



Arlington County Housing Choice Voucher Program Administrative Plan

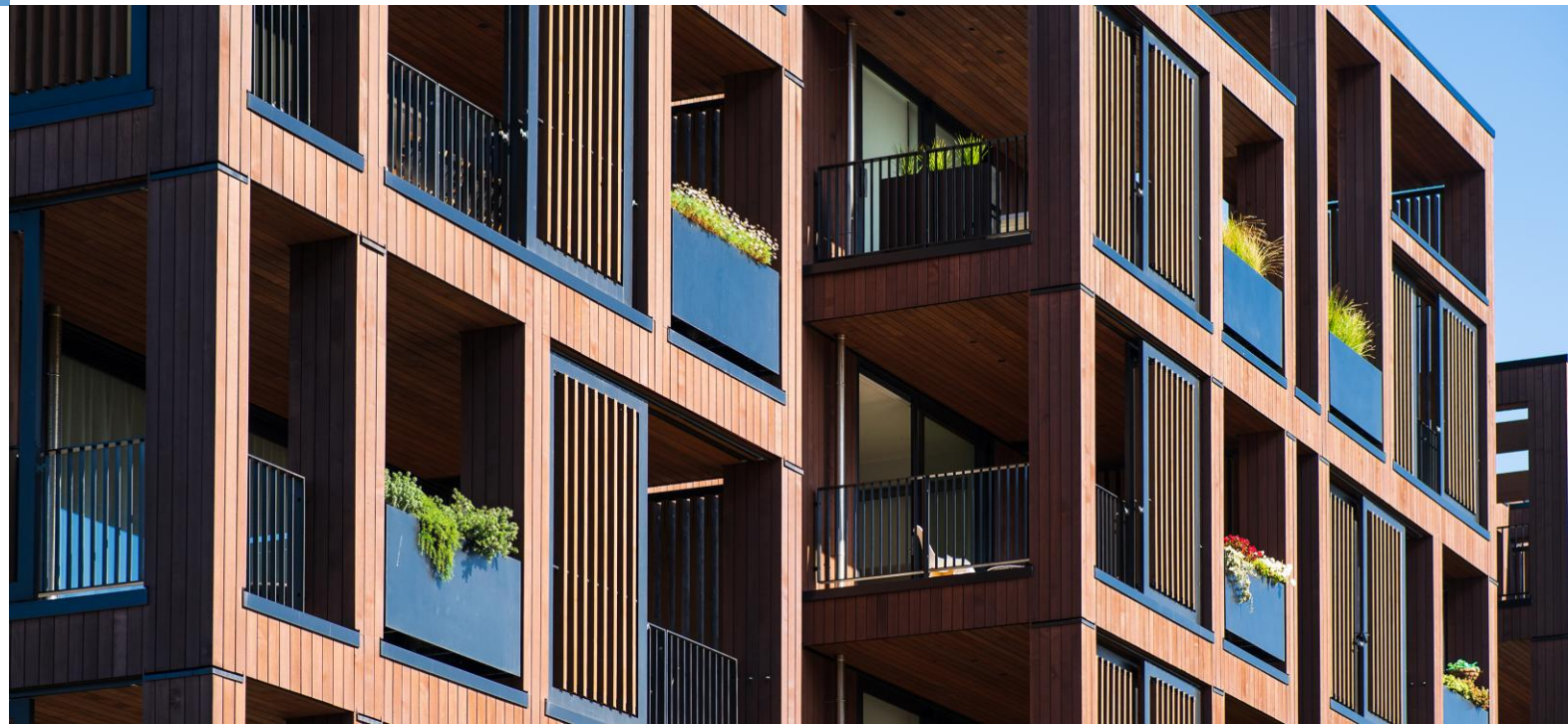
Updating policies and processes for the Housing Choice Voucher Program

What is the Administrative Plan?

The Administrative Plan contains all of the policies that drive operating procedures for the Housing Choice Voucher (HCV) program.

What policies are included in the Administrative Plan?

- Waiting Lists
- Eligibility
- Finding & Leasing a Unit
- Inspections
- Portability/Moving
- Denials/Terminations
- Special Programs
- Updating Payment Standards & Utility Allowances
- Fair Housing Requirements
- Definitions





Why are we updating the Administrative Plan?



The Arlington County Housing Choice Voucher Program has completed a comprehensive update of all its governing policies. This update was necessary to:

- Update the policies to meet the requirements of the Housing Opportunity Through Modernization Act of 2016 (HOTMA)
- Simplify, streamline, and reconcile policies across the program that had been updated at various points
- Allow additional flexibilities to better serve HCV clients and applicants

Note: If there are “a” and “b” chapters, chapter “a” is pre-HOTMA” and chapter “b” is post-HOTMA. Some policies cannot be enacted until told to do so by HUD.

