

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Don Semon
Director

3057 Briw Road, Suite B
Placerville, CA 95667



AGENCY DIVISIONS

Administration & Finance
Behavioral Health
Community Services
Protective Services
Public Health
Self-Sufficiency

2020 PHA Administrative Plan Changes - October 13, 2020

Reviewed	Added/Corrected	Overview of Changes Made in Admin Plan
Title Page	Title Page	Updated title page design and included revision date
Revision Page	Revision Page	Updated revision page with revision date/year
TOC	TOC	Updated date on table of contents pages
Intro-i thru Intro-iv	Intro-iii/iv	Updated text and web links throughout Introduction pp. Intro-ii to Intro-iii for resources helpful to the PHA or referenced in the model administrative plan, and the online location of each. Repaginated pp. Intro-iii and Intro-iv
1-15/16	1-15/16	Updated text in PHA Policy on p. 1-15: The PHA will review and update the [PHA Administrative] plan as needed to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation.
2-4/5	2-4/5	Updated policy and corrected formatting for text under Discrimination Complaints on pages 2-4 and 2-5.
3-4	3-4	Added paragraph on p. 3-4 to clarify policy re: use of HUD-VASH voucher when veteran is perpetrator of domestic violence, etc.
3-25 thru 3-38	3-25 thru 3-38	Added 4 new paragraphs on p. 3-25 regarding recent HUD rules on admission to the program and the prohibition of using arrest records as the basis for denial. Changed formatting and updated policies on pp. 3-27 through 3-32 related to reasons for denial of assistance and screening for eligibility. Added text on p. 3-38 regarding updates in notification requirements for applicants who may be victims of domestic violence.
4-5 thru 4-12	4-5 thru 4-12	Corrected formatting and updated text in 1st PHA Policy on p. 4-5: Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination within 10 business days of receiving a complete application. Updated text in 1st paragraph under 2nd PHA Policy on p. 4-10: The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely. Corrected formatting and updated text on page 4-12
4-20	4-20	Changed text in 2nd paragraph of PHA Policy on p. 4-20: The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, providing required signatures, and submitting required documentation.
5-17	5-17	Added text in 2nd paragraph of PHA Policy on p. 5-17: Within 10 business days after the expiration of the voucher term or any extension, the PHA will notify the family in writing that the voucher

		term has expired and that the family must reapply when the waiting list is open in order to be placed on the waiting list.
6-5	6-5	Added text in 2nd paragraph of PHA Policy on p. 6-5 to include school records as another form of documentation (in addition to court orders and an IRS return) to claim a child as a part of the household.
6-13 thru 6-70	6-13 thru 6-64	<p>Deleted text under Calculation of the Disallowance; and deleted entire Original Calculation Method subsection, along with the Initial-12 Month Exclusion PHA Policy, and the under Lifetime Limitation PHA Policy on p. 6-14</p> <p>Deleted “Revised” text from Calculation Method subtitle, now on p. 6-15</p> <p>Updated text in PHA Policy on p. 6-19 to address PHA’s annual review of its passbook rates.</p> <p>Corrected formatting in “Assets Disposed...” sub-subheading, p. 6-21</p> <p>Updated text in “Checking and Savings Accounts” PHA Policy on p. 6-23:</p> <p>In determining the value of a checking account and savings accounts, the PHA will use the current balance.</p> <p>Corrected formatting in “Investment Accounts...” PHA Policy, p. 6-23</p> <p>Added text in paragraph above 2nd PHA Policy on p. 6-24: ..the net cash value of real property is the market value minus the balance of the loan (mortgage) minus the expenses to convert to cash [Notice PIH 2012-3].</p> <p>Added item to end of list on p. 6-36, Additional Exclusions from Annual Income:</p> <p>Distributions from an ABLÉ account, and actual or imputed interest on the ABLÉ account balance.</p> <p>Reformatted “Summary...” table to even out the columns on p. 6-40.</p> <p>Updated text in PHA Policy on p. 6-49: To establish the reasonableness of child care costs, the PHA will use the schedule of child care costs from a qualified local entity that either subsidizes child care costs or licenses child care providers.</p> <p>Updated “Example...” table on p. 6-54</p>
7-1 thru 7/39	7-1 thru 7/39	Updated PIH references throughout chapter
7-5/7	7-5/7	<p>Updated text/policy regarding income reports and the income validation tool (IVT), p. 7-5</p> <p>Added text in last paragraph of PHA Policy, p. 7-7 regarding paystubs for verification of income.</p>
7-12	7-12	Updated text in table on p. 7-12 to include current government employer identification card with picture as one type of document to verify legal identification.
7-25/28	7-25/28	<p>Added dollar sign to “5,000” in Example 2, and corrected formatting of paragraphs under 7-III.E PHA Policy on p. 7-25</p> <p>Added PIH reference to 7-III.J heading; added text to 1st paragraph under that heading; and changed text in PHA Policy on p. 7-28 regarding Student Financial Assistance: ...the PHA will request written verification of the student’s tuition, fees, and other required charges.</p>

