PROPOSED CHANGES

2027 Year Public Housing Plan

The Public Housing Authority (PHA) must define any significant changes to its policies or plans. The PHA defines a "substantial deviation" and "significant amendment/modification" as any change in policy which significantly and substantially alters the Authority's mission and the persons the Authority serves. The proposed changes below have not been deemed "significant".

New language is indicated in red. Deleted language is shown as ~~strikeout.~~

ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

1. Chapter 2, Student Eligibility, Page 2-5, Match HCV Language

2. Chapter 2, Live-in Aides, Page 2-7, Match HCV Language

3. Chapter 2, Live-in Aides, Page 2-8, Match HCV Language
    a. An individual approved as a live-in aide may not be a participant of any subsidized PHA program or receive a subsidy or benefit from any PHA while residing with another PHA program participant as a live-in aide.

Explanation of Change: Updating language to clarify the role of a live-in aide.

4. Chapter 2, Joint Custody of Children, Page 2 -9

    a. When each parent has a separate application on the waiting list and both share equal physical (50/50) custody of the child(ren), the parent whose address is listed on the child(ren) school records will be allowed to claim the school-aged child(ren) on their household composition.

    To determine which parent may claim a non-school aged child(ren) on their household composition, the PHA may require additional verification.

Explanation of Change: Updating language to clarify the role of a live-in aide.

5. Chapter 2, Penalties for Failure to Disclose and/or Provide Documentation of the SSN, Page 2 -13

~~Applicants to the Section 8 Moderate Rehabilitation Single Room Occupancy (SRO) Program for Homeless Individuals, under 24 CFR 882 may be admitted to the program without providing the requested documentation (prior or at admission); however, the individual must provide the PHA with such documentation within ninety (90) calendar days from the date of admission. The PHA may grant the individual one (1) ninety (90) day extension, at its discretion, if it determines that the individual's failure to comply with the SSN documentation requirement was due to unforeseen circumstances outside the control of the family. If upon the expiration of the time period allowed, the individual fails to comply with the SSN disclosure and documentation requirements the PHA must terminate the~~

~~individual's tenancy, or assistance, or both.~~

Explanation of Change: The language is being removed since the PHA no longer has a Section 8 Moderate Rehabilitation Program, HUD has discontinued the program.

6. Chapter 2, Applicants with Non-Biological Minor Children, Page 2 -10

APPLICANTS WITH NON-BIOLOGICAL MINOR CHILDREN:

An applicant who wishes to include non-biological child(ren) must provide documentation that he or she is authorized to act as a legal guardian to the child or children. Appropriate documentation of legal guardianship may include:

- A court-ordered guardianship order (letters of guardianship issued by the court);
- A notice from the county welfare department verifying the child resides with the applicant and the applicant has care, custody and control of the child(ren);
- A letter of placement from a foster care or adoption agency;
- A notarized letter or self-certification stating that the applicant has been granted custody of the child(ren) from the absent parent of the child stating the applicant has been granted custody/guardianship of the child;
- If custody of child(ren) is temporary, less than six months, the applicant must disclose the duration of custody
- A letter from each school-aged child's school verifying the address at which the child is registered as well as the identity of the person who is listed as the legal guardian of the child; or
- Other verifiable documents which establish the child as a member of the household.

Explanation of Change: Adding additional language to receive clarification on duration of temporary custody.

7. Chapter 4, RESIDENT SELECTION AND ASSIGNMENT PLAN, Page 4 – 6

Emergency Housing Voucher (EHV) Families

In accordance with HUD Notice PIH 2025-19 and any subsequent HUD guidance, current Emergency Housing Voucher (EHV) families placed on the Housing Choice Voucher (HCV) waiting list under HUD-authorized waiver authority will remain on the HCV waiting list while participating in the EHV Program.

An EHV family will be removed from the HCV waiting list if, prior to being selected from the HCV waiting list, the family:

- Is terminated from the EHV Program due to non-compliance with program requirements; or
- Voluntarily withdraws from or otherwise self-terminates participation in the EHV Program.

This provision does not apply to families that successfully transition from the EHV Program to the Housing Choice Voucher Program, are admitted to a Public Housing unit, or whose EHV assistance ends after they have been admitted to the Housing Choice Voucher Program.

Explanation of Change: Providing additional context regarding the Emergency Housing Vouchers for admission into a public housing unit.

8. Chapter 4, RESIDENT SELECTION AND ASSIGNMENT PLAN, Page 4 -11

N. Plan for Unit Offers
The plan for selection of applicants and assignment of dwelling units to ensure equal opportunity and non-discrimination on the grounds of race, color, sex, religion, or national origin is:

- **Two offers-** The applicant shall be offered a suitable unit based on the wait list(s) to which they have applied. If the first offer is rejected a final unit offer will be made.
- **One offer-** The applicant shall be offered a single unit for each site-based wait list(s) from which they have been selected.

