

**Summary of Changes to the City of Santa Rosa Housing Authority Administrative Plan
February 2024 Draft**

- Changes to incorporate guidance from HUD’s new *HCV Guidebook* chapters
- Revisions regarding Notice PIH 2022-18 on the use of administrative fee funding for “other expenses”
- Updates to account for the final rule, “Streamlining and Implementation of Economic Growth, Regulatory Relief, and Consumer Protection Act Changes to Family Self-Sufficiency (FSS) Program,” published May 17, 2022
- Extensive revisions for the *Federal Register* notice implementing the Fostering Stable Housing Opportunities (FSHO) amendments, published January 24, 2022
- Additions regarding Veterans Affairs Supportive Housing (HUD-VASH) as specified in the revised VASH implementation notice, published in the *Federal Register* September 27, 2021
- Changes to Chapter 15 on Special Housing Types for Form HUD-52641, Notice PIH 2021-05 on Shared Housing, and the new *HCV Guidebook*, and to improve the chapter’s utility
- Clarifications regarding Social Security and SSI benefits, repayment policies, and record retention as discussed in Notice PIH 2018-18
- VAWA clarifications to better align with current guidelines such as the implementation Guidance for VAWA 2022 published in the *Federal Register* on January 4, 2023.
- Addition of a new section on Discrimination Complaints, which includes guidance from Notice FHEO 2023-01.
- Updates to account for the *Federal Register* notice issued March 3, 2023, on subsidy layering requirements.
- Clarifications on disparate impact and discriminatory effects per the final rule dated March 31, 2023.
- Other clarifications and modifications to reflect industry best practices, and to ensure that the content is user-friendly, current, and in compliance with all recent HUD regulations and guidance.

Summary of Changes to Chapter 1: Overview of the Program and Plan

Part I – The PHA

1-I.B

- Added sentence to clarify that the Santa Rosa Housing Authority administers certain special purpose vouchers outside the city limits of Santa Rosa

1-I.D

- Updated list of programs operated by the Santa Rosa Housing Authority

Part II – The Housing Choice Voucher Program

1-II.C

- Deleted reference to Housing Quality Standards and replaced with National Standards for the Physical Inspection of Real Estate

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Summary of Changes to Chapter 2: Fair Housing and Equal Opportunity

Part I – Nondiscrimination

2-I.A, 2-I.B

- Added references to state and local nondiscrimination codes and protected classes
- Extended the existing policies on discrimination complaints with a new section on discrimination complaints including guidance from Notice FHEO 2023-01, Notice PIH 2014-20

Part II – Policies Related to Persons with Disabilities

2-II.A – 2-II.E

- Revised language for clarity and alignment with current practices regarding reasonable accommodations

2-II.F

- Expanded description of program accessibility for persons with hearing or vision impairments

Part III – Improving Access to Services for Persons with Limited English Proficiency (LEP)

2-III.B

- Revised language for clarity and alignment with current practices for oral interpretation

Summary of Changes to Chapter 3: Eligibility

Introduction

- Added language to the overview of eligibility criteria to reflect new HOTMA eligibility requirements

Part I: Definitions of Family and Household Members

3-I.B

- Added to definition of family to reflect expanded definition under HOTMA for youth aging out of foster care

3-I.C

- Included the term *human trafficking* with Violence Against Women Act (VAWA) language, in addition to other VAWA clarifications to better align with guidelines published in the Federal Register on January 4, 2023
- Added language regarding the disposition of VASH vouchers in the event of family breakup as required under Notice PIH 2017-08

3-I.E

- For clarity, deleted reference to common law marriage in description of *spouse*; common law marriage is not recognized in California.

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3-I.F

- Clarified difference between *minors* and *dependents*

3-I.K

- Revised description of foster children and foster adults to comply with HOTMA changes

3-I.L

- For clarity and to simplify the verification process, revised local policy regarding absent students to remove the distinction between students attending school outside the state of California to a simpler definition of students attending school “away from home.”
- For clarity and to simplify the verification process, revised local policy regarding absences of children due to placement in foster care to remove the reference to a specific time period of a permitted absence. Added language to address the treatment of duplicate subsidy in the case of foster placement.
- For clarity and to simplify the verification process, revised local policy regarding absent head, spouse or co-head to delete reference to that persons’ intent to return
- Revised policy regarding family members permanently confined to medical facilities to be consistent with HUD’s recommendations

3-I.M

- Revised policy regarding the addition of a live-in aide to the household to reflect current practice and timelines for criminal background checks to be processed

Part II: Basic Eligibility Criteria

3-II.A

- Revised language describing income eligibility and targeting for clarity, updated references to include Notice PIH 2023-27
- Clarified that the PHA has not added a local policy regarding additional categories of eligible low-income families

3-II.D

- Revised language regarding required consent forms in accordance with HOTMA changes

