

---

**Introduction**

**Chapter 1**  
**OVERVIEW OF THE PROGRAM AND PLAN**

PART I:	THE HAKC .....	1-1
1-I.A.	Overview.....	1-1
1-I.B.	Organization and Structure of the HAKC .....	1-2
1-I.C.	HAKC Mission .....	1-3
1-I.D.	HAKC Programs.....	1-3
1-I.E.	HAKC Commitment to Ethics and Service .....	1-3
PART II.	THE HOUSING CHOICE VOUCHER (HCV) PROGRAM.....	1-4
1-II.A.	Overview and History of the Program.....	1-4
1-II.B.	HCV Program Basics.....	1-5
1-II.C.	The HCV Partnerships .....	1-5
	The HCV Relationships:.....	1-7
	What does HUD do?.....	1-8
	What does the HAKC do? .....	1-8
	What does the Owner do?.....	1-9
	What does the Family do? .....	1-9
1-II.D.	Applicable Regulations.....	1-10
PART III.	THE HCV ADMINISTRATIVE PLAN.....	1-10
1-III.A.	Overview and Purpose of the Plan.....	1-10
1-III.B.	Contents of the Plan (24CFR 982.54).....	1-11
	New Approach to Policy Development .....	1-11
1-III.C.	Organization of the Plan .....	1-12
1-III.D.	Updating and Revising the Plan .....	1-12

**Chapter 2**  
**FAIR HOUSING AND EQUAL OPPORTUNITY**

PART I:	NONDISCRIMINATION.....	2-2
2-I.A.	Overview.....	2-2
2-I.B.	Nondiscrimination .....	2-3
	Providing Information to Families and Owners .....	2-3
	Discrimination Complaints .....	2-4
PART II:	POLICIES RELATED TO PERSONS WITH DISABILITIES .....	2-4
2-II.A.	Overview.....	2-4
	Self-Evaluations/Needs Assessments .....	2-5
	Fair Housing Act.....	2-6
	Verification of Eligibility for HAKC Program and Benefits.....	2-6
	Verification of Disability and Need for Accommodation.....	2-7
	Reasonable Modifications to Existing Premises.....	2-8

---

2-II.B.	Definition of Reasonable Accommodation .....	2-9
	Reasonable Accommodation .....	2-9
	Other Specifics to the HCV Program.....	2-10
	Section 8 Homeownership Option .....	2-11
	Project-based Voucher .....	2-11
	Non-Housing Facilities .....	2-10
	Common Areas .....	2-12
	Fair Housing Provisions as it Relates to Admission/Occupancy .....	2-13
	Application Process .....	2-13
	Effective Communications/Provision of Aids and Services .....	2-13
	Live-In Aides .....	2-14
	Verification .....	2-14
	Screening/Reasonable Accommodation .....	2-14
	Service Animals are not Pets .....	2-15
	Types of Reasonable Accommodations .....	2-16
2-II.C.	Request for an Accommodation .....	2-16
2-II.D.	Verification of Disability .....	2-18
2-II.E.	Approval/Denial of A Requested Accommodation [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act]. .....	2-18
2-II.F.	Program Accessibility for Persons with Hearing or Vision Impairments .....	2-18
2-II.G.	Physical Accessibility .....	2-19
2-II.H.	Denial or Termination of Assistance .....	2-20
PART III:	IMPROVING ACCESS TO SERVICES FOR PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP) .....	2-20
2-III.A.	Overview.....	2-20
2-III.B.	Oral Interpretation .....	2-21
2-III.C.	Written Translation .....	2-21
2-III.D.	Implementation Plan .....	2-22
PART IV:	A SUPPLEMENTAL INFORMATION TO APPLICATION FOR ASSISTANCE REGARDING IDENTIFICATION OF FAMILY MEMBER, FRIEND OR OTHER PERSON OR ORGANIZATION SUPPORTIVE OF A TENANT FOR OCCUPANCY IN HUD ASSISTED HOUSING .....	2-22
2-IV.A.	Overview.....	2-22
2-IV.B.	Implementation Requirements.....	2-23
2-IV.C.	Use of Contact Information .....	2-24
2-IV.D.	Detention of Contact Information (Form HUD 92006).....	2-25
2-IV.E.	Confidentiality of Contact Information .....	2-25
2-IV.F.	Privacy Rights.....	2-25

---

Exhibit 2-1: Definition Of A Person With A Disability Under Federal Civil Rights Laws [24 CFR Parts 8.3, and 100.201].....	2-27
---	------

**Chapter 3**  
**ELIGIBILITY**

INTRODUCTION .....	3-1
PART I: DEFINITIONS OF FAMILY AND HOUSEHOLD MEMBERS.....	3-2
3-I.A. Overview.....	3-2
3-I.B. Family and Household [24 CFR 982.201(c), HUD-50058 IB, p. 13] ....	3-2
Family .....	3-2
Household .....	3-4
3-I.C. Family Break-Up and Remaining Member of Tenant Family.....	3-4
Family Break-up [24 CFR 982.315] .....	3-4
Remaining Member of a Tenant Family [24 CFR 5.403] .....	3-5
3-I.D. Head of Household [24 CFR 5.504(b)] .....	3-5
3-I.E. Spouse, Co-head, and Other Adult .....	3-6
3-I.F. Dependent [24 CFR 5.603].....	3-7
Joint Custody of Dependents .....	3-7
3-I.G. Full-Time Student [24 CFR 5.603, HVC GB p. 5-29] .....	3-7
3-I.H. Elderly and Near-Elderly Persons, and Elderly Family [24 CFR 5.100 and 5.403] .....	3-8
Elderly Persons .....	3-8
Near-Elderly Persons .....	3-8
Elderly Family .....	3-8
3-I.I. Persons with Disabilities And Disabled Family [24 CFR 5.403].....	3-8
Persons with Disabilities.....	3-8
Disabled Family.....	3-8
3-I.J. Guests [24 CFR 5.100] .....	3-10
3-I.K. Foster Children And Foster Adults.....	3-10
3-I.L. Absent Family Members.....	3-11
Definitions of Temporarily and Permanently Absent.....	3-11
Absent Students .....	3-11
Absences Due to Placement in Foster Care [24 CFR 5.403].....	3-11
Absent Head, Spouse, or Cohead .....	3-12
Family Members Permanently Confined for Medical Reasons [HCV GB, p. 5-22] .....	3-14
Family Members Serving in the Military Service .....	3-14
Return of Permanently Absent Family Members .....	3-14
3-I.M. Live-In Aide.....	3-14
PART II: BASIC ELIGIBILITY CRITERIA .....	3-16
3-II.A. Social Security Numbers [24 CFR 5.216 and 5.218] .....	3-16
Social Security Number Disclosure .....	3-16
Penalties for Failure to Disclose or Provide Documentation of SSN ..	3-17

