June 30, 2021 will be completed by June 30, 2021 \(or subsequent extensions provided by HUD\)](#) (Notice 2020-533, Waiver: PH and HCV-2, p. 810).

Income Verifications for Annual and Interim Reexaminations - The PHA is required to follow the HUD income verification hierarchy and use the Enterprise Income Verification (EIV) System to verify family income when conducting annual and interim reexaminations. The PHA will continue to use its best efforts to follow the HUD income verification hierarchy and provide an EIV report for all reexaminations. In the event that the PHA is unable to collect proper verifications due to the impacts of COVID-19, the PHA may forgo HUD verification hierarchy requirements

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	<p>and may accept self-certifications as the highest form of income verification through December-June 3+0, 20201 (or subsequent extensions provided by HUD). (For annual reexaminations only, the PHA may use self-certifications if the PHA wishes to conduct the annual recertification rather than delaying the family’s annual recertification as listed above). This may occur over the telephone but will be documented by PHA staff with a contemporaneous written record. The PHA may also obtain self-certification through email or postal mail, or through other electronic communications. Due to staffing and technology limitations that have stemmed from the COVID-19 pandemic, the PHA may not include an EIV report with annual or interim reexaminations through June 30, 2021 December 31, 2020 (or subsequent extensions provided by HUD). (Notice 2020-1333, Waivers: PH and HCV-3 and PH and HCV-4, pp. 101-1+2).</p> <p><u>Enterprise Income Verification (EIV) Monitoring</u> - The PHA is required to continuously monitor EIV reports. Due to staffing and technology limitations that have stemmed from the COVID-19 pandemic, the PHA may suspend EIV monitoring through December-June 3+0, 2020-2021 (or subsequent extensions provided by HUD). (Notice 2020-1333, Waiver: PH and HCV-5, p. 123).</p> <p><u>Family Self-Sufficiency (FSS) Contract of Participation Extension</u> - The PHA may extend a family’s contract of participation in the FSS program for a period not to exceed two years upon a finding of good cause. The circumstances surrounding COVID-19 pandemic qualify as good cause and the PHA may extend FSS contracts when employment has been impacted by the disease. The period of availability during which the PHA may extend the family’s contract of participation using COVID-19 as good cause ends on December-June 3+0, 2020-2021 (or subsequent extensions provided by HUD). (Notice 2020-533, Waiver: PH and HCV-6, p. 4+14).</p> <p><u>Waiting List: Opening and Closing; Public Notice</u> - The PHA is required to give public notice by publication in a local newspaper of general circulation and also by minority media and other suitable means when it opens a waiting list. Recognizing the foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic, the PHA will adopt an alternative requirement that provides public notice in a voicemail message on its main or general information telephone number and through its website through December-June 3+30, 2020-2021 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. The PHA will comply with applicable fair housing and other civil rights requirements when providing public notice under this</p>
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	<p>alternative requirement, including ensuring effective communication with persons with hearing, visual, and other communication-related disabilities and ensuring meaningful access for persons with limited English proficiency in all notifications and communications (Notice 2020-1333, PH and HCV-7, p. 1314).</p> <p><u>Administrative Plan</u> - HUD regulation requires that any revisions of the PHA’s Administrative Plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials. HUD and the PHA have recognized the foreseeable difficulties in complying with this requirement in light of the COVID-19 pandemic. PIH Notice 2020-13-33 allows the PHA to adopt these waivers on a temporary basis without Board approval <u>through March 31, 2021</u>. The PHA will formally adopt these provisions no later than December 31, 2020 <u>June 30, 2021</u> (Notice 2020-533, Waiver: HCV-1, p. 1922).</p> <p><u>PHA Oral Briefings</u> - The PHA is required through federal regulations to provide an oral briefing to the families that the PHA has selected to participate in either the HCV or PBV program. Conducting in-person oral briefings during the COVID-19 poses health risks for families and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. In lieu of in-person oral briefings, the PHA will conduct the briefing by other means such as a telephone call, webcast, video call, or expanded information packet through June 30, 2021 <u>December 31, 2020</u> (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. Section 504 and the ADA require PHAs to ensure effective communication with applicants, participants and members of the public in all communications and notices. The PHA will ensure that the method of communication for the briefing effectively communicates with, and allows for equal participation of, each family member, including those with vision, hearing, and other communication-related disabilities, and ensures meaningful access for persons with limited English proficiency (Notice 2020-1333, Waiver: HCV-2, p. 2422).</p> <p><u>Voucher Extensions</u> - The PHA may grant a family one or more extension of the initial voucher term in accordance with its PHA policy as described in its PHA Administrative Plan. Due to the impacts that the COVID-19 pandemic may have on finding housing, the PHA may issue extensions beyond what is typically allowable under Chapter 5-II.E. of the Administrative Plan through June 30, 2021 <u>December 31, 2020</u> (or subsequent extensions provided by HUD) (Notice 2020-1333, Waiver: HCV-3, p. 2422-23).</p>
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B.1 Revision of the PHA Plan Elements

HAP Execution - Typically, the PHA may not make any housing assistance payments to the owner until the HAP contract is executed. The PHA will continue to use its best efforts to execute the HAP contract no later than 60 days from the beginning of the lease term. In the case of inability to meet these demands due to the COVID-19 pandemic, the PHA may take up to 120 days from the beginning of the lease term to fully execute the HAP contract through ~~June 30, 2021~~ ~~December 31, 2020~~ (or subsequent extensions provided by HUD) (Notice 2020-~~4333~~, Waiver: HCV-4, p. ~~2223~~).

