

	B	C	E	F	J	K	L
1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
5	1	1.1	INTRODUCTION . . . Approximately 7,000 families.	Update to approximately 7,412 families (for the City) Update to approximately 5,816 families (for the County)	non-programmatic update	No	Updated number of allocated vouchers
6	1	1.12	FAIR HOUSING POLICY says Section 8 . . .	Update to Housing Choice Voucher (Section 8) . . .	non-programmatic update	No	Corrected program name
7	1	1.17	OWNER OUTREACH	Update to Housing Choice Voucher (Section 8) . . .	non-programmatic update	No	Corrected program name
8	1	1.17	OWNER OUTREACH: FH has active participation in a community based organization . . .	Update to community-based organization . . .	non-programmatic update	No	Corrected grammar
9	1	1.18	VIOLENCE AGAINST WOMEN ACT (VAWA) 2013	Updated name to: VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022)	HUD Regulation and/or regulatory change	Yes	Due to the amendment and reauthorization of VAWA, the section name and overview has been updated to "Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022)."
10	1	1.18	VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022) The Violence Against Women Act of 2013 (VAWA) was signed into law. The Act is intended to protect the rights of victims of domestic violence, dating violence, sexual assault, or stalking. The legislation imposes several important requirements on public housing agencies that operate a Housing Choice Voucher (HCV) program.	Overview updated: The Violence Against Women Act. Reauthorization Act of 2022 (VAWA 2022) is a federal law that protects individuals who are survivors of domestic violence, dating violence, sexual assault, and stalking regardless of sex, sexual orientation, or gender identity. VAWA includes protections for survivors who are applying for or residing in covered housing programs. The legislation imposes several important requirements on public housing agencies that operate a Housing Choice Voucher (HCV) program.	HUD Regulation and/or regulatory change	Yes	Due to the amendment and reauthorization of VAWA, the section name and overview has been updated to "Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022)."
11	1	1.19	None	Added: 1.19 Use of Housing Choice Voucher (HCV) and Mainstream Voucher Administrative Fees for Other Expenses to Assist Families to Lease Units	HUD Regulation and/or regulatory change	Yes	Allows PHA to use its administrative fees to support these other activities, including to recruit and retain owners to participate in the HCV program, should it have the resources available to do so. A PHA must first adopt a policy in the PHA administrative plan that governs the terms and conditions of the activity, including any limitations or eligibility criteria for these activities
12	1	1.19	None	Added full section			
13	2	2.1	INTRODUCTION: Random lottery draws will be used as the methodology to select applicants from the interest list to create the waiting list, as needed. A final draw/purge of the interest list will take place annually.	Random lottery draws will be used as the methodology to select applicants from the interest list to create the waiting list, as needed. A final draw/purge of the interest list may take place as needed.	Staff Suggestion	Yes	We have not been completing final draws every year. Do not want to commit.
15	2	2.2	OPENING AND CLOSING OF INTEREST LIST: pre applications referral based	Correct to "pre-application" Correct to "referral-based"	non-programmatic update	No	Corrected grammar
16	2	2.3	FAMILY OUTREACH: low income	Correct to "low-income"	non-programmatic update	No	Corrected grammar
17	2	2.4	FAIR HOUSING POLICY: "the Section 8 programs..."	Correct to "Housing Choice Voucher (Section 8)"	non-programmatic update	No	Corrected program name
18	2	2.5.4	Special Admissions: Assistance Targeted by HUD: Low income Section 8	Correct to "Low-Income" Correct to "voucher"	non-programmatic update	No	Correct program names
19	2	2.5.5	Targeted Admissions: Refer to Chapter 28, Targeted Programs	Refer to SPECIAL PURPOSE VOUCHERS chapter	non-programmatic update	No	Targeted Programs is now Chapter 27 and renamed Special Purpose Vouchers
20	2	2.5.6	Separate Interest Lists for Housing Authority Programs: In accordance with HUD regulations (24 CFR 982.205 (ii)) at the time an applicant is applying for HCV assistance, if pre-applications are being accepted for its Public Housing or Project-Based program, the family must be offered an opportunity to apply for the other program.	Add following sentence at end: FH will notify these applicants by the same means it would use when opening its interest list.	Staff Suggestion	Yes	Consistency. To make it clear we don't have to notify each applicant, individually.
23	2	2.9	REMOVING APLICANT NAMES: 24 CFR 982.204 c	FH will remove names of applicants who do not respond to requests for information or updates. See section 2.10 Grounds for Cancellation from the Interest/Waiting List. FH's decision to withdraw from the interest/waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation in accordance with 24 CFR part 8. If the applicant did not respond to the FH's request for information or updates because of the family member's disability, FH must reinstate the applicant in the family's former position on the waiting list.	Staff Suggestion	No	Current CFR language: The PHA administrative plan must state PHA policy on when applicant names may be removed from the waiting list. The policy may provide that the PHA will remove names of applicants who do not respond to PHA requests for information or updates. (2) An PHA decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation in accordance with 24 CFR part 8. If the applicant did not respond to the PHA request for information or updates because of the family member's disability, the PHA must reinstate the applicant in the family's former position on the waiting list.

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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
24	2	2.9.1	Purging the Interest List or Waiting List: In order to eliminate duplicate processing of pre-applications for applicants who applied on both the City and County HCV lists, applicants are given the choice to remove their pre-application from the list from which they were not selected if they were successfully leased up in the other HCV program.	Remove this since we do not have two interests list now.	Significant Change	Yes	FH will no longer be administering 2 separate wait lists
28	3	3.4.3	SELECTION FROM THE INTEREST LIST FOR ADMISSION: Preference Denial: Chapter 19.3, Informal Review Procedures for Applicants.	If 19.2 is moved to the end of the section as proposed, this will become 19.2	non-programmatic update	No	Need to move if approved.
29	3	3.5	FULL APPLICATION COMPLETION: Applicants will be required to complete an Application for Initial Occupancy packet which may be mailed to the applicant in advance to complete.	Applicants will be required to complete an online intake application or to fill out a paper intake application. For the HCV and PBV programs, applicants may be given up to 30 calendar days to complete the intake application online or to submit the paper intake application. An invitation to attend an interview does not constitute admission to the program. The head of household and spouse may both be required to attend the interview.	Staff Suggestion	Yes	Paper packets are not usually mailed. Intake applications are initiated online.
30	3	3.5	FULL APPLICATION COMPLETION: Answers to questions regarding arrests/convictions for drug-related or violent criminal activity or child molestation	Answers to questions regarding arrests/convictions for drug-related or violent criminal activity or being subject to lifetime registration under a State Sex offender registration program.	non-programmatic update	No	Admin plan references 24 CFR 982.553 (a) (2) and it does not say child molestation, it says lifetime sex offender registration in the state where the housing is located and in other states where the household members are known to have resided.
31	3	3.6	VERIFICATION: Applicants will be required to provide necessary verification which may not be more than 60 days old from the date of the initial eligibility interview. All information provided by the applicant, will be verified, using the verification procedures described in Chapter 7. If information is not supplied or if the family fails to sign any of the forms required, the application may be denied. These and other grounds for denial of admission are described in Chapter 4.	Applicants will be required to provide necessary verification which may not be more than 60 days old from the date of the initial eligibility interview. All information provided by the applicant, will be verified, using the verification procedures described in Chapter 7. If information is not supplied or if the family fails to sign any of the forms required, the application may be denied. These and other grounds for denial of admission are described in Chapter 4.	non-programmatic update	No	The last line is already in the admin plan two paragraphs down.
32	3	3.8	FINAL ELIGIBILITY DETERMINATION: Each applicant will be interviewed by FH staff to review the information on the application for Initial Occupancy Packet. If FH determines at or after the interview that additional information or document(s) are needed, FH will request the document(s) or information in writing. The family will be given 10 business days to supply the information. Extensions beyond 10 business days may be permitted upon approval of the intake staff member. If the information is not supplied in this time period, FH will provide the family a notification of denial for assistance	Each applicant will be interviewed by FH staff to review the information on the intake application. If FH determines at or after the interview that additional information or document(s) are needed, FH will request the document(s) or information in writing. The family will be given 10 calendar days to supply the information. Extensions beyond 10 calendar days may be permitted upon approval of the intake staff member. If the information is not supplied in this time period, FH will provide the family a notification of denial for assistance	Staff Suggestion	Yes	Intake application is the current name. We no longer do business days
34	4	4.4.4	Live-In Aide: Once a live-in aide is approved, the family must identify a person as the live-in aide within 30 calendar days of the approval to allow FH to conduct a background check.	Change to 60 calendar days.	Staff Suggestion	Yes	The length of time a family is given to replace a live-in aide is increasing from 30 to 60 days
35	4	4.15	REGISTRATION ON ELIGIBILITY OF STUDENTS: SE				
36	4	4.19	ADDITIONAL PROHIBITIONS	Added bullet: Restrictions on assistance to families based on assets 24 CFR 5.618	Significant Change	No	HOTMA
37	4	4.20	SCREENING FOR ADMISSION: FH must prohibit admission to the program of an applicant for three years from the date of eviction if a household member has been evicted from federally assisted housing for drug-related criminal activity.	The PHA will admit an otherwise- eligible family who was evicted from federally assisted housing within the past three years for drug-related criminal activity if the PHA is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program, or the person who committed the crime, is no longer living in the household.	Staff Suggestion	Yes	Current FH policy prohibits admission of applicants for three years from date of eviction from federally assisted housing for drug-related criminal activity. FH will now allow admission if applicant can provide verification that the member who was engaged in such activity has completed supervised drug-rehab or is no longer in the household.
38	4	4.22	INFORMAL REVIEWS: Details regarding the informal review process and how to request one are covered in Chapter 19	Changed chapter 19 to "Informal Reviews and Hearings chapter"	non-programmatic update	No	Chapter 19 name change

