

Housing Authority of Prince George's County
Housing Choice Voucher Program
FY16/17 HCVP Administrative Plan
Changes

HCVP Admin Plan	Chapter	HCVP Admin Plan	HCVP Admin Plan
CURRENT POLICY	#4	PROPOSED POLICY	Comments
<p>Applications, Waiting list and Tenant Selection</p> <p>4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]</p> <p>Closing the Waiting List</p> <p>The HAPGC should consider closing its waiting list when it has insufficient funds available to assist all applicants on the waiting list over a reasonable period of time. The HAPGC may choose to close only a portion of its waiting list instead of the entire waiting list. For example, the HAPGC may continue to receive applications from families qualifying for a specific local preference category, i.e. homeless families, while closing its waiting list to all other groups.</p>	<p>PG</p> <p>4-6</p> <p>4-7</p>	<p>ADD:</p> <p>Applications, Waiting list and Tenant Selection</p> <p>4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]</p> <p>Closing the Waiting List</p> <p>The HAPGC should consider closing its waiting list when it has insufficient funds available to assist all applicants on the waiting list over a reasonable period of time. The HAPGC may choose to close only a portion of its waiting list instead of the entire waiting list. For example, the HAPGC may continue to receive applications from families qualifying for a specific local preference category, i.e. homeless families, while closing its waiting list to all other groups.</p>	

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<p><u>HAPGC Policy</u></p> <p>The HAPGC will close the waiting list when the wait reaches 48 months of applicants. The HAPGC may open the waiting list for families that have a specific local preference.</p> <p>Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.</p> <p>Applications meeting the criteria adopted by the PHA for the following special programs will be accepted on a referral basis provided there is funding available:</p> <ul style="list-style-type: none"> • Violence Against Women Act (VAWA) • Mental Illness and Disabilities (MIAD) Homeless Families in Crisis (HFIC) • Veteran Housing Assistance Program (VET) • Veterans Administration Supportive Housing (VASH) • Family Unification Program (FUP) 	<p>Cont.</p>	<p><u>HAPGC Policy</u></p> <p>The HAPGC will close the waiting list when the wait reaches 48 months of applicants. The HAPGC may open the waiting list for families that have a specific local preference.</p> <p>Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.</p> <p>Applications meeting the criteria adopted by the PHA for the following special programs will be accepted on a referral basis provided there is funding available:</p> <ul style="list-style-type: none"> • Violence Against Women Act (VAWA) • Mental Illness and Disabilities (MIAD) Homeless Families in Crisis (HFIC) • Veteran Housing Assistance 	

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	Cont.	<p style="text-align: center;">Program (VET)</p> <ul style="list-style-type: none">• Veterans Administration Supportive Housing (VASH)• Family Unification Program (FUP)• Homeless Voucher (HV)• Money Follows People (MFP)	
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HCVP Admin Plan	Chapter 5	HCVP Admin Plan	HCVP Admin Plan
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402] For each family, the HAPGC determines the appropriate number of bedrooms under the HAPGC subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room. The following requirements apply when the HAPGC determines family unit size:</p> <ul style="list-style-type: none"> • The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding. • The subsidy standards must be consistent with space requirements under the housing quality standards. • The subsidy standards must be applied consistently for all families of like size and composition. • A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size. 	PG 5-10 5-11	<p>ADD/REMOVE:</p> <p>5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402] For each family, the HAPGC determines the appropriate number of bedrooms under the HAPGC subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room. The following requirements apply when the HAPGC determines family unit size:</p> <ul style="list-style-type: none"> • The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding. • The subsidy standards must be consistent with space requirements under the housing quality standards. • The subsidy standards must be applied consistently for all families of like size and composition. • A child who is temporarily away from 	

