

HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN PROPOSED CHANGES 2023-2024					
Chapter	Section	Name	Current Language	Proposed Language	
1	I.C.	AUTHORITY MISSION	The purpose of a mission statement is to communicate for the purpose of the agency to people inside and outside of the agency. It provides guiding direction for developing strategy, defining critical success factors, searching out key opportunities, making resource allocation choices, satisfying clients and stakeholders, and making decisions.	Remove.	
1	I.D.	THE AUTHORITY'S PROGRAMS	The SFHA's Administrative Plan is applicable to the operation of the Housing Choice Voucher Program.	The Authority's Administrative Plan is applicable to the operation of the Housing Choice Voucher Program and Emergency Housing Voucher Program.	
2	II.E.	APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION	<p>After a request for an accommodation is presented, the SFHA will respond, in writing, within a reasonable time. A reasonable time for an SFHA response is 30 calendar days from receipt of the request.</p> <p>If the request for an accommodation shows:</p> <ul style="list-style-type: none"> • No causal relationship, or nexus, between the disability and the requested accommodation; • Would impose an undue financial and/or administrative burden; or • Fundamentally alters the nature of the SFHA operations. 	<p>After a request for an accommodation is presented, the Authority will respond, in writing, within a reasonable time. A reasonable time for an Authority response is 30 calendar days from receipt of the request.</p> <p>If the request for an accommodation shows:</p> <ul style="list-style-type: none"> • No causal relationship, or nexus, between the disability and the requested accommodation; • Would impose an undue financial and/or administrative burden; or • Fundamentally alters the nature of the SFHA operations then the request will be denied. 	
2	II.E.	APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION	Project Based Voucher units are units wherein the subsidy is linked directly to the unit. This subsidy is not mobile or transferable. As a result, the SFHA will not move households in the PBV program except: Through the RAD Referral Program (see Chapter 18); A Reasonable Accommodation (See Chapter 2)	Project Based Voucher units are units wherein the subsidy is linked directly to the unit. This subsidy is not mobile or transferable. As a result, the Authority will not move households in the PBV program except: Through the RAD Referral Program (see Chapter 18); A Reasonable Accommodation (See Chapter 17)	
2	II.E.	APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION	<p>If a Reasonable Accommodation is requested, the following will occur:</p> <p>The SFHA will follow the Reasonable Accommodation process outlined above.</p> <p>If approved, the SFHA will inform the participant that they need to go back to their property office to determine whether another unit is available within the building. This determination is entirely at the discretion of the property office/landlord and does not involve the SFHA. If a unit is available, the Participant must ask the SFHA for a Request for Transfer Approval (RTA), the SFHA will provide the RTA form and, upon receipt from the Participant, will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed.</p> <p>If approved but a unit is not available within the same building, the Participant may ask the property manager/developer whether another property within their portfolio is available to move to. This determination is entirely at the discretion of the property office/landlord and does not involve the SFHA. If a unit is available, the Participant must ask the SFHA for a Request for Transfer Approval (RTA), the SFHA will provide the RTA form and, upon receipt from the Participant, will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed.</p> <p>If approved but neither 3 or 4 are an option, the Participant may continue looking for other opportunities. The SFHA does not provide assistance in locating additional units for Participants to transfer to nor does it maintain a separate waitlist for these requests. If denied, the SFHA will inform the Participant of the denial.</p>	<p>Move language to 17-ILC. HOUSING TYPE and update to reflect the following:</p> <p>If a Reasonable Accommodation is requested in a RAD/PBV unit, the following will occur:</p> <p>(1) The SFHA will follow the Reasonable Accommodation process outlined in Chapter 2;</p> <p>(2) If the reasonable accommodation for a referral is approved, the Authority will inform the participant that they need to go back to their property office to determine whether another unit is available within the building. This determination is entirely at the discretion of the property office/landlord and does not involve the Authority.</p> <p>(3) If a unit is available, the Participant must ask the Authority for a Request for Transfer Approval (RTA), the Authority will provide the RTA form and, upon receipt from the Participant, will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed.</p> <p>(4) If approved, but a unit is not available within the same building, the Participant may ask the property manager/developer whether another property within their portfolio is available to move to. This determination is entirely at the discretion of the property office/landlord and does not involve the Authority. If a unit is available, the Participant must ask the SFHA for a Request for Transfer Approval (RTA), the Authority will provide the RTA form and, upon receipt from the Participant, will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed.</p> <p>If approved but neither three (3) or four (4) are an option, the Participant may continue looking for other opportunities. The Authority does not provide assistance in locating additional units for Participants to transfer to nor does it maintain a separate waitlist for these requests.</p> <p>If denied, the Authority will inform the Participant of the denial.</p>	
2	II.E.	APPROVAL/DENIAL OF A REQUESTED ACCOMMODATION	The SFHA will not review Reasonable Accommodations where they do not have jurisdiction.	The Authority will not review Reasonable Accommodations requests for decisions outside of the City and County of San Francisco.	
2	III.A	SFHA LIMITED ENGLISH PROFICIENCY PLAN	<p>The number or proportion of LEP persons eligible to be served or likely to be encountered by the SFHA:</p> <p>RACE CHART.</p> <p>This determination will be made based on U.S. Census Bureau data and language preference data compiled by the SFHA. The U.S. Census Bureau's American Fact Finder for the City and County of San Francisco (City) provided the following 2014 statistics for the total population (805, 235):</p>	Remove.	
3	I.B	FAMILY AND HOUSEHOLD	Gender Identity means actual or perceived gender characteristics	Gender Identity means how a person self-identifies their gender, or their internal understanding of their gender. A person's gender identity may or may not correspond with social norms or stereotypes related to the sex they were assigned at birth. There are many terms related to gender with which a person may identify, including but not limited to: agender; androgynous; bigender; cisgender; cisgender man; cisgender woman; gender fluid; gender non-conforming; gender-expansive; genderqueer, non-binary, pangender, Two-Spirit, transgender, trans, transgender man, transgender woman, masculine, and feminine. One's gender identity may be described through any number of ever-expanding terms or definitions, and one's gender identity may be subject to change by the individual.	
3	I.B.	FAMILY AND HOUSEHOLD	Sexual Orientation means homosexuality, heterosexuality, or bisexuality.	Sexual Orientation means one's physical, emotional, romantic, or sexual attraction to people of a particular gender or multiple genders, or lack thereof, and is distinct from their gender expression or gender identity. A person's sexual orientation may be identified by terms including, but not limited to, asexual, bisexual, gay, lesbian, heterosexual, homosexual, pansexual, and queer.	