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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
39	6	6.2	ANNUAL INCOME [24 CFR 5.609] The general regulatory definition of annual income shown below is from 24 CFR 5.609. •Annual income means all amounts, monetary or not, which: •Go to, or on behalf of, the family head or spouse (even if temporarily absent) or to any other family member; •Are anticipated to be received from a source outside the family during the 12-month period following admission or annual reexamination effective date; and •Which are not specifically excluded in Section 6.2.2, Annual Income Exclusions in this chapter. •Annual income also means amounts derived (during the 12-month period) from assets to which any member of the family has access.	ANNUAL INCOME INCLUSIONS [24 CFR 5.609] Annual income includes, with respect to the family: 1) All amounts, not specifically excluded in section 6.2.1 (paragraph (b) of this section), received from all sources by each member of the family who is 18 years of age or older or is the head of household or spouse of the head of household, plus unearned income by or on behalf of each dependent who is under 18 years of age, and 2) When the value of net family assets exceeds \$50,000 (which amount HUD will adjust annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers) and the actual returns from a given asset cannot be calculated, imputed returns on the asset based on the current passbook savings rate, as determined by HUD.	HUD Regulation and/or regulatory change	Yes	Name updated to Annual Income Inclusions. Section condensed due to HOTMA removing the examples of INCLUDED income sources and provides a broader definition. It now includes an expanded and clarified list of income EXCLUSIONS.
40	6	6.2.1	ANNUAL INCOME INCLUSIONS This section is comprised of examples for "included income sources" contained in 24 CFR 5.609 (b).	ANNUAL INCOME EXCLUSIONS This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.	HUD Regulation and/or regulatory change	Yes	This section will now be comprised of the new 24 CFR 5.609 (b) for examples of Annual Income EXCLUSIONS.
42	6	6.2.3	ANTICIPATING ANNUAL INCOME (now 6.2.2)	Updated to: 6.2.2 CALCULATION OF INCOME (5.609 (c)) This section will no be comprised to include 24 CFR 5.609 (c) for "The PHA or owner must calculate family income as follows:"	HUD Regulation and/or regulatory change	Yes	Name and section updated to 6.2.2 Calculation of Income. 1 st paragraph removed and updated guidelines on calculating annual income. The current policy does not allow the PHA to use other sources of income in the determination of program eligibility. HOTMA allows the PHA the discretion to determine the family's income using determinations made by agencies listed.
43	6	6.2.3	CALCULATION OF INCOME	Remove 1st paragraph: FH generally will use current circumstances to determine anticipated income for the coming 12 month period. HUD authorizes FH to use other than current circumstances to anticipate income when: This section is now 6.2.2	non-programmatic update	No	
44	6	6.2.3	The current policy does not allow the PHA to use other sources of income in the determination of program eligibility.	HOTMA allows the PHA the discretion to determine the family's income ... based on income determinations made within the previous 12-month period for purposes of the following means-tested forms of Federal public assistance: TANF, Medicaid, SNAP, etc. The PHA or owner must obtain such documentation using the appropriate third-party verification . . . The verification must indicate the tenant's family size and composition and state the amount of the family's annual income. The verification must also meet all HUD requirements related to the length of time that is permitted before the third-party verification is considered out-of-date and is no longer an eligible source of income verification. This section is now 6.2.3	HUD Regulation and/or regulatory change	Yes	Use of other programs' determination of income. (i) The PHA or owner may , using the verification methods in paragraph (c)(3)(ii) of this section, determine the family's income prior to the application of any deductions applied in accordance with § 5.611 based on income determinations made within the previous 12-month period for purposes of the following means-tested forms of Federal public assistance: (A) The Temporary Assistance for Needy Families block grant (42 U.S.C. 601, et seq.). (B) Medicaid (42 U.S.C. 1396 et seq.). (C) The Supplemental Nutrition Assistance Program (42 U.S.C. 2011 et seq.). (D) The Earned Income Tax Credit (26 U.S.C. 32). (E) The Low-Income Housing Credit (26 U.S.C. 42). (F) The Special Supplemental Nutrition Program for Women, Infants, and Children (42 U.S.C. 1786). (G) Supplemental Security Income (42 U.S.C. 1381 et seq.). (H) Other programs administered by the Secretary. (I) Other means-tested forms of Federal public assistance for which HUD has established a memorandum of understanding. (J) Other Federal benefit determinations made in other forms of means-tested Federal public assistance that the Secretary determines to have comparable reliability and announces through the Federal Register. (ii) If a PHA or owner intends to use the annual income determination made by an administrator for allowable forms of Federal means-tested public assistance under this paragraph (c)(3), the PHA or owner must obtain it using the appropriate third-party verification. If the appropriate third-party verification is unavailable, or if the family disputes the determination made for purposes of the other form of Federal means-tested public assistance, the PHA or owner must calculate annual income in accordance with 24 CFR part 5, subpart F. The verification must indicate the tenant's family size and composition and state the amount of the family's annual income. The verification must also meet all HUD requirements related to the length of time that is permitted before the third-party verification is considered out-of-date and is no longer an eligible source of income verification.

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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
45	6	6.2.4	No previous guidance	6.2.4 DE MINIMIS ERRORS The PHA or owner will not be considered out of compliance with the requirements in this paragraph (c) solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA or owner determination of family income deviates from the correct income determination by no more than \$30 per month in monthly adjusted income (\$360 in annual adjusted income) per family. (i) The PHA or owner must still take any corrective action necessary to credit or repay a family if the family has been overcharged for their rent or family share as a result of the de minimis error in the income determination, but families will not be required to repay the PHA or owner in instances where a PHA or owner has miscalculated income resulting in a family being undercharged for rent or family share. (ii) HUD may revise the amount of de minimis error in this paragraph (c)(4) through a rulemaking published in the Federal Register for public comment.	HUD Regulation and/or regulatory change	Yes	PHA will not be considered out of compliance due to De Minimis errors in calculating family income where the determination of family's income varies by no more than \$30 per month in monthly adjusted income.
46	6	6.4	Lump Sum Receipts	Removed Section	non-programmatic update	No	Referenced in other sections
47	6	6.4.1	Prospective Calculation Methodology	Remove section.	non-programmatic update	No	Referenced in other sections
48	6	6.4.2	Retroactive Calculation Methodology	Remove section.	non-programmatic update	No	Referenced in other sections
49	6	6.5	Income from Assets	Name change: Restriction on Assistance to Families Based on Assets Section is now 6.4	non-programmatic update	No	
50							
51	6	6.4	Restriction on Assistance to Families Based on Assets Section: When the total cash value of family assets is \$5,000 or less, the actual income derived from assets is included in annual income. When the total cash value of family assets exceeds \$5,000, the amount added to annual income is the greater of:	a) Restrictions based on net assets and property ownership. (1) A dwelling unit in the public housing program may not be rented, and assistance under the Section 8 (tenant-based and project-based) programs may not be provided, either initially or upon reexamination of family income, to any family if: (i) The family's net assets (as defined in § 5.603) exceed \$100,000, which amount will be adjusted annually by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers; or (ii) The family has a present ownership interest in, a legal right to reside in, and the effective legal authority to sell, based on State or local laws of the jurisdiction where the property is located, real property that is suitable for occupancy by the family as a residence, except this real property restriction does not apply to: (A) Any property for which the family is receiving assistance under 24 CFR 982.620; or under the Homeownership Option in 24 CFR part 982; (B) Any property that is jointly owned by a member of the family and at least one non-household member who does not live with the family, if the non-household member resides at the jointly owned property; (C) Any person who is a victim of domestic violence, dating violence, sexual assault, or stalking, as defined in this part 5 (subpart L); or (D) Any family that is offering such property for sale. (2) A property will be considered "suitable for occupancy" under paragraph (a)(1)(ii) of this section unless the family demonstrates that it: (i) Does not meet the disability-related needs for all members of the family (e.g., physical accessibility requirements, disability-related need for additional bedrooms, proximity to accessible transportation, etc.); (ii) Is not sufficient for the size of the family; (iii) Is geographically located so as to be a hardship for the family (e.g., the	HUD Regulation and/or regulatory change	Yes	Updated section with a more detailed list of deductions, allowances, and expenses based on HOT
52	6	6.5.1	Contributions to Retirement Funds- Assets	Remove section.	Staff Suggestion	No	Referenced in another section
53	6	6.5.2	Assets Disposed of for less than Fair Market Value	Remove section.	Staff Suggestion	No	Referenced in another section
54	6	6.6.2	FH will obtain written verification from the welfare agency stating the reason for the family's reduction before denying the family's request for rent reduction.	FH will attempt to obtain written verification from the welfare agency stating the reason for the family's reduction before denying the family's request for rent reduction.	non-programmatic update	No	

