

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

Administrative Plan Section	Heading	Revision
Chapter 2-III.B. –	Denial of RA request	If the PHA denies a request for an accommodation because there is no relationship, or nexus, found between the disability and the requested accommodation, the notice will inform the family of the right to appeal the PHA’s decision through an informal review (if applicable) or informal hearing (see Chapter 16).
Chapter 2-III.B. –	Remote Hearings	<p>When exercising the option to conduct remote briefings, informal reviews, or hearings, however, the PHA will coordinate with a remote interpretation service which, when available, uses video conferencing technology rather than voice-only interpretation.</p> <p>LEP - Where LEP persons desire, they will be permitted to use, at their own expense, an interpreter of their own choosing, in place of or as a supplement to the free language services offered by the PHA. The PHA, at its discretion, may choose to use the language services even when LEP persons desire to use an interpreter of their choosing. The interpreter may be a family member or friend. If the interpreter chosen by the family is a minor, the PHA will not rely on the minor to serve as the interpreter.</p>
Chapter 3		<p>Addition as follows: The applicant family must:</p> <ul style="list-style-type: none"> <li>- Not currently be receiving a duplicative subsidy</li> </ul>
Chapter 3	Family Members Permanently Confined for Medical Reasons	An individual confined to a nursing home or hospital on a permanent basis is not considered a family member
Chapter 3.II.D	Family Consent to Release of Information	Added - Form HUD-52675 Debts Owed to Public Housing Agencies and Terminations

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

Chapter 3.II.F	EIV System Searches	<p>Added following: Existing Tenant Search- The PHA will contact the PHA or owner identified in the report to confirm that the family has moved out of the unit and obtain documentation of current tenancy status, including a form HUD-50058 or 50059, as applicable, showing an end of participation. The PHA will only approve assistance contingent upon the move-out from the currently occupied assisted unit.</p> <p>Debts Owed to PHAs and Terminations- The PHA will require each adult household member to sign the form HUD-52675 once at the eligibility determination. Any new members added to the household after admission will be required to sign the form HUD-52675 prior to being added to the household. The PHA will search the Debts Owed to PHAs and Terminations module as part of the eligibility determination for new households and as part of the screening process for any household members added after the household is admitted to the program. If any information on debts or terminations is returned by the search, the PHA will determine if this information warrants a denial in accordance with the policies in Part III of this chapter.</p> <p>Income and IVT Reports- For each new admission, the PHA is required to review the EIV Income and IVT Reports to confirm and validate family reported income within 120 days of the IMS/PIC submission date of the new admission. The PHA must print and maintain copies of the EIV Income and IVT reports in the tenant file and resolve any discrepancies with the family within 60 days of the EIV Income or IVT report dates.</p>
Chapter 4	Managing Waitlist	
Chapter 5-I.B	Briefing	<p>Notification of Briefing - Families will be notified of their eligibility for assistance at the time they are invited to a briefing. The notice will be sent by first class mail and will also be sent by email if the family has provided a valid email address to the PHA. The notice will advise the family of the type of briefing, who is required to be present at the</p>

Changes made to Housing Choice Voucher Administrative Plan  
Effective July 1, 2022

		<p>briefing, and the date and time of the briefing. The notice will also inform the family of any additional requirements for in-person or remote briefings as addressed in relevant policy elsewhere in this section. If the notice is returned by the post office with no forwarding address, the applicant will be denied and their name will not be placed back on the waiting list. If the notice is returned by the post office with a forwarding address, the notice will be resent to the address indicated.</p> <p>In-Person Briefings - In-person briefings will generally be conducted in group meetings. At the family's written request, the PHA may provide an individual briefing. Generally, the head of household is required to attend the briefing. If the head of household is unable to attend, the PHA may approve another adult family member to attend the briefing.</p> <p>Families that attend group briefings and still need individual assistance will be referred to an appropriate PHA staff person.</p> <p>Briefings will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).</p> <p>"Notification and Attendance" changed to a new subsection "Attendance" - Applicants who fail to attend a scheduled in-person briefing will be scheduled for another briefing automatically. The PHA will notify the family of the date and time of the second scheduled briefing. Applicants who fail to attend two scheduled briefings, without prior PHA approval, will be denied assistance (see Chapter 3).</p> <p>Remote Briefings - The PHA has the sole discretion to require that briefings be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. If the PHA schedules a remote briefing, the PHA will conduct a face-to-face briefing upon request of the applicant as a</p>
--	--	---

