

**Housing Authority of Prince George's County
Housing Choice Voucher Program
FY/2018 Annual Plan – HCVP ADMIN PLAN**

HCVP ADMIN PLAN	Chapter 2	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>2-II.B. DEFINITION OF REASONABLE ACCOMMODATION AND PROGRAM SPECIFICS</p> <p>HAPGC has the discretion to approve exception payments standards up to 110 percent of the Fair Market Rent when requested as a reasonable accommodation.</p>	2-9	<p>Change:</p> <p>2-II.B. DEFINITION OF REASONABLE ACCOMMODATION AND PROGRAM SPECIFICS</p> <p>HAPGC has the discretion to approve exception payments standards up to 110 120 percent of the Fair Market Rent when requested as a reasonable accommodation.</p>	

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CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)] HUD requires the HAPGC to deny assistance in the following cases:</p> <ul style="list-style-type: none"> • Any member of the household has been evicted from federally assisted housing in the last 5 years for drug-related criminal activity. Exceptions The PHA will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past 5 years for drug-related criminal activity, if the PHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by the PHA, or the person who committed the crime, is no longer living in the household. 	<p>3-20 3-21 3-22 3-23 3-24</p>	<p>Change: 3-III.B. MANDATORY DENIAL OF ASSISTANCE [24 CFR 982.553(a)] HUD requires the HAPGC to deny assistance in the following cases:</p> <ul style="list-style-type: none"> • Any member of the household has been evicted from federally assisted housing in the last three 3 years for drug-related criminal activity. Exceptions The PHA will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past three (3) years for drug-related criminal activity, if the PHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by the PHA, or the person who committed the crime, is no longer living in the household. 	

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CURRENT POLICY	#	PROPOSED POLICY	Comments
<p><u>HAPGC Policy</u> Any person who, within five (5) years of the date of application for assistance with the Authority, has previously been evicted from any assisted rental housing program because of criminal activity, or drug-related criminal activity shall not be eligible for assistance with the Authority.</p> <p>Criminal Activity [24 CFR 982.553]</p> <p>If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past five years, the family will be denied assistance.</p> <p>Evidence of such criminal activity includes, but is not limited to:</p> <p>Conviction for drug-related or violent criminal activity within the past 5 years.</p> <p>Circumstantial evidence, a preponderance</p>		<p>Change:</p> <p><u>HAPGC Policy</u> Any person who, within three(3) years of the date of application for assistance with the Authority, has previously been evicted from any assisted rental housing program because of criminal activity, or drug-related criminal activity shall not be eligible for with the Authority.</p> <p>Change:</p> <p>Criminal Activity [24 CFR 982.553]</p> <p>If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past three (3) years, the family will be denied assistance.</p> <p>Evidence of such criminal activity includes, but is not limited to:</p> <p>Conviction for drug-related or violent criminal activity within the past three (3) years.</p> <p>Circumstantial evidence, a preponderance of</p>	