3-II.E

- Revised definition of *Independent Student* to be consistent with Federal Register notice on student eligibility issued on September 21, 2016
- Added definition of *vulnerable youth* to be consistent with Federal Register notice on student eligibility issued on September 21, 2016

3-II.F

- Added discussion of the required use of EIV system searches for the purpose of determining eligibility

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Part III: Denial of Assistance

3-III.A

- Significantly expanded overview describing denial of assistance to provide more detail of federal requirements and background

3-III.B

- Revised regulatory references in discussion of mandatory denial of assistance
- Revised definition of *currently engaged in* the use of illegal drugs to be more consistent with HUD's recommendations
- Added mandatory reason for denial regarding a family's failure to sign and submit consent forms as required under HOTMA
- Added mandatory reason for denial regarding restrictions on net assets and real property ownership as required under HOTMA

3-III.C

- Added discussion of restriction on assistance based on assets as required under HOTMA

3-III.D

- Revised policy regarding denial of assistance for criminal activity:
 - Added *criminal sexual conduct* as a reason to deny assistance
 - Revised the discussion and definition of *evidence* to reduce the lookback period from five years to three years, and clarify how records of arrests will be used as evidence in accordance with HUD and Department of Justice recommendations
- Revised policy regarding previous behavior in assisted housing in accordance with HUD recommendations and clarity

3-III.E

- Revised policy language regarding screening for eligibility to clarify from where the PHA will obtain and how the PHA will use criminal background and sex offender information

3-III.F

- Revised policy language regarding consideration of circumstances to be consistent with HUD recommendations
- Revised policy language regarding removal of a family member's name from the voucher application for clarity and to provide a regulatory reference

3-III.H

- Revised section regarding prohibition against denial of assistance to victims of domestic violence, dating violence, sexual assault, stalking and human trafficking to be compliant with current VAWA regulations

Summary of Changes to Chapter 4: Applications, Waiting List and Tenant Selection

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Minor formatting changes only. This chapter was most recently updated in October 2023 which incorporated changes required under VAWA. HOTMA regulations do not affect the policies in Chapter 4.

Summary of Changes to Chapter 5: Briefings and Voucher Issuance

Part I: Briefings and Family Obligations

Throughout chapter, deleted references to Housing Quality Standards and replaced with National Standards for the Physical Inspection of Real Estate (NSPIRE)

5-I.B.

- Revised and expanded discussion of briefing procedures to describe the requirements of in-person and remote briefings separately, incorporating guidance from Notice PIH 2020-23
- Revised discussion of oral briefing requirements for clarity
- Revised discussion of briefing packet for clarity
- Updated additional items to be included in the briefing packet to remove reference to information about tenant protections in foreclosed homes and add Office of Inspector General information about fraud

5-I.C

- Updated PHA policy discussion regarding family obligations listed on the voucher
 - Added language to clarify how the PHA defines damages to the unit
 - Revised language to clarify how the PHA will evaluate and consider serious or repeated violation of the lease

Part II: Subsidy Standards and Voucher Issuance

5-II.B

- Revised table describing the voucher size relative to the minimum and maximum number of persons in the household to more precisely reflect the maximum number of persons allowed in each unit size

5-II.D

- Added language to heading of section discussing voucher rescission to clarify that the policy is in place in case of budgetary constraints

5-II.E

- Updated term of initial voucher to reflect current practice
- Updated PHA policy regarding extensions to the voucher term to more accurately reflect current practice
- Revised discussion of suspensions of voucher term for clarity and to more precisely reflect regulations

Summary of Changes to Chapter 6: Income and Subsidy Determinations

Introduction

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- Revised summary of Annual Income to reflect the changes to the definition of Annual Income under HOTMA
- Added Part II of this chapter defining assets as related to income and subsidy determinations
- Renumbered the section to reflect addition of Part II
- Revised summary of Adjusted Income to reflect changes to regulations under HOTMA regarding permissive deductions to income

Part I – Annual Income

6-I.A.

- Deleted pre-HOTMA definition of “Annual Income,” and replaced with new HOTMA definition

6-I.B.

- Clarified and revised language in Summary of Income Included and Excluded by Person and revised references within the table to reflect updated sections of the Code of Federal Regulations
- Deleted the Housing Choice Voucher Guidebook definition of temporarily absent family members and clarified local policy to specifically define “temporarily absent family member” as a family member who is away for 90 days
- For clarity and to simplify the verification process, revised local policy regarding absent students to remove the distinction between students attending school outside the state of California to a simpler definition of students attending school “away from home.”
- For clarity and to simplify the verification process, revised local policy regarding absences of children due to placement in foster care to remove the reference to a specific time period of a permitted absence. Added language to address the treatment of duplicate subsidy in the case of foster placement.
- For clarity and to simplify the verification process, revised local policy regarding absent head, spouse or co-head to delete reference to that persons’ intent to return
- Revised policy regarding family members permanently confined to medical facilities to be consistent with HUD’s recommendations

6-I.C.