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55	6	6.10	SECTION TWO: ADJUSTED INCOME: 1. Dependent Allowance: \$480 for each family member who is under 18 years of age, is disabled, or is a full-time student (see Glossary). 2. Elderly/Disabled Allowance: \$400 per family whose head of household or spouse is at least 62 years of age or disabled (see Glossary). 3. Medical Expenses: Deducted for all family members of an eligible elderly/disabled family for out of pocket medical expenses not covered by an outside source. (After expenses exceed 3% of annual income, which is referred to as the medical threshold.) When it is unclear the most current IRS Publication 502, Medical and Dental Expenses, will be used as a reference to determine the costs that qualify as medical expenses. 4. Child Care Expenses: Reasonable childcare expenses not covered by an outside source may be deducted for the care of children under 13 when childcare is necessary to allow an adult member to work, attend school, or actively seek employment. • Childcare to work or actively seek employment: The maximum childcare expense allowed must be less than the amount earned by the person enabled to work. The person "enabled to work" will be the adult member of the household who earns the least amount of income from working. When an adult is "actively seeking employment", it will be established by acceptable documentation or the child care expense cannot be given. Acceptable	Adjusted income means annual income (as determined under § 5.609) of the members of the family residing or intending to reside in the dwelling unit, after making the following deductions: (a) Mandatory deductions. (1) \$480 for each dependent, which amount will be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, rounded to the next lowest multiple of \$25; (2) \$525 for any elderly family or disabled family, which amount will be adjusted by HUD annually in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, rounded to the next lowest multiple of \$25; (3) The sum of the following, to the extent the sum exceeds ten percent of annual income: (i) Unreimbursed health and medical care expenses of any elderly family or disabled family; and (ii) Unreimbursed reasonable attendant care and auxiliary apparatus expenses for each member of the family who is a person with a disability, to the extent necessary to enable any member of the family (including the member who is a person with a disability) to be employed. This deduction may not exceed the combined earned income received by family members who are 18 years of age or older and who are able to work because of such attendant care or auxiliary apparatus; and (4) Any reasonable child care expenses necessary to enable a member of the family to be employed or to further his or her education. (b) Additional deductions. (1) For public housing, the Housing Choice Voucher (HCV) and the Section 8 moderate rehabilitation programs (including the moderate rehabilitation Single-Room Occupancy (SRO) program), a PHA may adopt additional deductions from annual income.	HUD Regulation and/or regulatory change	Yes	Updated section with a more detailed list of deductions, allowances, and expenses based on HOT
56	6	6.13.6	ENERGY EFFICIENT UTILITY ALLOWANCES FOR TAX CREDIT PROPERTIES: "For the purpose of establishing energy efficient utility allowances for tax credit properties, FH requested and was granted a waiver of the requirements of 24 Code of Federal Regulations (CFR) 982.517(b) for Parc Grove Commons in May 2011. FH will update its energy efficient utility allowances on an annual basis for the next three years, and maintain all associated data with the waiver for an additional 3 years. Any future new construction projects must have their own approved waiver."	Delete.	non-programmatic update	No	This section is outdated and has served its purpose, therefore, will be deleted from the Admin Plan.
57	7	7.1	VERIFICATION PROCEDURES: INTRODUCTION: In addition, before sending for verification from independent sources, FH will utilize upfront income verification (UIV) through the Enterprise Income Verification (EIV) system to verify income as required by HUD and conduct face-to-face appointments to discuss any discrepancies with the family at the time of the certification interview.	conduct face to face or virtual appointments to discuss discrepancies	non-programmatic update	No	Included virtual appointments as a meeting option.
58	7	7.3.4	EIV OR IVT DISCREPANCIES: In accordance with 24 CFR §5.236(b)(2)(3), PHAs are required to compare the information on the EIV report with the family-reported information	In accordance with 24 CFR §5.236(b)(2)(3), PHAs are required to compare the information on the EIV report with the family-reported information during annual reexamination.	non-programmatic update	No	
59	7	7.5.3	Unemployment Compensation: Mail EDD form to Sacramento for written third-party verification.	Submit request via EDD website.	non-programmatic update	No	
60	7	7.5.4	Welfare payments: WHIS or Notice of Action provided by applicant/participant	blincome Grant Verification or notice of action provided by applicant/participant	non-programmatic update	No	WHIS printout is no longer the name of the computer generated printout from the welfare department

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61	7	7.5.7	Self Employment Income	Add an additional method of verification 4. FH may elect to have the client self certify, using the Self Employment Form if taxes have not been filed.	non-programmatic update	No	Self Employment form can be used as self certification when client hasn't filed taxes
63	7	7.5.11	Full Time Student Status/deductions	Remove 1st 2 paragraphs: Only the first \$480 of the earned income of full-time students, other than head or spouse, will be counted towards family income. Financial aid, scholarships and grants received by full-time students is not counted towards family income.	non-programmatic update	No	Referenced in Income exclusions chapter
64	7	7.7	VERIFICATION OF ASSETS	Remove 1st 2 paragraphs: FH will obtain third-party verification of all family assets upon admitting a family to the Housing Choice Voucher program and then again at least every 3 years thereafter. Whenever a family member is added, FH will obtain third-party verification of that family member's assets.	non-programmatic update	No	
65	7	7.7	VERIFICATION OF ASSETS: FH will accept a family's declaration of the amount of assets of less than \$5,000 and the amount of income expected to be received from those assets. The documentation in the annual reexamination packet, which has the signatures of all adult family members, can serve as the declaration.	Add: Verification of assets. For a family with net family assets (as the term is defined in § 5.603) equal to or less than \$50,000, which amount will be adjusted annually by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, an owner may accept, for purposes of recertification of income, a family's declaration under § 5.618(b), except that the owner must obtain third-party verification of all family assets every 3 years.	HUD Regulation and/or regulatory change	Yes	HOTMA final rule: For a family with net family assets (as the term is defined in § 5.603 of this title) equal to or less than \$50,000, which amount will be adjusted annually by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers, a PHA may accept, for purposes of recertification of income, a family's declaration under § 5.618(b) of this title, except that the PHA must obtain third-party verification of all family assets every 3 years
66	7	7.8.2	Medical Expense	Health and Medical Care Expenses	non-programmatic update	No	
67	7	7.8.2	Medical Expenses: are expenses anticipated for the 12 months following the certification or recertification, which are not covered by an outside source such as insurance and not reimbursed by an outside source, and which exceed three percent of the gross annual income of the family.	Health and medical care expenses are expenses anticipated for the 12 months following the certification or recertification, which are not covered by an outside source such as insurance and not reimbursed by an outside source, and which exceed ten percent (phased in over 2 years) of the gross annual income of the family.	HUD Regulation and/or regulatory change	Yes	HUD is revising the definition "medical expenses" in § 5.603 to be "health and medical care expenses" consistent with the language used in HOTMA. HOTMA increases the allowance for unreimbursed health and medical care expenses from 3% of annual income to 10%, phased-in over two years.
68	7	7.8.3	Disability Assistance Expenses: Families may deduct anticipated expenses for attendant care and any auxiliary apparatus for disabled family members if they: • Exceed 3 percent of annual income;	Families may deduct anticipated expenses for attendant care and any auxiliary apparatus for disabled family members if they: • Exceed ten percent of annual income (phased in over 2 years).	HUD Regulation and/or regulatory change	Yes	HOTMA - Guidance for deduction for Disability Assistance Expenses updated from 3% to 10% to be phased in over 2 years
69	7	7.9.1	VERIFICATION OF LEGAL IDENTITY	VERIFICATION OF LEGAL IDENTITY & DOCUMENTATION OF AGE: Added clarification to the list of acceptable documents for verifying legal identity and the age of all household members.	Staff Suggestion	Yes	Clarifying why documentation is needed and Updating the list of acceptable documents allowable to verify legal identity of adults and minors & included "Documentation of Age"
70	7	7.9.2	VERIFICATION OF MARITAL STATUS Certification by the head of household is normally sufficient verification. If the PHA has reasonable doubts about a separation or divorce, the PHA will require the family to provide documentation of the divorce or separation. Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer. Verification of a separation may be a copy of court-ordered maintenance or other records. Verification of marriage status is a marriage certificate	This section "Verification of Marital Status" will be changed to a new heading called "FAMILIAL RELATIONSHIPS." A clarifying introduction will be added: <i>The relationship of each household member may affect the determination of adjusted income and must be verified.</i> Examples would be when the person designated as spouse of the head is working and under 18, or if the head is not elderly or disabled but the person designated as spouse of the HOH is disabled. It could also affect the family's eligibility for the program, depending on the PHA's definition of family. There may be times when documentation is needed when staff doubt the validity of the marital relationship. The section under Marital Status also spoke of "divorce and separation" rather than marriage, so that is also corrected.	Staff Suggestion	Yes	Adopting wording provided in NanMcKay's Model Administrative Plan to add clarity as to when adult members could be added to the household.
71	7	7.9.3	FAMILIAL RELATIONSHIPS	The Header has been updated and is now called "VERIFYING FAMILIAL RELATIONSHIPS" and adds "income tax records and Medical/Insurance plans to the list of examples for Verification of Guardianship. Also added "applicant" to clarify that #5 pertains to "applicant families," not participants.	non-programmatic update	No	
72	7	7.9.4	VERIFICATION OF PERMANENT ABSENCE OF FAMILY MEMBER	Added clarification that Certification by the HOH is sufficient verification when reporting an adult member permanently absent.	Staff Suggestion	No	Clarifies that certification by the HOH is the first form of acceptable verification when reporting an adult member permanently absent unless there is reasonable doubt about the person's absence.