Absence from Unit - HUD regulations require that a family may not be absent from the unit for a period of more than 180 consecutive calendar days for any reason. The PHA recognizes that families may have to relocate to protect their health and safety due to the COVID-19 pandemic. The PHA may waive its policies of family absences listed on Chapter 12- I.E. of the Administrative Plan at its discretion, may continue housing assistance payments, and not terminate the HAP contract if the family's absence is related to a COVID-19 related emergency. The PHA will maintain documentation in the tenant file which explains the extenuating circumstances that caused the extended absence. The PHA may waive these policies through ~~June 30, 2021~~ ~~December 31, 2020~~ (or subsequent extensions provided by HUD). The PHA may not make payments beyond ~~June 30, 2021~~ ~~December 31, 2020~~, and the HAP contract will terminate on that date if the family is still absent from the unit (Notice 2020-~~533~~, Waiver: HCV-5 p. ~~2021~~).

Termination of the HAP Contract/Family Self-Sufficiency - When family's income increases to the extent that the housing assistance payment is reduced to \$0, the PHA is required by regulation to automatically terminate HAP contract 180 days after the last housing assistance payment to the owner. The PHA recognizes that the COVID-19 pandemic is creating economic and employment instability for many families, as well as situations where families may on a temporary basis be adding members whose additional income may result in a \$0 HAP subsidy calculation. Upon written notice to the owner and the family, ~~the~~ PHA may extend the HAP contract beyond 180 days from the date that the family became self-sufficient but may not extend beyond ~~June 30, 2021~~ ~~December 31, 2020~~ (or subsequent extensions provided by HUD) (Notice 2020-~~533~~, Waiver: HCV-6, p. ~~2423-24~~).

Increase in Payment Standard During HAP Contract Term - HUD regulation requires that if the payment standard amount is increased during

B.1 Revision of the PHA Plan Elements

	<p><u>the term of the HAP contract, the increased payment standard amount shall be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family’s first regular reexamination on or after the effective date of the increase in the payment standard amount. In recognition that the COVID-19 pandemic is creating uncertainty for owners and families, the PHA may apply the increased payment standard at any time (e.g., interim reexamination, owner rent increase) after the effective date of the increase in the payment standard amount, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family’s first regular reexamination following the change. If the PHA has delayed the family’s annual recertification under the waiver PH and HCV-2 (above), the PHA will use the increased payment standard amount to calculate the family’s HAP beginning the date that the family’s first regular examination would have been effective in the absence of the waiver. Alternatively, the PHA may conduct an interim reexamination where the only change is the increased payment standard amount. Regardless of the method used, the participant must receive the increased payment standard no later than the effective date of the family’s first regular reexamination following the increased payment standard. This waiver is available through June 30, 2021 (Notice 2020-33, Waiver: HCV-7, p. 24).</u></p> <p><u>Utility Allowance</u> - The PHA is required to review its utility allowance schedule each year and revise it if there has been a change of 10 percent or more in a utility rate since the last time it was revised. The PHA recognizes that there may be delays in receiving information required for the utility allowance review due to the COVID-19 pandemic. In the event that the PHA experiences delays on receiving information, the PHA may conduct a review of the utility allowance beyond 12 months but will complete it but no later than December 31, 2020 (Notice 2020-5, Waiver: HCV-8, p. 22).</p> <p><u>Mandatory Removal of Unit from PBV HAP Contract</u> - Under the PBV program, a PHA is required to remove a unit from a PBV HAP contract after 180 days of zero housing assistance payments to the unit owner on behalf of the family residing in the unit. In recognition that the COVID-19 pandemic is creating uncertainty for owners and families, the PHA may use its discretion to keep such units under contract for a period of time that exceeds 180 days but does not extend beyond December 31, 2020 <u>June 30, 2021</u> (or subsequent extensions provided by HUD). The PHA may resume housing assistance payments on behalf of a family residing in such a unit should the family’s income change at any point during the period of time covered by the extension (Notice 2020-1333, Waiver: HCV-14, p. 2527).</p>
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Mainstream Age Eligibility to Enter HAP Contract - HUD regulations require that eligible member of a Mainstream household must be non-elderly, defined as at least 18 years of age and under 62 years of age (not yet reached their 62nd birthday) to be eligible to be placed under HAP contract. A Mainstream-eligible individual issued a voucher at 61 years of age may not be able to lease the voucher before their 62nd birthday where PHA operations may have been shut down or severely curtailed, unit searches are not possible due to shelter-in-place orders , or where the movement of people is significantly restricted. As an alternative requirement, the PHA may expand the definition of an eligible non-elderly family member to include those who were issued a voucher prior to turning 62 and were not yet 63 on the effective date of the HAP Contract through June 30, 2021 (or subsequent extensions provided by HUD). (Notice 2020-33, Waiver: MS-3, p. 43-44).