- Changed the title of the section from “Anticipating Annual Income” to “Calculating Annual Income” to reflect the change in the methodology for determining annual income under HOTMA
- Added language to explain the changes under HOTMA regarding anticipating annual income, deleted references to projections of annual income which are not used under HOTMA
- Added language to distinguish between initial (new admission) income determinations and annual income determinations
- Added the HUD policy outlined in PIH Notice 2023-27 regarding calculating annual income at annual reexamination

6-I.D.

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- Deleted pre-HOTMA definition of wages and related compensation and replaced with definitions of earned income, day laborer and seasonal worker as required under HOTMA and further defined in PIH Notice 2023-27
- Deleted references to types of earned income not included in annual income and temporary, nonrecurring or sporadic income as required under HOTMA
- Revised definition and calculation of earnings of a family member under the age of 18
- Deleted references to income of a live in aide, resident service stipend, state and local employment training programs, HUD-funded training programs, earned income tax credit and earned income disallowance as required under HOTMA; added new section 6.I.E to explain Earned Income Disallowance changes under HOTMA

6-I.E.

- Explained the impact of HOTMA's requirement to remove the earned income disallowance from the HUD regulations and explained how any families currently participating in the earned income disallowance will be treated when the new policies are adopted

6-I.F.

- Revised and clarified the definitions of business and self-employment income as required under HOTMA
- Added a definition of independent contractors
- Deleted the reference to business expenses
- Added a definition of assets owned by a business entity

6-I.G.

- Deleted pre-HOTMA section regarding assets in its entirety
- Added extensive new section explaining student financial assistance

6-I.H.

- Revised explanation of and added policy language to section regarding periodic payments as required under HOTMA
- Deleted reference to periodic payments included in annual income in deference to clarified definitions and policies
- Expanded and revised definition of lump-sum payments for the delayed start of periodic payment as required under HOTMA
- Revised definition and policy regarding the treatment of retirement accounts as required under HOTMA
- Revised definition and policy regarding the treatment of Social Security benefits as required under HOTMA
- Added definition and policy regarding the treatment of alimony and child support as required under HOTMA
- Deleted reference to periodic payments excluded from annual income in deference to clarified definitions and policies

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6-I.I.

- Added definition of nonrecurring income as required by HOTMA and clarified by PIH Notice 2023-27
- Deleted reference to payments in lieu of earnings

6-I.J.

- Revised reference citations related to welfare assistance
- Deleted previous section 6.I.K. regarding periodic and determinable allowances and 6.I.L. regarding student financial assistance (see new section 6.I.G. for explanation of student financial assistance)

6-I.K.

- Added new section discussing state payments to allow individuals with disabilities to live at home as required under HOTMA

6-I.L.

- Added new section discussing civil rights settlements as required under HOTMA and clarified by Federal Register Notice dated February 14, 2023

6-I.M.

- Substantially revised the section discussing additional exclusions from annual income as required under HOTMA and revised references to reflect updated sections of the Code of Federal Regulations

Part II – Assets

6-II.A

- Moved discussion of assets from Part I to a new Part II and significantly re-ordered the content to align with the changes under HOTMA regarding the treatment of assets and income from assets
- Clarified and simplification as directed under HOTMA the local policy regarding the use of current circumstances to determine income from assets, and what actions the PHA will take when current circumstances are not reflective of future income

6-II.B

- Revised policy regarding assets disposed of for less than market value from a minimum threshold of \$1,000 to \$5,000 to reduce administrative burden on families and staff and remain consistent with other California jurisdictions regarding relative cost of living

6-II.C

- Revised language and policy regarding the treatment of checking and savings accounts as required under HOTMA. HOTMA defines checking and savings accounts as, “non-necessary items of personal property.”

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- Expanded definition and explanation of “non-necessary” and “necessary” personal assets to include an explanation of these two categories under HOTMA and how these types of assets are treated. The value of “necessary personal property” is not counted towards family income, whereas the combined value of “non-necessary personal property,” may count towards family income if it exceeds \$50,000.
- Added paragraph addressing treatment of An Achieving Better Life Experience (ABLE) accounts
- Revised language addressing treatment of investment accounts such as Stocks, Bonds, Savings Certificates and Money Market Funds
- Revised policy regarding the PHA’s course of action if it is determined that a family’s estimated value of non-necessary personal assets differs from the PHA’s estimate by increasing the threshold differential from \$50 to a more significant amount of \$500 to reduce administrative burden
- Expanded definition and explanation of lump-sum additions to net family assets and clarified that amounts previously excluded may be included under HOTMA depending on the combined value of all assets
- Expanded definition and explanation of jointly owned assets as required under HOTMA
- Expanded definition and explanation of Trusts as required under HOTMA

6-II.D

- Revised discussion of determining income from assets as described in Notice PIH 2023-27
- Revised definition of net family assets as required under HOTMA
- Revised discussion of actual income from assets and imputed income from assets as required under HOTMA

Part III – Adjusted Income

6-III.A.