---

3-II.B.	Citizenship or Eligible Immigration Status [24 CFR 5, Subpart E] .....	3-18
	Declaration [24 CFR 5.508] .....	3-18
	U.S. Citizens and Nationals .....	3-18
	Eligible Non-citizens .....	3-19
	Ineligible Non-citizens .....	3-19
	Mixed Families .....	3-19
	Ineligible Families [24 CFR 5.514(d), (e), and (f)] .....	3-19
	Timeframe for Determination of Citizenship Status [24 CFR 5.508(g)] .....	3-20
3-II.C.	Income Eligibility and Targeting .....	3-20
3-II.D.	Family Consent To Release Of Information [24 CFR 5.230, HCV GB, p. 5-13] .....	3-22
PART III:	DENIAL OF ASSISTANCE .....	3-21
3-III.A.	Overview .....	3-22
	Forms of Denial [24 CFR 982.552(a)(2); HCV GB, p. 5-35] .....	3-22
	Prohibited Reasons for Denial of Assistance [24 CFR 982.202(b)] .....	3-23
3-III.B.	Prohibition Against Denial of Assistance Under VAWA .....	3-23
3-III.C.	Mandatory Denial Of Assistance [24 CFR 982.553(a)] .....	3-27
3-III.D.	Other Permitted Reasons For Denial Of Assistance .....	3-27
	Criminal Activity [24 CFR 982.553] .....	3-27
	Previous Behavior in Assisted Housing [24 CFR 982.552(c)] .....	3-28
3-III.E.	Screening .....	3-30
	Screening for Eligibility .....	3-30
	Screening for Suitability as a Tenant [24 CFR 982.307] .....	3-31
3-III.F.	Criteria For Deciding To Deny Assistance .....	3-32
	Evidence [24 CFR 982.553(c)] .....	3-32
	Consideration of Circumstances [24 CFR 982.552(c)(2)] .....	3-32
	Removal of a Family Member's Name from the Application [24 CFR 982.552(c)(2)(ii)] .....	3-33
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	3-33
3-III.G.	Notice Of Eligibility Or Denial .....	3-33
	Eligible for Assistance .....	3-33
Exhibit 3-1:	Detailed Definitions Related To Disabilities .....	3-35
Exhibit 3-2:	HCV Student Eligibility Criteria .....	3-36

## **Chapter 4**

### **APPLICATIONS, WAITING LIST AND TENANT SELECTION**

	INTRODUCTION .....	4-1
PART I:	THE APPLICATION PROCESS .....	4-2
4-I.A.	Overview .....	4-2

---

4-I.B.	Applying For Assistance [HCV GB, pp. 4-11 – 4-16] .....	4-2
4-I.C.	Accessibility of the Application Process .....	4-3
	Elderly and Disabled Populations [24 CFR 8 and HCV GB,	
	pp. 4-11 – 4-13] .....	4-3
	Limited English Proficiency .....	4-3
4-I.D.	Placement on the Waiting List.....	4-3
	Ineligible for Placement on the Waiting List.....	4-3
	Eligible for Placement on the Waiting List .....	4-4
PART II:	MANAGING THE WAITING LIST.....	4-4
4-II.A.	Overview.....	4-4
4-II.B.	Organization of the Waiting List [24 CFR 982.204 and 205] .....	4-5
4-II.C.	Opening and Closing The Waiting List [24 CFR 982.206].....	4-5
	Closing the Waiting List.....	4-5
	Reopening the Waiting List .....	4-5
4-II.D.	Family Outreach [HCV GB, pp. 4-2 to 4-4] .....	4-6
	Fair Housing Requirements .....	4-6
	Extremely Low Income.....	4-6
4-II.E.	Reporting Changes In Family Circumstances .....	4-8
4-II.F.	Updating the Waiting List [24 CFR 982.204] .....	4-8
	Purging the Waiting List.....	4-8
	Removal from the Waiting List .....	4-8
PART III:	SELECTION FOR HCV ASSISTANCE .....	4-9
4-III.A.	Overview.....	4-9
4-III.B.	Selection and HCV Funding Sources .....	4-9
	Special Admissions [24 CFR 982.203] .....	4-9
	Targeted Funding [24 CFR 982.204(e)] .....	4-9
	Regular HCV Funding.....	4-10
4-III.C.	Selection Method .....	4-10
	Local Preferences [24 CFR 982.207; HCV p. 4-16] .....	4-10
	Income Targeting Requirement [24 CFR 982.201(b)(2)].....	4-16
	Order of Selection.....	4-16
4-III.D.	Notification of Selection.....	4-17
4-III.E.	The Eligibility Interview.....	4-17
4-III.F.	Completing the Eligibility Process .....	4-18

**Chapter 5**  
**BRIEFINGS AND VOUCHER ISSUANCE**

	INTRODUCTION .....	5-1
PART I:	BRIEFINGS AND FAMILY OBLIGATIONS .....	5-1
5-I.A.	Overview.....	5-1
5-I.B.	Briefing [24 CFR 982.301].....	5-1
	Notification and Attendance .....	5-2
	Oral Briefing [24 CFR 982.301(a)] .....	5-2

---

	Briefing Packet [24 CFR 982.301(b)] .....	5-3
	Additional Items to be Included in the Briefing Packet .....	5-4
5-I.C.	Family Obligations .....	5-4
PART II:	SUBSIDY STANDARDS AND VOUCHER ISSUANCE.....	5-7
5-II.A.	Overview.....	5-7
5-II.B.	Determining Family Unit (Voucher) Size [24 CFR 982.402] .....	5-7
5-II.C.	Exceptions to Subsidy Standards.....	5-9
5-II.D.	Voucher Issuance [24 CFR 982.302].....	5-10
5-II.E.	Voucher Term, Extensions, and Suspensions.....	5-11
	Voucher Term [24 CFR 982.303].....	5-11
	Extensions of Voucher Term [24 CFR 982.303(b)] .....	5-11
	Suspensions of Voucher Term [24 CFR 982.303(c)] .....	5-12
	Expiration of Voucher Term.....	5-12