HOTMA Changes

HOTMA streamlines administrative functions and reduce burdens for assisted families for HUD-funded programs.

HOTMA became law in July 2016 and HUD published the final HOTMA rule in February 2023.

Different parts of HOTMA become effective over time and HUD has pushed back implementation dates for certain sections.

What does HOTMA impact?

- Nearly all HUD-funded housing programs
- Changes to:
 - Asset Limitations
 - Income Calculation
 - Deductions & Expenses
 - Reexaminations
 - Verifications
 - Inspections





Significant Changes & Updates



Fair Housing Protections

Preserving Fair Housing Protections

- While federal requirements may change, Arlington County continues to preserve existing protections.
- The updated administrative plan aligns reasonable accommodation and services for people with limited English proficiency (LEP) with Department of Human Services (DHS) policies.

Chapter 2 of the Administrative Plan





Applications / Screening / Definitions



Applying to the HCV Program

- Increase use of online application platform
- Allow eligibility/preference reviews when being placed on the waiting list
- Removed fingerprinting requirements that are impracticable

Definitions added or updated by HOTMA

- Family
- Foster Child
- Foster Adult

Chapter 3 of the Administrative Plan

Waiting Lists & Preferences

Preferences determine priority on the waiting list

People can apply for two different waiting lists:

- Tenant-Based
- Property-Based (Project-Based)

Chapter 4 of the Administrative Plan

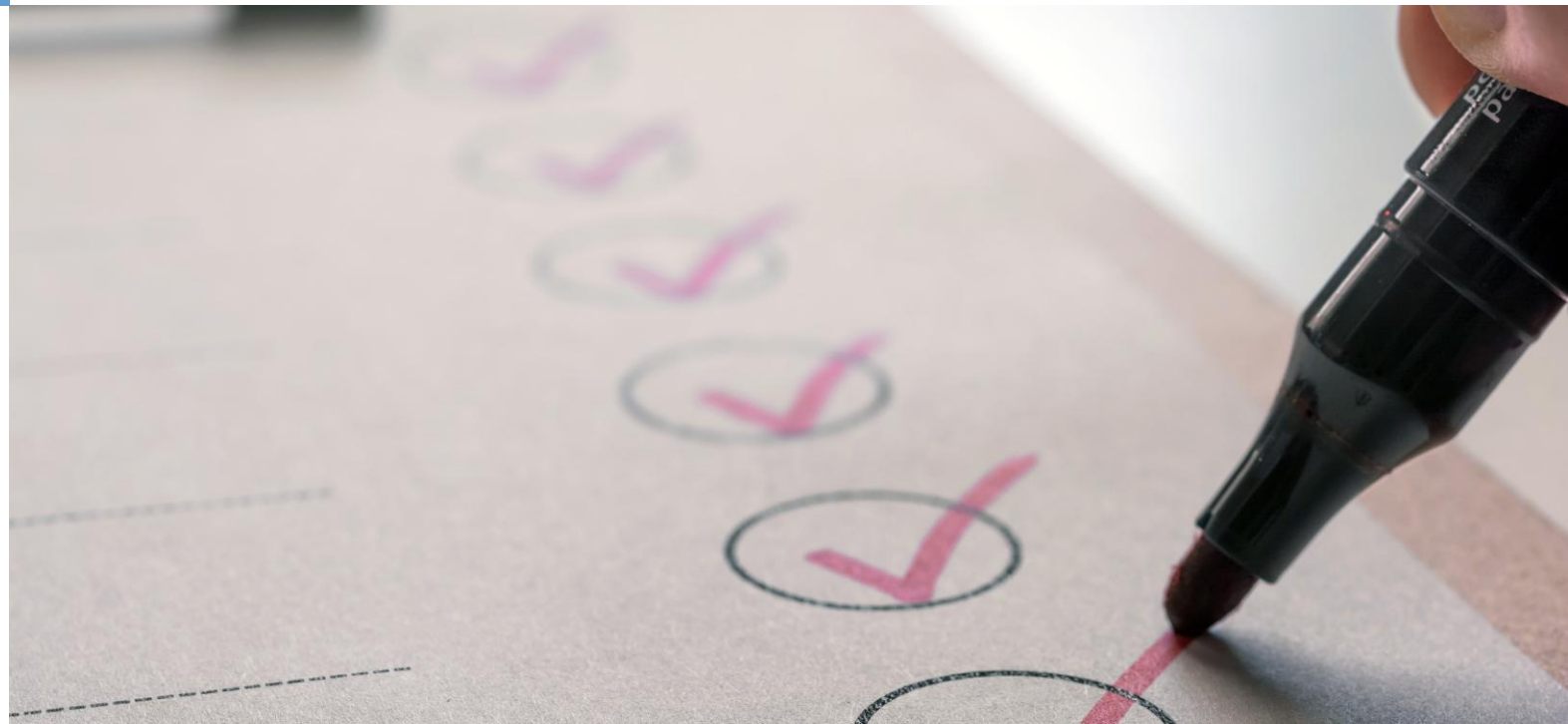
What preferences are available to individuals and families?

