

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 1	1-I.C.	Added the PHAs mission statement		x	
Chapter 1	1-III.D.	The PHA will review and update the plan at least once a year, and more often if needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.		x	
Chapter 3	3-I.L.	An employed head, spouse, or cohead absent from the unit more than 180 consecutive days due to employment will continue to be considered a family member.		x	
Chapter 3	3-I.L.	The PHA will request verification of the family member's permanent absence from a responsible medical professional. If the responsible medical professional cannot provide a determination, the person will be considered temporarily absent. If the family certifies that the family member is confined on a permanent basis, they may present, and the PHA will consider, any additional documentation or evidence.		x	
Chapter 3	3-II.B.	The notice will explain the reasons for the denial of assistance, that the family may be eligible for proration of assistance, and will advise the family of its right to request an appeal to the United States Citizenship and Immigration Services (USCIS), or to request an informal hearing with the PHA. The informal hearing with the PHA may be requested in lieu of the USCIS appeal, or at the conclusion of the USCIS appeal process. The notice must also inform the applicant family that assistance may not be delayed until the conclusion of the USCIS appeal process, but that it may be delayed pending the completion of the informal hearing process.	x		
Chapter 3	3-II.E.	For any student who is subject to the 5.612 restrictions, the PHA will: Follow its usual policies in determining whether the student individually and the student's "family" collectively are eligible for the program Determine whether the student is independent from his/her parents in accordance with the definition of independent student in this section Follow the policies below, if applicable, in determining whether the student's parents are income eligible for the program If the PHA determines that the student, the student's parents (if applicable), or the student's "family" is not eligible, the PHA will send a notice of denial in accordance with the policies in Section 3-III.F, and the applicant family will have the right to request an informal review in accordance with the policies in Section 16-III.B.	x	x	
Chapter 3	3-II.E.	For any student who is subject to the 5.612 restrictions and who does not satisfy the definition of independent student in this section, the PHA will determine the income eligibility of the student's parents as follows: If the student's parents are married and living together, the PHA will obtain a joint income declaration and certification of joint income from both parents. If the student's parent is widowed or single, the PHA will obtain an income declaration and certification of income from that parent. If the student's parents are divorced or separated, the PHA will obtain an income declaration and certification of income from each parent. If the student has been living with one of his/her parents and has not had contact with or does not know where to contact his/her other parent, the PHA will require the student to submit a certification under penalty of perjury describing the circumstances and stating that the student does not receive financial assistance from the other parent. The PHA will then obtain an income declaration and certification of income from the parent with whom the student has been living or had contact. In determining the income eligibility of the student's parents, the PHA will use the income limits for the jurisdiction in which the parents live.	x	x	
Chapter 3	3-III.B.	Currently engaged in is defined as any use of illegal drugs during the previous six months, unless the applicant is currently enrolled in and fully compliant with treatment.	x	x	
Chapter 3		Revise criminal to disregard crimes charged under 18 as an adult.			
Chapter 3	3-III.B.	If any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine in any location, not just federally assisted housing, the family will be denied assistance.	x	x	
Chapter 3		Does the PHA want to distinguish between misdemeanors/felony?			
Chapter 3		Check parole and probation requirements for criminal.			
