

Edited Chapters	CURRENT LANGUAGE	PROPOSED CHANGES
All	N/A	All chapters were reviewed and edited for grammar, redundancy, sentence structure and punctuation and margin errors. The plan was also reviewed for language that can be removed to reduce plan length or areas that can be consolidated, reformatted, hyperlinks to regulatory language, etc.
All	SFHA	All reference to SFHA changed to the Housing Authority of the City and County of San Francisco in the first instance within a Chapter and Part and thereafter changed to the Authority.
All	HQS	Replaced HQS with NSPIRE for all chapters
All	Table of Contents Page Numbers: See Comment	
HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN	Effective: January 1, 2026	Effective: October 1, 2026
CHAPTER 1: Introduction	<p>CHAPTER 1: OVERVIEW OF THE PROGRAM AND PLAN</p> <p>The Housing Authority of the City and County of San Francisco (the Authority) receives its funding for the Housing Choice Voucher (HCV) program from the United States Department of Housing and Urban Development (HUD). The Authority is not a federal department or agency or a vital records agency. The Authority is a public housing agency (PHA), which is a governmental or public body, created and authorized by state law to develop and operate housing and housing programs for low-income families. The PHA enters into an Annual Contributions Contract (ACC) with HUD to administer the program requirements on behalf of HUD. The PHA must ensure compliance with federal laws, regulations and notices and must establish policy and procedures to clarify federal requirements and to ensure consistency in program operation.</p> <p>This chapter contains information about the Authority and its programs with emphasis on the HCV program. There are three parts to this chapter:</p>	<p>CHAPTER 1: PROGRAM OVERVIEW</p> <p>The Housing Authority of the City and County of San Francisco (hereinafter, "the Authority") administers the Housing Choice Voucher (HCV) program under contract with the U.S. Department of Housing and Urban Development (HUD). The Authority is not a federal department or agency or a vital records agency. The Authority is a public housing agency (PHA), which is a governmental or public body, created and authorized under state law to develop and operate housing and provide housing assistance to low-income families within the City and County of San Francisco.</p> <p>The Authority enters into an Annual Contributions Contract (ACC) with HUD and is responsible for administering the program in accordance with federal laws, regulations, and HUD guidance. The Authority also establishes local policies and procedures to clarify federal requirements and to ensure consistency in program operation.</p>
CHAPTER 1: Introduction	<p>This chapter contains information about the Authority and its programs with emphasis on the HCV program. There are three parts to this chapter:</p> <p>Part I: The Housing Authority of the City and County of San Francisco (the Authority). This part includes a description of the Authority, its jurisdiction, its programs, and its mission and intent.</p> <p>Part II: The HCV Program. This part contains information about the Housing Choice Voucher program operation, roles and responsibilities, and partnerships.</p> <p>Part III: The HCV Administrative Plan. This part discusses the purpose and revision requirements of the plan.</p>	<p>This chapter provides an overview of:</p> <p>Part I: The Housing Authority and its Structure</p> <p>Part II: The HCV Program</p> <p>Part III: The HCV Administrative Plan</p>
CHAPTER 1-1A	<p>1-1.A. Organization and Structure of the Authority</p> <p>The Housing Authority of the City and County of San Francisco (hereinafter, "the Authority"), is a public entity established by the Board of Supervisors in 1938 to provide federally subsidized housing and housing assistance to low-income families within the City and County of San Francisco. The officials of the Authority are known as commissioners, or collectively as the Board of Commissioners. Commissioners are appointed in accordance with state housing law and serve in the same capacity as the directors of a corporation; establishing policies under which the Authority conducts business, ensuring that policies are followed by Authority staff and ensuring that the Authority is successful in its mission. The board is responsible for preserving and expanding the agency's resources and assuring the agency's continued viability. Formal actions of the Authority are taken through written resolutions, adopted by the Board of Commissioners, and entered into the official records of the Authority.</p> <p>The principal staff member of the Authority is the Executive Director (ED), hired and appointed by the Board of Commissioners. The ED is directly responsible for carrying out the policies established by the board and is delegated the responsibility for hiring, training, and supervising the Authority staff in order to manage the day-to-day operations of the Authority. The ED is responsible for ensuring compliance with federal and state laws and directives for the programs managed as well as Authority policies. Additionally, the ED's duties include budgeting and financial planning for the Authority.</p>	<p>1-1.A. Organization and Structure</p> <p>The Authority was established by the Board of Supervisors in 1938 to provide federally subsidized housing and housing assistance to low-income families within the city and county of San Francisco.</p> <p>The Authority is governed by a Board of Commissioners (the Board) that establishes policy, ensures Authority accountability, and oversees the agency's long-term viability. Formal actions of the Authority are taken through written resolutions adopted by the Board and entered into the official records of the Authority.</p> <p>The principal staff member of the Authority is the Executive Director (ED), hired and appointed by the Board. The ED is directly responsible for implementing Board approved policies and is delegated the responsibility of managing the day-to-day operations of the Authority, including staffing, program administration, budgeting/financial planning, and compliance with applicable laws and directives.</p> <p>The Authority utilizes third-party contractors to perform the administrative functions of the HCV program including but not limited to: eligibility processing, voucher issuance, inspections, hearings, waitlist management, and correspondence with program applicants and participants. The Authority monitors contractor performance to ensure program requirements are administered in accordance with applicable laws, regulations, and Authority policy.</p>
CHAPTER 1-1B	<p>1-1.B. The Authority's Mission</p> <p>The mission of the Authority is to advance social equity and grow thriving communities by providing quality, safe, affordable housing and resources for residents.</p>	<p>1-1.B. Mission and Guiding Principles</p> <p>The mission of the Authority is to advance social equity and grow thriving communities by providing quality, safe, affordable housing and resources for residents.</p> <p>In administering the HCV Program, the Authority is guided by the following principles:</p> <ul style="list-style-type: none"> •Promote housing stability and prevent avoidable displacement •Expand access to housing across a range of neighborhoods •Ensure that assisted housing is safe and of adequate quality •Foster strong partnerships with landlords •Support participant self-sufficiency and access to resources •Administer the program in a fair, consistent, and transparent manner <p>The Authority complies with all applicable federal, state, and local fair housing and civil rights laws.</p>

<p>CHAPTER 1-I.C</p>	<p>1-I.C. The Authority's Programs</p> <p>The Section 8 tenant-based Housing Choice Voucher (HCV) assistance program is funded by HUD and administered by the Authority for the jurisdiction of the City and County of San Francisco. The Authority administers the following federal programs, which are subject to the policies outlined within this Administrative Plan:</p> <ul style="list-style-type: none"> •The Housing Choice Voucher (HCV) tenant-based voucher program •The Project-based voucher (PBV) program •Rental Assistance Demonstration (RAD) Program •Special Programs <ul style="list-style-type: none"> oFoster Youth Initiative oVeterans Affairs Supportive Housing (VASH) Program oMainstream Voucher Program oFamily Unification Program (FUP) •The Emergency Housing Voucher (EHV) Program 	<p>1-I.C. Programs Administered by the Authority</p> <p>The Authority administers the following HUD-funded programs, which are administered in accordance with the policies outlined in this Administrative Plan:</p> <ul style="list-style-type: none"> •The Housing Choice Voucher (HCV) Program (tenant-based assistance) •Project-Based Voucher (PBV) Program •Rental Assistance Demonstration (RAD) Program •Special Programs, including: <ul style="list-style-type: none"> oFoster Youth Initiative (FYI) oVeterans Affairs Supportive Housing (VASH) oMainstream Voucher Program (MVP) oFamily Unification Program (FUP) •The Emergency Housing Voucher (EHV) Program
<p>CHAPTER 1-I.D</p>	<p>1-I.D. The Authority's Commitment to Ethics and Service</p> <p>As a public service agency, the Authority is committed to providing excellent service to HCV program participants, owners, and to the community. The Authority's standards include:</p> <ul style="list-style-type: none"> •Administer applicable federal and state laws and regulations to achieve high ratings in performance measurement indicators while maintaining efficiency in program operation to ensure fair and consistent treatment of clients served. •Provide housing that is safe, habitable, functionally adequate, operable, and free of health and safety hazards—in compliance with program housing quality standards—for very low-income families while ensuring that family rents are fair, reasonable, and affordable. •Encourage self-sufficiency of participant families and assist in the expansion of family opportunities which address educational, socio-economic, recreational, and other human service needs. •Promote fair housing and equal opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice. •Promote a housing program that maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families. •Promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families. •Create positive public awareness and expand the level of family, owner, and community support in accomplishing the Authority's mission. •Attain and maintain a high level of standards and professionalism in day-to-day management of all program components. <p>Administer an efficient, high-performance agency through continuous improvement of the Authority's support systems and a high level of commitment to our employees and their development.</p> <p>The Authority will make every effort to keep program participants informed of HCV program rules and regulations and to advise participants of how the program rules affect them.</p>	<p>1-I.D. Commitment to Service and Program Integrity</p> <p>As a public agency, the Authority is committed to administering the HCV program in a manner that is efficient, consistent, and responsive to participants, applicants, landlords, and the community.</p> <p>The Authority will:</p> <ul style="list-style-type: none"> •Administer program requirements in a fair and consistent manner. •Provide safe, affordable, and habitable housing in compliance with national standards for the physical inspection of real estate (NSPIRE). •Support participant self-sufficiency and access to services. •Promote housing choice and equal opportunity. •Maintain high standards of professionalism and operational performance. •Provide clear information to participants and landlords regarding program requirements.
<p>1-II.A. Overview and History of the Program</p>	<p>1-II.A. Overview and History of the Program</p> <p>The United States Housing Act of 1937 (the "Act") is responsible for the birth of federal housing program initiatives. The Act was intended to provide financial assistance to states and cities for public works projects, slum clearance and the development of affordable housing developments for low-income residents.</p> <p>The Housing and Community Development (HCD) Act of 1974 created a new federally-assisted housing program – the Section 8 Existing program (also known as the Section 8 Certificate program). The HCD Act represented a significant shift in federal housing strategy from locally owned public housing to privately owned rental housing. Under the Certificate program, federal housing assistance payments were made directly to private owners of rental housing, where this housing was made available to lower-income families. Eligible families were able to select housing in the private rental market. Assuming that the housing met certain basic physical standards of quality ("housing quality standards") and was within certain HUD-established rent limitations ("fair market rents"), the family would be able to receive rental assistance in the housing unit. Family contribution to rent was set at 30 percent of the family's adjusted income, with the remainder of the rent paid by the program.</p> <p>Another unique feature of the Certificate program was that the rental assistance remained with the eligible family, if the family chose to move to another privately-owned rental unit that met program requirements (in contrast to the public housing program where the rental assistance remains with the unit, should the family decide to move). Consequently, the Certificate program was characterized as tenant-based assistance, rather than unit-based assistance.</p> <p>The Housing and Community Development (HCD) Act of 1987 authorized a new version of tenant- based assistance – the Section 8 Voucher program. The Voucher program was very similar to the Certificate program in that eligible families were able to select housing in the private rental market and receive assistance in that housing unit.</p>	<p>REMOVED</p>
<p>1-II.B.</p>	<p>1-II.B. HCV Program Basics</p> <p>The purpose of the HCV program is to provide rental assistance to eligible families. The rules and regulations of the HCV program are determined by HUD. The PHA is afforded choices in the operation of the program which are included in the PHA's administrative plan, a document approved by the PHA's Board of Commissioners.</p> <p>The HCV program offers mobility to eligible families because they may search for suitable housing anywhere in the Authority's jurisdiction and may also be eligible to move under portability to other PHAs jurisdictions.</p> <p>When a family is determined to be eligible for the program and funding is available, the PHA issues the family a housing voucher. When the family finds a suitable housing unit and funding is available, the PHA will enter into a contract with the owner and the family will enter into a lease with the owner. Each party makes their respective payment to the owner so that the owner receives full rent.</p> <p>Even though the family is determined to be eligible for the program, the owner has the responsibility of approving the family as a suitable renter. The PHA continues to make payments to the owner as long as the family is eligible, and the housing unit continues to qualify under the program.</p>	<p>1-II.A. Overview of the Program</p> <p>The HCV program provides rental assistance to eligible families to lease housing in the private rental market. Eligible families receive a voucher and may search for housing within the Authority's jurisdiction or, where permitted, in other jurisdictions through portability. The Authority enters into a Housing Assistance Payments (HAP) contract with the owner, and the family enters into a lease with the owner. The Authority pays a portion of the rent directly to the owner and the family pays the remaining portion. The Authority will make payments to the owner as long as the family and the housing unit continues to qualify under the program.</p>