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<p>of evidence, or any arrests for drug-related or violent criminal activity within the past 5 years.</p> <p>Any record of eviction from federally assisted housing as a result of criminal activity within the past 5 years.</p> <p>If the family’s assistance was terminated for the following reasons the family will be denied assistance for five years: The family failed to request PHA approval prior to adding family members to the household (other than additions by birth, adoption, or court-awarded custody).</p> <p>The family failed to primarily use the assisted unit for residence by the family and the unit was not the family’s only residence (except owner-approved legal profit-making activities incidental to the use of the unit).</p> <p>If any family member owned or had any interest in the assisted unit (other than in a cooperative, or the owner of a manufactured home leasing a manufactured home space).</p> <p>If any family member committed any serious and/or repeated violation of the lease and the</p>		<p>evidence, or any arrests for drug-related or violent criminal activity within the past three (3) years.</p> <p>Any record of eviction from federally assisted housing as a result of criminal activity within the past three (3) years.</p> <p>If the family’s assistance was terminated for the following reasons the family will be denied assistance for three (3) years: The family failed to request PHA approval prior to adding family members to the household (other than additions by birth, adoption, or court-awarded custody).</p> <p>The family failed to primarily use the assisted unit for residence by the family and the unit was not the family’s only residence (except owner-approved legal profit-making activities incidental to the use of the unit).</p> <p>If any family member owned or had any interest in the assisted unit (other than in a cooperative, or the owner of a manufactured home leasing a</p>	
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<p>lease violation(s) resulted in termination of housing assistance.</p> <p>If the family subleased or let the unit or assigned the lease or transferred the unit.</p> <p>If any family member received Section 8 tenant-based program assistance while receiving another housing subsidy, for the same unit or a different unit under any Federal, state or local housing assistance program.</p> <p>If any family member damaged the unit or premises (other than damage from ordinary wear and tear) or permitted any guest to damage the unit or premises, and such damage resulted in termination of assistance due to family’s failure to repair the damages.</p> <p>Any family member has been evicted from federally assisted housing in the last five years.</p> <p>Any PHA has ever terminated assistance</p>		<p>manufactured home space).</p> <p>If any family member committed any serious and/or repeated violation of the lease and the lease violation(s) resulted in termination of housing assistance.</p> <p>If the family subleased or let the unit or assigned the lease or transferred the unit.</p> <p>If any family member received Section 8 tenant-based program assistance while receiving another housing subsidy, for the same unit or a different unit under any Federal, state or local housing assistance program.</p> <p>If any family member damaged the unit or premises (other than damage from ordinary wear and tear) or permitted any guest to damage the unit or premises, and such damage resulted in termination of assistance due to family’s failure to repair the damages.</p> <p>Any family member has been evicted from federally assisted housing in the last three (3) years.</p> <p>Any PHA has ever terminated assistance</p>	
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<p>under the program for any member of the family subject to timeframes as provided in this section.</p> <p>Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last five years.</p> <p>A family member has engaged in or threatened violent or abusive behavior toward HAPGC personnel in the last five years.</p> <p>If the family's assistance was terminated for the following reasons the family will be denied assistance for five years.</p>		<p>under the program for any member of the family subject to timeframes as provided in this section.</p> <p>Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program in the last three (3) years.</p> <p>A family member has engaged in or threatened violent or abusive behavior toward HAPGC personnel in the last three (3) years.</p> <p>If the family's assistance was terminated for the following reasons the family will be denied assistance for three (3) years.</p>	
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CURRENT POLICY	#	PROPOSED POLICY	Comments
Emergency VAWA Transfers	3-30 3-31 3-32	<p>New: Emergency VAWA Transfers</p> <p>Survivors need only to self-certify in order to exercise their rights under VAWA. Conditions for which a resident is eligible for VAWA:</p> <ul style="list-style-type: none"> • The following are conditions for which a resident may qualify for an Emergency VAWA transfer: • A resident or an immediate family member is a victim of domestic violence, dating violence, sexual assault, or stalking; • The resident reasonably believes that harm or further violence is imminent if the resident remains in the unit; • Supporting documentation of the abuse is provided 	

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CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>VAWA Notification and Victim Documentation <u>HAPGC Policy</u></p> <p>HAPGC acknowledges that a victim of domestic violence, dating violence, sexual assault or stalking may have an unfavorable history that would warrant denial under HAPGC’s policies.</p> <p>Therefore, if HAPGC makes a determination to deny admission to an applicant family on the basis of an unfavorable history, HAPGC will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault or stalking.</p>		<p>ADD: VAWA Notification and Victim Documentation <u>HAPGC Policy</u></p> <p>HAPGC acknowledges that a victim of domestic violence, dating violence, sexual assault or stalking may have an unfavorable history that would warrant denial under HAPGC’s policies. The HAPGC will supply the “Notice of Occupancy Rights’ and Certification Form under the Violence Against Women Act to each applicant and participant These forms will be distributed during the following times:</p> <ul style="list-style-type: none"> • At the time the applicant is denied assistance or admission under a covered housing program; • At the time the individual is provided assistance or admission under the covered housing program; • With any notification of eviction or notification of termination of assistance. <p>Therefore, if HAPGC makes a determination to deny admission to an applicant family on</p>	