Chapter 3	3-III.C.	Immediate vicinity means on the premises or three-block radius - Decision Point.		x	

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 3	3-III.C.	Evidence of such criminal activity includes, but is not limited to: Any conviction for drug-related or violent criminal activity within the past 3 years. Any arrests for drug-related or violent criminal activity within the past 3 years. An arrest must be substantiated by supporting documentation of the criminal activity. A conviction will be given more weight than an arrest for such activity. Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 3 years. In making its decision to deny assistance, the PHA will consider the factors discussed in Section 3-III.E. Upon consideration of such factors, the PHA may, on a case-by-case basis, decide not to deny assistance.	x	x	The changes related to arrest records are HUD regulation, the remainder is PHA policy clarifying what they will consider as evidence of Drug-related or Violent Criminal Activity
Chapter 3	3-III.C.	The family does not provide information that the PHA or HUD determines is necessary in the administration of the program. The family does not provide complete and true information to the PHA. Any family member has been evicted from federally-assisted housing in the last five years. Any PHA has ever terminated assistance (adverse terminations) under the program for any member of the family. Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program. The family owes rent or other amounts to any PHA in connection with Section 8 or other public housing assistance under the 1937 Act, unless the family repays the full amount of the debt prior to being selected from the waiting list. If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list. The family has breached the terms of a repayment agreement entered into with the PHA, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list. A family member has engaged in or threatened violent or abusive behavior toward PHA personnel. Abusive or violent behavior towards PHA personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior. Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence. In making its decision to deny assistance, the PHA will consider the factors discussed in Section 3-III.E. Upon consideration of		x	This policy clarifies what previous behavior in federaly assisted housing the PHA will result in denial of assistance.
Chapter 3	3-III.F.	If based on a criminal record or sex offender registration information, an applicant family appears to be ineligible the PHA will notify the family in writing of the proposed denial and provide a copy of the record to the applicant and to the subject of the record. The family will be given 10 business days to dispute the accuracy and relevance of the information. If the family does not contact the PHA to dispute the information within that 10-day period, the PHA will proceed with issuing the notice of denial of admission. A family that does not exercise their right to dispute the accuracy of the information prior to issuance of the official denial letter will still be given the opportunity to do so as part of the informal review process.	x		The change in this policy is related to providing a copy of the record to the applicant and subject of the record, which is HUD regulation.
Chapter 3	3-III.G.	If the perpetrator of the abuse is a member of the applicant family, the applicant must provide additional documentation consisting of one of the following: A signed statement (1) requesting that the perpetrator be removed from the application and (2) certifying that the perpetrator will not be permitted to visit or to stay as a guest in the assisted unit Documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment. The documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation.	x	x	

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 4	4.I.B	Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-step application process. A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance. A two-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list. When the EOHA HCV waiting list is open, families may obtain and submit an application from the EOHA's website at www.rochesterhousing.org. Families may access and complete application forms on the PHA's website and may also request assistance completing the online application during normal business hours, by telephone, by mail, or by email. Assistance completing the application will also be provided by other community organizations. Applications must be complete in order to be accepted by the PHA for processing.	x	x	This could be a fair housing issue and I would suggest making staff available to assist in the application process and answer any questions. Removed the sentence about EOHA definitely using the two-step process. While there may be uncertainty around whether EOHA will be able to select applicants within 60 days of their application date, I recommend not limiting your options. Removed: "EOHA will not accept in person applications. Completed applications will ONLY be accepted online through the EOHA website, unless the applicant requests and is approved for a reasonable accommodation for a person with disabilities. Requesting a reasonable accommodation will be explained in the local newspaper advertisement, public notices through suitable media and through our organization's website"
Chapter 4	4.I.C	Applications will only be available online and EOHA offices will not be accepting applications, walk ins, or answering any questions or concerns regarding this waiting list. Any and all questions, concerns, or applicants in need of additional assistance due to a disability or reasonable accommodation will be directed to email EOHA staff at rochesterhousinghcvwaitlist.com or to phone 585-697-6197 for assistance in completing the application process.	x	x	
Chapter 4	4.II.F	The PHA will purge the waiting list annually to ensure that all applicants and applicant information is current and timely. To update the waiting list, the PHA will send an update request via first class mail to either each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list. The family's response must be in writing and may be delivered in person, by mail, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter. If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.		x	
Chapter 4	4-III.C.	Local Preferences - Remove local preference for EOHA VAWA? Will preferences be equally weighted or in order listed in plan? Add a homeless preference? Add verification for homeless? Does Shelter Plus Care cover this preference? Will the PHA add a preference for veterans?	x	x	Removed redundant preference categories- PBV who fulfilled the one-year occupancy and wish to move, HUD VASH, and all other families. Added "EOHA will extend this preference to families where the head of household AND spouse/co-head are either elderly or disabled." to the working preference for fair housing issues.