Initial HQS Inspections - The PHA is required to conduct an initial inspection of a unit within certain time frames before the beginning of the initial lease term and before any housing assistance payment (HAP) is made to determine whether the unit meets HQS. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection through ~~December-June 30, 2020~~ (or subsequent extensions provided by HUD). At minimum, the PHA will require this owner certification. For any units for which the PHA has accepted a self-certification, the PHA will conduct an initial HQS inspection on the unit as soon as it is reasonably possible and safe to do so but not later than the 1 year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD). The use of this waiver by the PHA does not relieve owners of their responsibility to maintain the unit in accordance with HQS as required in the HAP contract, nor does it in any way restrict the PHA from taking action to enforce the owner’s obligations (Notice 2020-~~1333~~, Waiver: HQS-1, p. ~~14-15~~16).

If a unit failed to meet HQS as the result only of Non-Life-Threatening (NLT) deficiencies, then the PHA may approve an extension of up to an additional 30 days to make the repairs and continue to make payments to the owner during the period of that maximum 30-day extension. The PHA may approve this additional extension through ~~December-June 30, 2020~~

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	<p>(or subsequent extensions provided by HUD) The extension to make the NLT repairs may extend beyond December 31, 2020 <u>June 30, 2021</u>, depending on the date the PHA approved the extension. For example, if the PHA approved the extension on December 15, 2021 <u>June 15, 2021</u>, the maximum extension provided to the owner would be January 15, 2021 <u>July 15, 2021</u> (Notice 2020-533, Waiver: HQS-3, p. 1417).</p> <p>The PHA may also approve an assisted tenancy and execute a HAP contract if there are outstanding NLT deficiencies in the unit. However, if repairs are not made within 60 days, (this includes the additional 30 day extension listed above), the PHA will withhold payments until the repairs are made (Notice 2020-1333, Waiver: HQS-3, p. 1617).</p> <p><u>PBV Pre-HAP Contract Inspections</u> - The PHA is required to inspect each PBV contract unit before execution of the HAP contract and the HAP contract may not be executed until the units fully comply with HQS. For rehabilitated and newly constructed units, the PHA is required to inspect the units to determine if the housing has been completed in accordance with the Agreement to Enter into the HAP Contract (AHAP), including compliance with the HQS and any additional requirement imposed by the PHA under the Agreement. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question through June 30, 2021 <u>December 31, 2020</u> (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. <u>At minimum, the PHA will require this owner certification.</u> If the PHA has imposed an additional requirement under the AHAP for newly constructed or rehabilitated projects, the PHA will allow the owner to certify that the PHA requirement has been met instead of inspecting the housing to make that determination through June 30, 2021 <u>December 31, 2020</u> (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. The PHA may delay the physical inspections until as soon as it is reasonably possible and safe to conduct them but no later than the 1-year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD) (Notice 2020-1333, Waiver: HQS-2, p. 1516-17).</p> <p><u>Biennial HQS Inspections</u> - The PHA is required to inspect units not less than biennially during the term of the HAP contract. Conducting physical inspections of units in communities during the COVID-19 poses health</p>
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	<p>risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA may delay any biennial inspections <u>and instead, the PHA may rely on the owner’s certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question. At minimum, the PHA will require this owner certification. until as soon as it is reasonably possible and safe to conduct them but not later than the 1 year after the date the biennial inspection would have been required absent the waiver (or subsequent extensions provided by HUD). The PHA must resume biennial inspections by June 30, 2021 and must conduct all delayed biennial inspections no later than December 31, 2021 (or subsequent extensions provided by HUD).</u> The use of this waiver by the PHA does not relieve owners of their responsibility to maintain the unit in accordance with HQS as required in the HAP contract, nor does it in any way restrict the PHA from taking action to enforce the owner’s obligations (Notice 2020-1333, Waiver: HQS-5 p. 178-19).</p> <p><u>HQS Interim Inspections</u> - If the PHA is notified that the assisted unit does not comply with the HQS by a family or government official, the PHA is required to inspect an assisted unit within 24 hours of when the PHA received the notification if the condition is life-threatening, or within 15 days if the reported condition is not life-threatening. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. If the reported deficiency is life-threatening, the PHA will notify the owner of the reported life-threatening deficiency and the owner must either correct the life-threatening deficiency within 24 hours of the PHA notification or provide documentation (e.g., text or email a photo to the PHA) that the reported deficiency does not exist through <u>June 30, 2021</u> December 31, 2020 (or subsequent extensions provided by HUD). In the case of a reported non-life-threatening deficiency, the PHA will notify the owner of the reported deficiency within 30 days and the owner must either make the repair or document that the deficiency does not exist within 30 days of the PHA notification or any approved PHA extension through <u>December 31, 2021</u> June 30, 2020 (or subsequent extensions provided by HUD). As is the case under the current HCV program requirements, the PHA is not required to conduct an in-person inspection to verify the repairs have been made but may rely on alternative verification methods (e.g., photos submitted by the</p>
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	<p>owner, tenant certification, etc.). After June 30, 2021 December 31, 2020 (or subsequent extensions provided by HUD), the PHA must conduct the HQS inspection in accordance with the applicable time periods upon notification by a family or government official that the assisted unit does not comply with the HQS (Notice 2020-1333, Waiver: HQS-6 p. 181-20).</p> <p><u>PBV Turnover Units</u> - The PHA is required to conduct an inspection before providing assistance to a new family in a PBV contract unit. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question to allow a new family to occupy the vacated PBV unit until June 30, 2021 December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. <u>At minimum, the PHA will require this owner certification.</u> The PHA may delay the physical inspections until as soon as it is reasonably possible and safe to conduct them but no later than the 1-year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD) (Notice 2020-1333, Waiver: HQS-7, p. 18-1920).</p> <p><u>PBV HAP Contract, HQS Inspections to Add or Substitute Units</u> - The PHA may amend the HAP contract to add additional PBV contract units or to substitute a different unit for a previously covered contract under its own discretion. The PBV requirements include inspecting the proposed substitute or additional unit to determine that the unit meets HQS before it may be added to the HAP contract. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA will allow an owner’s self-certification that the owner has no reasonable basis to have knowledge that life-threatening conditions exist in the unit or units in question instead of conducting an initial inspection until June 30, 2021 December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later. <u>At minimum, the PHA will require this owner certification.</u> The PHA may delay the physical inspections until as soon as it is reasonably possible and safe to conduct them but no later than the 1-year anniversary of the date of the owner’s certification (or subsequent extensions provided by HUD) (Notice 2020-1333, Waiver: HQS-8, p. 1920).</p>
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B.1 Revision of the PHA Plan Elements