3	I.B.	FAMILY AND HOUSEHOLD	<p>After the family has been admitted into the program, additions may be made in the following circumstances at the sole discretion of the SFHA:</p> <ol style="list-style-type: none"> 1. Birth of a child to a current family member. 2. Adoption of a child by a current family member. 3. Court-awarded custody of a child to a current family member. 4. Legal guardianship of a minor granted to a current family member. 5. As result of marriage by a current family member. 6. As result of a civil union created under any state law by a current family member. 7. As a result of a registered domestic partnership under any state law by a current family member. 8. As a result of a reasonable accommodation for current disabled family member. 9. As a result of a returning family member from active military service. 10. As a result of a returning and now disabled family member. 11. As a result of a returning child under the age of 24. 12. As a result of returning or placement of a parent to an existing minor in the family. 13. As a result of returning or placement of elderly parents or grandparents to be cared by current family members as certified by a medical professional. 14. As a result of returning or placement of a foster child(ren) or foster adult(s) if their presence would not result in a violation of HQS space standards according to 24 C.F.R. § 982.401. 	<p>After the family has been admitted into the program, additions may be made in the following circumstances at the sole discretion of the Authority:</p> <ol style="list-style-type: none"> 1. Birth of a child to a current family member. 2. Adoption of a child by a current family member. 3. Court-awarded custody of a child to a current family member. 4. Legal guardianship of a minor granted to a current family member. 5. As result of marriage by a current family member. 6. As result of a civil union created under any state law by a current family member. 7. As a result of a registered domestic partnership under any state law by a current family member. 8. As a result of a returning family member from active military service. 9. As a result of a returning family member who had previously been included in the same voucher. 10. As a result of returning or placement of a parent to an existing minor in the family. 11. As a result of returning or placement of elderly parents or grandparents to be cared by current family members as certified by a medical professional. 12. As a result of returning or placement of a foster child(ren) or foster adult(s) if their presence would not result in a violation of HQS space standards according to 24 C.F.R. § 982.401.
3	I.D.	HEAD OF HOUSEHOLD	<p>The family may designate any qualified family member as the head of household. The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.</p>	<p>The family may designate any qualified family member as the head of household.</p> <p>The head of household must have the legal capacity to enter into a lease under state and local law. A minor who is emancipated under state law may be designated as head of household.</p> <p>The head of household is the designated family member to request changes on an application, request an interim recertification and to request an addition to the subsidy program.</p>
3	I.E.	SPOUSE, CO-HEAD, AND OTHER ADULT	<p>A marriage partner includes the partner in a "common law" marriage as defined in state law. The term "spouse" does not apply to friends, roommates, or significant others who are not marriage or domestic partners. A minor who is emancipated under state law may be designated as a spouse.</p>	<p>The term "spouse" does not apply to friends, roommates, or significant others who are not marriage or domestic partners. A minor who is emancipated under state law may be designated as a spouse.</p>
3	I.G.	FULL TIME STUDENT	<p>No change to existing language.</p>	<p>Add: No section 8 assistance shall be provided to any individual who:</p> <ul style="list-style-type: none"> • Is enrolled as a student at an institution of higher education; • Is under the age of 24; • Is not a veteran of the United States military; • Is unmarried; • Does not have a dependent child; • Is not a person with disabilities, as such term is defined in section 3(b)(3)(E) of the United States Housing Act of 1937 (42 U.S.C.1437a(b)(3)(E)) and was not receiving assistance under such section 8 as of November 30, 2005; and • Is not otherwise individually eligible, or has parents who, individually or jointly, are not eligible on the basis of income to receive section 8 assistance.
3	I.H.	FULL TIME COLLEGE STUDENTS OF NON-PARENTAL/GUARDIAN HOUSEHOLDS	<p>Full-time college students of non-parental/guardian households are not eligible for admission to the Housing Choice Voucher, Project-based Voucher, Public Housing and Housing Choice Voucher Rehabilitation Programs unless students meet the following eligibility standards:</p> <ol style="list-style-type: none"> 1. The student must be 18 and/or be an emancipated minor under state law. 2. The student must be income-eligible for admission. 	<p>Add. 3. Veteran</p> <p>Parents are defined as the biological or adoptive parents, or guardians (e.g., grandparents, aunt/uncle, godparents, etc.)</p>
3	I.N.	LIVE-IN AIDE	<p>A family's request for a live-in aide must be made in writing. The SFHA will verify the need for a live-in aide from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request-subject to SFHA verification-at each annual reexamination.</p>	<p>A family's request for a live-in aide must be made in writing. Prior to making the request for a live-in aide, the Landlord must approve the live-in aide to the Lease. The Authority will verify the need for a live-in aide from a reliable, knowledgeable professional, such as a doctor, social worker, or case worker, that the live-in aide is essential for the care and well-being of the elderly, near-elderly, or disabled family member. For continued approval, the family must submit a new, written request-subject to Authority verification-at each annual reexamination.</p>
3	III.D.	SCREENING	<p>SFHA Policy: RAD/PBV Programs</p> <p>The SFHA will perform or confirm criminal background checks through third party services for every adult household member.</p>	<p>SFHA Policy: RAD/PBV Programs</p> <p>The Authority will perform criminal background checks through third party services for every adult household member.</p>

4	I.B.	APPLYING FOR ASSISTANCE	<p>Any family that wishes to receive HCV assist must apply for admission to the program. At the time of the application, the family must provide all of the information necessary to establish family eligibility.</p> <p>The SFHA initially will require families to provide only the information needed to determine the family's placement on the waiting list(s). For families claiming a preference, the SFHA will verify the family's preference status by U.S. Post Office mail. If the family cannot verify their preference status, they will be returned to the waiting list(s) in a non-preference category. If the preference verification request letter is returned by the U.S. Post Office, the family will be removed from the waiting list(s).</p> <p>Once the preference is verified, or if the Authority is pulling families in a non-preference category from the waiting list(s), the family will be required to provide all of the information necessary to establish eligibility of assistance during a scheduled eligibility interview waiting list(s).</p> <p>Except for HUD special admissions, targeted funding, and preference categories, the SFHA will only accept applications when the waiting list(s) is open. After the SFHA announces the opening of the waiting list(s), families may apply for assistance under the HCV program.</p>	<p>See Section 4-III.C.2</p> <p>Except for HUD special admissions, targeted funding, and preference categories, the Authority will only accept applications when the waiting list(s) is open. After the Authority announces the opening of the waiting list(s), families may apply for assistance under the HCV program.</p>
4	II.B.	ORGANIZATION OF THE WAITING LIST	<p>The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.</p> <p>The waiting list must contain the following information for each applicant listed:</p> <ul style="list-style-type: none"> • Applicant name; • Family unit size; • Date and time of application; • Qualification for any local preference; • Racial or ethnic designation of the head of household; • Annual (gross) family income; • Targeted program qualifications. 	<p>The PHA's HCV waiting list must be organized in such a manner to allow the PHA to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.</p> <p>The waiting list must contain the following information for each applicant listed:</p> <ul style="list-style-type: none"> • Applicant name; • Family unit size; • Date and time of application; • Qualification for any local preference; • Racial or ethnic designation of the head of household;
4	II.B.	ORGANIZATION OF THE WAITING LIST	<p>The SFHA may merge the HCV waiting list with the Public Housing waiting list(s) in the event that the HCV waiting list is exhausted.</p>	<p>The Authority may merge the HCV waiting list with the Public Housing waiting list and/or PBV/RAD waitlist in the event that the HCV waiting list is exhausted.</p>