Chapter 5	5-I.C.	The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge. Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault, or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].		x	clarifying definition
Chapter 5	5-I.C.	Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.		x	clarifying definition
Chapter 5		Change to MAY approve extension to voucher.			
Chapter 5	5-I.C.	Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.		x	clarifying definition
Chapter 6	6-I.E	Participants qualifying prior to May 9, 2016 will have the disallowance calculated under the "Original Calculation Method" described below which requires a maximum lifetime disallowance period of up to 48 consecutive months. Participants qualifying on or after May 9, 2016 will be subject to the "Revised Calculation Method." Which shortens the lifetime disallowance period to 24 consecutive months.	x	x	EOHA elected to use the same percentages as the Original Calculation Method for the Revised Calculation Method. The change to the eligibility period is regulatory, Streamlining Rule.

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 6	6-I.G	The PHA will initially set the imputed asset passbook rate at zero percent. The PHA will review the passbook rate annually. If the national rate is at or below 0.75 percent, the PHA will continue to use zero percent. If the national rate exceeds 0.75 percent at the time of the annual review, the PHA will adjust the rate to the current national rate.		x	EOHA elected to set the passbook rate, which is used to calculate imputed income from assets, to zero percent. The passbook rate has to be within .75 percent of the national average, and the current rate is .06.
Chapter 6	6-I.G	Families must sign a declaration form at initial certification and each annual recertification identifying all assets that have been disposed of for less than fair market value or declaring that no assets have been disposed of for less than fair market value. The PHA may verify the value of the assets disposed of if other information available to the PHA does not appear to agree with the information reported by the family.		x	
Chapter 6	6-III.B.	A hardship will be considered to exist only if the loss of eligibility has an impact on the family's ability to pay the minimum rent. For a family waiting for a determination of eligibility, the hardship period will end as of the first of the month following: (1) implementation of assistance, if approved, or (2) the decision to deny assistance. A family whose request for assistance is denied may request a hardship exemption based upon one of the other allowable hardship circumstances.	x		hardship for minimum rent
Chapter 6	6-III.B.	The PHA will require the family to repay the suspended amount within 30 calendar days of the PHA's notice that a hardship exemption has not been granted.	x		
Chapter 7	7-I.B.	Any documents used for verification generally must be dated within 60 days of the date they are provided to the PHA. The documents must not be damaged, altered or in any way illegible. Print-outs from Web pages are considered original documents. Any family self-certifications must be made in a format acceptable to the PHA and must be signed and dated by the family member whose information or status is being verified.		x	Acceptable documentation for verification
Chapter 7	7-I.D.	The PHA will obtain third-party verification of all assets regardless of the amount.		x	EOHA elected to verify all assets. Streamlining Rule allowed for PHAs to accept self-certifications on the income from assets valuing less than \$5,000 and then verify them every three years.
Chapter 7	7-II.B.	The PHA will grant one additional 90-day extension if needed for reasons beyond the applicant's control, such as delayed processing of the SSN application by the SSA, natural disaster, fire, death in the family, or other emergency.	x		Verification of SSN- 24 CFR 5.216, Notice PIH 2012-10
Chapter 7	7-II.H.	Verification of Preferences -Update if homeless and veteran preference added.		x	Clarifying how the local preferences will be verified
Chapter 8	8-I.B.	The heating system must be capable of maintaining an interior temperature of 65 degrees Fahrenheit between September 15 and May 31.		x	
Chapter 8	8-I.B.	Definitions of HQS	x	x	Updates to HQS language
Chapter 8	8-II.A.	EOHA will not charge a fee for failed reinspections	x	x	The Streamlining Rule allowed PHAs to charge a fee for reinspections, EOHA elected to not charge a fee.
