



NEW YORK CITY HOUSING AUTHORITY

Housing Choice Voucher Program Administrative Plan

Approved: September 27, 2017

**Housing Choice Voucher Program
2017-2018 Administrative Plan**

Contents	Page
I. INTRODUCTION.....	7
A. Covered Programs.....	7
B. Changes to the Administrative Plan.....	7
II. FAIR HOUSING AND EQUAL OPPORTUNITY.....	7
A. Non-Discrimination.....	7
B. Policies Related to Persons with Disabilities.....	8
C. Meaningful Access for Persons with Limited English Proficiency.....	8
D. Violence Against Women Act.....	8
E. Promoting Deconcentration.....	9
III. SPECIAL ADMISSION PROGRAMS.....	9
A. Mainstream Disabled.....	9
B. Veterans Affairs Supportive Housing (VASH).....	9
C. Family Unification Program (FUP).....	9
D. Non-Elderly Disabled (NED).....	10
E. Tenant Protection Vouchers.....	10
IV. WAITING LIST.....	10
A. Opening and Closing the Waiting List.....	10
B. Cleaning the Waiting List.....	10
C. Removal from the Waiting List.....	10
V. Tenant Selection.....	11
A. Selection of Families from Waiting List.....	11
B. Preferences.....	11
C. Income Targeting Requirement.....	11
D. Screening of Applicants.....	12

- VI. ELIGIBILITY..... 12
 - A. Definitions of Family and Household Members 12
 - B. Family Break-Up..... 13
 - C. General Occupancy Standards..... 13
 - D. Live-In Aides 13
 - E. Income 13
 - F. Citizenship/Eligible Immigration Status..... 15
 - G. Mandatory Social Security Numbers 15
- VII. VERIFICATION..... 16
- VIII. DENIAL OF ASSISTANCE 17
 - A. Mandatory Denial of Assistance 17
 - B. Other Permissible Grounds for Denial..... 18
 - C. NYCHA Discretion..... 18
 - D. Notice of Denial of Assistance 19
- IX. PAYMENT STANDARDS 19
 - A. Establishing Payment Standards..... 19
 - B. Modifying Payment Standards..... 19
- X. FAMILY SHARE..... 20
 - A. Calculating Family Share 20
 - B. Contract Rent Over the Payment Standard 20
 - C. Minimum Rent 21
 - D. Applicable Payment Standard..... 21
 - E. Applying the Utility Allowance..... 22
- XI. VOUCHER ISSUANCE 23
 - A. Voucher Issuance 23
 - B. Voucher Term 23
 - C. Good Cause Extensions..... 23
 - D. Suspension of the Term of the Voucher 23

- XII. OCCUPANCY STANDARDS 24
- XIII. DESCRIPTION OF HOUSING QUALITY STANDARDS (HQS)..... 25
 - A. Inspection Types 25
 - B. HQS Violations 25
 - C. No Access 26
 - D. Participant’s Cancellation of HQS Inspection 27
 - E. Suspension of Housing Assistance Payments & HAP Contract/Program Termination for HQS Failure..... 27
 - F. Tenant-Caused Failures..... 28
 - G. No Access for Owner to Repair HQS Violations 29
- XIV. RENT REASONABLENESS 29
 - A. Rent Reasonableness Determinations..... 30
 - B. Units Receiving Low-Income Housing Tax Credits (LIHTC) or HOME funding 30
 - C. Rent Adjustments 30
 - D. Other Contract Rent Changes 31
- XV. GENERAL LEASING POLICIES 31
 - A. Initial Screening..... 31
 - B. Housing Types 32
 - C. Lease and Tenancy Addendum 32
 - D. HAP Contract Renewal 32
 - E. Overcrowded Unit..... 32
 - F. Absence from Unit 32
 - G. Continuously Assisted Family 32
 - H. Changes in Lease Agreement..... 33
 - I. Separate Agreements 33
 - J. Security Deposits 33
- XVI. REQUEST FOR TENANCY APPROVAL FOR INITIAL RENTAL OR TRANSFER 33
 - A. Approval of the Request for Tenancy Approval (RFTA)..... 33

B. Disapproval of the RFTA.....	34
XVII. HOUSING ASSISTANCE PAYMENTS CONTRACTS.....	35
A. Termination of Contract and Payment	35
B. Family Move-out	35
XVIII. OWNERS	36
A. Definition of Owner	36
B. Disapproval of Owner	36
C. Change in Ownership.....	37
D. New Owners to the Section 8 Program	37
E. Payment Method	37
XIX. ANNUAL RECERTIFICATIONS	38
XX. INTERIM RECERTIFICATIONS.....	39
A. Changes to be Reported to NYCHA.....	39
B. Requested Changes.....	39
C. Decreases in Tenant Share of Rent	40
XXI. GENERAL REQUIREMENTS FOR ADDING PERSONS TO THE HCVP HOUSEHOLD	40
XXII. PORTABILITY.....	40
XXIII. TRANSFERS	41
A. Non-Emergency Transfers	41
B. Emergency Transfers	41
C. VAWA Victims	42
D. Intimidated Witnesses, and Intimidated Victims	42
E. Confidentiality.....	43
F. Requirement to Move.....	43
XXIV. TERMINATION OF ASSISTANCE	43
A. General Procedures	43
B. Informal Conferences and Impartial Hearings for Participants.....	46
XXV. PROGRAM INTEGRITY	47
A. Preventing, Detecting, and Investigating Errors and Program Abuse	47

B. Corrective Measures and Penalties	47
XXVI. REPAYMENT AGREEMENTS	47
XXVII. PROJECT BASED VOUCHERS	48
A. Program Size	48
B. Limits on Number of PBV Units in a Project	48
C. Exceptions to PBV Unit Cap	49
D. Projects Not Subject to a Project Cap	49
E. Eligible Unit Types.....	49
F. Competitive Selection of Project-Based Proposals.....	49
G. Noncompetitive Selection of Project-Based Proposals	50
H. Subsidy Layering	50
I. Site and Neighborhood Standards.....	50
J. Existing Housing	51
K. New Construction / Rehabilitated Housing	51
L. HQS Inspections	52
M. Agreement to enter into HAP (AHAP).....	52
N. Housing Assistance Payments (HAP) Contract	53
O. Changes to HAP Contract to Substitute, Add or Subtract PBV Units.....	53
P. Site-Based Waiting List.....	53
Q. Occupancy of PBV Housing	54
R. Vacancy Payments	54
S. Contract Rent to Owner	55
T. Rent Reasonableness	55
U. Contract Rent Increases.....	55
XXVIII.ENHANCED VOUCHERS.....	55
A. Over-housed Enhanced Voucher families.....	56
XXIX. RENTAL ASSISTANCE DEMONSTRATION (RAD)	57
A. PBV Contract Terms	57

B. RAD Resident Rights, Participation, Waiting List and Grievance Procedures	58
C. Resident Procedural Rights	59
D. Establishment of Waiting List	61
XXX. LLC DEVELOPMENTS	61
XXXI. FAMILY SELF-SUFFICIENCY PROGRAM	62
XXXII. HOMEOWNERSHIP PROGRAM	62
Glossary.....	63

I. INTRODUCTION

The purpose of this Administrative Plan is to establish local policies for the administration of the Section 8 Housing Choice Voucher Program (HCVP) in accordance with United States Department of Housing and Urban Development (HUD) requirements.

A. Covered Programs

The New York City Housing Authority (NYCHA) administers the HCVP, including project-based vouchers (PBV) and Veterans Affairs Supportive Housing (VASH). The policies described herein apply to the HCVP, except in specified cases which are described later for which special rules pertain.

B. Changes to the Administrative Plan

On an ongoing basis, NYCHA may make minor, non-substantive modifications to the Administrative Plan in order to clarify existing policies and procedures and/or to correct editing errors. The NYCHA Board will approve proposed substantive changes to the Administrative Plan. The Administrative Plan is a supporting document to NYCHA's Annual Plan and is available for public review.

II. FAIR HOUSING AND EQUAL OPPORTUNITY

A. Non-Discrimination

NYCHA must comply with applicable federal, state, and local non-discrimination and fair housing laws ensuring equal access to housing in HUD programs regardless of race, color, religion, national origin, sex, disability, sexual orientation, age, familial status, marital status, partnership status, lawful occupation, lawful source of income, military status, alienage or citizenship status, or on the grounds that a person is a victim of domestic violence, dating violence, sexual assault or stalking.

NYCHA will provide information to applicants and participants about how to pursue housing discrimination complaints with local, state, or federal entities, including the Fair Housing Information and Discrimination Complaint Forms, as part of the voucher holder's briefing packet. NYCHA also displays fair housing posters in its offices.

NYCHA encourages applicants to report discrimination based on lawful source of income, such as a Section 8 voucher, to the New York City Human Rights Commission.

NYCHA will forward cases of alleged discrimination in a voucher holder's housing search to NYCHA's Department of Equal Opportunity for further action, as appropriate.

B. Policies Related to Persons with Disabilities

NYCHA will provide an opportunity for an applicant or participant to request an accommodation on the application and other forms. The individual making the request must meet requirements outlined in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, the Americans with Disabilities Act, and the New York State and New York City Human Rights Laws.

NYCHA will review all requests and make determinations based on the information provided. In accordance with Section 504 of the 1973 Rehabilitation Act, if the need for the accommodation is not readily apparent, the family must explain the relationship between the requested accommodation and the disability. In order for NYCHA to approve a request for reasonable accommodation, the applicant or participant may be required to submit documentation from a medical professional to support the request.

NYCHA may deny the request if it will cause an undue financial or administrative burden or will change the fundamental nature of the program. NYCHA will notify applicants and participants in writing if it denies the request.

C. Meaningful Access for Persons with Limited English Proficiency

In accordance with HUD Guidance issued on January 22, 2007, and pursuant to its Language Access Plan, NYCHA takes reasonable steps to ensure persons with limited English proficiency have meaningful access to and information about the HCVP.

D. Violence Against Women Act

The federal Violence Against Women Act (VAWA) provides protections for Section 8 applicants and participants. Under VAWA, victims of domestic violence, dating violence, sexual assault, and stalking may not be denied admission to, denied assistance under, terminated from participation in, or evicted from Section 8-assisted housing on the basis of or as a direct result of the fact that the applicant or participant is or has been a VAWA victim.

NYCHA can terminate HCVP assistance to those who commit acts of domestic violence, dating violence, sexual assault, or stalking against household members. Owners may evict abusers by "bifurcating" a lease to remove a person who has committed the abuse.

NYCHA may terminate HCVP assistance to VAWA victims, or owners to evict VAWA victims, on independent grounds unrelated to their status as VAWA victims.

E. Promoting Deconcentration

NYCHA encourages participation in the HCVP by owners of units located outside areas of low-income or minority concentration. NYCHA engages in outreach to owners by hosting owner forums and participating in speaking events and conferences. NYCHA obtains owner apartment referrals through an established network of public and private sector contacts. Interested owners are invited to list available units online via the NYCHA Owner Extranet for voucher holders to view and contact owners.

III. SPECIAL ADMISSION PROGRAMS

NYCHA receives voucher funding for special programs that have specific administration requirements.

A. Mainstream Disabled

Mainstream Disabled vouchers are designed to enable persons with disabilities (elderly and non-elderly) to rent affordable private housing. To qualify the head of household, co-head or spouse must be elderly or non-elderly and disabled. As applicants are selected from the wait list, NYCHA will assure that the appropriate designation is assigned to maximize use of the Mainstream Disabled vouchers allotted.

B. Veterans Affairs Supportive Housing (VASH)

VASH vouchers are designed to assist homeless veterans with disabilities and/or severe psychiatric and/or substance abuse disorders with locating stable affordable housing. NYCHA accepts referrals of eligible veterans from the Department of Veterans Affairs (VA). As turnover vouchers become available, NYCHA accepts new referrals from the VA.

Through the VASH Continuum program, NYCHA and the VA may designate up to 15 percent (15%) of the total VASH voucher allocation to assist veterans with an "Other Than Dishonorable" discharge status.

C. Family Unification Program (FUP)

FUP vouchers are designed for eligible families with a child(ren) at risk of entering foster care or currently living in foster care due to the lack of adequate housing, and for eligible youth aged 18-24 years old who recently left foster care and lack adequate

housing. NYCHA accepts referrals of eligible families and/or youth from the New York City Administration for Children’s Services (ACS). As turnover vouchers become available, NYCHA will accept new referrals from ACS. FUP youth may receive assistance through a FUP voucher for 36 months after which they may receive assistance through a regular housing choice voucher.

D. Non-Elderly Disabled (NED)

NED vouchers are designed to enable non-elderly disabled persons to rent affordable housing. To qualify the head of household, co-head or spouse must be disabled. As applicants are selected from the wait list, NYCHA will assure that the appropriate designation is assigned to maximize use of the NED vouchers allotted.