Point Preferences

- Live/Work Arlington
- Experiencing Homelessness
- Victims of Domestic Violence
- Qualify for Permanent Supportive Housing
- Qualify under Olmstead Act
- Emergency Housing Voucher
- State Rental Assistance Program

Absolute Preferences

- Moving On Strategy
- Catastrophic Circumstances (Natural disasters, fires, etc.)
- Termination Due to Insufficient Funding





Briefings, Voucher Issuance, & Extensions

Minor changes, including

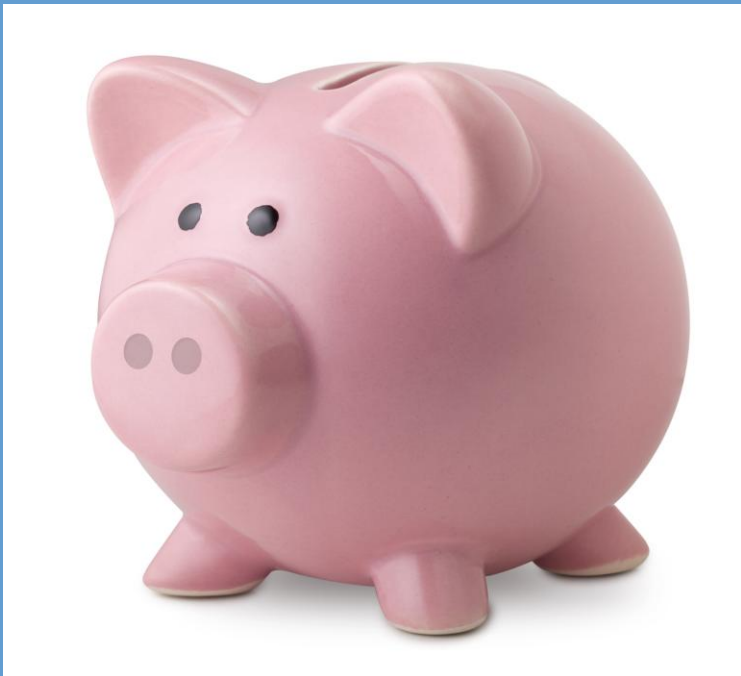
- Allowing virtual briefings
- Updated voucher extension policy
- Vouchers pulled back due to insufficient funding

Chapter 5 of the Administrative Plan





HOTMA Income & Asset Changes



Treatment of Income

- Clarified full-time student rules / financial aid
- Clarified earned income, including “periodic” and “non-recurring”
- Earned Income Disallowance
- Updated income exclusions

Treatment of Assets

- Lump-sum additions
- Trusts
- ABLE Accounts

Chapters 6a and 6b of the Administrative Plan

Re- Examinations & Inspections

Changes to inspections processes

- NSPIRE Updates
- Allow Remote Video Inspections
- Allow Biennial Inspections

Chapters 8a and 8b of the Administrative Plan

Minor revisions to re-examinations process:

- Consent Forms / Revocation
- Safe Harbor Determinations
- Changes to timing of interim reexaminations
- Flexibility for streamlined reexaminations

Chapters 7a, 7b, 11a, and 11b of the Administrative Plan





Audits, Owner Incentives, Errors, & Reserves

Minor changes, including

- Updating audit requirements
- Clarifying Owner Incentives
- Updated extension policy
- Treatment of vouchers pulled back due to insufficient funding
- Implementing practices regarding errors
- Implementing federal requirements for use of reserves

Chapters 12, 13, and 14 of the Administrative Plan





Program Fraud, Repayment Agreements, & Hearings



- Updated policy allows for prosecution for intentional program fraud/abuse
- Added clarification on informal hearings and repayment agreements

Chapter 16 of the Administrative Plan

Utility Allowances & Payment Standards

Utility Allowances

- Based on the average cost of utilities for each type of unit
- Updated July 1 each year
- Now available on the website

Chapters 16 of the Administrative Plan

Payment Standards

- Limits the maximum amount AHCVP can pay for a unit
- Based on unit size and ZIP code
- Updated in November each year
- Now available on website

Chapters 16 of the Administrative Plan



Property-Based Vouchers

Minor changes, including

- HOTMA Updates/Implementation Changes
- HUD PIH Notice Updates

Chapters 17 and 18 of the Administrative Plan





Questions

Resources



AHCVP Contacts

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If you or anyone in your family requires language interpretation services and/or is a person with disabilities and require a specific accommodation to fully utilize our programs and services, please contact the AHCVP office at 703-228-1450.