- Revised the definition of adjusted income as required by HOTMA, including the dollar amounts of mandatory deductions and the introduction of permissive deductions
- Expanded the discussion of anticipating expenses

6-III.B.

- Added language describing annual HUD adjustment to the dependent deduction as required by HOTMA

6-III.C.

- Revised dollar amount of elderly or disabled family deduction and added language describing annual HUD adjustment

6-III.D.

- Revised and expanded definition of medical expense deduction to include “health and medical care” as required under HOTMA
- Removed specific policy alignment with IRS publication 502 as required under HOTMA

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6-III.E

- Revised introduction discussion of disability assistance expense deduction for clarity
- Deleted reference to “Eligible Disability Expense” from Housing Choice Voucher Guidebook and replaced with “Eligible Auxiliary Apparatus” from Notice PIH 2023-27 as required under HOTMA
- Revised definition and explanation of eligible attendant care as required under HOTMA

6-III.G

- Added discussion of Hardship Exemptions as they relate to health and medical care disability assistance expenses changes including phased-in relief and general relief as required under HOTMA
- Added discussion of Hardship Exemptions as they relate to Child Care Expenses as required under HOTMA

6-III.H

- Added discussion of permissive deductions as required by HOTMA
- Established a permissive deduction for amounts received from recognized research programs where the purpose of the research is related to self-sufficiency, economic mobility or other economic purpose such as Guaranteed Income programs whose amounts are excluded by California State Welfare and Institutions Code 18997(c)(1) or other social science research programs conducted by or overseen by recognized research institutions

Part IV – Calculating Family Share and PHA Subsidy

6-IV.A

- Added paragraph clarifying that the PHA issues utility reimbursements on a monthly basis

6-IV.C

- Updated policy regarding decreases in Payment Standards to reflect current practice based on Federal Register Notice dated November 16, 2016
- Clarified the amount that the PHA may establish for a higher Payment Standard as a Reasonable Accommodation is not more than 120 percent of the published Fair Market Rent

6-IV.D

- Revised language regarding reasonable accommodations related to utility allowances

Exhibits

- Revised exhibits included in Chapter 6 with HOTMA definitions of Annual Income and Net Family Assets

Summary of Changes to Chapter 7: Verification

7-I.A.

- Revised section on consent forms to comply with HOTMA changes to the HUD Form 9886.

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- Established local policy as required under HOTMA indicating that minors who turn 18 years of age between annual reexaminations will be required to sign consent forms at the next scheduled annual or interim reexamination after they turn 18, whichever is earlier.
- Established local policy as required under HOTMA describing penalties for failing to sign consent forms or revoking consent.

7-I.B.

- Added discussion regarding the use of other means-tested federal public assistance programs allowed under HOTMA.

7-I.C.

- Added discussion regarding the use of streamlined income determinations allowed under HOTMA.

7-I.D., 7-I.E, 7-I.F, 7-I.G, 7-I.H, 7-I.I

- Expanded discussion of the verification hierarchy as required under HOTMA and referenced in Notice PIH 2023-27, including expanded definitions and discussions of up-front income verification and HUD’s Enterprise Income Verification (EIV) system and reports; EIV + self-certification; written third-party verification from the source; written third-party forms; oral third-party verification; instances when third-party verification is not required and non-third-party verification techniques.

Part II - Verifying Family Information

7-II.B.

- Expanded discussion of verification of Social Security Numbers

Part III – Verifying Income and Assets

7-III.B.

- Expanded discussion of business and self-employment income verification, added HOTMA requirement for PHA to obtain IRS Form 4506-T for self-employed individuals who do not file taxes and policy regarding verification of “gig employment.”

7-III.C.

- Substantially revised discussion of the verification of periodic payments and payments in lieu of earnings including Social Security and SSI benefits as required under HOTMA

7III.D.

- Substantially revised discussion of alimony and child support verification as required under HOTMA

7-III.E.

- Added discussion regarding the verification of nonrecurring income as required under HOTMA

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7-III.F.

- Added discussion regarding the verification of net family assets and real property ownership as required under HOTMA

7-III.G

- Revised discussion of verification of assets disposed of for less than fair market value to clarify use of self-certification

7-III.I.

- Added policy statement regarding verification of federal tax refunds or refundable tax credits as required under HOTMA

7-III.J

- Revised discussion of verification of retirement accounts

7-III.K

- Revised discussion of the documentation of income from excluded sources

7-III.L.

- Substantially revised the discussion of families claiming zero income as required under HOTMA, eliminating local policy that PHA must review zero income households every 90 days and replacing with requirement that families complete a zero income form revised to comply with HOTMA, which the PHA will verify. Clarified that nonmonetary in-kind donations may not be assigned monetary value by the PHA.