E. Tenant Protection Vouchers

Tenant protection vouchers were designed to subsidize rents for tenants facing certain housing conversion actions such as mortgage prepayments, contract expirations and the sale or foreclosure of HUD-owned property. To qualify for a tenant protection voucher, the family must be an existing resident of the property being converted.

IV. WAITING LIST

A. Opening and Closing the Waiting List

In accordance with 24 CFR § 982.206, NYCHA will periodically review its HCVP waiting list and open or close the list, in whole or in part, to ensure it has an adequate applicant pool. NYCHA will advertise the opening or closing of the waiting list on NYCHA’s website, in English-language publications within NYCHA’s jurisdiction, and in publications in its jurisdiction in other frequently encountered languages, including but not limited to Spanish-language publications. NYCHA will notify appropriate city agencies, non-profit and for profit housing providers and community-based organizations regarding waitlist outreach.

B. Cleaning the Waiting List

Applicants will be removed from the waiting list, which will be cleaned or “purged” as necessary to ensure that applicant information is current and timely.

C. Removal from the Waiting List

An applicant may be removed from the waiting list for the following reasons:

1. Failure to provide information or updates requested by NYCHA;

2. Failure or refusal to appear for eligibility interviews or briefings after two scheduled appointments; or
3. Failure to rent an apartment before the expiration of the voucher.

Applicants who fail to provide requested information or updates due to a disability can request a reasonable accommodation. If the applicant did not respond to NYCHA’s request for information or updates because of the family member's disability, NYCHA will reinstate the applicant in the family's former position on the waiting list.

V. Tenant Selection

A. Selection of Families from Waiting List

Applicants are selected from the waiting list in order of (1) preference and (2) initial application date on file.

B. Preferences

NYCHA’s established preferences for the HCVP program, as set forth in NYCHA’s Annual Plan, are prioritized in accordance with the following HCVP Priority Codes (1= highest ranking; 6 = lowest ranking):

Preference	Description
1	Homeless referrals from NYC agencies
2	Victim of domestic violence Intimidated witnesses referred by prosecutorial or law enforcement agency
3	NYCHA public housing residents required to move because their unit is not habitable, they are at risk of displacement, or they are extremely underoccupied in their current apartment.
4	Mobility impaired and residing in inaccessible housing
5	Elderly persons and persons with disabilities
6	All other applicants

C. Income Targeting Requirement

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year NYCHA will reserve a minimum of 75 percent of its new admissions for families whose income does not exceed the higher of 30 percent of the area median income (AMI) or the federal poverty guidelines established by the Department of Health and Human Services. HUD refers to these families as “extremely low-income families.” HUD will treat multiple public housing authorities (PHA) serving one jurisdiction as a single

PHA for income targeting purposes. NYCHA will ensure that aggregate admissions comply with the 75% requirement for the jurisdiction. Enhanced vouchers and households that are continuously assisted under the 1937 Housing Act as described at 24 CFR § 982.201 are exempt from this requirement.

D. Screening of Applicants

With the exception of VASH applicants, NYCHA will conduct criminal background checks for all HCVP applicants 16 years of age and over. NYCHA will conduct sex offender checks for all HCVP applicants 16 years of age and over.

VI. ELIGIBILITY

A. Definitions of Family and Household Members

A family may consist of a single person and/or additional persons who occupy the assisted unit, in accordance with NYCHA’s HCVP Occupancy Policy.

Definitions of Family and Household Members

Family	A single person or a group of two or more persons with or without children who maintain an interdependent relationship and whose income and resources are available to meet the family’s needs.
Head of Household	The head of household is the voucher holder. The head of household is responsible for ensuring that the family fulfills all of its responsibilities under the program.
Spouse	Spouse means the partner of the head of household in a marriage or domestic partnership recognized within or outside of this jurisdiction. The term “spouse” does not apply to boyfriends, girlfriends, or significant others.
Elderly Family	A family whose head, spouse, or sole member is at least 62 years of age. It may include two or more persons, each of whom is at least 62, living together; or one or more persons who are at least 62 living with one or more live-in aides.
Disabled Family	A family whose head, spouse or sole member is a person with disabilities; two or more persons with disabilities; or one or more persons with disabilities with one or more live-in aides.
Displaced Family	A family in which each member or the sole member is a person displaced by governmental action, or whose dwelling has been extensively damaged or destroyed as a result of a disaster, declared or otherwise formally recognized by federal disaster relief laws.
Remaining Member	A family member of an assisted tenant family who remains in the unit.

Succession rights to the Section 8 voucher are determined pursuant to NYCHA's Occupancy and Succession Policy.

B. Family Break-Up

NYCHA shall determine, on a case-by-case basis, which family member or members remain in the assisted household, and whether the resulting assisted household may remain in the housing unit that it occupies at the time such decision is made. Any such decision must comply with NYCHA's subsidy standards, NYCHA's HCVP succession policy, and NYCHA's compliance with VAWA.

C. General Occupancy Standards

Only the head of household and authorized family members who are listed on the Affidavit of Income (AOI) as part of the family composition are permitted to reside in the subsidized apartment provided they remain in continuous occupancy. Except for births and adoption or court awarded custody of minors, no person may join a HCVP household unless NYCHA grants written approval.

In accordance with HUD regulations, voucher assistance may not be provided to individuals who are (1) enrolled at an institution of higher education (i.e., students), under the age of 24, not a veteran, unmarried, and do not have a dependent child, and (2) seeking assistance under section 8 of the United States Housing Act of 1937 (section 8 assistance) in their individual capacity (that is, separately from their parents) from receiving section 8 assistance if neither the student nor the student's parents are income eligible.

D. Live-In Aides

A family that consists of one or more elderly, near elderly or disabled persons may request that NYCHA approve a live-in aide as a reasonable accommodation in accordance with 24 CFR Part 8. Live-in aides that have been approved by NYCHA will be counted as part of the household in determining the voucher size, per 24 CFR 982.402(b)(6), but are not considered family members. NYCHA requires participants to confirm their continued need for a live-in aide at each annual recertification.

E. Income

1. Income Limits at Admission

Household income at the time of initial eligibility determination and admission shall not exceed HUD's very-low income threshold, which is defined as 50% of the AMI. Exceptions

include households that receive enhanced vouchers, low-income households that are continuously assisted under the 1937 Housing Act as described at 24 CFR § 982.201, and low-income households referred to NYCHA as part of the VASH program.

Annual income will be determined in accordance with 24 CFR § 5.609 and includes all amounts, monetary or not, that go to or are on behalf of, the family head or spouse (even if temporarily absent) or to any other family member, or all amounts anticipated to be received from a source outside the family, and assisting the family, during the 12-month period following admission or annual reexamination date. Families must provide verification of income any time prior to certification, as requested by NYCHA.

2. Adjustments to Income

- a) *Medical Expenses.* Deductions from income for medical expenses are allowed for all family members in households whose head or spouse is elderly or disabled. Families who claim medical expenses will be required to submit proof of the expense. The allowable medical expense is that portion of total medical expenses that exceeds three percent of annual income.
- b) *Childcare Expenses.* A childcare expense may be deducted from income only when it allows an adult family member to be employed, to actively seek employment, or to further his/her education. Childcare expenses deducted to permit employment must be reasonable and may not exceed the amount of employment income that is included in annual income. Childcare deductions are applicable to children age 12 years or younger.
- c) *Income from Full-Time Students.* In accordance with HUD regulations, NYCHA will not include in annual income calculations the earnings in excess of \$480 for each full-time student 18 years and older. However, financial aid amounts exceeding tuition must be included in annual income with the exception of aid for mandatory education fees or financial aid paid to a student over 23 with dependent children, or to a full-time student residing with his or her parents.
- d) *Income of Temporarily Absent Family Members.* Generally an individual who is, or is expected to be, absent from the assisted unit for 180 consecutive days or less and is expected to return is considered temporarily absent and continues to be considered a family member. Income of family members who are temporarily absent is counted except for full-time students who have documented their absence from the family. This includes the income (pay and allowances) of family members serving in the military except for hazardous duty pay when exposed to hostile fire.
- e) *Averaging Income.* NYCHA will generally use the method of annualizing income to determine income that is not received for a full year.

- f) *Assets Disposed of for Less than Fair Market Value.* At initial eligibility and annual recertification, NYCHA will determine whether an applicant or participant family has disposed of an asset for less than fair market value within the past two years. As permitted by regulation, NYCHA may adopt a minimum threshold to ignore small amounts that would not be counted toward income.
- g) *Earned Income Disallowance.* Pursuant to 24 CFR § 5.617, NYCHA will disallow the increase in annual income provided by the regulations covering the self-sufficiency incentive for disabled families. The disallowance of increases in income as a result of employment of persons with disabilities will not apply, for purposes of admission to the program.

F. Citizenship/Eligible Immigration Status

In order to receive assistance, at least one family member must be a U.S. citizen or have eligible immigration status pursuant to the Housing Act, 42 U.S.C. § 1436a(a) Assistance for families that include persons with eligible status and ineligible status may be prorated pursuant to 24 CFR Part 5, Subpart E.

Verification of citizenship will be determined by NYCHA staff accessing the U.S. Systematic Alien Verification for Entitlements (SAVE) program. Individuals who NYCHA finds do not have an eligible immigration status may elect to contest NYCHA's determination of their status. For citizenship and eligible immigration status eligibility requirements only, the applicant is entitled to an impartial hearing, and not an informal review.

G. Mandatory Social Security Numbers

All family members with eligible immigration status are required to submit a copy of their social security card. When existing households are adding new members, they will be given 30 days to provide the required documentation.

Applicant households adding a family member under the age of six (6) years will be given a 90-day period to provide documentation necessary to verify the member's SSN. If it is determined that failure to comply with the documentation requirement was due to unforeseeable and/or uncontrollable circumstances, NYCHA may use discretion in providing an extension of one additional 90-day period.

NYCHA will follow 24 CFR 5.218 for any applicant family who does not comply with the documentation requirements.

VII. VERIFICATION

NYCHA must verify all information that is used to establish the family’s eligibility and level of assistance, and is required to obtain the family’s consent to collect the information. All adult applicants and participants who are aged 18 and over will be required to sign a Third Party Verification—Consent to Release (059.293), NYCHA’s form of HUD’s Authorization for Release of Information (HUD-9886). If any family member who is required to sign a consent form fails to do so, NYCHA will deny admission to applicants and terminate assistance of participants. Applicants and program participants must cooperate with the verification process as a condition of receiving assistance. NYCHA will not pass on the cost of verification to the family.

All information provided by the participant regarding amount and source of income, deductions from income, admission preferences and family composition will be verified in accordance with HUD program regulations. Upfront Income Verifications (UIV), i.e. HUD’s Enterprise Income Verification (EIV) system, the Welfare Management System (WMS) or Veterans Affairs hotline, and third party verifications obtained directly from the family (check stubs, award letters, etc.) are preferred for clarification in the order referenced. If both written third party form and oral third party verification are impossible to obtain, NYCHA may review participant (family) declared information. NYCHA will document the record describing why a method other than UIV, third party written, third party written form, or oral verification was used. NYCHA will verify income from sources not available in EIV, using the same time period for both wage and non-wage income. For income that is completely excluded pursuant to 24 CFR § 5.609(c), NYCHA will rely on self-certified information for verification.

Level	Verification Type (<i>also referred to as Verification Technique by HUD</i>)	HUD Ranking	Description
6	Upfront Income Verification (UIV) using HUD’s Enterprise Income Verification (EIV) system* *EIV is not available for new admissions.	Highest (Mandatory)	PHAs are no longer permitted to use actual past income from the EIV system to calculate employment income. EIV can be utilized to confirm employment; however, other verification levels must be used for calculation purposes.
5	Upfront Income Verification (UIV) using non-HUD system	Highest	Annual Income can be determined based on income received or as reported in a non-HUD UIV system. (<i>e.g., Welfare Management System (WMS), Veterans</i>

			<i>Affairs Hotline)</i>
4	Written Third-Party Verification	High	An original document provided by the participant that is generated by a third-party source, dated within 60 days prior to the Annual Recertification or NYCHA request date. <i>(e.g., a pay stub, an award letter, a printout of benefits)</i>
3	Written Third-Party Verification Form	Medium-Low	A standardized form used to collect income information directly from a third-party source. (e.g. NYCHA MD-34 form)
2	Oral Third-Party Verification	Low	PHA staff calls a third-party source to follow up on a written third-party verification form submitted.
1	Tenant Declaration	Low	A statement of reported income and/or expense signed by the participant. This verification level is used if no other documentation is provided.