<p>1-II.C.</p>	<p>1-II.C. The HCV Partnerships</p> <p>To administer the HCV program, the PHA enters into a contractual relationship with HUD (Consolidated Annual Contributions Contract). The PHA also enters into contractual relationships with the assisted family and the owner or landlord of the housing unit. For the HCV program to work and be successful, all parties involved – HUD, the PHA, the owner, and the family – have important roles to play. The roles and responsibilities of all parties are defined in federal regulations and in legal documents that parties execute to participate in the program. The chart on the following page illustrates key aspects of these relationships.</p> <p>The HCV Relationships:</p> <p>Program Regulations and ACC specifies PHA Obligations and Voucher</p> <p>Voucher specifies Housing Assistance Payments (HAP) Family Obligations Contract specifies Owner and PHA</p> <p>Lease specifies Tenant and Landlord Obligations</p> <p>What Does HUD Do? HUD has the following major responsibilities:</p> <ul style="list-style-type: none"> • Develop regulations, requirements, handbooks, notices, and other guidance to implement HCV housing program legislation passed by Congress. • Allocate HCV program funds to PHAs. • Provide technical assistance to PHAs on interpreting and applying HCV program requirements; and • Monitor PHA compliance with HCV program requirements and PHA performance in program administration. <p>What Does the Authority Do? The Authority administers the HCV program under contract with HUD and has the following major responsibilities:</p>	<p>1-II.B. Roles and Responsibilities</p> <p>The HCV program operates through a partnership among HUD, the Authority, property owners, and participating families. The roles and responsibilities of all parties are defined in federal regulations and in legal documents that the parties execute to participate in the program.</p> <p>HUD is responsible for:</p> <ul style="list-style-type: none"> • Establishing and interpreting program requirements • Providing funding • Monitoring PHA compliance with HCV program requirements and program administration. <p>The Authority is responsible for:</p> <ul style="list-style-type: none"> • Establishing local policies • Determining program eligibility and managing the waiting list • Issuing vouchers • Conducting inspections and ensuring rent reasonableness • Making housing assistance payments • Monitoring ongoing compliance <p>Owners are responsible for:</p> <ul style="list-style-type: none"> • Screening prospective tenants • Maintaining units in compliance with NSPIRE standards • Complying with the HAP contract • Enforcing the terms of the dwelling lease • Complying with all applicable fair housing laws <p>Families are responsible for:</p> <ul style="list-style-type: none"> • Providing complete and accurate information as determined by the Authority to be necessary for administration of the program. • Making their best and most timely efforts to locate qualified and suitable housing. • Complying with program requirements as outlined by this Administrative Plan. • Allow the Authority to inspect the unit at reasonable times and after reasonable notice. • Maintaining the unit. • Complying with the terms of the lease with the owner. • Complying with the family obligations of the voucher. • Reporting changes in income and family composition
<p>1-II.D.</p>	<p>1-II.D. Applicable Regulations</p> <ul style="list-style-type: none"> • General Program Requirements • Nondiscrimination • 5: Lead-Based Paint • The Fair Housing Act • Section 8 Tenant-Based Assistance: Housing Choice Voucher Program • Project-Based Vouchers • 24 C.F.R. Part 985: The Section 8 Management Assessment Program (SEMAP) 	<p>1-II.C. Applicable Regulations</p> <p>The HCV program is governed by federal regulations and guidance, including but not limited to:</p> <ul style="list-style-type: none"> • 24 C.F.R. Part 5: General HUD Program Requirements • 24 C.F.R. Part 8: Nondiscrimination • 24 C.F.R. Part 35: Lead-Based Paint Poisoning Prevention • 24 CFR Part 100: Discriminatory Conduct under the Fair Housing Act • 24 C.F.R. Part 982: Section 8 Tenant-Based Assistance • 24 C.F.R. Part 983: Project-Based Voucher (PBV) Program
<p>1-III.A.</p>	<p>PART III: THE HCV ADMINISTRATIVE PLAN</p> <p>1-III.A. Overview and Purpose of the Plan</p> <p>The purpose of the administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the PHA's agency plan. This administrative plan is a supporting document to the Authority's PHA agency plan and is available for public review as required by 24 C.F.R. Part 903.</p> <p>This administrative plan is set forth to define the Authority's local policies for operation of the housing programs in accordance with federal laws and regulations. All issues related to the HCV program not addressed in this document are governed by such federal regulations, HUD handbooks and guidebooks, notices, and other applicable laws. The policies in this administrative plan have been designed to ensure compliance with all HUD regulations for program funding.</p> <p>The PHA is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this plan, HUD regulations will have precedence.</p> <p>Administration of the HCV program and the functions and responsibilities of Authority staff shall be in compliance with the Authority's personnel policy and HUD regulations as well as all federal, state and local fair housing laws and regulations.</p>	<p>PART III: THE HCV ADMINISTRATIVE PLAN</p> <p>1-III.A. Purpose of the Plan</p> <p>This Administrative Plan (the Plan) establishes the Authority's local policies for administering the HCV program in accordance with HUD requirements and local objectives.</p> <p>The Plan is a supporting document to the Authority's Agency Plan and is available for public review at www.spha.org under "resources and forms".</p> <p>The Authority is responsible for complying with all changes in HUD regulations pertaining to the HCV program. If such changes conflict with this Plan, HUD regulations will have precedence.</p> <p>In areas where federal regulations allow discretion, the Authority adopts policies to ensure consistent decision-making and effective program administration.</p>

