

LAKELAND HOUSING AUTHORITY

HOUSING CHOICE VOUCHER PROGRAM

ADMINISTRATIVE PLAN

HOTMA • NSPIRE • PROJECT-BASED VOUCHERS • RAD • MOVING TO WORK

Plan Item	Board-Ready Information
Organization	Housing Authority of the City of Lakeland d/b/a Lakeland Housing Authority
Office	430 Hartsell Avenue, Lakeland, Florida 33815
Board Resolution	Resolution No. 26-1575
Board Meeting / Effective Date	September 21, 2026
Board Chairman	David Samples
Executive Director	Benjamin Stevenson
Plan Status	Final Comprehensive 2026-2027 Edition
Primary Programs	HCV, PBV, MTW Expansion, FSS, HUD-VASH, Mainstream, FYI/FUP, TPV and other special-purpose vouchers

Controlling-authority clause. Mandatory statutes, regulations, HUD notices, forms, program instructions, approved MTW waivers, appropriations requirements, and court orders supersede inconsistent language in this Plan. Proposed rules are identified as pending and are not treated as final requirements.

BOARD ADOPTION AND CERTIFICATION

The Board of Commissioners adopts this Housing Choice Voucher Program Administrative Plan under Resolution No. 26-1575. The Plan is effective September 21, 2026, except where a controlling authority or an approved MTW activity establishes another date. The Executive Director or designee is authorized to administer the Plan, issue consistent procedures and forms, and make non-substantive technical corrections required by law or HUD guidance. Substantive discretionary policy changes remain subject to applicable Board and public-process requirements.

Approval	Signature / Date
Board Chairman	David Samples Signature:  Date: 09/21/2026
Executive Director	Benjamin Stevenson Signature:  Date: 09/21/2026

Legal review and implementation note. This Plan is designed for Board adoption and program administration. LHA should maintain implementing procedures, forms, notices, software configurations, staff training records, and an annual legal/regulatory review file.

EXECUTIVE SUMMARY

This Plan establishes LHA policy for administering the tenant-based and project-based Housing Choice Voucher programs and integrates the local decisions required by 24 CFR parts 5, 8, 35, 100, 903, 982, 983, 984 and 985; HOTMA implementation guidance; NSPIRE standards; VAWA; fair housing and civil rights requirements; special-purpose voucher rules; and LHA's approved Moving to Work designation and activities.

Priority	Policy direction
HOTMA 102/104	Implement currently effective requirements, preserve delayed MTW reporting provisions until HUD establishes the applicable MTW compliance date, maintain system readiness, and use annual HUD inflation adjustments.
MTW	Apply only HUD-approved waivers and safe harbors; maintain impact analyses, hardship policies, public process, statutory assurances, separate SPV controls, and accurate reporting.
Eligibility integrity	Use uniform eligibility, SSN, citizenship and eligible immigration-status procedures; run required EIV/SAVE reports; provide notice, due process, privacy protection and equal treatment.
Public safety	Apply mandatory criminal screening and locally adopted permissive standards uniformly; provide individualized consideration where required; protect VAWA survivors and reasonable-accommodation rights.
Inspections	Use NSPIRE-V requirements and HUD correction timeframes, quality control, HAP withholding/abatement, owner and family notices, and relocation assistance when required.
PBV	Administer selection, environmental review, subsidy layering, site and neighborhood standards, HAP/Agreement requirements, owner selection, waiting lists and family rights under current Part 983.

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Bedroom-size occupancy ranges

LHA applies the following minimum and maximum household-size ranges by bedroom size. These ranges match the occupancy standards adopted in LHA's ACOP. The subsidy standard remains the smallest appropriate voucher size, generally one bedroom for every two persons, subject to the exceptions below. A family may lease a larger unit, but subsidy is based on the lower of the voucher size or actual unit size.

Bedrooms	Minimum household size	Maximum household size
0	1	1
1	1	3
2	2	5
3	3	7
4	5	9
5	7	11

Occupancy and subsidy-standard exceptions

- The head of household and spouse or co-head ordinarily share a bedroom unless a verified disability-related need requires separate bedrooms.
- A separate bedroom may be approved for an authorized live-in aide. An additional bedroom may be approved for disability-related equipment, overnight care, foster placement, joint custody, or another verified accommodation need.
- LHA does not require persons of different sex, gender, age, generation, or relationship to share when an approved exception applies. A single head of household is not required to share a bedroom with a child.
- Foster children and foster adults are considered for unit size but are not treated as family members for income and asset calculations. Guests do not create bedroom entitlement.
- If household composition changes, LHA will determine the correct voucher size at the next regular reexamination or move unless immediate action is required by reasonable accommodation, health and safety, or controlling HUD authority.
- A unit must also satisfy applicable NSPIRE-V space, egress, habitability, state/local occupancy, owner, and lease requirements. If another lawful standard is more restrictive, the more restrictive requirement controls.