VIII. DENIAL OF ASSISTANCE

A. Mandatory Denial of Assistance

Pursuant to HUD regulations, NYCHA must deny HCVP assistance to an applicant under any of the following circumstances:

1. The family does not meet program eligibility criteria (e.g. preference category, income eligibility, enhanced voucher conversion residence requirements).
2. Any family member has ever been convicted of manufacturing or producing methamphetamine on the premises of federally-assisted housing.
3. Any member of a household is subject to a lifetime registration requirement under a state sex offender registration program.
4. Any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR § 5.
5. No family member can establish either citizenship or eligible immigration status (i.e., at least one member of the family must establish either citizenship or eligible immigration status).

B. Other Permissible Grounds for Denial

1. NYCHA has previously terminated HCVP assistance for any member of the family.
2. Any member of the family on the HCVP application was evicted from federally-assisted housing in the last five years.
3. A HUD EIV search for an existing participant indicates that a participant or a member of the participant's household is receiving a subsidy in another housing program.
4. The family or a guest of the family has engaged in or threatened abusive or violent behavior toward NYCHA personnel.
5. Any family member owes a debt to NYCHA or another PHA.
6. A family member has been evicted from federally assisted housing for drug-related criminal activity.
7. Any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
8. The head of household violates a repayment agreement with NYCHA.

C. NYCHA Discretion

In deciding whether to deny program admission (or terminate assistance as described below) because of criminal activity by members of the family, NYCHA has discretion to consider the circumstances in each case, including the seriousness of the activity, the extent of participation or culpability of individual family members, the length of time since the criminal activity occurred, the family's more recent history, the family's record of compliance with program requirements, and the effects that denial of program admission (or termination of assistance) may have on other family members who were not involved in the action or failure to act.

Persons evicted from federally assisted housing because of drug-related criminal activity are ineligible for admission to the HCVP for a three-year period beginning on the date of such eviction. However, NYCHA may admit the family if, after considering the individual circumstances of the household, NYCHA determines:

1. The evicted household member who engaged in drug-related criminal activity has successfully completed a supervised drug rehabilitation program, the documentation of which has been approved by NYCHA; or

2. The circumstances leading to eviction no longer exist because the evicted household member is no longer a member of the family (e.g., death, or other permanent situation).

D. Notice of Denial of Assistance

If an applicant is denied HCVP housing assistance, NYCHA will issue the applicant an Eligibility Denial Letter which states the basis of the ineligibility determination and explains the applicant's right to an informal review and how to obtain the review.

If an applicant has an informal review, NYCHA will give written notification of the determination to the applicant at the time of the informal review. If the applicant claims a disability, NYCHA will supply a copy of the Housing Authority ADA/Section 504 Grievance Procedure.

IX. PAYMENT STANDARDS

A. Establishing Payment Standards

In general, the payment standard will be between 90% and 110% of the most recently published HUD fair market rent (FMR) for the assisted unit.

B. Modifying Payment Standards

NYCHA will review its payment standard annually upon HUD's publication of FMR. NYCHA may request HUD approval of payment standard adjustments outside the basic 90-110% range when circumstances warrant.

NYCHA's annual review of its payment standard will consider:

1. Percentage of annual income families pay for rent under the voucher program (rent burdens);
2. Program utilization rates;
3. Rents for units currently leased;
4. Size and quality of units leased under the program;
5. Rental vacancy rates and rents in the market area;
6. Success rates of voucher holders in finding units; and
7. Annual federal appropriations.

If NYCHA determines that the existing payment standard presents an obstacle to finding an affordable rental unit or that families are generally renting low-quality units, NYCHA may adopt a revised payment standard within the 90-110% basic range. NYCHA may approve an exception payment standard up to 120% of the applicable fair market rent without HUD approval if requested by a qualifying family as a reasonable accommodation.

NYCHA may also reduce a payment standard for a specific bedroom size or for all bedroom sizes if a significant percentage of leased units, of moderate to high quality, have rents substantially below NYCHA's existing payment standard.

Before revising the payment standard, NYCHA will conduct a financial feasibility analysis to ensure that adequate funds will be available to assist families in the program utilizing the proposed payment standard.

If the HUD FMR decreases from the prior year, NYCHA may choose not to reduce the payment standard for families under a current housing assistance payments contract until they move from that unit.

X. FAMILY SHARE

A. Calculating Family Share

Families will pay the highest of the following amounts:

1. 30% of the family's monthly adjusted income;
2. 10% of the family's monthly income;
3. If the family is receiving payments for welfare assistance from a public agency and a part of those payments, adjusted in accordance with the family's actual housing costs, is specifically designated by such agency to meet the family's housing costs (including tenant-paid utilities), the portion of those payments which is so designated;
4. NYCHA's minimum rent for the HCVP (\$50.00); or
5. Enhanced voucher minimum rent.

B. Contract Rent Over the Payment Standard

There are instances where a rent increase results in the participant's gross contract rent being over the payment standard. In such instances, a participant may pay more than 30 percent of their income on rent. There is no restriction on percentage of rent

contribution after the initial rental. A participant may request a transfer if their rent share becomes burdensome as a result of their gross contract rent going over the payment standard.

C. Minimum Rent

NYCHA will grant an exception to the minimum rent requirement if the family is unable to pay the amount because of financial hardship as defined below:

1. When the family has lost eligibility for or is awaiting an eligibility determination for a federal, state, or local assistance program, including a family that includes a member who is a non-citizen lawfully admitted for permanent residence under the Immigration and Nationality Act who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996;
2. When the family would be evicted because it is unable to pay the minimum rent;
3. When the income of the family has decreased because of changed circumstances, including loss of employment;
4. When a death of an income earner in the family has occurred; or
5. Other circumstances determined by NYCHA or HUD on a case-by-case basis.

Note: Families receiving enhanced voucher HCVP assistance have a special statutory minimum rent requirement, providing that they pay for rent no less than the rent the family was paying on the date of the conversion event for the project in question.

D. Applicable Payment Standard

The payment standard that applies to a household when their initial lease is approved will be the payment standard in effect when the lease is approved and executed by the participant and owner. The payment standard that applies for a household when a scheduled recertification occurs will be the payment standard in effect on the effective date of their annual review. The payment standard that applies to a household during an interim recertification will be the payment standard which was in effect at the last regular recertification or transfer.

If the payment standard amount is increased during the term of the housing assistance payments (HAP) contract the increased payment standard will be used to calculate the monthly housing assistance payment for the family beginning at the effective date of the family's first regular recertification on or after the effective date of the increase in the payment standard, or if the participant moves to a new unit.

Irrespective of any increase or decrease in the payment standard amount, if the family voucher size increases or decreases during the HAP contract term, the new family voucher size must be used to determine the payment standard amount for the family beginning at the family's first annual reexamination following verification of the change in the family voucher size. If the family is residing in a unit larger than that approved according to their family size, the family will be required to pay any additional cost in excess of their payment standard.

E. Applying the Utility Allowance

For participants who are responsible for paying for their own utilities, their share is first applied to the utility expense, up to the amount of the utility allowance in effect, and the remainder goes to the owner as rent. If the utility allowance exceeds the family share, NYCHA will pay the difference in the form of a monthly or annual utility reimbursement payment. NYCHA may choose to adopt HUD's change to the Utility Reimbursements Policy, which permits PHAs to make utility reimbursement payments quarterly, rather than monthly, if the total quarterly reimbursement payment due to a family is equal to or less than \$45 per quarter. PHAs may make reimbursement payments retroactively or prospectively. Under this policy, NYCHA will permit a family to request a hardship exemption, in accordance with 24 CFR 5.630(b)(2). If a family receives a hardship exemption, then NYCHA may either reimburse the family on a monthly basis or it may make prospective payments to the family, on a quarterly basis.

The utility allowance that applies to a household when their initial lease is approved will be the utility allowance in effect when the lease is executed by the tenant and owner. Pursuant to 24 CFR § 982.517, the utility allowance for a family shall be the lower of: (1) the utility allowance amount for the family unit size; or (2) the utility allowance amount for the size of the unit rented by the family. In cases where the unit-size leased exceeds the family unit size due to a reasonable accommodation, NYCHA will use the appropriate utility allowance for the size of the dwelling unit actually leased by the family.

The utility allowance that applies to a household when a scheduled recertification occurs will be the utility allowance in effect at completion of the annual recertification. When utility allowances have been changed, the new allowances will be applied to the family's rent and subsidy calculations at the first regular recertification, after the allowance is adopted. For example, during an interim recertification, if the utility

allowance was revised since the last regular recertification, NYCHA will not apply the new utility allowance until the next regular recertification.

XI. VOUCHER ISSUANCE

A. Voucher Issuance

When funding is available, NYCHA issues a voucher to the family after the family has been determined eligible and briefed on program requirements. The voucher represents an agreement between NYCHA and the family, specifying the rights and responsibilities of each party, and is the family's authorization to search for an eligible unit. A voucher does not constitute admission to the program, and a voucher-holder is not considered a program participant until a lease and HAP contract are executed.

B. Voucher Term

In accordance with 24 CFR § 982.303, NYCHA has established an initial voucher term of 120 days for applicants. If a voucher has expired and the family has not submitted a rental package for NYCHA's approval, the family will be removed from the waiting list and required to reapply when NYCHA is accepting applications.

C. Good Cause Extensions

NYCHA may extend a voucher beyond 120 days for good cause. Good cause may include, but is not limited to, approving a request for a reasonable accommodation. If granted, the voucher will be extended for 60 days.

D. Suspension of the Term of the Voucher

During the initial or extended term of the voucher, the family is required to submit a Request for Tenancy Approval (Form HUD-52517) and all required documents as part of the rental package. The term of the voucher is suspended starting when the Request for Tenancy Approval and all required documents are accepted by the PHA until the PHA notifies the family in writing whether the assisted tenancy has been approved or denied. This provision applies to all families who are leasing a unit. Suspension applies even if a family that submits a Request for Tenancy Approval decides to cancel such request. In such cases, the suspension ends when the PHA learns of the cancellation. Under portability procedures, the requirement to suspend the term of the voucher applies to the receiving PHA only.

XII. OCCUPANCY STANDARDS

Voucher bedroom sizes are based on NYCHA’s occupancy standards in the chart below.

HCVP OCCUPANCY STANDARDS CHART

Family Composition	Certified Voucher Bedroom Size
Single Occupant	0
Head of Household & Spouse	1
Two (2) Males	1
Two (2) Females	1
One Male (1) and One (1) Female	2
Any 3 person combination	2
Two (2) Males and Two (2) Females	2
Four (4) Males	2
Four (4) Females	2
Head of Household & Spouse, and Two (2) Females	2
Head of Household & Spouse, and Two (2) Males	2
One (1) Male and Three (3) Females	3
Three (3) Males and One (1) Female	3
Head of Household & Spouse, One (1) Male, and One (1) Female	3
Any 5 person combination	3
Any 6 person combination	3
Any 7 person combination	4
Any 8 person combination	4

Applicants and participants with pregnant household members may be eligible for an increased voucher size dependent upon total family composition as stated in the HCVP Occupancy Chart.

Applicants and participants may rent a unit with more bedrooms if the apartment’s rent is equal to or lower than the payment standard for their voucher size issued. Applicants and participants may also rent an apartment with fewer bedrooms than their voucher size indicates, provided that the occupancy standards meet the requirements of 24 CFR 982.401(d)(2)(ii). If an applicant or participant rents an apartment smaller than his/her voucher size, NYCHA will pay subsidy based on the payment standard for the smaller apartment size.

Live-in aides that have been approved by NYCHA must be counted as part of the household in determining the voucher size, per 24 CFR 982.402(b)(6).

XIII. DESCRIPTION OF HOUSING QUALITY STANDARDS (HQS)

Housing Quality Standards (HQS) are minimum standards established by HUD for all units receiving assistance under HCVP. NYCHA is required by federal regulations to ensure that each unit occupied by a subsidized household is “decent, safe and sanitary.” To meet this requirement, NYCHA conducts an HQS inspection prior to providing assistance on behalf of a participant and biennially throughout the term of assisted tenancy. However, if the unit fails its biennial inspection, it will be automatically scheduled the following year for a regular HQS inspection, until a satisfactory inspection is recorded in HUD’s PIC Information system. NYCHA also reserves the right to schedule an HQS inspection at any time for quality assurance purposes.

A. Inspection Types

1. **Initial:** This inspection is conducted for new admissions and transfers before rental assistance can begin.
2. **Alternative:** NYCHA may enter into a HAP contract with the owner and allow initial occupancy of a unit if it has passed an eligible alternative inspection within the past 24 months. An HQS inspection must be completed within 15 days of receipt of the completed Request for Tenancy Approval and required documents.
3. **Biennial:** This inspection must be conducted within 24 months of the last completed inspection to determine that the unit continues to meet HQS; units that fail HQS must be scheduled for inspection on an annual basis until a satisfactory inspection result is recorded in HUD’s PIC system.
4. **Special:** An inspection requested by a participant or a third party, for any reason, before their next regularly scheduled inspection.
5. **Restoration:** This is an inspection requested by a former HCVP participant seeking restoration of Section 8 subsidy.
6. **Quality Control:** Inspections required for file sampling by the Section Eight Management Assessment Program (SEMAP).