1-III.B.	<p>1-III.B. Contents of the Plan [24 C.F.R. § 982.54]</p> <p>The HUD regulations at 24 C.F.R. § 982.54 require the PHA administrative plan to cover PHA policies on the following subjects:</p> <ul style="list-style-type: none"> •Selection and admission of applicants from the PHA waiting list, including any PHA admission preferences, procedures for removing applicant names from the waiting list, and procedures for closing and reopening the PHA waiting list (Chapter 4); •Issuing or denying vouchers, including PHA policy governing the voucher term and any extensions or suspensions of the voucher term. 'Suspension' means stopping the clock on the term of a family's voucher after the family submits a request for approval of the tenancy. If the Authority decides to allow extensions or suspensions of the voucher term, this administrative plan must describe how the Authority determines whether to grant extensions or suspensions, and how the Authority determines the length of any extension or suspension (Chapter 5); •Any special rules for use of available funds when HUD provides funding to the PHA for a special purpose (e.g., desegregation), including funding for specified families or a specified category of families (Chapter 4); •Occupancy policies, including definition of what group of persons may qualify as a 'family', definition of when a family is considered to be 'continuously assisted'; standards for denying admission or terminating assistance based on criminal activity or alcohol abuse in accordance with 24 C.F.R. § 982.553, or other factors in accordance with §§ 982.552. 	REMOVED
1-III.C.	<p>Mandatory and Discretionary Policy</p> <p>HUD distinguishes between:</p> <ul style="list-style-type: none"> •Mandatory policies, which are required by law and are driven by legislation, regulations, current handbooks, current PIH notices, and legal opinions from the Office of General Counsel; and •Discretionary policies, where the Authority has flexibility to make policies based on local objectives. <p>The Authority adopts local policies in areas of discretion that are consistent with mandatory policies and other non-binding HUD guidance to ensure consistency in operation and decision-making.</p>	<p>1-III.B HUD distinguishes between:</p> <ul style="list-style-type: none"> •Mandatory policies, which are required by law or regulation and are driven by legislation, implementing regulations, current HUD handbooks and PIH notices; and •Discretionary policies, where the Authority has flexibility to make policies based on local objectives aligned with HUD guidance including guidebooks, notices and recommendations from individual HUD staff. <p>The Authority adopts local policies in areas of discretion that are consistent with mandatory policies and other non-binding HUD guidance and ensures consistency to program applicants and participants and achieves local objectives of the City's Consolidated Plan.</p>
1-III.D.	<p>1-III.D. Updating and Revising the Plan</p> <p>The PHA will revise this administrative plan as needed to comply with changes in HUD regulations. The original plan and any changes must be approved by the Board of Commissioners of the agency, the pertinent sections included in the Agency Plan, and a copy provided to HUD.</p> <p>Authority Policy The Authority will review and update the plan at least once a year, and more often if needed, to reflect changes in regulations, Authority operations, or when needed to ensure staff consistency in operation.</p>	<p>1-III.C. Plan Updates and Revisions</p> <p>The Authority will revise this Plan as needed to reflect regulatory changes, operational improvements, and program needs. The Plan will be reviewed at least annually and updated as necessary to ensure compliance and operational consistency. All substantive revisions will be made available for public comment and submitted for approval by the Board of Commissioners.</p>
Chapter 2: FAIR HOUSING AND EQUAL OPPORTUNITY	<p>This chapter explains the laws and HUD regulations requiring PHAs to affirmatively further civil rights and fair housing in all federally assisted housing programs. The letter and spirit of these laws are implemented through consistent policy and processes. The responsibility to further nondiscrimination pertains to all areas of the PHA's Housing Choice Voucher (HCV) operations.</p> <p>This chapter describes HUD regulations and PHA policies related to these topics in four parts:</p> <p>Part I: Nondiscrimination. This part presents the body of laws and regulations governing the responsibilities of the Authority regarding nondiscrimination.</p> <p>Part II: Policies Related to Persons with Disabilities. This part discusses the rules and policies of the Housing Choice Voucher program related to reasonable accommodation for persons with disabilities. These rules and policies are based on the Fair Housing Act (42.U.S.C.) and Section 504 of the Rehabilitation Act of 1973 and incorporate guidance from the Joint Statement of The Department of Housing and Urban Development (HUD) and the Department of Justice (DOJ), issued May 17, 2004.</p> <p>Part III: Prohibition of Discrimination Against Limited English Proficiency Persons. This part details the obligations of the Authority to ensure meaningful access to the HCV program and its activities by persons with limited English proficiency (LEP). This part incorporates the Final Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition against National Origin Discrimination Affecting Limited English Proficient Persons published January 22, 2007, in the Federal Register.</p> <p>Part IV: Policies Related to the Violence against Women Act (VAWA). This part contains key terms used in VAWA and describes the VAWA protections, requirements for qualifying for protections and remedies under VAWA, notifying families and owners about their rights and responsibilities under VAWA, requesting documentation from survivors of VAWA violence/abuse, maintaining the confidentiality of information obtained from survivors of VAWA violence/abuse, and qualifying for and receiving VAWA emergency transfers.</p>	<p>This chapter describes HUD regulations and Authority policies related to the nondiscriminatory application of this Plan in the administration of the HCV Program and the Authority's specific policies for ensuring equal access to the program for applicants and participants with disabilities, limited English proficiency, and who are survivors of violence as described in the Violence Against Women Act (VAWA).</p> <p>Part I: Nondiscrimination. This part provides an overview of laws regulating the Authority's general responsibility to administer the program in a nondiscriminatory manner.</p> <p>Part II: Persons with Disabilities. This part discusses the rules and policies of nondiscrimination based on the Fair Housing Act (42.U.S.C.) and Section 504 of the Rehabilitation Act of 1973 and the requirement to provide reasonable accommodation for persons with disabilities.</p> <p>Part III: Persons with Limited English Proficiency (LEP). This part details the Authority's policy to ensure meaningful access to the HCV program and its activities by persons with limited English proficiency (LEP).</p> <p>Part IV: Policies Related to the Violence against Women Act (VAWA). This part details the Authority's process for ensuring equal access to the program for applicants and participants facing barriers as a result of domestic violence, dating violence, sexual assault, and stalking.</p>
2-II.D. Verification of Disability	<p>The Authority will request a third-party verification as part of the Reasonable Accommodation process. If verification cannot be obtained by the third party within thirty (30) calendar days, the family must follow up with the third party.</p>	<p>The Authority will require third-party verification as part of the Reasonable Accommodation process. Third party verification must be provided within fifteen (15) calendar days of the request for accommodation.</p>

2-IV.D. Notification of Occupancy Rights Under VAWA	<p>Authority Policy The Authority adopts the following policy to ensure that all actual and potential beneficiaries of its HCV program are aware of their rights under VAWA.</p> <p>Notification to Public The following information is posted in the lobby of the Authority office located at 1815 Egbert Ave, San Francisco, CA 94124 and on its website, and is readily available in alternate languages in accordance with the Authority's LEP policy upon request:</p> <ul style="list-style-type: none"> • The Notice of Occupancy Rights Under the Violence Against Women Act • The Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking • A copy of the Authority's VAWA Emergency Transfer Flow Charts by Program Type (see Exhibit 2-4) • The National Domestic Violence Hotline: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibits 2-2 and 2-3). • Contact information for local victim advocacy groups or service providers (included in Exhibits 2-2 and 2-3) 	REMOVED
2-IV.E. Protections for Survivors	n/a	<p>Authority Policy The Authority provides the following protections for survivors who are HCV applicants or participants:</p> <ol style="list-style-type: none"> 1.The Authority will not deny an applicant admission to the HCV program if the applicant can show that the reason provided for the denial is connected to VAWA violence/abuse. 2.The Authority will not terminate a participant from the program because they are a survivor of VAWA violence/abuse. Notices to terminate may be withdrawn if a participant can show that the reason provided for the program termination is directly the result of VAWA violence/abuse. 3.Where VAWA violence/abuse occurs within an assisted household, the Authority may terminate the abuser from the HCV program while protecting the survivor and other household members. The abuser will not be issued a separate voucher. 4.If a VAWA survivor vacates the unit due to VAWA violence/abuse, the Authority will not consider them in violation of the lease or HCV program requirements. 5.The Authority may provide an emergency termination of the HAP contract and issue the participant expedited moving papers. 6.The Authority will assist participant(s) of the project-based voucher program that is a survivor of VAWA violence/abuse in moving from their current unsafe unit in accordance with the Authority's emergency transfer plan (See Exhibit 2-4).
2-IV.F. Limitations of VAWA Protections	n/a	<p>Complying with Court Orders</p> <p>The PHA or Owner must, when notified of a court order, comply with the order with respect to:</p> <ul style="list-style-type: none"> •Rights of access or control of property, including civil protection orders issued to protect a survivor of VAWA violence/abuse, or •The distribution or possession of property among members of a household.
2-IV.H. Remedies for survivors of VAWA violence/abuse. Lease bifurcation		<p>Added language: The Authority will provide survivors with 30 days to select a new head of household from those family members remaining after lease bifurcation to establish eligibility. Survivors unable to establish eligibility under the program will not be permitted to remain in the program at the expiration of the 30 days or any permitted extension(s). The terminated perpetrator will not be reinstated into the program if the survivor has to relinquish the unit or the voucher for failure to establish eligibility.</p>
Exhibit 2-4: VAWA Emergency Transfer Process Flow Charts by Program Type		REMOVED
Exhibit 2-8: VAWA Transfer Plan Set Aside		REMOVED
3-II.D. Family Consent to Release of Information	<p>Authority Policy The Authority will deny admission and/or participation in the program if an applicant or participant revokes or fails to grant consent to access financial records from financial institutions.</p>	The Authority will deny admission to the program for applicants or terminate assistance for participants in the program if any adult member of the applicant or participant family revokes or fails to grant consent to access financial records from financial institutions.
3-III.H. Restriction on Assistance Based on Assets	<p>Authority Policy The PHA defines not sufficient for the size of the family as being overcrowded based on space standards in Chapter 8 of this policy.</p>	<p>Authority Policy The Authority will only apply this regulation to new applications going forward during eligibility determination. Existing participants who are declaring family composition and/or income changes under the Interim or Annual recertification process will not be subject to removal from the program if they obtain an asset with a net worth over \$100,000. This includes but is not limited to inherited property and/or assets from a family member, or lottery lump-sum asset. The PHA defines not sufficient for the size of the family as being overcrowded based on space standards in Chapter 8 of this policy.</p>
Chapter 4: Applications, Waiting List and Tenant Selection		