	B	C	E	F	J	K	L
1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
3							
4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
73	7	7.12	VERIFICATION UNDER THE VIOLENCE AGAINST WOMEN ACT (VAWA)	Updated name to: VERIFICATION UNDER THE VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022)	Non-programmatic update	No	VAWA was amended and reauthorized
74	8	8.2	Mandatory FH Briefing of the Family: (Section is Blank)	Eliminating header and moving CFR reference to Section 8.2.1- Initial Applicant Briefing.	Non-programmatic update	No	
76	8	8.2.3	Briefing Packet: No. 13 - If the family includes a person with disabilities, FH will provide a list of available accessible units known to FH.	No. 13 - If the family includes a person with disabilities, FH will provide a list of available accessible units known to FH upon request.	Non-programmatic update	No	Add: upon request
77	8	8.2.4	Scheduling the Briefing: FH will conduct individual briefings for families with disabilities at their home, upon request by the family, if required for reasonable accommodation	FH will conduct individual briefings for families with disabilities upon request by the family, if required for reasonable accommodation	Non-programmatic update	No	Add upon request. Sentence needs to be rewritten
79	8	8.2.4	Scheduling the Briefing: FH will conduct individual briefings for families with disabilities at their home, upon request by the family, if required for reasonable accommodation.	The applicant family may request the briefing be done at their home due to reasonable accommodation.	Non-programmatic update	No	Clarified by rewording the sentence; did not remove the ability to request due to reasonable accommdation.
80	8	8.3.1	FH-Identified Areas of Poverty and Minority Concentration: FH is committed to taking action to encourage participation by owners of units located outside areas of minority and poverty concentration. These areas have been identified in maps A and B based on 2015 minority and poverty US census data and are described later in this chapter under the section entitled, "Identifying Non-Impacted Areas of Housing Opportunities". This information will be available to voucher holders and program participants searching for housing and is shared at the briefings with our families as an incentive to consider locating in other nonimpacted areas of the City.	FH is committed to taking action to encourage participation by owners of units located outside areas of minority and poverty concentration. These areas have been identified in maps A and B based on 2021 minority and poverty US census data and are described later in this chapter under the section entitled, "Identifying Non-Impacted Areas of Housing Opportunities". This information will be available to voucher holders and program participants searching for housing and is shared at the briefings with our families as an incentive to consider locating in other nonimpacted areas of the City.	Non-programmatic update	No	
81	8	8.3.4	Lists of Owners Which Includes Properties in Non-Impacted Areas: FH will provide a link to a list of owners that can assist families in locating units outside impacted areas. This Rental Listing is located online at www.gosection8.com. Copies may be obtained by the family when they attend a briefing.	FH will provide a link to a list of owners that can assist families in locating units outside impacted areas. This Rental Listing is located online at www.affordablehousing.com. Copies may be obtained by the family when they attend a briefing upon request.	Non-programmatic update	No	Link name has changed
82	8	8.5	TERM OF VOUCHER: FH will set the voucher term at 60 days. If more search time is needed the family may request an extension, according to the policies in this chapter.	FH may set the voucher term at 60 days or longer depending on market conditions, vacancy rates and time to lease (leasing success rates).	Non-programmatic update	Yes	Policy must be responsive to market conditions and leasing success rates. It's taking families longer to locate affordable housing.
83	8	8.8	VOUCHER ISSUANCE OF PRIORITY: Under Priority #2, it states "current victims of domestic violence, etc.	Change to "Current survivors of domestic violence, etc.	Non-programmatic update	No	Update
85	9	9.2.1	Requirements for RFTA Approval: Bullet point- Non-permitted, converted, free-standing or attached garages or other structures not intended to be living areas (see Chapter 10)- Bullet point #5- The proposed lease complies with HUD and FH requirements	remove entire bullet point, this does not go under the RFTA approval section. Remove Bullet point number 5 this is done at data entry	Non-programmatic update	No	
87	9	9.2.1	Requirements for RFTA Approval: The owner is approvable, and there are no conflicts of interest The owner has not been debarred by HUD; or disapproved by FH in the last three years	Add the [CFR 24 982.161 (a)] and ref Chapter 9.11. Combine into one bullet (6 and 8) [CFR 982.306 (b)]	Non-programmatic update	No	Because owners question it
89	9	9.3.2	Special Housing Types: FH will permit the following as eligible housing types if needed as a reasonable accommodation so that the program is readily accessible to and useable by persons with disabilities in accordance with 24 CFR Part 8:	remove "9.3.2" and the first paragraph language. The bullets will remain in the "special housing types" as a subsection of 9.3.1	Staff Suggestion	No	Removing the restriction for special housing types requirement to allow for greater access to Affordable housing