8-12/15	8-12/15	<p>Changed text in Owner and Family Inspection Attendance PHA Policy on p. 8-12 regarding the need for an adult to be present during inspections</p> <p>Updated policy regarding Annual/Biennial HQS Inspections, p. 8-15: Each unit under HAP contract must be inspected within 24 months of the last full HQS inspection.</p>
9-1 thru 9-14	9-1 thru 9-14	Added email as an additional communication tool during the Request for Tenancy Approval Process.
10-2	10-2	Updated 5th paragraph of PHA policy on p. 10-2
10-6	10-6	Added paragraph and policy on p. 10-6 regarding zero HAP families who wish to move.
11-1/2	11-1/2	Corrected typo and changed text in 11-I.B. 3rd paragraph on p. 11-2
11-11	11-11	Deleted 2nd paragraph of PHA Policy on p. 11-11
11-15 thru 11-16	11-15 thru 11-16	<p>Deleted text in 1st paragraph and added a new 2nd paragraph to 11-III.C. PHA Policy on bottom of p. 11-16:</p> <p>The notice will state the family has the right to request an explanation of how the assistance was calculated and if the family disagrees, they have the right to informal hearing. The notice will include the procedures for requesting an informal hearing.</p>
12-3 thru 12-8	12-3 thru 12-8	<p>Update PIH reference on p. 12-3</p> <p>Changed text in 3rd and 5th paragraphs of PHA Policy on p. 12-5 regarding illegal drug use.</p> <p>Added text in 3rd paragraph of PHA Policy on p. 12-6: A record or records of arrest will not be used as the sole basis for the termination or proof that the participant engaged in disqualifying criminal activity.</p> <p>Updated PHA Policy on p. 12-7/8 regarding Other Authorized Reasons for Termination of Assistance.</p>
12-13/14	12-13/14	<p>Corrected formatting on p. 12-13</p> <p>Added new Use of Criminal Conviction Records after Admission subsection on p. 12-14</p>
12-20 thru 12-26	12-20 thru 12-26	<p>Corrected formatting on paragraph between the two PHA policies on p. 12-20</p> <p>Added paragraph at end of p. 12-22 regarding owner termination of tenancy: If a property is subject to foreclosure, during the term of the lease, the new owner of the property does not have good cause to terminate the tenant's lease, unless the new owner will occupy the unit as their primary residence and has provided the tenant with at least a 90-day notice. In that case, the lease may be terminated effective on the date of sale, although the tenant is still entitled to a 90-day notice to vacate. See Section 13-II.G for a discussion of PHA policies relating to units in foreclosure.</p> <p>Updated policy on p. 12-26 regarding family obligations.</p>
13-3/4	13-3/4	<p>Updated references in 13-I.A. heading, added new 3rd paragraph under Recruitment and corrected formatting and added text to PHA Policy on p. 13-3 to clarify requirements for owner recruitment, outreach and retention</p> <p>Added text to PHA Policy under Retention on p. 13-4</p>
13-15 thru 13-22	13-15 thru 13-22	<p>Corrected formatting in 2nd and 6th paragraph on p. 13-16</p> <p>Corrected formatting in 2nd paragraph of PHA Policy on p. 13-17</p>