<p>4-I.D Placement on the Waitlist</p>	<p>Ineligible for Placement on the Waiting List Where a family is determined to be ineligible, the Authority will send written notification of the ineligibility determination via email or U.S.P.S within 120 calendar days of receiving a complete application or the closing date of the waiting list(s), whichever comes later.</p>	<p>Changed to 60 days</p>
	<p>Eligible for Placement on the Waiting List The Authority will send written notification of the preliminary eligibility determination within 120 calendar days of receiving the application or the closing of the waiting list(s), whichever comes later.</p>	<p>Changed to 60 days</p>
<p>4-II.C. Opening and Closing the Waiting List</p>	<p>Reopening the Waiting List The Authority may open the waitlist for specific unit sizes when the list has been exhausted for that particular need. Under these circumstances, the Authority may open the waiting list for applicants on certain dates and times as described in this Policy or facilitate an application by lottery.</p>	<p>The Authority may reopen the waitlist, at any time, in whole or in part, as needed to ensure an adequate pool of applicants and to meet program and operational needs.</p> <p>When the waitlist for specific unit sizes has been exhausted, the Authority may reopen the waiting list for that particular need. Under these circumstances, the Authority may limit the reopening to applicants seeking the affected unit size and may accept applications during specified dates and times or through a lottery process, as described in this policy.</p>
<p>4-II.F. Updating the Waiting List</p>	<p>Removal from the Waiting List Authority Policy 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.</p> <p>If at any time an applicant family is on the waiting list, the Authority determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.</p> <p>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 email address or through U.S.P.S 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)].</p> <p>If the Authority has determined a sole member family is deceased, unless there is a pending waitlist update request, date stamped by the Authority on or before the date of death of the sole family member, the family will be removed from all waiting lists</p>	<p>Added to the end of the existing policy: If the family does not respond to the second letter for interview within 15 days of receipt, they will be removed from the waitlist they were pulled from.</p>
<p>4-III.C. Selection Method</p>	<p>Local Preferences Authority Policy The Authority has adopted local preferences. All preferences must be verified at the time of the eligibility interview. If an applicant is unable to provide verification of their preference at the time of eligibility interview or up to fifteen (15) days thereafter, the applicant will be placed back on the waiting list(s) in a non-preference category. All preferences are mutually exclusive except for the Veteran/Surviving Spouse of Veteran which may be combined with any other preference. Applicants with an equal preference value will be selected based on the position number. The definitions of all preferences below are located in Exhibit 4-1.</p>	<p>Local Preferences Authority Policy The Authority has adopted local preferences. All preferences must be verified at the time of the eligibility interview. If an applicant is unable to provide verification of their preference at the time of eligibility interview or up to fifteen (15) days thereafter, the applicant will be placed back on the waiting list(s) in a non-preference category. All preferences are mutually exclusive except for the Veteran/Surviving Spouse of Veteran, and EHV preferences, which may be combined with any other preference(s). Applicants with an equal preference value will be selected based on the position number. The definitions of all preferences below are located in Exhibit 4-1.</p>
<p>4-III.C.2.a. Housing Choice Voucher Waiting List(s)</p>	<p>An applicant may select any or all preferences that apply, and the preference with the highest points will be applied. The Veteran/Surviving Spouse of Veteran preference is the only preference that may be applied in addition to another preference. The order of selection based on preferences from the Housing Choice Voucher Waiting list(s) is as follows: Preferences for the Tenant Based HCV Waitlist: Veteran/Surviving Spouse of Veteran (+1 point) Emergency Housing Voucher Holder (9 points) Individual/Family on the Public Housing Waitlist (8 points) Mainstream Voucher Preference (7 points) Involuntary Displacement (5 points)</p>	<p>An applicant may select any or all preferences that apply, and the preference with the highest points will be applied. In addition, any combination of point preferences denoted with + points will be added to the main preference. The selection based on preferences from the Housing Choice Voucher Waiting list(s) is as follows:</p> <p>Preferences for the Tenant Based HCV Waitlist: Veteran/Surviving Spouse of Veteran (+1 point) Individual/Family on the Public Housing Waitlist (8 points) Mainstream Voucher Preference (7 points) Involuntary Displacement (5 points)</p> <p>Emergency Housing Voucher (EHV) Holder (9 points) Additional EHV preferences that may be applied:* The Authority will assign these EHV preferences based on the household's last certification as of their placement on the HCV waitlist: oEHV holder requires a unit with 5 or more bedrooms (+3 points) oEHV holder with a minor(s) in the household (+2 points) oEHV holder with any member of the household with a disability (+2 points) oEHV holder with a senior (62+) head of household, spouse, or co-head of household (+2 points) The Authority will assign this EHV preference based on the referral status for the household at admission into the EHV program: oEHV Holder and Involuntarily Displaced (+3 points)</p> <p>* If additional tie-breakers are required for the EHV preferences, the Authority will apply (1) earliest EHV admission date and then (2) initial EHV voucher issue date.</p>

<p>4-III.C.2.c. RAD/PBV Site-Based Waiting List(s)</p>	<p>Local Rental Assistance Demonstration (RAD) Program Site-Based Preferences: An applicant may select any or all preferences that apply, and the preference with the highest points will be applied. The Veteran/Surviving Spouse of Veteran preference is the only preference that may be applied in addition to another preference.</p> <p>Veteran/Surviving Spouse of Veteran (+1 point) Families with a Right to Return (16 points) Emergency Housing Voucher Holders (16 points) Public Housing Emergency Transfers (16 points) Emergency Referral (15 points) Residents of Residential Care Facilities for the Chronically Ill (RCFCI)/ Transitional Residential Care Facilities (TRCF) (14 points) Mixed Families currently residing at non-RAD units at HOPE SF sites (13 points) Involuntarily Displaced with Residential Certificate of Preference (COP) (11 points) Department of Homeless and Supportive Housing Referral (HSH) (7 points) Families with minor children living in SROs with a referral from DBI (7 points) Involuntarily Displaced from San Francisco residence (5 points)</p>	<p>Local Rental Assistance Demonstration (RAD) Program Site-Based Preferences: An applicant may select any or all preferences that apply, and the preference with the highest points will be applied. In addition, any combination of point preferences denoted with + points will be added to the main preference.</p> <p>Veteran/Surviving Spouse of Veteran (+1 point) Families with a Right to Return (16 points) Public Housing Emergency Transfers (16 points) Emergency Referral (15 points) Residents of Residential Care Facilities for the Chronically Ill (RCFCI)/ Transitional Residential Care Facilities (TRCF) (14 points) Mixed Families currently residing at non-RAD units at HOPE SF sites (13 points) Involuntarily Displaced with Residential Certificate of Preference (COP) (11 points) Department of Homeless and Supportive Housing Referral (HSH) (7 points) Families with minor children living in SROs with a referral from DBI (7 points) Involuntarily Displaced from San Francisco residence (5 points) Emergency Housing Voucher Holders (16 points)</p> <p>Additional EHV preferences that may be applied: *The Authority will assign these EHV preferences based on the household's last certification as of their placement on the RAD waitlist:</p> <ul style="list-style-type: none"> -EHV holder requires a unit with 5 or more bedrooms (+3 points) -EHV holder with a minor(s) in the household (+2 points) -EHV holder with any member of the household with a disability (+2 points) -EHV holder with a senior (62+) head of household, spouse, or co-head of household (+2 points) <p>The Authority will assign this EHV preference based on the referral status for the household at admission into the EHV program:</p> <ul style="list-style-type: none"> -EHV Holder and Involuntarily Displaced (+3 points) <p>*If additional tie-breakers are required for the EHV preferences, the Authority will apply (1) earliest EHV admission date and then (2) initial EHV voucher issue date.</p>
<p>4-III.C.2.d. PBV Site Based Waiting List(s)</p>	<p>An applicant may select any or all preferences that apply, and the preference with the highest points will be applied. The Veteran/Surviving Spouse of Veteran preference is the only preference that may be applied in addition to another preference.</p> <p>The PBV preferences are listed below:</p> <p>Project Based Voucher Site-Based Preferences: Veteran/Surviving Spouse of Veteran (+1 point) Emergency Housing Voucher Holder (12 points) Involuntarily Displaced with Residential Certificate of Preference (COP) (11 points) Involuntarily Displaced from San Francisco Residence (5 points)</p>	<p>An applicant may select any or all preferences that apply, and the preference with the highest points will be applied. In addition, any combination of point preferences denoted with + points will be added to the main preference.</p> <p>The PBV preferences are listed below:</p> <p>Project Based Voucher Site-Based Preferences: Veteran/Surviving Spouse of Veteran (+1 point) Involuntarily Displaced with Residential Certificate of Preference (COP) (11 points) Involuntarily Displaced from San Francisco Residence (5 points)</p> <p>Emergency Housing Voucher Holder (12 points)</p> <p>Additional EHV preferences that may be applied: *The Authority will assign these EHV preferences based on the household's last certification as of their placement on the PBV waitlist:</p> <ul style="list-style-type: none"> -EHV holder requires a unit with 5 or more bedrooms (+3 points) -EHV holder with a minor(s) in the household (+2 points) -EHV holder with any member of the household with a disability (+2 points) -EHV holder with a senior (62+) head of household, spouse, or co-head of household (+2 points) <p>The Authority will assign this EHV preference based on the referral status for the household at admission into the EHV program:</p> <ul style="list-style-type: none"> -EHV Holder and Involuntarily Displaced (+3 points) <p>*If additional tie-breakers are required for the EHV preferences, the Authority will apply (1) earliest EHV admission date and (2) initial EHV voucher issue date.</p>

<p>4-III.C.2.d. PBV Site Based Waiting List(s)</p>	<p>Hunters View (HOPE SF) Site-Based Preferences: 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.</p> <p>Alice Griffith (HOPE SF) Site-Based Preferences: 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.</p> <p>Potrero, Potrero Annex, Block X, Block B (HOPE SF) Site-Based Preferences: 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.</p>	<p>Removed the language under each regarding the 25 applicants leaving just the list of preferences and applicable points.</p>
<p>4-III.C.2.e. Single Room Occupancy Site-Based Waiting List</p>	<p>4-III.C.2.e. SINGLE ROOM OCCUPANCY SITE BASED WAITING LIST</p> <p>The Authority will accept direct referrals from Owners/Managers of SRO buildings. The Owners/Managers of the SRO buildings must provide their marketing plan for non-HSH (regulated) funded units, which demonstrates an affirmative fair housing approach, to the Authority in advance of making any direct referrals from Owner/Manager and annually thereafter. Owners/Managers must provide updated/modified tenant selection plans to the Authority within 30 calendar days of the modification with the changes expressly provided in a written notification. The Authority retains full discretion to pause or stop Owner/Manager referrals at any time. Failure to receive referrals from Owners/Managers within 30 days of a request for referrals will result in the Authority requesting referrals from the Coordinated Entry Program to prevent delays in filling units.</p>	<p>4-III.C.2.e. SINGLE ROOM OCCUPANCY SITE BASED WAITING LIST</p> <p>Authority Policy</p> <p>The Authority will accept direct referrals from Owners/Managers of SRO buildings. The Owners/Managers of the SRO buildings must provide their marketing plan for non-HSH (regulated) funded units, which demonstrates an affirmative fair housing approach, to the Authority in advance of making any direct referrals from Owner/Manager and annually thereafter. Owners/Managers must provide updated/modified tenant selection plans to the Authority within 30 calendar days of the modification with the changes expressly provided in a written notification. The Authority retains full discretion to pause or stop Owner/Manager referrals at any time. Failure to receive referrals from Owners/Managers within 30 days of a request for referrals will result in the Authority requesting referrals from the Coordinated Entry Program to prevent delays in filling units.</p> <p>The utilization rate should be 95% or greater at all times.</p>
<p>4-III.E. The Application Interview</p>	<p>Authority Policy</p> <p>Families selected from the waiting list are required to participate in an eligibility interview.</p> <p>If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference at the time of the interview. If the Authority determines the family is not eligible for the preference the family will be placed back on the waiting list according to their updated preference ranking.</p> <p>If the family does not have verification of preference at the time of the interview, the verification will be required within 15 calendar days from the date of the interview.</p> <p>The head of household must attend the interview and briefing. All adult household members must attend the interview. The Authority, at its discretion, may require adult household members to attend the briefing.</p> <p>The interview will be conducted only if the head of household and all adult members provide appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, the appointment may be rescheduled when the proper documents have been obtained.</p> <p>Household members not previously declared on the application, may be added in accordance with section 3-1.B. of this Administrative Plan. Verification of information pertaining to adult members will not begin until all release forms are submitted to the Authority.</p> <p>The head of household and all adult members must provide appropriate documentation of legal identity (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation at the time of the interview, they will be required to provide it within 15 calendar days.</p> <p>Pending disclosure and documentation of social security numbers, the Authority will allow the family to retain its place on the waiting list(s) for 90 days. If not all household members have disclosed their SSNs at the next time the Authority is issuing vouchers, the Authority will issue a voucher to the next eligible applicant family on the waiting list(s).</p> <p>The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are</p>	<p>Authority Policy</p> <p>If the family is unable to attend a scheduled interview, the family should contact the Authority in advance of the interview to schedule a new appointment. The Authority will send a second letter for interview if a family fails to attend or reschedule the first interview; however, if the family does not respond to the second letter for interview within 15 calendar days, they will be removed from the waitlist they were pulled from. A family removed from a waitlist may seek to be placed back on the list within one year of removal. Reinstatement on the list will be subject to Authority discretion.</p>