Chapter 8	8-II.B.	If the family is responsible for supplying the stove and/or refrigerator, the PHA will allow the stove and refrigerator to be placed in the unit after the unit has met all other HQS requirements. The PHA will execute the HAP contract based upon a certification from the family that the appliances will be installed and are working. A confirmatory inspection of the tenant supplied appliances will be completed at the next annual inspection.		x	
Chapter 8	8-II.C.	Each unit under HAP contract must be inspected biennially within 24 months of the last full HQS inspection. EOHA will perform a special or complaint inspection in accordance with this Plan.		x	The Streamlining Rule allowed PHAs to inspect units biennially, EOHA has defined when they will allow units to be on a biennial inspection schedule.
Chapter 8		Update Quality Control Procedures to be "in accordance with SEMAP QC guidelines".			
Chapter 8	8-II.C.	The PHA will not rely on alternative inspection standards		x	The Streamlining Rule allowed PHAs to alternative inspections standards, EOHA has elected to keep using HQS
Chapter 8	8-II.C.	If an adult family member cannot be present on the scheduled date, the family should request that the PHA reschedule the inspection. The PHA and family will agree on a new inspection date that generally should take place within 5 business days of the originally-scheduled date. The PHA may schedule an inspection more than 5 business days after the original date for good cause. If the family misses the first scheduled appointment without requesting a new inspection date, the PHA will automatically schedule a second inspection. If the family misses two scheduled inspections without PHA approval, the PHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.		x	Defining the process for scheduling inspections

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 8	8-II.F.	Extensions will be granted in cases where the PHA has determined that the owner has made a good faith effort to correct the deficiencies and is unable to for reasons beyond the owner's control. Reasons may include, but are not limited to: A repair cannot be completed because required parts or services are not available. A repair cannot be completed because of weather conditions. A reasonable accommodation is needed because the family includes a person with disabilities. The length of the extension will be determined on a case by case basis, but will not exceed 60 days, except in the case of delays caused by weather conditions or reasonable accommodation. In the case of weather conditions, extensions may be continued until the weather has improved sufficiently to make repairs possible. The necessary repairs must be made within 15 calendar days, once the weather conditions have subsided.		x	Defining when extensions to inspection repair will be permissible
Chapter 8	8-II.F.	The PHA will conduct a reinspection immediately following the end of the corrective period, or any PHA approved extension. The family and owner will be given reasonable notice of the reinspection appointment. If the deficiencies have not been corrected by the time of the reinspection, the PHA will send a notice of abatement to the owner, or in the case of family caused violations, a notice of termination to the family, in accordance with PHA policies. If the PHA is unable to gain entry to the unit in order to conduct the scheduled reinspection, the PHA will consider the family to have violated its obligation to make the unit available for inspection. This may result in termination of the family's assistance in accordance with Chapter 12.		x	Defining when reinspections will take place. This is different than current practice and will impact the abatement process.
Chapter 8	8-II.G.	The PHA will make all HAP abatements effective the first of the month following the expiration of the PHA specified correction period (including any extension). The PHA will inspect abated units within 5 business days of the owner's notification that the work has been completed. Payment will resume effective on the day the unit passes inspection.	x	x	This policy brings the practice into line with the regulation and industry best practice.
Chapter 8	8-II.G.	The maximum length of time that HAP may be abated is 90 days. However, if the owner completes corrections and notifies the PHA before the termination date of the HAP contract, the PHA may rescind the termination notice if (1) the family still resides in the unit and wishes to remain in the unit and (2) the unit passes inspection. Reasonable notice of HAP contract termination by the PHA is 30 days.	x	x	This policy brings the practice into line with the regulation and industry best practice.
Chapter 10	10-II.B.	In addition to these documents, the PHA will provide the following information, if available, to the receiving PHA: Documentation of participation in the earned income disallowance (EID) benefit Documentation of participation in a family self-sufficiency (FSS) program		x	
Chapter 11	11-I.B.	The PHA chooses not to streamline the annual reexamination process for fixed-income sources. The PHA will obtain third-party verification of all sources of income annually.	x	x	EOHA elected to obtain third party verification and conduct an annual each year for families on fixed income sources.