PHA will consider mitigating circumstances prior to removal from the waitlist.

Explanation of Change: Adding language to help an applicant understand that they will receive only one offer for site-based wait list if they refuse the unit being offered since the applicant selected the property to apply for occupancy.

9. Chapter 7, Verification Procedures, Page 7 -17

G. Verification of Allowable Deductions from Income

~~When the person who is enabled to work is a person with disabilities who receives the Earned Income Disregard (EID) or is a full-time student whose earned income above $480 is excluded, child care costs related to enabling the family member to work may not exceed the portion of the person's earned income that actually is included in annual income. For example, if a family member who qualifies for the EID makes $15,000, but because of the EID only $5,000 is included in annual income, childcare expenses are limited to $5,000.~~

Explanation of Change: Update due to HOTMA regulation change

10. Chapter 9, Leasing, Page 9 -13

F. Utility Services

Residents must provide proof of utility connection for all tenant responsible utilities prior to move in.

Explanation of Change: Adding language for the resident's to provide proof of for utility connection.

11. Chapter 9, Leasing, Page 9 -19

Housekeeping Standards: Inside the Unit

- Entire unit should be clean, free of dirt and grease; excessive mildew should be removed.
- Floors should be clean, clear, and free of hazards.
- Trash shall be disposed of properly and not left in the unit, or next to unit entry doors or hallways.
- Throughout the unit, including food storage areas, housekeeping should be such that it does not contribute to rodent or insect infestation.
- The kitchen should be kept clear of spilled food and grease. Appliances should be kept clean.

- Storage areas and closets should be neat and clean. No flammable materials should be stored in the unit.
- Gas powered equipment and vehicles including motorcycles,
- Lithium-ion battery operated vehicles and toy vehicle devices, electric bikes, electric scooters, and electric motorcycles are not to be stored or charged inside any PHA structures (units, community rooms, offices, etc.)

Explanation of Change: Updating language to include items that may cause a fire in the unit.

12. Chapter 9, Leasing, Page 9 -28

AC. Memorial Displays

Memorials will be permitted on PHA property under the following conditions:

- Displays shall not be placed in front of any office, pedestrian walkway, roadway, parking space, or affixed to any structure or tree
- Displays will be allowed for a maximum of two weeks.
- Displays shall not be a fire hazard (lit candles left unattended)

Explanation of Change: Adding language regarding a time limit on memorials that are erected on public housing properties.

13. Chapter 23, Language Access Plan, Page 23 -1

Executive Order 14224 formally rescinded Executive Order 13166, which had required federal agencies and recipients of federal funding to provide services tailored to individuals with limited English proficiency. Executive Order 14224 establishes English as the unified language for government operations; the order explicitly allows agencies the flexibility to continue providing necessary documents and services in other languages based on their specific mission requirements. HUD will no longer provide non-English translation services, and all correspondence, publications, and digital content will be produced exclusively in English. Printed or digital materials referencing translation services—or presented in languages other than English—will be removed from HUD offices and HUD-websites and replaced with English-only versions.

Explanation of Change: Adding language to match current regulations.

HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN
(Admin Plan)

SHRA no longer has a Section 8 Moderate Rehabilitation Program, HUD has discontinued the program. All references to this program have been removed from all chapters of the Admin Plan.

14. Chapter 1, Statement of Policies and Objectives, Page 1-5

~~**J. LANGUAGE ASSISTANCE FOR LIMITED ENGLISH PROFICIENCY (LEP) PERSONS**~~

~~The PHA provides individuals with Limited English Proficiency (LEP) equal access to participation in its programs at the same level as native English speakers. Specific information can be found in Chapter 27: Language Access Plan describing outreach activities and translation of documents to assist families with limited English proficiency.~~

Explanation of Change: Refining wording for clarity and conciseness, there is a dedicated chapter to Language Assistance for Limited English Proficiency

15. Chapter 2, Eligibility for Admission, Page 2-6

An existing household member may not be approved as a Live-in Aide. A previously removed household member returning as a Live-In Aide must provide verification of current residency at a location other than the assisted unit before they can be approved as a Live-in Aide.

Explanation of Change: Adding clarity that a current family member cannot be removed from the household and be added back without establishing residency to limit fraud.

