



Summary of Key Administrative Plan Changes (July 2025)

Chapter 0, Introduction: No HACA policy changes.

Chapter 1, Overview: No HACA policy changes.

Chapter 2, Fair Housing:

1. **Page 2-4:** This change reflects the pending changes in the HUD rule regarding marital status, gender identity and sexual orientation. The rule remains on the books, but the HUD Secretary has directed the Department not to enforce it. The policy reflects an openness to all types of families, but no formal designation of protected status for these groups.
2. **Page 2-5:** This addition provides a firm timeline for internal investigation of fair housing complaints.
3. **Page 2-6:** This addition formalizes procedures for Violence Against Women Act (VAWA) complaints, which are similar in nature to Fair Housing complaints.

Chapter 3, Eligibility:

1. **Page 3-8:** The definition of foster child changed with HOTMA and the new definition is reflected in the Glossary Chapter.
2. **Page 3-11:** Minor adjustments to the language for verification and approval of live-in aides.
3. **Page 3-17:** Consistent with HOTMA, this new policy clarifies that revocation of consent to access important income verification sources will result in denial of admission.

Chapter 4, Applications, Waitlist, and Tenant Selection: No changes in this chapter.

Chapter 5, Briefing and Voucher Issuance *(including family obligations)*

1. **Page 5-8:** New clarifications regarding information for families to be included in the briefing packet.
2. **Page 5-9:** Implementation of the MTW work requirement of 15 hours per week. See also Exhibit 5-1 on page 5-21.
3. **Page 5-17:** Minor changes regarding procedures for requesting a larger unit size for people with disabilities.
4. **Page 5-21 – 5-22:** Exhibit 5-1 outlines the details and implementation targets of the new 15-hour/week work requirement for non-exempt HACA families.

Chapter 6, Income and Subsidy Determinations: No changes in this chapter.

Chapter 7, Verification: No changes in this chapter.

Chapter 8, NSPIRE (inspections)

This chapter implements changes from the old HQS (Housing Quality Standards) regulation to the new NSPIRE (National Standards for the Physical Inspection of Real Estate) regulation, which must be implemented by PHAs no later than October 1, 2025.

1. **Page 8-5:** This new policy reflects that HACA has not at this point requested any variations to the NSPIRE standards.
2. **Page 8-8:** This clarifies that all utilities must be on when an inspection is conducted or the unit will not pass.
3. **Page 8-9 – 8-11:** For this section, different rules apply depending on the date of the Housing Assistance Payment (HAP) contract. For HAP contracts effective prior to June 5, 2024, the owner is responsible for resolving any violations, even if they caused by are the tenant and part of the tenant's responsibilities. For HAP contracts entered or renewed after that date, the tenant, rather than the owner, is responsible for resolving those violations.
4. **Page 8-18:** This clarifies that for initial inspections both life-threatening and non-life threatening (NLT) defects must be fixed before the HAP contract is effective.
5. **Page 8-20:** Utilities must be turned on so building systems can be checked during the initial inspection.

6. **Page 8-23 – 8-24:** These revisions also implement procedures that are slightly different based on the date of the HAP contract. These procedures relate to notification of the owner and tenant regarding deficiencies identified in the inspection and who is responsible for correcting them.
7. **Page 8-25:** During COVID, there were some exceptions for reinspection after a nonlife-threatening defect was identified, allowing for self-certification and photos instead of an on-site reinspection. Under this change, photos and self-certification will no longer be allowed and an on-site reinspection is required.
8. **Page 8-27 – 8-28:** This section implements a slightly revised procedure for stopping payments to an owner after failure to correct deficiencies, and reinstatement of those payments if the deficiencies are corrected before final termination of the HAP contract.

Chapter 9, General Leasing Policies: No HACA policy changes.

Chapter 10, Moving with Continued Assistance:

1. **Pages 10-3 – 10-7:** These policy revisions clarify the timelines and assistance available from HACA for voucher families who want to or must move due to housing quality deficiencies (See Chapter 8) that the owner has failed or refused to repair.
2. **Page 10-13:** This revision generally tightens up the timeline for families to lease a new unit in another locations outside Buncombe County using the “portability” option available with all Housing Choice Vouchers.
3. **Page 10-14:** Also related to portability, this new language allows for disclosure of important information related to the family to the new PHA that will be taking over their voucher.

Chapter 11, Reexaminations: No changes in this chapter.

Chapter 12, Termination of Assistance and Tenancy:

1. **Page 12-3:** This change aligns this chapter with a change already approved in Chapter 7 regarding termination of assistance if the family revokes consent for HACA to gather necessary information regarding income and assets from financial institutions.
2. **Page 12-8:** This addition implements an optional HOTMA provision allowing PHAs not to enforce the asset limitation for new admissions to the program. Because our applicants generally have very few countable assets, this will affect only a handful, if any, new admissions.

Chapter 13, Owners: No changes in this chapter.

Chapter 14, Program Integrity:

1. **Page 14-4:** This clarification allows staff to look back at the family's information from their most recent regular or interim reexamination (not just the most recent annual reexam) to identify potential inconsistencies or incomplete income information.
2. **Page 14-12:** This change requires HACA to correct any staff mistakes that have resulted in an overpayment of rent by the family, regardless of how small the error.

