



Housing Choice Voucher Program

FY2020 Annual Plan | HCVP Administrative Plan Amendments

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Chapter 7: VERIFICATION PROCEDURES

NO CURRENT POLICY	N/A	<p>Add new section "REQUIREMENTS FOR ACCEPTABLE DOCUMENTS"</p> <p><i>"Any documents used for verification must be the original (not photocopies) and generally must be dated within 60 days of the date they are provided to HABC. The documents must not be damaged, altered or in any way illegible.</i></p> <p><i>Printouts from web pages are considered original documents."</i></p>
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Chapter 9: REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION

<p><u>9.4 LEASE REVIEW</u></p> <p>9.4.1 Actions before Lease Term and Execution of the HAP Contract</p> <p>All of the following must be completed before the beginning of the initial term of the lease for a unit and prior to the execution of the HAP Contract:</p> <ul style="list-style-type: none"> • HABC must inspect the unit and has determined that the unit satisfies the housing quality standards. • ... <ul style="list-style-type: none"> ○ ... ○ Property Registration (receipts are no longer accepted) ○ MFD Registration (if applicable) ○ ... 	9-5	<p>Adding reasonable timeframe to supply required ownership documents and statement of consequence for not providing within specified timeframe.</p> <p><i>Below is a listing of all required documentation and actions new owners must take and submit prior to the execution of any new HAP Contract. All of the following must be submitted and/or verified completed before the beginning of the initial lease term of the lease for a unit and prior to the execution of the HAP Contract. Failure to submit any of the required documentation within a reasonable timeframe as specified by HABC may result in denial or termination of a HAP Contract:</i></p> <ul style="list-style-type: none"> • HABC must inspect the unit and has determined that the unit satisfies the housing quality standards. • ... • Owner must provide the following required documentation prior to contract signing <i>unit inspection</i>: <ul style="list-style-type: none"> ○ ... ⊖ <i>Property License and Registration Receipt from Baltimore City Department of Housing & Community Development (DHCD) (receipts are no longer accepted)</i> ○ MFD Registration (if applicable) ○ ...
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Chapter 10: HOUSING QUALITY STANDARDS AND INSPECTION PROTOCOLS

<p>10.1 INTRODUCTION</p> <p>HABC's goals are to inspect all new units before HAP contract execution, and all units under contract at least one time every two (2) calendar years, when applicable. HABC will conduct additional inspections as deemed necessary or at the request of program stakeholders.</p>	10-1	<p>Revise language to match current HUD regulations regarding biennial inspections at 24 CFR 982.405:</p> <p>HABC's goals are to inspect all new units before HAP contract execution, and all units under contract at least one time every two (2) calendar years, when applicable as authorized under 24 CFR 982.405. HABC will conduct additional inspections as deemed necessary or at the request of program stakeholders.</p>
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<p>10.2 GUIDELINES / TYPES OF INSPECTIONS</p> <p>10.2.6 Security</p> <p>If window security bars or security screens are present on emergency exit windows, they must be equipped with a quick release system...</p>	<p>10-2</p>	<p>Revising so that security bars on ANY window are required to have quick release.</p> <p>If window security bars or security screens are present on <i>any exterior emergency exit</i> windows, they must be equipped with a quick release system...</p>
<p>10.2.10 Types of Inspections</p> <p>There are 7 types of inspections HABC will perform:</p> <ul style="list-style-type: none"> • <u>Pre-Contract</u>: Conducted upon receipt of Request for Tenancy Approval. • <u>Annual</u>: Must be conducted once a year and is scheduled on an annual basis. <i>*Self-Certification is available (see Self-Certification at Chapter 10, Section 10.4.2)</i> • <u>Risk Based</u>: Must be conducted within two years of the last passed annual inspection; not available on units under pre-contract / initial inspection status. <i>*Self-Certification is available (see Self-Certification at Chapter 10, Section 10.4.2)</i> • <u>Follow-Up</u> or <u>Re-Inspection</u>: Follow-up for failed, incomplete or an unable-to-conduct inspections; not required on self-certified items. • <u>Special/Complaint</u>: At request of owner, family or an agency or third-party. • <u>Move-out/Vacate</u>: At the request of the landlord to document tenant damages. • <u>Quality Control</u>: Concurrent or within forty-five (45) calendar days of the previously completed inspection. 	<p>10-5</p>	<p>Revise language to match current HUD regulations regarding biennial inspections at 24 CFR 982.405:</p> <p>There are 7 types of inspections HABC will perform:</p> <ul style="list-style-type: none"> • <u>Pre-Contract</u>: Conducted upon receipt of Request for Tenancy Approval. • <u>Annual-Biennial</u>: Must be conducted once a year <i>within a 24-month period</i> and is scheduled on an annual <i>a biennial</i> basis. <i>*Self-Certification is available (see Self-Certification at Chapter 10, Section 10.4.2)</i> • <u>Risk Based</u>: Must be conducted within two years of the last passed annual inspection; not available on units under pre-contract / initial inspection status. *Self-Certification is available (see Self-Certification at Chapter 10, Section 10.4.2) • <u>Follow-Up</u> or <u>Re-Inspection</u>: Follow-up for failed, incomplete or an <i>unable-to-conduct</i> inspections; not required on self-certified items. • <u>Special/Complaint</u>: At request of owner, family or an agency or third-party. • <u>Move-out/Vacate</u>: At the request of the landlord to document tenant damages. • <u>Quality Control</u>: Concurrent or within forty-five (45) calendar days of the previously completed inspection.
<p>10.4 SCHEDULED INSPECTIONS</p> <p>10.4.1 Risk-Based Inspections</p> <p>HABC has moved to a Risk-Based inspection process in order to ensure that the highest housing quality standards are maintained and that HABC resources are utilized in an efficient and effective manner. HABC will inspect all units under contract in accordance with its housing quality standards. Upon completion of an inspection, HABC will determine whether the unit passes or fails. If the unit passes the annual inspection on the first attempt, the Risk-Based inspection process states that HABC can skip a year for the next annual inspection. Example: If a unit already under contract is inspected on May 1, 2019 and passes on the first attempt, under the Risk-Based inspection process the next annual inspection may not be scheduled until May 1, 2021 (unless requested or at HABC's discretion).</p>	<p>10-7</p>	<p>Revise language to reflect biennial inspection schedule.</p> <p>10.4.1 Risk-Based Biennial Inspections</p> <p>HABC has moved to a <i>Risk-Based biennial</i> inspection process <i>schedule</i> in order to ensure that the highest housing quality standards are maintained and that HABC resources are utilized in an efficient and effective manner. HABC will inspect all units under contract in accordance with its housing quality standards. Upon completion of an inspection, HABC will determine whether the unit passes or fails. If the unit passes the annual inspection, on the first attempt, the Risk-Based inspection process states that HABC can skip a year for may <i>schedule the next annual inspection within 18-months to ensure a full inspection is completed within the 24-month period</i>. Example: If a unit already under contract is inspected on May 1, 2019 and passes, on the first attempt, under the Risk-Based inspection process the next annual inspection may not be scheduled <i>completed</i> until May 1, 2021 (unless requested or at HABC's discretion).</p>