4	II.B.	ORGANIZATION OF THE WAITING LIST	<p><u>Project-Based/RAD Housing Assistance Waiting List(s):</u></p> <p>The San Francisco Housing Authority will establish and manage separate waiting lists for individual projects or buildings that are receiving PBV/RAD/HOPE SF assistance.</p> <p>In the event that a waiting list does not have a sufficient number of names to support filling vacancies, the SFHA may utilize the Public Housing waiting list to augment the PBV/RAD/HOPE SF waiting lists until such time that the list is replenished</p>	<p><u>Project-Based/RAD Housing Assistance Waiting List(s):</u></p> <p>The Authority may establish a single waitlist for all PBV/RAD units or create and manage separate waiting lists for individual projects or buildings that are receiving PBV/RAD/HOPE SF assistance.</p> <p>In the event that a waiting list does not have a sufficient number of names to support filling vacancies, the Authority may utilize the Public Housing, Housing Choice Voucher, or other Site Based Waitlists to augment the PBV/RAD/HOPE SF waiting lists until such time that the list is replenished/reopened.</p>
4	II.C.		<p>The SFHA's waiting list(s) will remain open to accept referrals/applications for the following while closed to general public:</p> <ul style="list-style-type: none"> • VASH referrals from the Veterans Administration • San Francisco District Attorney referrals • Public Housing Emergency Transfers as approved by the Executive Director or their designee • RAD resident emergency referral provided by the Mayor's Office of Housing and Community Development • Permanent Supportive Housing/Shelter referrals provided by the Department of Homelessness and Supportive Housing • Residential Care Facilities for the Chronically III (RCFCI)/Plus Housing referrals provided by Mayor's Office of Housing and Community Development • San Francisco Human Services Agency Resource Family Program referrals provided by the Human Services Agency • Mixed Families currently residing at SFHA managed HOPE SF sites: Sunnysdale, Potrero or Alice Griffith • Family Unification Program (FUP) referrals by the Human Services Agency • Placement of Families that Require Relocation as Part of HOPE SF Revitalization • Families with minor children living in SRO's • Terminated due to insufficient funding • Individual/Family on the Public Housing Waitlist • City Garden Referrals 	<p>The Authority's waiting list(s) will remain open to accept referrals/applications for the following while closed to general public:</p> <ul style="list-style-type: none"> • VASH referrals from the Veterans Administration • San Francisco District Attorney referrals/VAWA Transfers • Public Housing Emergency Transfers as approved by the CEO or their designee • RAD resident emergency referral provided by the Mayor's Office of Housing and Community Development • Permanent Supportive Housing/Shelter referrals provided by the Department of Homelessness and Supportive Housing • Residential Care Facilities for the Chronically III (RCFCI)/Plus Housing referrals provided by Mayor's Office of Housing and Community Development • San Francisco Human Services Agency Resource Family Program referrals provided by the Human Services Agency • Mixed Families currently residing at SFHA managed HOPE SF sites: Sunnysdale, Potrero or Alice Griffith • Family Unification Program (FUP) referrals by the Human Services Agency • Placement of Families that Require Relocation as Part of HOPE SF Revitalization • Families with minor children living in SRO's • Terminated due to insufficient funding • Individual/Family on the Public Housing Waitlist • City Garden Referrals • Formerly Incarcerated
4	II.C.	OPENING AND CLOSING THE WAITING LIST	<p>The SFHA will give public notice by:</p> <ul style="list-style-type: none"> • Publishing the relevant information on the SFHA website • Publishing a notice in The San Francisco Chronicle • Publishing a notice in one or more minority-owned and foreign language newspapers • Posting in the lobby of the SFHA office at 1815 Egbert Avenue, San Francisco, CA <p>In addition the SFHA may also provide public notice by doing the following:</p> <ul style="list-style-type: none"> • Radio and television stations in order to inform the visually impaired • Notices circulated for posting at social service agencies, community centers and the Bay Area public housing agencies • Posting at the RAD property and the offices of the agencies managing and providing services for the property 	<p>The Authority will give public notice by:</p> <ul style="list-style-type: none"> • Publishing the relevant information on the Authority website • Publishing a notice in The San Francisco Chronicle • Publishing a notice in one or more minority-owned and foreign language newspapers • Posting in the lobby of the Authority office at 1815 Egbert Avenue, San Francisco, CA • Notices circulated for posting at social service agencies, community centers and the Bay Area public housing agencies

4	II.D.	FAMILY OUTREACH	SFHA Policy The SFHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the SFHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.	Remove. Duplicate of already required regulations.
4	II.F.	UPDATING THE WAITING LIST - Purging the Waiting List	To update the waiting list(s), the SFHA will send an update request via first class mail to each family on the waiting list(s) to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the SFHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list(s) without further notice. The family's response must be in writing to the SFHA and must be postmarked by the deadline stated on the update request form. The SFHA may also accept the family's response through the Applicant Portal at its discretion. If the notice is returned by the post office with no forwarding address, the applicant will be removed from all SFHA waiting list(s) without further notice. (Applicable to the waitlist update notice only).	To update the waiting list(s), the Authority will send an update request via U.S.P.S. or e-mail to each family on the waiting list(s) to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the Authority has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list(s) without further notice. The family's response must be in writing to the Authority and must be postmarked by U.S.P.S. or received via e-mail by the deadline stated on the update request form. The Authority may also accept the family's response through the Applicant Portal at its discretion. If the notice is returned by the post office with no forwarding address, the applicant will be removed from all Authority waiting list(s) without further notice. (Applicable to the waitlist update notice only).
4	II.F.	UPDATING THE WAITING LIST-Purging the Waiting List	The family may request to be reinstated to the waiting list(s) within one year of the withdraw date in response to a reasonable accommodation request, or if the lack of response by the applicant was a result of SFHA error.	The family may request to be reinstated to the waiting list(s) within one year of the withdraw date in response to a reasonable accommodation request.
4	II.F.	UPDATING THE WAITING LIST- Removal from the Waiting List	SFHA will remove applicants from the waiting list(s) upon request by the applicant. In such cases, no informal review is required.	The Authority will remove applicants from the waiting list(s) upon request by the head of household listed on the application. In such cases, no informal review is required.
4	II.F.	UPDATING THE WAITING LIST - Removal from the Waiting List	If a family is removed from the waiting list because the SFHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the SFHA's decision (see Chapter 16) [24 CFR 982.201(f)].	If a family is removed from the waiting list because the Authority has determined the family is not eligible for assistance, a notice will be sent to the family's address of record. The notice will state the reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the Authority's decision (see Chapter 16) [24 CFR 982.201(f)].
4	III.C.2	PREFERENCES AND ORDER OF SELECTION	The SFHA initially will require families to provide only the information needed to determine the family's placement on the waiting list(s). For families claiming a preference, the SFHA will verify the family's preference status by U.S. Post office mail. If the family cannot verify their preference status, they will be returned to the waiting list(s) in a non-preference category. If the preference verification request letter is returned by the U.S. Post Office, the family will be removed from the waiting list.	The Authority will require families to provide only the information needed to determine the family's placement on the waiting list(s). If the family cannot verify their preference status upon initial eligibility, they will be returned to the waiting list(s) in a non-preference category.
4	III.C.2.a.	HOUSING CHOICE VOUCHER WAITING LIST(S)	Preferences for the Tenant Based HCV Waitlist: Veteran/Surviving Spouse of Veteran (+1 point) Mainstream Voucher Preference (+ 7 points) Individual/Family on the Public Housing Waitlist (+8 points) FUP Targeted Funding (+6 points) Involuntary Displacement (5 points)	Preferences for the Tenant Based HCV Waitlist: Veteran/Surviving Spouse of Veteran (+1 point) Mainstream Voucher Preference (+ 7 points) Individual/Family on the Public Housing Waitlist (+8 points) Involuntary Displacement (5 points)
4	III.C.2.b.	TENANT BASED HCV TARGETED FUNDING	New	Formerly Incarcerated: The Formerly Incarcerated preference allows up to 50 special program vouchers to be issued to individuals who were formerly incarcerated or families with a parent who was formerly incarcerated. To qualify for this preference the household members must pass all eligibility requirements for the program and in this Administrative Plan, and maintain employment for a minimum of six (6) months and be referred by the City and County of San Francisco (Agency TBD).