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<p>The documentation must include two elements:</p> <p style="padding-left: 40px;">A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking.</p> <p style="padding-left: 40px;">One of the following:</p> <p style="padding-left: 80px;">A police or court record documenting the actual or threatened abuse</p> <p style="padding-left: 80px;">A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest</p>		<p>the basis of an unfavorable history, HAPGC will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, sexual assault or stalking.</p> <p>Add/Remove:</p> <p>The documentation must include two elements:</p> <p>A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking.</p> <p>———— One of the following:</p> <p>A police or court record documenting the actual or threatened abuse</p> <p>A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.</p>	
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<p>under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.</p> <p>The applicant must submit the required documentation with his/her request for an informal hearing or must request an extension in writing at that time. If the applicant so requests, HAPGC will grant an extension of 10 business days, and will postpone scheduling the applicant’s informal hearing until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant, HAPGC determines the family is eligible for assistance, no informal hearing will be scheduled and HAPGC will proceed with admission of the applicant family.</p>		<p>The applicant or participant may submit, as documentation of the occurrence of domestic violence, dating violence, sexual assault, or stalking, any one of the following forms of documentation, where it is at the discretion of the tenant or applicant which one of the following forms of documentation to submit:</p> <ul style="list-style-type: none"> I. The Certification of Domestic Violence , Dating Violence, Sexual Assault, or Stalking, and Alternative Documentation form or II. A document: <ul style="list-style-type: none"> (A) Signed by an employee, agent, or volunteer of a victim service provider, an attorney, or medical professional, or a mental health professional(collectively, “professional”) from whom the victim has sought assistance relating to domestic violence, dating violence, sexual assault, or stalking, or the effects of abuse; (B) Signed by the applicant or tenant; and (C) That specifies, under penalty of perjury, that the professional believes in the occurrence of the incident of 	
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		<p>domestic violence, dating violence, sexual assault, or stalking that is the ground for protection and remedies under this subpart, and that the incident meets the applicable definition of domestic violence, dating violence, sexual assault, or stalking under § 5.2003; or</p> <p>(D) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency; or</p> <p>(E) A record of a Federal, State, tribal, territorial or local law enforcement agency, court, or administrative agency.</p>	
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HCVP ADMIN PLAN	Chapter 17	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>Tenancy Addendum [24 CFR 983.256(d)]</p> <p>The tenancy addendum in the lease must state:</p> <ul style="list-style-type: none"> • The program tenancy requirements; • The composition of the household as approved by the PHA (the names of family members and any PHA-approved live-in aide); • All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease. 	<p>17-34</p>	<p>Add:</p> <p>Tenancy Addendum</p> <p>The tenancy addendum in the lease must state:</p> <ul style="list-style-type: none"> • The program tenancy requirements; • The composition of the household as approved by the PHA (the names of family members and any PHA-approved live-in aide); • All provisions in the HUD-required tenancy addendum must be included in the lease. The terms of the tenancy addendum prevail over other provisions of the lease. • Compliance with Violence Against Women Act (VAWA) Reauthorization Act of 2013 when screening and terminating tenants. See Chapter 3. 	<p>Project Based Addendums to the Lease</p>

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HCVP ADMIN PLAN	Chapter 13	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>13-I.C. OWNER RESPONSIBILITIES [24 CFR 982.452]</p> <p>The basic owner responsibilities in the HCV program are outlined in the regulations as follows:</p> <ul style="list-style-type: none"> • Performing all of the owner's obligations under the Housing Assistance Payments (HAP) contract and the lease • Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit, and deciding if the family is suitable for tenancy of the unit • Maintaining the unit in accordance with the Housing Quality Standards (HQS), including performance of ordinary and extraordinary maintenance • Complying with equal opportunity requirements • Preparing and furnishing to the HAPGC information required under the HAP contract • Collecting from the family any security deposit, the tenant’s contribution to rent (that part of rent to owner not covered by the housing assistance payment from the HAPGC), and any charges for unit damage by the family. 	<p>13-5</p>	<p>13-I.C. OWNER RESPONSIBILITIES [24 CFR 982.452]</p> <p>The basic owner responsibilities in the HCV program are outlined in the regulations as follows:</p> <ul style="list-style-type: none"> • Performing all of the owner's obligations under the Housing Assistance Payments (HAP) contract and the lease • Performing all management and rental functions for the assisted unit, including selecting a voucher-holder to lease the unit, and deciding if the family is suitable for tenancy of the unit • Maintaining the unit in accordance with the Housing Quality Standards (HQS), including performance of ordinary and extraordinary maintenance • Complying with equal opportunity requirements • Preparing and furnishing to the HAPGC information required under the HAP contract • Collecting from the family any security deposit, the tenant’s contribution to rent (that 	