**Chapter 6**  
**INCOME AND SUBSIDY DETERMINATIONS**  
[24 CFR Part 5, Subparts E and F; 24 CFR 982]

	INTRODUCTION .....	6-1
PART I:	ANNUAL INCOME.....	6-1
6-I.A.	Overview.....	6-1
6-I.B.	Household Composition and Income.....	6-2
	Summary of Income Included and Excluded by Person.....	6-2
	Temporarily Absent Family Members.....	6-3
	Absent Students .....	6-3
	Absences Due to Placement in Foster Care .....	6-3
	Absent Head, Spouse, or Co-head .....	6-4
	Family Members Permanently Confined for Medical Reasons.....	6-4
	Joint Custody of Dependents .....	6-4
	Caretakers/Guardian for a Child.....	6-4
6-I.C.	Anticipating Annual Income .....	6-5
	Minimum Income.....	6-5
	Basis of Annual Income Projection .....	6-5
	Treatment of Seasonal Changes, School Employees.....	6-7
	Using Enterprise Income Verification (EIV) to Project Income .....	6-7
6-I.D.	Earned Income .....	6-8
	Types of Earned Income Included in Annual Income .....	6-8
	Types of Earned Income <u>Not</u> Counted in Annual Income .....	6-9
6-I.E.	Earned Income Disallowance for Persons With Disabilities [24 CFR 5.617] .....	6-11
	Eligibility .....	6-11
	Calculation of the Disallowance .....	6-12
6-I.F.	Business Income [24 CFR 5.609(b)(2)].....	6-12
	Business Expenses .....	6-13

	Business Expansion .....	6-13
	Capital Indebtedness .....	6-13
	Negative Business Income .....	6-13
	Withdrawal of Cash or Assets from a Business .....	6-14
	Co-owned Businesses .....	6-14
6-I.G.	Assets [24 CFR 5.609(b)(3) and 24 CFR 5.603(b)] .....	6-14
	Overview .....	6-14
	General Policies .....	6-15
	Types of Assets .....	6-18
6-I.H.	Periodic Payments .....	6-21
	Periodic Payments <u>Included</u> in Annual Income .....	6-21
	Lump-Sum Payments for the Delayed Start of a Periodic Payment .....	6-21
	Periodic Payments <u>Excluded</u> from Annual Income .....	6-21
6-I.I.	Payments In Lieu Of Earnings .....	6-23
6-I.J.	Welfare Assistance .....	6-23
	Overview .....	6-23
	Sanctions Resulting in the Reduction of Welfare Benefits [24 CFR 5.615] .....	6-24
6-I.K.	Periodic And Determinable Allowances [24 CFR 5.609(b)(7)] .....	6-24
	Alimony and Child Support .....	6-24
	Regular Contributions or Gifts .....	6-24
	Student Financial Assistance .....	6-25
6-I.L.	Additional Exclusions from Annual Income .....	6-25
PART II:	ADJUSTED INCOME .....	6-29
6-II.A.	Introduction .....	6-29
	Overview .....	6-29
	Anticipating Expenses .....	6-29
6-II.B.	Dependent Deduction .....	6-30
6-II.C.	Elderly or Disabled Family Deduction .....	6-30
6-II.D.	Medical Expenses Deduction [24 CFR 5.611(a)(3)(i)] .....	6-30
	Definition of <i>Medical Expenses</i> .....	6-30
	Summary of Allowable Medical Expenses from IRS Publication 502 .....	6-31
	Families That Qualify for Both Medical and Disability .....	6-31
6-II.E.	Disability Assistance Expenses Deduction [24 CFR 5.603(b) and 24 CFR 5.611(a)(3)(ii)] .....	6-31
	Earned Income Limit on the Disability Assistance Expense Deduction .....	6-31
	Eligible Disability Expenses .....	6-32
	Necessary and Reasonable Expenses .....	6-33
	Families That Qualify for Both Medical and Disability Ex. ....	6-33
6-II.F.	Child Care Expense Deduction .....	6-33
	Clarifying the Meaning of <i>Child</i> for This Deduction .....	6-34
	Qualifying for the Deduction .....	6-34

---

	Earned Income Limit on Child Care Expense Deduction .....	6-36
	Eligible Child Care Expenses .....	6-36
PART III:	CALCULATING FAMILY SHARE AND HAKC SUBSIDY .....	6-37
6-III.A.	Overview of Rent And Subsidy Calculations .....	6-37
	TTP Formula [24 CFR 5.628] .....	6-37
	Family Share [24 CFR 982.305(a)(5)].....	6-38
	HAKC Subsidy [24 CFR 982.505(b)] .....	6-38
	Utility Reimbursement [24 CFR 982.514(b)].....	6-38
6-III.B.	Financial Hardships Affecting Minimum Rent [24 CFR 5.630] .....	6-39
	Overview.....	6-39
	HUD-Defined Financial Hardship .....	6-39
	Implementation of Hardship Exemption .....	6-40
6-III.C.	Applying Payment Standards [24 CFR 982.505] .....	6-41
	Overview.....	6-41
	Changes in Payment Standards.....	6-41
	Reasonable Accommodation .....	6-43
6-III.D.	Applying Utility Allowances [24 CFR 982.517].....	6-43
	Overview.....	6-43
	Reasonable Accommodation .....	6-44
	Utility Allowance Revisions.....	6-44
6-III.E.	Prorated Assistance for Mixed Families [24 CFR 5.520].....	6-44
Exhibit 6-1:	Annual Income Inclusions .....	6-44
	HHS Definition of "Assistance" .....	6-47
Exhibit 6-2:	Annual Income Exclusions .....	6-48
Exhibit 6-3:	Treatment of Family Assets .....	6-51
Exhibit 6-4:	Earned Income Disallowance For Persons With Disabilities .....	6-52
Exhibit 6-5:	The Effect of Welfare Benefit Reduction .....	6-54

## Chapter 7

### VERIFICATION

[24 CFR 982.516, 24 CFR 982.551, 24 CFR 5.230]

	INTRODUCTION .....	7-1
PART I.	GENERAL VERIFICATION REQUIREMENTS .....	7-1
7-I.A.	Family Consent to Release of Information [24 CFR 982.516 and 982.551, 24 CFR 5.230] .....	7-1
	Consent Forms .....	7-1
	Penalties for Failing to Consent [24 CFR 5.232] .....	7-2
7-I.B.	Overview of Verification Requirements.....	7-2
	Overview.....	7-2
7-I.C.	Enterprise Income Verification (EIV) and Up-Front Income Ver.....	7-2
	The EIV System.....	7-2