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RAD First Component authority and project approval

- LHA will administer a public housing RAD conversion under the current RAD Notice, Revision 4, as amended by Supplemental Notices 4B and 4C, the RAD Fair Housing, Civil Rights and Relocation Notice, the RAD Conversion Commitment, closing documents and project-specific HUD approvals.
- As an Expansion MTW agency, LHA will process RAD transactions through the applicable RAD amendment to the PHA Plan in the manner HUD requires for non-MTW PHAs unless HUD issues different project-specific direction. An Initial MTW Attachment A amendment is not a substitute for the RAD PHA Plan amendment.
- The RAD amendment and project file will identify the converting project, conversion to PBV or PBRA, transfer of assistance if any, assisted units, unit mix, construction scope, relocation, resident rights, accessibility, financing, ownership/control, capital needs and public comments.
- No project may proceed merely because it is discussed in this Administrative Plan. LHA must obtain all required HUD, environmental, FHEO/accessibility, relocation, financing, Board, lender/investor and closing approvals.

MANDATORY RAD RESIDENT PROTECTION. Existing public housing residents are not new HCV or PBV applicants. RAD conversion, temporary relocation and return may not be conditioned on new-admission income, criminal, credit, landlord, housekeeping or suitability screening.

Resident notice, meetings and meaningful participation

- Provide the RAD notices and conduct the resident meetings required at application, financing-plan, relocation and material-change stages. Explain conversion type, proposed work, relocation, resident rights, rent, lease, grievance rights, choice mobility and contact information.
- Provide effective communication and meaningful language access, including accessible documents, sign-language or other qualified interpreters, translated vital information, alternative meeting methods and reasonable accommodations when required.
- Log resident questions, comments and objections and provide responses. Give additional notice and consultation when changes materially affect conversion type, transfer of assistance, relocation, unit mix, work scope, ownership/control or resident rights.
- Recognize resident-organizing and participation rights and provide required resident-organization funding under the RAD Notice and applicable PBV or PBRA requirements.

No displacement, continued assistance and guaranteed right to return

- No resident may lose rental assistance as a result of RAD. A resident temporarily relocated for construction has a guaranteed right to return to an assisted unit at the converted property or, for an approved transfer of assistance, at the approved receiving property.
- A resident may not be permanently displaced against the resident's will solely because of RAD. If planned unit configuration cannot accommodate a returning household, LHA must offer permissible alternatives and revise the plan when HUD requires preservation of the right to return.
- Any decision to accept another permanent housing option or relinquish the right to return must be voluntary, informed, written and free from coercion after the resident receives a clear explanation of all available assisted-housing options and consequences.
- Maintain a confidential return roster showing household composition, bedroom need, accessibility features, temporary address, contact history, offers, resident elections and reoccupancy status.

RAD no-rescreening and eligibility treatment

Issue	Required treatment for existing residents
Income eligibility	Do not deny continued assistance or return because the resident exceeds a new-admission income limit. Apply post-conversion rent and recertification rules.
Criminal/suitability screening	Do not impose new-applicant criminal, credit, landlord, housekeeping or suitability screening as a condition of conversion or return.
Citizenship / SSN	Continue assistance subject to current family status and applicable law; do not use conversion to restart admission screening. Resolve ordinary compliance matters with notice and due process.
Household composition	Use the assisted household of record and approved changes; apply the occupancy ranges in Chapter 11, accessibility needs, and available unit configuration.
Lease compliance	Address actual lease violations through ordinary documented procedures, VAWA, accommodation, evidence access, hearing/grievance and court process where applicable.
Accessible units	Match households needing accessibility features before assigning accessible units to households not needing them. Preserve effective communication and approved accommodations.
LIHTC layering	Administer tax-credit requirements without using LIHTC screening or unit configuration to defeat RAD continued-assistance or right-to-return protections. Escalate conflicts to HUD/counsel.