	<p>missing, the Authority will provide the family with a written list of items that must be submitted.</p> <p>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).</p> <p>An advocate, interpreter, or other assistant may assist the family with the application and the interview process.</p> <p>Interviews will be conducted in English. For limited English proficient (LEP) applicants, the Authority will provide translation services in accordance with the Authority's LEP plan.</p> <p>If the family is unable to attend a scheduled interview, the family should contact the Authority in advance of the interview to schedule a new appointment.</p>	
EXHIBIT 4-1: Definitions of Preferences in Alphabetical Order	<p>Emergency Housing Voucher Holder: Subject to availability, households with active Emergency Housing Voucher subsidy as of November 1, 2025 who will be impacted by budget underfunding may retain the Emergency Housing Voucher preference. This preference shall be applied towards Project Based Voucher opportunities and/or Tenant Based Vouchers, if available.</p>	<p>Emergency Housing Voucher Holder: Subject to availability, households with an active Emergency Housing Voucher subsidy and in good standing as of November October 1, 2026 2025 who will be impacted by budget underfunding may retain the Emergency Housing Voucher preference. This preference shall be applied towards Project Based Voucher opportunities and/or Tenant Based Vouchers, if available.</p>
EXHIBIT 4-2: PBV & RAD Buildings	<p>Project name: Larkin Pine Senior Housing (1303 Larkin) Street name: 1303 Larkin Building prequalifiers: Seniors 62+ Unit level prequalifiers: NONE Referring Entity: DSHS/SFHA: If LOSP overlay with PBV units allow DSHS to refer through Coordinated Entry; after 30 calendar days of no referrals SFHA will refer from SFHA waitlists. SFHA: If no overlay</p>	<p>Project name: 1303 Larkin Street Street name: 1303 Larkin Building prequalifiers: Seniors 62+ Unit level prequalifiers: NONE Referring Entity: SFHA</p>
5-II.D. Voucher Issuance	<p>Authority Policy</p> <p>Prior to issuing any vouchers, the Authority will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16. If funds are insufficient to house the family at the top of the waiting list(s), the Authority must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10]. Further, the Authority may rescind the voucher and place the affected family back on the waiting list(s) based on their original date and time of application. Vouchers will be issued to eligible applicants immediately following the mandatory briefing.</p> <p>The Authority will issue HCV vouchers as follows: 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> <p>The Authority maintains the discretion to issue vouchers in highly escalated emergency situations where there is an imminent threat to health and safety and as reviewed on a case-by-case basis wherein the request has been escalated to the CEO or their designee for a final decision in accordance with the waitlist rules in the Administrative Plan.</p>	<p>Authority Policy</p> <p>Prior to issuing any vouchers, the Authority will determine whether it has sufficient funding in accordance with the policies in Part VIII of Chapter 16. If funds are insufficient to house the family at the top of the waiting list(s), the Authority must wait until it has adequate funds before it calls another family from the list [HCV GB p. 8-10]. Further, the Authority may rescind the voucher and place the affected family back on the waiting list(s) based on their original date and time of application. Vouchers will be issued to eligible applicants immediately following the mandatory briefing.</p> <p>The Authority will issue HCV vouchers as follows: 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. 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> <p>The Authority may exercise the discretion to issue vouchers in highly escalated emergency situations where there is an imminent threat to health and safety and as reviewed on a case-by-case basis wherein the request has been escalated to the Executive Director or their designee for a final decision in accordance with the waitlist rules in the Administrative Plan.</p>
5-II.E. Voucher Term and Extensions	<p>Authority Policy</p> <p>The Authority may grant only one extension of 90 days upon written request from the family at least 15 calendar days before expiration of the initial voucher term.</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 was submitted and will provide the family written notice of its decision.</p>	<p>Authority Policy</p> <p>The Authority may grant only one extension of 90 days upon written request from the family at least 15 calendar days before expiration of the initial voucher term.</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 was submitted and will provide the family written notice of its decision.</p> <p>The Authority may approve an additional extension in one or more increments not to exceed 30 calendar days upon written request from the family only in the following circumstances:</p> <ul style="list-style-type: none"> •It is necessary as a reasonable accommodation for a person with disabilities. •It is necessary due to reasons beyond the family's control, as determined by the Authority. <p>The following is a list of extenuating circumstances that the Authority may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:</p> <ul style="list-style-type: none"> •Serious illness or death in the family •Other family emergency •Obstacles due to employment •Whether the family has already submitted requests for tenancy approval that were not approved by the Authority •Whether family size or other special circumstances make it difficult to find a suitable unit. <p>Any request for an additional extension must include the reason(s) an additional extension is necessary. The Authority may require the family to provide documentation to support the request or obtain verification from a qualified third-party.</p>
6-I.E. Earned Income Disallowance for Persons with Disability	Earned Income Disallowance for Persons with Disabilities	REMOVED