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<p>reasonable accommodation for a person with a disability if safety and health concerns can be reasonably addressed.</p> <p>In addition, the PHA will conduct a briefing remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the briefing, or if the applicant believes an in-person briefing would create an undue health risk. The PHA will consider other reasonable requests for a remote briefing on a case-by-case basis.</p> <p>Accessibility Requirements for Persons with Disabilities and LEP Individuals - As with in-person briefings, the platform for conducting remote briefings must be accessible and the briefing conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. If no method of conducting a remote briefing is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote briefing, and the PHA should consider whether postponing the remote briefing to a later date is appropriate or whether there is a suitable alternative. Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances. Limited English Proficiency (LEP) requirements also apply to remote briefings, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote briefings.</p>
--	--	---

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<p>Conducting Remote Briefings - At least 10 business days prior to scheduling the remote briefing, the PHA will provide written notification via first class mail and/or email to families participating in the briefing to advise of technological requirements and to request the family notify the PHA of any known barriers. If any family does not respond within five business days, or if the written notification is returned by the post office or the email is rejected, the PHA will contact the family by telephone to identify potential technological barriers and to determine which technology resources are accessible to the family. The PHA will resolve any barriers using the guidance in Section 6 of Notice PIH 2020-32, including offering the family the opportunity to attend an in-person briefing or have a one-on-one briefing over the phone, as appropriate.</p> <p>The PHA will conduct remote briefings via a video conferencing platform when available. If applicants are unable to adequately access the video conferencing platform, the briefing will be conducted by telephone conferencing call-in. If the family is unable to adequately access the telephone conferencing call-in, the remote briefing will be postponed, and an in-person alternative or one-on-one briefing over the phone will be provided.</p> <p>The PHA will provide login information and/or conferencing call-in information and an electronic copy of the briefing packet via email at least five business days before the briefing. The PHA will provide a paper copy of the briefing packet upon family request, and may reschedule the briefing to allow adequate time for the family to receive the physical briefing packet.</p> <p>The PHA will ensure that all electronic information stored or transmitted as part of the briefing meets the requirements for accessibility for persons with disabilities and persons with LEP, and is secure, including ensuring personally identifiable information (PII) is protected.</p> <p>The PHA will ensure that families who participate in remote briefings have the opportunity to ask questions as part of the briefing.</p> <p>If families lose connectivity during any remote briefing or otherwise feel they were unable to access information presented during the briefing, the family may request a one-on-one briefing over the phone or in person with the PHA.</p>
--	--	--

Changes made to Housing Choice Voucher Administrative Plan  
Effective July 1, 2022

Chapter 8	Remote Video Inspections (RVIs)	<p>The PHA may conduct any HQS inspection using RVI.</p> <p>Remote Video HQS Inspections: In accordance with HUD requirements, the PHA may conduct the HQS inspection virtually.</p> <p>The family and owner are notified of the date and time of the inspection appointment by mail. If the family is unable</p> <p>A remote video inspection due to lack of technology, or physical restrictions, they may authorize a representative who is 18 years of age or older to be present and facilitate the RVI. An RVI will be initiated by the inspector using a family preferred method, including but not limited to, FaceTime or Google Duo.</p> <p>The family may decline the RVI and will notify the PHA in writing if a physical inspection is preferred. The PHA will then reschedule the inspection and the family and owner will receive a letter with a new scheduled date for the Inspector to physically inspect the assisted Unit. The RVI will be performed in accordance with the HQS minimum quality standards set forth by HUD in 24 CFR 982.401 for tenant-based programs.</p>
Chapter 15	Emergency Housing Choice Vouchers	Added new HUD Program description and policies
Chapter 16	Informal Reviews and Hearings	<p><u>Scheduling an Informal Review</u>- A request for an informal review must be made in writing and delivered to the PHA either in person, e-mail or by first class mail, by the close of the business day, no later than 10 business days from the date of the PHA's denial of assistance.</p> <p>The PHA must schedule and send written notice of the informal review within 10 business days of the family's request.</p> <p>If the informal review will be conducted remotely, at the time the PHA notifies the family of the informal review, the family will be informed:</p>