16. Chapter 2, Eligibility for Admission, Page 2-7

A live-in aide may only reside in the unit with the approval of the PHA. Written verification of the need for a live-in aide will be required. ~~from a doctor or other medical professional, a peer support group, a non-medical service agency, or a reliable third party who is in a position to know about the individual's disability. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly (62 years of age or over), near-elderly (50-61 years of age) or disabled. A specific live-in aide may only reside in the unit with the approval of the PHA.~~ The live-in aide will be subject to the PHA's normal screening criteria and the PHA may deny the live-in aide if he or she fails to meet such criteria.

After a reasonable accommodation (RA) request for a live-in aide is approved by the Reasonable Accommodation Compliance Committee (RACC), the RACC will send the family a letter. This letter will inform the family that they must submit a written request to add a live-in aide within 120 days of the approval letter. If the family fails to identify a prospective live-in aide this 120-day time period, the request will become void. If the family still requires the accommodation of a live-in aide, they must restart the process by submitting a new RA request for a live-in aide.

~~If the live-in aide or his or her family members participate in drug-related or other criminal activity, the PHA will rescind the aide's right to occupy the unit. The aide will not be entitled to the PHA's grievance hearing process since he or she is not a HCV program participant.~~

If the live-in aide or any member of the live-in aide's family engages in drug-related or other criminal activity in the subsidized unit or around the neighborhood, or in threatening, abusive, or violent behavior toward PHA personnel or contractors, the PHA will revoke the live-in aide's authorization to reside in the unit. Because the live-in aide is not a participant in the HCV program, the live-in aide is not entitled to the PHA's grievance hearing process.

An individual approved as a live-in aide may not be a participant of any subsidized PHA program or receive a subsidy or benefit from any PHA while residing with another HCV program participant as a live-in aide.

Explanation of Change: Refining wording for clarity and conciseness

17. Chapter 2, Eligibility for Admission, Page 2-8

Joint Custody of Children

When each parent has a separate application on the waiting list and both share equal physical (50/50) custody of the child(ren) ~~or children~~, the parent whose address is listed on the child(ren) ~~or children's~~ school records will be allowed to claim the school-aged child(ren) on their household composition. ~~as a dependent~~.

To determine which parent may claim a non-school aged child(ren) on their household composition, the PHA may require additional verification.

Explanation of Change: Refining wording for clarity and conciseness of verification requirements.

18. Chapter 2, Eligibility for Admission, Page 2-8

Applicants with Non-Biological Minor Children

An applicant household who wishes to include a non-biological child(ren) must provide documentation verifying ~~proving~~ they ~~have~~ are authorized to act as a guardian to the child(ren). Documentation may include but is ~~are~~ not limited to:

- Court-ordered letters of guardianship;
- A notice from the county welfare department verifying that the child is in the home of the applicant;
- A letter of placement from a foster care or adoption agency;
- A notarized letter from the parent of the child stating that the applicant has ~~been granted custody~~ a guardianship arrangement of the child(ren);
- Documentation from the child's elementary, junior or high school verifying the address at which the child is registered and the name of the individual who is listed as the guardian; or
- Other verifiable documents which establish the child as a member of the household.

If guardianship arrangement of the child(ren) is temporary, the applicant must disclose the duration of custody.

Explanation of Change: Refining wording for clarity and conciseness of verification and duration.

19. Chapter 2, Eligibility for Admission, Page 2-8

C. INCOME LIMITATIONS
(24 CFR §§982.201, 982.353)
To be eligible for assistance, at the time of application, an applicant's annual income may not ~~must have an annual income at the time of admission that does not~~ exceed the ~~very low-~~income limits for occupancy established by HUD.

Explanation of Change: Refining wording for clarity and conciseness of verification requirements

20. Chapter 2, Eligibility for Admission, Page 2-10

Addition of a New Household Member:

When a participant requests to add a new household member ~~who is six years of age or under~~ and has an assigned SSN, ~~to the family,~~ the participant must disclose the assigned SSN and provide the PHA with the documentation at the time of such request, or at the time of processing the interim or annual reexamination ~~of family income and/or composition~~. If the family is unable to provide the required documentation of the SSN, the PHA may not add the new household member until the family provides such documentation.

If a minor under the age of six is added to the applicant's household prior to lease up~~, within a six month period prior to the household's date of admission to the program,~~ the applicant may become a participant, so long as the minor child's SSN is received within 90 days of the admission to the program.

If the PHA determines, at its discretion, that the applicant family could not supply the Social Security documentation through no fault of their own, it will grant the applicant family an additional 90 days to provide documentation of the SSN for the minor child. If the family fails to supply the required documentation at the end of the given time frame (90 or 180 days), the ~~applicant or~~ participant family will be removed from the program and will be offered an informal hearing review (IHR) ~~if they are still an applicant or an informal hearing if they are a participant family~~.