Relocation plan, notices and benefits

- Before relocation, complete the project-specific relocation plan, resident survey, phasing schedule, relocation budget, comparable-unit analysis, accessibility assessment, moving-cost method, advisory-services plan and HUD/FHEO Accessibility and Relocation Checklist.
- Relocation will not begin before the applicable RAD Conversion Commitment and delivery of the required written notice. Use the notice period required by RAD, the URA and project approval, including 30-day or 90-day notice where applicable.
- Temporary housing must be decent, safe, sanitary, affordable and accessible as required. Plan to minimize moves and disruption to employment, school, health care, disability services, transportation and community support.
- LHA or the project owner will pay reasonable and necessary moving and related expenses and provide advisory services, packing or mobility assistance, utility-transfer support, accessible transportation, reasonable accommodations and language assistance when required.
- Apply the Uniform Relocation Assistance and Real Property Acquisition Policies Act, 49 CFR part 24, 24 CFR part 42, section 104(d), RAD alternative requirements and project-specific funding requirements according to the facts. Identify the controlling authority for every notice, benefit and appeal.
- Do not pressure a resident to move early, waive benefits or sign a release to accelerate construction. Any voluntary early move must be informed, written, noncoercive and permitted by HUD.

Post-conversion rent, phase-in, deposits and lease

- Following conversion, calculate tenant rent under the applicable RAD PBV or PBRA rules. Residents ordinarily continue to pay income-based rent, subject to utility allowance, minimum rent, hardship and other applicable rules.
- If tenant rent and utilities increase solely because of RAD conversion by more than the greater of 10 percent or \$25, apply the HUD-authorized three-year or five-year rent phase-in selected for the project and disclosed in writing at conversion.
- Administer the selected phase-in uniformly and do not modify the methodology after conversion except as HUD expressly permits. Process later recertifications, interim changes, hardships and utility allowances under applicable rules.
- Provide the applicable Section 8 lease and RAD-required attachments. The lease may be terminated or not renewed only for good cause and in accordance with RAD, PBV/PBRA, VAWA and state-law requirements.
- Do not charge a new security deposit solely because of conversion when prohibited. Transfer, credit or account for the existing public housing deposit under the closing documents and applicable law.

RAD grievance, hearing, termination and nonretaliation

- Residents receive the procedural rights required for the selected conversion type. Notices state the specific facts, effective date, legal/lease basis, evidence rights, accommodation/LEP contact, VAWA protections and deadline and method for requesting review.
- For RAD PBV, provide the grievance and informal-hearing protections required by the RAD Notice and 24 CFR part 983, including an informal hearing before eviction where required by RAD.
- For RAD PBRA, the owner and contract administrator provide the termination, procedural and hearing rights required by the RAD Notice, Section 8 lease and applicable multifamily requirements.
- Do not evict, terminate, pressure, delay return or otherwise retaliate because a resident exercised consultation, organizing, complaint, relocation, fair housing, VAWA, disability, language-access, grievance or right-to-return protections.

Choice mobility and resident services

- After conversion, eligible residents receive choice-mobility rights for the project's PBV or PBRA assistance, subject to the applicable waiting period, voucher availability, turnover caps, HUD-approved exemptions and good-cause provisions.
- Maintain a written choice-mobility request, date/time, priority, status and issuance log. Reasonable-accommodation, VAWA emergency and fair-housing moves are evaluated independently of ordinary choice-mobility limits.
- Preserve or properly transition FSS, ROSS and other eligible resident-services participation, escrow, grant, case-management, service-coordinator and data responsibilities before closing.
- Administer Section 3, resident employment and contracting opportunities when triggered by the project's funding and work.

One-for-one replacement, ownership/control and long-term preservation

- Preserve the required number of assisted units, subject only to HUD-authorized de minimis reductions, transfers of assistance or other approved exceptions.
- Maintain the required long-term PBV or PBRA HAP contract, use agreement, public or nonprofit ownership/control, renewal, reserves, capital-needs completion, reporting and enforcement provisions.
- Monitor post-closing affordability, assisted-unit count, reserves, capital completion, accessibility, resident rights, choice mobility, services and other responsibilities assigned in the RAD documents.
- Administer disposition proceeds, replacement reserves, operating reserves, developer fees, seller financing and other sources/uses under HUD approval, governing documents, procurement, financial controls and conflict-of-interest requirements.

