

Chart of Proposed Admin Plan Changes for 2012		
Chapter	Page	Proposed Changes
1	1	Delete: Section A Bullets
1	1	Delete: Section B
1	4	Insert G 5th paragraph: Add "Or other comparable agency" after Cleveland Hearing and Speech Center and replace TTY with Ohio Relay
1	7	Insert Next three paragraphs above "Verifications of Disability": Live in Aide (LIA): The live in aide must be identified, determined eligible and added to the family composition. Only one bedroom will be provided for a live in aide regardless of the number of family members. However, a live in aide and family members must not exceed the HQS occupancy standards. In cases where the family of the LIA causes a violation of the HQS occupancy standard, the head of household will be notified that while they are approved for a LIA, they will need to seek another LIA or unit that does not cause the HQS violation of the occupancy standard.
1	7	Space to accommodate special health care apparatus: An additional bedroom provided to accommodate medical equipment and/or supplies will increase the subsidy standard at the next annual reexamination or move; whichever comes first. An initial list of medical equipment being housed in the additional bedroom must be provided by the head of the household and at each annual reexamination. Annual inspections of the unit will include verification of equipment and/or supplies being housed in the additional bedroom.
1	7	Exception to Payment Standard: The PHA may approve a payment standard amount up to 110 percent of the published fair market rent (FMR) if its payment standards are set below 110 percent of the FMR in accordance with 24 CFR 982.05(d). Such higher payment standards must be requested by the family and subsequently approved, as necessary, by the PHA after a family with a disabled family member locates a unit with unique features designed to assist the disabled family member.
2	2	Delete Section B above "Head of Household" and replace with: definition of family from 24 CFR 5.403 beginning with "Family includes but is not limited to: and ending with (7) A single person who is not..."
2	2	Add below section above: A family is also an independent student according to the U.S. Department of Education.
2	2	Delete definition of Head of Household and replace with: The head of household (HOH) means the adult member of the family who is considered the head for purposes of determining income eligibility and rent. The HOH is responsible for ensuring that the family fulfills all of its responsibilities under the program, alone or in conjunction with a co-head or spouse. The HOH must have the legal capacity to enter into a lease under state law.
2	4	Insert under indented list: The live-in aide must attend all annual and special appointments and must show proof of residency at the subsidized unit after the first year of residency.

2	4	Delete paragraph above spilt households and replace with: When a family's voucher size is based on a live-in aide, the head of household must report, within 30 days, when approved live-in aide is no longer residing in the unit. The PHA will immediately process an annual certification to reduce the voucher size. The family will be given thirty days notice when an increase in tenant portion arises from the reduction in voucher size.
2	4	Delete paragraph below Spilt households and replace with: When a family on the waiting list breaks into two otherwise eligible families, only one of the new families may retain the original place on the waiting list. In those instances if there is no court determination, the Supervisor or Manager shall make the decision based on the following:
2	4	Delete paragraph above Joint Custody of Children
2	4	Insert in Joint Custody of Children in title and paragraph below: "and shared parenting"
2	5	Delete last paragraph on 2-5 and replace with wording in 24 CFR 5.612 Restrictions on assistance to students enrolled in an instituon of higher education"
2	7	Delete in 5th indented paragraph: "Disabled and Non Disabled"
2	7	Insert below Denial of Admission title: The PHA only considers felony level criminal activity unless otherwise required in the CFR.
2	10	Insert in first indent: Violent criminal activity (three years) after incarceration and/or release from court ordered supervision (probation). See page 15-6.
3	2	Delete 2nd paragraph after indents and replace with: The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations.
3	2	Delete 2nd paragraph after <u>Closing the waiting list</u>
3	2	Insert wording: "The PHA will announce the opening of the waiting list by public notice. However, the waiting list will remain open for families referred in accordance with the supprotive service referral process and the Money Follows the Person Program (Ohio Home Choice) described in chapter four.
4	1	Insert second paragraph under A. to read: The PHA uses the active tenant-based waiting list for admission to its HCVP Tenant-Based Assistance Program. The PHA may maintain more than one waiting list; but will not merge the waiting lists.
4	2	Delete Treatment of Single Applicants
4	2	Delete last indent under B. Special Admissions
4	2	Insert at end of 1st paragraph C.: "(see page 3-2)"
4	4	Replace in Cuyahoga County Preference: "15.9%" replace with "18.9" to reflect most current census data