4	III.C.2.c.	RAD PBV SITE BASED WAITING LIST(S)	After all households with a Right-of-Return preference followed by those with an approved RAD Emergency Referral have been placed, applicants will be selected from site-based waiting list(s) based on the highest point preference allowed for that property followed by position of applications within the preference category. After all preferences have been exhausted, the SFHA will select current applicants based on their date and time of application. The following represents the preference order of selection for each RAD PBV site based waiting list(s). (See Chapter 18 for details on RAD Applications, Waiting Lists, and the Tenant section for Referral): Under certain circumstances for PBV/RAD/HOPE SF/Public Housing Replacement Units, the SFHA will select families according to the preferences set forth in the property's Tenant Selection Plan (TSP). If the property does not have a TSP or if the TSP is silent on selection preferences, the SFHA will select families in order of preference as described for the tenant-based voucher program in Section 4-III.C.	The following represents the preference order of selection for each RAD PBV site based waiting list(s). (See Chapter 18 for details on RAD Applications, Waiting Lists, and the Tenant section for Referral).

4	III.C.2.c.	RAD/ PBV SITE BASED WAITING LIST(S)	<p>Applicants whose names were drawn in the lottery will be notified by regular mail informing them of their placement on the waitlist. They will be organized on the waiting list by existing preference category for the PBV program followed by the date and time the lottery was drawn. Applicants whose names were not drawn will be notified by regular mail that they were not placed on the waitlist for which they intended to be placed through their application.</p> <p>The SFHA will utilize the Coordinated Entry System via referral from the Department of Homelessness and Supportive Housing (DHS) for (1) Units converted from the Moderate Rehabilitation Program to the Rental Assistance Demonstration Program and (2) units formerly subsidized by the local operating Subsidy Program (LOSP) that are now under the Project Based Voucher (PBV) program. Once the SFHA has exhausted its site based waiting lists for HOPWA units, the SFHA will fill units from the Plus Housing list as referred by the Mayor's Office of Housing and Community Development (MOHCD) or DHS Coordinated Entry System.</p>	<p>Applicants whose names were drawn in the lottery will be notified by U.S.P.S. or email informing them of their placement on the waitlist. They will be organized on the waiting list by existing preference category for the PBV program followed by the date and time the lottery was drawn. Applicants whose names were not drawn will be notified by e-mail that they were not placed on the waitlist for which they intended to be placed through their application.</p> <p>The Authority will utilize the Coordinated Entry System via referral from the Department of Homelessness and Supportive Housing (DHS) for (1) Units converted from the Moderate Rehabilitation Program to the Rental Assistance Demonstration Program and (2) units formerly subsidized by the local operating Subsidy Program (LOSP) that are now under the Project Based Voucher (PBV) program.</p>
4	III.C.2.d	PBV SITE BASED WAITING LIST(S)	<p>Applicants whose names were drawn in the lottery will be notified by regular mail informing them of their placement on the waitlist. They will be organized on the waiting list by existing preference category for the PBV program followed by the date and time the lottery was drawn. Applicants whose names were not drawn will be notified by regular mail that they were not placed on the waitlist for which they intended to be placed through their application.</p> <p>Under certain circumstances for PBV/RAD/HOPE SF/Public Housing Replacement Units, the SFHA will select families according to the preferences set forth in the property's Tenant Selection Plan (TSP). If the property does not have a TSP or if the TSP is silent on selection preferences, the SFHA will select families in order of preference as described for the project-based voucher program in Section 4-III.C</p> <p>Where occupancy of PBV/RAD/HOPE SF properties or units is limited to the homeless, seniors, families with persons with disabilities, families needing supportive services, veterans, HOPWA or families needing assisted living, the SFHA will limit admission to families that meet the specific requirements for occupancy.</p>	<p>Applicants whose names were drawn in the lottery will be notified by U.S.P.S. or email informing them of their placement on the waitlist. They will be organized on the waiting list by existing preference category for the PBV program followed by the date and time the lottery was drawn. Applicants whose names were not drawn will be notified by e-mail that they were not placed on the waitlist for which they intended to be placed through their application.</p> <p>The Authority will make a maximum of two (2) unit offers. The initial unit offer may be refused without good cause. A Notice of Proposed PBV Waitlist Withdrawal will be sent to the applicant advising of a final unit offer remaining and the risk of withdrawal.</p> <p>Where occupancy of PBV/RAD/HOPE SF properties or units is limited to the homeless, seniors, families with persons with disabilities, families needing supportive services, veterans, HOPWA or families needing assisted living, the Authority will limit admission to families that meet the specific requirements for occupancy provided in writing, by the developer/owner/manager.</p>
4	III.C.2.d	PBV SITE BASED WAITING LIST(S)	The SFHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.	Remove.
4	III.C.2.d	PBV SITE BASED WAITING LIST(S)	Applies to all HOPE SF On-Site Units to be written after the preference list for each.	In accordance with the rules associated with the opening and closing of waitlists outlined above, the Authority will open the waitlist for the vacant on-site HOPE SF replacement units for a total of up to 25 applicants for each of the four HOPE SF sites with a COP preference issued by the Mayor's Office of Housing and Community Development for residents returning to their original development.
4	III.C.2.d	All HOPE SF Sites - On/Off Site	New Addition	Add to Natalie Gubb Commons (Transbay 7) Site-Based Preferences: HOPE SF Construction (16 points)
4	III.D.	NOTIFICATION OF SELECTION	The SFHA will notify the family by first class mail when it is selected from the waiting list.	The Authority will notify the family by U.S.P.S. mail or e-mail when it is selected from the waiting list.
4	III.D.	NOTIFICATION OF SELECTION	The family may request to be reinstated to the waiting list(s) within one year of the withdraw date in response to a reasonable accommodation request, or if the lack of response by the applicant was a result of SFHA error.	The family may request to be reinstated to the waiting list(s) within one year of the withdraw date.
4	III.D.	SELECTION FROM PBV/RAD/HOPE SF WAITLIST	<p>SELECTION FROM PBV/RAD/HOPE SF WAITLISTS</p> <p>If an appointment letter is returned to the SFHA with no forwarding address, the family will be removed from the waiting list.</p> <p>If the applicant is selected from another PBV/RAD/ HOPE SF waitlist(s) and the SFHA has not received a Pre-application Update Form or other form of notification of a new/alternate address, the applicant will be sent a Notice of Proposed Withdrawal and request to update their contact information within 15 calendar days of the date of the notice. Failure to provide new contact information or respond to the notice will result in the applicant being withdrawn from all waitlist within the same program.</p> <p>If the applicant responds to the Notice of Proposed Withdrawal within 15 days, the SFHA will not remove the applicant from the proposed waitlist (s). The applicant will be the waitlist for future selection.</p>	<p>WITHDRAWAL FROM PBV/RAD/HOPE SF WAITLISTS (Move to section 4-II.F after "Removal from the Waiting List")</p> <p>SFHA Policy</p> <p>If an appointment letter is returned to the Authority with no forwarding address, the family will be removed from the waiting list.</p> <p>If the applicant is selected from another PBV/RAD/ HOPE SF waitlist(s) and the Authority has not received a Waitlist Update Form or other form of notification of a new/alternate address, the applicant will be sent a Notice of Proposed Withdrawal and request to update their contact information within 15 calendar days of the date of the notice. Failure to provide new contact information or respond to the notice will result in the applicant being withdrawn from all waitlist within the same program.</p> <p>If the applicant responds to the Notice of Proposed Withdrawal within 15 days, the Authority will not remove the applicant from the proposed waitlist (s). The applicant will be the waitlist for future selection. The family may request to be reinstated to the waitlist within one (1) year of the withdrawal date.</p>
4	III.E.	THE APPLICATION INTERVIEW	The head of household and all adult members must attend the interview.	The head of household and all adult members along with any emancipated youth must attend the interview and briefing.