RAD environmental, accessibility, VAWA and civil-rights controls

- No prohibited choice-limiting action may occur before completion of the applicable environmental review and authorization. Incorporate mitigation into closing, construction and operations documents.
- Complete accessibility due diligence and identify Section 504, ADA, UFAS and Fair Housing Act requirements. Preserve accessible-unit distribution and integrate reasonable accommodations into design, relocation and return.
- Provide accessible and language-appropriate relocation and return communication. VAWA emergency-transfer and confidentiality protections continue during relocation and after conversion.
- Treat resident disability, language and safety information as confidential and share it only with authorized personnel who need it to provide a benefit, accommodation, communication aid or safe unit match.

RAD compliance-file checklist

File component	Required evidence
PHA Plan/public process	RAD amendment, notices, RAB consultation, hearing, comments/responses, Board action and HUD approval
Resident engagement	Meeting notices/materials, attendance, accessibility/LEP services, questions, responses and material-change notices
Relocation	Survey, confidential roster, notices, advisory log, temporary housing, offers, benefits/payments, accommodations, return and reoccupancy
Civil rights/FHEO	Accessibility and Relocation Checklist, site/accessibility analysis, fair-housing review, accommodations and language access
Conversion	CHAP, concept-call record, financing plan, RAD Conversion Commitment, environmental clearance, closing checklist and executed documents
Post-closing	HAP/use agreements, leases, rent phase-in, choice mobility, resident services, reserves, capital completion and monitoring
Quality control	Legal/compliance review, executive certification, open-issue register, due dates and validated correction

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1. Governance, Authority and Plan Administration

LHA administers the HCV program under its ACC, applicable law, HUD requirements, the PHA Plan, approved MTW Supplement, and this Administrative Plan.

Purpose and controlling authority

This Plan states local policy where LHA has discretion. Staff shall follow the stricter controlling requirement when authorities conflict and shall elevate unresolved questions to the Executive Director or designee and counsel as appropriate.

Adoption, amendment and availability

The Board formally adopts the Plan and substantive revisions. LHA will make the current Plan available for public review and will complete any required PHA Plan significant-amendment, resident advisory board, notice, hearing, accessibility and certification processes.

Delegation and procedures

The Executive Director may delegate administrative functions in writing. Departmental procedures may implement but may not contradict this Plan.

Ethics and conflicts

Commissioners, employees, contractors and agents must comply with ACC conflict-of-interest restrictions, procurement ethics, disclosure duties and post-employment limitations. Waivers require HUD approval when applicable.

Operating authority and document control

- The HCV Director is the plan owner and maintains a controlled master copy, revision log, implementation calendar, staff acknowledgments, and crosswalk to forms, software fields, and standard operating procedures.
- A mandatory federal change may be implemented immediately through a technical bulletin. A discretionary policy change requires review for public-process, PHA Plan, MTW Supplement, Board, and HUD approval requirements before implementation.
- Program staff must use the policy in effect on the transaction effective date. The case record must identify any superseding HUD notice, approved waiver, court order, or reasonable accommodation applied.
- At least quarterly, management will review HUDCLIPS, Federal Register publications, MTW communications, HCV Connect, NSPIRE notices, and annual inflation-adjustment publications.

Required chapter records

Record	Minimum control
Master plan	Current signed edition and all superseded editions
Revision log	Authority, effective date, affected chapters/forms, trainer and system release
Delegation log	Function delegated, employee/position, limitations and approval date
Public process file	Notices, RAB materials, hearing record, comments, responses and certifications

2. Fair Housing, Civil Rights, Accessibility and LEP

LHA will administer every phase of the program without unlawful discrimination and will affirmatively further fair housing.

Protected rights and uniform administration

Admissions, waiting-list management, briefings, inspections, rent determinations, portability, hearings and terminations will be administered consistently without unlawful discrimination. Retaliation is prohibited.

Reasonable accommodations and modifications

LHA will provide an accessible request process, engage in an individualized interactive review, request only information necessary to verify disability-related need, consider alternatives, issue written decisions and preserve appeal rights. No special form or terminology is required.

Effective communication and LEP

LHA will provide auxiliary aids, accessible formats, interpreters or translated vital documents when required. Family members, especially minors, will not be used as interpreters except in a genuine emergency.

Complaints and corrective action

Staff will provide fair-housing complaint information, preserve records, refer allegations to appropriate agencies, protect against retaliation and correct identified barriers.