B. HQS Violations

1. **Life Threatening Violations.** NYCHA, at its discretion, may determine certain HQS violations to be life threatening conditions. The owner must repair these violations within 24 hours to avoid suspension of subsidy. The following are some examples of life-threatening conditions requiring owner correction within 24 hours:

- Gas leaks
- Smoking/sparking/exposed wiring
- Building in imminent danger of collapse
- Severe fire damage
- Missing fuses or knockouts in electrical breaker boxes
- No secondary means of egress
- Illegal window gates on fire escapes

Depending on their severity, other conditions may be cited as emergency HQS failures requiring a 24-hour correction period.

2. Window Guard Violations. Section 8 property owners with buildings that have three or more units must have properly installed window guards in units where a child ten years old or under resides and in any public areas if a child 10 or under resides in the building. Owners must install or repair window guards within 21 calendar days from the date of failed inspection to avoid suspension of subsidy.
3. Lead Based Paint. Owners must follow the requirements regarding lead-based paint in accordance with HUD's Lead Safe Housing Rule (24 CFR Part 35, subparts B-R).
4. Smoke and Carbon Monoxide Detectors. A smoke and carbon monoxide detector is required in every unit. Building owners are responsible for installing the detectors in accordance with the law, while participants are responsible for maintaining them in working order. The detectors are to be located in the hall of the unit near the bedrooms and on every floor, if the dwelling has multiple floors. The detectors may be battery or hard-wire operated.

If the detectors are present but are inoperable (due to the need for a battery or if the participant has removed or damaged them), the failure will be considered a tenant-caused violation. If the violation is not corrected within 30 days, NYCHA will commence termination action against tenant.

If a hearing-impaired person is occupying the dwelling unit, the detectors must have an alarm system designed for hearing-impaired persons, as specified in the National Fire Protection Association Standards 74.

5. All Other Non-Life Threatening Violations. All non-life threatening HQS violations must be corrected by the owner within 30 calendar days from the date of failed inspection to avoid suspension of subsidy.

C. No Access

Participants are required to allow access to their apartments for a Section 8 inspector to conduct an HQS inspection. If a participant fails to provide access either to a

specific room or the entire unit, on two separate attempts, the family has breached its program obligations and may be terminated from the program.

If the participant fails to provide access to a Section 8 inspector to verify that HQS violations have been corrected or if the participant fails to provide access for the owner to make the required repairs, NYCHA may terminate the participant's Section 8 subsidy.

D. Participant's Cancellation of HQS Inspection

A participant may only reschedule a regularly scheduled inspection one time. Unless there is an emergency situation, NYCHA will not approve a tenant's request to cancel an inspection with less than 48-hour notice and will deem it a missed appointment.

E. Suspension of Housing Assistance Payments & HAP Contract/Program Termination for HQS Failure

For owner-caused, non-life threatening HQS violations, owners may certify in writing that the HQS violations have been corrected or may request to have the unit re-inspected by a Section 8 inspector. A NYCHA form, Certification of Completed Repairs (NE-2 Certification), must be completed and signed by both tenant and owner, and submitted in its entirety to NYCHA by regular mail or by on-line submissions via the Owner Extranet, within 30 days of the failed inspection (21 days for window guards) to avoid suspension of subsidy.

If the owner has made repairs but is unable to obtain the signature of the participant on the NE-2 Certification, the owner may submit other documentation to support proof of repair of the violation. Acceptable documentation includes a completed work order that matches all the HQS violations on NYCHA's NE-2 Certification of Completed Repairs form. A re-inspection can also be requested in lieu of a Certification. NYCHA will make reasonable attempts to re-inspect the unit within 21 business days.

If the owner does not correct HQS violations within 30 calendar days (21 days for window guard violations), NYCHA will suspend the subsidy. The suspension will take effect the first of the month following the 30-day correction period and will continue until the owner corrects and NYCHA verifies the repairs. If a subsidy payment is made to an owner beyond the thirty day correction period, NYCHA is required to recoup the subsidy payments. The recoupment amount is deducted from the owner's next regularly scheduled HAP subsidy payment.

For an initial failed inspection of a vacant unit, it is the owner's responsibility to notify NYCHA that all the violations have been corrected before a reinspection can be scheduled.

For units with owner-caused 24-hour life threatening failures, the owner must notify NYCHA that the failed items have been corrected. Failure to correct outstanding violations within 24 hours will cause the subsidy to be suspended. The owner must notify the NYCHA Customer Contact Center (CCC) in order for a re-inspection to be scheduled. If the unit passes re-inspection, payments will be reinstated to the date the repairs were documented as repaired. NYCHA may, at its discretion, accept owner Certification via photos for a 24 hour HQS violation in lieu of a reinspection. All 24 hour violations must be verified by NYCHA staff before the subsidy can be reinstated.

If a unit is suspended for failed inspection for 60 consecutive days, NYCHA will terminate the HAP contract and issue a transfer voucher and rental packet to the participant, allowing the participant to move to another unit approved by NYCHA. The owner will be notified that their tenant will be eligible to move if the unit remains suspended for 60 consecutive days. If the unit becomes HQS compliant before the transfer voucher expires, the participant can remain in the unit and NYCHA will reinstate subsidy payments to the current owner.

For quality assurance purposes, NYCHA will randomly re-inspect units. If a random quality assurance re-inspection reveals that HQS violations were not corrected, the unit will fail inspection and the owner will be required to make the repairs to avoid suspension of subsidy. If the owner submitted a Certification that was approved by NYCHA and the unit subsequently fails a quality assurance inspection for the same HQS violations, NYCHA reserves the right to suspend the subsidy, recoup the HAP payments and charge a nominal fee. Any owner's fraudulent activity confirmed by NYCHA with regard to the HQS self-certification process may lead to criminal prosecution.

F. Tenant-Caused Failures

NYCHA distinguishes between tenant-caused and owner-caused HQS violations on the inspection failure report provided to both the tenant and owner. Unless provided for in the lease agreement, owners are not responsible for the correction of HQS violations that NYCHA determines were tenant-caused. Damages to the apartment in excess of normal wear and tear by a household member will be considered a tenant-

caused violation. NYCHA reserves the right to make a determination of the cause of any HQS violations and may commence action to terminate the participant from the Section 8 program if deemed tenant caused.

Examples of tenant-caused violations include but are not limited to:

- No electricity or gas when the tenant is responsible for paying utilities;
- No heat in the unit, in conformance with local code, when the tenant is responsible for this utility per the lease agreement;
- A fire escape or exit blocked by the tenant;
- Evidence of poor housekeeping, including heavy accumulation of refuse or debris in the unit;
- No battery in the smoke/carbon monoxide detector or the smoke/carbon monoxide detector is missing or damaged.

G. No Access for Owner to Repair HQS Violations

If the participant fails to allow access to an owner to make repairs to violations, the owner must document attempts to gain access. NYCHA requires that owners send written notices via certified mail to the participant in order to document attempts to gain access to the unit. NYCHA will require written proof of such attempts prior to commencement of action to terminate the participant from the program.

Once an owner submits valid documentation showing its attempts to make repairs, NYCHA will send the participant a termination warning letter regarding his/her failure to fulfill participant obligations. Once the repairs are made and verified by NYCHA, NYCHA will determine when payments to the owner will resume, including retroactive payments, if any.

XIV. RENT REASONABLENESS

NYCHA determines whether rent is reasonable to ensure that subsidized rents do not exceed rental values in the private market for similar unassisted units. NYCHA determines whether rent is reasonable by comparing the proposed rent to rent charged for other comparable unassisted units. Among the factors used in determining reasonable rent, in accordance with 24 CFR § 982.507, are the location, unit size and amenities. NYCHA utilizes an independent third party vendor to collect data for rent comparables.

NYCHA will not approve or execute a HAP contract until it determines that the initial rent to the owner is reasonable as compared with similar unassisted units in the area. During the initial term of the lease, the owner may not raise the rent. In all cases, the rent to owner may not exceed the rent charged by the owner for similar unassisted units on the premises, or in the surrounding area.

A. Rent Reasonableness Determinations

Rent reasonableness determinations are made:

1. when units are placed under HAP contract for the first time;
2. when owners request lease renewal or special contract rent adjustments;
3. when there is a 5% decrease in the FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary; or
4. when directed by HUD.

Each participant file will contain documentation that a rent reasonableness review has been conducted for the assisted tenancy, except in cases such as project based and conversion projects where rent reasonableness studies are conducted for entire developments and documentation is kept separately.

B. Units Receiving Low-Income Housing Tax Credits (LIHTC) or HOME funding

For a unit receiving low-income housing tax credits (LIHTCs) pursuant to section 42 of the Internal Revenue Code of 1986, or receiving assistance under HUD's HOME Program (for which the regulations are found in 24 CFR part 92), a rent comparison with unassisted units is not required if the voucher rent does not exceed the rent for other LIHTC- or HOME-assisted units in the project that are not occupied by families with tenant-based assistance.

If the rent requested by the owner exceeds the LIHTC rent for non-voucher families, NYCHA will perform a rent comparability study and the rent shall not exceed the lesser of the:

1. Reasonable rent as determined pursuant to a rent comparability study; or
2. The payment established by NYCHA for the size of unit in question.

C. Rent Adjustments

After the initial term of the lease, an owner may request an increase in the approved rent. The owner must provide NYCHA with a copy of the new lease agreement executed

by both parties at least 60 calendar days before the proposed effective date of the rent increase. All rent increases are subject to funding availability.

For all requested rent adjustments, NYCHA will perform a rent reasonableness analysis using the same methodology as for approving initial rents. Under the rent reasonableness analysis, the adjusted rent to the owner will equal the lesser of:

1. The reasonable rent as determined by NYCHA; or
2. The amount requested by the owner.

In addition to the rent reasonableness limit, however, the amount of rent to owner may also be subject to rent control limits under state or local law. NYCHA will notify both the owner and the participant in writing when NYCHA has reached a final decision on a rent increase request.

D. Other Contract Rent Changes

Landlords are permitted to apply for other specialized types of contract rent changes through the New York State Division of Housing and Community Renewal (DHCR), the Department of Housing Preservation and Development (HPD), and HUD. The owner must provide NYCHA with a copy of the approval letter within 30 days of issuance. NYCHA will review the contract rent change and will determine if the new contract rent is reasonable. All rent increases are subject to funding availability.

Note: There are instances where an owner will be mandated to reduce their contract rent by DHCR or HPD. NYCHA will review and process these reductions in contract rent as stipulated.

XV. GENERAL LEASING POLICIES

A. Initial Screening

NYCHA has no liability or responsibility to the owner or other persons for the family's behavior or suitability for tenancy. Screening and selection of a family are the owner's responsibility.

NYCHA does not screen applicants for suitability for tenancy. NYCHA will provide the owner with the family's current and prior addresses, as shown in NYCHA's records, and with the name and address of the owner at the family's current and prior addresses, if known.

Under N.Y. Public Housing Law § 159, NYCHA may not disclose to owners other information provided by an HCVP applicant or participant, or by a third party regarding the applicant or participant, except under the limited circumstances described in § 159.

B. Housing Types

NYCHA participates in the HCVP program with respect to the following special housing types enumerated in 24 CFR § 982.601(a): Single Room Occupancy, Shared Housing, and Cooperative Housing.

C. Lease and Tenancy Addendum

All private leases submitted for HCVP assistance must comply with state and local law, and must be reviewed and approved by NYCHA staff.

D. HAP Contract Renewal

Once an owner has accepted a participant's voucher and signed a HAP contract that establishes a HCVP tenancy in a rent regulated unit, NYCHA considers that the owner has agreed to the acceptance of the participant's voucher for subsequent lease renewals, or month to month tenancy, so long as the participant remains in the HCVP.

E. Overcrowded Unit

If the addition of a household member(s) would create an overcrowded situation in the household's current unit, NYCHA will offer the household a transfer voucher for the bedroom size appropriate for the household according to NYCHA's Occupancy Standards.

F. Absence from Unit

In accordance with 24 CFR § 982.312 (a), the family may not be absent from the unit for a period of more than 180 consecutive calendar days, in any circumstance or for any reason.

G. Continuously Assisted Family

A family is "continuously assisted" under the 1937 Housing Act if the family is already receiving, or has received, assistance under any 1937 Housing Act program, such as public housing or assistance under the former Section 236 housing program, when the family is admitted NYCHA's HCVP and continues to receive assistance thereafter.

H. Changes in Lease Agreement

If a tenant and owner agree to alter the current lease agreement, changes must be in writing, dated, and signed by both parties. The owner must provide a copy of the updated lease to NYCHA. NYCHA will approve any mutually agreed-upon modifications to the lease agreement, as long as the lease still complies with HUD requirements. A new lease and HAP contract are required for changes in tenant/owner supplied utilities. A new lease and HAP contract are not required when the family composition changes or the amount of rent to the owner changes.