4	6	Delete 2nd paragraph after indents and replace with: All applicants on the waiting list who are regular waiting list admissions will be organized in the random order assigned by the computer. The computer generated number serves as a date and time of application and is used as a tiebreaker in cases where families hold an equal preference. For referrals from the Supportive Service Referral Process, the referral date will serve as the tiebreaker.
4	6	Delete 1st paragraph of Section H and replace with: The Waiting List may be updated as deemed necessary by the Manager of Applications and Contracting by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest.
4	7	Delete 1st sentence 3rd paragraph after bullets and replace with: The Moderate Rehabilitation waiting list is closed when there is an adequate pool for each available bedroom size.
4	8	Insert after 2nd paragraph in K: Referrals must meet bedroom eligibility requirements. Owner referrals will receive zero points toward order of selection on the waiting list.
5	1	Insert end of 1st sentence A: unless a reasonable accommodation has been granted.
5	1	Insert end of 2nd sentence 4th paragraph in A. : "in determining the voucher bedroom size"
5	1	5th and 6th paragraph under A change: Co-tenant to Co-Head
5	1	9th paragraph under A. insert: However, a live-in aide with family members that cause the HQS occupancy standards to be exceeded will not be approved to live in the unit. (See 2-3.)
5	3	Insert definition under section titled Underhoused and Overhoused families: <u>Underhoused</u> -families residing in inadequate space in relation to family size <u>Overhoused</u> -families residing in more space than needed based on subsidy standards in relation to family size.
6	7	Insert new bullet above Absence of Entire Family: Remaining family members of a deceased head of household must notify the PHA and request transfer of the voucher within a period of thirty (30) days from the date of death.
7	1	Delete paragraph under Upfront Income Verification and replace with: The verification of income before or during a family reexamination, through the HUD mandated EIV system which -systematically and uniformly maintains income information in computerized form for a number of individuals.

7	1	Insert under Upfront Income Verification: Upfront Income Verification – (UIV) Level 5 The verification of income before or during a family reexamination, through an independent source that systematically and uniformly maintains income information in computerized form for a number of individuals.
7	3	Delete first paragraph and replace with: Adult family members, including spouse and/or co-head, regardless of age, will be required to sign the HUD 9886 Release of Information/Privacy Act form.
7	3	Insert after 1st paragraph under C: A copy of prior year income tax returns may be requested for all household members filing an IRS tax return.
7	3	Insert in list continuing under C: Live-in aide proof of residency.
7	5	Re-number Welfare Payments or General Assistance section as follows: 1. UIV (Upfront Income Verification) 2. Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months 3. Computer-generated Notice of Action 4. Computer-generated list of recipients from Welfare Department 5. PHA verification form completed by payment provider
7	7	Insert at end of 1st paragraph Zero Income Status: If the family has filed a tax return, the family may be required to provide it.
7	10	Insert at end of sentence in #1 under Medical Expenses: Computerized third party printouts are acceptable verification.
7	13	Change #3 under verification of Marital Status to read: Verification of marital status is a marriage certificate.
8	1	Change 1st paragraph B. third sentence : "Contract" Specialist to "Eligibility" Specialist.
9	5	First paragraph under F delete and replace with: The PHA will make a determination as to the reasonableness of the proposed rent in relation to comparable units available for lease on the private unassisted market, and the rent charged by the owner for other comparable unassisted units.
9	5	First paragraph in G. delete: "will negotiate" to read "may help negotiate".
9	6	Delete in first sentence under J. : "and lease"
10	1	Delete Introduction 2nd sentence second paragraph
10	1	Change Introduction 2nd paragraph third sentence: "procedures" to "process".
10	1	Delete 3rd paragraph under A and replace with: All utilities (water, gas and electric) and owner provided appliances (i.e. refrigerator, stove, and oven or range, and garbage cans) must be installed and operational by the inspection date.
10	2	Under Timely Initial Inspection change "family" to "family/owner"
10	2	Delete first paragraph B after Indentions and replace with: If the unit fails the initial Housing Quality Standards inspection, the unit will be rescheduled for a second inspection within 7-10 days.