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<ul style="list-style-type: none"> • A family that consists of a pregnant woman (with no other persons) may be treated as a two-person family. • Any live-in aide (approved by the HAPGC to reside in the unit to care for a family member who is disabled) must be counted in determining the family unit size; Upon HAPGC approval of a request for the addition of a live-in aide, HAPGC shall notify participants that they have been approved for a live-in aide and that they must submit the name, and any other required information of their selection for screening. The proposed live-in aide must sign consent forms in order for HAPGC to conduct the screening. The live-in aide must be approved/disapproved within 90 calendar days of the requested reasonable accommodation request notice. The voucher allocation increase will be processed for the approved reasonable accommodation. If the live-in aide is disapproved or the participant does not submit an approvable live-in aide, or the approvable live-in aide does not live in the dwelling unit, then the voucher size shall be decreased to the proper voucher size with a proper change notice of 30 additional days. Once approved, a new request for reasonable accommodation will not be required and the request will remain into effect unless circumstances should changes with the disabled 	<p>Cont.</p>	<p>the home because of placement in foster care is considered a member of the family in determining the family unit size.</p> <ul style="list-style-type: none"> • A family that consists of a pregnant woman (with no other persons) may be treated as a two-person family. • Any live-in aide (approved by the HAPGC to reside in the unit to care for a family member who is disabled) must be counted in determining the family unit size; Upon HAPGC approval of a request for the addition of a live-in aide, HAPGC shall notify participants that they have been approved for a live-in aide and that they must submit the name, and any other required information of their selection for screening. The proposed live-in aide must sign consent forms in order for HAPGC to conduct the screening. The live-in aide must be approved/disapproved within 90 calendar days of the requested reasonable accommodation request notice. The voucher allocation increase will be processed for the approved reasonable accommodation. If the live-in aide is disapproved or the participant 	
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<p>individual needing the accommodation.</p> <ul style="list-style-type: none"> • Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the HAPGC subsidy standards. • HAPGC will not issue a larger voucher due to additions to the household of family members other than by birth, adoption, marriage, or court-awarded custody. HAPGC will not increase the bedroom size for a participant when an adult (18 years old and older) is being added to the household, including if the adult to be added is a child of the head of household or co-head, unless it is as a reasonable accommodation to add an adult child that is disabled. 	<p>Cont.</p>	<p>does not submit an approvable live-in aide, or the approvable live-in aide does not live in the dwelling unit, then the voucher size shall be decreased to the proper voucher size with a proper change notice of 30 additional days. Once approved, a new request for reasonable accommodation will not be required and the request will remain into effect unless circumstances should changes with the disabled individual needing the accommodation.</p> <ul style="list-style-type: none"> • Unless a live-in aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under the HAPGC subsidy standards. • HAPGC will not issue a larger voucher due to additions to the household of family members other than by birth, adoption, marriage, or court-awarded custody. HAPGC will not increase the bedroom size for a participant when an adult (18 years old and older) is being added to the household, including if the adult to be added is a child of the head of household or co-head, unless it is as a reasonable accommodation to add an 	
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<p><u>HAPGC Policy</u> The HAPGC will assign one bedroom for each two persons within the household, except in the following circumstances: Live-in aides will be allocated a separate bedroom. No additional bedrooms are provided for the live-in aide's family. Single person families will be allocated one bedroom.</p>	<p>Cont.</p>	<p style="text-align: center;">adult child that is disabled.</p> <p><u>HAPGC Policy</u> The HAPGC will assign one bedroom to the head of household and one bedroom for all additional each two persons within the household, except in the following circumstances: Live-in aides will be allocated a separate bedroom. No additional bedrooms are provided for the live-in aide's family. Single person families will be allocated one bedroom.</p>	
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HCVP Admin Plan	Chapter 8	HCVP Admin Plan	HCVP Admin Plan
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>INTRODUCTION</p> <p>HUD requires that all units occupied by families receiving HCV assistance meet HUD's Housing Quality Standards (HQS) and permits the HAPGC to establish additional requirements. The use of the term "HQS" in this plan refers to the combination of both HUD and HAPGC established requirements. HQS inspections are required before the Housing Assistance Payments (HAP) Contract is signed and at least annually during the term of the contract.</p> <p>8.II.C. ANNUAL HQS INSPECTIONS [24 CFR 982.405(a)]</p> <p>Scheduling the Inspection</p> <p>Each unit under HAP contract must have an annual inspection no more than 12 months after the most recent inspection. The PHA employs two outside contractors to perform the annual inspections.</p>	<p>PG 8-1 8-16 8-18 8-19</p>	<p>ADD/REMOVE:</p> <p>INTRODUCTION</p> <p>HUD requires that all units occupied by families receiving HCV assistance meet HUD's Housing Quality Standards (HQS) and permits the HAPGC to establish additional requirements. The use of the term "HQS" in this plan refers to the combination of both HUD and HAPGC established requirements. HQS inspections are required before the Housing Assistance Payments (HAP) Contract is signed and at least annually biennially during the term of the contract.</p> <p>8.II.C. ANNUAL BIENNIAL HQS INSPECTIONS [24 CFR 982.405(a)]</p> <p>Scheduling the Inspection</p> <p>Each unit under HAP contract must have an annual biennial inspection no more than 12 24 months after the most recent inspection. The PHA HAPGC employs two outside contractors to perform the annual biennial inspections.</p>	