Operational civil-rights workflow

- Staff must provide notice of the right to request a reasonable accommodation at application, briefing, reexamination, inspection, hearing and termination stages.
- An accommodation request may be oral or written. Staff will date-stamp the request, acknowledge it, identify the functional limitation and requested change, obtain only necessary verification when the need is not obvious, analyze alternatives, and issue a written decision.
- Urgent requests affecting homelessness, voucher expiration, inspection access, disability-related unit size, or imminent adverse action receive priority review.
- Vital documents will be identified for language access. Interpretation will be provided without charge when required; minors will not be used except during a genuine emergency.
- Civil-rights complaints and retaliation allegations are routed to designated leadership, preserved separately from routine case notes, and referred to HUD/FHEO or another appropriate agency when applicable.

3. Violence Against Women Act and Emergency Transfers

LHA protects applicants, participants and affiliated individuals who are survivors of domestic violence, dating violence, sexual assault or stalking.

Notices and certifications

LHA will provide HUD-5380 and HUD-5382 at required times and accept any form of permissible third-party documentation. Requests will remain confidential except as authorized by law.

Adverse-factor protection

Status as a survivor or criminal activity directly relating to covered abuse will not be treated as a basis to deny assistance or terminate the survivor when VAWA applies.

Bifurcation and emergency transfer

LHA may bifurcate assistance to remove a perpetrator while preserving assistance for eligible members and will implement its Emergency Transfer Plan, confidentiality requirements and reasonable transfer priorities.

Notice and due process

Any denial of VAWA relief will identify the basis without exposing protected confidential information and will include applicable review or hearing rights.

VAWA processing standards

- Provide HUD-5380 and HUD-5382 at denial of admission, admission, and notice of termination or eviction when required.
- Accept HUD-5382, a statement from a victim-service provider/attorney/medical professional, a police/court/administrative record, or other permissible evidence. Do not require third-party evidence when self-certification is sufficient.
- If conflicting certifications are received, give the person the HUD-authorized period to submit third-party documentation.
- Keep VAWA records in restricted-access files. Do not disclose location or transfer information except with written consent or as required by law.
- Emergency-transfer requests are screened for eligibility, immediate danger, sexual assault timing where applicable, unit availability, portability, reasonable accommodation, and confidentiality.

4. Outreach, Owner Engagement and Housing Choice

LHA will conduct affirmative outreach to eligible families and owners and will expand housing opportunities, including access to low-poverty and high-opportunity areas.

Family outreach

Outreach may include community organizations, schools, disability organizations, veterans groups, child-welfare partners, homeless-service systems and accessible electronic communication.

Owner engagement

LHA will provide owner orientations, leasing support, direct deposit, timely payment, inspection guidance, landlord incentives where approved under MTW, and information about fair housing and VAWA.

Mobility and discrimination assistance

Families will receive information on neighborhood choice, school and transportation resources, exception payment standards, reasonable accommodation and how to report discrimination.

Owner and family outreach operations

- Maintain an owner registry, briefing calendar, landlord contact log, leasing-barrier tracker, and annual outreach plan.
- At issuance, provide families with search tools, estimated utility costs, payment standards, opportunity-area information, accessible-unit resources, discrimination contacts, and instructions for requesting an exception payment standard.
- Owner orientations cover RFTA completion, ownership verification, rent reasonableness, NSPIRE/HQS, lead and smoke/CO requirements, HAP contracts, prohibited side payments, direct deposit, rent increases, ownership changes, VAWA, and fair housing.
- Track voucher success, failed RFTAs, owner withdrawals, inspection failures, days to lease, zip codes leased, and requests for accommodation or exception payment standards.

5. Applications, Waiting List and Selection

LHA will maintain one or more waiting lists using documented opening, closing, update, purge, preference and selection procedures.

Opening and closing

LHA will publish notice through adequate media, provide reasonable accommodations and accessible application methods, state the opening period and describe preferences and selection method.

Application and placement

LHA may use preapplications, electronic portals, lotteries or date-and-time methods described in public notice. Applicants are responsible for current contact information, subject to reasonable accommodation.

Preferences and equal treatment

Only Board-approved and properly published preferences will be used. Preference verification occurs before admission; denial of a preference does not automatically deny eligibility unless a separate ground exists.

Income targeting and special admissions

LHA will meet extremely-low-income targeting and may admit families outside the waiting list only when HUD rules or special-purpose funding authorize special admission.