10	2	Delete 3rd paragraph after indent under B
10	2	Delete 4th paragraph after indent under B and replace with: When a unit fails an initial or moving inspection the second time, the HCVP participant is provided with written notice to find another unit.
10	2	Change first paragraph under C: "SEMAP" to "regulations"
10	2	Change first paragraph under C: "90-120" to "60-90"
10	3	Insert to read 1st and 2nd paragraphs: "by mail and/or portal"
10	3	Delete 3rd paragraph and replace with: The owner and family are notified that it is both an owner and family obligation to allow the PHA to inspect the unit. If the family was responsible for a breach of HQS , they will be advised in writing of their responsibility to correct.
10	3	Delete last sentence 3rd paragraph under Time Standards for Repairs and replace with: Other requests for extensions outside of these items noted will be considered on a case-by-case basis.
10	3	Delete 3rd paragraph under D and replace with: The PHA will inspect only the items which were reported, but if the inspector notices additional deficiencies that cause the unit to fail HQS these will become annotated as fail items, and the responsible party will be required to make the necessary repairs.
10	4	Delete 1st paragraph under E. and replace with: The PHA will inspect each unit under contract at least annually. The PHA will also have a HQS Coordinator or Supervisor perform quality control inspections on the number of units required by SEMAP annually to maintain the PHA's required standards and to assure consistency in the PHA's program.
10	4	Insert end of sentence 2nd paragraph under E: and a cross-section of inspection types.
10	4-7	Delete chart and replace as a numbered list entitled Acceptability Criteria:
10	4	<p>The PHA applies HUD acceptability criteria with the additions described below:</p> <ol style="list-style-type: none"> 1. Sanitary/Lavatory facilities: <ol style="list-style-type: none"> a. Must be in a separate private room. b. Must have a toilet and a fixed wash basin, both in working condition. Must have a shower or tub and cold and hot running water. c. Must utilize a public or private disposal system. Must have a means of ventilation. <ol style="list-style-type: none"> i. Requirement: must be located such that access does not have to be solely through a bedroom.

10	4	<p>2. Food Preparation and Refuse Disposal:</p> <p>a. The dwelling unit must have suitable space and equipment to store prepare, and serve foods in a sanitary manner.</p> <p>b. There must be facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage (e.g. garbage cans).</p>
10	4	<p>3. Space and Security:</p> <p>a. Dwelling unit must have a living room, kitchen, and a bathroom. The dwelling unit must have one bedroom or living/sleeping room for each two persons.</p> <p>b. Windows accessible from the outside must be appropriately secured.</p> <p>c. Exterior doors must be lockable.</p> <p>i. Requirement: external door locks must be turn style deadbolt locks</p>
10	4	<p>4. Thermal Environment:</p> <p>a. Must have a safe system for heating the dwelling unit, or cooling unit if applicable.</p> <p>b. The dwelling must not contain unventilated room heaters that burn gasoline, kerosene or oil.</p> <p>i. Requirement: Must conform to state minimum temperature standards for families and elderly and local code requirements.</p>
10	4	<p>5. Illumination and Electricity:</p> <p>a. At least one window must be present in the living room and each bedroom.</p> <p>b. The kitchen and bathroom must have a permanent light fixture in good working order.</p> <p>c. The kitchen must also have at least one working electrical outlet.</p> <p>d. The living room and bedrooms must each have at least two working electrical outlets. A permanent light fixture may be substituted for one the electrical outlets.</p>
10	4	<p>6. Interior Air Quality:</p> <p>a. Air must be free of dangerous level of carbon monoxide, fuel gas, sewer gas, etc.</p> <p>b. The dwelling unit must have adequate air circulation. Bathrooms must have an openable window or working exhaust fan.</p> <p>c. Bedrooms must have at least one window.</p>