Chapter 11	11-I.C.	Annual reexaminations will be conducted by mail. Notification of the annual reexamination will be sent by first-class mail and will inform the family of the information and documentation that must be provided to the PHA, and the deadline for providing it. Documents will be accepted by mail, email, fax, or in-person. If the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, as well as to any alternate address provided in the family's file. An interview will be scheduled if the family requests assistance in providing information or documentation requested by the PHA. If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the PHA will send a second notification with a new interview appointment time. Families that fail to attend two scheduled interviews without PHA approval will be sent a notice of termination in accordance with policies contained in Chapter 12. An advocate, interpreter, or other assistant may assist the family in the interview process.		x	Clarifying the annual reexamination process

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 11	11-I.C.	<p>Families will be asked to supply all required information (as described in the reexamination notice) before the deadline specified in the notice. The required information will include a PHA-designated reexamination form, an Authorization for the Release of Information/Privacy Act Notice, as well as supporting documents or forms related to the family's income, expenses, and family composition.</p> <p>The PHA will notify the family in writing if any required documentation or information is missing. The missing information or documentation must be provided within 10 business days of the date the PHA notifies the family. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension.</p> <p>If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (see Chapter 12).</p> <p>If the family requests or the PHA schedules an in-person interview, families will be asked to bring all required information (as described in the reexamination notice) to the reexamination appointment.</p> <p>Any required documents or information that the family is unable to provide at the time of the interview must be provided within 10 business days of the interview. If the family is unable to obtain the information or materials within the required time frame, the family may request an extension.</p> <p>If the family does not provide the required documents or information within the required time period (plus any extensions), the family will be sent a notice of termination (see Chapter 12).</p>		x	Clarifying the annual reexamination process
Chapter 11	11-I.F	<p>In general, an increase in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date, and the family will be notified at least 30 days in advance.</p> <p>If less than 30 days remain before the scheduled effective date, the increase will take effect on the first of the month following the end of the 30-day notice period.</p> <p>If a family moves to a new unit, the increase will take effect on the effective date of the new lease and HAP contract, and no 30-day notice is required.</p> <p>If the PHA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by the PHA, but will always allow for the 30-day notice period.</p> <p>If the family causes a delay in processing the annual reexamination, increases in the family share of the rent will be applied retroactively, to the scheduled effective date of the annual reexamination. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement in accordance with the policies in Chapter 16.</p>		x	Clarifying effective dates of increases and decreases
Chapter 11	11-I.F	<p>In general, a decrease in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date.</p> <p>If a family moves to a new unit, the decrease will take effect on the effective date of the new lease and HAP contract.</p> <p>If the PHA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by the PHA.</p> <p>If the family causes a delay in processing the annual reexamination, decreases in the family share of the rent will be applied prospectively, from the first day of the month following completion of the reexamination processing.</p> <p>Delays in reexamination processing are considered to be caused by the family if the family fails to provide information requested by the PHA by the date specified, and this delay prevents the PHA from completing the reexamination as scheduled.</p>		x	Clarifying effective dates of increases and decreases
Chapter 11	11-II.C.	<p>If the family has reported zero income, the PHA will pull EIV and send the family an affidavit of family income every 3 months as long as the family continues to report that they have no income. If the family reports a change in income, the PHA will process an interim reexamination.</p>		x	Clarifying process for zero-income households.