---

	The Verification Hierarchy .....	7-4
	Level Verification Technique Ranking .....	7-5
	Verification Technique Definitions .....	7-5
	Exceptions to Third Party Verification Requirements.....	7-8
	Third Party Verification Requirements .....	7-8
	Types of Documents Required Demonstrating Compliance .....	7-10
	Tenants That Do Not Provide the HAKC with Requested Information .....	7-10
	Using the EIV to Reduce Administrative and Subsidy Payment Errors .....	7-10
	EIV Requirements for Recertification .....	7-12
	Tenant Actions for HAKC Underpayment of Rent .....	7-13
	Tenant Repayment Agreement .....	7-14
	EIV Record Retention.....	7-14
	Disclosure of an Individual's EIV Information .....	7-15
	Incorrect EIV Information .....	7-15
	Security of EIV Data .....	7-17
	Penalties for Willful Disclosure or Inspection of EIV Data .....	7-18
	Penalties for Non-Compliance with Mandated EIV .....	2-19
	Notice to Applicants and Tenants.....	2-19
7-I.D.	Third-Party Written and Oral Verification .....	7-20
	Reasonable Effort and Timing.....	7-20
	When Third-Party Information is Late .....	7-20
	When Third-Party Verification is Not Required .....	7-21
7-I.E.	Review of Documents.....	7-22
	Using Review of Documents as Verification .....	7-22
7-I.F.	Self-Certification .....	7-22
PART II.	VERIFYING FAMILY INFORMATION.....	7-22
7-II.A.	Verification of Legal Identity .....	7-23
7-II.B.	Social Security Numbers [24 CFR 5.216 and HCV GB, p. 5-12] .....	7-23
7-II.C.	Documentation of Age.....	7-24
7-II.D.	Family Relationships .....	7-24
	Marriage.....	7-25
	Separation or Divorce .....	7-25
	Absence of Adult Member.....	7-25
	Foster Children and Foster Adults .....	7-26
7-II.E.	Verification of Student Status.....	7-26
7-II.F.	Documentation of Disability.....	7-26
	Family Members Receiving SSA Disability Benefits .....	7-27
	Family Members Not Receiving SSA Disability Benefits .....	7-27
7-II.G.	Citizenship or Eligible Immigration Status [24 CFR 5.508] .....	7-28
	Overview.....	7-28
	U.S. Citizens and Nationals .....	7-28
	Eligible Immigrants .....	7-28
7-II.H.	Verification of Preference Status .....	7-29

---

PART III.	VERIFYING INCOME AND ASSETS .....	7-29
7-III.A.	Earned Income .....	7-29
7-III.B.	Business and Self Employment Income .....	7-29
7-III.C.	Periodic Payments and Payments In Lieu Of Earnings .....	7-30
	Social Security/SSI Benefits.....	7-30
7-III.D.	Alimony or Child Support .....	7-31
7-III.E.	Assets and Income from Assets .....	7-32
	Assets Disposed of for Less than Fair Market Value .....	7-35
7-III.F.	Net Income from Rental Property.....	7-33
7-III.G.	Retirement Accounts .....	7-33
7-III.H.	Income from Excluded Sources .....	7-33
7-III.I.	Zero/Extremely Low Annual Income Status .....	7-34
7-III-J	Fixed Income Sources.....	7-34
PART IV.	VERIFYING MANDATORY DEDUCTIONS .....	7-35
7-IV.A.	Dependent and Elderly/Disabled Household Deductions.....	7-35
	Dependent Deduction .....	7-35
	Elderly/Disabled Family Deduction .....	7-35
7-IV.B.	Medical Expense Deduction .....	7-35
	Amount of Expense .....	7-35
	Eligible Household .....	7-36
	Qualified Expenses .....	7-36
	Unreimbursed Expenses .....	7-36
	Expenses Incurred in Past Years.....	7-37
7-IV.C.	Disability Assistance Expenses .....	7-37
	Amount of Expense .....	7-37
	Family Member is a Person with Disabilities.....	7-38
	Family Member(s) Permitted to Work .....	7-38
	Unreimbursed Expenses .....	7-38
7-IV.D.	Child Care Expenses.....	7-39
	Eligible Child.....	7-39
	Unreimbursed Expense.....	7-39
	Pursuing an Eligible Activity .....	7-39
	Allowable Type of Child Care.....	7-41
	Reasonableness of Expenses.....	7-41

**Chapter 8**  
**HOUSING QUALITY STANDARDS AND RENT REASONABLENESS**  
**DETERMINATIONS**

[24 CFR 982 Subpart I and 24 CFR 982.507]

PART I:	PHYSICAL STANDARDS .....	8-1
8.I.A.	General HUD Requirements.....	8-1
	HUD Performance and Acceptability Standards .....	8-1
	Tenant Preference Items .....	8-2
	Modifications to Provide Accessibility .....	8-2

---

8.I.B.	Additional Local Requirements .....	8-3
	Thermal Environment [HCV GB p.10-7] .....	8-3
	Clarifications of HUD Requirements .....	8-4
	Special HQS Requirements for Electrical Receptacles .....	8-12
	Types of Outlets .....	8-13
	Ungrounded Outlets .....	8-13
	Testing for Determination of Proper Operating Condition.....	8-14
8.I.C.	Life Threatening Conditions [24 CFR 982.404(a)] .....	8-16
8.I.D.	Owner and Family Responsibilities [24 CFR 982.404].....	8-18
	Family Responsibilities .....	8-18
	Owner Responsibilities .....	8-18
8-I-E.	Special Requirements for Children with Environmental Intervention	
	Blood Lead Level [24 CFR 35.1225] .....	8-19
8-I-F.	Violation of HQS Space Standards [24 CFR 982.403] .....	8-19
PART II:	THE INSPECTION PROCESS .....	8-20
8-II.A.	Overview [24 CFR 982.405] .....	8-20
	Types of Inspections .....	8-20
	Inspection of HAKC-owned Units [24 CFR 982.352(b)] .....	8-22
	Inspection Costs .....	8-22
	Notice and Scheduling .....	8-23
	Attendance at inspections by owner and family .....	8-23
8-II.B.	Initial HQS Inspection [24 CFR 982.401(a)] .....	8-23
	Timing of Initial Inspections .....	8-24
	Inspection Results and Re-inspections .....	8-25
	Utilities .....	8-25
	Appliances .....	8-25
8.II.C.	Annual HQS Inspections [24 CFR 982.405(a)].....	8-26
	Scheduling the Inspection.....	8-27
8-II.D.	Special Inspections [HCV GB p. 10-30] .....	8-29
8-II.E.	Quality Control Inspections [24 CFR 982.405(b), HCV GB p. 10-32].....	8-30
8.II.F.	Inspection Results and Re-inspections for Units Under HAP Contract.....	8-31
	Notification of Corrective Actions .....	8-32
	Extensions.....	8-32
	Re-inspections.....	8-33
8.II.G.	Enforcing Owner Compliance .....	8-33
	HAP Abatement.....	8-33
	HAP Contract Termination.....	8-34
8.II.H.	Enforcing Family Compliance with HQS [24 CFR 982.404(b)].....	8-35
PART III:	RENT REASONABLENESS [24 CFR 982.507].....	8-35
8-III.A.	Overview.....	8-35
	HAKC-owned Units [24 CFR 982.352(b)] .....	8-35
8-III.B.	When Rent Reasonableness Determinations Are Required.....	8-36
	Owner-initiated Rent Determinations.....	8-36

