

Clermont Metropolitan Housing Authority (CMHA)
Housing Choice Voucher (HCV) Administrative Plan
Summary of Changes 10/1/2022 to 9/30/2023

1. Guests [24 CFR 5.100] page, 3-6

Current: A guest can remain in the assisted unit no longer than 30 consecutive days or a total of 90 cumulative calendar days during any 12-month period.

Amended: A guest can remain in the assisted unit no longer than 14 consecutive days or a total of 30 cumulative calendar days during any 12-month period.

2. Criminal Activity [24 CFR 982.553(c)] page 3-25

Current: Not currently in the policy.

Amended: Criminal sexual conduct, including but not limited to rape, sexual battery, unlawful sexual conduct with a minor, gross sexual imposition, sexual imposition, importuning, voyeurism, and public indecency. Criminal behavior under these circumstances may result in a denial of assistance if the offense occurred in the last 10 years and/or if the offender is subject to any registration requirements in any state.

3. Criminal Activity [24 CFR 982.553 page 3-25]

Current: Not currently in policy.

Amended: Active and open warrant or capias.

4. Purging the waiting list, page 4-9.

Current: To update the waiting list, the PHA will send an update via first class mail to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

Amended: To update the waiting list, the PHA will send an interest letter/application packet via first class mail to families who have reached the top of the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last known address that the PHA has on record for the family. The update request will have a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list. If applicant has applied to multiple waiting lists, a no response to the interest letter will result in removal from those waiting lists as well regardless of their position.

5. Applying for Assistance [HCV GB, pp. 4-11 4-16, Notice PIH 2009-36]

Current: A one step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance. A two-step process will be used when it is expected that the family will not be selected from the waiting list for at least 60 days from the date of application. Under the two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list. Families may obtain application forms from the PHA's office during normal business hours. Families may also request-by telephone or by mail-that an application be mailed to them via first class mail. Completed applications must be returned to the PHA by mail, electronically,

by fax, or submitted in person during normal business hours. Applications must be complete in order to be accepted by the PHA for processing. If an application is incomplete, the PHA will notify the family of the additional information required.

Amended: Families who wish to apply for any one of the PHA programs must complete a pre-application form on the PHA's website when application taking is open. Application's will be made available in an accessible format upon request from a person with a disability. The application process will involve two phases. The first is the "initial" application for assistance (referred to as the pre-application). The first phase results in the family's placement on the waiting list. The pre-application will be electronically sent to the PHA's eligibility office where it will be maintained by date and time until such a time as it is needed for processing. Applications must be complete in order to be accepted by the PHA for processing. The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time the PHA ensures that verification of all HUD and PHA eligibility factors are current in order to determine the family's eligibility.

6. Selection Method 4-III.C. Local Preferences [24 CFR 982.207; HCV p. 4-16], page 4-13 – 4-14

Current: Rent Burden (1 Pt)

Amended: Remove Rent Burden as a preference

7. Selection Method 4-III.C. Local Preferences [24 CFR 982.207; HCV p. 4-16], page 4-13 – 4-14

Current: The PHA will work with the following partnering agencies: YWCA, Clermont County Community Services through James Sauls Homeless Shelter, House of Peace, Clermont County Senior Services, Greater Cincinnati Behavioral Health and Brightview Health.

Amended: The PHA will work with the following partnering agencies: YWCA, Clermont County Community Services through James Sauls Homeless Shelter, House of Peace, Clermont County Senior Services, Greater Cincinnati Behavioral Health, Brightview Health and Clermont County Board of Developmental Disabilities.

8. Selection Method 4-III.C. Local Preferences [24 CFR 982.207; HCV p. 4-16], page 4-13 – 4-14

Current: Not currently in policy

Amended: CMHA will accept up to 10 referrals a calendar year from Clermont County Board of Developmental Disabilities to provide housing opportunities to homeless families in Clermont County. (85 pts)

9. Self-Certification, page 8-15

Current: Not currently in policy.

Amended: Owners/Landlords could be barred from the self-certification process if it is determined that they are not completing the repairs that they certified they have done.

10. Owner Initiated Rent Determinations, page 8-19

Current: The PHA will determine whether the requested increase is reasonable within 10 business days of receiving the request from the owner. The owner will be notified of the determination in writing.

Amended: The PHA will determine whether the requested increase is reasonable within 30 calendar days of receiving the request from the owner. The owner will be notified of the determination in writing.

11. C02 detectors, page 8-25

Current-Not currently in policy.

