



# COMMUNITY SERVICES MEMORANDUM

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Date: February 7, 2024  
From: Karen Mofford, Housing Administrator  
Subject: 2024 Housing Admin Plan & ACOP Changes

Each year, the Department of Housing and Urban Development requires the city to adopt changes to its Agency Plan. Included in this plan are the policy documents that govern the two programs administered by the Glendale Housing Authority. The documents include the Admissions and Continued Occupancy Policy (Conventional Public Housing Program) and the Housing Choice Voucher Administrative Plan (Housing Choice Voucher Program).

The plan changes to be effective July 1, 2024, include a minor change. Both plans can be found on the city's website:

[https://www.glendaleaz.com/live/city\\_services/citizen\\_assistance\\_programs/community\\_plans\\_\\_\\_reports](https://www.glendaleaz.com/live/city_services/citizen_assistance_programs/community_plans___reports)

## **Summary of Changes**

### **Housing Choice Voucher Administrative Plan**

- Chapter 4.13 Live in Aide – Definitions of Family and Household members  
Live In Aide (LIA) cannot be added to household as a household member but a household member can become a Live in Aide.
- Chapter 5 Eligibility for Admission  
5. Family Assets not to exceed \$100,000 in assets (adjusted for inflation); the family has a present ownership interest in real property that is suitable for occupancy by family residence.  
  
5.4.1 Information to Release Forms; HUD-9886 Authorization for release of Information/Privacy Act Notice as a condition for admission and continued assistance. HUD-9886 will remain effective until the family is denied assistance, the assistance is terminated, or the family provides written notification to GHA to revoke consent; however, revoking consent can result in termination or denial of assistance. PHA will notify the local HUD office when an applicant or participant family member revokes consent.
- Chapter 12.5.3 HUDs EIV System  
The EIV System is a web-based application which provides PHA's with income and benefited information of tenants who participate in the HCV Program. PHA's are no longer required to use EIV during interim reexaminations for a streamlining process.

- Chapter 13.2.4 Decreasing the Payment Standard  
The payment standard to be used as a participant housing authority for Small Area Fair Market Rents (SAFMR) will be based on bedroom size and zip code. The SFAMR Payment standard reduction will be consistent with the payment standard of the rental program.

#### 13.3.1.1 Hardships

A hardship exists in the following circumstance:

6. When a family is unable to pay rent for the purposes of childcares
  7. Health/Medical Care Expenses & Auxiliary Care ad Apparatus expenses  
Exemption for an increase in expenses.
- Chapter 16.6 Components to be reviewed/updated at Annual Reexamination
    2. For a family with net assets equal to or less than \$50,000, GHA will accept a family's self-certification declaration that household has net assets equal or less than \$50,000 without taking additional steps to verify. GHA will obtain third party verification every 3 years.

16.10.2 Reexaminations Family Assets for eligibility and continued assistance. Asset Limitation for annual reexaminations; Net family assets exceed \$100,000 (adjusted annually for inflation); and or the family has present ownership interest in and the effective legal authority to sell the property (based on laws of the state or locality in which the property is located) that is suitable for occupancy by the family as a residence.

F. Whenever a family member is added, GHA must obtain third party verification of that family members assets. (At the next annual reexamination of income following the addition of that family member), GHA must obtain third party verification of all family assets if the addition of that family members assets puts the family above the \$50,000 asset threshold.

- Chapter 17 Calculation Errors
  - 17.11. Tenant Errors: A refund will be paid for the amount of the error to the effective date of the action error was made regardless of the dollar amount associated with the error (for a maximum of 12 months). The refund shall be given to the participant as soon as practical unless the tenant has an outstanding debt with GHA, in which case the debt shall be offset and satisfied in whole or in part, by the amount owed to the tenant.

#### 17.2 D Errors which are not the Fault of the Tenant

A refund will be paid for the amount of the error to the effective date of the action associated with the error regardless of the dollar amount. (For a maximum of 12 months). The refund shall be given to the participant as soon as practical unless the tenant has an outstanding debt with GHA, in which case the debt shall be offset and satisfied in whole or in part, by the amount owed to the tenant.