---

---

	HAKC- and HUD-Initiated Rent Reasonableness Determinations	8-36
8-III.C.	How Comparability Is Established .....	8-36
	Rent Reasonableness Methodology .....	8-37
	Unassisted Units of the Premises.....	8-39
	Units that Must Not be Used as Comparable.....	8-40
	Rents Charged for Other Units on the Premises .....	8-42
8-III.D.	HAKC Rent Reasonableness Data Base Methodology .....	8-42
	How Market Data is Collected .....	8-42
	How Rents are Determined.....	8-42
Exhibit 8-1:	Overview of HUD Housing Quality Standards .....	8-44
Exhibit 8-2:	Summary Of Tenant Preference Areas Related To Housing Quality .....	8-46

## **Chapter 9**

### **GENERAL LEASING POLICIES**

9-I.A.	Tenant Screening .....	9-1
9-I.B.	Requesting Tenancy Approval [Form HUD-52517] .....	9-2
9-I.C.	Owner Participation .....	9-3
9-I.D.	Eligible Units .....	9-3
	Ineligible Units [24 CFR 982.352(a)].....	9-3
	HAKC-Owned Units [24 CFR 982.352(b)].....	9-4
	Special Housing Types [24 CFR 982 Subpart M] .....	9-4
	Duplicative Assistance [24 CFR 982.352(c)].....	9-6
	Housing Quality Standards (HQS) [24 CFR 982.305 and 24 CFR 982.401] .....	9-6
	Unit Size .....	9-6
	Rent Reasonableness [24 CFR 982.305 and 24 CFR 982.507] .....	9-7
	Rent Burden [24 CFR 982.508].....	9-7
9-I.E.	Lease and Tenancy Addendum.....	9-7
	Lease Form and Tenancy Addendum [24 CFR 982.308].....	9-7
	Lease Information [24 CFR 982.308(d)] .....	9-8
	Term of Assisted Tenancy .....	9-7
	Security Deposit [24 CFR 982.313 (a) and (b)] .....	9-8
	Separate Non-Lease Agreements between Owner and Tenant.....	9-9
	HAKC Review of Lease .....	9-9
9-I.F.	Tenancy Approval [24 CFR 982.305] .....	9-10
9-I.G.	HAP Contract Execution [24 CFR 982.305] .....	9-11
9-I.H.	Changes In Lease or Rent [24 CFR 982.308].....	9-12

---

<b>Chapter 10</b>	
<b>MOVING WITH CONTINUED ASSISTANCE AND PORTABILITY</b>	
<b>PART I.</b>	<b>MOVING WITH CONTINUED ASSISTANCE ..... 10-1</b>
10-I.A.	Allowable Moves..... 10-1
10-I.B.	Restrictions on Moves ..... 10-2
	Grounds for Denial or Termination of Assistance..... 10-3
	Restrictions on Elective Moves [24 CFR 982.314(c)]..... 10-3
10-I.C.	Moving Process ..... 10-4
	Notification ..... 10-4
	Approval ..... 10-4
	Reexamination of Family Income and Composition ..... 10-4
	Voucher Issuance and Briefing..... 10-4
	Housing Assistance Payments [24 CFR 982.311(d)] ..... 10-5
<b>PART II:</b>	<b>PORTABILITY ..... 10-5</b>
10-II.A.	Overview..... 10-5
	Background..... 10-5
	Equal Opportunity Requirements ..... 10-7
10-II.B.	Initial PHA Role ..... 10-8
	Allowable Moves under Portability..... 10-9
	Determining Income Eligibility..... 10-9
	Reexamination of Family Income and Composition ..... 10-9
	Briefing..... 10-9
	Voucher Issuance and Term ..... 10-9
	Voucher Extensions and Expiration ..... 10-9
	Portability- Initial PHA Responsibilities: Contacting the Receiving PHA ..... 10-10
	Portability- Initial PHA Responsibilities: Part 1 of the Form HUD- 52665 ..... 10-11
	Monthly Billing Payments [24 CFR 982.355(e), Notice PIH 2004-12] ..... 10-13
10-II.C.	Receiving PHA Role..... 10-14
	Portability- Receiving PHA Responsibilities: Processing Responsibilities..... 10-14
	Initial Contact with Family..... 10-16
	Briefing..... 10-16
	Income Eligibility and Reexamination ..... 10-17
	Voucher Issuance..... 10-17
	Timing of Voucher Issuance..... 10-17
	Voucher Term..... 10-18
	Voucher Extension..... 10-18
	Part II of the Form HUD-52665
	Timing of the Initial and Subsequent Billing Process ..... 10-19
	Receiving PHA: Ongoing Responsibilities ..... 10-19
	Annual Reexamination ..... 10-19
	Change in Billing Amount..... 10-20

---

---

	Failure to Fulfill Obligations .....	10-20
	Summary of Portability Billing Deadline .....	10-22
10-II.D.	Other Portability Conditions .....	10-22
	Procedures for the Transfer of Units and Funding as a Result of Late Payments .....	10-22
	Penalties for the Receiving PHA's Failure to Inform .....	10-23
	Denying Family Request to Move .....	10-24
	Denying Family Request for Move Due to Insufficient Funding .....	10-25
	Penalties for Improperly Denying Requests for Funding .....	10-27
	Portability and Project-based Funding .....	10-28