- **Participants**: The PHA will terminate the housing assistance of the entire household if each member of the household required to disclose his/her SSN does not disclose his/her SSN and provide the required documentation.

However, if the family is otherwise eligible for continued assistance the PHA, at its discretion, may defer the family's termination and provide the family with an opportunity to comply with the requirement within a period not to exceed 90 calendar days from the date the PHA determined the family is not in compliance with the SSN disclosure and documentation requirement~~., if the PHA determines:~~

- ~~The failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside the control of the family; and~~
- ~~There is a reasonable likelihood that the family will be able to disclose the SSN and provide such documentation of the SSN by the deadline~~.

Explanation of Change: Refining wording for clarity and conciseness to comply with regulation

21. Chapter 4, Removal from Waiting List and Purging, Page 4-5

Emergency Housing Voucher (EHV) Families

In accordance with HUD Notice PIH 2025-19 and any subsequent HUD guidance, current Emergency Housing Voucher (EHV) families placed on the Housing Choice Voucher (HCV) waiting list under HUD-authorized waiver authority will remain on the HCV and applicable Public Housing waiting lists.

An EHV family will be removed from all waiting lists if, prior to being selected, the family:

- Is terminated from the EHV Program due to non-compliance with program requirements; or
- Voluntarily withdraws from or otherwise self-terminates participation in the EHV Program.

This provision does not apply to families that successfully transition from the EHV Program to the Housing Choice Voucher Program, are admitted to a Public Housing unit, or whose EHV assistance ends after they have been admitted to the Housing Choice Voucher Program.

Explanation of Change: Including additional context

22. Chapter 5, Subsidy Standards, Page 5-1

The subsidy standard will not be increased for additions to the family unless the addition is due to birth, adoption, ~~or~~ court-awarded custody, or the addition of a spouse/partner with minor children.

An applicant family that consists of a pregnant woman (with no other persons in her household) must be treated as a two-person family. When determining the voucher size for an applicant family that consists of the head of household and their spouse or partner, and either are pregnant (with no other family members in the household) the unborn child will be considered in the determination of the voucher size.

Children placed with an applicant family temporarily will not be considered toward household composition or voucher/bedroom size.

Explanation of Change: Adding language to reduce confusion.

23. Chapter 6, Factors Related to Total Tenant Payment and Family Share Determination, Page 6-2

EARNED INCOME DISREGARD (EID)

This entire section is being removed.

Explanation of Change: Earned Income Disregard is no longer available per HUD regulations.

24. Chapter 6, Factors Related to Total Tenant Payment and Family Share Determination, Page 6-10

E. REMAINING MEMBER OF TENANT FAMILY - RETENTION OF VOUCHER

~~PHA-approved spouse/partner or co-head will "inherit" the voucher in the event of the death of the head of household if the spouse/partner has been part of the assisted family for the past 12 months, or has been part of the family throughout the term of assistance.~~

~~If the head of household passes away and there is no spouse/partner/co-head, an approved family member may retain the voucher if the family member has been a part of the assisted family for the past 12 months or has continually been part of the family throughout the term of assistance. If there are minor children in the home, refer to the "Caretaker for Child(ren)" section above.~~

The Housing Choice Voucher issued to the assisted family is not transferable or assignable to another individual. Except as specifically provided elsewhere in this Administrative Plan, including policies governing family break-up, legal guardianship, or as required as a reasonable accommodation for a person with a disability, the PHA will not approve a change in the Head of Household. Under this section, a change in the Head of Household is permitted only upon the death of the current Head of Household.

Upon the death of the Head of Household, the PHA may approve an eligible remaining family member to become the new Head of Household and continue receiving assistance if all of the following conditions are met:

- The individual is an approved member of the assisted household at the time of the Head of Household's death;
- The individual has been a member of the assisted household for at least the preceding 12 consecutive months, or has been a member of the household continuously since the family first received Housing Choice Voucher assistance, if less than 12 months; and
- The household continues to meet all Housing Choice Voucher Program eligibility requirements.

If the remaining family includes a PHA-approved spouse, partner, or co-head who meets the above criteria, that individual will generally be approved as the new Head of Household.

If there is no eligible spouse, partner, or co-head, another adult remaining household member who meets the above criteria may be approved as the new Head of Household.

If the only remaining household members are minor children, the PHA will follow the policy outlined in the "Caretaker for Child(ren)" section of this Administrative Plan.

Explanation of Change: Refining wording for clarity and conciseness.

14. Chapter 6, Factors Related to Total Tenant Payment and Family Share Determination, Page 6-12

K. ALIMONY AND CHILD SUPPORT

(24 CFR §5.609(b)(7))

Regular alimony and child support payments are counted as income for calculation of the Total Tenant Payment.