- Chapter 20 Termination of Assistance  
5.A GHA must notify their local HUD office when an applicant or participant family/household member revokes their consent (HUD 9886)

### **Conventional Public Housing-Admissions and Continued Occupancy Policy (ACOP)**

- Chapter 9.0 Eligibility for admission
  1. To be eligible for PH Program; the family must
    - 6) Family Assets not to exceed \$100,000 in assets (adjusted annual for inflation); the family has a present ownership interest in real property that is suitable for occupancy by family as a residence.
    - 7) Family will not be admitted to any project for which they do not meet occupancy requirements.

#### 9.20 Live in Aide

A household member can become a live in aid; a live in aid cannot become a household member.

- Chapter 11.0 Tenant Selection and Assignment Plan
  - 11.00 Live in Aide  
A live in aide (LIA) cannot be changed to a household member however; a household member can be changed to a Live in Aide.

#### Chapter 13.0 Verification

##### 13.7 Privacy Requirements

PHA's are not required to run EIV during an interim reexamination

- 14.3 Minimum Rent and Hardship Exemptions (24CFR5.630)
  - 1 A hardship exists in the following circumstance:
    5. When a family is unable to pay rent for the purposes of childcare
    6. Health/Medical Care Expenses & Auxiliary Care & Auxiliary Apparatus expenses exemption for an increase in expense.

#### 14.4 A. Section 103; Over Income Limits for Public Housing (HOTMA)

Limitations on program participation for families residing in public housing that remain over income (OI) for 24 consecutive months. After a 24-month grace period, GHA may allow OI families to continue to live in a public housing unit paying an alternative rent. GHA may terminate tenancy of the OI within 6 months of the final notification.

B. Non public housing over income (NPHOI) family: families whose income exceeds the OI limit for 24 months and remains paying the alternative non public housing rent.

1. Must sign a NPHOI lease and are no longer public housing program participants. NPHOI families may not participate in public housing councils for low income or public housing participants. NPHOI families cannot receive a utility allowance from

the PHA, be subject to income reexaminations, or be required to comply with Community Services and Self Sufficiency Requirements.

C. Alternative Non Public Housing Rent: A remaining NPHOI family must be charged a monthly rent equal to the higher of the applicable fair market rent (24CFR888(A), or the amount of the month Subsidy provided for the unit (HUD will publish annually).

- 16.0 Recertifications

- 16.7.1 Release and Consent:

- The HUD Form 9886 will remain effective until the family is denied assistance, the assistance is terminated, or the family provides written notification to GHA to revoke consent; however revoking consent can result in termination or denial of assistance. PHA will notify the local HUD Office when an applicant or participant family revokes consent.

- 16.7.2 Changes in income, assets, deductions, expenses and household characteristics.

Asset limitation for annual reexaminations; GHA will initiate termination of family's assistance no later than 6 months after the effective date of an annual reexamination of:

1. Net family assets exceed \$100,000 (adjusted annually for inflation) and or
2. The family has present ownership interest in, a legal right to reside in, a legal right to reside in and the effective legal authority to sell the real property (based on laws in the state or locality in which the property is located) that is suitable for occupancy by the family residence.

- 16.10.4 2 Declaration of Assets

- 2. The total amount of income expected from all assets must be less than or equal To \$50,000. GHA will accept a family's self-certification declaration that Household has net assets equal or less that \$50,000 without taking additional steps to verify. GHA will obtain third party verification every 3 years.
  - 6. Whenever a family member is added, GHA must obtain third party verification Of that family members assets .(At the next annual recertification of income following the addition of that family member), GHA must obtain third party Verification of all family assets if the addition of that family members assets puts The family above the \$50,000 asset threshold.

- Chapter 22.0 Termination
  - 22.2 Termination by Housing Authority
  - Add: If a family member fails to sign and submit consent form:
    - A. GHA must notify their local HUD office when an applicant or participant Family/household member revokes their consent (9886)