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HCVP Admin Plan	Chapter 8	HCVP Admin Plan	HCVP Admin Plan
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<p>-II.A. OVERVIEW [24 CFR 982.405] Types of Inspections The HAPGC conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.</p> <ul style="list-style-type: none"> • <i>Initial Inspections.</i> The HAPGC conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP Contract. • <i>Annual Inspections.</i> HUD requires the HAPGC to inspect each unit under lease at least annually to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately. • <i>Special Inspections.</i> A special inspection may be requested by the owner, the family, HAPGC, or a third party as a result of problems identified with a unit between annual inspections. • <i>Quality Control Inspections.</i> HUD requires that a sample of units be re-inspected by a supervisor or other qualified individual to ensure that HQS are being enforced correctly and uniformly by all inspectors. Quality Control Inspections will be 	Cont.	<p>ADD/REMOVE: -II.A. OVERVIEW [24 CFR 982.405] Types of Inspections The HAPGC conducts the following types of inspections as needed. Each type of inspection is discussed in the paragraphs that follow.</p> <ul style="list-style-type: none"> • <i>Initial Inspections.</i> The HAPGC conducts initial inspections in response to a request from the family to approve a unit for participation in the HCV program. The unit must pass the HQS inspection before the effective date of the HAP Contract. • <i>Annual-Biennial Inspections.</i> HUD requires the HAPGC to inspect each unit under lease at least annually biennially to confirm that the unit still meets HQS. The inspection may be conducted in conjunction with the family's annual reexamination but also may be conducted separately. • <i>Special Inspections.</i> A special inspection may be requested by the owner, the family, HAPGC, or a third party as a result of problems identified with a unit between annual biennial inspections. • <i>Quality Control Inspections.</i> HUD requires 	

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<p>independently conducted on the initial, annual and special inspections.</p> <p>8-II.D. SPECIAL INSPECTIONS [HCV GB p. 10-30] The HAPGC will conduct a special inspection if the owner, family, HAPGC, or another source reports HQS violations in the unit. <u>HAPGC Policy</u> During a special inspection, the HAPGC generally will inspect only those deficiencies that were reported. However, the inspector will record any additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs. If the annual inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled, the HAPGC may elect to conduct a full annual inspection.</p> <p>8-II.E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b), HCV GB p. 10-32] HUD requires a HAPGC supervisor or other qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS.</p>	<p>Cont.</p>	<p>that a sample of units be re-inspected by a supervisor or other qualified individual to ensure that HQS are being enforced correctly and uniformly by all inspectors. Quality Control Inspections will be independently conducted on the initial, annual biennial and special inspections.</p> <p>8-II.D. SPECIAL INSPECTIONS [HCV GB p. 10-30] The HAPGC will conduct a special inspection if the owner, family, HAPGC, or another source reports HQS violations in the unit. <u>HAPGC Policy</u> During a special inspection, the HAPGC generally will inspect only those deficiencies that were reported. However, the inspector will record any additional HQS deficiencies that are observed and will require the responsible party to make the necessary repairs. If the annualbiennial inspection has been scheduled or is due within 90 days of the date the special inspection is scheduled, the HAPGC may elect to conduct a full annualbiennial inspection.</p> <p>8-II.E. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b), HCV GB p. 10-32] HUD requires a HAPGC supervisor or other</p>	
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<p>The Inspection Supervisor will conduct the quality control inspections by a stratified sample of selecting units that have been inspected within the previous three months. The selection will be from inspections performed as annual, special, and initial. The quality control inspections will include inspections from all HAPGC inspectors, and also include a cross section of neighborhoods.</p> <p>The unit sample must include only units that have been inspected within the preceding 3 months.</p> <p>Quality control inspections will be logged in a manner that is reviewable and retained for SEMAP confirmation. Any deficiencies noted during the inspection process will be corrected.</p>	<p>Cont.</p>	<p>qualified person to conduct quality control inspections of a sample of units to ensure that each inspector is conducting accurate and complete inspections and that there is consistency in the application of the HQS.</p> <p>The Inspection Supervisor will conduct the quality control inspections by a stratified sample of selecting units that have been inspected within the previous three months. The selection will be from inspections performed as annual biennial, special, and initial. The quality control inspections will include inspections from all HAPGC inspectors, and also include a cross section of neighborhoods.</p> <p>The unit sample must include only units that have been inspected within the preceding 3 months. Quality control inspections will be logged in a manner that is reviewable and retained for SEMAP confirmation. Any deficiencies noted during the inspection process will be corrected.</p>	
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HCVP Admin Plan	Chapter 11	HCVP Admin Plan	HCVP Admin Plan
CURRENT POLICY	#	PROPOSED POLICY	Comments
<p>REEXAMINATIONS AND MONITORING INTRODUCTION</p> <p>The HAPGC is required to reexamine each family's income and composition at least annually, and to adjust the family's level of assistance accordingly. Interim reexaminations are also needed in certain situations. This chapter discusses both annual and interim reexaminations, and the recalculation of family share and subsidy that occurs as a result. HUD regulations and HAPGC policies concerning reexaminations are presented in three parts:</p> <p>Part I: Annual Reexaminations. This part discusses the process for conducting annual reexaminations.</p> <p>Part II: Interim Reexaminations. This part details the requirements for families to report changes in family income and composition between annual reexaminations.</p> <p>Part III: Recalculating Family Share and Subsidy Amount. This part discusses the recalculation of family share and subsidy amounts based on the results of annual and interim reexaminations.</p>	<p>PG 11-1</p>	<p>REEXAMINATIONS AND MONITORING INTRODUCTION</p> <p>The HAPGC is required to reexamine each family's income and composition at least annually or triennially, and to adjust the family's level of assistance accordingly. Interim reexaminations are also needed in certain situations. This chapter discusses both annual, triennial and interim reexaminations, and the recalculation of family share and subsidy that occurs as a result. HUD regulations and HAPGC policies concerning reexaminations are presented in three parts:</p> <p>Part I: Annual Reexaminations. This part discusses the process for conducting annual reexaminations.</p> <p>Part II: Triennial Reexaminations. This part discusses the process for conducting triennial reexaminations.</p> <p>Part II-III: Interim Reexaminations. This part details the requirements for families to report changes in family income and composition between annual reexaminations.</p>	