10	4	<p>7. Water Supply:</p> <p>a. The dwelling must be served by an approvable private or public water supply that is sanitary and free of contamination.</p>
10	4	<p>8. Lead Paint:</p> <p>a. Refer to 24 CFR 982.401(j), implementation of section 302 of the Lead-Based Paint Poisoning Prevention Act. The unit must comply with all current HUD regulations including PIH Notice dated February 22, 2008, "PIH Guidance on the Lead-Safe Housing Rule for Field Office Staff". Owners are responsible for providing their own lead testing and lead abatement where required by HUD. In cases where abatement of lead hazard is required, the owner must provide the PHA with a copy of the passed lead clearance test and proof that the work was done by an EPA certified lead abatement contractor before the unit will be considered to have passed HQS by the PHA.</p>
10	4	<p>9. Access performance requirement:</p> <p>a. The dwelling must be able to be used and maintained without unauthorized use of other private property.</p> <p>b. The building must have more than one entrance as an alternate means of exit in case of fire.</p>
10	4	<p>10. Site and neighborhood requirements:</p> <p>a. The site and neighborhood must be reasonably free from disturbing noise, reverberations, and serious adverse conditions, natural or manmade, that would threaten the health safety, or general welfare of the occupants.</p>
10	4	<p>11. Sanitary conditions:</p> <p>a. The dwelling unit and its equipment must be free of vermin or infestation.</p>
10	4	<p>12. Smoke detector</p> <p>a. Each dwelling must have an operational battery-powered or hard-wired smoke detector on each level of the dwelling unit. If the dwelling unit was assisted prior to 4/24/93, smoke detectors are only required in areas used for living purposes.</p>

		The following 5 items will be placed in a numbered list entitled "Exceptions to HQS". In addition to HUD acceptability requirements, the PHA has adopted the following standards:
10	4	1. Units with windows that are designed to be open must be operable. All exterior windows must have screens and storms , unless the unit is located in a building that has a total HVAC system and does not require windows that can be opened for fresh air. (Contracts effective after 1/2003)
10	4	2. Owners will be required to remove and/or repair or cover defective paint surfaces regardless of age of occupants. Owners of units with children under age 6 residing in or expected to reside in the unit must abate the lead hazard and provide a lead clearance test from an accredited source, acceptable to the PHA. Owners of units without children under age six residing in or expected to reside in the unit do not have to provide a lead clearance test, but must abate the lead hazard. Lead hazards must be abated when the total painted surfaces are more than: *20 square feet on any exterior surface; *2 square feet in any one interior room or space; or *10% of total surface area on an interior or exterior type of component with a small surface area. Examples include window sills, baseboards and trims.
10	4	3. If a clothes dryer is present in a dwelling unit, the dryer must be vented to the outside of the unit. (Contracts effective after 1/2003)
10	4	4. Dwelling units must have downspouts (Contracts effective after 1/2003)
10	4	5. The dwelling unit must have storm doors on exterior entrance doors to the unit. Exceptions may be made for multi-family units, historical preservation, and reasonable accommodation. (Contracts effective after 1/2003)
10	9	paragraph above J Delete "termination" and replace with "cancellation".
10	9	Insert under last bullet in J: o Failure to contain pets during in-home appointments. If not contained, the appointment may be cancelled. Two cancellations could result in termination of assistance.
10	9	Insert in 3rd paragraph after indents under J first sentence to read "within 10 days of the inspection".