## **Chapter 11**

### **REEXAMINATIONS**

	INTRODUCTION .....	11-1
	Monitoring Deceased Tenants .....	11-1
PART I:	ANNUAL REEXAMINATIONS [24 CFR 982.516] .....	11-2
11-I.A.	Overview .....	11-2
11-I.B.	Scheduling Annual Reexaminations .....	11-2
	Notification of and Participation in the Annual Reexamination Process .....	11-3
11-I.C.	Conducting Annual Reexaminations .....	11-3
11-I.E.	Effective Dates .....	11-6
PART II:	INTERIM REEXAMINATIONS [24 CFR 982.516] .....	11-6
11-II.A.	Overview .....	11-6
11-II.B.	Changes In Family and Household Composition .....	11-7
	New Family Members <u>Not</u> Requiring Approval .....	11-7
	New Family and Household Members Requiring Approval .....	11-7
	Departure of a Family or Household Member .....	11-9
11-II.C.	Changes Affecting Income or Expenses .....	11-9
	HAKC-Initiated Interim Reexaminations .....	11-9
	Family-Initiated Interim Reexaminations .....	11-10
11-II.D.	Processing the Interim Reexamination .....	11-11
	Method of Reporting .....	11-11
	Effective Dates .....	11-12
PART III:	RECALCULATING FAMILY SHARE AND SUBSIDY AMOUNT .....	11-12
11-III.A.	Overview .....	11-12
11-III.B.	Changes in Payment Standards and Utility Allowances .....	11-13
	Payment Standards [24 CFR 982.505] .....	11-13
	Subsidy Standards [24 CFR 982.505(c)(4)] .....	11-13
	Utility Allowances [24 CFR 982.517(d)] .....	11-13
11-III.C.	Notification of New Family Share and HAP Amount .....	11-14

11-III.D. Discrepancies ..... 11-14

## Chapter 12

### TERMINATION OF ASSISTANCE AND TENANCY

PART I:	GROUNDINGS FOR TERMINATION OF ASSISTANCE .....	12-1
12-I.A.	Overview.....	12-1
12-I.B.	Family No Longer Requires Assistance [24 CFR 982.455] .....	12-1
12-I.C.	Family Chooses To Terminate Assistance .....	12-2
12-I.D.	Mandatory Termination Of Assistance.....	12-2
	Eviction [24 CFR 982.552(b)(2)] .....	12-2
	Failure to Provide Consent [24 CFR 982.552(b)(3)].....	12-2
	Failure to Document Citizenship [24 CFR 982.552(b)(4) and [24 CFR 5.514(c)].....	12-3
	Failure to Provide Social Security Documentation [24 CFR 5.218(c)].....	12-3
	Methamphetamine Manufacture or Production [24 CFR 983.553(b)(1)(ii)] .....	12-3
	Lifetime Sex Offender .....	12-3
12-I.E.	Mandatory Policies and Other Authorized Terminations .....	12-4
	Mandatory Policies [24 CFR 982.553(b) and 982.551(l)].....	12-4
	Other Authorized Reasons for Termination of Assistance [24 CFR 982.552(c)].....	12-5
PART II:	APPROACH TO TERMINATION OF ASSISTANCE.....	12-7
12-II.A.	Overview.....	12-7
12-II.B.	Method of Termination [24 CFR 982.552(a)(3)] .....	12-7
12-II.C.	Alternatives to Termination Of Assistance.....	12-8
	Change in Household Composition .....	12-8
	Repayment of Family Debts .....	12-8
12-II.D.	Criteria for Deciding To Terminate Assistance.....	12-11
	Evidence .....	12-11
	Consideration of Circumstances [24 CFR 982.552(c)(2)(i)] .....	12-11
	Reasonable Accommodation [24 CFR 982.552(c)(2)(iv)] .....	12-12
12-II.E.	Termination Notice [HCV GB, p. 15-7] .....	12-12
	Notice of Termination Based on Citizenship Status [24 CFR 5.514 (c) and (d)] .....	12-13
12-II.F.	How Termination of Assistance Affects the HAP Contract And Lease .....	12-13
PART III:	TERMINATION OF TENANCY BY THE OWNER.....	12-14
12-III.A.	Overview.....	12-14
12-III.B.	Grounds For Owner Termination of Tenancy [24 CFR 982.310 and Form HUD-52641-A, Tenancy Addendum].....	12-14
	Serious or Repeated Lease Violations .....	12-14
	Violation of Federal, State, or Local Law .....	12-14

---

	Criminal Activity or Alcohol Abuse.....	12-14
	Other Good Cause.....	12-15
	Domestic Violence Provisions VAWA .....	12-15
12-III.C.	Eviction [24 CFR 982.310(e) and (f) and Form HUD-52641-A, Tenancy Addendum] .....	12-17
12-III.D.	Deciding Whether To Terminate Tenancy [24 CFR 982.310(h)] .....	12-17
12-III.E.	Effect of Termination of Tenancy on the Family's Assistance .....	12-17
Exhibit 12-1:	Statement of Family Obligations.....	12-19

## **Chapter 13**

### **OWNERS**

<b>PART I.</b>	<b>OWNERS IN THE HCV PROGRAM .....</b>	<b>13-1</b>
13-I.A.	Owner Recruitment and Retention [HCV GB, pp. 2-4 to 2-6] .....	13-1
	Recruitment.....	13-1
	Retention.....	13-2
13-I.B.	Basic HCV Program Requirements .....	13-3
13-I.C.	Owner Responsibilities [24 CFR 982.452].....	13-4
13-I.D.	Owner Qualifications .....	13-5
	Owners Barred from Participation [24 CFR 982.306(a) and (b)]... ..	13-5
	Leasing to Relatives [24 CFR 982.306(d), HCV GB p. 11-2] .....	13-5
	Conflict of Interest [24 CFR 982.161; HCV GB p. 8-19] .....	13-5
	Owner Actions That May Result in Disapproval of a Tenancy Request [24 CFR 982.306(c)].....	13-6
	Legal Ownership of Unit .....	13-8
13-I.E.	Non-Discrimination [HAP Contract – Form HUD-52641] .....	13-8
<b>PART II.</b>	<b>HAP CONTRACTS.....</b>	<b>13-8</b>
13-II.A.	Overview.....	13-8
13-II.B.	HAP Contract Contents .....	13-9
13-II.C.	HAP Contract Payments .....	13-10
	General.....	13-10
	Owner Certification of Compliance.....	13-11
	Late HAP Payments [24 CFR 982.451(a)(5)] .....	13-11
	Termination of HAP Payments [24 CFR 982.311(b)].....	13-11
13-II.D.	Breach of HAP Contract [24 CFR 982.453].....	13-12
13-II.E.	HAP Contract Term and Terminations.....	13-13
13-II.F.	Change in Ownership / Assignment of The HAP Contract [HUD-52641].....	13-14
13-II.G.	Protecting HCV Tenant at Foreclosure Action [PIH 2010-44] .....	13-15