If the amount of child support or alimony received is less than the amount granted by the court, the PHA will use the amount granted by the court unless the family can verify that they are not receiving the full amount ~~and verification of item(s) as follows:~~

- ~~The PHA receives verification from the agency responsible for enforcement or collection;~~
- ~~The family furnishes documentation of a child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement, or collection action through an attorney; or~~

~~Online printout from the Department of Child Support Services, the Department of Social Services, or the Department of Human Assistance websites.~~

Explanation of Change: Streamlining section, requirements for this income verification are in Chapter 7, page 6

15. Chapter 7, Verification, 7-6

Alimony or Child Support Payments

A family's alimony or child support income is based on payments received, not the amounts the family is entitled to receive based on any court or agency order.

Acceptable methods of verification include, ~~in this order~~:

- Copy of last two (2) checks and/or payment stubs for the tenant provided by the court,
- Copy of the most current court order,
- A written accounting or other statement from a local child support agency,
- Copy of a separation or marital settlement agreement or a divorce decree (court order) stating amount and type of support and payment schedules,
- PHA verification form completed by payment provider,
- Oral verification by staff from the Department of Child Support Services (DCSS), ~~and~~

If payments are ~~irregular~~ not paid in equal and regular installments, the family may be asked to provide one or more of the following:

- A printout directly from the payment source showing the payments over the last twelve months,
- PHA verification form completed by parent provider,
- A welfare notice of action (NOA) showing amounts received by the welfare agency for child support, or
- ~~A written statement from an attorney certifying that a collection or enforcement action has been filed against the parent responsible for making the payments~~

If none of the above methods can be obtained following HUD defined hierarchy, tenant declaration can be accepted. Tenant declaration must have the following:

- signed under penalty of perjury,
- amount received and of the likelihood of support payments being received in the future,
- or statement that support payments are not being received.

Explanation of Change: Refining wording for clarity and conciseness of verification requirements. A written statement from an attorney does not verify the current income received.

15. Chapter 7, Verification, 7-13

Verification of Disability

~~The family may verify the~~ Disability of a family member can be verified through the EIV system verification, ~~that~~ disabled member's receipt of Supplemental Security Income (SSI) benefits based on disability, Social Security Disability Insurance (SSDI), or by appropriate diagnostician, including but not limited to a physician, psychiatrist, licensed clinical social worker, therapist, rehabilitation specialist, or psychologist, using the HUD language as the verification format. ~~Receipt of a VA letter stating that the Veteran receives "Service Connected Disability" will also suffice as verification of a disability.~~ This threshold is not used for purposes of evaluating a request for a reasonable accommodation. ~~(refer to Chapter 1)~~.

Explanation of Change: The VA letter does not meet HUD requirements for this verification.

16. Chapter 8, Voucher Issuance and Briefings, Page 8-5

Voucher Extensions

The PHA may approve a 90- day ~~60-day~~ extension to the voucher term. All requests for an extension must be received orally or in writing, prior to the expiration of the voucher. Any request received after the voucher has expired may be denied. Any additional extension requires a Supervisor's approval. The PHA will notify the family in writing of voucher extension approvals and denials. The PHA may request a copy of the family search record in order to grant any additional extension.

Explanation of Change: Providing an additional time for housing search

17. Chapter 8, Voucher Issuance and Briefings, Page 8-6

~~**Division of family due to divorce or legal separation**~~
Division of Family Due to Divorce, Legal Separation, or Family Break-Up

~~When a family assisted under the HCV program or an applicant family becomes divided into two otherwise eligible families due to divorce, legal separation, or the division of the family absent a court's decision or order, the supervisor may consider the following factors to determine which of the families will continue to be assisted:~~

- ~~Which of the two new family units has custody of dependent children~~
- ~~Which family member was the head of household when the voucher was initially issued (listed on the initial application)~~
- ~~The composition of the new family units and which unit contains elderly or disabled members~~
- ~~Whether domestic violence was involved in the breakup, separation, or divorce~~
- ~~Which family members remain in the unit~~
- ~~Recommendations of social service professionals~~

When an applicant family or a family receiving Housing Choice Voucher (HCV) assistance separates into two otherwise eligible family units due to divorce, legal separation, or family break-up in the absence of a court order or other legally binding determination regarding the disposition of the voucher assistance, the PHA will determine which family will continue to receive assistance.