10	9	3rd paragraph after indents 4th sentence under J replace: "quality control inspector" with "HQS Supervisor"
10	10	Delete paragraph above K
11	2-3	Replace in title and in paragraph Dwelling units with...: "three" replace with "four"
11	2	Delete 1st paragraph under Dwelling units and replace with: In determining the reasonableness of rents for unassisted units located in a multifamily project, the rents charged for at least three comparable units by bedroom size, located at the property and not assisted under a federal, state, or local program, shall be constitute comparable rents.
12	2	Delete last sentence in last paragraph and replace with: All approved live-in aides must be present at the recertification interview, provide current identification, and provide proof of residency in the subsidized unit.
12	4	Delete last sentence of first paragraph and replace with: Family unit size is adjusted, if applicable, at the first regular re-exam or other change of unit, whichever occurs first.
13	2	Delete first sentence under D. and replace with: Portability applies to tenant based families moving out of or into the PHA's jurisdiction within the United States and its territories.
13	2	Delete 2nd paragraph under D and replace with: A family may not receive a voucher from a Public Housing Agency and move to another jurisdiction under the program if the family has moved out of the assisted dwelling unit in violation of a lease.
13	3	Delete 1st paragraph under Participants.
13	4	Delete second paragraph under Requests for Approval of Tenancy to read: If the family leases up successfully, the receiving PHA will notify the initial PHA within 30 days, and the billing process will commence within 10 working days of execution of the HAP contract and no later than 60 days following the expiration date of the family voucher issued by the initial PHA.
14	2	Delete last paragraph last sentence and replace with: By accepting the monthly payment from the PHA, the owner certifies that the tenant is still in the unit, the rent is reasonable and s/he is in compliance with the contract.
14	4	Last sentence insert "regulations" after "opportunities"
15	1	Insert after 2nd paragraph in Introduction: This section does not limit or affect exercise of the PHA rights and remedies against the owner under the HAP contract, including termination, suspension, or reduction of Housing Assistance Payments, or termination of the HAP contract. PHA actions must be consistent with fair housing and equal opportunity regulations in 24 CFR 5.105
15	2	Delete 1st paragraph
15	4	After second paragraph insert heading: <u>Violence Against Women Act-VAWA</u>
15	5	Delete last paragraph above Information for Family

15	5	Insert after 1st sentence under Administration to read: The PHA only considers Felony level criminal activity unless otherwise required in the CFR.
15	6	Revise 2nd indent under Prohibiting Admission to read: Violent criminal activity 3 years after incarceration and/or release from court ordered supervision (probation).
15	7	Delete last sentence in first paragraph and replace with: "Reasonable period" is defined as three years, after incarceration and/or release from court ordered supervision (probation).
15	9	Delete 3rd paragraph under Standard for Violation and replace with: "Engaged or engaging in violent criminal activity means any act within the past 3 years by applicants or participants, household members, or guests which involved felony level criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person of another."
15	15	Delete 2nd paragraph under I and replace with: An applicant or participant who fails to keep an appointment, or to supply information required by a deadline without notifying the PHA in writing of a documented emergency acceptable to the PHA, may be sent a Notice of Denial or Termination of Assistance for failure to provide required information, or for failure to allow the PHA to inspect the unit.
16	2	1st paragraph under B: replace "will" with "may"
17		No changes
18	1	Insert after payment agreements in indented list: "(applies to families only)"
18	1	Last indented item replace: "Requests" with "Demands"
18	1	Delete title A. and replace with: A. Family Debts Owed to the PHA
18	1	Delete paragraph A and replace with: A Repayment Agreement(RPA) as used in this Plan is a document entered into between the PHA and the head of household, and/or spouse or co-head when it has been determined that the an overpayment in subsidy has been paid as a result of the family's failure to report income received by the household. The RPA contains details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to the PHA upon default of the agreement.
18	2	Delete 1st paragraph and replace with: The PHA will explain the terms of the RPA, based on the circumstances surrounding the debt to the PHA.