---

**Chapter 14**  
**PROGRAM INTEGRITY**

PART I:	PREVENTING, DETECTING, AND INVESTIGATING ERRORS AND PROGRAM ABUSE .....	14-1
14-I.A.	Preventing Errors and Program Abuse .....	14-1
14-I.B.	Detecting Errors and Program Abuse .....	14-2
	Quality Control and Analysis of Data .....	14-2
	Independent Audits and HUD Monitoring .....	14-2
	Individual Reporting of Possible Errors and Program Abuse .....	14-3
14-I.C.	Investigating Errors and Program Abuse.....	14-3
	When the HAKC Will Investigate .....	14-3
	HAKC Investigation Procedures .....	14-3
	Consent to Release of Information [24 CFR 982.516] .....	14-4
	Analysis and Findings.....	14-4
	Consideration of Remedies.....	14-5
	Notice and Appeals.....	14-5
PART II:	CORRECTIVE MEASURES AND PENALTIES .....	14-5
14-II.A.	Subsidy Under- Or Overpayments.....	14-5
	Corrections.....	14-5
	Reimbursement .....	14-6
14-II.B.	Family-Caused Errors and Program Abuse .....	14-6
	Family Reimbursement to HAKC [HCV GB pp. 22-12 to 22-13].	14-6
	HAKC Reimbursement to Family [HCV GB p. 22-12] .....	14-6
	Prohibited Actions .....	14-7
	Penalties for Program Abuse .....	14-7
14-II.C.	Owner-Caused Error or Program Abuse.....	14-8
	Owner Reimbursement to the HAKC.....	14-8
	Prohibited Owner Actions .....	14-8
	Remedies and Penalties .....	14-9
14-II.D.	HAKC-Caused Errors or Program Abuse.....	14-9
	Repayment to the HAKC.....	14-9
	HAKC Reimbursement to Family or Owner .....	14-10
	Prohibited Activities .....	14-10
14-II.E.	Criminal Prosecution .....	14-10
14-II.F.	Fraud and Program Abuse Recoveries .....	14-11

---

**Chapter 15**  
**SPECIAL HOUSING TYPES**  
[24 CFR 982 Subpart M]

PART I.	SINGLE ROOM OCCUPANCY [24 CFR 982.602 through 982.605] .....	15-1
15-I.A.	Overview.....	15-1
15-I.B.	Payment Standard, Utility Allowance, and HAP Calculation .....	15-2
15-I.C.	Housing Quality Standards (HQS) .....	15-2
PART II.	CONGREGATE HOUSING [24 CFR 982.606 through 982.609].....	15-3
15-II.A.	Overview.....	15-3
15-II.B.	Payment Standard, Utility Allowance, and HAP Calculation .....	15-3
15-II.C.	Housing Quality Standards .....	15-3
PART III.	GROUP HOME [24 CFR 982.610 through 982.614 and HCV GB p. 7-4] .....	15-4
15-III.A.	Overview.....	15-4
15-III.B.	Payment Standard, Utility Allowance, and HAP Calculation .....	15-4
15-III.C.	Housing Quality Standards .....	15-5
PART IV.	SHARED HOUSING [24 CFR 982.615 through 982.618].....	15-6
15-IV.I.	Overview.....	15-6
15-IV.B.	Payment Standard, Utility Allowance and HAP Calculation .....	15-6
15-IV.C.	Housing Quality Standards .....	15-6
PART V.	COOPERATIVE HOUSING [24 CFR 982.619].....	15-7
15-V.A.	Overview.....	15-7
15-V.B.	Payment Standard, Utility Allowance and HAP Calculation .....	15-7
15-V.C.	Housing Quality Standards .....	15-7
PART VI.	MANUFACTURED HOMES [24 CFR 982.620 through 982.624] .....	15-8
15-VI.A.	Overview.....	15-8
15-VI.B.	Special Policies For Manufactured Home Owners	
	Who Leases A Space .....	15-8
	Family Income .....	15-8
	Lease and HAP Contract .....	15-8
15-VI.C.	Payment Standard, Utility Allowance and HAP Calculation .....	15-8
	Payment Standards.....	15-8
	Utility Allowance.....	15-9
	Space Rent .....	15-9
	Housing Assistance Payment.....	15-9
	Rent Reasonableness .....	15-9
15-VI.D.	Housing Quality Standards .....	15-9
PART VII.	HOMEOWNERSHIP [24 CFR 982.625 through 982.643].....	15-10
15-VII.A.	Overview [24 CFR 982.625] .....	15-10
15-VII.B.	Family Eligibility [24 CFR 982.627].....	15-11
15-VII.C.	Selection Of Families [24 CFR 982.626] .....	15-14
15-VII.D.	Eligible Units [24 CFR 982.628].....	15-17

---

15-VII.E. Additional HAKC Requirements for Search and Purchase [24 CFR 982.629] .....	15-18
15-VII.F. Homeownership Counseling [24 CFR 982.630] .....	15-20
15-VII.G. Home Inspections, Contract of Sale, And HAKC Disapproval of Seller [24 CFR 982.631].....	15-20
Home Inspections .....	15-20
Contract of Sale .....	15-21
Disapproval of a Seller .....	15-22
15-VII.H. Financing [24 CFR 982.632] .....	15-23
15-VII.I. Continued Assistance Requirements; Family Obligations [24 CFR 982.633] .....	15-25
15-VII.J. Maximum Term Of Homeowner Assistance [24 CFR 982.634].....	15-29
15-VII.K. Homeownership Assistance Payments and Homeownership Expenses [24 CFR 982.635] .....	15-30
15-VII.L. Portability [24 CFR 982.636, 982.637, 982.353(b) and (c), 982.552, 982.553] .....	15-31
15-VII.M. Moving With Continued Assistance [24 CFR 982.637].....	15-32
15-VII.N. Denial or Termination of Assistance [24 CFR 982.638] .....	15-33
15-VII.N. Default .....	15-34
15-VII.O. Recapture .....	15-35
15-VII.P. Informal Hearing .....	15-35