Chapter 11	11-II.C.	<p>Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.</p> <p>The PHA will only conduct interim reexaminations for families enrolled in the Family-Self Sufficiency Program or families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. In all other cases, the PHA will note the information in the tenant file, but will not conduct an interim reexamination.</p> <p>Families are not required to report any other changes in income or expenses.</p>		x	Clarifies when families are required to report and when EOHA will conduct interims for increases of income

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 12	12-I.E.	<p>Part VIII of Chapter 16. If the PHA determines there is a shortage of funding, prior to terminating any HAP contracts, the PHA will determine if any other actions can be taken to reduce program costs.</p> <p>In the event that the PHA decides to stop issuing vouchers as a result of a funding shortfall, and the PHA is not assisting the required number of special purpose vouchers (NED families, HUD-Veterans Affairs Supportive Housing (VASH) families, and family unification program (FUP) families), when the PHA resumes issuing vouchers, the PHA will issue vouchers first to the special purpose voucher families on its waiting list until it has reached the required number of special purpose vouchers, when applicable.</p> <p>If after implementing all reasonable cost cutting measures there is not enough funding available to provide continued assistance for current participants, the PHA will terminate HAP contracts as a last resort.</p> <p>Prior to terminating any HAP contracts, the PHA will inform the local HUD field office. The PHA will terminate the minimum number needed in order to reduce HAP costs to a level within the PHA's annual budget authority.</p> <p>If the PHA must terminate HAP contracts due to insufficient funding, the PHA will do so in accordance with the following criteria and instructions:</p> <p>Families comprising the required number of special purpose vouchers, including nonelderly disabled (NED), HUD-Veteran's Affairs Supportive Housing (HUD-VASH), and family unification program (FUP) will be the last to be terminated.</p> <p>The PHA will select families on a first in, first out basis in the following order until the PHA has sufficient funding:</p> <ol style="list-style-type: none"> 1. Non-elderly, non-disabled single member families. 2. Non-elderly, non-disabled families with no children under the age of 18. 3. Non-elderly, non disabled families with children under the age of 18. 4. Elderly and disabled families. 		x	Clarifies how the PHA will handle and terminate vouchers due to insufficient funding
Chapter 12	12-II.A.	Policies on Approach to Terminations	x	x	Includes definitions for preponderance of the evidence, what circumstances the PHA will consider when making its decision, and reasonable accommodations with respect to terminations
Chapter 12	12-II.E.	Policies on VAWA and Terminations	x	x	Includes policies on VAWA protections against termination, limitations of VAWA protections, documentation of abuse, terminating the assistance of a domestic violence perpetrator, and termination notice requirements. The NMA model policy language that is proposed was written in collaboration with the HUD FHCO and VAWA experts.
Chapter 12	Exhibit 12-1	Damages beyond normal wear and tear will be considered to be damages which could be assessed against the security deposit.		x	definition of "damages beyond normal wear and tear" in the Family Obligations
Chapter 12	Exhibit 12-1	The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict. Serious and repeated lease violations will include, but not be limited to, nonpayment of rent, disturbance of neighbors, destruction of property, living or housekeeping habits that cause damage to the unit or premises, and criminal activity. Generally, the criterion to be used will be whether or not the reason for the eviction was the fault of the tenant or guests. Any incidents of, or criminal activity related to, domestic violence, dating violence, sexual assault or stalking will not be construed as serious or repeated lease violations by the victim [24 CFR 5.2005(c)(1)].		x	definition of "serious or repeated violation of the lease" in the Family Obligations
Chapter 12	Exhibit 12-1	The family must comply with lease requirements regarding written notice to the owner. The family must provide written notice to the PHA at the same time the owner is notified		x	clarification around the requirements of the family to notify the PHA before vacating a unit or terminating the lease.