7-III.M.

- Substantially revised section on student financial assistance as required under HOTMA

Part IV – Verifying Mandatory Deductions

7-IV.B, 7-IV.C

- Revised discussion regarding health and medical care expense deduction and disability assistance expenses as required under HOTMA, clarifying that the PHA will follow the Health Insurance Portability and Accountability Act of 1974 (HIPAA)

Summary of Changes to Chapter 8: National Standards for the Physical Inspection of Real Estate and Rent Reasonableness Determinations

Revised entire chapter to delete the term *Housing Quality Standards* and replace with *National Standards for the Physical Inspection of Real Estate (NSPIRE)*

Introduction

- Added overview of NSPIRE requirements

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Part I – NSPIRE Standards

8-I.A, 8-I.B

- Deleted all Housing Quality Standards and replaced with NSPIRE standards
- Deleted reference to tenant preference items which are not applicable under NSPIRE

8-I.C

- Revised discussion of modifications to provide accessibility to comply with current regulations

8-I.D

- Revised discussion of additional local requirements to comply with NSPIRE requirements and added language clarifying that as of the date of publication of the administrative plan, the PHA has not requested variations of NSPIRE standards from HUD.
- Eliminated reference to local requirements for thermal conditions. NSPIRE eliminates the need for local requirements
- Eliminated section discussing clarifications of HUD requirements. NSPIRE eliminates the need for elaboration on Housing Quality Standards

8-I.E

- Revised discussion of life-threatening inspection deficiencies to align with NSPIRE requirements

8-I.F

- Revised discussion of owner and family responsibilities to align with NSPIRE requirements

8-I.G

- Revised discussion of lead-based paint and special requirements for children with elevated blood lead levels to align with NSPIRE requirements and updated references to Federal Register Notice dated January 13, 2017 and Notice PIH 2017-13

8-I.H

- Revised discussion of space standards violations to align with NSPIRE standards and the State of California occupancy standard of two people per bedroom plus one

Part II: The Inspection Process

8-II.A

- Revised discussion of types of inspections to reflect current regulations and practice of annual or biennial inspections
- Added language regarding PHA-owned units
- Added policy discussion regarding inspection costs
- Added policy discussion regarding the use of remote video inspections

8-II.B, 8-II.C, 8-II.D

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- Revised discussion of initial inspections, annual/biennial inspections and special inspections to align with NSPIRE standards

8-II.F

- Revised discussion of inspection results and reinspections to align with NSPIRE standards

Part III: Rent Reasonableness

8-III.B

- Clarified in local policy regarding owner-initiated rent adjustments that the PHA will evaluate rent adjustments according to any applicable state or local rent stabilization or rent control ordinance in addition to HUD requirements
- Clarified that the PHA will evaluate adjustments to the owner-provided utilities in the same manner as rent adjustments
- Added language clarifying the treatment of LIHTC and HOME-assisted units in rent reasonableness determinations

8-III.D

- Updated policy language regarding how rental market data is collected and how rents are determined to reflect the PHA's use of a third-party database

Exhibits

Updated all exhibits to reflect NSPIRE regulations and delete reference to HQS

Summary of Changes to Chapter 9: General Leasing Policies

Throughout chapter, deleted references to HQS and replaced with NSPIRE requirements

9-I.D

- Added language to clarify the definition of *rent burden*

9-I.G

- Added language required under VAWA regarding notification to families of their rights under VAWA through the provision of HUD Forms 5382 and 5380

Summary of Changes to Chapter 10: Moving with Continued Assistance and Portability

Part I: Moving with Continued Assistance

10.I.A

- Added to language discussing allowable moves under VAWA to comply with most current VAWA requirements

10-I.B

- Expanded discussion on restrictions on moves due to insufficient funding

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10-I.C

- Clarified that when a participant family moves from one assisted unit to another, overlap of the last housing assistance payment in the old unit and the first assistance payment for the new unit is not considered duplicative subsidy. However, the PHA policy remains in place to make every effort to reduce overlapping subsidy.
- Added discussion regarding treatment of Zero HAP families who wish to move

Part II: Portability

10-II.A

- Revised language in overview for clarity and expansion of explanation of applicable regulations

10-II.B

- Revised language regarding allowable moves under portability clarifying when the initial PHA will contact the receiving PHA
- Added language indicating that the PHA will notify HUD if it denies a move due to insufficient funding
- Revised language on briefing families wishing to move out of the jurisdiction to add PHA and family responsibilities in contacting the receiving PHA or potential receiving PHA
- Updated voucher term to reflect current practice
- Added language regarding preapproval contact with the PHA in accordance with current HUD requirements
- Added to list of documents initial PHA will send to receiving PHA to include information related to the family's income deduction and phased-in hardship exemption
- Revised discussion of initial billing deadline for better alignment with Notice PIH 2016-09
- Revised discussion of monthly billing payments, annual updates of HUD Form 50058 and denial or termination of assistance for better alignment with Notice PIH 2016-09 and current regulations