4	III.E.	THE APPLICATION INTERVIEW	Any required documents or information that the family is unable to provide at the interview must be provided within 15 calendar days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).	Any required documents or information that the family is unable to provide at the interview must be provided within 15 calendar days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request a 15 calendar day extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).

Exhibit 4	I	Preference Definitions	Update	<p>District Attorney Referrals (Witness Relocation Preference): Add: "(Refer to Exhibit 4-2 for VAWA definition)."</p> <p>Formerly Incarcerated: The Formerly Incarcerated preference allows up to 50 special program vouchers to be issued to the formerly incarcerated. To qualify for this preference the household members must pass all eligibility requirements, have maintained employment for a minimum of six (6) months and be referred by the City and County of San Francisco (Agency TBD).</p> <p>RAD Emergency Referral: Add: "A RAD participant may initially request to be transferred from one unit to another directly with the developer/manager."</p>
Exhibit 4	II	VAWA TRANSFER PLAN SET ASIDE	Subject to availability of funding, 20 vouchers will be set-aside for participants who are victims of domestic violence, dating violence, sexual assault, or stalking as provided in HUD's regulations at 24 CFR part 5, subpart L.	<p>Update to include: VAWA set aside total includes District Attorney Referral</p> <p>Subject to availability of funding, a total of 20 vouchers will be set-aside for participants who are victims of domestic violence, dating violence, sexual assault, or stalking VAWA set aside total includes District Attorney Referral as provided in HUD's regulations at 24 CFR part 5, subpart L.</p>
Exhibit 4	III	Site Based Waitlist - NEW	List	
5	I.B.	BRIEFING	The head of household is required to attend the briefing. If the head of household is unable to attend, the SFHA may approve another adult family member to attend the briefing.	All adult household members and any emancipated youth (s) must attend the briefing.
5	I.C.	FAMILY OBLIGATIONS	The family must promptly notify the PHA in writing if any family member no longer lives in the unit.	Remove; duplicative
5	II.B.	DETERMINING FAMILY UNIT (VOUCHER) SIZE	<p>The SFHA will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p>One (1) bedroom will be provided for the head-of-household and spouse or domestic partner or co-head and an additional bedroom for each two (2) persons within the household. Live-in aides may be allocated a separate bedroom (depending on the above subsidy standard).</p>	One (1) bedroom will be provided for the head-of-household and spouse or domestic partner or co-head and an additional bedroom for up to two (2) persons within the household. Live-in aides may be allocated a separate bedroom (depending on the above subsidy standard).
5	II.D.	VOUCHER ISSUANCE	<p>The SFHA will rotate voucher issuance as follows:</p> <p>For every ten (10) tenant-based vouchers that are issued from the HCV waitlist, three (3) additional tenant-based vouchers will be issued to applicants off of the Project Based Voucher (PBV)/RAD to tenant-based voucher waitlist.</p>	<p>The Authority will issue HCV vouchers as follows:</p> <p>For every ten (10) tenant-based vouchers that are issued from the HCV tenant based waitlist, three (3) additional tenant-based vouchers will be issued to applicants off of the Choice Mobility voucher waitlist until 13 vouchers have been issued and beginning the process anew. Failure to respond to notifications of reaching the top of the list and completing required paperwork will result in removal from the waitlist. RAD/PBV individuals removed from the waitlist will be required to fill out a new application form to be placed back on the waitlist.</p>
5	II.E.	VOUCHER TERM AND EXTENSION - Extensions of Voucher Term	<p>The SFHA may grant one or more extensions upon written request from the family, but the initial term plus any SFHA-approved extension may never exceed 180 calendar days from the initial date of issuance except for a Reasonable Accommodation request. Written requests for extensions must be received by the SFHA prior to the expiration date of the voucher. Extension requests of the initial voucher term (120 days) received prior to the expiration date will receive an automatic 60-day extension. Extension requests receive to further extend the voucher term (beyond 180 days) will require a detailed statement of the family's efforts to locate a unit.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the SFHA prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The SFHA will decide whether to approve or deny an extension request within 30 calendar days of the date the request is received, and will provide the family written notice of its decision.</p>	<p>The Authority may grant one or more extensions upon written request from the family, but the initial term plus any Authority-approved extension may not exceed 180 calendar days from the initial date of issuance. Written requests for extensions must be received by the Authority prior to the expiration date of the voucher. Extension requests of the initial voucher term (120 days) received prior to the expiration date will receive an automatic 60-day extension.</p> <p>All requests for extensions to the voucher term must be made in writing and submitted to the Authority at least 15 calendar days prior to the expiration date of the voucher (or extended term of the voucher).</p> <p>The Authority will decide whether to approve or deny an extension request within 15 calendar days of the date the voucher extension request will provide the family written notice of its decision.</p>
6	I.D.	EARNED INCOME	For persons who regularly receive bonuses or commissions, the SFHA will verify and then average amounts received for up to two years preceding admission or reexamination. If only a one-year history is available, the SFHA will use the prior year amounts. In either case the family may provide, and the SFHA will consider, a credible justification for not using this history to anticipate future bonuses or commissions. If a new employee has not yet received any bonuses or commissions, the SFHA will count only the amount estimated by the employer. The file will be documented appropriately.	For persons who regularly receive bonuses or commissions, the Authority will verify and then average amounts received for up to two years preceding admission or reexamination. In either case the family may provide, and the Authority will consider, a credible justification for not using this history to anticipate future bonuses or commissions. If a new employee has not yet received any bonuses or commissions, the Authority will count only the amount estimated by the employer. The file will be documented appropriately.