8-I.C.-Additional local requirements/Doors	•All gates and/or security doors that must be entered through in order to gain access to a unit must have a working and audible doorbell.	REMOVED
8-I.C. Additional local requirements/Access to Unit	Functioning doorbells and call boxes are always required and any damaged or missing doorbells or call boxes will be a mandatory fail item.	REMOVED
8-II.B. Initial Inspection	<p>Authority Policy</p> <p>The unit must pass the NSPIRE inspection on or before the effective date of the HAP contract.</p> <p>The Authority will not rely on alternative inspections and will conduct an NSPIRE inspection for each unit prior to executing a HAP contract with the owner.</p> <p>If a HUD-VASH family selects a unit that passed a HQS inspection (without intervening occupancy) within 90 days of the date of the Request for Tenancy Approval (form HUD-52517), the unit may be approved as long as it meets all other conditions under 24 CFR 982.305.(HUD/VASH Operating Requirements Aug 2024)</p>	<p>Authority Policy</p> <p>The unit must pass the NSPIRE inspection no longer than 120 calendar days on or before the effective date of the HAP contract.</p> <p>The Authority will not rely on alternative inspections and will conduct an NSPIRE inspection for each unit prior to executing a HAP contract with the owner.</p>
EXHIBIT 8-1: OVERVIEW OF HUD HOUSING QUALITY STANDARDS		REMOVED
10-I.A. Allowable Moves	n/a	corrected outdated regulatory references and added hyperlink
10-I.C. Moving Process/Voucher issuance and briefing	<p>Voucher Issuance and Briefing Authority Policy</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.</p>	<p>Voucher Issuance and Briefing Authority Policy</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 within their voucher term and in accordance with the lease and the Housing Assistance Payment Contract, the family may lose its assistance.</p>
10-II.B. Initial PHA Role	•Documentation of participation in the earned income disallowance (EID) benefit.	REMOVED
11-II.D. Processing the Interim Reexamination	Based on the type of change reported, the Authority will determine the documentation the family will be required to submit. The family must submit any required information or documents within 30 calendar days of receiving a request from the Authority. This time frame may be extended for good cause with Authority approval. The Authority will accept required documentation by mail, by fax, or in person.	Based on the type of change reported, the Authority will determine the documentation the family will be required to submit. The family must submit any required information or documents within 15 calendar days of receiving a request from the Authority. This time frame may be extended for good cause with Authority approval. The Authority will accept required documentation by mail, by fax, or in person.
13-II.F. Change in Ownership/Assignment of the HAP Contract	<p>Authority Policy</p> <p>Assignment of the HAP contract will be approved only if the new owner is qualified to become an owner under the HCV program according to the policies in Section 13-I.D. of this chapter.</p> <p>The Authority must receive a signed, written request from the existing owner stating the name and address of the new HAP payee and the effective date of the assignment in order to change the HAP payee under an outstanding HAP contract.</p> <p>Within 15 calendar days of receiving the owner's request, the Authority will inform the current owner in writing whether the assignment may take place.</p>	<p>Authority Policy</p> <p>The Authority must receive a signed, written request from the existing owner stating the name and address of the new HAP payee and the effective date of the assignment in order to change the HAP payee under an outstanding HAP contract. Documentation must be provided to the Authority no later than 60 calendar days prior to the proposed effective date of the assignment.</p> <p>Assignment of the HAP contract will be approved only if the new owner is qualified to become an owner under the HCV program according to the policies in Section 13-I.D. of this chapter.</p> <p>The Authority will inform the current owner in writing no later than 15 calendar days prior to the proposed effective date of the assignment, whether the assignment may take place.</p>
16-II.B. Payment Standards/Exception payment standards/Unt-by-unit exceptions	<p>Authority Policy</p> <p>A family that requires a reasonable accommodation may request a higher payment standard at the time the Request for Tenancy Approval (RFTA) is submitted. The family must document the need for the exception. In order to approve an exception, or request an exception from HUD, the PHA must determine that:</p> <ul style="list-style-type: none"> •There is a shortage of affordable units that would be appropriate for the family; •The family's TTP would otherwise exceed 40 percent of adjusted monthly income; and •The rent for the unit is reasonable. <p>The Authority will not approve any exceptions to the payment standard unless the family's portion of rent exceeds 40% of their adjusted monthly income.</p>	<p>Authority Policy</p> <p>A family that requires a reasonable accommodation may request a higher payment standard at the time the Request for Tenancy Approval (RFTA) is submitted. The family must document the need for the exception. In order to approve an exception, or request an exception from HUD, the PHA must determine that:</p> <ul style="list-style-type: none"> •There is a shortage of affordable units that would be appropriate for the family; •The family's TTP would otherwise exceed 30 percent of adjusted monthly income; and •The rent for the unit is reasonable. <p>The Authority will not approve any exceptions to the payment standard unless the family's portion of rent exceeds 30% of their adjusted monthly income.</p>
16-III.B. Informal Reviews	ADDED	<p>Authority Policy.</p> <p>In addition to the above, the Authority will provide an opportunity for a review in the following circumstances:</p> <ul style="list-style-type: none"> •Denial of Section 504 or disability (Reasonable Accommodation)
16-III.C. Informal Hearings for Participants	<p>Authority Policy</p> <p>In addition to the above, the Authority will provide an opportunity for a hearing in the following circumstances:</p> <ul style="list-style-type: none"> •Denial of Section 504 or disability (Reasonable Accommodation) 	<p>Authority Policy</p> <p>In addition to the above, the Authority will provide an opportunity for a hearing in the following circumstances:</p> <ul style="list-style-type: none"> •Denial of Section 504 or disability (Reasonable Accommodation) •A determination that the family owes the Authority debts due to failure to report changes in family composition or income within the required timeframe.
16-III.C. Informal Hearings for Participants	<p>Authority Policy</p> <p>In cases where the Authority makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:</p> <ul style="list-style-type: none"> •The proposed action or decision of the Authority. •A brief statement of the reasons for the decision, including the regulatory reference. •A statement of the family's right to an explanation of the basis for the Authority's decision. •A statement that if the family does not agree with the decision the family may request an informal hearing of the decision. •A deadline for the family to request the informal hearing. 	<p>Authority Policy</p> <p>In cases where the Authority makes a decision for which an informal hearing must be offered, the notice to the family will include all of the following:</p> <ul style="list-style-type: none"> •The proposed action or decision of the Authority. •A brief statement of the reasons for the decision •A statement of the family's right to an explanation of the basis for the Authority's decision. •A statement that if the family does not agree with the decision the family may request an informal hearing of the decision. •A deadline for the family to request the informal hearing. •The family's rights under VAWA.
16-III.C. Informal Hearings for Participants	<p>Authority Policy</p> <p>A request for an informal hearing must be made in writing and delivered to the Authority either in person or by first class mail, by the close of the business day, no later than 15 calendar days from the date of the correspondence initiating the request for a hearing.</p>	<p>Authority Policy</p> <p>A request for an informal hearing must be made in writing and delivered to the Authority either in person by first class mail, or email by the close of the business day, no later than 15 calendar days from the date of the correspondence initiating the request for a hearing.</p>

16-III.C. Informal Hearings for Participants	Authority Policy The Authority will make an initial attempt to determine which dates and times are available to the tenant, their representative and the Authority staff. If no response is provided within 72 hours of the initial correspondence (phone call or e-mail) then a date will be selected by the Authority and the notice of the date and time of the hearing will be sent to the tenant notifying them of the date and time of the hearing. Cancellation or request for rescheduling of this date by the tenant, advocate or Authority staff will count as the parties one time reschedule per the language below.	REMOVED
16-III.C. Informal Hearings for Participants	Authority Policy The family may request to reschedule a hearing for good cause, or if it is needed as a reasonable accommodation for a person with disabilities. Good cause is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. Requests to reschedule a hearing must be made orally or in writing prior to the hearing date. At its discretion, the PHA may request documentation of the "good cause" prior to rescheduling the hearing. If the family does not appear within 20 minutes of the scheduled time and was unable to reschedule the hearing in advance due to the nature of the conflict, the family must contact the Authority within 24 hours of the scheduled hearing date, excluding weekends and holidays. The Authority will reschedule the hearing only if the family can show good cause for the failure to appear, or if it is needed as a reasonable accommodation for a person with disabilities.	The family is permitted to request one (1) reschedule for a hearing. The request must be made at least one (1) business day prior to the scheduled hearing date and can be made orally or in writing. If the family does not appear within 20 minutes of the scheduled time and was unable to reschedule the hearing, the family must contact the Authority within 24 hours of the scheduled hearing date, excluding weekends and holidays and the Authority will reschedule the hearing.
16-V.C. SEMAP Indicators	16-V.C. SEMAP Indicators [24 C.F.R. 985.3 and form HUD-52648] section	REMOVED entire section
16-VI.C. Record Retention	3 year record retention	Changed to five years
16-VI.D. Record Management	n/a	Added: Participants should have no liability in their assistance being terminated in the case of a scanned document becoming corrupted or failing to be digitized before any hard copy of such document is shredded.
Chapter 17: PBV & RAD Program	All mandatory regulatory provisions and code citations for chapter 17 updated. Full chapter revision.	
17-I.A: Overview	Authority Policy The Authority will operate a project-based voucher program using up to 20 percent of its authorized units for project-based assistance. The Authority will issue PBVs in accordance with the regulations described in 24 CFR Part 983 and PIH Notice 2017-21. A "project" shall be defined as a single building, or as multiple contiguous buildings, or as multiple buildings on contiguous parcels of land.	Authority Policy The Authority will operate a project-based voucher program using up to 20 percent of its authorized units for project-based assistance. The Authority will not enter into a PBV contract for less than four (4) units. The Authority will issue PBVs in accordance with the regulations described in 24 CFR Part 983 and PIH Notice 2017-21. A "project" shall be defined as a single building, or as multiple contiguous buildings, or as multiple buildings on contiguous parcels of land.
17-I.A: Overview	Additional Project-Based Units Authority Policy The Authority will not set aside units above the 20 percent program limit. The Authority will exceed the program limit in accordance with the regulations described in 24 CFR Part 983 and PIH Notice 2017-21.	Authority Policy The Authority will not set aside units above the 20 percent program limit, up to 30 percent. The Authority will not exceed the program limits in accordance with the regulations described in 24 CFR Part 983 and PIH Notice 2017-21.
17-I.F. PHA-OWNED UNITS [24 CFR 982.4 and 983.57]	Authority Policy The PHA may submit a proposal or select a project that is owned or controlled by the PHA.	Authority Policy The PHA may submit a proposal or select a project that is owned or controlled by the PHA. The Authority will use an independent entity approved by HUD, to perform required rent determinations and housing quality standards inspections in PBV program units where the Authority has an identity of interest in the property.
17-II.B Owner Proposal Selection Procedures	Units Selected Non-Competitively Authority Policy The Authority will not attach PBVs to projects owned by the Authority as described above.	Units Selected Non-Competitively Authority Policy The Authority may will not attach PBVs to projects owned by the Authority as described above.
17-II.D. PROJECT OR PROPOSAL SELECTION [24 CFR 983.51(f) and 24 CFR 983.153(c)(3)]	Authority Policy If the project does not contain PHA-owned units, the PHA will notify the selected owner in writing of the owner's selection for the PBV program within 10 business days of the PHA making the selection. The PHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner. If the project contains PHA-owned units, within 10 business days of the PHA making the selection, the PHA will provide the written notice of proposal selection to the responsible PHA official, and that official must certify in writing that the PHA accepts the terms and requirements stated in the notice within 10 business days of receiving the PHA's written notice. The owner must submit a written response to the PHA accepting the terms and requirements stated in the notice within 10 business days of the PHA's written notification to the owner.	Authority Policy If the project does not contain PHA-owned units, the PHA will notify the selected owner in writing of the owner's selection for the PBV program within 15 calendar days of the PHA making the selection. The PHA will also notify in writing all owners that submitted proposals that were not selected and advise such owners of the name of the selected owner. If the project contains PHA-owned units, within 15 calendar days of the PHA making the selection, the PHA will provide the written notice of proposal selection to the responsible PHA official, and that official must certify in writing that the PHA accepts the terms and requirements stated in the notice within 15 calendar days of receiving the PHA's written notice. The owner must submit a written response to the PHA accepting the terms and requirements stated in the notice within 15 calendar days of the PHA's written notification to the owner.
17-II.D. PROJECT OR PROPOSAL SELECTION [24 CFR 983.51(f) and 24 CFR 983.153(c)(3)]	Authority Policy If the project contains PHA-owned units, within 10 business days of the board's resolution approving the project-basing of assistance at a specific project, the PHA will provide the written notice of project selection to the responsible PHA official, and that official must certify in writing that the PHA accepts the terms and requirements stated in the notice within 10 business days of receiving the PHA's written notice. If the project does not contain PHA-owned units, within 10 business days of the board's resolution approving the project-basing of assistance at a specific project, the PHA will notify the owner in writing of the project's selection. The owner must submit a written response to the PHA accepting the terms and requirements stated in the notice within 10 business days of the PHA's written notification to the owner.	Authority Policy If the project contains PHA-owned units, within 15 business days of the board's resolution approving the project-basing of assistance at a specific project, the PHA will provide the written notice of project selection to the responsible PHA official, and that official must certify in writing that the PHA accepts the terms and requirements stated in the notice within 15 business days of receiving the PHA's written notice. If the project does not contain PHA-owned units, within 15 business days of the board's resolution approving the project-basing of assistance at a specific project, the PHA will notify the owner in writing of the project's selection. The owner must submit a written response to the PHA accepting the terms and requirements stated in the notice within 15 calendar days of the PHA's written notification to the owner. The Authority will make available to any interested party its rating and ranking sheets and documents that identify the Authority basis for selecting the proposal. These documents will be available for review by the public and other interested parties for one month after publication of the notice of owner selection. The Authority will not make available sensitive owner information that is privileged, such as financial statements and similar information about the owner.