Chapter 12	Exhibit 12-1	The request to add a family member must be submitted in writing and approved prior to the person moving into the unit. The PHA will determine eligibility of the new member in accordance with the policies in Chapter 3.		x	clarification around the requirement of the family to submit a written request to the PHA to add a family member (except for birth, adoption, or court-awarded custody)
Chapter 12	Exhibit 12-1	Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.		x	definition of subleasing
Chapter 12	Exhibit 12-1	Notice is required under this provision only when all family members will be absent from the unit for an extended period. An extended period is defined as any period greater than 30 calendar days. Written notice must be provided to the PHA at the start of the extended absence.		x	clarification around the requirement of the family to notify the PHA when they will be absent from the unit for an extended period and defines "extended period"

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 13	13-I.D.	<p>The EOHA will only enter into a contractual relationship with the legal owner of a qualified unit. No tenancy will be approved without acceptable documentation of legal ownership including but not limited to one or more of the following:</p> <ul style="list-style-type: none"> • A copy of the escrow statement or other document showing the transfer of title and recorded deed; • A copy of the owner's IRS Form W-9, Request for Taxpayer Identification Number and Certification, or the social security number of the new owner; • A certification that the new owner is not a prohibited relative. • City of Rochester Assessors Office, • Deed of trust • Proof of taxes for most recent tax year. 		x	Defining acceptable proof of ownership
Chapter 14	14-I.A.	<p>employ a variety of techniques to ensure that both errors and intentional program abuse are rare.</p> <p>The EOHA will discuss program compliance and integrity issues during the voucher briefing sessions described in Chapter 5.</p> <p>The EOHA will provide each applicant and participant with a copy of "Is Fraud Worth It?" (form HUD-1141-OIG), which explains the types of actions a family must avoid and the penalties for program abuse.</p> <p>The EOHA will provide each applicant and participant with a copy of "What You Should Know about EIV," a guide to the Enterprise Income Verification (EIV) system published by HUD as an attachment to Notice PIH 2010-19. In addition, the EOHA will require the head of each household to acknowledge receipt of the guide by signing a copy for retention in the family file.</p> <p>The EOHA will place a warning statement about the penalties for fraud (as described in 18 U.S.C. 1001 and 1010) on key EOHA forms and form letters that request information from a family or owner.</p> <p>EOHA staff will be required to review and explain the contents of all HUD- and EOHA-required forms prior to requesting family member signatures.</p> <p>At every regular reexamination, EOHA staff will explain any changes in HUD regulations or EOHA policy that affect program participants.</p> <p>The EOHA will require first-time owners (or their agents) to participate in a briefing session on HAP contract requirements.</p> <p>The EOHA will provide owners with ongoing information about the program, with an emphasis on actions and situations to avoid.</p> <p>The EOHA will provide each EOHA employee with the necessary training on program rules and the organization's standards of conduct and ethics.</p>		x	Preventing errors and program abuse
Chapter 14	14-I.B.	<p>In addition to the SEMAP quality control requirements, the EOHA will employ a variety of methods to detect errors and program abuse.</p> <p>The EOHA routinely will use HUD and other non-HUD sources of up-front income verification. This includes The Work Number and any other private or public databases available to the EOHA.</p> <p>At each annual reexamination, current information provided by the family will be compared to information provided at the last annual reexamination to identify inconsistencies and incomplete information.</p> <p>The EOHA will compare family-reported income and expenditures to detect possible unreported income.</p>		x	Quality control and analysis of data
Chapter 14	14-I.C.	<p>The EOHA will review all referrals, specific allegations, complaints, and tips from any source including other agencies, companies, and individuals, to determine if they warrant investigation. In order for the EOHA to investigate, the allegation must contain at least one independently verifiable item of information, such as the name of an employer or the name of an unauthorized household member.</p> <p>The EOHA will investigate when inconsistent or contradictory information is detected through file reviews and the verification process.</p>		x	When the PHA will investigate reports of program abuse
Chapter 15	15-VII.C.	Family must be a participant or graduate of the EOHA Family Self-Sufficiency Program. Exceptions to this policy will be made for elderly and disabled families.		x	Limitations on participation in the home ownership program
Chapter 15	15-VII.F.	The participant must complete a recognized homebuyer counseling program that will be verified by the EOHA.		x	Homebuyer Counseling
Chapter 16	Part I	Expenditures from the UNP account will be made in accordance with all applicable federal requirements. Expenditures will not exceed \$10,000 per occurrence without the prior approval of the EOHA's Board of Commissioners.		x	Expenditures from the Unrestricted Net Position account
Chapter 16		Add evictions due to a business or economic reason or for owner personal use is not grounds for termination of assistance.			