6	I.E.	EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES	<p>Original Calculation Method (Prior to May 9, 2016)</p> <p>The family member's prior, or prequalifying, income remains constant throughout the period that he or she is participating in the EID.</p> <p>Initial 12-Month Exclusion</p> <p>During the initial 12-month exclusion period, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded. The 12 months are cumulative and need not be consecutive.</p> <p>SFHA Policy</p> <p>The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings.</p> <p>Second 12-Month Exclusion and Phase-In</p> <p>During the second 12-month exclusion period, the exclusion is reduced to half (50 percent) of any increase in income attributable to employment or increased earnings. The 12 months are cumulative and need not be consecutive.</p> <p>Third 12 Month Phase-In</p> <p>During the third 12-month period, the tenant does not receive an exclusion and 100% of their employment income is counted towards household income.</p> <p>Lifetime Limitation</p> <p>The EID has a four-year (48-month) lifetime maximum. The four-year eligibility period begins at the same time that the initial exclusion period begins and ends 48 months later. The one-time eligibility for the EID applies even if the eligible individual begins to receive assistance from another housing agency, if the individual moves between public housing and Section 8 assistance, or if there are breaks in assistance.</p> <p>SFHA Policy</p> <p>During the 48-month eligibility period, the SFHA will schedule and conduct an interim reexamination each time there is a change in the family member's annual income that affects or is affected by the EID (e.g., when the family member's income falls to a level at or below his/her prequalifying income, when one of the exclusion periods ends, and at the end of the lifetime maximum eligibility period).</p>	Remove (no longer applicable)
6	I.E.	EARNED INCOME DISALLOWANCE FOR PERSONS WITH DISABILITIES	<p>Revised Calculation Method (On or after May 9, 2016)</p> <p>Initial 12-Month Exclusion</p> <p>During the initial exclusion period of 12 consecutive months, the full amount (100 percent) of any increase in income attributable to new employment or increased earnings is excluded.</p> <p>SFHA Policy</p> <p>The initial EID exclusion period will begin on the first of the month following the date an eligible member of a qualified family is first employed or first experiences an increase in earnings.</p> <p>Second 12-Month Exclusion</p> <p>SFHA Policy</p> <p>During the second 12-month exclusion period, the SFHA will exclude 100 percent of any increase in income attributable to new employment or increased earnings.</p> <p>Lifetime Limitation</p> <p>The EID has a two-year (24-month) lifetime maximum. The two-year eligibility period begins at the same time that the initial exclusion period begins and ends 24 months later. During the 24-month period, an individual remains eligible for EID even if they begin to receive assistance from a different housing agency, move between public housing and Section 8 assistance, or have breaks in assistance.</p>	Remove (no longer applicable)
6	I.H.	Periodic Payments	No definition	Define IHSS: "In Home Supportive Services" worker.
6	I.L.	STUDENT FINANCIAL ASSISTANCE	• They are under 24 years of age OR they have no dependent children.	• They are over 23 years of age and they have no dependent children.
6	II.F	CHILD CARE EXPENSE DEDUCTION	HUD defines child care expenses at 24 C.F.R. § 5.603(b) as "amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income."	HUD defines child care expenses at 24 C.F.R. § 5.603(b) as "amounts anticipated to be paid by the family for the care of children under 12 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income."
6	II.G.	PERMISSIVE DEDUCTIONS	New	<p>6-II.G. PERMISSIVE DEDUCTIONS (24 C.F.R. 5.611(b)(1).)</p> <p>Permissive deductions are additional, optional deductions that may be applied to annual income. As with mandatory deductions, permissive deductions must be based on need or family circumstance and deductions must be designed to encourage self-sufficiency or other economic purpose. If the Authority offers permissive deductions, they must be granted to all families that qualify for them and should complement existing income exclusions and deductions.</p> <p>SFHA Policy</p> <p>In accordance with 24 C.F.R. 5.611(b), the Authority will deduct from annual income payments issued to Housing Choice Voucher program families for research-related programs. Programs that qualify as "research-related" will be determined at the sole discretion of the Authority. The decision of the Authority is not grievable.</p>

6	III.B.	FINANCIAL HARDSHIPS AFFECTING MINIMUM RENT	For a family to qualify under this provision, the cause of the potential eviction must be the family's failure to pay rent to the owner or tenant-paid utilities.	Add: Verification of the potential eviction must be provided to the Authority. Documentation may include an Unlawful Detainer filing, Stipulated Agreement, Judgment, or any other timely court filed document.
7	II.D.	FAMILY RELATIONSHIPS	<p>Absence of Adult Member</p> <p>SFHA Policy If an adult member who was formerly a member of the household is reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a lease or utility bill).</p> <p>If the adult member is absent from the household due to domestic violence, dating violence, sexual assault or stalking, the remaining family member can certify this through self- certification or form HUD – 5382.</p>	<p>Absence of Adult Member</p> <p>SFHA Policy If an adult member who was formerly a member of the household is reported to be permanently absent, the family must provide evidence to support that the person is no longer a member of the family (e.g., documentation of another address at which the person resides such as a lease or utility bill). If the adult member of the household member cannot be located, the Head of Household must provide a notarized jurat, under penalty of perjury, stating that the household no longer resides at the property, has not resided at the property since (fill in the date), does not provide additional income to the remaining household members, and has no intention of moving back into the unit. The Authority maintains full discretion to remove or deny the request to remove the household member. Any rent adjustments will be applicable 30 days after the household member is removed.</p> <p>If the adult member is absent from the household due to domestic violence, dating violence, sexual assault or stalking, the remaining family member can certify this through self- certification or form HUD – 5382.</p>
7	III.B.	BUSINESS AND SELF EMPLOYMENT INCOME	<p>Business owners and self-employed persons will be required to provide:</p> <ul style="list-style-type: none"> • An audited financial statement for the previous fiscal year if an audit was conducted. If an audit was not conducted, a statement of income and expenses must be submitted and the business owner or self-employed person must certify to its accuracy. • All schedules completed for filing federal and local taxes in the preceding year. • If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules. 	<p>Business owners and self-employed persons will be required to provide:</p> <ul style="list-style-type: none"> • An audited financial statement for the previous fiscal year if an audit was conducted. If an audit was not conducted, a statement of income and expenses must be submitted and the business owner or self-employed person must certify to its accuracy. • All schedules completed for filing federal and local taxes in the preceding year. • If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules. • Statement of Income Expenses.
8	I.B.	ADDITIONAL LOCAL REQUIREMENTS	Skeleton keys or double cylinder (doubld keyed) locks are not prmitteed in any extrior doors.	Double cylinder (doubled keyed) locks are not permitted in any exterior doors.
8	I.C.	LIFE THREATENING CONDITIONS	Missing or inoperable carbon monoxide detector.	Missing or inoperable carbon monoxide detector (where required).
8	II.A.	OVERVIEW	When a family occupies the unit at the time of inspection an adult family member must be present for the inspection.	When a family occupies the unit at the time of inspection an adult family member or another adult must be present for the inspection.
8	III.D.	SFHA RENT REASONABLENESS METHODOLOGY	The SFHA will notify the owner of the rent the SFHA can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area. The SFHA will confirm the accuracy of the information provided and consider this additional information when making rent determinations. The owner must submit any additional information within seven (7) calendar days of the SFHA's request for information or the owner's request to submit information.	The Authority will notify the owner of the rent the Authority can approve based upon its analysis of rents for comparable units. The owner may submit information about other comparable units in the market area prior to the execution of the Housing Assistance Payment (HAP) Agreement or Agreement to Enter into a Housing Assistance Payment Contract (AHAP). The Authority will confirm the accuracy of the information provided and consider this additional information when making rent determinations. The Authority will respond to the Owner's data within 15 calendar days of receipt and has full discretion to apply or deny the information provided in the final rent comparable study.