17-II.E. HOUSING TYPE [24 CFR 983.52]	ADDED	<p>Authority Policy</p> <p>Participants who require a change in household composition or bedroom size through a reasonable accommodation request must submit their reasonable accommodation request to the Authority. All other reasonable accommodation requests for referrals not requiring a change in household composition or bedroom size shall be submitted directly to the property office and, if approved, the property office shall inform the Authority to process the unit change once a unit has been identified.</p> <p>If a Reasonable Accommodation is requested in a RAD/PBV unit, the following will occur:</p> <ol style="list-style-type: none"> 1)The Authority will follow the Reasonable Accommodation process outlined in Chapter 2; 2)If the reasonable accommodation for a referral is approved due to a change in household composition or bedroom size, 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. 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, 4)will then inspect the unit. Once the unit passes inspection, the Participant will move in and the RA will be closed. 5)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 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. 6)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>If denied, the Authority will inform the Participant of the denial.</p>
17-II.F. CAP on Number of PBV Units in Each Project	<p>Authority Policy</p> <p>The Authority does not have any PBV units that are subject to the per project cap exception.</p>	<p>Authority Policy</p> <p>The Authority does have PBV units that are subject to the per project cap exception.</p>
17-III.D. Inspecting Units	ADDED	<p>Authority Policy</p> <p>The Authority will enter into a PBV HAP contract when all units that will be under contract comply with NSPIRE standards for life-threatening conditions as defined in Chapter 8.</p>
17-III.D. Inspecting Units	ADDED	<p>Authority Policy</p> <p>The Authority will inspect on an annual basis a random sample consisting of at least 20 percent of the contract units in each building to determine if the contract units and the premises are maintained in accordance with NSPIRE.</p>
17-III.D. Inspecting Units	<p>Authority Policy</p> <p>The Authority will enter into a PBV HAP contract when all units that will be under contract comply with HQS standards for life-threatening conditions as defined in Chapter 8.</p>	<p>Authority Policy</p> <p>The Authority will enter into a PBV HAP contract when all units that will be under contract comply with NSPIRE standards for life-threatening conditions as defined in Chapter 8. Inspections are valid for 120 days.</p>
17-IV.B. AGREEMENT TO ENTER INTO HAP CONTRACT (AHAP) [24 CFR 983.154]	<p>Authority Policy</p> <p>The PHA will not exercise its discretion to not use an AHAP or to execute an AHAP after construction or rehabilitation.</p>	<p>Authority Policy</p> <p>The PHA may on a case-by-case basis exercise its discretion to not use an AHAP or to execute an AHAP after construction or rehabilitation for newly constructed or rehabilitated housing.</p>
17-IV.D. COMPLETION OF WORK [24 CFR 983.155]	<p>Authority Policy</p> <p>At a minimum, the owner must submit the following evidence of completion to the PHA or independent entity, as applicable:</p> <p>Owner certification that the work has been completed in accordance with housing quality standards and all requirements of the AHAP; and</p> <p>Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.</p> <p>At the discretion of the PHA, the AHAP may specify additional documentation that must be submitted by the owner as evidence of housing completion. For example, such documentation may include:</p> <p>A certificate of occupancy or other evidence that the units comply with local requirements (such as code and zoning requirements); and</p> <p>An architect's certification that the housing complies with:</p> <p>HUD housing quality standards;</p> <p>State, local, or other building codes;</p> <p>Zoning;</p> <p>The rehabilitation work write-up (for rehabilitated housing) or the work description (for newly constructed housing); or</p> <p>Any additional design or quality requirements pursuant to the AHAP.</p> <p>The PHA will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. The PHA will specify any additional documentation requirements in the AHAP.</p>	<p>Authority Policy</p> <p>The Authority will determine the need for the owner to submit additional documentation as evidence of housing completion on a case-by-case basis depending on the nature of the PBV project. The Authority will specify any additional documentation requirements in the Agreement to enter into HAP contract.</p>
17-V.B. HAP CONTRACT REQUIREMENTS	<p>Authority Policy</p> <p>For existing housing, the HAP contract will be executed within 60 calendar days of the Authority determining that all units pass HQS.</p> <p>For rehabilitated or newly constructed housing, the HAP contract will be executed within 60 calendar days of the Authority determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet HQS, and the owner has submitted all required evidence of completion.</p>	<p>Authority Policy</p> <p>The HAP contract must be signed on or before the effective date.</p> <p>For existing housing, the HAP contract will be executed within 120 calendar days of the Authority determining that all units pass NSPIRE.</p> <p>For rehabilitated or newly constructed housing, the HAP contract will be executed within 120 calendar days of the Authority determining that the units have been completed in accordance with the agreement to enter into HAP, all units meet NSPIRE, and the owner has submitted all required evidence of completion.</p>

17-V.B. HAP CONTRACT REQUIREMENTS	<p>Authority Policy</p> <p>The Authority will abate and remove a unit from a PBV HAP contract or terminate PBV HAP contracts for non-compliance with HQS in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G, Enforcing Owner Compliance.</p>	<p>Authority Policy</p> <p>The Authority will abate and remove a unit from a PBV HAP contract or terminate PBV HAP contracts for non-compliance with NSPIRE in accordance with the policies used in the tenant-based voucher program. These policies are contained in Section 8-II.G, Enforcing Owner Compliance. Units that are removed from the contract are eligible to be re-added based on the appropriation of the Authority's funding at the time of the request.</p>
17-V.C. AMENDMENTS TO THE HAP CONTRACT		<p>Authority Policy</p> <p>Amendments to the HAP contract to substitute a contracted unit with a different unit with the same number of bedrooms in the same project as well as amendments to add additional PBV contract units in projects that already have a HAP contract will subject all units within the HAP to a redetermination of rent reasonableness pursuant to 24 CFR 983.303(b)(3).</p>
17-V.C. TERMINATION OF THE HAP CONTRACT	<p>Authority Policy</p> <p>The PHA will not withhold assistance payments upon notification to the owner of the deficiencies.</p>	<p>Authority Policy</p> <p>The Authority will not withhold assistance payments upon notification to the owner of the deficiencies until the cure period has expired (24 hours or 30 days).</p>
17-V.C. TERMINATION OF THE HAP CONTRACT	<p>Authority Policy</p> <p>The PHA does operate a public housing program and will provide a preference for PBV families whose units are being removed from the HAP contract or whose HAP contract is being terminated due to an owner failing to make required repairs within the required time frame, and who were unable to lease a new unit within the term of the voucher.</p> <p>Thirty days prior to the expiration date of the voucher, the PHA will provide written notice to the family stating that the PHA does provide such a preference and providing an estimation of availability for the appropriately-size public housing unit.</p>	<p>Authority Policy</p> <p>The PHA does not operate any public housing units.</p>
17-VI.D. OWNER-MAINTAINED WAITING LISTS [24 CFR 983.251(c)(7)]	<p>ACHA Policy</p> <p>The PHA will not approve any owner waiting list policies that do not meet minimum requirements as described in the regulations and ACHA Policy. Owner policies must be submitted electronically to the PHA. If, upon review, the PHA is unable to approve the policy, the PHA will send the owner written notice via email specifying the reasons the policy is being disapproved. The owner will have 10 business days to amend and resubmit the policy to the PHA, subject to extensions for good cause, which the owner must request prior to the end of the 10-business day period. The owner must receive final written approval from the PHA prior to maintaining a waiting list. Once an owner's policy is approved, the PHA will email the owner a copy of the approval and will maintain a copy of the approval in the project records. The PHA will also amend its administrative plan to include the name of the project and the owner's waiting list policy. All owner waiting list policies are included at the end of this chapter as Exhibit 17-3.</p>	<p>Authority Policy</p> <p>The PHA will not approve any owner waiting list policies that do not meet minimum requirements as described in the regulations and Authority Policy. Owner policies must be submitted electronically to the PHA. If, upon review, the PHA is unable to approve the policy, the PHA will send the owner written notice via email specifying the reasons the policy is being disapproved. The owner will have 15 calendar days to amend and resubmit the policy to the PHA, subject to extensions for good cause, which the owner must request prior to the end of the 10-business day period. The owner must receive final written approval from the PHA prior to maintaining a waiting list. Once an owner's policy is approved, the PHA will email the owner a copy of the approval and will maintain a copy of the approval in the project records. The PHA will also amend its administrative plan to include the name of the project and the owner's waiting list policy. All owner waiting list policies are included at the end of this chapter as Exhibit 17-3.</p>
17-VI.G. LEASING OF CONTRACT UNITS [24 CFR 983.252]	<p>ADDED</p>	<p>Leasing [24 C.F.R. 983.253(a)]</p> <p>During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the Authority from the Authority's waiting list(s). Except for families converted as part of the RAD program and as provided in the Authority policy below, the contract unit leased to the family must be the appropriate size unit for the size of the family, based on the Authority's subsidy standards. Families converted as part of the RAD program and Authority policy below must occupy the closest and most appropriate size unit for the size of the family, based on the Authority's subsidy standards.</p> <p>Authority Policy</p> <p>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-VI.G. LEASING OF CONTRACT UNITS [24 CFR 983.252]	<p>Authority Policy</p> <p>For units where the waiting list is owner-maintained, the owner must notify the PHA in writing via email within five business days of learning about any vacancy or expected vacancy.</p> <p>The owner is responsible for notifying the family of their selection from the waiting list. The PHA will make every reasonable effort to notify the owner in writing via email of the PHA's eligibility determination within 30 calendar days of receiving such notice from the owner. If the family is determined eligible, the PHA will notify the family and refer them back to the owner for a suitability screening. If the owner rejects the family after conducting a suitability screening, the owner must provide a copy of the rejection notice to the PHA. The owner may not offer a unit to a family until the PHA determines that the family is eligible for the program and has given the owner written confirmation.</p> <p>For units where the waiting list is PHA-maintained, the owner must notify the PHA in writing via email within five business days of learning about any vacancy or expected vacancy. The PHA will refer families determined eligible to the owner for a suitability determination within 30 calendar days of receiving such notice from the owner. If the owner rejects the family after conducting a suitability screening, the owner must provide a copy of the rejection notice to the PHA. The owner may not offer a unit to a family until the PHA determines that the family is eligible for the program and has given the owner written confirmation.</p>	<p>Authority Policy</p> <p>All PBV projects must maintain a 95% occupancy rate at all times.</p> <p>For units where the waiting list is owner-maintained, the owner must notify the PHA in writing via email within five business days of learning about any vacancy or expected vacancy.</p> <p>The owner is responsible for notifying the family of their selection from the waiting list. The PHA will make every reasonable effort to notify the owner in writing via email of the PHA's eligibility determination within 30 calendar days of receiving such notice from the owner. If the family is determined eligible, the PHA will notify the family and refer them back to the owner for a suitability screening. If the owner rejects the family after conducting a suitability screening, the owner must provide a copy of the rejection notice to the PHA. The owner may not offer a unit to a family until the PHA determines that the family is eligible for the program and has given the owner written confirmation.</p> <p>For units where the waiting list is PHA-maintained, the owner must notify the PHA in writing via email within five business days of learning about any vacancy or expected vacancy. The PHA will refer families determined eligible to the owner for a suitability determination within 30 calendar days of receiving such notice from the owner. If the owner rejects the family after conducting a suitability screening, the owner must provide a copy of the rejection notice to the PHA. The owner may not offer a unit to a family until the PHA determines that the family is eligible for the program and has given the owner written confirmation.</p>
17-VI.G. LEASING OF CONTRACT UNITS [24 CFR 983.252]	<p>Authority Policy</p> <p>If any contract units have been vacant for 120 days, the PHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The PHA will provide the notice to the owner within 10 business days of the 120th day of the vacancy.</p> <p>The amendment to the HAP contract will be effective the 1st day of the month following the date of the PHA's notice.</p>	<p>Authority Policy</p> <p>If any contract units have been vacant for 120 days, the PHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The PHA will provide the notice to the owner within 15 business days of the 120th day of the vacancy.</p> <p>The amendment to the HAP contract will be effective the 1st day of the month following the date of the PHA's notice.</p>

