



## Summary of HACA Administrative Plan Updates - (Chapters 1 - 20)

Click on each Chapter Name to open the specific chapter document

Clarification in several chapters including the term human trafficking added to the Violence Against Women Act language to align with current guidelines.

- **Chapter 1, Program and Plan Overview:**
  - Minor additions of rules and HACA policies.
    - Clarification on applicability to special designations ( HCV, RAD, PBV, and MTW). (p. 1-3)
    - Clarification of the overall operation of the program and defining HOTMA and its impact on public housing as well as section 8. (p. 1-5 to 1-6)
- **Chapter 2, Fair Housing and Equal Opportunity:**
  - Clarification of HACA policy with Addition of rules and state anti-discrimination laws and how they apply. (p. 2-1 thru 2-4)
    - State Fair Housing Act, NCGS Ch. 41A
    - NCGS 42-40, prohibiting discrimination based on the status of victim abuse.
- **Chapter 3, Eligibility:**
  - Revision of how long a guest may remain in the assisted unit (p. 3-7)
  - Clarification of HACA policy regarding the definition of a foster child. (p. 3-8)
  - Clarification in the section Other Permitted Reasons for Denial of Assistance defining criminal activity regardless of proximity to the HACA community. (p. 3-28)
  - Addition to HACA policy regarding Screening for Suitability of a Tenant and providing certain information and history to landlords in the HCV program. (p. 3-32)
- **Chapter 4, Applications, Waiting List and Tenant Selection:**
  - Clarification of HACA policy regarding The Application Process (p. 4-3)
  - Clarification of rules and minor changes to HACA policies Managing the Waiting List (p.4-7)
  - Clarification of HACA policy Selection Method
    - Local Preferences
      - Addition regarding, no waiting list for HUD-VASH vouchers. (p. 4-17)
    - Order of Selection (p. 4-18)
    - The Application Interview (p. 4-20)
- **Chapter 5, Briefings and Voucher Issuance:**
  - Clarification of rules and HACA policies
    - Family Obligations (p. 5-9)
  - Clarification of Determining Family Unit (5-13)
  - Addition of rule to HACA policy Voucher Term and Extensions (p. 5-18)
- **Chapter 6, Income and Subsidy Determinations:**
  - Clarification of HACA policy in the Introduction, to include how Moving to Work (MTW) stepped rent supersedes any inconsistencies in Chapter 6. (p. 6-1)
  - Addition to HACA policy in Assets Disposed of regarding the expiration of disposed assets and the time frame allowed. (p. 6-32)
  - Clarification of rules and policies regarding Calculating Family Share and PHA Subsidy (p. 6-60 thru 6-62)
  - Addition of Exhibit 6-0 MTW Demonstration – Stepped Rent (p. 6-70 thru 6-75)

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- **Chapter 7, Verification:**

- Revision of HACA policy stating that, based on MTW, written third-party verification is not required by HACA. (p. 7-17, 18)
- Revision of HACA policy regarding Non-Third-party Verification waiver to self-certify family assets. (p. 7-19)
- Clarification of Verification of Preference Status referencing HACA policy to Chapter 4-II.C Selection Method. (p.7-31)

- **Chapter 8, National Standards for Physical Inspection and Rent Reasonableness:**

This chapter mainly focuses on Inspection results regarding self-certification

- Addition to Additional Local Requirements in HACA policy to include variations to the NSPIRE standards. (p. 8-5 to 8-6)
- Clarification of rules and HACA policies The Inspection Process
  - Overview (p. 8-13 thru 8-15)
    - Inspection of PHA-Owned Units to include HACA MTW waiver approved for third-party inspection and use of HACA-trained employees to perform NSPIRE inspections of PBV units. (p. 8-13 to 8-14)
    - Clarification of HACA policies regarding the charge fee of \$100 for each failed inspection and use of RVI for inspections as needed. (p. 8-15)
  - Clarification of Rent Reasonableness of HACA policies in Overview regarding MTW agency approval to use its trained employees to perform rent reasonableness determinations. Methods must be made available to voucher participants. (p. 8-22)

- **Chapter 9, General Leasing Policies:**

- Revision of HACA policy regarding rent increase request by owner in writing 60 days before family's annual recertification. (p. 9-14)

- **Chapter 10, Moving, Continued Assistance, and Portability: (No Changes)**

- **Chapter 11, Reexaminations:**

- Clarifications regarding MTW's various waivers and changes from annual reexaminations to triennial reexaminations. (p. 11-1 to 11-2)