10-II.C

- Revised language regarding receiving PHA role to better align with current regulations, including discussion of:
 - Briefings
 - Income eligibility and reexamination
 - Voucher term
 - Voucher extensions
 - Voucher suspensions
- Revised language regarding the administration of a portable family's voucher to better align with current HUD requirements, including discussion of:
 - Portability billing
 - Initial billing deadline
 - Ongoing notification responsibilities
 - Late Payments
 - Overpayments

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- Denial or termination of assistance
- Absorbing a portable family

Summary of Changes to Chapter 11: Reexaminations

Introduction

- Added introductory paragraph regarding the Non-Interim Reexamination Transaction, a new type of action that has been added under HOTMA

11-I.A.

- Added explanation of the change in interim and annual reexaminations under HOTMA

11-I.B.

- Eliminated reference to streamlined annual reexaminations; revisions to streamlining policies under HOTMA appear in Chapter 6 and 7
- Clarified that the reasons the PHA may elect to conduct reexaminations by mail are for administrative, public health or public safety interests

11-I.E.

- Added new section discussing how to calculate annual income at reexamination under HOTMA rules, including a three-step evaluation and analysis process outlined in Notice PIH 2023-27

Part II – Interim Reexaminations

11-II.A., 11-II.B.

- Substantially revised overview to include changed regulations outlined in Notice PIH 2023-27; revised discussion about changes in family and household composition to clarify reporting requirements, remove reference to Housing Quality Standards

11-II.C.

- Rewrote section regarding changes affecting income or expenses to comply with HOTMA, separating policies on interim decreases and interim increases, including discussion about a 10 percent change threshold, concurrent increases in earned and unearned income and cumulative increases as required under HOTMA and outlined in Notice PIH 2023-27.
- Rewrote section regarding Family reporting of family and household changes to comply with HOTMA requirements

11-II.D.

- Substantially revised section regarding effective dates of interim reexaminations, including policy on changes that are not reported in a timely manner

Part III – Recalculating Family Share and Subsidy Amount

11-III.C

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- Added local policy codifying the PHA’s practice to provide the family and owner with an identical notice of any change to the family share, HAP and rent amount and clarified that at any time the family may request the annual and adjusted income amounts used to arrive at the family share

Part IV – Non-Interim Reexamination Transaction

- Added section discussing in detail the purpose and practice of the new action type, Non-Interim Reexamination Transaction

Exhibits

- Added exhibits with examples of calculating annual income at annual reexamination using EIV, annual income at annual reexamination using EIV when family disagrees with EIV, calculating income at annual reexamination.

Summary of Changes to Chapter 12: Termination

Throughout chapter, revised language to comply with HOTMA and VAWA changes

12-I.D

- Added paragraph discussing mandatory termination of registered sex offenders

12-I.E

- Revised definition of *currently engaged in* use of illegal drugs and alcohol abuse as related to termination of assistance to align with HUD and Department of Justice (DOJ) recommendations:
 - Revised time period from six months to three months, deleted reference to pattern
 - Added language indicating that a record of arrest will not be used as the sole evidence to terminate assistance
- Revised policy regarding termination due to violent criminal activity to align with HUD and DOJ recommendations to clarify that a record of arrest will not be used as the sole evidence to terminate assistance
- Revised policy regarding other authorized reasons to terminate assistance:
 - Clarified that per HUD regulations, failure to complete FSS goals may never be used as a reason to terminate assistance
 - Reduced lookback period regarding evictions from federally assisted housing from five to three years to be consistent with other lookback periods for similar offenses
 - Removed “any PHA has ever terminated assistance under the program for any member of the family,” as a reason for termination to align with best practice
- Revised policy regarding termination of assistance for insufficient funding
 - Eliminate reference to the value of households assets as a rationale for termination; HOTMA regulations now limit assets so this reason is obsolete
 - Rewrote references to households that will be terminated first and last for clarity

12-II.D

- Added paragraph discussing use of criminal conviction records after admission

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- Added new language to discussion of consideration of circumstances to align with HUD recommendations:
 - Expanded discussion of how records of arrest may be used

12-II.E

- Added VAWA language required under Notices PIH 2022-06, 2022-22, 2022-24 and VAWA
- Added language in discussion of terminating assistance of domestic violence perpetrator to clarify the PHA actions when the perpetrator remains in the unit and if the perpetrator is the only family member eligible to receive assistance

12-III.B

- Added language regarding evidence of criminal activity to discussion of grounds for termination of tenancy when the evidence directly relates to domestic violence or other criminal acts that are related to or covered under VAWA

Summary of Changes to Chapter 13: Owners

Throughout chapter, made minor language changes to improve clarity and deleted any references to HQS and replaced with NSPIRE references.