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<p>Policies governing reasonable accommodation, family privacy, required family cooperation, and program abuse, as described elsewhere in this plan, apply to both annual and interim reexaminations.</p>	<p>Cont.</p>	<p>Part IIIIII: Recalculating Family Share and Subsidy Amount. This part discusses the recalculation of family share and subsidy amounts based on the results of annual and interim reexaminations.</p> <p>Policies governing reasonable accommodation, family privacy, required family cooperation, and program abuse, as described elsewhere in this plan, apply to both annual, triennial and interim reexaminations.</p>	
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HCVP Admin Plan	Chapter	HCVP Admin Plan	HCVP Admin Plan
CURRENT POLICY	#11	PROPOSED POLICY	Comments
New Policy	Cont.	<p>ADD:</p> <p>PART II: TRIENNIAL REEXAMINATIONS 11-II.A. Overview</p> <p>The HAPGC will perform reexaminations for households on fixed incomes on a triennial basis. This includes gathering and verifying current information about family composition, income, and expenses. Based on this updated information, the family's income and rent must be recalculated. This part discusses the schedule for triennial reexaminations, the information to be collected and verified, and triennial reexamination effective dates.</p> <p>In order to qualify for a triennial reexamination schedule, all household income must be from a fixed source such as Social Security payments, to include Supplemental Security Income (SSI) and Supplemental Security Disability Insurance (SSDI); Federal, state, local, and private pension plans; and Other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits,</p>	