I. Separate Agreements

Owners and tenants may execute separate agreements for services, appliances, and other items or amenities outside those that are provided under the lease, if the agreement is in writing and approved by NYCHA. If the tenant and owner agree on charges for an additional item, NYCHA will permit them as long as those charges are reasonable and not a substitute for a higher rent. All agreements for special items or services must be attached to the lease approved by NYCHA. If agreements are executed at a later date, they must be approved by NYCHA and attached to the lease.

Any appliance, service or other item that is routinely provided to unassisted tenants on the premises or permanently installed in the unit may not be placed under a separate agreement and must be included in the lease. To qualify for a separate agreement, the service, appliance or item must be an optional amenity. A tenant's failure to perform under a separate agreement has no effect on the tenant's rights under the lease, and cannot be a cause for eviction.

J. Security Deposits

The owner may collect a full security deposit from the tenant. Security deposits charged by owners may not exceed those charged to unassisted tenants or the maximum amount indicated on the lease. NYCHA does not pay or provide assistance for security deposits and/or moving fees.

XVI. REQUEST FOR TENANCY APPROVAL FOR INITIAL RENTAL OR TRANSFER

A. Approval of the Request for Tenancy Approval (RFTA)

During the term of the voucher, the family must submit the RFTA signed by the owner and tenant and a copy of the proposed lease, including the HUD-mandated tenancy

addendum. The family must submit the RFTA in the form and manner required by NYCHA. NYCHA will not permit the family to submit more than one RFTA at a time.

NYCHA will not approve a unit if the owner is the parent, child, grandparent, grandchild, sister, or brother of any member of the family, unless NYCHA determines approving the unit would provide a reasonable accommodation for a family member who is a person with disabilities.

Owners must provide an employer identification number or social security number with the W-9. Ownership will be verified through assessor's office records or a review of the grant deed. NYCHA will request a copy of the management agreement for owners represented by a management company. NYCHA may request documentation of ownership such as a grant deed, copy of the current tax bill, or other documentation.

NYCHA will review the proposed lease and the RFTA documents and will approve the RFTA if:

1. The unit is an eligible type of housing;
2. The unit meets HUD's HQS, and any additional inspection criteria identified in this Plan;
3. The rent is reasonable (NYCHA will certify the rent charged to the housing choice voucher participant is not more than the rent charged for other unassisted comparable units);
4. The proposed lease complies with HUD requirements;
5. There is no owner conflict of interest;
6. The owner has not been debarred by HUD or the PHA;
7. There are no shared utilities, with the exception of some special housing types, "flat rate" apartment complexes, and mobile home parks;
8. The family is not leasing a unit owned by a parent, child, grandparent, grandchild, sister or brother of any family member, except if NYCHA waives this restriction as a reasonable accommodation for a family member with disabilities under appropriate circumstances; and
9. The owner's address is not the same as the assisted unit.

B. Disapproval of the RFTA

If NYCHA does not approve the RFTA, it will (1) notify the owner and the family; and (2) provide the family with another RFTA form to permit the family to continue to

locate eligible housing. During the initial lease term, the family share of the rent must not exceed 40% of the family's adjusted income.

XVII. HOUSING ASSISTANCE PAYMENTS CONTRACTS

The HAP contract must be in the form required by HUD. The terms of the HAP contract are described in 24 CFR § 982.451-455. A copy of the HUD-mandated HAP contract may be found on HUD's website.

A. Termination of Contract and Payment

Housing assistance payments terminate if:

1. The lease is terminated by the owner in accordance with the terms of the lease;
2. The HAP contract terminates;
3. NYCHA terminates assistance for the family; or
4. Owner breaches terms of the HAP contract.

If NYCHA determines that available program funding is not sufficient to support continued assistance for families in the program, NYCHA may terminate the HAP contract.

If an owner has commenced the process to evict the tenant and the family continues to reside in the unit, NYCHA must continue to make housing assistance payments to the owner in accordance with the HAP contract until the owner has obtained a judicial determination allowing the owner to evict the tenant. NYCHA will continue such payments until the family is evicted from the unit or moves out.

B. Family Move-out

NYCHA will end the housing assistance payments to the owner at the end of the month in which the family moves out of the unit or after a tenant has died and no eligible remaining family members are in the unit. Any overpayments of HAP will be recouped on the last day of the month after a tenant has vacated the unit, with or without notice to the landlord.

XVIII. OWNERS

A. Definition of Owner

Owner is defined as any person or entity with the legal right to lease or sublease a unit to a participant.

B. Disapproval of Owner

Pursuant to 24 CFR § 982.306(a), NYCHA must not approve a unit if it has been informed by HUD or other government agency with relevant jurisdiction that the owner is debarred, suspended, or subject to a limited denial of participation under 24 CFR § 24. Pursuant to 24 CFR § 982.306(b), when directed by HUD, NYCHA will not approve a unit if:

1. The federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements, and such action is pending; or
2. A court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.

NYCHA will also disapprove a unit if NYCHA determines:

1. The owner has engaged in drug-trafficking, as defined in 24 CFR § 982.4; or
2. There exists a conflict of interest due to the owner's status as:
 - a. A NYCHA employee or a member of the household of any such employee, unless the owner obtains NYCHA's written approval; or
 - b. A relative of the prospective assisted family, as defined in 24 CFR § 982.306(d), unless such tenancy is expressly permitted by that subsection.
3. The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act;
4. The owner has committed fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
5. The owner has a history or practice of non-compliance with HQS for units leased under the tenant-based HCVP, or with applicable housing standards for units leased with project-based HCVP assistance, or leased under any other federal housing program;
6. The owner has a history or practice of renting units that fail to meet state, or local housing codes;

7. NYCHA has been advised by another government agency that the prospective owner has outstanding arrears in the payment of a state or local real estate tax, fine or assessment; or
8. In accordance with 42 U.S.C. § 1437f(o)(6)(C), the owner refuses, or has a history of refusing, to take action to terminate tenancy for activity engaged in by the participant, any member of the participant's household, any guest, or any other person under the control of any member of the household that:
 - a. Threatens the health, safety, or right to peaceful enjoyment of the premises by other tenants or NYCHA employees;
 - b. Threatens the health or safety of, or right to peaceful enjoyment of the residence by, persons residing in the immediate vicinity of the premises; or
 - c. Engages in drug related or violent criminal activity.

C. Change in Ownership

Where ownership is to be transferred, NYCHA may approve the assignment of a HAP contract to the new owner at the prior owner's request. NYCHA may also disapprove the assignment of the contract for any of the reasons listed above. Prior owners must request assignment of their HAP contract(s) in writing and receive NYCHA's written consent before the HAP contract can be assigned and subsidies can be paid to the new owner.

NYCHA will process a change in ownership only if the request is accompanied by executed documents necessary for change in ownership. A list of the required documents can be found on NYCHA's website.

D. New Owners to the Section 8 Program

New owners will have 60 days to submit documents before NYCHA cancels the request for change in ownership and issues a transfer voucher to the Section 8 participant to enable him/her to move to another unit. NYCHA will begin making payments prospectively to the new owner once it has reviewed and approved the documents submitted. NYCHA must receive a separate written request from the new owner in order to change the payee and/or the address to which payment is to be sent.

E. Payment Method

NYCHA will make all HAP payments via electronic fund transfer (EFT) or debit card. Each owner will be required to enroll online in NYCHA's Owner Extranet portal to

complete the EFT enrollment registration. Failure to enroll in direct deposit will result in a delay of your Housing Assistance Payments.

XIX. ANNUAL RECERTIFICATIONS

NYCHA conducts recertifications of income and family composition annually. Participants in the HCVP are required to complete annual recertifications. To ensure timely completion of annual recertifications, participants will receive notification to submit the required information for the recertification 150 days in advance of their annual recertification due date. Participants will submit income and family composition information through NYCHA's online Self Service Portal. The Self Service Portal is NYCHA's primary access point for submission of annual recertification documents. NYCHA will provide reasonable accommodation for participants who cannot complete the annual recertification online, including submitting the recertification documents by mail.

NYCHA may opt to conduct a streamlined reexamination of income for fixed sources of income. In a streamlined reexamination, NYCHA will recalculate family incomes by applying any published cost of living adjustments to the previously verified or adjusted income amount.

Fixed income includes income from Social Security benefits, Supplemental Security Income (SSI), and Supplemental Security Disability Insurance (SSDI); federal, state, local and private pension plans; and other periodic payments received from annuities, insurance policies, retirement funds, disability or death benefits, and other similar types of periodic receipts that are of substantially the same amounts from year to year.

NYCHA may adopt guidelines established by HUD Notice PIH 2016-05 related to family declaration of assets under \$5,000. NYCHA may, in order to simplify requirements for determining a program participant's assets, obtain third-party verification of all family assets upon admitting a family and then again at least every three years thereafter. During the intervening annual reexaminations, NYCHA has the discretion under this provision to accept a family's declaration that it has total net assets equal to or less than \$5,000, without taking additional steps to verify the accuracy of the declaration.

The participant must submit his/her completed recertification, including all required third-party verifications, to NYCHA on or before the return date printed on the Annual Recertification Notification or in Section A.4 of the Affidavit of Income. If NYCHA does not

receive the recertification within this time frame, it will commence proceedings to terminate participation in the Section 8 program.

NYCHA will analyze and verify all information included in the recertification, recalculate the family share of the rent and notify the participant and the owner in writing of the new rent amount to be paid by the participant and new housing assistance payment amount to be paid by NYCHA. The notices will include effective dates of the new housing assistance payment amount, family share, and new rent to owner.

XX. INTERIM RECERTIFICATIONS

A. Changes to be Reported to NYCHA

A participant must report the following within 30 days of a change:

1. A family member is added by birth, adoption or court-awarded custody, with or without increased income;
2. The family wants to add a member to the household by any method other than birth, adoption or court-awarded custody (i.e., marriage); or
3. The family loses a member either through relocation or death.

Other changes and increases, including cost of living adjustments to recipients of Social Security, TANF, and Veterans Assistance, and new or increased amounts of unearned income, need not be reported until the next annual recertification. NYCHA will not reduce the family share of rent when the family reports a loss of welfare benefits due to fraud or a failure to participate in self-sufficiency or work activity.

B. Requested Changes

In addition to regular annual reporting requirements, participants may request an interim recertification. NYCHA will initiate an interim recertification upon verbal or written notification of a change in household income or family composition, or when NYCHA otherwise deems it appropriate.

NYCHA may adopt guidelines established by HUD Notice PIH 2016-05, related to conducting an interim reexamination of income whenever a new family member above the age of six (6) is added. If the new member added is six (6) years of age or younger, an interim reexamination of income will be performed to assure that the required dependent deduction is provided. Note: All new members will be subject to other aspects of program eligibility (e.g., SSNs, criminal history, etc.).

Families with income are not required to report increases in income in between regular re-examinations. Families without income will be required to report all increases in income within 30 days of the date the change takes effect. NYCHA will conduct an interim re-examination based on the increased income. NYCHA will notify the participant and the owner of any changes in the family share of the rent and the housing assistance payment amount.

C. Decreases in Tenant Share of Rent

Decreases in the tenant share of rent will become effective the first day of the month following the date the change occurs, provided the participant reported the change within 30 days of the change. If the family does not report the change within 30 days, the rent change will be effective the first day of the following month after receipt of supporting documentation of the change.

XXI. GENERAL REQUIREMENTS FOR ADDING PERSONS TO THE HCVP HOUSEHOLD

Participants must request permission to add individuals to the household except for children born to or adopted by the participant and the authorized occupants of the household during the subsidized tenancy. All of the requirements below must be met for NYCHA to approve the addition of any person to a HCVP-subsidized unit:

1. The request must be made by the Head of Household (HOH);
2. The HOH must reside in the unit on the date of the request;
3. The request must be made in writing;
4. The family must be in good standing when the request is made, meaning there is no administrative action pending against the family to terminate the subsidy;
5. The proposed additional person must meet the standards for admission; and
6. The proposed additional person must fall within familial relationship categories specified by NYCHA at its discretion.

XXII. PORTABILITY

Portability is a feature of the HCVP under which voucher holders may use their vouchers in jurisdictions other than the jurisdiction issuing the voucher. Voucher holders may live anywhere in the U.S., Puerto Rico, or the U.S. Virgin Islands as long as there is a HCVP

administered in that area. Voucher holders may request a transfer to another jurisdiction by submitting a signed Voucher Holder's Request for Portability form by mail or personally to any NYCHA walk in center. NYCHA is currently absorbing all incoming portability cases, but reserves the right to start billing PHAs at its discretion and with proper notice. NYCHA will automatically add 30 days to the initial PHA's voucher expiration date and has the discretion to extend the voucher beyond the HUD required 30 days for the participant as part of a reasonable accommodation.