9	I.G.	HAP CONTRACT EXECUTION	<p>Any HAP contract executed after the 60 day period is void, and the SFHA may not pay any housing assistance payment to the owner.</p> <p>SFHA Policy Owners who have not previously participated in the HCV program may be required to attend a meeting with the SFHA in which the terms of the Tenancy Addendum and the HAP contract will be explained. The SFHA may waive this requirement on a case-by- case basis, if it determines that the owner is sufficiently familiar with the requirements and responsibilities under the HCV program.</p> <p>The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to the SFHA. The SFHA will ensure that both the owner and the assisted family receive copies of the dwelling lease.</p> <p>The owner and the SFHA will execute the HAP contract. The SFHA will not execute the HAP contract until the owner has submitted IRS form W-9. The SFHA will ensure that the owner receives a copy of the executed HAP contract.</p>	<p>SFHA Policy Owners who have not previously participated in the HCV program may be required to attend a meeting with the Authority in which the terms of the Tenancy Addendum and the HAP contract will be explained. The Authority may waive this requirement on a case-by- case basis, if it determines that the owner is sufficiently familiar with the requirements and responsibilities under the HCV program.</p> <p>The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to the Authority. The Authority will ensure that both the owner and the assisted family receive copies of the dwelling lease.</p> <p>The owner and the Authority will execute the HAP contract. The Authority will not execute the HAP contract until the owner has submitted IRS form W-9. The Authority will ensure that the owner receives a copy of the executed HAP contract.</p> <p>Any HAP contract executed after the 60 day period is void, and the SFHA may not pay any housing assistance payment to the owner. The process for HAP excution will recommnce after the 60 day time period has expired.</p>

10 & 17	I.C.	Moving Process	<p>For families approved to move to a new unit within the SFHA's jurisdiction, the SFHA will issue a new voucher within 15 calendar days of the SFHA's written approval to move. A briefing may be required for these families. The SFHA will follow the policies set forth in Chapter 5 on voucher term, extension, and expiration. If a family does not locate a new unit in accordance with the lease and the Housing Assistance Payment Contract. Otherwise, the family will lose its assistance.</p> <p>For families moving into or families approved to move out of the SFHA's jurisdiction under portability, the SFHA will follow the policies set forth in Part II of this chapter.</p>	<p>For families approved to move to a new unit within the Authority's jurisdiction, the Authority will issue a new voucher within 15 calendar days of the Authority's written approval to move. A briefing may be required for these families. The Authority will follow the policies set forth in Chapter 5 on voucher term, extension, and expiration. If a family does not locate a new unit in accordance with the lease and the Housing Assistance Payment Contract, the family will lose its assistance. The tenant must notify the landlord within 15 calendar days and provide the Authority with the mutual agreement form or their voucher will be automatically terminated.</p> <p>For families moving into or families approved to move out of the Authority's jurisdiction under portability, the Authority will follow the policies set forth in Part II of this chapter.</p>
10	II.B.	INITIAL PHA ROLE - Administration by initial and receiving PHA	<p>SFHA Policy</p> <p>The receiving PHA is responsible for evaluating and making determinations on the voucher holder's reasonable accommodation requests, including reasonable accommodation requests for additional time to find a unit, and reasonable accommodation requests for a different size voucher.</p> <p>The obligation attaches to the receiving PHA when the voucher holder ports to the jurisdiction, even if recipient SFHA has not yet "absorbed" the voucher and/or even if the voucher holder has not yet secured a unit.</p>	REMOVE LANGUAGE
10	II.B.	INITIAL PHA ROLE - Allowable Moves under Portability	The participant/applicant must remain in the SFHA jurisdiction for 12 months prior to porting out of the jurisdiction. The SFHA will review requests for port outs for families who have been unable to secure housing in San Francisco within 90 days of receiving their voucher. The family must demonstrate that a greater likelihood for success in leasing a unit will be identified outside of San Francisco. The determination of whether the family can port outside of the jurisdiction will be made by the Executive Director or their designee.	The participant/applicant must remain in the Authority's jurisdiction for 12 months prior to porting out of the jurisdiction. The Authority will review requests for port outs for families who have been unable to secure housing in San Francisco within 90 days of receiving their voucher. The determination of whether the family can port outside of the jurisdiction will be made by the CEO or their designee.
16	II.B.	PAYMENT STANDARDS	Changes to payment standard amounts will be effective on December 1st of every year unless, based on the proposed FMRs, it appears that one or more of the PHA's current payment standard amounts will be outside the basic range when the final FMRs are published. In that case, the PHAs payment standards will be effective October 1st instead of December 1st.	REMOVE
16	II.B.	PAYMENT STANDARDS	If the PHA has already processed reexaminations that will be effective on or after October 1st, and the effective date of the payment standards is October 1st, the PHA will make retroactive adjustments to any such reexaminations if the new payment standard amount is higher than the one used by the PHA at the time the reexamination was originally processed.	If the PHA has already processed reexaminations that will be effective on or after the newly established payment standard, the PHA will make retroactive adjustments to any such reexaminations if the new payment standard amount is higher than the one used by the PHA at the time the reexamination was originally processed.
16	III	PART III: INFORMAL REVIEWS AND HEARINGS	PART III: INFORMAL REVIEWS AND HEARINGS	PART III: INFORMAL REVIEWS, HEARINGS, FILE REVIEWS AND OTHER REQUESTS FOR DATA
16	III.C.	INFORMAL HEARINGS FOR PARTICIPANTS	The SFHA will not provide a hearing for rent increases that result solely as a result of a landlord's request for a rent increase and where the tenants rent portion is not recalculated.	The Authority will not provide a hearing for rent increases that result solely as a result of a landlord's request for a rent increase and where the tenants income is not recalculated.