	<p><u>HQS Quality Control Inspections</u> - The PHA is required to conduct supervisory quality control inspections of a sampling of units under contracts. Conducting physical inspections of units in communities during the COVID-19 poses health risks for families, participating owners, and PHA personnel, and may run counter to public health orders, directives, or recommendations such as shelter-in-place or other social distancing practices designed to contain and reduce exposure to the disease. The PHA may not conduct HQS quality control inspections through June 30, 2021 December 31, 2020 (or subsequent extensions provided by HUD) or after the state of emergency is lifted, whichever is later (Notice 2020-1333, Waiver: HQS-9 p. 1921).</p> <p><u>HQS Space Standards and Family Additions</u> - The PHA is required to comply with a minimum space standard for both an HCV and Project-Based Voucher assisted family. The PHA recognizes the health and safety precautions that assisted families may take due to the COVID-19 pandemic. The PHA may add a member or members to the assisted household as a result of the COVID-19 pandemic even if the additional family members would result in the unit not meeting the space and security standards. This provision does not apply to an initial or new lease. A participant must not enter into a new lease for a unit that does not comply with the space and security standards. The PHA will not require the family to move until the end of the current lease term or July 2 November 30, 2021 or whichever is later (or subsequent extensions provided by HUD), (Notice 2020-1333, Waiver: HQS-10 p. 2021).</p>
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B.1 Revision of the PHA Plan Elements**Financial Resources**

Program Name	Vouchers Allocated	CY 2020 Total Funding
Housing Choice Voucher	6,355	\$86,283,868
Housing Choice Voucher - CARES	0	\$6,968,906
Mainstream 5	280	\$2,921,449
Mainstream 5 – CARES	117	\$1,787,143
Family Self-Sufficiency	N/A	\$78,659

B.1 Revision of PHA Plan Elements

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions Policies

The Anaheim Housing Authority (AHA) does not own or manage any public housing units. The AHA only administers Housing Choice Vouchers and Project-Based Vouchers.

Deconcentration Policies

The AHA has existing policies that encourage the participation of landlords to increase the areas where program participants can lease up. These policies may be found in the AHA's Administrative Plan in the following sections:

- 5-I.B. Briefing [24 CFR 982.301]
- 13-I.A. Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6]
- 16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7]
- 17-I.A. Overview [24 CFR 983.5 and FR Notice 01/18/17]