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2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
3							
4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
90	9	9.3.2	Special Housing Types: Now allowed, previously were RA only: Single Room Occupancy, Congregate Housing, Group Homes & Shared Housing	Updated entire section	Staff Suggestion	Yes	Allowing for more leasing opportunities
91	9	9.3.3	Ineligible Housing Types: A unit occupied by the owner or by any person with an interest in the unit, other than manufactured homes and shared housing as described above; or for the Homeownership Option described in Chapter 21 of this administrative plan.	insert "HCV" Homeowner option Section is now 9.3.2	non-programmatic update	No	
94	9	9.7	LEASE AGREEMENTS: An addendum may be required if any of the above information is not included in the lease.	A lease rider/addendum is required if any of the above information is not included in the lease.	non-programmatic update	No	
97	9	9.9	TERM OF ASSISTED TENANCY: The initial lease term must be for at least one year under HUD regulations	The initial lease term must be for a least one year (12 months) under HUD regulations.	non-programmatic update	No	
100	9	9.13	CHANGE IN OWNERSHIP	Include a requirement for the new owner to sign a written Agreement to comply with the terms of the HAP contract. And that the new owner is not a prohibited relative.	Staff Suggestion	Yes	To ensure new owners are aware of the HAP Contract requirements.
101	10	10.2	GUIDELINES/TYPES OF INSPECTIONS	we will need to update with NSPIRE Requirements			
102	10	10.2	GUIDELINES/TYPES OF INSPECTIONS-Initial/Move-in: A unit must pass this HQS inspection before the Housing Authority will enter into a HAP contract with the Owner.	A unit must pass the HQS inspection before the Housing Authority will enter into a HAP contract with the Owner. If a pre-inspection was conducted on the unit, it is only valid for 30 days from the date of inspection.	non-programmatic update	No	
103	10	10.2	GUIDELINES/TYPES OF INSPECTIONS-FH- Owned units: The independent agency must communicate the results of each inspection to the family and FH.	The independent agency will notify FH of the inspection results and FH will notify the family and owner of the inspection results.	Staff Suggestion	Yes	The independent agency will notify FH of the inspection results and FH will notify the family and owner of the inspection results. Previously, stated the independent agency will contact the family and FH.
104	10	10.2	GUIDELINES/TYPES OF INSPECTIONS-Virtual HQS Inspections:	add at the end- Virtual inspections are at the discretion of the inspector not the tenant.	non-programmatic update	No	
107	10	10.2.3	Special/Complaint Inspections: All compliant inspections must be reviewed within 24 hours of receipt. The Supervisor or HQS Enforcement Specialist will determine if the complaint or request requires and emergency inspection. Emergency inspections must occur within 24 hours of the request.	remove HQS Enforcement Specialist	non-programmatic update	No	
108	10	10.4	HQS Deficiencies: Area is BLANK	HQS Deficiencies should be section title. Removed 10.4	non-programmatic update	No	
109	10	10.4.1	Emergency Fail Deficiencies (Section is now 10.4): When life-threatening deficiencies are identified, FH will immediately notify both parties by telephone, facsimile, or email. In the event FH is not physically able to visually confirm the repair has been corrected in 24-hours, the owner/resident can fax verification of repairs or restoration of services to FH. FH will make every effort to confirm with the client by phone that the emergency repairs have been completed.	remove facsimile and replace with email	non-programmatic update	No	
111	10	10.5	CONSEQUENCES IF FAMILY IS RESPONSIBLE: The inspector will make a determination of owner or family responsibility during the inspection.	Add before the last sentence: A failed item that is caused by the tenant may be listed as the responsibility of the owner to repair. It is at the owner's discretion to charge the tenant for the cost to correct the failed item.	Staff Suggestion	Yes	A failed item that is caused by the tenant may be listed as the responsibility of the owner to repair. It is at the owner's discretion to charge the tenant for the cost to correct the failed item.
112	10	10.6.2	Termination of Contract: If repairs on completed before the effective termination date, the termination may be rescinded by FH if the tenant chooses to remain in the unit. Only two HQS inspections will be conducted after the termination notice is issued.	Add: If the contract is terminated and the resident continues to reside in the unit. The resident will be financially responsible for the market rent.	Staff Suggestion	No	

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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
113	11	11.5	PAYMENT STANDARD FOR A FAMILY: The payment standard is used to calculate the monthly housing assistance payment.	add- The payment standard amount is not a rent amount that every unit or resident will qualify for. It is used as part of the calculation. If the rent amount for the unit is reasonable, the payment standard amount is the maximum that FH can pay on behalf of the resident minus the TTP.	Staff Suggestion	No	Detailed explanation of payment standard
114	11	11.9	RENT ADJUSTMENTS/MODIFICATIONS: The owner/agent can request a rent adjustment to increase the contract rent after the initial lease term or after one year has lapsed from the most recent effective date of the HAP contract.	The owner/agent can request a rent adjustment to increase the contract rent after the initial lease term or after one year (12 months) has lapsed from the effective date of the last HAP contract rent change.	Staff Suggestion	No	Clarification
115	11	11.9	RENT ADJUSTMENTS/MODIFICATIONS: The owner/agent can request a rent adjustment to increase the contract rent after the initial lease term or after one year has lapsed from the most recent effective date of the HAP contract.	Added new rent increase policy: Rent increases may not exceed more than 5% plus the percentage change in the cost of living (CPI), as defined, or 10%, whichever is lower (Civil Code section 1947.12). The owner/agent must provide a copy of the written 60-day notice to increase rent to both the family and FH. The effective date of the rent increase will be the first day of the month following 60 days after FH's receipt of the owner's request, or the date specified by the owner, whichever is later.	HUD Regulation and/or regulatory change	Yes	Compliance with Civil Code section 1947.12 - Tenant Protection Act
116	12	12.1	REEXAMINATIONS: Introductions: FH is required to reexamine each family's income and composition at least every twelve months, 12.2 FH must conduct a reexamination of family income and composition at least every twelve months.	FH is required to reexamine each family's income and composition at least every twelve months, unless family is selected for triennial reexaminations.	Staff Suggestion	No	
117	12	12.1	Section 3 Outcomes from Recertifications	Changed name: Recalculating Family Share and Subsidy Amount	non-programmatic update	No	
118	12	12.2	REEXAMINATIONS: Overview: FH must conduct a reexamination of family income and composition at least every twelve months. This includes gathering and verifying current information about family composition, income, and expenses. Based on this updated information, the family's income and rent must be recalculated. This part discusses the schedule for annual reexaminations, the information to be collected and verified, and annual reexamination effective dates.	FH must conduct a reexamination of family income and composition at least every twelve months, unless family is selected for triennial reexaminations. This includes gathering and verifying current information about family composition, income, and expenses. Based on this updated information, the family's income and rent must be recalculated. This part discusses the schedule for annual reexaminations, the information to be collected and verified, and annual reexamination effective dates.	Staff Suggestion	No	
119	12	12.4	SCHEDULING ANNUAL REEXAMINATIONS	Added: The PHA also may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes	Staff Suggestion	No	
120	12	12.5.1	Annual Reexamination: If the family does not provide the required documents or information requested within the required time frame, including any extensions, the family will be sent a notice of FH's intent to terminate the family's assistance; (see Chapter 15).	Add a sentence regarding after hierarchy has been exhausted: and after the EIV hierarchy has been exhausted,	Staff Suggestion	No	
121	12	12.5.3	Documents Required from the Family: 4. Questionnaire packet completed by the head-of-household 7. Authorization for the Release of Information (HUD-9886) .	4. "Questionnaire packet completed and signed by all adults"	Staff Suggestion	No	
122	12	12.6	DETERMINING ONGOING ELIGIBILITY OF CERTAIN STUDENTS	Add: Reference Annual Income Exclusions for updates to student financial assistance.	Staff Suggestion	No	

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1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
123	12	12.7	<p>ANNUAL RECERTIFICATION EFFECTIVE DATES: In general, a decrease in family adjusted income that results in a decrease in tenants portion from an annual reexamination will take effect on the first day of the month following the date the change was reported; e.g., family reports a decrease of income in the reexamination packet on 01/15/18; regardless of when the verification comes (see exceptions below) FH will make the new family portion effective on 02/01/18. Also, the family's reexamination anniversary date will change to 02/01/19, which is the new effective date plus one year. If the family causes a delay (or if the decrease in tenant portion is not due to a decrease in income) in processing the annual reexamination, decreases in the family share of the rent will be applied effective the annual anniversary date, or from the 1st day of the month following the date all required documentation was submitted by the family, whichever is later. Any delay in processing of the annual reexamination caused by FH will be made effective the first of the month following the date the change was reported in writing.</p>	<p>[982.516] In general, an increase in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date, and the family will be notified at least 30 days in advance. If less than 30 days remain before the scheduled effective date, the increase will take effect on the first of the month following the end of the 30-day notice period. If the PHA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by the PHA, but will always allow for the 30-day notice period. If the family causes a delay in processing the annual reexamination, increases in the family share of the rent will be applied retroactively, to the scheduled effective date of the annual reexamination. The family will be responsible for any overpaid subsidy and may be offered a repayment agreement. In general, a decrease in the family share of the rent that results from an annual reexamination will take effect on the family's anniversary date. If a decrease is determined during completion of the annual reexamination, an Interim must be completed utilizing the RX packet to capture the decrease and made effective the first of the following month after receipt. If the PHA chooses to schedule an annual reexamination for completion prior to the family's anniversary date for administrative purposes, the effective date will be determined by the PHA. If the family causes a delay in processing the annual reexamination, decreases in the family share of the rent will be applied prospectively, from the first day of the month following completion of the reexamination processing.</p>	Staff Suggestion	No	Clarification
124	12	12.8	<p>SECTION TWO: INTERIM REEXAMINATIONS: OVERVIEW: Family circumstances may change throughout the period between annual reexaminations. HUD and FH policies dictate what kinds of information about changes in family circumstances must be reported, and under what circumstances FH must process interim reexaminations to reflect those changes. HUD regulations also permit FH to conduct interim reexaminations of income or family composition at any time. When an interim reexamination is conducted, only those factors that have changed are verified and adjusted. FH must attempt to complete the interim within 30 days from the receipt of the family's written request and all required documents</p>	<p>Added: INTERIM REEXAMINATIONS (1) A family may request an interim determination of family income or composition because of any changes since the last determination. The PHA must conduct any interim reexamination within a reasonable period of time after the family request or when the PHA becomes aware of an increase in family adjusted income under paragraph (3) below. What qualifies as a "reasonable time" may vary based on the amount of time it takes to verify information, but generally should not be longer than 30 days after changes in income are reported. (2) The PHA may decline to conduct an interim reexamination of family income if the PHA estimates the family's adjusted income will decrease by an amount that is less than ten percent of the family's annual adjusted income. (3) The PHA must conduct an interim reexamination of family income when the PHA becomes aware that the family's adjusted income (as defined in § 5.611 of this title) has changed by an amount that the PHA estimates will result in an increase of ten percent or more in annual adjusted income or such other amount established by HUD through notice, except: (i) The PHA may not consider any increase in the earned income of the family when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction under paragraph (c)(1) of this section during the certification period; and (ii) The PHA may choose not to conduct an interim reexamination in the last three months of a certification period. EFFECTIVE DATE OF RENT CHANGES (i) If the family has reported a change in family income or composition in a timely manner according to the PHA's policies, the PHA must provide the family with 30 days advance notice of any family share and family rent to owner increases, and such increases will be effective the first day of the</p>	HUD Regulation and/or regulatory change	Yes	Update to Interim Reexaminations based on HOTMA guidance. Percentage thresholds have been added for PHAs to determine whether to process a change reported by the family. In addition, effective dates for implementing reported changes have been clarified.