13.I.A

- Added language describing that PHA-conducted outreach events will be provided in a manner effective for persons with hearing, visual and other communications-related disabilities and ensure meaningful access to persons with limited English proficiency.
- Updated list of outreach activities and retention to more accurately reflect current practice

13.I.B

- Added language regarding how the PHA will communicate information to families about owners interested in leasing units to eligible families to be more reflective of current practice

13-I.D

- Added language clarifying which owners are considered to have a conflict of interest with the program making them ineligible to participate
- Deleted reference to drug-related criminal activity or violent criminal activity as an owner action that may result in disapproval of tenancy requests, as the PHA does not conduct criminal background screening on owners.
- Deleted reference to proof of tax payments as evidence of legal ownership and added final escrow settlement statement to reflect current practice

13-II.G

- Revised section discussing foreclosure to comply with current regulations, and re-ordered the paragraphs for clarity

Summary of Changes to Chapter 14: Program Integrity

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Throughout chapter, made minor language changes to improve clarity and deleted any references to HQS and replaced with NSPIRE references.

14-II.C

- Added acts of sexual or other harassment, or retaliation for an applicant or participant reporting sexual or other harassment, to the policy regarding owner program abuse to align with current protected classes of persons

14-II.D

- Deleted references to repayments to the PHA and PHA reimbursement to family or owner and replaced with HOTMA-required policy language regarding de minimis errors

Summary of Changes to Chapter 15: Special Housing Types

Reorganized and rewrote chapter to include the policies related to special housing types that are not permitted except when necessary for a reasonable accommodation. Previous version excluded policies for special housing types that are not permitted.

Updated references throughout chapter to new and updated regulations, guidebooks and notices.

Throughout chapter, replaced references to HQS with NSPIRE.

Part I – Single Room Occupancy

15-I.A

- Added language clarifying that a standard HAP contract will be used in Single Room Occupancy (SRO) housing with the special housing type identified in Part A of the contract

Part II – Congregate Housing

Added entire policy section on Congregate Housing, clarifying in the section heading that this special housing type will only be approved when necessary as a reasonable accommodation.

Part III – Group Home

Added entire policy section on Group Homes, clarifying in the section heading that this special housing type will only be approved when necessary as a reasonable accommodation.

Part IV – Shared Housing

15-IV.A

- Added language to introduction further explaining rationale for allowing Shared Housing as a special housing type
- Added language to introduction further defining the possible unit types, ownership structure and nonprofit involvement in Shared Housing
- Added language discussing the potential barriers to participants' access to shared housing and the PHA involvement in identifying solutions consistent with fair housing laws

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15-IV.B

- Added examples demonstrating the calculation to the discussion of the Payment Standard and Utility Allowance in Shared Housing

Part V – Cooperative Housing

Added entire policy section on Cooperative Housing, clarifying in the section heading that this special housing type will only be approved when necessary as a reasonable accommodation.

Part VI – Manufactured Homes

15-VI.C.

- Added language clarifying current practice and requirements related to Payment Standard, Utility Allowance and Space Rent
- Added discussion of amortization costs
- Clarified definition of Housing Assistance Payment in Manufactured Homes
- Added language to discussion of Rent Reasonableness in Manufactured Homes

Part V – Homeownership

Added entire policy section on Homeownership, clarifying in the section heading that this special housing type will only be approved when necessary as a reasonable accommodation.

Summary of Changes to Chapter 16 – Program Administration

Throughout chapter, deleted references to HQS and replaced with NSPIRE.

Part I – Administrative Fee Reserve

- Changed language to reflect current terminology discussing administrative fee reserves
- Added discussion of allowable expenses under Notice PIH 2022-18

Part II – Setting Program Standards and Schedules

16-II.A

- Added language clarifying that the public may submit comments on Payment Standard and Utility Allowance schedules at any time, and added language to direct readers to where passbook rates are discussed in the Administrative Plan

16-II.B

- Clarified language regarding the effective date of Payment Standard changes and how they are implemented
- Revised discussion of Exception Payment Standards based on Notice PIH 2018-01 and Federal Register Notice dated September 27, 2021
- Added paragraph discussing voluntary use of Small Area FMRs, which will not be adopted by SRHA at this time

16-II.C

**Summary of Changes to the City of Santa Rosa Housing Authority Administrative Plan
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- Added policy language clarifying that SRHA has adopted an allowance for air conditioning in its schedule
- Revised discussion of reasonable accommodations in utility allowances and added language regarding individual relief as required by HOTMA

Part III – Informal Reviews and Hearings

16-III.A

- Revised language in overview for clarity

16-III.B

- Added language discussing informal reviews conducted remotely

16-III.C

- Added language discussing informal reviews conducted remotely
- Added language to discussion of procedures when a family does not appear at an informal hearing
- Revised discussion of pre-hearing right to discovery for clarity, and to include discussion of remote sharing
- Deleted references to specific job classifications that will act as the Informal Hearing Officer; the position titles were outdated and the existing language indicating that the Hearing Officer will not be the person who made or approved the termination decision is sufficient.
- Revised and re-ordered discussion of rehearing or further hearing and issuance and effect of hearing decision