Eligibility, Selection, and Admissions Policies

- Chapter 2 of AHA's Administrative Plan, "Fair Housing and Equal Opportunity," outlines the policies that the agency abides by in terms of discrimination, providing accessibility, reasonable accommodations, and services in other languages
- Chapter 3 of AHA's Administrative Plan, "Eligibility," outlines the policies the agency abides by in terms of basic eligibility and denial criteria for the programs
- Chapter 4 of AHA's Administrative Plan, "Applications, Waiting List and Tenant Selection," outlines policies the agency abides in terms of the application process, managing the wait list, and selection from the waiting list (including preferences)
- Chapter 6 of AHA's Administrative Plan, "Income and Subsidy Standards," outlines policies the agency abides in terms of the income and assets calculations to determine eligibility for the program
- Chapter 7 of AHA's Administrative Plan, "Verification," outlines policies the agency abides in terms of the verifying the applicant and tenant information as required by the program

The AHA Administrative Plan can be accessed on our website:

<http://www.anaheim.net/DocumentCenter/View/21635/2018-Admin-Plan-Final>

B.2 New Activities

Project-Based Vouchers (PBVs) Activity

(A) Yes, the PHA does intend to undertake new activities in the PHA's current Fiscal Year

(B) The PHA plans to undergo several Project Based Vouchers (PBVs) to multiple projects. The PHA committed:

- 53 PBVs to El Verano Senior Apartments located on N East Street and Lincoln Avenue (1248 E. Lincoln Avenue). The El Verano Apartments is a 100% affordable 54-unit senior rental housing project in which 50% of the units have been designated for homeless seniors.
- 20 PBVs to the Manchester/Orangewood Apartment project located in the corner of Manchester Avenue and Orangewood Avenue (2121 S. Manchester Avenue). The Manchester/Orangewood Apartment project is 100% affordable 102-unit workforce rental housing project.
- 50 PBVs to the Salvation Army's Center of Hope Permanent Supportive Housing Phase I project (PSH project) located on South Lewis Street and Chapman Avenue (1300 S. Lewis Street). The PSH project consists of a total of 72-units and will provide long-term housing solutions for individuals who are exiting a chronically homeless condition.
- 49 PBVs to Buena Esperanza project located on La Palma Avenue and West Woodland Drive (2691 W La Palma Avenue).

The four projects listed above are consistent with the PHA's goals, as established in its PHA Plan, to expand and improve the supply of assisted housing.

B.6 Progress Report

PHA Goal: Expand the supply of assisted housing

On May 12, 2020, the U.S. Department of Housing and Urban Development (HUD) released Notice PIH 2020-09 pursuant to the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) which granted the Anaheim Housing Authority (AHA) an additional allocation of 17 Mainstream vouchers. Through the release of PIH Notice 2020-22, HUD granted AHA an additional 100 Mainstream vouchers. Mainstream vouchers provide rental assistance and supportive services (through different partners) to qualified non-elderly persons with disabilities who are transitioning out of institutional or other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless. Throughout FY 2019-2020, AHA continued the intake and lease-up process of the newly allocated mainstream vouchers. AHA continued to receive referrals from more than a dozen providers throughout Orange County for eligible Mainstream eligible families. Additionally, AHA maintained its HCV waiting list opened for eligible families to apply directly. Previous to Notice PIH 2020-09 and PIH Notice 2020-22, AHA had leased up 100% of the 55 Mainstream vouchers it had been granted through the FY-17 Mainstream allocation.

The El Verano Apartments is a 100% affordable 54-unit senior rental housing project located at 1248 E. Lincoln Avenue, on the former site of the Sandman Motel. Fifty percent of the units have been designated for homeless seniors. This project includes a commitment of 53 project-based vouchers from the AHA. The project was completed November 2020.

The Manchester/Orangewood Apartment project is 100% affordable 102-unit workforce rental housing project located at 2121 S. Manchester Avenue and 915 E. Orangewood Avenue. The project was successful in receiving a tax credit award in July of 2019. Twenty of the 102 units in the project will be made available to homeless families and the AHA awarded 20 project-based vouchers to assist the project. The project is currently under constructions and is expected to be completed in September of 2021.

The Econo Lodge Permanent Supportive Housing (PSH) apartment community is a 100% affordable 70-unit motel conversion project located at 2691 W. La Palma Avenue. The PSH project was successful in receiving a tax credit and bond allocation in October of 2019. The PSH project will provide long-term housing solutions for individuals who are exiting a chronically homeless condition and the AHA will provide 49 Project-Based Section 8 Vouchers to assist the project. The PSH project is currently under constructions and is expected to be completed in May 2021.

In December of 2019, the AHA awarded 50 project-based vouchers and a \$2 million dollar loan to the Salvation Army's Center of Hope Permanent Supportive Housing Phase I project (PSH project). The PSH project consists of a total of 72-units and will provide long-term housing solutions for individuals who are exiting a chronically homeless condition. The PSH project will include 70 studio units, all of which will be set aside for homeless individuals, with 50% being set aside for homeless individuals with disabilities, plus two one-bedroom Manager's units. The PSH project will also include a 325-bed low barrier shelter as part of a future phase, which will serve

as the entry point to exit homelessness and will provide a wide array of on-site supportive services. The Salvation Army will be submitting funding applications to the State HCD, through the County of Orange No Place Like Home Program on January 19, 2021 and for Tax Credits from the California Tax Credit Allocation Committee in May 2021 to assist with development of the PSH project. If awarded, construction is expected to commence October 2021.