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1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
3							
4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
126	12	12.9.1	12.9.1 New Family Members Not Requiring Approval	This section of the Admin Plan has been reformatted to remove duplicate/repetitive language "and" improved readability. In addition, the header is now 12.9 and has been changed to "CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION." Adults who may be added to the household has been clarified.	non-programmatic update	No	
127	12	12.9.1	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION: In general, all changes to the family and household composition must be reported to FH within 30 calendar days or the next day the agency is open after the 30 th calendar day. Reporting requirements are described in further detail in the following sections.	Added: or the next day the agency is open after the 30th calendar day. Removed: Reporting requirements are described in further detail in the following sections. This section is now 12.9	Staff Suggestion	No	Consistency
128	12	12.9.1	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION: The addition of a family member as a result of birth, adoption, or court-awarded custody does not require FH approval. However, the family is required to promptly notify FH of the addition [24 CFR 982.551(h)(2)]. The family must inform FH of the birth, adoption or court-awarded custody of a child within 30 calendar days or the next day the agency is open after the 30th calendar day.	Added line: FH "will" approve additional family members in the following cases: •The addition of a family member as a result of birth, adoption, or court-awarded custody does not require FH approval. However, the family is required to promptly notify FH of the addition [24 CFR 982.551(h)(2)]. The family must inform FH of the birth, adoption or court-awarded custody of a child within 30 calendar days or the next day the agency is open after the 30th calendar day. •The addition of a minor child through a designated full-time custody arrangement granted through notarized, written permission from the parent or legal guardian of the child This section is now 12.9	Staff Suggestion	Yes	Combined section 12.9.1 with 12.9. Determinations made on the additional family members FH "will" and "may" approve.
129	12	12.9.1	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION:	Add: FH "may" approve additional family members in the following cases: * The addition of a spouse or registered domestic partner The addition of an elderly person or person with a disability who is a parent, grandparent or adult child of the HOH, spouse or registered * The biological parent of a minor child already in the household domestic partner of the HOH. This section is now 12.9	Staff Suggestion	Yes	Combined section 12.9.1 with 12.9. Determinations made on the additional family members FH "will" and "may" approve.
131	12	12.9.2	CHANGES IN FAMILY AND HOUSEHOLD COMPOSITION: Except for additions of adults as mentioned above, additions of other adults to the household may be approved no more than once in a twelve-month period from the last recertification effective date.	Except for additions of adults as mentioned above, the addition of an adult to the household may be approved, however, the same adult may not be added more than once in a twelve-month period from the last approved certification effective date. This section is now 12.9	Staff Suggestion	Yes	Combined with 12.9 to provide clarification
132	12	12.9.3	Departure of a Family of Household Member	Changed to 12.9.1	non-programmatic update	No	
133	12	12.10	CHANGES AFFECTING INCOME OR EXPENSES The family is required to report all changes of income to FH. The sections below will outline when FH will conduct an interim reexamination based on the reported changes.	Decreases in the family's annual adjusted income. The owner may decline to conduct an interim reexamination of family income if the owner estimates that the family's adjusted income will decrease by an amount that is less than ten percent of the family's annual adjusted income (or a lower amount established by HUD through notice), or such lower threshold established by the owner. The owner may choose not to conduct an interim reexamination in the last three months of a certification period.	Staff Suggestion	No	Referenced in another section
134	12	12.10.1	Required Reporting FH requires that the family report all changes in income to FH within 30 calendar days of the change; although a rent increase will be deferred until the annual reexamination unless the family requests that the increase be processed.	Name Changed to: FAMILY REPORTING OF CHANGE Updated: FH requires that the family report all changes in income and family composition to FH within 30 calendar days of the change.	non-programmatic update	No	Clarification
135	12	12.11.2	12.11.2 Effective Dates	Removed Section	Staff Suggestion	No	Referenced in another section
136	12	Section 3	Section 3 Outcomes from Recertifications	Changed name: Recalculating Family Share and Subsidy Amount	Staff Suggestion	No	

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1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
3							
4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
137	12	12.14	No previous section	Added: 12.14 Subsidy Standards [24 CFR 982.505(c)(4)] If there is a change in the family unit size that would apply to a family during the HAP contract term, either due to a change in family composition, or a change in the PHA's subsidy standards, the new family unit size must be used to determine the payment standard amount for the family at the family's first annual reexamination following the change in family unit size.	Staff Suggestion	No	Clarification
138	12	12.15	No previous section	12.15 Utility Allowances [24 CFR 982.517(d)] The family share of the rent and HAP calculations must reflect any changes in the family's utility arrangement with the owner, or in the PHA's utility allowance schedule [HCV GB, p. 12-5]. When there are changes in the utility arrangement with the owner, the PHA must use the utility allowances in effect at the time the new lease and HAP contract are executed. At reexamination, the PHA must use the PHA current utility allowance schedule [HCV GB, p. 18-8]. PHA Policy Revised utility allowances will be applied to a family's rent and subsidy calculations at the first annual reexamination after the allowance is adopted.	Staff Suggestion	No	Clarification
139	13	13.2	ALLOWABLE MOVES 5. Violence Against Women Act of 2005. See Section 7.12, Verification Under VAWA ACT.	Updated to: 5.The family has given proper notice of lease termination, and the move is needed to protect a victim survivor who is covered under the Violence Against Women Act of 2005Reauthorization Act of 2022 (VAWA 2022). See Section 7.12, Verification Under the Violence Against Women Act Reauthorization Act of 2022 (VAWA 2022)Verification Under VAWA ACT.	Staff Suggestion	No	VAWA has been reauthorized and amended
140	13	13.4	PROCEDURES FOR MOVES	Remove.	Staff Suggestion	No	It's blank, there is no language. I reviewed 2010's Admin Plan, the only difference was the CFR was cited under the title, but we have already included the language above.
141	13	13.4.3	NOTICE REQUIREMENTS - 1st paragraph - Briefing sessions emphasize the family's responsibilities to give the owner and FH proper written notice of any intent to move.	Change from Briefing sessions to FH emphasize the family's responsibilities to give the owner and FH proper written notice of any intent to move." Add language from Valid Vacate Notice Memo regarding what we require for notices. Refer to 14.2	Staff Suggestion	No	While we are working towards providing briefings, that sentence doesn't specify any policy/action.
142	13		[24 CFR 982.314; 982.353 (b); 982.355; PIH Notice 2011-3]	[24 CFR 982.314; 982.353 (b); 982.353 (c) (2) (ii); 982.355; PIH Notice 2016-09; 80 FR 50564]	Staff Suggestion	No	C
143	14	14.2	There are three parties involved in the rental relationship: the assisted family, the owner and the Fresno Housing.	remove the from Fresno Housing.	Staff Suggestion	No	
144	14	14.2	4th paragraph: The terms of the relationship between the owner and the Housing Authority are outlined in the Housing Assistance Payment (HAP) contract.	Change to Fresno Housing opposed to Housing Authority	Staff Suggestion	No	Consistency.
145	14	14.4.1	2nd paragraph: Under such conditions, the owner must provide both the family and the Housing Authority with a copy of any notice to move or eviction action.	Remove "Housing Authority" replace with Fresno Housing	Staff Suggestion	No	Consistency.
146	14	14.4.2	Last Sentence: "Housing Authority"	Remove "Housing Authority" replace with Fresno Housing	Staff Suggestion	No	
147	14	14.5	In cases where the owner and the family agree to terminate the lease, both parties have an obligation to notify the Housing Authority in writing at least 30 calendar days in advance of the vacate date in order that the Housing Authority may avoid overpayment to the owner. If the family has properly notified the Housing Authority and is in good standing, they will be scheduled for a transfer appointment where they will receive a voucher and all the necessary documents to search for a new unit.	In cases where the owner and the family agree to terminate the lease, both parties have an obligation to notify Fresno Housing in writing at least 30 calendar days in advance of the vacate date in order that Fresno Housing may avoid overpayment to the owner. The family must request to move and be eligible before receiving their move voucher and all the necessary documents to search for a new unit. Refer to Chapter 13 - 13.3.	Staff Suggestion	No	Consistency
148	15	15.2		* The PHA must deny or terminate assistance based on the restrictions on net assets and property ownership when required by § 5.618 of this title.			

