

Administrative Plan Chapter	Heading	Revision
Throughout Plan	Regulatory Citations	Citations updated to align with current PIH notices and HOTMA regulations.
Introduction	HOTMA Changes Section Added	New introductory section summarizing HOTMA 102/104 implementation status and phased compliance.
Chapter 6	Payment Standard – Changes in Family Unit Size	Changes effective 12/3/24 and later: Irrespective of any increase or decrease in the payment standard, if the family unit size increases or decreases during the HAP contract term, the new family unit size may be used to determine the payment standard immediately but no later than the family's first regular reexamination following the change in family unit size.
Chapter 6	Payment Standard – Reasonable Accommodation	If a family requires a higher payment standard as a reasonable accommodation for a family member who is a person with disabilities, the PHA is allowed to establish a higher payment standard for the family of not more than 120 percent of the published FMR without HUD approval or prior notification to HUD. A PHA may establish a payment standard greater than 120 percent of the applicable FMR as a reasonable accommodation in accordance with 24 CFR part 8, after requesting and receiving HUD approval.
Chapter 6	Utility Allowances - Flat Fees	Flat Fees [24 CFR 982.517(b)(2)(iii)] The PHA may base its utility allowance payments on actual flat fees charged by an owner for utilities that are billed directly by the owner, but only if the flat fee charged by the owner is no greater than the PHA's applicable utility allowance for the utilities covered by the fee. If the owner charges a flat fee for some but not all utilities, the PHA must pay a separate allowance for any tenant-paid utilities not covered in the flat fee. PHA Policy: The PHA will not base utility allowance payments on flat fees charged by the owner.
Chapter 6	Utility Allowances – PBV Developments	PBV Developments [24 CFR 982.517(b)(2)(iv)] If a tenant-based voucher holder resides in a project with project-based voucher (PBV) units and the PBV units use a site-specific utility allowance in accordance with PBV regulations, the PHA must use the project-specific utility allowance schedule.
Chapter 7	Verification Hierarchy	Verification procedures updated to reflect HOTMA verification standards and Notice PIH 2023-27 requirements.
Chapter 7	Consent Forms Update	Adopted Form HUD-9886-A replacing prior consent references and aligning procedures with HOTMA standards.
Chapter 7	Streamlined Income Determinations	Added policies permitting use of income determinations from other programs under HOTMA rules.
Chapter 7	Level 4 Verification	When pay stubs are used, the PHA will require the family to provide the four most current, consecutive pay stubs. At the PHA's discretion, if additional paystubs are needed due to the family's circumstances (e.g., sporadic income, fluctuating schedule, etc.), the PHA may request additional paystubs or a payroll record. For new income sources or when four pay stubs are not available, the PHA should determine income based on the information from a traditional written, third-party verification form or the best available information.
Chapter 7	Income & Asset Verification	Expanded treatment of Net Family Assets and asset verification processes.