		<p>Delete indentions above B and replace with:</p> <ul style="list-style-type: none"> • The family already has a Repayment Agreement in place • The debt amount exceeds the amount allowable to enter into a repayment (\$5,000). <p>If the family requests a move to another unit and has a Repayment Agreement in place for the payment of an owner claim, and the Repayment Agreement is not in arrears, the family will be permitted to move.</p> <p>If the family requests a move to another unit and is in arrears on a Repayment Agreement for the payment of an owner claim, the family may be required to pay the balance in full, or be terminated from the program.</p> <p>If the family pays the past due amount, they will be permitted to move.</p>
18	2	
18	2	Delete last 2 paragraphs continuing to 18-3 first line.
18	4	Insert Repayment Agreement Chart from CH 22-6 at end of section D.
19	1	Change chapter title to read: Informal Reveiws and Hearings
19	1	Delete Section A (already addressed on 8-3)
19	5	Delete to 1st full sentence and replace with: Such documents will be made available upon request.
19	5	Revise first sentence in 2nd full paragraph to read: The PHA may request a copy of any documents or evidence the family will use at the hearing.
19	5	Second paragraph under PHA Hearing Procedures: Delete "it" and replace with "the termination".
20	3	Delete 2nd sentence 2nd paragraph under selection criteria and replace with: Units in projects consisting of single family buildings do not count against the 25% cap nor do "excepted units" in a multi-family project.
20	4	Delete "Elderly" in 3rd sentences under Occupancy.

20	5	<p>Insert below 3rd paragraph new section entitled: Vacancies</p> <p>When identified in the project-based contract, and requested by the owner within 14 calendar days of the vacancy, the PHA will provide vacancy payments for periods up to 30 days in an amount not to exceed one month's Housing Assistance Payment (HAP). In order to be eligible for vacancy payments, the owner must:</p> <ul style="list-style-type: none"> • Not be at fault for the vacancy • Work diligently to avoid or minimize the length of any vacancies • Provide prompt notification of vacancies. (i.e. this must take place as soon as an owner become aware the unit is vacant) • Submit a PHA Vacancy Claim Request Form no sooner than the last day of the month following the move-out date. The Vacancy Claim Request Form will be accepted for 14 calendar days from the move out date. <p>If a unit remains vacant for more than 120 days from the day on which the vacancy notification is received, the PHA will remove it from the PBV contract.</p>
20	5-6	Delete 2nd paragraph below PHA responsibilities
20	6	<p>Insert new section below Use of HUD VASH Vouchers ...: Over-housed, under-housed, and accessible units (983.259):</p> <p>If a family is occupying either a wrong-sized unit or one with accessibility features that the family does not require, and the unit is needed by a family that requires those accessibility features, the PHA is responsible for notifying the family and the owner of this determination, and the PHA must offer continued assistance in another unit. Continued assistance after moving from the unit could include:</p> <ul style="list-style-type: none"> • Tenant-based rental assistance <p>In the situation where CMHA offers the family the opportunity to receive tenant-based rental assistance under the Voucher Program, CMHA must terminate the housing assistance for the wrong-sized or accessible unit at expiration of the term of the family's voucher (including any extension that may be granted).</p>
20	6	Revise 2nd indent under Eligibility Requirements: Families must be in full compliance with their lease and HCVP tenant-based program requirements.
20	6	Delete 3rd indent under Family Requirements
21		No changes
22	5	Revise 2nd sentence 1st paragraph to read: If the family and/or owner are eligible for continued participation in the HCVP Program
22	5-6	Move 3rd indent under number 2 and chart to Chapter 18

22	7	<p>Delete (b) and replace with: <u>Administrative Remedies</u> The PHA may:</p> <p>Families: Terminate assistance to the family and demand full restitution of payment Permit continued assistance to the family at the correct level and execute a Repayment Agreement in accordance with the PHA policy.</p> <p>Owners: Remove the owner from participation in the Housing Choice Voucher Program and demand full restitution of payment. Remove the owner from participation in the HCVP and pursue restitution through litigation.</p>
GL	8	<p>Replace definition of "Head of Household" to read as defined on page 2-2</p>