16	III.D.	RAD GRIEVANCE HEARINGS	<p>RAD properties are required to provide a two-step grievance procedure for landlord/tenant concerns. RAD properties may provide their own hearing officer for informal hearings but must use SFHA hearing officers for the formal hearing.</p> <p>RAD properties must follow the Administrative Plan hearing process and procedures for all hearings that are governed by the Housing Choice Voucher Administrative Plan.</p>	<p>RAD properties are required to provide a two-step grievance procedure for landlord/tenant concerns. RAD properties may provide their own hearing officer(s). The hearing officer(s) selected cannot be involved in the decision that led to the hearing or supervise the individual/group of employees who made the decision that led to the hearing.</p> <p>RAD properties must follow the Administrative Plan hearing process and procedures for all hearings that are governed by the Housing Choice Voucher Administrative Plan (Chapter 18).</p>
16	III.F.	File Review	New	<p>16-III.F. FILE REVIEW</p> <p>The Authority will review all requests for records.</p> <p>Tenant/Participant File</p> <p>Tenants/Participants are able to view their files at any time during business hours. An appointment to review the file is required and must be made in writing to customercare@sfha.org. When making the request, clearly provide the file(s) being requested if the tenant/participant has been in more than one program. Additionally, the address must be provided. Tenant/Participants will be provided with the opportunity to copy any files needed at a rate of .25 cents per page.</p> <p>Subpoena(s)</p> <p>All subpoenas must be provided to the Authority's legal team. The legal team will review the subpoena and determine whether the requested items/person is available by the deadline provided. Where copies are needed, and a cost is allowable, the cost will be .25 cents per page. Where depositions are necessary, the Authority will charge the maximum allowable rate for the employees time.</p> <p>Public Records:</p> <p>Public records requests will be reviewed as they arrive. Where copies are requested, the Authority will charge .25 cents per page plus any staff time required to prepare the responses as allowable by state and local law.</p>

17	V.F.	ADDITIONAL HAP REQUIREMENTS	<p>The SFHA may pay vacancy payments up to two months contract rent while the unit is vacant. These amounts may be pro-rated.</p> <p>The owner must certify that he did not cause the vacancy by violating the lease, the Contract or any applicable law. Also, the Owner must have notified the SFHA of the vacancy or prospective vacancy and the reasons for the vacancy within 15 calendar days upon learning of the vacancy or prospective vacancy or no vacancy payment will be approved.</p> <p>The HAP contract with the owner will contain any such agreement, including the amount of the vacancy payment and the period for which the owner will qualify for these payments.</p> <p>If the SFHA determines that the owner is responsible for a vacancy and, as a result, is not entitled to the keep the housing assistance payment, the SFHA will notify the landlord of the amount of housing assistance payment that the owner must repay. The SFHA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B and/or the SFHA may withhold the amount owed.</p>	<p>Remove all prior language and replace with:</p> <p>Effective July 1, 2023 the Authority will not pay vacancy payments. The Authority will not enter into Housing Assistance Payments (HAP) contracts where Vacancy Payments are included.</p>
17	VI.C.	ORGANIZATION OF THE WAITING LIST	<p>The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.</p> <p>If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.</p> <p>SFHA Policy The SFHA will establish and manage separate waiting lists in accordance with policies established in Chapter 4 of this Plan.</p>	<p>Remove and add "See Chapter 4 for a full discussion of the organization of waiting lists."</p>
17	VI.F.	OWNER SELECTION OF TENANTS - Leasing	<p>SFHA Policy Families that converted as part of the RAD program, or similar program, must occupy the closest and most appropriate size unit for the size of the family, based on the SFHA's subsidy standards. "Similar programs" are defined as those programs wherein a building was rehabilitated and the same residents residing in the building prior to, and during rehabilitation, returned to the same building post rehabilitation. In these instances, tenants have a right to return and, due to that right, an appropriately sized unit for the size of the family may not be available. Under these circumstances, the developer/owner will ensure that the unit occupied is the closest and most appropriate size unit for the size of the family, based on the SFHA's subsidy standards. The SFHA retains full discretion to deny any future referral requests to a developer/owner after the initial lease up until a household(s) is/are right sized in accordance with HUD regulations and this policy.</p>	<p>SFHA Policy Families that converted as part of the RAD program, or similar program prior to January 1, 2023, must occupy the closest and most appropriate size unit for the size of the family, based on the Authority's subsidy standards. "Similar programs" are defined as those programs wherein a building was rehabilitated and the same residents residing in the building prior to, and during rehabilitation, returned to the same building post rehabilitation. In these instances, tenants have a right to return and, due to that right, an appropriately sized unit for the size of the family may not be available. Under these circumstances, the developer/owner will ensure that the unit occupied is the closest and most appropriate size unit for the size of the family, based on the Authority's subsidy standards. The Authority retains full discretion to deny any future referral requests to a developer/owner after the initial lease up until a household(s) is/are right sized in accordance with HUD regulations and this policy.</p>
17	VII.B	LEASE - Continuation of Housing Assistance Payments	<p>If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the SFHA of the change and request an interim reexamination before the expiration of the 180-day period.</p>	<p>If a participating family receiving zero assistance experiences a change in circumstances that would result in a HAP payment to the owner, the family must notify the Authority of the change and request an interim reexamination before the expiration of the 180-day period.</p> <p>If the Participant desires to remain in the same unit without assistance, and the Landlord/Owner approves this request by the Participant, the unit may be replaced with an amendment to the HAP agreement to provide an opportunity to another family in need of housing.</p>
17	VIII.B.	RENT LIMITS - Rent Increase	<p>An owner's request for a rent increase must be submitted to the SFHA 120 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.</p>	<p>An owner's request for a rent increase must be submitted to the Authority, on the standard Authority form, 120 days prior to the anniversary date of the HAP contract, and must include the new rent amount the owner is proposing.</p>
17	IX.B.	VACANCY PAYMENTS	<p>17-IX.B. VACANCY PAYMENTS [24 C.F.R. 983.352] If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. However, the owner may not keep the payment if the PHA determines that the vacancy is the owner's fault.</p> <p>SFHA Policy If the SFHA determines that the owner is responsible for a vacancy and, as a result, is not entitled to the keep the housing assistance payment, the SFHA will notify the landlord of the amount of housing assistance payment that the owner must repay. The SFHA will require the owner to repay the amount owed in accordance with the policies in Section 16-IV.B.</p> <p>At the discretion of the SFHA, the HAP contract may provide for vacancy payments to the owner. The SFHA may pay vacancy payments up to two months contract rent while the unit is vacant. These amounts may be pro-rated. The SFHA may only make vacancy payments if:</p> <ul style="list-style-type: none"> • The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and identifies the date when the family moved out (to the best of the owner's knowledge); • The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed; • The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and • The owner provides any additional information required and requested by the PHA to verify that the owner is entitled to the vacancy payment. <p>The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payment.</p> <p>SFHA Policy If an owner's HAP contract calls for vacancy payments to be made, and the owner wishes to receive vacancy payments, the owner must have properly notified the PHA of the vacancy in accordance with the policy in Section 17-VI.F. regarding filling vacancies.</p> <p>In order for a vacancy payment request to be considered, it must be made within 10 business days of the end of the period for which the owner is requesting the vacancy payment. The request must include the required owner certifications and the PHA may require the owner to provide documentation to support the request. If the owner does not provide the information requested by the PHA within 10 business days of the PHA's request, no vacancy payments will be made.</p>	<p>Remove Language</p>

18	II.D.	RAD EMERGENCY REFERRALS FOR RAD PROGRAM PARTICIPANTS	These policies do not apply to units with a homeless target population, including all formerly Moderate Rehabilitation Units converted to RAD (RAD Component 2). Please see section 18-II.E. for the Emergency Referral process of formerly Moderate Rehabilitation Units.	These policies do not apply to units with a homeless target population, including all formerly Moderate Rehabilitation Units converted to RAD (RAD Component 2). Please see section 18-II.E. for the Emergency Referral process of formerly Moderate Rehabilitation Units. SFHA Policy The RAD Referral Process does not apply to Moderate Rehabilitation to units. The Moderate Rehabilitation program follows the Choice Mobility Model.
18	II.E	RAD EMERGENCY REFERRALS FOR PARTICIPANTS OF THE MODERATE REHABILITATION PROGRAM	RAD EMERGENCY REFERRALS FOR PARTICIPANTS OF THE MODERATE REHABILITATION PROGRAM	RAD EMERGENCY REFERRALS FOR PARTICIPANTS OF THE MODERATE REHABILITATION PROGRAM Remove all Language and Replace with "See Chapter 4 for a discussion on Reasonable Accommodation (RA) Project Based Voucher (PBV) transfers."
19	II.B.	VOUCHER TERM AND EXTENSION-Voucher Term	The initial term must be stated on the voucher [24 C.F.R. § 982.303(a)]. SFHA Policy The initial voucher term will be 180 calendar days. The family must submit a Request for Voucher Extension form for an additional 60 days. Requests that exceed 240 days would require a Reasonable Accommodation.	The initial term must be stated on the voucher [24 C.F.R. § 982.303(a)]. SFHA Policy The initial voucher term will be 180 calendar days. The family must submit a Request for Voucher Extension form for an additional 60 days.
			SFHA	Housing Authority of the City and County of San Francisco (Authority)
			Executive Director	Chief Executive Officer
			10 business days	15 calendar days
			10 calendar days	15 calendar days
			U.S. Mail	U.S. Mail, E-mail, or Fax