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Chapter 8.A.	Introduction	The PHA shall administer the Housing Quality Standards (HQS) in accordance with applicable HUD regulations and the policies set forth in this Administrative Plan through September 30, 2026. Effective October 1, 2026, the PHA shall transition to and implement the National Standards for the Physical Inspection of Real Estate (NSPIRE). As of that date, all inspections and related compliance determinations shall be conducted in accordance with NSPIRE requirements, and HQS shall no longer be applied.
Chapter 8.A.	Periodic HQS inspections	<p>If the family fails to attend the first scheduled inspection without requesting to reschedule in advance, the PHA will automatically schedule a second inspection within ten (10) calendar days of the original appointment.</p> <p>If the family fails to attend the second scheduled inspection without PHA approval, the PHA may, at its sole discretion and for good cause shown, schedule a third inspection within the same calendar month as the second missed inspection. A third inspection is not automatic and will only be granted when the family provides sufficient documentation or justification demonstrating good cause.</p> <p>If the PHA determines that good cause has not been established and a third inspection is not granted, the second missed inspection will be considered a violation of the family's obligation to make the unit available for inspection. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>If a third inspection is scheduled and the family fails to attend without PHA approval, the PHA will determine that the family has violated its obligation to make the unit available for inspection. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>The PHA may accept photographic evidence or other reliable evidence from the owner or tenant to verify that a deficiency has been corrected.</p>
Chapter 8.A.	Inspection Results	<p>The family and owner will be provided reasonable notice of the reinspection appointment. If the cited deficiencies have not been corrected at the time of reinspection, the PHA will issue a notice of abatement to the owner or, in the case of family-caused violations, a notice of termination to the family, in accordance with PHA policy.</p> <p>If the PHA is unable to gain entry to the unit to conduct the scheduled reinspection, or if the unit fails the reinspection, the PHA may, at its sole discretion and for good cause shown, schedule a third inspection within the same calendar month as the second missed or failed inspection. A third inspection is not automatic and will only be granted when sufficient documentation or justification demonstrating good cause is provided. The family must request and schedule the third inspection within the calendar month in which the reinspection occurred.</p> <p>If the PHA determines that good cause has not been established and a third inspection is not granted, the missed or failed reinspection will be considered a violation of the family's obligation to make the unit available for inspection and/or to maintain the unit in compliance with HQS. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>If a third inspection is scheduled and the family fails to attend or the unit fails the inspection due to family-caused deficiencies, the PHA will determine that the family has violated its obligations under the program. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>The PHA may accept photographic evidence or other reliable evidence from the owner or tenant to verify that a deficiency has been corrected.</p>
Chapter 8.B.	NSPIRE Standards	Inspection standards clarified regarding applicability and habitability requirements.

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Chapter 8.B.	NSPIRE Implementation Updates	Inspection standards updated to align with NSPIRE including life-threatening deficiency standards replacing HQS-only definitions.
Chapter 8.B.	Accessibility Modifications	Language updated to align accessibility requirements with NSPIRE standards.
Chapter 8.B.	Periodic Inspections	<p>If the family fails to attend the first scheduled inspection without requesting to reschedule in advance, the PHA will automatically schedule a second inspection within ten (10) calendar days of the original appointment.</p> <p>If the family fails to attend the second scheduled inspection without PHA approval, the PHA may, at its sole discretion and for good cause shown, schedule a third inspection within the same calendar month as the second missed inspection. A third inspection is not automatic and will only be granted when the family provides sufficient documentation or justification demonstrating good cause.</p> <p>If the PHA determines that good cause has not been established and a third inspection is not granted, the second missed inspection will be considered a violation of the family's obligation to make the unit available for inspection. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>If a third inspection is scheduled and the family fails to attend without PHA approval, the PHA will determine that the family has violated its obligation to make the unit available for inspection. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>The PHA may accept photographic evidence or other reliable evidence from the owner or tenant to verify that a deficiency has been corrected.</p>
Chapter 8.B.	Inspection Results	<p>The family and owner will be provided reasonable notice of the reinspection appointment. If the cited deficiencies have not been corrected at the time of reinspection, the PHA will issue a notice of abatement to the owner or, in the case of family-caused violations, a notice of termination to the family, in accordance with PHA policy.</p> <p>If the PHA is unable to gain entry to the unit to conduct the scheduled reinspection, or if the unit fails the reinspection, the PHA may, at its sole discretion and for good cause shown, schedule a third inspection within the same calendar month as the second missed or failed inspection. A third inspection is not automatic and will only be granted when sufficient documentation or justification demonstrating good cause is provided. The family must request and schedule the third inspection within the calendar month in which the reinspection occurred.</p> <p>If the PHA determines that good cause has not been established and a third inspection is not granted, the missed or failed reinspection will be considered a violation of the family's obligation to make the unit available for inspection and/or to maintain the unit in compliance with NSPIRE. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>If a third inspection is scheduled and the family fails to attend or the unit fails the inspection due to family-caused deficiencies, the PHA will determine that the family has violated its obligations under the program. Such violation may result in termination of assistance in accordance with Chapter 12 of this Administrative Plan.</p> <p>The PHA may accept photographic evidence or other reliable evidence from the owner or tenant to verify that a deficiency has been corrected.</p>