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<ul style="list-style-type: none"><li>• Regarding the processes to conduct a remote informal review;</li><li>• That, if needed, the PHA will provide technical assistance prior to and during the informal review; and</li><li>• That if the family or any individual witness has any technological, resource, or accessibility barriers preventing them from fully accessing the remote informal review, the family may inform the PHA and the PHA will assist the family in either resolving the issues or allow the family to participate in an in-person informal review, as appropriate.</li></ul> <p><u>Remote Informal Reviews</u>- The PHA has the sole discretion to require that informal reviews be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster.</p> <p>In addition, the PHA will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have childcare or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue health risk. The PHA will consider other reasonable requests for a remote informal review on a case-by-case basis.</p> <p><u>Ensuring Accessibility for Persons with Disabilities and LEP Individuals</u>- As with in-person informal reviews, the platform for conducting remote informal reviews must be accessible to persons with disabilities and the informal review must be conducted in accordance with Section 504 and accessibility requirements. This includes ensuring any information, websites, emails, digital notifications, and other virtual platforms are accessible for persons with vision, hearing, and other disabilities. Further, providing effective communication in a digital context may require the use of individualized auxiliary aids or services, such as audio description, captioning, sign language and other</p>
--	--	---

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<p>types of interpreters, keyboard accessibility, accessible documents, screen reader support, and transcripts. Auxiliary aids or services must be provided in accessible formats, in a timely manner, and in such a way to protect the privacy and independence of the individual. PHAs may never request or require that individuals with disabilities provide their own auxiliary aids or services, including for remote informal hearings.</p> <p>PHAs are required to make reasonable accommodations in policies, practices, and procedures to ensure persons with disabilities have a full and equal opportunity to participate in and benefit from all aspects of the informal review process. See Chapter 2 for a more detailed discussion of reasonable accommodation requirements.</p> <p>If no method of conducting a remote informal review is available that appropriately accommodates an individual's disability, the PHA may not hold against the individual his or her inability to participate in the remote informal review, and the PHA should consider whether postponing the remote informal review to a later date is appropriate or whether there is a suitable alternative.</p> <p>Due to the individualized nature of disability, the appropriate auxiliary aid or service necessary, or reasonable accommodation, will depend on the specific circumstances and requirements.</p> <p>As with in-person reviews, Limited English Proficiency (LEP) requirements also apply to remote informal reviews, including the use of interpretation services and document translation. See Chapter 2 for a more thorough discussion of accessibility and LEP requirements, all of which apply in the context of remote informal reviews.</p> <p><u>Conducting Remote Informal Reviews</u> - The PHA must ensure that the lack of technology or inability to use technology for remote informal reviews does not pose a disadvantage to families that may not be apparent to the PHA. The PHA should determine through a survey or other means if these barriers exist prior to conducting the remote informal</p>
--	--	--

Changes made to Housing Choice Voucher Administrative Plan  
Effective July 1, 2022