17-VI.H. TENANT SCREENING [24 CFR 983.255]	ADDED	Authority Policy The PHA will not conduct screening to determine a PBV applicant family's suitability for tenancy.
17-VII.B. LEASE [24 CFR 983.256]	Authority RAD Policy For units in RAD Placement Projects that converted to RAD in 2015 and 2016 occupied by a converted RAD family will require the following: •Rent Due Date Provision. The lease must have a provision that does not penalize the family for payment rent by the 10th calendar day of every month. •Late Rent Fee. The lease must have a provision that does not charge more than \$25 as a late fee that shall not be accessed until the 11th calendar day of the month. •Security Deposits. The lease must not require a security deposit above and beyond what has already been charged by the Authority. •Lease-Renewal. The lease must have a provision that requires the owner to renew the lease unless cause-exists.	Authority RAD Policy For units in RAD Placement Projects that converted to RAD in 2015 and 2016 occupied by a converted RAD family will require the following: •Rent Due Date Provision. The lease must have a provision that does not penalize the family for payment rent by the 10th calendar day of every month. •Late Rent Fee. The lease must have a provision that does not charge more than \$25 as a late fee that shall not be accessed until the 11th calendar day of the month. •Security Deposits. The lease must not require a security deposit above and beyond what has already been charged by the Authority. •Lease-Renewal. The lease must have a provision that requires the owner to renew the lease unless cause-exists. For all Project-Based Voucher units, the Authority may require the following: •Smoking Policy. Leases must have a non-smoking lease provision that complies with the City of San Francisco's Department of Public Health. Currently, smoking is not allowed within 10 feet of any building.
17-VII.B. LEASE [24 CFR 983.256]	Authority Policy 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 PHA of the change and request an interim reexamination before the expiration of the 180-day period.	Authority Policy 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 PHA of the change and request an interim reexamination before the expiration of the 180-day period. 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.
17-VII.C. MOVES	Overcrowded, Under-Occupied, and Accessible Units [24 C.F.R. 983.260] If the PHA determines that a family is occupying a wrong size unit, based on the PHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, the PHA must promptly notify the family and the owner of this determination, and the PHA must offer the family the opportunity to receive continued housing assistance in another unit.	Family occupancy of wrong-sized or accessible units [24 C.F.R. 983.260] The PHA subsidy standards determine the appropriate unit size for the family size and composition. If the PHA determines that a family is occupying a wrong size unit, based on the PHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, the PHA must promptly notify the family and the owner of this determination, and the PHA must offer the family the opportunity to receive continued housing assistance in another unit.
17-VIII.A Overview	17-VIII.A. OVERVIEW The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. Although for rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, the actual amount of the initial rent to owner is established at the beginning of the HAP contract term. During the term of the HAP contract, the rent to owner is redetermined at the owner's request in accordance with program requirements, and at such time that there is a five percent or greater decrease in the published FMR.	17-VIII.A. OVERVIEW Initial Rent [24 CFR 983.301(a)] The amount of the initial rent to an owner of units receiving PBV assistance is established at the beginning of the HAP contract term. For rehabilitated or newly constructed housing, the agreement to enter into HAP Contract (Agreement) states the estimated amount of the initial rent to owner, but the actual amount of the initial rent to owner is established at the beginning of the HAP contract term. Redetermination of rent [24 CFR 983.302] During the term of the HAP contract, the PHA must redetermine the rent to owner: (i) upon the owner's request in accordance with program requirements, (ii) when there is a ten percent decrease in the published FMR, or (iii) at the time of the automatic adjustment by an operating cost adjustment factor (OCAF) if the HAP contract provides for rent adjustments using OCAF.
17-VIII.B. AMOUNT OF RENT TO OWNER	Added	Rent Increase [24 CFR 983.302(b)] An owner may receive an increase in the rent to owner during the term of a HAP contract. Any such increase will go into effect at the annual anniversary of the HAP contract. A rent increase may occur through automatic adjustment by an operating cost adjustment factor (OCAF) or as the result of an owner request. Automatic OCAF adjustment By agreement of the parties, the HAP contract may provide for rent adjustments using an operating cost adjustment factor (OCAF) established and published annually by HUD. If the contract uses OCAF, the PHA recalculates the rent automatically each year. The contract may require additional increase if allowed by the contract and approved by the PHA under the rent reasonableness/comparability rules.
17-VIII.B. AMOUNT OF RENT TO OWNER	Rent Increase If an owner wishes to request an increase in the rent to owner from the PHA, it must be requested at the annual anniversary of the HAP contract (see Section 17-V.D.). The request must be in writing and in the form and manner required by the PHA. The PHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).	Increase by owner request If the HAP contract does not provide for automatic adjustment by an OCAF, then an owner who wishes to receive an increase in the rent to owner from must request such increase at the annual anniversary of the HAP contract by written notice to the PHA. (see Section 17-V.D.). The request must be in writing and in the form and manner required by the PHA. The PHA may only make rent increases in accordance with the rent limits described previously. There are no provisions in the PBV program for special adjustments (e.g., adjustments that reflect increases in the actual and necessary expenses of owning and maintaining the units which have resulted from substantial general increases in real property taxes, utility rates, or similar costs).
17-VIII.B. AMOUNT OF RENT TO OWNER	Rent Decrease If there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.	Rent Decrease If the HAP contract provides for rent adjustments by an OCAF and there is a decrease in the fair market rent, tax credit rent, or reasonable rent that requires a decrease to the rent to owner, the rent to owner must be decreased. If the HAP contract does not provide for adjustment by an OCAF and there is a decrease in the rent to owner, as established in accordance with program requirements such as a change in the FMR or exception payment standard, or reasonable rent amount, the rent to owner must be decreased regardless of whether the owner requested a rent adjustment, except where the PHA has elected within the HAP contract to not reduce rents below the initial rent under the initial HAP contract.

Chapter 18 Part 1	<p>Earned Income Disregard</p> <p>The HUD EID program ended on January 1, 2024. No new families can be enrolled. Existing participants who were enrolled in the program on or before January 1, 2024, can still continue to benefit from the program until such time that they have completed their disregard period in accordance with program rules as stated in 24 CFR 5.617. The implementing regulation for the EID program is set to lapse on January 1, 2026. The Authority's policies regarding this program will be removed from this Administrative Plan on the sunset date of the relevant CFR section or upon the expiration of the final qualifying family's maximum disallowance date, whichever is later.</p> <p>Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 C.F.R. § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.</p> <p>Under the Housing Choice Voucher program, the EID exclusion is limited to only persons with disabilities (24 C.F.R. § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only applies to tenants</p> <p>receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment); tenants that move into the property following conversion, etc.) is covered by this waiver.</p>	REMOVED
Chapter 19: Emergency Housing Voucher	ADDED	<p>On March 6, 2025, HUD announced the anticipated end of federal funding for the EHV program and that it will allocate all EHV HAP funds that remain available to HUD under the ARP. While there will be no additional funding beyond the amount made available under the ARP, if the EHV HAP funds last longer than the anticipated calendar year 2026, they will not expire until September 30, 2035. Chapters 4 and 17 address the Authority's approach for transitioning EHV families to other programs.</p>
19-1.A.	<p>PHAs will be allocated administrative fee funding for EHV administrative costs and for other eligible expenses described in this chapter. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers (e.g., regular HCVs, Mainstream vouchers, etc.).</p>	<p>PHAs were previously allocated administrative fee funding for EHV administrative costs and for other eligible expenses described in this chapter. Should additional administrative fee funding be provided, these fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers (e.g., regular HCVs, Mainstream vouchers, etc.).</p>