In making this determination, the PHA may consider, including but not limited to, the following factors:

- Which family unit has primary custody of any dependent child(ren);
- Which family member was the original Head of Household at the time the family first received Housing Choice Voucher assistance;
- The composition of each resulting family unit, including the presence of elderly or persons with disabilities;
- Whether the separation resulted from domestic violence, dating violence, sexual assault, stalking, or human trafficking, consistent with applicable federal requirements;
- Which family members continue to reside in the assisted unit; and
- Recommendations or documentation provided by social service professionals or other qualified third parties, as appropriate.

~~Documentation of these factors will be the responsibility of the requesting parties.~~

~~If documentation is not provided, the PHA will terminate assistance on the basis of failure to provide information necessary for a recertification.~~

The PHA may consider any other relevant information or documentation necessary to make an equitable determination. The requesting parties are responsible for providing documentation supporting their request.

If the requested documentation is not provided within the timeframe established by the PHA, the PHA will make its determination based on the information available. Failure to provide information necessary to determine continued program eligibility may result in denial or termination of assistance in accordance with program requirements.

Explanation of Change: Refining wording for clarity and conciseness

18. Chapter 10, Housing Quality Standards, NSPIRE, and Inspections, Page 10-4

Inspection Reinspection Fees
If an initial inspection, turn-over inspection or annual inspection does not pass within the first two scheduled inspections, the third scheduled inspection and every inspection approved thereafter may be charged a $35 inspection fee payable to SHRA.

Explanation of Change: This policy is intended to encourage landlords to be fiscally responsible by minimizing unnecessary inspection costs and scheduling inspections only after all required unit repairs have been completed.

19. Chapter 10, Housing Quality Standards, NSPIRE, and Inspections, Page 10-4

Time Standards for Repairs

Emergency items must be corrected within 24 hours of notification.

~~Repairs for non-emergency items must be made within 30 days of the inspection fail date. An extension beyond the 30-day period may be approved by a Supervisor or Program Manager upon written request from the owner, with verifiable documentation. If the tenant is responsible and corrections are not made during the timeframe provided to the family, the PHA will terminate the HAP contract when assistance is terminated. A PHA supervisor may grant a time extension to a repair deadline in lieu of abatement in the following cases: if there is an unavoidable delay in completing repairs due to difficulties in obtaining parts or contracting for services, or if the repairs must be delayed due to climate conditions.~~

Repairs for non-emergency deficiencies must be completed within 30 days of the inspection failure date. An extension beyond the 30-day period may be approved by a Supervisor or Program Manager if the owner submits a written request with verifiable supporting documentation. Extensions may be granted instead of abatement when repairs are delayed due to unavailable parts (when the required part is not readily available through normal open market sources within a reasonable time frame), contractor scheduling, or weather-related conditions.

If the deficiency is the family's responsibility and the required corrections are not completed within the specified timeframe, the PHA will terminate housing assistance, resulting in termination of the HAP contract.

Explanation of Change: Expanding for clarity

20. Chapter 12, Recertifications, Page 12-1

Recertification Notice to the Family

The PHA will maintain a recertification tracking system and the household will be notified by mail and electronically at least 90 days in advance of the anniversary date; however, documents will be due prior to the anniversary date. The PHA may require that a family attends a recertification appointment. If requested as an accommodation by a person with a disability, the PHA will provide the notice in an accessible format. The PHA will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. ~~A list of all pertinent agencies that may be able to assist the family will be provided with the recertification notice.~~

Explanation of Change: SHRA offers staff assistance

21. Chapter 12, Recertification, Page 12-3

Increases in Income

Program participants must report all changes in household income in writing within thirty (30) days of the change. The PHA will conduct interim recertifications for any income increases for families who:

- Are Family Self Sufficiency program participants or;
- Are Home Ownership program participants or;
- Have zero income or;
- ~~Have an Earned Income Disregard (EID) at the end of the 24-month period or;~~
- Have a repayment agreement for a debt owed to the PHA or;
- Failed to report a change timely.
- Request by the participant in writing to have the increase processed
- The family's adjusted unearned income has increased 10% or more in annual adjusted income.
    - ~~The PHA will not consider any increases in **earned income** when calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction during the same reexamination cycle.~~

Explanation of Change: Updating to wording to match current regulation

22. Chapter 12, Recertifications, Page 12-4

Decreases in Income

Program participants must report all decreases of income in writing within 30 days. The PHA must process the change if a decrease in income of at least 10% decrease of adjusted income is reported.

When a family is at zero Housing Assistance Payment, any reported change ~~decrease~~ of income or household composition that may result in a Housing Assistance Payment must become effective before the expiration of the 180-day period and will be reviewed by staff to determine continued eligibility for assistance.

