

SUMMARY OF ADMINISTRATIVE PLAN PROPOSED CHANGES

- 1) Amendment to **Chapter 1 – Section 1-III.E** – DHA’s Code of Ethics and Standards of Conduct
- 2) Amendment to **Chapter 1: Section 1-III.E(L) : Housing Choice Voucher Department Code of Ethics** was added.
- 3) Addition of **Section 2-II.B – Fair Housing and Equal Opportunity Procedures.**
- 4) Addition to **Section 3-I.A. Overview**, incorporating the new HCV Identification Policy, specifying documentation which may be requested for HCV Participants and/or Property Owners, upon visiting DHA’s Central Office.
- 5) Amendment to **Section 3-I.L. Absent Family Members (Family Members Permanently Confined for Medical Reasons)**, indicating that DHA will apply HUD rules/regulations when there is a dispute regarding which family member should be appointed Head of Household.
- 6) Revision to **Section 3-II.B Citizenship or Eligible Immigration Status**, changing DHA Policy to reflect that family members declaring citizenship or national status **will** be required to provide documentation for verification purposes.
- 7) Amendment to **Section 3-II.E Students Enrolled in Institutions of Higher Education**, replacing the Independent Student Criteria with the Criteria for Individuals who will **not** be entitled to assistance under HUD regulations (24 CFR 5.612).
- 8) Addition to **Section 3-III.D Screening**, incorporating DHA’s Policy to conduct criminal background investigations at the time of annual re-examination, for all family members 18 years of age or older.
- 9) Revision to **Section 3-III.D - DHA Policy on Drug Abuse and Other Criminal Activity**, denying assistance to any applicant whom was evicted from any assisted housing program due to drug related criminal activity, within **five** years of the date of application (instead of **three** years).
- 10) Amendment to **Section 3-III.G Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking**, revising DHA’s Notification Policy to acknowledge that an unfavorable history (e.g. poor credit, damage to an apartment, arrest record) may be the result of an abuser’s actions.

- 11) Amendment to **Section 3-III.G Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking**, revising DHA's Documentation Policy, requesting that the victim provide the perpetrator's name, **only if known**.
- 12) Addition to **Section 3-III.G Prohibition Against Denial of Assistance to Victims of Domestic Violence, Dating Violence, and Stalking**, implementing DHA's new policy regarding **Perpetrator Documentation**, for families that have engaged in domestic violence, who wish to remain united.
- 13) Addition to **Section 4-I.B Applying for Assistance**, describing DHA's application process and lottery system.
- 14) Addition to **Section 4-III.B Selection and HCV Funding Sources**, listing Shelter Plus Care as a targeted funding program administered by DHA. DHA will maintain a separate wait list for Project Based Vouchers.
- 15) Addition to **Section 4-III.C Selection Method**, indicating a point system allocated to each preference for the HCV Wait List, and adding an "In-Place" preference for eligible applicants who reside in units at the time of the PBV property owner's proposal selection date for Project-based assistance. Also, providing definitions for displacement, HCV Program terminations, In-Place, Working, Educational/Training, Rent Burden, and Homeless Veterans Preferences.
- 16) Addition to **Section 5-II.B Determining Family Unit (Voucher) Size**, allotting separate bedrooms to family members of different generational age.
- 17) Addition of the **Voucher Rescission** explanation to **Section 5-II.D Voucher Issuance**, describing circumstances under which HCV vouchers have or may be rescinded.
- 18) Revision to **Section 6-I.B Household Composition and Income**, revising the DHA Policy on **Joint Custody of Dependents**.
- 19) Addition to **Section 6-I.K Contributions**, revising DHA's policy on Contributions to require the family to submit the name and address of the contributor, in addition to a copy of the contributor's identification (i.e. driver's license).
- 20) Revision to **Section 6-III.A Overview of Rent and Subsidy Calculations**, updating DHA's Utility Reimbursement Policy.
- 21) Revision to **Section 6-III.A Overview of Rent and Subsidy Calculations**, correcting DHA's minimum rent from \$0 to \$50.
- 22) Addition of **Exhibit 6-6: Minimum Rent Exemption Form**