The AHA continues to actively acquire and assemble property in the City to seek opportunities for the creation of affordable housing. Below is an update for the year 2019-20:

The AHA recently completed the acquisition of the Beach Boulevard and Lincoln Avenue site and entered into an Exclusive Negotiation Agreement with a developer for development of the site with a mixed-use homeownership and rental housing project. The affordable rental product will be a 100% affordable, 100-unit workforce rental project and the homeownership units will provide 10% of the proposed 121 units to low and moderate income buyers. Staff is currently working with the developer to submit an application for Affordable Housing and Sustainable Communities Program funding (AHSC) and is assessing the development parameters of the site in preparation for the development process.

The property known as the Karcher/UEI site is an AHA-owned site recently assembled for the development of a multi-generational affordable housing project. The Karcher/UEI site is located on Harbor Boulevard and West Carl Karcher Way. Staff is currently assessing the development parameters of the site in preparation for an RFP process to seek development proposals.

The property known as the Matrix site is an AHA-owned site assembled for the development of an affordable rental housing project. The Matrix site is located at the southwest corner of Anaheim Boulevard and Midway Drive. The AHA recently entered into an Exclusive Negotiation Agreement with a Developer to develop the site with a 100% affordable, 86-unit workforce rental housing development. Staff is currently working with the developer to submit an application for a tax credits to the California Tax Credit Allocation Committee (TCAC) and is assessing the development parameters of the site in preparation for the development process.

PHA Goal: Improve the quality of assisted housing

During FY 2019-2020, AHA achieved a high performer SEMAP rating. AHA also continues to carry out a robust Quality Control program on all tenant files, for income calculation and quality of inspections.

The City of Anaheim has continued to seek opportunities to revitalize low-income neighborhoods characterized by substandard living conditions and high call for service, as evidenced in the Avon Dakota and Hermosa Village neighborhoods. Avon Dakota and Hermosa Village consist of multi-phased projects involving the acquisition and rehabilitation of apartment complexes and conversion of market rate units to long term affordable units.

The first phase of the Avon Dakota revitalization project was completed in 2013 and included the acquisition and rehabilitation of 16 units to provide affordable for low income families. The second phase of the project, consisting of 21 units for low income families was completed in January of 2019. Since 2014, the City has acquired nine additional properties in the Avon Dakota

Neighborhood, totaling 22 units. These properties will be rehabilitated or will be part of a new construction project to provide affordable housing as part of a future phase three project.

The Hermosa Village Neighborhood Revitalization project consists of four phases completed between 2002 and 2008. The Phase I project consisting of 294 units resyndicated in 2017, which included the rehabilitation of the units to meet current standards, improving on-site resident amenities and adding four units to the project for a total of 297 units. The Phase II project consisting of 112 units also resyndicated in November 2019 to provide the capital to rehabilitate the Project and extend the affordability for an additional 55 years. The Developer was successful in receiving a Tax Credit funding allocation from TCAC and Bonds from the California Debt Limit Allocation Committee (CDLAC) in April of 2020. The Phase II rehabilitation commenced in November 2020 and is expected to be completed in November 2021. All four phases in the Hermosa Village project consist of a total of 521 units.

As part of AHA's neighborhood revitalization efforts, the AHA is utilizing its own land for the development of the El Verano Apartments and the Manchester/Orangewood affordable housing projects. The AHA does not own the land for the Econo Lodge PSH site, but provided funding for the project to assist in the rehabilitation and conversion of a blighted motel. The El Verano Apartments was completed in November 2020 and the Econo Lodge PSH and Manchester/Orangewood projects are expected to be completed in May 2021 and September 2021, respectively. The El Verano project added 53 units for seniors and homeless seniors, the Econo Lodge PSH will create 69 units for homeless individuals and the Manchester/Orangewood project will create 101 new affordable housing units for working families and homeless families for a total of 223 new affordable rental units. The Salvation Army PSH, the Matrix workforce rental housing and the Beach Boulevard workforce rental and homeownership projects, currently in the development pipe-line will add another 268 affordable units to the AHA's affordable housing inventory.

PHA Goal: Increase assisted housing choices

The AHA continues its mobility agreement with three other PHA's in Orange County, (the Garden Grove Housing Authority, the Orange County Housing Authority, and the Santa Ana Housing Authority), as an effort to increase housing choices throughout the county. Additionally, AHA maintains its contract with Go Section 8, a property listing service providing free listing options for landlords that allows program participants to search rental units that accept AHA rental-assistance.

PHA Goal: Promote self-sufficiency of assisted households

During FY 2019-2020, AHA enrolled 13 new Section 8 tenants into its Family Self-Sufficiency (FSS) program for a grand total of 98 participants utilizing this resource.