		<p>review and, if the family does not have the proper technology to fully participate, either postpone the informal review or provide an alternative means of access.</p> <p>As with in-person informal reviews, the PHA must provide all materials presented, whether paper or electronic, to the family prior to the remote informal review. The family must also be provided with an accessible means by which to transmit their own evidence.</p> <p>The PHA must ensure that the applicant has the right to hear and be heard. All PHA policies and processes for remote informal reviews must be conducted in accordance with due process requirements and be in compliance with HUD regulations at 24 CFR 982.554 and guidance specified in Notice PIH 2020-32.</p>
Chapter 16	Pre-Hearing Right to Discovery	<p><u>Documents</u> - The family will be allowed to copy any documents related to the hearing at a cost of \$.25 per page (\$.50 per page for color copies). The family must request discovery of PHA documents no later than 12:00 p.m. two business days prior to the scheduled hearing date.</p> <p>The PHA must be given an opportunity to examine at the PHA offices before the hearing any family documents that are directly relevant to the hearing. Whenever a participant requests an informal hearing, the PHA will automatically mail a letter to the participant requesting a copy of all documents that the participant intends to present or utilize at the hearing. The participant must make the documents available no later than 12:00 pm two business days prior to the scheduled hearing date.</p> <p>If the hearing will be conducted remotely, the PHA will compile a hearing packet, consisting of all documents the PHA intends to produce at the informal hearing. The PHA will mail copies of the hearing packet to the family, the family's representatives, if any, and the hearing officer at least three days before the scheduled remote informal</p>

Changes made to Housing Choice Voucher Administrative Plan  
Effective July 1, 2022

		<p>hearing. The original hearing packet will be in the possession of the PHA representative and retained by the PHA.</p> <p>Documents will be shared electronically whenever possible.</p> <p><u>Family Provided Documents</u> - For in-person hearings, the PHA will not require pre-hearing discovery by the PHA of family documents directly relevant to the hearing. If the informal hearing is to be conducted remotely, the PHA will require the family to provide any documents directly relevant to the informal hearing at least 24 hours before the scheduled hearing through the mail, via email, or text. The PHA will scan and email copies of these documents to the hearing officer and the PHA representative the same day.</p> <p>Documents will be shared electronically whenever possible.</p>
Chapter 16	Hearsay Evidence	<p><i>Hearsay Evidence</i> is evidence based not on a witness' personal knowledge. In and of itself, hearsay evidence carries no weight when making a finding of fact. The hearing officer may include hearsay evidence when considering their decision if it is corroborated by other evidence. Even though hearsay evidence is generally admissible in a hearing, the hearing officer will not base a hearing decision on hearsay alone unless there is clear probative value and credibility of the evidence, and the party seeking the change has met the burden of proof.</p> <p>If either the PHA (or the family, if required in a remote hearing) fail to comply with the discovery requirements described above, the hearing officer will refuse to admit such evidence.</p> <p>Other than the failure of a party to comply with discovery, the hearing officer has the authority to overrule any objections to evidence.</p>

Changes made to Housing Choice Voucher Administrative Plan  
Effective July 1, 2022

Chapter 16	Family Debts	<p>When an action or inaction of an owner or participant results in the overpayment of housing assistance, the PHA holds the owner or participant liable to return any overpayments to the PHA.</p> <p>The PHA will enter into repayment agreements in accordance with the policies contained in this part as a means to recover overpayments.</p> <p>When an owner or participant refuses to repay monies owed to the PHA, the PHA will utilize other cost-effective available collection alternatives including, but not limited to, the following: Collection agencies, Small claims court, Civil lawsuit, State income tax set-off program.</p>
Chapter 17	PHA Owned Units	<p>A PHA-owned unit may be assisted under the PBV program only if the HUD field office or HUD-approved independent entity reviews the selection process and determines that the units were appropriately selected based on the selection procedures specified in the Administrative Plan. The term of the HAP contract and any HAP contract renewal must be agreed upon by the PHA and the HUD-approved independent entity. In addition, the independent entity must determine the rent to owner, the redetermined rent to owner, and reasonable rent. Housing quality standards inspections must also be conducted by the independent entity. The independent entity that performs these program services may be the unit of general local government for City of Tucson or another HUD-approved public or private independent entity. The PHA may only compensate the independent entity from its ongoing administrative fee income (including amounts credited to the administrative fee reserve).</p>
Chapter 17	Additional Project-Based Units	<p>The PHA may project-base up to an additional 10 percent of its authorized units, up to 30 percent, in accordance with HUD regulations and requirements.</p>