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<p>10.4.1 Risk-Based Inspections (Continued from previous page)</p> <p>Units which have met inspection standards consistently may be inspected on a two-year schedule. Units which do not have such a track record will be inspected at least annually. Units which are NOT under contract will not be eligible for Risk-Based inspections until after it has passed its first post-contract annual inspection. HABC reserves the right to set and modify the inspection schedule for each unit. Special inspections may be scheduled at any time at HABC’s discretion.</p>	10-7	<p>10.4.1 Risk-Based <i>Biennial</i> Inspections (Continued from previous page)</p> <p>Units which have met inspection standards consistently may be inspected on a two-year schedule. Units which do not have such a track record meet HQS inspection standards consistently will be inspected at least annually as needed. Units which are NOT under contract will not be eligible for Risk-Based inspections until after it has passed its first post-contract annual inspection. HABC reserves the right to set and modify the inspection schedule for each unit. Special inspections may be scheduled at any time at HABC’s discretion.</p>
<p>Chapter 10 and throughout Admin Plan</p> <p>All references to “Annual” inspections will be changed to reflect the new biennial inspection schedule.</p>	10-1 thru 10-15	<p>Remove all references to “annual” inspections. Revise to reflect new biennial inspection schedule.</p>

Chapter 13: MOVES WITH CONTINUED ASSISTANCE AND PORTABILITY

<p><u>13.5 PORTABILITY</u></p> <p><u>13.5.5. Regular Program Functions</u></p> <p>HABC will perform all program functions applicable to tenant-based assistance program, such as:</p> <ul style="list-style-type: none"> - ... - ... - Annual inspection of the unit; and - ... 	13-6	<p>Remove all references to “annual” inspections.</p> <p><u>13.5.5. Regular Program Functions</u></p> <p>HABC will perform all program functions applicable to tenant-based assistance program, such as:</p> <ul style="list-style-type: none"> - ... - ... - Annual <i>Biennial</i> inspection of the unit; and - ...
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Chapter 16: OWNER DISAPPROVAL AND RESTRICTIONS

<p>NO CURRENT POLICY</p>	16-3	<p>Add new section “16.3.1 Failure to Submit Required Ownership Documents”</p> <p><i>“Owners failing to provide the required documentation within a reasonable timeframe, as specified by HABC, may be deemed to be in breach of the HAP Contract. If HABC determines that a breach has occurred, HABC may exercise any of its rights and remedies for such a breach. HABC shall notify the owner of such determination, including a brief statement of the reasons for determination. The notice by HABC to the owner may require the owner take corrective action, as verified or determined by HABC, by a deadline prescribed in the notice.</i></p> <p><i>HABC’s rights and remedies for owner breach of the HAP Contract include recovery of overpayments, suspension of housing assistance payments, abatement or other reduction of housing assistance payments, and termination of the HAP Contract. Even if the family continues to live in the contract unit, HABC may exercise any rights and remedies for owner breach of the HAP Contract. HABC’s exercise or non-exercise of any right or remedy for owner breach of the HAP Contract is not a waiver of the right to exercise that or any other right or remedy at any time.”</i></p>
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Chapter 19: SPECIAL HOUSING TYPES

<p><u>19.7 HOMEOWNERSHIP</u></p> <p><u>19.7.8.2 Maximum Term of Homeownership assistance</u></p> <p>NO CURRENT POLICY</p>	<p>19-15</p>	<p>Add new section "19.7.8.3 Decelerated Assistance for Homeownership Program Participants"</p> <p><i>To ease the transition from subsidized homeownership assistance, HABC will develop a schedule of decelerated assistance for an additional five years at the end of the family's applicable assistance term. The decelerated assistance schedule is as follows:</i></p> <ul style="list-style-type: none"> • <i>Participant pays 30% of their monthly household income plus:</i> • <i>Year 1: 50% of the balance of the mortgage payment;</i> • <i>Year 2: 60% of the balance of the mortgage payment;</i> • <i>Year 3: 70% of the balance of the mortgage payment;</i> • <i>Year 4: 80% of the balance of the mortgage payment; and</i> • <i>Year 5: 90% of the balance of the mortgage payment</i>
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