16-III.D

- Updated policy language to reflect current practice that the PHA does not charge families for photocopies of PHA documents related to hearings

Part IV – Owner or Family Debt to PHA

16-IV.A – 16-IV.B

- Added language to overview of debts owed to the PHA clarifying that repayment agreements may be offered, and re-ordered language in sections for clarity and specificity regarding the difference between owner debt and family debt
- Added discussion of actions the takes if a family refuses to enter into a repayment agreement
- Deleted discussion of repayment agreements involving *improper payments*; the notice referenced in the paragraph was outdated and the provisions within are clarified in other paragraphs of this section
- Added discussion of repayment agreement terms
- Revised due dates for family repayment agreements from the first of the month to the 15th of the month to accommodate families who receive the bulk of their monthly income after the first of the month

16-VI.B

**Summary of Changes to the City of Santa Rosa Housing Authority Administrative Plan
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- Added language regarding retention requirements related to the HUD Form 50058 and the Enterprise Income Verification (EIV) income reports
- Added language regarding records of complaints, investigations, notices and corrective actions related to the Fair Housing Act, the equal access final rule, and VAWA

Part VII – Reporting and Record Keeping for Children with Elevated Blood Level

16-VII.B

- Added language clarifying that the PHA will notify the HUD field office and the HUD office of Lead Hazard Control and Healthy Homes upon being notified of a child with an elevated blood lead level, in addition to notification to the public health department

Part IX - Violence Against Women Act (VAWA): Notification, Documentation, Confidentiality

16-IX. A – 16-IX.B

- Revised language regarding who is covered under VAWA, added and revised definitions as required by updated VAWA legislation

16-IX.C

- Revised summary of the information the PHA will post publicly regarding VAWA
- Revised language in paragraphs discussing PHA notice to applicants and participants regarding VAWA
- Added policy discussing PHA actions when the PHA has reason to suspect that the PHA's notification of VAWA rights might place a victim at risk

16-IX.D

- Added to policy regarding the PHA extension of deadlines for victims to submit requested documentation
- Added to discussion regarding conflicting documentation

Exhibits

Revised Exhibits to current VAWA language

Summary of Changes to Chapter 17 – Project-Based Vouchers

Updated references throughout chapter to new and updated regulations, guidebooks and notices and made minor language revisions for clarity.

Throughout chapter, replaced references to HQS with NSPIRE.

17-II.-B

- Added language discussing when units may be selected non-competitively
- Added language clarifying requirements of public notices related to PBV funding opportunities

17-II.E

Summary of Changes to the City of Santa Rosa Housing Authority Administrative Plan February 2024 Draft

- Revised discussion of subsidy layering reviews as required by current regulation

17-IV.C

- Added language to discussion of labor standards for clarity as to when labor standard requirements apply

17-VI.C

- Added new projects to list of PBV waiting lists

Summary of Chapter 18 – Project Based Vouchers under the Rental Assistance Demonstration (RAD) Program

The Administrative Plan model used by most PHAs now includes a chapter covering the Rental Assistance Demonstration program separate from and adjacent to the chapter covering Project Based Vouchers (PBV). RAD units are generally former Public Housing units converting to PBV. Santa Rosa does not have any Public Housing units, and therefore does not have a RAD program, so this chapter was not included in the Administrative Plan. However, the chapter number was retained and the remaining chapters were not re-ordered because references throughout the Administrative Plan and other documents frequently used by the PHA refer to the chapters in the Administrative Plan by both subject and by chapter number. To ensure that these references continue to be accurate, the chapters were not re-numbered after eliminating the text of Chapter 18.

Summary of Changes to Chapter 19 – Special Purpose Vouchers

A new chapter has been added to the Administrative Plan discussing Special Purpose Vouchers (SPV). Previously, these programs had been discussed within sections of the full Administrative Plan where special rules may vary from the standard HCV regulations.

As of the date of this Administrative Plan publication, Santa Rosa will have one SPV program discussed in Part I of this chapter: the HUD-Veterans Affairs Supportive Housing Program (HUD-VASH). This chapter discusses HUD-VASH in more detail than the previous Administrative Plan references to HUD-VASH, and adds discussion of PHA reporting requirements for this SPV program.

Summary of Changes to Glossary

Added new acronyms and revised definitions related to HOTMA, NSPIRE and the addition of remote participation in certain requirements of the program.

Summary of Changes to Temporary Policy Supplement – Emergency Housing Vouchers

The Temporary Policy Supplement was previously included in the Administrative Plan as Chapter 19. The chapter number has been removed.