- **Chapter 12, Termination of Assistance and Tenancy:**

- Clarification on Mandatory Policies and Other Authorized Terminations.
  - HACA policy clarification that PHA may terminate a family's assistance if any family member has been evicted from housing in last three years. (p. 12-7)

- **Chapter 13, Owners:**

- Clarification of rules and HACA policies for Owners in HCV Program
  - HACA policy add to MTW Incentives regarding waiver authorizing payments to the landlord from the HACA HAP fund. (p. 13-4 to 13-5)

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- **[Chapter 14, Program Integrity: \(no changes\)](#)**
  
- **[Chapter 15, Special Housing Types:](#)**  
Reworked to include policies by default rather than directing to guide.
  - Introduction (p. 15-1)
    - HACA adopts Parts I through VII allowing use of all housing types (p. 15-1)
  - Clarification of HACA policy for Shared Housing. (p. 15-11)
  - Clarification of rules and HACA policies for Homeownership. (p. 15-22)
    - Overview (p. 15-21)
    - Family Eligibility (p. 15-23)
    - Selection of Families (p. 15-24)
    - Eligible Units (p. 15-25)
    - Additional HACA requirements (p. 15-27)
    - Homeownership Counseling (p. 15-28)
    - Home Inspections, Contract of Sale, and HACA Disapproval of Seller (p. 15-29)
    - Financing (p. 15-31)
    - Continued Assistance Requirements; Family Obligations (15-32)
    - Maximum Term of Homeowner Assistance (15-33)
    - HAP Payments and Homeownership Expenses (p. 15-35 thru 15-36)
      - Payment standard for the MTW homeownership program
      - Deferred 2<sup>nd</sup> Mortgage
      - Term of mortgage assistance
    - Portability (p. 15-37)
  
- **[Chapter 16, Program Administration:](#)**
  - The Addition of HACA policy regarding Payment standards may be approved between 80% and 120% of the Fair Market Rent (p. 16-5 to 16-6) \*
  - Clarification of Informal Hearing Procedures where the PHA has designated Senior Staff Members of HACA to serve as hearing officers. (p. 16-25)
  
- **[Chapter 17, Project-Based Vouchers:](#)**
  - Added to HACA policy the review of PHA selection will be with the City of Asheville or the HUD Field Office. (p. 17-11)
  - Clarification of HACA policy re Exceptions to 25% per Project Cap: (p. 17-16 to 17-17)
    - Seeking development partners for PBV housing exceeding 25% project cap.
    - Inclusion of low-income, disabled, homeless or specific need families.
    - Specific types of services that meet the supportive services requirements.
    - Included ruling from recent American Community Survey Five-Year estimates.
  - Clarification of Project Cap stating RAD PBV developments are exempt (p. 17-17)
  - Approved MTW Activity 2022-5 third-party waiver: Inspection of PHA-owned units (p. 17-25)
    - For PBV Units owned by Asheville Housing, quality control inspections performed at twice the standard rate shown in chart.
  - Deleted Exhibits 17-1 and 17-2 regarding PBV Development and Special Provisions in TPV application (p. 17-68)

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- **[Chapter 18 Project Based Vouchers \(PBV\) Under the Rental Assistance Demonstration \(RAD\) Program:](#)**
  - Added Chapter 18 in its entirety in clarification to:
    - Applicable Regulations
    - PBV Percentage Limitation
    - Inspecting Units
    - Continuation of Housing Assistance Payments based on RAD Notice
  
- **[Chapter 19: Special Purpose Vouchers:](#)**
  - This is an entirely new chapter governing detailed requirements for special-purpose vouchers like VASH, NED, and Mainstream.
  - Part I: Family Unification Program (FUP) not used by HACA at this time (no entries)
  - Introduction inclusion of special purpose vouchers: FYI Program, VASH, Mainstream, and Non-Elderly Disabled (part II-IV)
  
- **[Chapter 20: Moving To Work – Local Non-Traditional Activities:](#)**
  - Addition of Sections:
    - Work Requirement (MTW Activity No. 2024-2) (p.20.3 to 20.5 )
    - Triennial Recertifications for Non-Study Households (MTW Activity No. 2024-1) (p.20-5 to 20-6 )
    - Asheville Housing (MTW Activity No.2023-2) Rent Reasonableness Third Party Requirement (p.20-6 to 20-7)
  - Update of HUD Approved MTW Activities 2023-2024 Fiscal Year
  
- **[Glossary](#)**

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\* These MTW activities were approved by the Board in November and by HUD in January, so they are just being added as required to the Admin Plan.