NYCHA reserves the right to complete criminal background and sex offender checks for incoming portability applicants in line with screening policies.

XXIII. TRANSFERS

For all transfers, the HCVP participant must submit a completed and signed transfer request form. NYCHA then determines if the participant is eligible to receive a transfer voucher. Transfer requests are reviewed and prioritized as "emergency" or "non-emergency." Emergency transfer requests receive priority over regular non-emergency transfer requests.

A. Non-Emergency Transfers

A participant will receive a non-emergency transfer for any voluntary move. The transfer voucher is valid for 120 days. NYCHA, at its discretion, may extend a voucher beyond 120 days for good cause. Good cause may include, but is not limited to, approving a request for a reasonable accommodation to make the program accessible to a family member with a disability.

B. Emergency Transfers

A transfer may be prioritized as an emergency if it is a participant's unit has a life-threatening HQS failure, such as a gas leak, or if the unit was damaged in a natural disaster or fire. Emergency transfers may also be granted as a result of a court action, such a no-fault holdover proceeding, or if there is a foreclosure action with an order to vacate, such as cases where the owner fails to be financially responsible for the property.

A participant may also receive an emergency transfer as part of a reasonable accommodation request when the participant or a household member has a disability that requires a change in housing) A reasonable accommodation form and a letter from a health provider are needed.

Emergency transfers are also granted to VAWA Victims, Intimidated Witnesses, and Intimidated Victims, as described in Sections C and D below.

Participants who are not in good standing may request an emergency transfer.

C. VAWA Victims

Emergency transfers are also granted to participants or household members that meet the definition of a victim under VAWA as defined below:

1. *Victim of Domestic Violence (VDV)* – A victim of a felony or misdemeanor crime of violence committed by: a family member, a current or former spouse or intimate partner, a person with whom the victim has a child in common, a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, a person similarly situated to a spouse of the victim under New York’s domestic or family violence laws in the jurisdiction, or any other person against a victim protected under New York’s domestic or family violence laws (24 C.F.R. § 5.2003).
2. *Dating Violence Victim* – A victim of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship; the type of relationship; and the frequency of interaction between the persons involved in the relationship (24 C.F.R. § 5.2003).
3. *Sexual Assault Victim* – A victim of any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent (24 C.F.R. § 5.2003).
4. *Stalking Victim* – A victim of a course of conduct directed at a specific person that would cause a reasonable person to: fear for the person’s individual safety or the safety of others; or suffer substantial emotional distress (24 C.F.R. § 5.2003).

Under VAWA, if the perpetrator of the abuse is the voucher holder and the victim is an authorized occupant of the voucher household, the victim may seek an emergency transfer under VAWA.

D. Intimidated Witnesses, and Intimidated Victims

Emergency transfers are also granted to participants or household members that meet the definition of an Intimidated Victim or Intimated Witness as defined below:

1. *Intimidated Victim (IV)* – To qualify as an IV, the participant is the victim of a violent crime or a threat of a violent crime, and such crime was committed in a non-random manner as a result of a relationship between the victim and the perpetrator and the participant has suffered actual physical injury or threat of injury against himself or immediate family and will continue to suffer by continuing to live in current residence.
2. *Intimidated Witness (IW)* – A person who cooperates with a law enforcement agency in the arrest and prosecution of an individual who committed a crime and then suffered actual physical injury or threat of injury against him/herself or his/her family.

E. Confidentiality

NYCHA will keep confidential any information and documentation that the participant submits in requesting an emergency transfer, including his/her new location and status as a victim, unless (1) the participant gives written permission to release the information in a time-limited release, (2) disclosure of the information is required by law, or (3) disclosure is required for use in a termination of assistance proceeding.

F. Requirement to Move

Section 8 participants who are found eligible for an emergency transfer must move to the new apartment along with other authorized family members in order to receive continued Section 8 assistance. The transfer must result in only one subsidized apartment for the household.

XXIV. TERMINATION OF ASSISTANCE

A. General Procedures

If NYCHA decides to terminate assistance, NYCHA must give the participant written notice of the intent to terminate, with reasons, and must notify the family of their right to an informal conference or an impartial hearing prior to the proposed date of termination in accordance with federal regulations, the Williams consent judgment, and the Section 8 Existing Housing Program – Termination of Subsidy Procedures.

In addition, a participant may decide to stop receiving HCVP assistance at any time by notifying NYCHA. In the event a participant chooses to stop receiving assistance, there is no need for NYCHA to terminate the subsidy as set forth in this section.

NYCHA must terminate program assistance or the HAP contract under any of the following circumstances:

1. The family is under a HAP contract and 180 days have elapsed since NYCHA's last housing assistance payment. NYCHA reserves the right to terminate the HAP contract prior to this timeframe.
2. The family (1) fails to submit required documentation concerning any family member's citizenship or immigration status; (2) submits evidence of citizenship and eligible immigration status in a timely manner, but United States Citizenship and Immigration Services (USCIS) primary and secondary verification does not verify eligible immigration status of the family; or (3) has knowingly permitted another individual who is not eligible for assistance to reside (on a permanent basis) in the unit.
3. The family fails to disclose the complete and accurate social security numbers of each household member and the documentation necessary to verify each social security number (SSN). For families otherwise eligible for continued program assistance, NYCHA will determine if the family's failure to meet the SSN disclosure and documentation requirements was due to circumstances that could not have been foreseen and were outside of the family's control. The termination of these families will be deferred to provide an opportunity to comply with the requirement within a period not to exceed 90 days from the date of the notice of noncompliance.
4. The family fails to meet ongoing eligibility requirements for students.
5. The family is evicted from the assisted unit for serious or repeated violation of the lease.
6. Any member of the family fails to sign and submit consent forms for obtaining information in accordance with 24 CFR § 5.
7. Any family member has ever been convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.
8. Any member of a household is subject to a lifetime registration requirement under a state sex offender registration program.

NYCHA may terminate program assistance for a participant under any of the following circumstances:

1. The violations discovered during annual inspection are tenant-caused and corrections are not made by the re-inspection date.

2. Any household member or guest engages in illegal use of a drug in the assisted unit.
3. Any member of the family commits drug-related criminal activity, violent criminal activity, or other criminal activity.
4. NYCHA has reasonable cause to believe that a household member's alcohol or illegal drug use, or a pattern of alcohol or illegal drug, use may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
5. The family currently owes rent or other amounts to NYCHA or another PHA in connection with the HCVP or public housing assistance under the Housing Act of 1937.
6. The family has breached a repayment agreement with NYCHA or another PHA.
7. The family, or a guest of the family, has engaged in or threatened abusive or violent behavior toward NYCHA personnel.
8. The family has misrepresented income, household members, or any other reported information on, or accompanying, the HCVP application or annual recertification.
9. The family has violated one of the family obligations listed on the voucher, NYCHA's briefing booklet, or NYCHA's Administrative Plan.
10. The family has failed to provide information requested by NYCHA or has failed to keep an appointment.
11. The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to a unit, or any other amounts owed under the lease.
12. A family member has engaged in activity that may threaten the health or safety of the owner, property management staff, or persons performing the contract administration function or responsibility on behalf of NYCHA, including a NYCHA employee, contractor or agent.
13. The family fails to occupy the unit.
14. The family leaves the assisted unit without NYCHA's prior written approval to move.
15. Any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The owner may terminate the lease with the tenant; however, non-payment of the housing assistance payments by NYCHA is not grounds for termination of the lease because the family is not responsible for the subsidy portion under the HAP contract.

If the owner intends not to renew a lease or not to accept a renewal HAP contract, the owner must give NYCHA 60-day notice prior to the end of the current lease term, in order that NYCHA can offer the participant a voucher to move. However, under rent stabilization, owners must offer tenants in good standing a renewal lease that includes the material terms of the previous lease. The acceptance of HCVP subsidies is a material term of the lease; therefore, owners of rent-stabilized units are obligated to accept HCVP in their renewal leases.

A Section 8 participant may not be terminated from participation in, or evicted from Section 8-assisted housing on the basis of or as a direct result of the fact that the participant is or has been a VAWA victim.

In deciding whether to terminate assistance because of criminal activity by members of the family, NYCHA has discretion to consider the circumstances in each case.

B. Informal Conferences and Impartial Hearings for Participants

NYCHA will afford an informal conference and an impartial hearing to a participant who may be terminated from the HCVP based on his or her failure or refusal to meet program obligations or requirements, and who makes a timely request for a conference or a hearing. NYCHA will also afford an informal conference and/or an impartial hearing to a participant who makes a timely request to dispute NYCHA's determination regarding the family's share of the rent. Refer to 24 CFR § 982.555 for circumstances under which a participant is not entitled to a hearing.

If the participant requests an impartial hearing in order to resolve a termination or rent grievance issue, a conference will be scheduled. If the participant is not satisfied after the informal conference, NYCHA will schedule an impartial hearing. If the informal conference resolves the issue, NYCHA will not schedule an impartial hearing.

NYCHA will send written notice to the participant of the hearing date, along with a copy of the hearing procedures. NYCHA will continue to make housing assistance payments while the hearing is pending if the participant makes a timely request for a hearing.

The Hearing Officer may make the following dispositions:

1. Termination of subsidy;

2. Termination of subsidy on a certain date unless specified conditions have been corrected or fulfilled; or
3. Continuation of subsidy.

NYCHA will notify the participant and his/her representative if the NYCHA Board conducts a review. The Board will issue a written statement if its determination is less favorable to the participant than the Hearing Officer's determination.

XXV. PROGRAM INTEGRITY

A. Preventing, Detecting, and Investigating Errors and Program Abuse

NYCHA seeks to ensure the integrity of its HCVP program by taking action against applicants, participants, and owners who commit fraud, bribery, or other corrupt or criminal acts. In appropriate circumstances, NYCHA may work in conjunction with the New York City Department of Investigation, Office of the Inspector General (OIG) with respect to these matters, or may refer these matters to the OIG for further action.

B. Corrective Measures and Penalties

If an error has been made in determining family income, family share of the rent or family composition, NYCHA will correct the tenant record and notify the family and the owner. For subsidy corrections, the notice will include an amendment to the HAP contract via a Voucher Change Notice (VCN). For changes in family size, the correction may require the family to move to a new unit. Unless the owner requires a new lease, execution of a new HAP contract is not required. The specific corrective action NYCHA takes depends upon the fault of the party in causing the error.

XXVI. REPAYMENT AGREEMENTS

Pursuant to 24 CFR § 982.552(c)(1)(v), if the family owes any amount to NYCHA or to another housing agency in connection with any program administered pursuant to the 1937 Housing Act, NYCHA may deny eligibility or terminate participation. If a current participant in NYCHA's HCVP owes less than \$10,000, NYCHA may permit the family to enter into a written agreement to repay the debt, either in whole or in monthly installments not to exceed 40% of the family's adjusted gross income. Pursuant to 24 CFR § 982.552(c) (1) (vii), the failure to make payments under the agreement will result in proceedings against the family to terminate its participation in the HCVP.

If a family leaves the program without having satisfied a debt, NYCHA will refer the matter for collection. NYCHA will also maintain a record of unsatisfied debt to NYCHA's public

housing or HCVP, so that if the family reapplies to NYCHA for public housing or HCVP assistance, NYCHA will require payment of any unsatisfied balance before considering the family's eligibility for readmission to assisted housing. Debts owed will also be reported to HUD as required.

XXVII. PROJECT BASED VOUCHERS

Except as otherwise noted in this section, or unless specifically prohibited by Project Based Voucher (PBV) Program regulations, NYCHA's policies for the tenant-based voucher program described in the HCV Administrative Plan will also apply to the PBV program administered by NYCHA.

A. Program Size

The total number of PBV units will not exceed 20 percent of NYCHA's authorized units. NYCHA may project-base an additional 10 percent (above the 20 percent limit) for units that meet specific requirements as described in 82 Fed. Register 5458 (Jan. 18, 2017).

Units that previously received a long-term housing subsidy from HUD or were subject to certain federal rent restrictions do not count toward the 20 percent limit when PBV assistance is attached to them, as long as the unit is covered under a PBV HAP contract that was effective on or after April 18, 2017, and received the subsidy or was subject to the rent restriction in the 5 years prior to the date the PHA selected the project or issued the RFP under which the project was selected. The specific housing subsidies and rent restrictions for which this applies are described in 82 Fed. Register 5458 (Jan. 18, 2017).

B. Limits on Number of PBV Units in a Project

Pursuant to HUD regulations, NYCHA will not provide PBV assistance for units in a project if the total number of dwelling units in the building that will receive PBV assistance during the term of the PBV HAP contract is the greater of 25 units in the project or 25 percent of the units in a project. Exceptions to this requirement are described below in part C.