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	Cont.	<p>and other similar types of periodic payments.</p> <p>Households on triennial schedules will be permitted to request an interim re-examination at any time. Households with members who have fully excluded wage income and other fixed income sources will not be considered fixed income Households.</p> <p>For example, a household has a Veteran head of household and an adult full time student who has a job. The head of household has only Veteran Affairs income. Even though HAPGC is going to exclude all of the adult full time student's earned income, PHA will not consider this household as a fixed income household. They would not qualify for triennial recertification.</p> <p>Scheduling Triennial Reexaminations The HAPGC will begin the triennial reexamination process 90 - 120 days in advance of its scheduled effective date. Generally, the HAPGC will schedule triennial reexamination effective dates to coincide with the family's triennial anniversary date. <i>Triennial Anniversary date</i> is defined as 36 months from the effective date of the family's last triennial reexamination or, during a family's third year in the program, from the effective date of the family's initial examination (admission).</p>	
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	Cont.	<p>If the family moves to a new unit, the HAPGC will perform a new reexamination. The HAPGC also may schedule a reexamination for completion prior to the anniversary date for administrative purposes.</p> <p>Notification of and Participation in the Triennial Reexamination Process The HAPGC will mail families a reexamination packet to complete and return to the HAPGC. If the family chooses to move, they must contact the PHA within 10 business days of the date of the letter to schedule an appointment. HAPGC Policy. A written 10 business day notice will be sent by first-class mail and will contain the date and location in which the reexamination packet must be returned. In addition, it will inform the family of the information and documentation that must be provided to the HAPGC. If the family is unable to return their reexamination package by the scheduled due date, the family should contact the HAPGC in advance of the notice to schedule a new due date. If a family does not return the reexamination package by the scheduled date, the HAPGC will send a second notification that</p>	
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	Cont.	<p>is a notice of intent to terminate assistance, allowing 10 business days in which the reexamination package will be due.</p> <p>If a family fails to send back reexamination packages, without HAPGC approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.</p> <p>An advocate, interpreter, or other assistant may assist the family in the interview process.</p> <p>Conducting Triennial Reexaminations</p> <p>As part of the triennial reexamination process, families are required to provide updated information to the HAPGC regarding the family's income, expenses, and composition.</p> <p>The information provided by the family generally must be verified in accordance with the policies in Chapter 7. Unless the family reports a change, or the agency has reason to believe a change has occurred in information previously reported by the family, certain types of information that are verified at admission typically do not need to be re-verified on an annual basis. These include:</p>	
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	Cont.	<ul style="list-style-type: none"> • Legal identity • Age • Social security Numbers • A person’s disability status • Citizenship or immigration status <p>If adding a new family member to the unit causes overcrowding according to the Housing Quality Standards (HQS) (see Chapter 8), the HAPGC must issue the family a new voucher, and the family and HAPGC must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the HAPGC must terminate the HAP contract in accordance with its terms [24 CFR 982.403].</p>	
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HCVP Admin Plan	Chapter	HCVP Admin Plan	HCVP Admin Plan
CURRENT POLICY	6	PROPOSED POLICY	Comments
<p>Utility Reimbursement [24 CFR 982.514(b)] When the HA subsidy for a family exceeds the rent to owner, the family is due a utility reimbursement. HAPGC Policy</p> <p>The HAPGC will make utility reimbursements to the family.</p>	6-40	<p>Add:</p> <p>Utility Reimbursement [24 CFR 982.514(b)] When the HA subsidy for a family exceeds the rent to owner, the family is due a utility reimbursement. HAPGC Policy</p> <p>The HAPGC will make utility reimbursements to the family.</p> <p><i>The HAPGC may make utility reimbursement payments quarterly, rather than monthly, if the total quarterly reimbursement payment due to a family is equal to or less than \$45 per quarter.</i></p> <p><i>The HAPGC will permit a family to request a hardship exemption, in accordance with 24 CFR 5.630(b) (2). If a family receives a hardship exemption, then the PHA may either reimburse the family on a monthly basis or it may make <i>prospective</i> payments to the family, on a quarterly basis.</i></p>	

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CURRENT POLICY	16	PROPOSED POLICY	Comments
<p>Informal Hearing Procedures</p> <p>HAPGC Policy</p> <p>The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page. The family must request discovery of HAPGC documents no later than 12:00 p.m. on the business day prior to the scheduled hearing date</p> <p>Scheduling an Informal Review</p> <p><u>HAPGC Policy</u></p> <p>The HAPGC will schedule and send written notice of the informal review within 10 business days of the family's request.</p>	<p>16-18 16-23</p>	<p>ADD/REMOVE:</p> <p>Informal Hearing Procedures</p> <p>HAPGC Policy</p> <p>The family will be allowed to copy any documents related to the hearing at a cost of \$.25.30 per page. The family must request discovery of HAPGC documents no later than 12:00 p.m. on the two (2) business days prior to the scheduled hearing date.</p> <p>Scheduling an Informal Review</p> <p><u>HAPGC Policy</u></p> <p>The HAPGC will schedule and send written notice of the informal review within 10 15 business days of the family's request.</p>	