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<ul style="list-style-type: none"> • Enforcing tenant obligations under the dwelling lease • Paying for utilities and services (unless paid by the family under the lease) • Making or allowing modifications to a dwelling unit occupied or to be occupied by a disabled person [24 CFR 100.203] 		<p>part of rent to owner not covered by the housing assistance payment from the HAPGC), and any charges for unit damage by the family.</p> <ul style="list-style-type: none"> • Enforcing tenant obligations under the dwelling lease • Paying for utilities and services (unless paid by the family under the lease) • Making or allowing modifications to a dwelling unit occupied or to be occupied by a disabled person [24 CFR 100.203] • Complying with Violence Against Women Act (VAWA) Reauthorization Act of 2013 when screening and terminating tenants. 	
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HCVP ADMIN PLAN	Chapter 5	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>Additional Items to be Included in the Briefing Packet</p> <p><u>HAPGC Policy</u></p> <p>Prior to issuing a Voucher, at the Orientation session, the HAPGC shall give the applicant family a Section 8 Voucher Holder’s Packet, which includes the following information and/or documents. (Ref. CFR 982.301)</p> <ul style="list-style-type: none"> • General Information • Certifying Family Eligibility • Criminal Background Check • FRAUD • Verifications • Issuing a Voucher & Requesting an extension beyond the initial sixty days • Family Obligations under the Voucher • Subsidy Standards • Requesting Lease Approval • Finding a Dwelling Unit • Questions to Ask the Prospective Landlord • HUD Housing Quality Standards Inspection • Deposits, Pets, and Utilities • Utility Allowances • Rent Calculation • Portability 	<p>5-5</p>	<p style="color: red;">Add/Remove:</p> <p>Additional Items to be Included in the Briefing Packet</p> <p><u>HAPGC Policy</u></p> <p>Prior to issuing a Voucher, at the Orientation session, the HAPGC shall give the applicant family a Section 8 Voucher Holder’s Packet, which includes the following information and/or documents. (Ref. CFR 982.301)</p> <ul style="list-style-type: none"> • General Information • Certifying Family Eligibility • Criminal Background Check • FRAUD • Verifications • Issuing a Voucher & Requesting an extension beyond the initial sixty days • Family Obligations under the Voucher • Subsidy Standards • Requesting Lease Approval • Finding a Dwelling Unit • Questions to Ask the Prospective Landlord • HUD Housing Quality Standards Inspection • Deposits, Pets, and Utilities 	

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<ul style="list-style-type: none"> • Housing Discrimination • Moving In • Annual Activities & Requirements • One Strike and You're Out Policy • Informal Hearing/Review Procedures • Lead Based Paint Warning • Section 8 Visitors Policy • Booklet: "A Good Place To Live" 		<ul style="list-style-type: none"> • Utility Allowances • Rent Calculation • Portability • Housing Discrimination • Moving In • Annual Activities & Requirements • One Strike and You're Out Policy • Informal Hearing/Review Procedures • Lead Based Paint Warning • Section 8 Visitors Policy • Booklet: "A Good Place To Live" • Violence Against Women Act (VAWA) Notice of Occupancy Rights' and Certification Form • Advantages of Moving to Areas with Low concentration of Low Income Families 	
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HCVP ADMIN PLAN	Chapter 10	HCVP ADMIN PLAN	HCVP ADMIN PLAN
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>10-II.C. RECEIVING PHA ROLE</p> <p>Portability-Receiving PHA Responsibilities: Processing Responsibilities</p> <p>A receiving PHA should not process the family if the initial PHA voucher has already expired when it receives the paperwork from the initial PHA, but should refer the family back to the initial PHA. The initial PHA would have to decide to extend the term of the initial PHA voucher (and the billing deadline) before the receiving PHA would process the portability move in such an instance.</p> <p>The receiving PHA does not re-determine income eligibility for a portable family that was already receiving voucher assistance and may not delay the family’s housing search in issuing the voucher.</p>	<p>10-14 10-18</p>	<p>Add/Remove:</p> <p>10-II.C. RECEIVING PHA ROLE</p> <p>Portability-Receiving PHA Responsibilities: Processing Responsibilities</p> <p>A receiving HAPGC (receiving PHA) should not process the family if the initial PHA voucher has already expired when it receives the paperwork from the initial PH, but should refer the family back to the initial PHA. The HAPGC must contact the initial PHA to determine the voucher term. The initial PHA would have to decide to extend the term of the initial PHA voucher (and the billing deadline) before the receiving PHA would process the portability move in such an instance.</p> <p>The HAPGC (receiving PHA) income limits will be used to does not re-determine income eligibility for a portable family that was already receiving voucher assistance and may not delay the family’s housing search in issuing the voucher.</p>	

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CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>Portability</p> <p>Voucher Extensions</p> <p>The HAPGC generally will not extend the term of the voucher that it issues to an incoming portable family unless the HAPGC plans to absorb the family into its own program, in which case it will follow the policies on voucher extension set forth in section 5-II.E.</p>		<p style="color: red;">Remove/Add:</p> <p>The HAPGC generally will not may extend the term of the voucher that it is issues issued to an incoming portable family. unless The the HAPGC plans to may also extend the voucher if we plan to absorb the family into its our own program, in which case it will follow the policies on voucher extension set forth in section 5-II.E.</p>	

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QUESTIONS?