AHA continued strengthening its relationship with different partners in the FSS program to provide participants with a wide array of resources that can help them achieve their education and career

goals. AHA worked closely with multiple local colleges to expand supportive services. Fullerton College's Extended Opportunity Program & Service (EOP) office provided assistance with books that participants may need during their enrolled semesters. The North Orange County Community College District (NOCCCD) offers many classes to program participants that range from job seeking skills to specialized job and educational training. They also helped program participants with transportation by offering bus passes. Women Helping Women (WHW) offered participants job seeking and retaining skills and resources. AHA's partnership with Boys Town helped provide supportive services to individuals who are suffering from abuse, addiction, abandonment or violence. Lastly, AHA also strengthened its relationship with NeighborWorks Orange County who specializes in realty services. They offer participants help with housing counseling and education regarding credit and home ownership.

PHA Goal: Ensure equal opportunity in housing

Fair housing and reasonable accommodation information is provided in AHA's briefing packets and notices. Fair housing information is also provided in the lobby and clients can utilize the Fair Housing Foundation's services, with whom the City has a contract.

PHA Goal: Expand the Continuum of Care to assist the homeless population in Anaheim.

AHA operates a homeless set aside program, which entails a preference for homeless families in Anaheim who are referred by a local homeless service provider. In 2019-2020, AHA began accepting referrals for up to 50% of its annual new admissions.

AHA continues to participate in several committees for the Continuum of Care and coordinates with other PHAs in Orange County to strategize addressing homelessness.

During FY 2019-2020, the City served 1,957 persons through Emergency Solutions Grant Program (ESG), which is dedicated to preventing homelessness, reducing the number of homeless on the street and providing services to the sheltered and unsheltered.

The City also continued funding the Homeless Assistance Pilot Program (HAPP), which combines ESG and HOME funds to provide case management and rental assistance to program participants. The program focuses on assisting homeless families that have children attending Anaheim schools. During FY 2019-2020, the HAPP program served families. Of the 50 families served, 2 completed the program and moved to permanent housing and the rest are still being assisted.

In addition, the City also continued funding the Chronically Homeless Individuals Pilot Program (CHIPP), operated by Mercy House Living Centers and the Illumination Foundation. The program provides individuals with case management services and tenant based rental assistance. During FY 2019-2020, the CHIPP program served 40 individuals.

B.7 Resident Advisory Board (RAB) Comments

The Anaheim Housing Authority (AHA) Resident Advisory Board (RAB) meeting was held on Thursday, January 28, 2021 at 1 p.m. to discuss the FY 2021-2022 PHA Annual Plan and changes to the Administrative Plan. In compliance with COVID-19 related health advisories and directives from public health, County, and State officials, the meeting was held virtually via Zoom.

An invitation letter and email was sent to 69 current and prospective RAB members to attend and participate in the RAB meeting. A subsequent email reminder was sent the morning of the meeting. Six tenants attended the RAB meeting.

The meeting began with an introduction of PHA Plan and the RAB. This portion explained what documents were going to be reviewed and why this meeting is required. Next, the RAB discussed the proposed policy changes and then reviewed the PHA Plan. The RAB meeting closed with additional comments and questions from the members.

Below are the comments and questions from the RAB at the January 28, 2021 meeting:

- While discussing policy change under 3-I.F., a RAB member thanked staff for discussing verification of custody or legal guardianship because they were interest in possibly becoming a foster parent.
AHA staff asked the tenant to please report to their Housing Specialist if they decided to become a foster parent. All household members need to be reported when being added to a household.
- While discussing policy change under 7-I.D., a RAB member asked what would happen if their employer was not capable of providing employment verification.
AHA staff explained that the Housing Specialist would follow the verification hierarchy and attempt to collect different types of verifications. AHA staff reviewed the verification hierarchy with the members.
- While discussing policy change under 8-III.D., a RAB member asked if the word “motor homes” would be replaced with “manufactured homes” as well.
AHA staff noted the question and verified that the word “motor home” is not used in the Administrative Plan.
- While discussing policy change under 11-II.C., a RAB member expressed concern for the proposed requirement to apply for unemployment to decrease their rent portion. This policy establishes policy that regularly scheduled or interim reexaminations in which the tenant portion of the rent would decrease, would only be processed upon verification that they have applied for unemployment benefits. The RAB member stated that tenants may not have internet access and may not be able to apply for unemployment, therefore this should not delay the processing of their income decrease. They also stated that some households may not have money saved up to cover their rent when their income has

decreased, therefore the decrease should be processed upon notification of income loss. Lastly, they asked would someone without internet do if they lost their job and could not apply for unemployment.

AHA staff explained that the proposed policy change would allow AHA to process the recertification upon verification that the tenant has applied for unemployment. The decrease would not be delayed by waiting for the award determination; therefore, they would not have to pay their full rent amount the next month following the income loss. The policy also proposes that the tenant would have to report the award decision once it is made, and then AHA would process another interim recertification afterwards to adjust rent subsidy amount again. Another RAB member explained that anyone could apply for unemployment through a smart phone if they didn't have internet access at home. AHA staff also explained that residents are welcomed to seek help from Anaheim's Workforce Connection Center who can provide assistance in applying for unemployment.