Explanation of Change: Revising language to ensure compliance

23. Chapter 11, Owner Rents, Rent Reasonableness, Page 12-6

TIMELY REPORTING OF CHANGES IN FAMILY COMPOSITION

Changes in family composition require an interim recertification and may result in a change to the tenant rent. The voucher size may be changed at the next annual recertification or if client is in the move process. If the interim change of household results in a change to the voucher size, the change in voucher size may be captured at the interim.

Explanation of Change: Adding for cost savings measure.

24. Chapter 13, Moves with Continued Assistance/Portability, Page 13-1

If a participating family appeals a decision by the PHA that they have ~~it has~~ violated a program obligation and ~~is~~ are awaiting a hearing on the matter, the PHA will issue the family a voucher to move if:

1. The assisted lease for the old unit has terminated because the PHA has terminated the HAP contract for an owner breach, or the lease was terminated by mutual agreement of the owner and the family with PHA approval.
2. The owner has given the family notice to move with cause~~ or has obtained a court judgment or other process allowing the owner to evict the family.~~ The PHA will follow termination procedures as described in Chapter 15 of this plan.

Explanation of Change: If the family is in the eviction process, a move will not be processed as the family is in violation of the family obligations.

25. Chapter 13, Moves with Continued Assistance/Portability, Page 13-3

Notice Requirements

The family must give the owner at least 30-day written notice of intent to vacate as specified by applicable law and must simultaneously give a copy to the PHA. The notice must be submitted to the PHA prior to inspection scheduling for RFTA submitted.~~ no later than the date the family submits a Request for Tenancy Approval (RFTA).~~

If the landlord provides notice to move with or without cause, the tenant does not have to provide notice back to the landlord before vacating the unit unless the family intends to move prior to the vacate date served by the landlord. All notices provided to the tenant by the landlord must be provided to the Housing Authority by the tenant within 15 days of being served the notice (per the HCV Family Obligations).

Explanation of Change: Refining wording for clarity and conciseness

26. Chapter 15, Denial or Termination Assistance, Page 15-13

TERMINATION - ZERO HAP ASSISTANCE TENANCIES

The family may remain in the unit at $0 Housing Assistance Payment ~~assistance~~ for 180 days. ~~after the last HAP payment.~~ Any ~~new~~ change of income, household composition, increase in rent, and or utility change resulting in a Housing Assistance Payment ~~that may restore eligibility~~ ~~for assistance~~ must become effective before the expiration of the 180-day period and will be reviewed by staff to determine continued eligibility for assistance. ~~requests submitted during this 180-day period will be reviewed by staff to determine whether the family will continue to be eligible for assistance.~~

In order for a family to move to another unit during the 180 days of receiving zero ~~HAP~~ Housing Assistance Payment -, the rent for the new unit must be high enough to necessitate a housing assistance payment and the new contract must be fully executed and activated before the expiration of the 180-day period.

Explanation of Change: Revising language to ensure compliance

27. Chapter 15, Denial or Termination of Assistance, Page 15-13

I. TERMINATION – ASSET LIMIT FOR ELIGIBLY AND CONTINUED ASSISTANCE

~~Eligibility and continued assistance asset limit to participate in program assistance includes net family assets that exceed $100,000 (adjusted annually for inflation); and/or~~

~~Families are ineligible for assistance if they own real property suitable for occupancy.~~
~~The following exceptions apply:~~

- ~~A family that receives assistance for the property from the Housing Choice Voucher Program~~
  - ~~Manufactured home~~
  - ~~Homeownership Option~~
- ~~Property jointly owned with someone else, and occupied by the other owner who is not a member of the household receiving benefits~~
- ~~A victim of domestic violence, dating violence, sexual assault, or stalking~~
- ~~A family that is offering the property for sale~~
- ~~Unit not suitable for occupancy because it does not meet the disability-related needs for all members of the family~~
- ~~Not sufficient for the size of the family~~
- ~~Location is a hardship for the family~~
- ~~Is unsafe due to physical condition~~
- ~~Property is not zoned for residential occupancy per local or state laws~~

~~Enforcement of the asset limitations defined above shall be enforced through initiation of the termination process for current participants at annual or interim recertification.~~

The PHA will apply the net family asset limitation at the time of initial eligibility for admission to the Housing Choice Voucher (HCV) Program. Applicant families are not eligible for admission if the family's net assets exceed the asset limitation established by HUD (currently $100,000, as adjusted annually for inflation).

In addition, both applicant families and current participants are ineligible for assistance if any member of the family has a present ownership interest in real property that is suitable for occupancy by the family, unless one of the exceptions below applies.