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

<p>Chapter 17</p>	<p>Solicitation and Selection of PBV Proposals</p>	<p><u>PHA Request for Proposals for Rehabilitated and Newly Constructed Units</u></p> <p>The PHA will advertise its request for proposals (RFP) for rehabilitated and newlyconstructed housing in the following newspapers and trade journals.</p> <p><b>[Arizona Daily Star and Daily Territory]</b></p> <p>The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements. In addition, the PHA will post the RFP and proposal submission and rating and rankingprocedures on its website.</p> <p>The PHA will publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the PHA estimates that it will be able to assist under the funding the PHA is making available. Proposals will be due in the PHA office by close ofbusiness 30 calendar days from the date of the last publication.</p> <p>In order for the proposal to be considered, the owner must submit the proposal to the PHA by the published deadline date, and the proposal must respond to all requirements asoutlined in the RFP. Incomplete proposals will not be reviewed.</p> <p>The PHA will rate and rank proposals for rehabilitated and newly constructed housingusing the following criteria:</p> <p style="padding-left: 40px;">Owner experience and capability to build or rehabilitate housing as identified inthe RFP;</p>
-------------------	--	---

Changes made to Housing Choice Voucher Administrative Plan  
Effective July 1, 2022

		<p>Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities;</p> <p>If applicable, the extent to which services for special populations are provided onsite or in the immediate area for occupants of the property; and</p> <p>Projects with less than 25 percent of the units assisted will be rated higher than projects with 25 percent of the units assisted. In the case of projects for occupancy by the elderly, persons with disabilities or families needing other services, the PHA will rate partially assisted projects on the percent of units assisted. Projects with the lowest percent of assisted units will receive the highest score.</p>
Chapter 17	Solicitation and Selection of PBV Proposals	<p><u>PHA Requests for Proposals for Existing Housing Units</u></p> <p>The PHA will advertise its request for proposals (RFP) for existing housing in the following newspapers and trade journals.</p> <p><b>[Arizona Daily Star and Daily Territory]</b></p> <p>The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.</p> <p>In addition, the PHA will post the notice inviting such proposal submission and the rating and ranking procedures on its website.</p>

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<p>The PHA will periodically publish its advertisement in the newspapers and trade journals mentioned above for at least one day per week for three consecutive weeks. The advertisement will specify the number of units the PHA estimates that it will be able to assist under the funding the PHA is making available. Owner proposals will be accepted on a first-come first-served basis and will be evaluated using the following criteria:</p> <ul style="list-style-type: none"> <li>Experience as an owner in the tenant-based voucher program and owner compliance with the owner’s obligations under the tenant-based program;</li> <li>Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities;</li> <li>If applicable, extent to which services for special populations are provided on site or in the immediate area for occupants of the property; and</li> <li>Extent to which units are occupied by families that are eligible to participate in the PBV program.</li> </ul>
Chapter 17	PHA Selection of Proposals Subject to a Previous Competition under Federal, State, or Local Housing Assistance Program	<p>The PHA will accept proposals for PBV assistance from owners that were competitively selected under another federal, state or local housing assistance program, including projects that were competitively awarded Low-Income Housing Tax Credits on an ongoing basis.</p> <p>The PHA may periodically advertise that it is accepting proposals, in the following newspapers and trade journals:</p> <p style="text-align: center;"><b>[Arizona Daily Star and Daily Territory]</b></p> <p>The advertisement will state the number of vouchers available to be project-based, the type of units that will be considered, the submission deadline, and</p>