	B	C	E	F	J	K	L
1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
3							
4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
149	15	15.6	VIOLENCE AGAINST WOMEN ACT	Updated name to: VIOLENCE AGAINST WOMEN ACT (VAWA) REAUTHORIZATION ACT OF 2022 (VAWA 2022)	non-programmatic update	No	VAWA has been reauthorized and amended
150	16	16.4	FSS Interest List	Changing FSS interest list to "Waiting List" an interest form is completed to be placed on the "Waiting List"	Staff Suggestion	No	Consistency with FSS Action Plan
151	16	16.5	Denial of participation: Cannot re-enroll in FSS if the participant had exit or graduated from program	Denial of participation: Cannot re-enroll in FSS within 2 years of exit or graduation date	Staff Suggestion	Yes	Consistency with FSS Action Plan
152	16	16.6	Designated Head of Household must sign the FSS Contract of Participation	Head of the FSS Family must sign the FSS Contract of Participation. No longer just the HOH, now can be designated by the FSS family	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
153	16	16.6	Term of the COP is 5 years from the date of enrollment	Term of COP is now 5 years after the first recertification of income after execution of COP.	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
154	16	16.6.3	Termination of the Contract	Adding in if the FSS Family does not comply with Contract due to failure of contact with FH and failure to work on contract/ITSP. Also, including that the Termination of Contract if the participant's housing assistance is terminated	Staff Suggestion	Yes	Consistency with FSS Action Plan
155	16	16.6.4	Completion of the Contract - The thirty (30) percent of the FSS family's monthly adjusted income is equal to or exceeds the published Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on FH occupancy standards.	HUD has removed this policy: The thirty (30) percent of the FSS family's monthly adjusted income is equal to or exceeds the published Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on FH occupancy standards.	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
156	16	16.6.5	Individual Training and Services Plan - Indicates Full-Time Employment	ITSP - Removed Full-Time employment to Suitable Employment	Staff Suggestion	Yes	Consistency with FSS Action Plan
157	16	16.6.5	Interim goal must include the requirement to be off welfare assistance for 12 consecutive months prior to completion /expiration of the contract, including extensions	Interim Goal must include the requirement to be off welfare assistance at the time of completion of contract, including extensions	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
158	16	16.6.5	Changing ITSP goals	Will not be allowed to change ITSP goals within 12 months from the end of the term	Staff Suggestion	Yes	Consistency with FSS Action Plan
159	16	16.6.6	Change in Head of Household	Changed language to Head of FSS Family	Staff Suggestion	Yes	Consistency with FSS Action Plan
160	16	16.7	FSS Escrow Account - obtaining suitable employment as a full-time no less than 30 hours per week or exceeds the state minimum wage multiplied by 1950. Also, seasonal employment does not meet standards for suitable employment	Removing the language on what FH constitutes suitable employment	Staff Suggestion	Yes	Consistency with FSS Action Plan
161	16	16.7	Certified that all members of the household have not received welfare assistance for 12 consecutive months prior to the expiration of the term of the contract, including extensions thereof	the requirement is to certify that the FSS Family is to be off welfare assistance at the time of completion of contract, including extensions	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
162	16	16.7	Escrow Account Disbursement - The thirty (30) percent of the FSS family's monthly adjusted income is equal to or exceeds the published Fair Market Rent (FMR) for the size of the unit for which the FSS family qualifies based on FH occupancy standards.	Removed Policy Per HUD	HUD Regulation and/or regulatory change	Yes	HUD Mandatory Change
163	16	16.8	Grievance notification 10 days	Grievance notification changed to 14 days	Staff Suggestion	Yes	Consistency with FSS Action Plan
164	17	17.1	CONTINUUM OF CARE: INTRODUCTION: FH receives funding for Continuum of Care Program (CoC) program tenant based rental assistance to serve individuals/families experiencing homelessness, who may also be disabled and homeless including the chronically homeless population. Some of the CoC program policies and procedures are the same as that of the Housing Choice Voucher (HCV) program except as otherwise noted. If there is a conflict between program regulations and the Administrative Plan, the program regulations have precedence.	FH receives funding CoC program policies and procedures can be similar as that of the HCV program, with notations for CoC program specific policies. If there is a conflict between CoC program regulations and the Administrative Plan, CoC program regulations have precedence. for Continuum of Care Program (CoC) program tenant based rental assistance to serve individuals/families experiencing homelessness, who may also be disabled and homeless including the chronically homeless population. Some of the CoC program policies and procedures are the same as that of the Housing Choice Voucher (HCV) program except as otherwise noted. If there is a conflict between program regulations and the Administrative Plan, the program regulations have precedence.	Staff Suggestion	No	Consistency. Not subject to Public Comment
165	17	17.4	Previously OUTREACH, now DEFINITIONS	Section added	non-programmatic update	No	Section added to include key definitions