Owners under HAP contracts that were in effect before April 18, 2017 are still obligated by the terms of those HAP contracts with respect to the requirements that apply to the number of excepted units in a multifamily project. The owner must continue to designate the same number of contract units and assist the same number of excepted

families as provided under the HAP contract during the remaining term of the HAP contract, unless the owner and the PHA mutually agree to change those requirements.

C. Exceptions to PBV Unit Cap

The following units are excepted from the cap on the number of PBV units in a project.

1. Units in a single-family building (with four or fewer units);
2. Units exclusively serving elderly families (as such term is defined in 24 CFR 5.403).
3. Units in projects with supportive services available to all families receiving PBV assistance in the project. The project must make supportive services available to all assisted families in the project (but the family does not have to actually accept and receive the supportive service for the exception to apply to the unit). Such supportive services need not be provided by the owner or on-site, but must be reasonably available to the families receiving PBV assistance in the project.
4. Projects that are in a census tract with a poverty rate of 20 percent or less, as determined in the most recent American Community Survey 5-Year Estimates.

D. Projects Not Subject to a Project Cap

PBV units that were previously subject to certain federal rent restrictions or receiving another type of long-term housing subsidy provided by HUD are not subject to the 25 percent or 25 unit cap, as long as the unit is covered under a PBV HAP contract that was effective on or after April 18, 2017, and received the subsidy or was subject to the rent restriction in the 5 years prior to the date the PHA selected the project or issued the RFP under which the project was selected. The specific housing subsidies and rent restrictions for which this applies are described in 82 Fed. Register 5458 (Jan. 18, 2017). Units that were previously receiving PBV assistance are not covered by this exception.

E. Eligible Unit Types

PBV assistance may be attached to existing housing, newly constructed or rehabilitated housing. A housing unit is considered an existing unit for purposes of the PBV program, if, at the time of notice of NYCHA selection, the unit substantially complies with HQS.

F. Competitive Selection of Project-Based Proposals

NYCHA may advertise the release of a competitive application soliciting proposals from owners/developers of affordable rental housing developments who are interested in receiving project-based voucher program assistance. This application will be announced via NYCHA's website and in publications of general circulation. NYCHA will maintain

records of its evaluation and selection process which will be available upon request to the public. Such records will be maintained for a one year period. NYCHA's criteria in reviewing project-based applications will be included in public notices or applications. Project-based vouchers will be allocated in accordance with all current and applicable guidelines and program regulations.

G. Noncompetitive Selection of Project-Based Proposals

NYCHA may attach PBV assistance to projects where the PHA has ownership interest or control, without following a competitive process, in cases where the PHA is engaged in an initiative to improve, develop, or replace a public housing property or site.

In accordance with HUD regulations at 24 CFR § 983, NYCHA may engage in non-competitive selection of proposals for project-based vouchers for projects selected to receive assistance under a competitively-awarded federal, state, or local government housing assistance, community development, or supportive services program within three years of NYCHA's project-based voucher proposal selection date. The project will be ineligible for NYCHA's project-based program if the prior competitive selection proposal included any consideration that the project would receive a project-based voucher allocation.

H. Subsidy Layering

NYCHA will not enter into an Agreement to enter into a Housing Assistance Payments Contract (AHAP) or a HAP Contract until HUD (or an independent entity approved by HUD) has conducted the subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements, in accordance with 24 CFR 4.13 and PIH Notice 2013-11.

I. Site and Neighborhood Standards

NYCHA will select units or sites for PBV assistance in accordance with the provisions at 24 CFR 983.57. Sites must meet the HQS site standards in accordance with 24 CFR 982.401 and the site selection requirements described at 24 CFR 8.4 (b)(5). NYCHA will limit approval of sites for PBV assistance to census tracts with a poverty rate less than 20 percent, except where NYCHA determines that the PBV assistance will complement other local redevelopment activities designed to deconcentrate poverty and expand housing and economic opportunities.

NYCHA will select units or sites for PBV assistance only where NYCHA has determined that housing on the site:

1. is consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities;
2. will facilitate and further comply with the applicable provisions of Title VI of the Civil Rights Act and other relevant provisions as cited at 24 CFR 983.57;
3. meets the site selection requirements described in 24 CFR 8.4(b)(5); and
4. meets the HQS site standards at 24 CFR 982.401(l).

J. Existing Housing

NYCHA will not provide PBV assistance for existing housing until it has determined that the site complies with the HUD required site and neighborhood standards. The site must:

1. Be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
2. Have adequate utilities and streets available to service the site;
3. Promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low-income persons; and
4. Be accessible to social, recreational, educational, commercial, health facilities and services, and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

K. New Construction / Rehabilitated Housing

In order to be selected for PBV assistance, a site for newly constructed housing or rehabilitated housing must meet the following HUD required site and neighborhood standards:

1. The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;
2. The site must have adequate utilities and streets available to service the site;
3. The site must not be located in an area of minority concentration unless NYCHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project

outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;

4. The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low income persons;
5. The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;
6. The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and
7. Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

L. HQS Inspections

1. Pre Lease-Up Inspections: NYCHA will inspect each contract unit and public space areas before execution of the HAP contract. NYCHA will not enter into a HAP contract until all the units and public space areas fully complies with HQS, or if the units have passed an alternative inspection method approved by HUD within the previous 24 months.

2. Biennial Inspections: NYCHA will inspect units biennially consisting of at least 20% of the contract units in each building to determine if the contract units and the premises are maintained in accordance with HQS. Units that fail HQS will be inspected annually until the unit passes inspection. Turnover inspections are not counted toward meeting this annual inspection requirement. If more than 20% of the annual sample of inspected contract units in a building fails the initial inspection, NYCHA will reinspect 100% of the contract units in the building.

NYCHA will abate and terminate PBV HAP contracts for non-compliance with HQS.

M. Agreement to enter into HAP (AHAP)

For newly constructed or rehabilitated housing, NYCHA will enter into an Agreement to enter into a HAP (AHAP) contract with the owner/developer after receiving confirmation from HUD or a Housing Credit Agency (HCA) approved by HUD that subsidy layering review and environmental review requirements have been met, and before construction

or rehabilitation work has started. The AHAP contract will be in the form required by HUD.

N. Housing Assistance Payments (HAP) Contract

NYCHA will enter into a HAP contract for each PBV project for a maximum initial term of 20 years. NYCHA may extend the term of the contract for an additional term of up to 20 years.

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment.

If the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to NYCHA. In this case, families living in the contract units will be offered tenant-based assistance.

O. Changes to HAP Contract to Substitute, Add or Subtract PBV Units

At NYCHA's discretion, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same building for a previously covered contract unit. At NYCHA's discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per building, a HAP contract may be amended to add additional PBV units in the same building. If any PBV units have been vacant for 120 days, NYCHA may 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 amendment to the HAP contract will be effective the first day of the month following the date of NYCHA's notice.

P. Site-Based Waiting List

NYCHA may establish site-based waiting lists for PBV developments. NYCHA will offer applicants on its tenant-based waiting list the opportunity to be added to PBV site-based waiting lists. NYCHA will also accept referrals from the owner to populate site-based waiting lists. Such applicants on NYCHA's tenant-based waiting list will be placed on the PBV site-based waiting list according to the date and time of their application to the tenant-based waiting list. Owner referrals will be placed on the site-based waiting

list according to the date and time NYCHA receives the Section 8 application from the owner.

A preference may be given to applicants with a demonstrated need for particular projects offering specialized services. Subject to NYCHA's approval, owners may request to establish preferences for supportive housing different than those listed in NYCHA's priority code list. All requests for preferences outside NYCHA must meet federal and local Fair Housing standards.

NYCHA public housing residents may receive a preference for site-based waiting lists.

Q. Occupancy of PBV Housing

The owner must lease vacant units in a development to eligible families on NYCHA's PBV site-based waiting list for that development.

In accordance with 24 CFR § 983.259, if a household is not occupying a correctly-sized unit based on NYCHA's occupancy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that requires the accessibility features,

NYCHA must offer the household continued housing assistance through one of the following options: an appropriate-size unit in the same building or in another project based development or a tenant-based voucher.

If the household moves from the unit with a tenant-based voucher, NYCHA must terminate housing assistance payments for a wrong-sized or accessible unit at expiration of the term of the family's voucher (including any extension granted). If the family does not accept the offer for continued housing assistance or does not move out of the PBV unit within a reasonable time as determined by NYCHA, or both, NYCHA must terminate the housing assistance payments for the wrong-sized or accessible unit, at the expiration of a reasonable period determined by NYCHA and remove the unit from the PBV HAP contract.

R. Vacancy Payments

The owner must promptly fill vacancies utilizing the NYCHA PBV site-based waiting list.

1. If an assisted family moves out of the unit, the owner may keep the housing assistance payment payable for the calendar month when the family moves out. However, the owner may not keep the payment if NYCHA determines the vacancy is the owner's fault.

2. At its discretion, NYCHA will make a vacancy payment to an owner not to exceed one month contract rent following the move-out month.

Any approved vacancy payment amount will be minus any portion of the rental payment received by the owner (including any amounts available from the tenant's security deposit).

S. Contract Rent to Owner

The contract rent to owner must not exceed the lowest of the following amounts:

1. An amount determined by NYCHA, not to exceed 110% of the applicable fair market rent (or any HUD-approved exception payment standard) for the unit bedroom size minus any utility allowance;
2. The reasonable rent determined by NYCHA, and
3. The rent requested by the owner.

T. Rent Reasonableness

NYCHA will redetermine rent reasonableness:

1. Whenever there is a 5% or greater decrease in the published FMR in effect 60 days before the contract anniversary for the unit sizes specified in the HAP contract as compared with the FMR in effect one year before the contract anniversary.
2. Whenever NYCHA approves a change in the allocation of responsibility for utilities between the owner and the participant.

U. Contract Rent Increases

Requests for a rent increase for PBV assisted units must be made in writing by the owner at least 60 days in advance of the HAP anniversary date. The maximum rent permitted for the unit shall not be less than the initial contract rent for the unit under a PBV HAP contract.

XXVIII. ENHANCED VOUCHERS

NYCHA receives enhanced vouchers to preserve housing units that might otherwise be lost due to housing conversion actions such as mortgage prepayments or owner opt-outs. In a housing conversion action, HUD provides vouchers to assist those families affected by a housing conversion or "decoupling," as set forth in section 236(e) (2) of the National Housing Act. Only families residing in the project at the time of conversion are eligible for enhanced voucher assistance. For eligibility purposes, the time of conversion or decoupling is the effective date of prepayment or voluntary termination of mortgage or refinancing

insurance. For eligible families remaining in the conversion project, the enhanced voucher payment standard equals the approved gross rent of the occupied unit (subject to rent reasonableness determinations). The gross rent is equal to the rent the tenant pays to the owner plus any tenant-paid utility allowance where tenants are responsible for payment of utilities. The regular NYCHA payment standard does not apply.

Enhanced assistance only applies if the family remains in the conversion project. According to federal law, “a family that receives an enhanced voucher has the right to remain in the project as long as the units are used for rental housing and are otherwise eligible for housing choice voucher assistance. The owner may not terminate the tenancy of a family that exercises its right to remain, except for a serious or repeated lease violation or other good cause. If an owner refuses to honor the family’s right to remain, the family may exercise any judicial remedy that is available under state and/or local law.” If the family moves outside the project, the voucher reverts to a regular tenant-based voucher and the regular program rules and payment standards apply.

A. Over-housed Enhanced Voucher families

1. If the bedroom size of the family’s unit exceeds the number of bedrooms for which the family qualifies under NYCHA subsidy standards, the family is an over-housed family unless the family qualifies for a reasonable accommodation because one or more family member(s) need an additional bedroom.
2. If an over-housed family chooses to move from the project at any time, the normal tenant-based voucher program rules apply to the subsidy calculation for the new unit. In such a case, the payment standard is the lower of the payment standard for the family unit size under the applicable subsidy standards or the payment standard for the actual size of the unit rented by the family (see 24 CFR § 982.402(c)).
3. If an over-housed family wishes to remain at the project, the regular voucher program requirements regarding the payment standard are not applicable and the provisions of HUD Notice 2016-02 apply.
4. Once NYCHA determines the family is over-housed, the Agency will inform the family and explain the requirements as per HUD rules.
5. If the family indicates it wishes to remain at the project with enhanced voucher assistance, NYCHA will inform the owner of the project that the family is in an over-sized unit.

6. NYCHA will provide the owner with the bedroom size for which the family actually qualifies under the PHA subsidy standards (i.e., the appropriate size unit). The owner must then identify all appropriate size units that are available in the project.
7. The over-housed family must move to an appropriate size unit in the project if one is available within 30-days to continue to receive enhanced voucher assistance. Exceptions may be made for reasonable accommodations.
8. If an over-housed enhanced voucher family refuses to move to the appropriate size unit, and one exists and is available for occupancy, the PHA will calculate the family's housing assistance payment for the over-sized unit based on the normally applicable voucher subsidy formula using the applicable payment standard.
9. The family will be responsible for any amount of the gross rent not covered by the housing assistance payment.