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 16	16-II.B.	<p>at other times as determined necessary. In addition to ensuring the payment standards are always within the “basic range” the EOHA will consider the following factors when determining whether an adjustment should be made to the payment standard schedule:</p> <p>Funding Availability: The EOHA will review the budget to determine the impact projected subsidy adjustments will have on funding available for the program and the number of families served. The EOHA will compare the number of families who could be served under revised payment standard amounts with the number assisted under current payment standard amounts.</p> <p>Rent Burden of Participating Families: Rent burden will be determined by identifying the percentage of families, for each unit size, that are paying more than 30 percent of their monthly adjusted income as the family share. When 40 percent or more of families, for any given unit size, are paying more than 30 percent of adjusted monthly income as the family share, the EOHA will consider increasing the payment standard. In evaluating rent burdens, the EOHA will not include families renting a larger unit than their family unit size.</p> <p>Quality of Units Selected: The EOHA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are only made when needed to reach the mid-range of the market.</p> <p>Changes in Rent to Owner: The EOHA may review a sample of the units to determine how often owners are increasing or decreasing rents and the average percent of increases/decreases by bedroom size.</p> <p>Unit Availability: The EOHA will review the availability of units for each unit size, particularly in areas with low concentrations of poor and minority families.</p> <p>Lease-up Time and Success Rate: The EOHA will consider the percentage of families that are unable to locate suitable housing before the voucher expires and whether families are leaving the jurisdiction to find affordable housing.</p> <p>Changes to payment standard amounts will be effective on January 1st of every year unless, based on the proposed FMRs, it appears that one or more of the EOHA’s current payment standard amounts will be outside the basic range when the final FMRs are published. In that case, the EOHAs payment standards will be effective October 1st instead of January 1st.</p> <p>If the EOHA has already processed reexaminations that will be effective on or after January 1st, and the effective date of the</p>		x	Updating the Payment Standards
Chapter 16	16-II.B.	<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 EOHA must determine that:</p> <p>There is a shortage of affordable units that would be appropriate for the family;</p> <p>The family’s TTP would otherwise exceed 40 percent of adjusted monthly income; and</p> <p>The rent for the unit is reasonable.</p>		x	Exceptions to Payment Standards
Chapter 16	16-III.C.	The EOHA has designated managers who were not part of the decision to act as hearing officers.	x	x	Streamlining Rule required PHAs to define how hearing officers would be selected
Chapter 16	16-III.C.	<p>but no later than the day of the hearing. Exceptions to this policy will be made as a reasonable accommodation. There are four categories of evidence.</p> <p>Oral evidence: the testimony of witnesses</p> <p>Documentary evidence: a writing which is relevant to the case, for example, a letter written to the EOHA. Writings include all forms of recorded communication or representation, including letters, words, pictures, sounds, videotapes or symbols or combinations thereof.</p> <p>Demonstrative evidence: Evidence created specifically for the hearing and presented as an illustrative aid to assist the hearing officer, such as a model, a chart or other diagram.</p> <p>Real evidence: A tangible item relating directly to the case.</p> <p>Hearsay Evidence is evidence of a statement that was made other than by a witness while testifying at the hearing and that is offered to prove the truth of the matter. Even though evidence, including hearsay, is generally admissible, hearsay evidence alone cannot be used as the sole basis for the hearing officer’s decision.</p> <p>If either the EOHA or the family fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.</p> <p>Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to</p>		x	Evidence

EOHA 2016 Administrative Plan Update Matrix					
#####					
Chapter	Section	Description of Change	HUD Reg	EOHA Policy	Comments
Chapter 16	16-IV.B.	<p>If the owner fails to repay the debt within the required time frame and is entitled to future HAP payments, the PHA will reduce the future HAP payments by the amount owed until the debt is paid in full.</p> <p>If the owner does not have any current assisted tenants receiving HAP, the EOHA will send a letter to the owner requiring repayment within 30 days of the EOHA determination of the debt.</p> <p>If the owner is not entitled to future HAP payments the EOHA may, in its sole discretion, offer to enter into a repayment agreement on terms prescribed by the EOHA.</p> <p>If the owner refuses to repay the debt, does not enter into a repayment agreement, or breaches a repayment agreement, the EOHA will forward to the EOHA legal department to file a petition in small claims court.</p>		x	Owner Debt to PHA