The following exceptions to the real property ownership restriction apply:

- The family is receiving HCV assistance for the property, including:
  - A manufactured home space; or
  - A unit assisted under the Homeownership Option;
- The property is jointly owned with a person who is not a member of the assisted household and the co-owner resides in the property;
- The property is owned by a victim of domestic violence, dating violence, sexual assault, or stalking;
- The property is actively being offered for sale;
- The property is not suitable for occupancy because it does not meet the disability-related needs of one or more family members;
- The property is not of sufficient size for the family's needs;
- Occupancy of the property would create a hardship due to its location;
- The property is unsafe because of its physical condition; or
- The property cannot legally be occupied as a residence under applicable state or local law.

The PHA will verify compliance with the asset limitation requirements at the time of initial eligibility. The PHA will also determine whether a current participant owns real property suitable for occupancy during annual or interim reexaminations, as applicable.

Current participants determined to own real property suitable for occupancy that does not qualify for one of the exceptions listed above will be deemed ineligible for continued assistance and the PHA will initiate termination of assistance in accordance with program requirements.

Explanation of Change: Refining wording for clarity and conciseness

28. Chapter 17, Owner or Family Debts to the PHA, Page 17-2

Repayment For Program Fraud – Families

The Housing Authority may:

- Seek repayment of money owed by families due to program fraud; and
- Review the case to determine future eligibility; and
- Refer the case to HUD Office of Inspector General (OIG) for collection or criminal prosecution, if appropriate.
- Pursue collections through a collection agency, such as Sacramento County Department of Revenue Recovery.

Explanation of Change: Adding clarification on how SHRA will pursue collection activities.

29. Chapter 21, Project Based Voucher Program, 21-11

Initial HQS Inspections

If the effective date of a Project Based initial inspection is more than ~~90~~ 120 days from the effective date of the lease and tenancy addendum, another inspection is not necessary as long as ~~the property certifies in writing that:~~

- The unit has not been occupied since the date the unit passed the HQS inspection; and
- The unit remains in the same rent-ready condition as when it passed HQS inspection.

Explanation of Change: Cost saving measure

30. Chapter 21, Project Based Voucher Program, 21-11

Inspection Reinspection Fees

If an initial inspection, turn-over inspection or annual inspection does not pass within the first two scheduled inspections, the third scheduled inspection and every inspection approved thereafter may be charged a $35 inspection fee payable to SHRA.

Explanation of Change: This policy is intended to encourage landlords to be fiscally responsible by minimizing unnecessary inspection costs and scheduling inspections only after all required unit repairs have been completed.

31. Chapter 25, Marijuana Policy, Page 25-1

Marijuana use or possession includes the growing cultivating, selling, bartering, exchanging or other activity that furthers the proliferation and/or use of marijuana on the property. ~~or near your subsidized unit.~~

Explanation of Change: Refining wording for clarity

32. Chapter 26, Language Access Plan, 26-1

Executive Order 14224 formally rescinded Executive Order 13166, which had required federal agencies and recipients of federal funding to provide services tailored to individuals with limited English proficiency. Executive Order 14224 establishes English as the unified language for government operations; the order explicitly allows agencies the flexibility to continue providing necessary documents and services in other languages based on their specific mission requirements. HUD will no longer provide non-English translation services, and all correspondence, publications, and digital content will be produced exclusively in English. Printed or digital materials referencing translation services—or presented in languages other than English—will be removed from HUD offices and HUD-websites and replaced with English-only versions.

Explanation of Change: Adding clarifying language to match current regulations.

33. Chapter 27, Violence Against Women Act

This chapter has been updated to conform to the latest HUD-5381 requirements.

34. Chapter 28, The Family Self-Sufficiency Program, Page 28-19

PHA Policy

The PHA will not adopt the use of preferences when selecting families for participation in the FSS program.

The PHA will use the date the family expressed an interest in participating in the FSS program to fill the FSS slots for which the PHA chooses not to exercise the selection preference. The PHA will offer open slots first to any current FYI or FUP families on the waiting list. In general, FSS clients will be selected on a first come first serve basis from active HCV Program participants and Public Housing Residents. Families will always be selected in a nondiscriminatory manner without regard to race, color, religion, sex, family status, national origin.

Explanation of Change: Establishing a preference for FYI or FUP families. Participation for youth in these programs allows for the 3-year voucher to be extended for 2 one-year terms up to 5 years.

35. Chapter 28, The Family Self-Sufficiency Program, Page 28-25

PHA Policy

The FSS family is to comply with the terms and conditions of the lease. ~~Comply with the lease means the FSS family has not been evicted for repeated or serious violations of the lease; or if they have been evicted for serious or repeated violations of the lease, the family has prevailed in either the grievance hearing or the informal hearing process (and has been allowed back into the program).~~

Explanation of Change: Adding clarifying language to match current regulations.