XXIX. RENTAL ASSISTANCE DEMONSTRATION (RAD)

The Rental Assistance Demonstration (RAD) is a HUD tool created for housing authorities to ensure the long term affordability of their housing. Under this program, the federal subsidy supporting a development shifts from the public housing program to the HCVP.

NYCHA's policies as described below are consistent HUD's rules governing the RAD program, as outlined in PIH-2012-32 (HA) H-2017-03, REV-3 (the "Notice"). For purposes of this Section XXIX, all terms not otherwise defined herein shall have the meaning set forth in the Notice.

A. PBV Contract Terms

1. Length of Contract. RAD projects shall have an initial HAP Contract term of at least 15 years (up to 20 years upon request of the Project Owner and with approval by the administering Voucher Agency). Project Owners are required to make available for occupancy by eligible tenants the number of assisted units under the terms of the contract and may not reduce the number of assisted units without HUD approval.
2. Mandatory Contract Renewal. In accordance with the RAD Statute, upon expiration of the initial contract and each renewal contract, NYCHA must offer, and the Project Owner must accept, renewal of the contract subject to the terms and conditions applicable at the time of renewal and the availability of appropriations each year for such renewal.
3. RAD Use Agreement. Pursuant to the RAD Statute and Notice, a Covered Project shall have an initial RAD Use Agreement specifying the affordability and use

restrictions on the Covered Project. The RAD Use Agreement runs concurrently with the HAP contract and is superior to other liens on the Covered Project.

4. Initial Contract Rent Setting. Initial contract rents will be determined by HUD in accordance with the Notice. NYCHA has additional discretion in establishing initial contract rents, including rent bundling, through which NYCHA may adjust subsidy (and initial contract rents) across multiple projects as long as NYCHA does not exceed the aggregate subsidy for all of the projects that NYCHA has submitted for conversion under RAD. Notwithstanding HUD's calculation or the above-mentioned flexibility, initial PBV contract rents are subject to the statutory and regulatory PBV requirements governing contract rents (see 24 CFR § 983.301).

B. RAD Resident Rights, Participation, Waiting List and Grievance Procedures

1. No Re-screening of Tenants upon Conversion. Pursuant to the RAD Statute, at conversion, current households cannot be excluded from initial occupancy at the Covered Project based on any rescreening, income eligibility, or income targeting. Additional provisions regarding eligibility, rescreening, and right to return are set forth in the Notice.
2. Right to Return. Any residents who may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the development once rehabilitation or construction is completed. Permanent involuntary displacement of residents may not occur as a result of a project's conversion of assistance.
3. Renewal of Lease. The Project Owner must renew all leases upon lease expiration, unless cause exists.
4. Phase-in of Tenant Rent Increases. If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 solely as a result of the RAD conversion, the rent increase will be phased in over 5 years as set forth in the Notice at annual or interim re-examinations. Families will not pay more than 30% of their adjusted gross household income for rent.
5. Family Self Sufficiency (FSS) program. Residents in RAD-converted properties will be able to enter into the Housing Choice Voucher (HCV) FSS program after conversion.
6. Resident Participation and Funding. Residents will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding in accordance with the Notice.

C. Resident Procedural Rights

At a minimum, residents will have the procedural rights defined in the Notice. These include:

1. Termination Notification. HUD has incorporated additional termination notification requirements to comply with section 6 of the U.S. Housing Act of 1937 as may be amended (Act) for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257, related to Project Owner termination of tenancy and eviction, the termination procedure at a minimum for RAD conversions to PBV will require that the owner provide adequate written notice of termination of the lease which shall be:
 - i. A reasonable period of time, but not to exceed 30 days:
 - If the health or safety of other tenants, Project Owner employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - In the event of any drug-related or violent criminal activity or any felony conviction;
 - ii. Not less than 14 days in the case of nonpayment of rent; and
 - iii. Not less than 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
2. Grievance Process. HUD incorporated additional resident procedural rights to comply with the requirements of section 6 of the Act. For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:
 - i. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a) (1) (i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or NYCHA as the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - For any hearing required under 24 CFR § 982.555(a) (1) (i)-(vi), NYCHA as the contract administrator will perform the hearing, as is the current

standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e) (4) (i).

- For any additional hearings required under RAD, the Project Owner will perform the hearing. There is no right to an informal hearing for class grievances or for disputes between residents not involving the Project Owner or NYCHA as the contract administrator.
- ii. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
 - iii. The Project Owner provides opportunity for an informal hearing before an eviction.
3. Earned Income Disregard (EID). 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 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.
 4. When Total Tenant Payment Exceeds Gross Rent. Residents living in the Converting Project prior to conversion and who will return to the Covered Project after conversion will be placed on and/or remain under the HAP contract when the family's total tenant payment (TTP) equals or exceeds the Gross Rent. Until such time as the family's TTP falls below the Gross Rent, the rent to the owner for the unit will equal the lesser of (a) the family's TTP, less the Utility Allowance, or (b) any applicable maximum rent under LIHTC regulations. When the family's TTP falls below the Gross Rent, normal PBV rules shall apply. In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract.

Following conversion, 24 CFR §983.53(d) applies and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program. Further, a PHA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the Gross Rent for the unit and if the

project is fully assisted, NYCHA must reinstate the unit after the family has vacated the property. If the project is partially assisted, the PHA may substitute a different unit for the unit on the HAP contract in accordance with the Notice.

5. Under-Occupied Unit. If a family is in an under-occupied unit under 24 CFR § 983.260 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the development. When an appropriate sized unit becomes available, the family living in the underoccupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by NYCHA.

D. Establishment of Waiting List

NYCHA will utilize the project-specific waiting list that exists at the time of conversion. After the project-specific waiting list has been exhausted, NYCHA will follow its waiting list policies for the PBV program and in accordance with PBV program requirements.

If a project-specific waiting list for the project does not exist, NYCHA will establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on NYCHA's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. Such activities will be pursuant to NYCHA's policies for waiting list management, including the obligation to affirmatively further fair housing.

XXX. LLC DEVELOPMENTS

In March 2010, NYCHA entered into a mixed-finance transaction with NYCHA Public Housing Preservation I, LLC (LLC I) and NYCHA Public Housing Preservation II (LLC II), transferring ownership of 13 of its 21 city or state-built developments to LLC I, and transferring ownership of the remaining eight of its city or state-built developments to LLC II. NYCHA, as the managing partner of LLC I and LLC II, continues to manage the 21 LLC developments. The 21 LLC developments contain public housing units as well as units assisted under the Section 8 program.

On an ongoing basis, NYCHA is converting units in the 21 LLC developments to HCVP up to a maximum of 8,400 units. Upon turnover, vacant units can be filled from the waiting list and will be assisted under the project-based voucher program or tenant based vouchers. All HCVP assisted tenancies in the 21 LLC developments must meet applicable income and other requirements under the HCVP.

Additionally, NYCHA is expediting the transition of units at the 8 LLC II developments to Section 8 in order to address a lack of funding and unmet capital needs. NYCHA will be transitioning these developments to project-based voucher assistance in phases.

XXXI. FAMILY SELF-SUFFICIENCY PROGRAM

The Family Self-Sufficiency (FSS) program enables HCVP participants, to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Under the FSS program, low-income families are provided opportunities for education, job training, counseling and other forms of social service assistance, while living in assisted housing, so they can obtain skills necessary to achieve self-sufficiency. In accordance with HUD regulations at 24 CFR § 5.603, NYCHA facilitates its FSS program from HCVP and Public Housing residents through the Office of Resident Economic Empowerment and Sustainability (REES). REES offers a variety of job-training, workforce development, and financial management programs designed to encourage, assist, train, and facilitate the economic independence of NYCHA families. NYCHA has been approved to participate in the FUP-FSS Demonstration to better serve youth aging out of foster care. The Demonstration extends the term of the FUP voucher by five years for youth who participate in FSS.

XXXII. HOMEOWNERSHIP PROGRAM

NYCHA may provide voucher assistance for an eligible family that purchases a dwelling unit for residence by the family, in accordance with 24 CFR 982.628. The homeownership option will be open to current participants in the HCVP who are enrolled, or were previously enrolled, in NYCHA's FSS program. Additional eligibility criteria and program guidance are provided in NYCHA's homeownership program manual.

Glossary

Applicant (Applicant Family). A family that has applied for admission to a program but is not yet a participant in the program.

Dependent. A member of the family (except foster children and foster adults) other than the family head or spouse or live-in aide who is under 18 years of age, or is a person with a disability, or is a full-time student.

Disabled Person. Any person who has a physical or mental impairment that substantially limits one or more major life activities; has a record of such impairment; or is regarded as having such impairment.

Elderly Person. An individual who is at least 62 years of age.

Eligible Family (Family). A family that is income eligible and meets the other requirements of the 1937 Act and Part 5 of 24 CFR.

Extremely Under Occupied. Families in apartments with two or more extra bedrooms.

Fair Housing Act. Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988.

Fair market rent (FMR). The rent, including the cost of utilities (except telephone), as established by HUD for units of varying sizes (by number of bedrooms), that must be paid in the housing market area to rent privately owned, existing, decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. See periodic publications in the Federal Register in accordance with 24 CFR § 888.

HAP Contract. Housing Assistance Payments Contract (HAP Contract). A written contract between the PHA and an owner for the purpose of providing housing assistance payments to the owner on behalf of an eligible family.

Head of household. The adult member of the family who is the head of the household for purposes of determining income eligibility and rent.

Housing assistance payment. The monthly assistance payment by a PHA, which includes: (1) a payment to the owner for rent to the owner under the family's lease; and (2) an additional payment to the family if the total assistance payment exceeds the rent to owner.

Housing Agency (HA). A state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. (PHA" and "HA" mean the same thing.)

Housing Authority ADA/Section 504 Grievance Procedure. The procedure outlined in the Referral to PHRAC or SERAC Reasonable Accommodation Coordinator section of the NYCHA Standard Procedure Manual SPO40:12:1

Housing Quality Standards (HQS). The HUD minimum quality standards a unit must meet to be housing assisted under the voucher program.

HUD. The Department of Housing and Urban Development.

Owner/Property Manager. The agent assigned to manage the unit or property. This may be either the owner of the property or the owner's representative or managing agent or the management agent's representative, as designated by the owner.

Lease. A written agreement between an owner or an owner's agent and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA.

Minor. A member of the family household other than the family head or spouse, who is under 18 years of age.

Participant (Participant Family). A family that is currently receiving assistance under HVCP.

Payment standard. An amount established by the PHA that represents the maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family). Payment standards are based on the HUD published established Fair Market Rents (FMR) for the voucher program.

Portability. Renting a dwelling unit with a Section 8 housing choice voucher outside the jurisdiction of the initial PHA.

Public Assistance. Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by federal, state, or local governments.

Reasonable rent. A rent to owner that is not more than rent charged for: (1) comparable units in the private unassisted market; and (2) comparable unassisted units in the premises.

Recertification. Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the participant will pay for the next 12 months.

Security Deposit. A dollar amount (maximum set according to the regulations) which can be used by the owner or the owner's agent for unpaid rent or damages to the owner upon termination of the lease.

Social Security Number (SSN). The nine-digit number that is assigned to a person by the Social Security Administration and that identifies the record of the person's earnings reported to the Social Security Administration. The term does not include a number with a letter as a suffix that is used to identify an auxiliary beneficiary.

Occupancy standards. Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

Tenant. The person or persons (other than a live-in aide) who execute the lease as lessee of the dwelling unit.

Tenant share. The portion of rent and utilities paid by the family. For calculation of family share, see 24 CFR § 982.515(a).

Third Party Verification – Consent to Release form. Consent form, approved by HUD, to be signed by assistance applicants and participants to obtain income information from employers and State Wage Information Collection Agencies (SWICAs); return information from the Social Security Administration (including wages, net earnings from self-employment, and retirement income); and return information for unearned income from the IRS. Consent forms expire after a certain time and may authorize the collection of other information to determine eligibility or level of benefits.

Unit. Residential space for the private use of a family. The size of a unit is based on the number of bedrooms contained within the unit and generally ranges from zero (0) bedrooms to six (6) bedrooms.

Utility allowance. If the cost of utilities (except telephone) and other housing services for an assisted unit is not included in the tenant rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of the monthly cost of a reasonable consumption of such utilities and other services for the unit by an energy-conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthful living environment.

Violent criminal activity. Any illegal criminal activity that has as one of its elements: the use, attempted use, or threatened use of physical force against the person or property of another.

Voucher (Housing Choice Voucher). A document issued by a PHA to a family selected for admission to the housing choice voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states obligations of the family under the program.

Voucher holder. A family holding a voucher with an unexpired term (search time) but is not yet a participant in the program.

Voucher program. The Housing Choice Voucher Program.