- While discussing policy change under 12-I.E., a RAB member asked how AHA would find out if someone absent from the unit for over 30 days. They commented that an individual undergoing an emergency surgery who does not have an emergency contact might not be able to notify AHA immediately of the absence.

AHA staff explained that if we tried to reach a tenant and could not get a hold of them, the Housing Specialist would try reaching out to the landlord or the contacts listed under Form HUD 92006. AHA staff explained that this form identifies emergency contacts and that the tenant can choose under what conditions we may reach out to them. In addition, AHA staff asked tenants to report absences from the unit as soon as they are reasonably stable enough to do so. AHA is proposing to add language that clarifies that medical or disability related absences would be considered before determining a family absent. Therefore, AHA would take into account they were in a medical emergency and could not immediately report the absence.
- While discussing policy change under 12-I.E., a RAB member asked if AHA has had to terminate families due to insufficient family and it has an emergency fund.

AHA staff explained that terminations due to insufficient funding had not occurred throughout the staff's time with the agency, which is since 2018, but was not sure if they occurred before that. AHA staff explained that the agency had stopped new voucher issuance for several months when it did not have funding to support more families. AHA staff clarified that there is an existent reserve.
- A RAB member asked if a one-time settlement amount for a car accident would increase their rent.

AHA staff clarified that one-time payments are not included as income and recommended that they save the settlement documentation in case it is questioned at the time of their recertification.
- While discussing B.1 the "Revision of PHA Plan Elements" section of the PHA Plan, a RAB member asked what deconcentrating means.

AHA staff explained that deconcentrating efforts and policies increase the areas where program participants can lease up to prevent segregation of program participants.

- A RAB member asked what would happen if the head of household and their spouse split up, but both want remain receiving assistance. They also asked if the co-head or spouse can have their own waiting list application. Current policy does not allow this, so the RAB member recommended that co-head and spouses be allowed to have separate applications on the waiting list.
AHA staff explained that vouchers cannot be split up if the household members separate. It was also explained that AHA policy “4-I.B. Applying for Assistance” only allows “other adults” to have their own separate application. Spouses and co-heads cannot. It was recommended that the household in this situation consider changing the “co-head” to “other adult” so that they could be in compliance with AHA policy. AHA staff noted the RAB member’s policy recommendation.
- While discussing the proposed policy changes, all RAB members expressed support and did not recommend any changes to the policies listed below:
 - 3-I.F. – Establishes a policy that requires that families with dependents provide appropriate verification of custody or legal guardianship, as necessary, and establishes what types of verifications may be accepted.
 - 3-I.L. – Requests to copy over policies pertaining to “family absences” from Chapter 12 onto Chapter 3
 - 6-I.G. – Establishes a policy that addresses AHA practice when the withdrawal penalty amount of an accessible asset is unclear. This policy establishes 20% withholding deduction when determining the value of the asset. This policy also clarifies that retirement accounts that are only accessible through the form of a hardship will be considered accessible. Retirement accounts that are only accessible through the form of a loan will not be considered accessible.
 - 7-I.B. and 7-I.E. – Removes requirement that self-certifications must be signed in the presence of a AHA representative or notary public.
 - 7-I.D. – Clarifies what factors will be used to determine that a document is original and authentic.
 - 7-I.D. – Establishes policies that detail time frames that AHA will abide when navigating through the hierarchy to ensure that each level is met and that adequate time has been granted.
 - 8-III.D. - Replaces the word “mobile home” to “manufactured home” to match the rest of the Administrative Plan.
 - 11-II.B. – Establishes a policy to continue the practice of conducting an interim reexamination when a new family member is added to calculate an accurate rent

subsidy amount. Also establishes a policy that requires that families wanting to add a dependent provide appropriate verification of custody or legal guardianship, as necessary, and establishes what types of verifications may be accepted.

- 11-II.D. – Modification to interim reexamination effective date policy so that language aligns with that under the regular reexamination effective date policy. No substantive change for either type of reexamination.
- 12-I.E. - Clarification that requests to be absent beyond the initial 30 days must be made in writing, at least ten business days prior to the end of the initial absence period. Also adds language that AHA will consider if extended absence were due to medical or disability-related reasons before considering a family permanently absent.
- 12-I.E. - Establishes that only families who have over \$10,000 in assets will be considered under insufficient funding termination policies.
- 15-VI.C. – Establishes a policy that clarifies what the PHA will do if HAP exceeds rent to space to owner (we will give remaining balance to family); and establishes what verifications we will accept to determine monthly loan payment amounts.
- 16.X. – Updated the COVID-19 waivers extensions granted under Notice PIH 2020-33 and added mainstream related waivers.

Resident Advisory Board Members:

Victoria Corbett

Linda Adair

Karina Garcia

Shukri Hajmeirza

Constance K Arnopoulos

Abdul Nasser Tarife