Chapter 15, Special Housing Types:

1. **Page 15-20:** These revisions allow special provision for payment of housing assistance to the owner, when the family is just renting a space for manufactured housing from the owner, not the housing unit itself.
2. **Pages 15-21 – 15-35:** The remaining revisions in this chapter relate to the HCV Homeownership program and implement the Moving to Work (MTW) authority requested by HACA and approved by HUD in 2024. This new regulatory flexibility will help expand Homeownership and make it more achievable for our families in the competitive local market, in three main ways:

If necessary for the family's financial viability –

- HACA can expand the payment standard for Homeownership participants up to 140% of the fair market rent to allow coverage of higher interest that results in larger mortgage payments.
- HACA can use HAP funds for downpayment assistance in the form of a deferred second mortgage. This option will be in addition to the assistance with monthly mortgage payments typically allowed for HCV Homeownership.
- During the final year of standard HCV Homeownership assistance (usually year 15), HACA will be able to extend assistance up to the maximum of a full 30 year mortgage for the family.

Chapter 16, Program Administration:

1. **Pages 16-6 – 16-12:** These revisions clarify various technical details related to establishing payment standards, the maximum amount of gross rent (including utilities that can be paid by the agency in various situations).
2. **Page 16-13:** We have not to date established an energy efficient utility allowance but could modify this policy in the future.

3. **Page 16-20:** This clarifies when we will grant an informal hearing for adverse decisions related to reasonable accommodations for people with disabilities and decisions ending participation in the Family Self Sufficiency (FSS) program.

Chapter 17, Project Based Vouchers:

The revisions in this chapter bring it up to date with regulatory requirements that apply when HACA decides to issue project-based vouchers, which is increasingly important to ensure we have a dedicated supply of apartments that are dedicated to the Housing Choice Voucher program. Most of the revisions bring this chapter up to date with current regulatory requirements.

1. **Page 17-3:** This is a basic introductory policy. The deletions are now reflected in other parts of the Chapter.
2. **Page 17-5:** HACA has chosen not to add anything to the HUD definitions for this program.
3. **Pages 17-7 – 17-15:** These revisions relate to when HACA may under current law increase the number of PBVs from 20% to 30% of its voucher inventory, and when we can allow more than 25% of the units in a particular development to be dedicated to project-based vouchers. (The RAD PBV units in HACA's former public housing communities do not count toward these percentages.)
4. **Pages 17-19 – 17-38:** The revisions in this section relate to procedural requirements when HACA decides to seek proposals from developers or existing housing owners and align that process current regulatory guidance.
5. **Pages 17-39 – 17-50:** The revisions in this section clarify the inspection processes that apply to various types of PBV developments before a HAP contract can be signed and rental assistance paid for that project.
6. **Pages 17-57 – 17-62:** These amendments bring the rules for inspection and withholding rental assistance into alignment with the provisions of Chapter 8 regarding inspections generally.
7. **Pages 17-69 – 17-70:** These amendments bring the waiting list policy into alignment with our general waiting list policies and procedures in Chapter 4.
8. **Pages 17-71 – 17-79:** These revisions spell out the compliance requirements consistent with regulation when a property owner requests to maintain their own waiting list (separate from HACA's) for the PBV units in their property.

9. **Page 17-86:** This revision extends the time and offers some flexibility when a family is required to move to a different unit or property because of a change in family size.
10. **Pages 17-87 – 17-89:** When a PBV resident has resided in a PBV property for at least one year, they have the right under federal regulation to move and receive the next available tenant-based voucher. These revisions clarify the procedures for exercising that right.
11. **Pages 17-94 – 17-98:** These revisions clarify various options and requirements for establishing the reasonableness of the owner's rents and requests for rent increases during the term of the contract.
12. **Pages 17-102 – 17-103:** Some PBV contracts may allow for limited vacancy payments when a tenant moves out. These changes clarify the procedures for those vacancy payments.
13. **Pages 17-106 – 17-112:** There are no changes in Part X, but it includes special rules that apply to HACA's former public housing developments, which were all converted between 2014 and 2017 to Project Based Voucher properties under the Rental Assistance Demonstration (RAD).

Chapter 18, Project Based Vouchers under the RAD Program:

No changes, see note. We developed Part X of Chapter 17 during the RAD conversion process in 2014, and it has simply and adequately covered the special requirements for RAD PBVs that have been in place for more than a decade.

Chapter 19, Special Purpose Vouchers:

This chapter covers specific rules related to the four special purpose voucher programs currently managed by HACA – Foster Youth to Independence (FYI), Veterans Affairs Supportive Housing (VASH), Mainstream, and Non-Elderly Disabled (NED).

1. **Pages 19-3 – 19-18, FYI Vouchers:** There are no changes except one on page 19-18 to say that we may consider project basing FYI vouchers in the future.
2. **Pages 19-19 – 19-35, VASH Vouchers:** This is our largest special purpose voucher program, serving homeless veterans in conjunction with supportive services provided by the Charles George Veterans Medical Center. The only revision is on page 19-32, related to termination of assistance for failure by the veteran to participate in case management provided by the VA.

3. **Pages 19-37 – 19-43, Mainstream Vouchers:** This special voucher program serves families with a disabled member, including some who are moving from congregate living to “mainstream” community living. The only substantive change is an addition of a preference that used to be in Chapter 4, for applicants who have a commitment of supportive services from a local agency or at least 6 months after they move in.
4. **Pages 19-45 – 19-50, NED Vouchers:** This special purpose voucher program is very similar to Mainstream, except that the disabled person must be the family’s head of household or spouse to qualify. As with Mainstream, the only substantive change is relocation of the supportive services preference that used to be in Chapter 4 to this chapter (See page 19-47.)

Chapter 20, Local Non-Traditional Activities: No changes.

Glossary:

There are no discretionary policies for HACA to approve in this policy, but it is a useful guide to HUD acronyms and definitions. It contains the new HOTMA definitions for a variety of terms.

HOTMA Appendix:

There are no discretionary policies for HACA to approve here either. This will help HUD and other readers of the Administrative Plan understand where transitional provisions are located during the final conversion to HOTMA.