- 23) Revision to **Section 7-II.B Social Security Numbers**, requiring social security numbers for **all** family members, as opposed to family members aged 6 or older. Addition of the **SSN Disclosure**.
- 24) Addition to **Section 7-II.E Verification of Student Status**, adding to the exemption criteria, a student who is otherwise individually eligible , or has parents who, individually or jointly, are eligible on the basis of income to receive assistance under Section 8 of the 1937 Act.
- 25) Addition to **Section 7-III.I Zero Annual Income Status**, revising DHA's new Zero Income Policy, for family members claiming \$0-\$1200 annual income.
- 26) Amendment to **Section 8-I.B Additional Local Requirements**, indicating that DHA has adopted the City of Durham Residential Housing Code, and that DHA will enforce a minimum housekeeping criteria.
- 27) Amendment to **Section 8-II.A Overview, Notice and Scheduling**, indicating that reasonable notice for upcoming inspections in the case of a life threatening emergency, is considered to be not less than 24 hours; and advising that DHA may inspect on Saturdays to remain compliant with performing inspections within 365 days each year.
- 28) Amendment to **Section 8-II.A Overview, Owner and Family Attendance at Inspection**, revising DHA's Owner & Family Inspection policy, making it mandatory for either the owner, owner's representative, head of household, or adult family member to be present at the time of inspection.
- 29) Amendment to **Section 8-II.C Annual HQS Inspections**, revising DHA's Policy to allow the owner/agent to be present to allow DHA access to the assisted unit, in the absence of an adult family member. DHA Policy is also being revised, indicating the family to require advanced, written DHA approval, if two scheduled inspections are missed.
- 30) Addition to **Section 8-II.C Annual HQS Inspections**, implementing DHA Homeownership Policy, indicating that DHA will inspect homeownership units at least annually.
- 31) Amendment to **Section 8-II.E Quality Control Inspections**, indicating that QC Inspections will be completed for 5% of the inspections completed by each inspector annually.
- 32) Addition to DHA Policy in **Section 8-III.B When Rent Reasonableness Determinations are Required**, indicating that (1) DHA will only approve a rent increase request for less than or equal to 3.5% of the total contract rent, (2) DHA requires the tenant to approve any proposed increase in writing, prior to

- consideration, (3) DHA will only process a rent increase at the annual re-examination, (4) all requests must be submitted in the format prescribed by DHA, and (5) as a cost containment measure, DHA may temporarily suspend approval of rent increases, or request owners to decrease the contract rent for a specified period of time.
- 33) Additions to **Section 8-III.D Rent Reasonableness Methodology**, revising DHA Policy on How Market Data is Collected, and adding DHA Policy on How Rents are Determined.
 - 34) **Exhibit 8-3** has been added, **Housing Quality Standards / City Codes Comparison Chart**.
 - 35) **Exhibit 8-4** has been added, **City of Durham's Housing Codes, Definitions**
 - 36) **Exhibit 8-5** has been added, **City of Durham's Standards of Fitness**.
 - 37) Amendment to **Section 9-I.B Requesting Tenancy Approval**, indicating the acceptance of the completed RFTA by email, in addition to in-person. Also, revising DHA Policy to reflect that (1) DHA will notify the family and owner of any RFTA deficiencies **in writing**, (2) Missing information will not be accepted over the phone, and will require the family to re-submit the request, and (3) Corrections to the RFTA will be accepted as hard copies, in-person, or by email, **not by fax or over the phone**.
 - 38) Addition to **Section 9.I.E Lease and Tenancy Addendum - Terms of Assisted Tenancy**, implementing new DHA Policy, approving initial lease terms of less than one year, when the tenancy begins after the first of the month.
 - 39) Amendment to **Section 10.I.C Moving Process - Approval**, indicating that all families approved to relocate must attend a relocation briefing orientation.
 - 40) Amendment to **Section 10.II.B Initial PHA Role**, indicating that DHA will conduct an orientation for families that request portability.
 - 41) Addition to **Section 11.I.B Scheduling Annual Re-examinations- Notification**, indicating that at DHA's discretion, annual re-examinations will be conducted by mail. Notification will be sent by mail to the family, informing the family of the information and documentation which must be provided. The family's failure to comply, may result in termination from the HCV Program.
 - 42) Addition to **Section 11.II.C Changes Affecting Income or Expenses**, to include DHA Interim Policy, indicating DHA will conduct an interim re-examination at the time the family reports an **increase** in income. Should that interim result in an increase in the tenant's share of the rent, the increase will become effective in accordance with the date of the actual increase, **not** the next annual re-examination.