Amended-Per PIH Notice 2022-01, CO alarms or detectors are required in certain Federally Assisted Housing by December 27, 2022. The CO alarms or detectors be installed in each dwelling unit receiving tenant-based or requires a project-based assistance or is owed or operated by a PHA or by the owner of a dwelling unit receiving project-based assistance in a manner that meets or exceeds the standards as described in Chapters 9 and 11 of the 2018 publication of the International Fire Code (IFC), as published by the International Code Council (ICC).

12. Sending Documentation to the Receiving PHA, page 10-12

Current: In addition to these documents, the PHA will provide the following information, if available, to the receiving PHA: SSNs, Documentation of SSNs for all nonexempt household members whose SSNs have not been verified through the EIV system, Documentation of legal identity, Documentation of citizenship or eligible immigration status, Documentation of participation in the earned income disallowance (EID) benefit, Documentation of participation in a family self-sufficiency (FSS) program.

Amended: The PHA will not provide any additional information to the receiving PHA.

13. Notification of and Participation in the Annual Re-examination Process, page 11-3

Current: Families generally are required to participate in an annual re-examination interview, which must be attended by the head of household, spouse or cohead. If participation in an in-person interview poses a hardship because of a family member's disability, the family should contact the PHA to request a reasonable accommodation. If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, the PHA will send a second notification with a new interview date and appointment time. If a family fails to attend two scheduled interviews without PHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.

Amended: Families generally are required to participate in an annual re-examination interview, which must be attended by any adult (over 18) in the household. This interview may also be conducted by completing an Annual Re-examination packet by mail. If the family is unable to attend a scheduled interview or return their Annual Re-examination packet by the due date, family should contact the PHA in advance to schedule a new interview date or get an extension on the due date to return the Annual Re-examination packet. If family does not attend the scheduled interview or return their Annual Re-examination packet by the due date, the PHA will send a second notification with a new interview appointment time or Annual Re-examination packet with a new due date. If a family fails to attend two scheduled interviews or provide Annual Re-examination packet by due date without PHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.

14. Conducting Annual Re-examinations 11-I.D., page 11-4

Current: Families will be asked to bring all required information to the re-examination appointment. Any required documents or information that the family is unable to provide at the time of the interview must be provided within 10 days of the interview.

Amended: Families will be asked to bring all required information to the re-examination appointment. If the re-examination is being completed by mail, the family will be notified of all required information needed that is to be sent back with the Annual Re-examination packet. Any required documents or

information not provided at the time of the interview must be provided within 10 business days of the interview. If being completed by mail, a letter will be sent regarding what documents are still needed and the family will be given 10 business days to return the requested documents.

15. PHA Initiated Interim Re-examinations, page 11-11.

Current: If the family has reported zero income, the PHA will conduct an interim re-examination every 3 months as long as the family continues to report that they have no income.

Amended: If the family has reported zero income, the PHA may conduct an interim re-examination every 3 months as long as the family continues to report that they have no income.

16. Family-Initiated Interim Re-examinations, Required Reporting, page 11-12

Current: Families are required to report increases in income of more than \$25 per month, including new employment, within 30 business days of the change occurring. The PHA will conduct an interim re-examination to recalculate the new family share of rent and new subsidy amount.

Amended: Families are required to report all increases in earned and unearned income within 30 calendar days of the date the change takes effect. The PHA will conduct an interim re-examination to recalculate the new family share of rent and new subsidy amount if the increase in household income is \$200.00 or more per month.

17. Optional Reporting, page 11-12

Current: Changes and verifications must be received before the 20th of each month in order to decrease rent for the following month.

Amended: Remove from policy

18. Approval of Expedited Waivers for the Housing Choice Voucher Program:

List of expedited regulatory waivers

Waiver Requested	Waiver Status/Term Expiration	Waiver Name	Regulation	Summary of relief from HUD Requirements
Yes	APPROVED: Expiration 12/31/2022	Increase in Payment Standard During Housing Assistance Payment (HAP) Contract Term	24 CFR § 982.505(c)(4)	PHAs have the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.
Yes	APPROVED: Expiration 12/31/2022	SEMAP Score	24 CFR § 985.105 24 CFR § 985.101	PHAs with a fiscal year end 3/31/22, 6/30/22, or 9/30/22, may request to waive the application of SEMAP in its entirety, only if the PHA has a SEMAP indicator affected directly or indirectly because of the disruption to PHA operations caused by its adoption of available CARES Act waivers.