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1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
3							
4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
166	19	Title	Chapter 19: Reviews, Hearings and Other Appeals	Name Change: Informal Hearings and Reviews	non-programmatic update	Yes	
167	21	Title	S8 Home Ownership	Changed to: Special Housing Types	non-programmatic update	Yes	S8 Home Ownership incorporated into Special Housing Types Chapter and entirely revamped within the chapter
168	21		Special Housing Types	Special Housing Types added. Reasonable accommodation (RA) no longer required	Staff Suggestion	Yes	Added to expand housing options for individuals and families searching for housing.
169	21		Special Housing Types	Housing Types definitions have been expanded	Staff Suggestion	Yes	Description of each type added and expanded for clarity
173	22	22.11.1		# of PBV proposed locations updated		No	PBV Properties updated
174	23	Title	PROJECT-BASED VOUCHERS (PBV) UNDER THE RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM	Typo in title: RENTAL	non-programmatic update	No	
175	24	24.8	PROGRAM INTEGRITY: Evaluation of the Findings	Typo in title EVALUATION	non-programmatic update	No	
176	26		HOMELESS INITIATIVE PROGRAMS AND PARTNERSHIPS: Outreach responsibility for these programs may occur through the Fresno Madera Continuum of Care (FMCoC) Coordinated Entry System or direct referral from FMCoC partners. Pre-application may be completion of the Vulnerability Index Services Prioritization Decision Assistance Tool (VI-SPDAT) or the Family- Vulnerability Index Services Prioritization Decision Assistance Tool (F-VI-SPDAT)	Sentence deleted: Pre-application may be completion of the Vulnerability Index Services Prioritization Decision Assistance Tool (VI-SPDAT) or the Family- Vulnerability Index Services Prioritization Decision Assistance Tool (F-VI-SPDAT)	non-programmatic update	No	VI-SPDAT and F-VI-SPDAT are being phased out for an updated community assessment tool. Community no longer uses the VI-SPDAT for pre-application purposes
177	26	TABLE	HOMELESS INITIATIVE PROGRAMS AND PARTNERSHIPS: Eligibility criteria: HOME TBRA: Income must be 60% AMI	Income must be at or below 80% AMI	HUD Regulation and/or regulatory change	No	Correction to conform to regulations
178	26	TABLE	HOMELESS INITIATIVE PROGRAMS AND PARTNERSHIPS: Program Specific Screening Criteria Y/N: HOME TBRA: Yes, homeless status and below 60% AMI	Yes, homeless status and income at or below 80% AMI	HUD Regulation and/or regulatory change	No	Correction to conform to regulations
179	26	TABLE	HOMELESS INITIATIVE PROGRAMS AND PARTNERSHIPS: Partnership or MOU: HOPWA: MOU between FH and WC-CA	ICA between FH and WC-CA	non-programmatic update	No	The relationship is an ICA - Independent Contractor Agreement
180	26	TABLE	HOMELESS INITIATIVE PROGRAMS AND PARTNERSHIPS: Portability Option? Y/N: FMCoC: No, families must live within the County of Fresno	FMCoC: No, families must live within the County of Fresno or Madera County	HUD Regulation and/or regulatory change	No	Correction to conform to regulations
181	27		Chapter 27: Targeted Programs	Name Change: Special Program Vouchers	Staff Suggestion	Yes	
182	27		Please see attached redline		Staff Suggestion	No	Realigned according to NanMcKay and HUD Regulations
183	All			Grammar and Punctuation		No	
184	28	Title	Chapter 28: VIOLENCE AGAINST WOMEN ACT & DOMESTIC VIOLENCE	Name updated: VIOLENCE AGAINST WOMEN ACT REAUTHORIZATION ACT OF 2022 (VAWA 2022)	HUD Regulation and/or regulatory change	Yes	VAWA has been reauthorized and amended
185	28		Victim	Replaced all instances of "victim" with "survivor"			
186	28	28.1.2	The definitions in this Section apply only to this policy.	Added line: The definitions in this Section apply only to this policy. For the full list of terms defined in the VAWA Final Rule see 24 CFR 5.2003	non-programmatic update	Yes	Definitions listed on PIH notice 2017-08 but not currently in the Admin Plan
187	28	28.1.2	VAWA definitions	Add: *Bifurcate means to divide a lease as a matter of law, subject to the permissibility of such process under the requirements of the applicable HUD-covered program and State or local law, such that certain tenants or lawful occupants can be evicted or removed and the remaining tenants or lawful occupants can continue to reside in the unit under the same lease requirements or as may be revised depending upon the eligibility for continued occupancy of the remaining tenants and lawful occupants. * Covered housing provider refers to the individual or entity under a covered housing program and as defined by each program in its regulations, that has responsibility for the administration and/or oversight of VAWA protections and includes PHAs, sponsors, owners, mortgagors, managers, State and local governments or agencies thereof, nonprofit or for-profit organizations or entities.	non-programmatic update	Yes	Definitions listed on PIH notice 2017-08 but not currently in the Admin Plan

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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
188			VAWA definitions	<p>* Updated definition of Domestic Violence</p> <p>* Added definitions: Economic Abuse: In the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to—(A) restrict a person's access to money, assets, credit, or financial information; (B) unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or (C) exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.</p> <p>* Technological Abuse: An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.</p>	non-programmatic update	Yes	Definitions listed on PIH notice 2017-08 but not currently in the Admin Plan
189	28		<p>VAWA definitions: Immediate Family Member: A spouse, parent, brother or sister, or child of a victim or an individual to whom the affiliated individual; or any other person living in the household of the victim and related to the victim by blood or marriage.</p> <p>Perpetrator: A person who commits an act of domestic violence, dating domestic violence or stalking against a victim.</p> <p>Safe Unit: refers to a unit that the victim of domestic violence, dating violence, sexual assault, or stalking believes is safe. Sexual Abuse: To cause substantial emotional or physical harm to the victim, an affiliated individual of the victim or the spouse or intimate partner of the victim. Bona Fide Claim: A bona fide claim of domestic violence, dating violence or stalking must include incidents that meet the terms and conditions in the above definitions.</p>	Remove not listed on PIH Notice 2017-08	non-programmatic update	Yes	Definitions listed in Admin Plan but not on PIH Notice 2017-08
190	Appendix A			Add updated VAWA forms			VAWA forms updated
191	Acronyms			Updated acronyms		No	
192	Glossary	Child Care Expenses	Child care expenses . Amounts anticipated to be paid by the family for the care of children under 13 years of age during the period for which annual income is computed, but only where such care is necessary to enable a family member to actively seek employment, be gainfully employed, or to further his or her education and only to the extent such amounts are not reimbursed. The amount deducted shall reflect reasonable charges for child care. In the case of child care necessary to permit employment, the amount deducted shall not exceed the amount of employment income that is included in annual income.	Due to HOTMA changes, remove but only where such care is necessary to enable a family member to actively seek employment,		No	
193	Glossary		Gender Identity-There is no definition listed	Add definition: Gender Identity . Actual or perceived gender characteristics		No	

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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
194	Glossary			(HOTMA 5.100 Definitions) Earned income means income or earnings from wages, tips, salaries, other employee compensation, and net income from self-employment. Earned income does not include any pension or annuity, transfer payments (meaning payments made or income received in which no goods or services are being paid for, such as welfare, social security, and governmental subsidies for certain benefits), or any cash or in-kind benefits.		No	
195	Glossary			(HOTMA 5.100 Definitions) Unearned income means any annual income, as calculated under § 5.609, that is not earned income		No	
196	Glossary			(HOTMA 5.100 Definitions) Real property as used in this part has the same meaning as that provided under the law of the State in which the property is located.		No	
197	Glossary			(HOTMA 5.100 Definitions) Seasonal worker An individual who is hired into a short-term position and the employment begins about the same time each year (such as summer or winter). Typically, the individual is hired to address seasonal demands that arise for the particular employer or industry		No	
198	Glossary			(5.603 Definitions) Day Laborer An individual hired and paid one day at a time without an agreement that the individual will be hired or work again in the future.		No	
199	Glossary			(5.603 Definitions) Foster Adult A member of the household who is 18 years of age or older and meets the definition of a foster adult under State law. In general, a foster adult is a person who is 18 years of age or older, is unable to live independently due to a debilitating physical or mental condition and is placed with the family by an authorized placement agency or by judgment, decree, or other order of any court of competent jurisdiction.		No	
200	Glossary			(5.603 Definitions) Foster child. A member of the household who meets the definition of a foster child under State law. In general, a foster child is placed with the family by an authorized placement agency (e.g., public child welfare agency) or by judgment, decree, or other order of any court of competent jurisdiction.		No	
201	Glossary			(5.603 Definitions) Health and medical care expenses. Health and medical care expenses are any costs incurred in the diagnosis, cure, mitigation, treatment, or prevention of disease or payments for treatments affecting any structure or function of the body. Health and medical care expenses include medical insurance premiums and long-term care premiums that are paid or anticipated during the period for which annual income is computed.		No	
202	Glossary			(5.603 Definitions) Independent contractor. An individual who qualifies as an independent contractor instead of an employee in accordance with the Internal Revenue Code Federal income tax requirements and whose earnings are consequently subject to the Self-Employment Tax. In general, an individual is an independent contractor if the payer has the right to control or direct only the result of the work and not what will be done and how it will be done.		No	

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1			HUD regulation and/or regulatory change.	Significant proposed changes.	Public Comment		
2			Additional changes suggested by staff.	**Descriptor: Not actual language in Admin Plan**			
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4	Chapter	Section	Current Policy	Proposed Change	Category	Board Discussion	Rationale for Change
203	Glossary			<p>(5.603 Definitions) Net family assets. (1) Net family assets is the net cash value of all assets owned by the family, after deducting reasonable costs that would be incurred in disposing real property, savings, stocks, bonds, and other forms of capital investment.</p> <p>(2) In determining net family assets, PHAs or owners, as applicable, must include the value of any business or family assets disposed of by an applicant or tenant for less than fair market value (including a disposition in trust, but not in a foreclosure or bankruptcy sale) during the two years preceding the date of application for the program or reexamination, as applicable, in excess of the consideration received therefor. In the case of a disposition as part of a separation or divorce settlement, the disposition will not be considered to be for less than fair market value if the applicant or tenant receives consideration not measurable in dollar terms. Negative equity in real property or other investments does not prohibit the owner from selling the property or other investments, so negative equity alone would not justify excluding the property or other investments from family assets.</p> <p>(3) Excluded from the calculation of net family assets are: (i) The value of necessary items of personal property; (ii) The combined value of all non-necessary items of personal property if the combined total value does not exceed \$50,000 (which amount will be adjusted by HUD in accordance with the Consumer Price Index for Urban Wage Earners and Clerical Workers); (iii) The value of any account under a retirement plan recognized as such by the Internal Revenue Service, including individual retirement arrangements (IRAs), employer retirement plans, and retirement plans for self-employed individuals;</p> <p>(iv) The value of real property that the family does not have the effective</p>		No	Updated to current definition