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<p>will note how to obtain the full RFP with information on the application and selection process. Advertisements will also contain a statement that participation in the PBV program requires compliance with Fair Housing and Equal Opportunity (FHEO) requirements.</p> <p>In addition to, or in place of advertising, the PHA may also directly contact specific owners that have already been selected for Federal, state, or local housing assistance based on a previously held competition, to inform them of available PBV assistance.</p> <p>Proposals will be reviewed on a first-come first-served basis. The PHA will evaluate each proposal on its merits using the following factors:</p> <ul style="list-style-type: none"> <li>Extent to which the project furthers the PHA goal of deconcentrating poverty and expanding housing and economic opportunities; and</li> <li>Extent to which the proposal complements other local activities such as the redevelopment of a public housing site under the HOPE VI program, the HOME program, CDBG activities, other development activities in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community.</li> </ul>
Chapter 17	Equal Opportunity	<p>RAD conversions are governed by the same civil rights authorities that govern HUD-assisted activities in general. These authorities prohibit discrimination and impose affirmative obligations on HUD program participants. PHAs must comply with all applicable fair housing and civil rights laws, including but not limited to the Fair Housing Act, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973, when conducting relocation planning and providing relocation assistance. For example, persons with disabilities returning to the RAD project may not be turned away or placed on a waiting list due to a lack of accessible units. Their need for an accessible</p>

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		unit must be accommodated. See the <i>RAD Fair Housing, Civil Rights, and Relocation Notice</i> [Notice PIH 2016-17] for more information.
Chapter 17	Special Provisions Applying to TPVs Awarded	Added Exhibit 17-2, and RAD Requirements Applicable to Non-RAD units in the Project
Chapter 18	Project Based Vouchers (PBV) Under the (RAD) Program	Added PBV section that applies to Rental Assistance Demonstration (RAD) Program
Chapter 18	Homeless Preference Program (HPP)	<ol style="list-style-type: none"> <li>1. Eligibility Determination: Persons experiencing homelessness as defined by the Tucson Pima Collaboration to End Homelessness are eligible for HPP vouchers if the household meets one or more of the following criteria: <ol style="list-style-type: none"> <li>a. Coordinated Entry assessment score indicating high service needs as defined by Tucson Pima Collaboration to End Homelessness.</li> <li>b. Household monthly income is comprised solely of Social Security Insurance, Social Security Disability Insurance, or VA Disability benefits for which the total is equal to or less than two times the HUD fair market rent for the household size.</li> <li>c. Household is exiting an HMIS-participating bridge housing, transitional housing, rapid rehousing, permanent supportive housing, or Safe Haven project and has been determined by the provider agency to be in need of long-term housing subsidy due to significant barriers to employment and/or benefits access.</li> </ol> </li> <li>2. Demonstrated Need: The TPCH agency must provide evidence that the applicant meets the referral criteria. Provide a family navigator to assist client to locate appropriate housing according to their needs. Provide appropriate and necessary case-management and supportive services and crisis intervention, if necessary. Notify the PHA if the client withdraws from the services with the agency and update HMIS. Pre-inspect client's unit at</li> </ol>

## Changes made to Housing Choice Voucher Administrative Plan Effective July 1, 2022

		<p>48-96 hours prior to a scheduled inspection, attend all certification and inspection appointments, mediate landlord/client issues, and</p> <p>3. Responsible for Rent - The person must be financially responsible for their portion of rentcost. The TPCH agency must check in with client by the 6<sup>th</sup> of each month to ensure rent is paid if client is responsible to pay rent.</p> <p>4. Amount of Rent Subsidy: Maximum monthly payment shall be equal to the rent paid, not to exceed 110% of the Fair Market Rent (FMR) as determined by HUD, less 30% ofthe gross income of the eligible applicant. The FMR shall be that of a one-bedroom unitor a proportionate share of the rental cost in units containing more than one bedroom.</p> <p>5. This is a referral-based program requiring a certification from the PHA's partnering agency. Upon acceptance of the referral the certified client will be issued the next available HPP designated voucher.</p>
Chapter 19	Specialty Programs	Previously Chapter 18 and is now Chapter 19
Chapter 20	Emergency Housing Choice Vouchers	Added new program information, regulations and policies.