		<p>Corrected formatting in PHA Policy paragraph on p. 13-20 Added new 13-II.G. section, with new PHA Policy on p. 13-22 regarding protections for families receiving HCV assistance when the property goes into foreclosure: During the term of the lease, the new owner of the property does not have good cause to terminate the tenant’s lease, unless the new owner will occupy the unit as their primary residence and has provided the tenant with at least a 90-day notice. In that case, the lease may be terminated effective on the date of sale, although the tenant is still entitled to a 90-day notice to vacate. Further, the new owner assumes interest in the lease between the prior owner and the tenant and to the HAP contract.</p>
14-5	14-5	Updated policy, p. 14-5 regarding investigating errors and program abuse
14-11	14-11	Updated policy, pg. 14-11 regarding evidence of owner program abuse.
15-13/14	15-13/14	Corrected formatting on pages 5-13/14
16-3 thru 16-7	16-3 thru 16-7	<p>Corrected formatting on p. 6-3 Under PHA Policy, p. 6-6, changed “will” to “may” in Quality of Units Selected paragraph, and changed text in last paragraph Updated references and text for Exception Payment Standards on p. 16-7</p>
16-12 thru 16-24	16-12 thru 16-24	<p>Added reference in Decisions Subject to Informal Review and deleted text in 8th bullet paragraph on p. 16-12 Added new Remote Informal Reviews subsection with new PHA Policy and added new Conducting Remote Informal Reviews subsection with new PHA Policy on p. 16-14: The PHA has the sole discretion to require that informal reviews be conducted remotely in case of local, state, or national physical distancing orders, and in cases of inclement weather or natural disaster. In addition, the PHA will conduct an informal review remotely upon request of the applicant as a reasonable accommodation for a person with a disability, if an applicant does not have child care or transportation that would enable them to attend the informal review, or if the applicant believes an in-person informal review would create an undue health risk. The PHA will consider other reasonable requests for a remote informal review on a case-by-case basis. Repaginated 16-13 through end of chapter Deleted text in 4th bullet, and added new Remote Informal Hearings subsection with new PHA Policy on p. 16-17 Added new Conducting Informal Hearings Remotely subsection with new PHA Policy on p. 6-18 Under Informal Hearing Procedure, added text to PHA Policy on p. 16-20 Added text in last paragraph of PHA Policy on Scheduling an Informal Hearing, p. 16-22: If the family cannot show good cause for the failure to appear, or a rescheduling is not needed as a reasonable accommodation, the PHA’s decision will stand. Under Pre-Hearing Right to Discovery, added text to 1st PHA Policy,</p>

		added new paragraph and new 2nd PHA Policy, and deleted PHA Policy that was under Informal Hearing Officer on p. 16-23/24
17-3	17-3	Updated text on p. 17-3
17-5 thru 17-16	17-5 thru 17-16	Updated reference for Units Selected Non-Competitively on p. 17-5; Repaginated pp. 17-7 thru 17-9 Updated text in paragraphs under Units Selected Non-Competitively subheading on pp. 17-8 and 17-9 Added text in PHA Policy's 4th indented paragraph on p. 17-11 Added text in first 2 paragraphs and changed text in PHA Policy paragraph on p. 17-14 Updated references in 17-II.E. heading and updated paragraphs below this heading on p. 17-17 Changed formatting in Promoting Partially Assisted Projects subheading, changed text in 2nd paragraph under this subheading, and changed text under last PHA Policy on p. 17-20
17-26/27	17-26/27	Updated references in Pre-HAP Contract Inspections subheading, changed paragraph text and added new PHA Policy under this subheading on p. 17-26 Updated references in Turnover Inspections subheading, changed paragraph text and removed PHA policy below subheading, p. 17-26 Changed text in last paragraph on p. 17-27
17-36 thru 17-38	17-36 thru 17-38	Fixed spacing in 2nd paragraph on p. 17-36 Added text in 17-V.E. heading on p. 17-38
17-43 thru 17-46	17-43 thru 17-46	Changed text and updated formatting in 1 st paragraph on p. 17-43 Fixed spacing in 4th paragraph and in PHA Policy on p. 17-44 Updated text on p. 46 to include email in paragraph
17-61/62	17-61/62	Fixed spacing in 1st paragraph under Use of Small Area FMRs on p. 17-61 Fixed formatting in PHA Policy paragraph under Rent Increase on p. 17-62
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18-1 thru 18-52 (Entire Chapter 18)	18-1 thru 18-60	Updated formatting and text changes throughout Chapter 18 - Project Based Voucher (PBV) Under the Rental Assistance Demonstration (RAD) Program. Note: El Dorado County does not currently have the RAD program; however, this chapter is included in the event RAD is implemented.