- If the interim results in an increase in tenant share due to the fault of DHA, the participant will be entitled to 30-day written advanced notification of the change.
- 43) Addition to **Section 11.II.C Changes Affecting Income or Expenses**, requiring families to report **all** increases in income, including increases in benefit income (e.g. SSI, SS, Unemployment, VA benefits) within 10 business days. Also, DHA will conduct an interim for families who participate in the Family Self-Sufficiency Program, and the increased income results in the accrual of escrow.
 - 44) Amendment to **Section 11-II.D Processing the Interim Re-examination**, adding (3) circumstances under which the family is required to report an Interim.
 - 45) Amendment to **Section 12-I.B Family No Longer Requires Assistance**, revising DHA Policy to indicate that should a family at zero HAP fail to notify DHA of any change in circumstances before the 180 day period expires, the assistance will terminate and DHA will not reissue a voucher to the family, or process a re-examination.
 - 46) Amendment to **Section 12-I.E Mandatory Policies and Other Authorized Terminations**, indicating that DHA will terminate a family's assistance if any household member possesses drug paraphernalia on one's person, or in the assisted residence.
 - 47) Addition to **Section 12-I.E Mandatory Policies and Other Authorized Terminations**, implementing DHA Policy to review the criminal background search, police reports and media articles concerning crime related issues involving HCV participants. DHA will schedule an interview with the family to confirm the information, and provide a copy of the report to the participant, prior to rendering a determination to terminate assistance.
 - 48) Addition to **Exhibit 12-1 Statement of Family Obligations**, indicating that both the request to add a family member **or a live-in aide** must be submitted in writing, and addition of **Exhibit 12 – 2: Durham Housing Authority's Fraud Complain Form**.
 - 49) Amendment to **Section 13-I.D Owner Qualifications – Legal Ownership of Unit**, revising DHA Policy to reflect that DHA will enter into a contractual relationship with the legal owner **or managing agent** of a qualified unit, and requiring the agent to provide DHA with a copy of the management contract or a notarized affidavit, confirming permission to act on behalf of an owner. Required documentation that owner's must submit has also been added.
 - 50) Addition to **Section 13-I.D Owner Qualifications**, implementing DHA's new **Direct Deposit Policy**.
 - 51) Amendment to **Section 13-II.F Change in Ownership/Assignment of the HAP Contract**, indicating that if the new owner offers a new lease, no assignment will

occur. DHA will inspect the unit to confirm HQS compliance and execute a new HAP Contract.

- 52) **Addition to Chapter 15 – Special Housing Types: Part VII- Homeownership:** New DHA Policies have been added to the entire Homeownership Section of this Chapter.
- 53) Addition to **Section 16.III.C Informal Hearings for Participants**, implementing DHA’s Policy to contact local professional mediators to serve as hearing officers.
- 54) Addition of **Exhibit 16-3, Durham Housing Authority’s Fraud Policy, Repayment Agreement Policy, and DHA’s Fraud Complaint Form.**
- 55) Addition to **Section 17.VI.C Organization of the Waiting List**, listing Life House of Durham as the entity for the Project Based Voucher Wait List.

Note: Section 6-I.D Earned Income has been deleted from this summary, as it was a duplicate. The changes made to Section 6-I.D had already been included in the Admin Plan revisions for 2009.