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Chapter 10	Offer of Public Housing	The PHA does operate a public housing program and will provide a preference for HCV families whose HAP contract is being terminated due to an owner failing to make required repairs within the required time frame, and who were unable to lease a new unit within the term of the voucher. Thirty days prior to the expiration date of the voucher, the PHA will provide written notice to the family stating that the PHA does provide such a preference and providing an estimation of availability for the appropriate-sized public housing unit.
Chapter 10	Relocation Assistance	The PHA will assist families with disabilities with locating available accessible units in accordance with program requirements. The PHA may use up to two months of withheld and abated payment to assist with any required security deposit at the new unit. Funds will not be used for any other relocation assistance. If the family receives a refund of a security deposit for the new unit, the PHA will not require any amount to be remitted to the PHA.
Chapter 11	Changes in Family Unit Size (Voucher Size)	If the family unit size (voucher size) changes during the term of a HAP contract, the new family unit size will be used to determine the payment standard at the family's first regular reexamination following the change in family unit size.
Chapter 12	Asset Limitation	The PHA has adopted a policy of total nonenforcement of the asset limitation for all program participants. The asset limitation only applies to initial eligibility determinations for new admissions to the PHA's HCV program

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Chapter 14	Use of False Names, Falsified Documents, or HUD Forms	<p>The PHA will deny admission to the Housing Choice Voucher (HCV) Program or terminate assistance for any applicant or participant who engages in fraud, bribery, or any other corrupt or criminal act in connection with the HCV Program. This includes the use of a false name or identity and the submission, use, or alteration of falsified, forged, or altered documents or HUD-required forms to establish eligibility, determine continued participation, issue or use a voucher, or calculate housing assistance payments (HAP). Applicants and participants must not provide false or misleading information or fail to disclose required information related to program eligibility or continued participation. Required information includes, but is not limited to, identity, income, assets, household composition, Social Security numbers, and citizenship or eligible immigration status.</p> <p>This requirement applies to all HUD and PHA forms and documentation, including, but not limited to:</p> <ul style="list-style-type: none"> <li>HUD-9886-A, Supplement to Authorization for the Release of Information</li> <li>HUD-50058, Family Report</li> <li>HUD-52646, Housing Choice Voucher</li> <li>Enterprise Income Verification (EIV) consent forms and verification documentation</li> <li>Third-party verification or supporting documentation used in connection with HUD or PHA forms</li> </ul> <p>A misrepresentation or omission constitutes a program violation when it is material, meaning the information has or could have affected eligibility, the amount of assistance, unit size, or continued participation. The PHA will distinguish between unintentional errors and intentional misrepresentation. Unintentional errors that are promptly corrected may result in corrective action. Intentional misrepresentation, falsification, or concealment of information constitutes fraud and will result in denial or termination of assistance. The PHA will initiate a review or investigation when discrepancies are identified through the EIV system, third-party verification, or file review. Failure to cooperate with verification requirements or to resolve discrepancies is a violation of family obligations. Applicants and participants will be provided with written notice and the opportunity for an informal review or informal hearing, as applicable, prior to the denial or termination of assistance.</p>
Chapter 15	Distribution of HAP	<p>If the housing assistance payment exceeds the portion of the monthly rent due to the owner, the PHA will pay the balance to the family.</p>
Chapter 16	Attachments	<p>Updated VAWA attachments</p>
Chapter 19 / Exhibits	Voucher & Victim Service Exhibits	<p>Addition of Stability Voucher and victim service provider certification exhibits.</p>