## **CHAPTER 16**

### **PROGRAM ADMINISTRATION**

PART I:	ADMINISTRATIVE FEE RESERVE [24 CFR 982.155] .....	16-2
PART II:	SETTING PROGRAM STANDARDS AND SCHEDULES .....	16-5
	16-II.A. Overview.....	16-5
	16-II.B. Payment Standards [24 CFR 982.503; HCV GB, Chapter 7].....	16-5
	Updating Payment Standards.....	16-5
	Exception Payment Standards [982.503(c)] .....	16-7
	Unit-by-Unit Exceptions [24 CFR 982.503(c)(2)(ii)] .....	16-7
	"Success Rate" Payment Standard Amounts [24 CFR 982.503(e)].....	16-7
	Decreases in the Payment Standard Below the Basic Range [24 CFR 982.503(d)] .....	16-8
	16-II.C. Utility Allowances [24 CFR 982.517].....	16-8
	Air Conditioning.....	16-9
	Reasonable Accommodation .....	16-9
	Utility Allowance Revisions.....	16-9
	PHA Actions to Reduce HCV Program Cost .....	16-9
PART III:	INFORMAL REVIEWS AND HEARINGS .....	16-14
	16-III.A. Overview.....	16-14

---

16-III.B. Informal Reviews.....	16-14
Decisions Subject to Informal Review .....	16-14
Notice to the Applicant [24 CFR 982.554(a)] .....	16-15
Scheduling an Informal Review .....	16-16
Informal Review Procedures [24 CFR 982.554(b)] .....	16-14
Informal Review Decision [24 CFR 982.554(b)] .....	16-16
16-III.C. Informal Hearings for Participants [24 CFR 982.555] .....	16-17
Decisions Subject to Informal Hearing.....	16-17
Informal Hearing Procedures.....	16-18
16-III.D. Hearing And Appeal Provisions For Non-Citizens	
[24 CFR 5.514] .....	16-25
Notice of Denial or Termination of Assistance	
[24 CFR 5.514(d)] .....	16-25
USCIS Appeal Process [24 CFR 5.514(e)].....	16-26
Informal Hearing Procedures for Applicants	
[24 CFR 5.514(f)] .....	16-26
Informal Hearing Procedures for Residents	
[24 CFR 5.514(f)] .....	16-27
Retention of Documents [24 CFR 5.514(h)] .....	16-28
PART IV: OWNER OR FAMILY DEBTS TO THE HAKC .....	16-28
16-IV.A. Overview.....	16-28
16-IV.B. Repayment Policy .....	16-29
Owner Debts to the HAKC.....	16-29
Family Debts to the HAKC .....	16-29
Repayment Agreement [24 CFR 792.103] .....	16-29
Repayment Agreement Guidelines .....	16-29
PART V: MANAGEMENT ASSESSMENT (SEMAP) .....	16-33
16-V.A. Overview.....	16-33
16-V.B. SEMAP Certification [24 CFR 985.101].....	16-33
HUD Verification Method.....	16-34
16-V.C. SEMAP Indicators [24 CFR 985.3 and form HUD-52648] .....	16-34
SEMAP Indicators Chart .....	16-34
PART VI: RECORD KEEPING .....	16-37
16-VI.A. Overview.....	16-37
16-VI.B. Record Retention [24 CFR 982.158] .....	16-37
16-VI.C. Records Management .....	16-38
Privacy Act Requirements [24 CFR 5.212 and Form-9886] .....	16-38
Upfront Income Verification (UIV) Records .....	16-38
Criminal Records .....	16-39
Medical/Disability Records .....	16-39
Special Guidelines for Protecting Sensitive Privacy Info.....	16-39
PART VII: REPORTING AND RECORD KEEPING FOR CHILDREN WITH	
ENVIRONMENTAL INTERVENTION BLOOD LEAD LEVEL.....	16-43
16-VII.A. Overview.....	16-43

---

---

16-VII.B. Reporting Requirement [24 CFR 35.1225(e)] .....	16-43
16-VII.C. Data Collection and Record Keeping [24 CFR 35.1225(f)] .....	16-43
PART VIII: DETERMINATION OF INSUFFICIENT FUNDING .....	16-44
16-VIII.A. Overview .....	16-44
16-VIII.B. Methodology .....	16-44

**CHAPTER 17**  
**PROJECT-BASED VOUCHERS**

PART I: PROJECT-BASED VOUCHERS.....	17-1
17-I.A. Introduction .....	17-1
17-I.B. When the Tenant-Based Voucher Applies [24 CFR 983.2] .....	17-2
17-I.C. PBV Definitions .....	17-3
17-I.D. Other Federal Definitions .....	17-4
17-I.E. Maximum and Minimum Amount of PBV Assistance.....	17-5
17-I.F. Uniform Relocation Act.....	17-5
17-I.G. Proposal Selection Procedures .....	17-5
17-I.H. Prohibition of Assistance for Ineligible Units .....	17-9
17-I.I. Subsidy Layering Review .....	17-10
17-I.J. Cap on Number of PBV Units in Each Building .....	17-10
17-I.K. Supportive Services for Families in Excepted Units and Guidelines and Requirements.....	17-11
17-I.L. HUD and HAKC Site Selection Criteria .....	17-14
17-I.M. Environmental Review .....	17-17
17-I.N. HAKC-Owned Units .....	17-18
17-I.O. Housing Quality Standards.....	17-19
17-I.P. Housing Accessibility for Persons with Disabilities.....	17-19
17-I.Q. Inspecting Units.....	17-19
17-I.R. The Agreement to Enter into a HAP Contract.....	17-20
17-I.S. Completion and Acceptance of Units .....	17-22
17-I.T. The HAP Contract .....	17-23
17-I.U. Owner Responsibilities.....	17-25
17-I.V. Tenant Selection .....	17-26
17-I.W. HAKC Information to Accepted Family .....	17-33
17-I.X. Owner Selection of Tenants .....	17-33
17-I.Y. Vacancies.....	17-34
17-I.Z. Determining and Re-Determining the Rent to Owner .....	17-35
17-IAA. Reasonable Rent .....	17-37
17-IBB. Other Subsidy: Effect on Rent to Owner .....	17-38
17-ICC. HAKC Payment to Owner for Occupied Unit .....	17-39
17-IDD. Vacancy Payment .....	17-40
17-IEE. Tenant Rent: Payment to Owner .....	17-41
17-IFF. Other Fees and Charges .....	17-42

---

**CHAPTER 18**  
**COMMON TERMS AND DEFINITIONS**

**CHAPTER 19**  
**COMMON HUD TERMS AND ACRONYMS**