Waiting-list opening, application and selection procedures

- The Board-approved HCV preference schedule is applied by aggregated point/rank value. Current operational points are: Emergency Voucher Program current families at risk of termination due to lack of funding, 100 points; Foster Youth, 45 points; Veteran, 30 points; Elderly, 25 points; Working Family, 5 points.
- Applicants with the highest aggregate preference value are selected first. Ties are ordered by original application date and time. Applicants without a preference are selected by application date and time after preference applicants, subject to income targeting and special admissions.
- Foster Youth, current EHV families subject to the approved transition preference, and verified veterans may apply when the general waiting list is closed if the applicable admission authority and public notice permit.
- Applications may be accepted online, by telephone, in person, mail, or another announced method. LHA must provide a reasonable accommodation and meaningful access method for applicants unable to use the primary method.
- The opening notice states programs, bedroom sizes if applicable, opening and closing date/time, application method, preferences, selection method, income limits, accommodation/LEP contacts, and equal housing statement.
- LHA may use a limited application period and may close a list when the number of applicants is sufficient for projected admissions. Closure and reopening are publicly announced.
- Applicants must report address, household, income, and preference changes within 10 business days. Preference changes do not alter the original application date/time but may move the applicant up or down by point value.
- LHA will send periodic update or purge notices. Failure to respond by the stated deadline may result in removal after reasonable accommodation, returned-mail, and due-process procedures are completed.

Local preference schedule

Preference	Points	Verification examples
Insufficient Funding	100	LHA program record and approved transition/shortfall criteria
Foster Youth	45	Child-welfare referral or FYI/FUP verification

Preference	Points	Verification examples
Veteran/Local Residency-Polk County	30	DD-214, VA documentation or other reliable verification
Elderly/Disabled	25	Age verification for head, spouse, co-head or sole member, to qualify for the Disabled Family preference the Head of the House must be Disabled, Family Members will not qualify.
Working Family	5	Employment verification; definition applied consistently with approved policy
Tie breaker	N/A	Original application date and time

6. Eligibility, Family and Household Definitions

Eligibility requires a qualifying family, income eligibility, eligible status under Section 214, SSN compliance, no mandatory prohibition and satisfaction of other program requirements.

Family and household

LHA recognizes single persons, families with or without children, elderly families, disabled families, remaining members and other configurations permitted by HUD. Foster children, foster adults and live-in aides are household members but not family members for income and subsidy calculations except as HUD directs.

Students

Eligibility for students of higher education will be determined under 24 CFR 5.612 and applicable exclusions, independence tests and parental income rules.

Asset ownership limitation

LHA will apply the HOTMA asset limitation at admission when effective and reportable. Enforcement at reexamination follows the discretionary policy in Appendix A, approved hardship and real-property exceptions, and any MTW implementation date established by HUD.

Continuously assisted status

LHA will apply HUD definitions and preserve documentation supporting eligibility and any exception.

Eligibility determination workflow

- Complete eligibility screening before voucher issuance: family status, income limits, citizenship/eligible status, SSNs, student restrictions, asset limitation when effective, criminal prohibitions, prior program obligations, and duplicate subsidy.
- Issue a document request identifying each missing item and deadline. Grant extensions for good cause and reasonable accommodation.
- Do not treat a live-in aide, foster child, or foster adult as a family member for income or voucher ownership. Verify the need for a live-in aide when not obvious and screen the proposed aide under applicable standards.
- Use the admission income limit in effect at the eligibility effective date and document any special-purpose voucher authority or continuously assisted exception.

7. Citizenship, Eligible Immigration Status and SSNs

LHA will comply with Section 214, 24 CFR part 5 subpart E, SSN rules and current HUD instructions.

Current enforceable standard

Each household member must submit the declaration and documentation required by current final regulations. Eligible noncitizen documentation will be verified through SAVE. Assistance for mixed families will be prorated as current law requires.

EIV-SAVE controls

LHA will retrieve and resolve HUD-required EIV/SAVE matching reports, document corrections, preserve audit trails and protect personally identifiable information.

Pending rulemaking

The February 20, 2026 citizenship-verification rule is proposed, not final. LHA will monitor final publication and will not implement proposed provisions as mandatory until legally effective, unless separate controlling HUD direction requires action.

Notice and review

Families will receive written notice of documentation deficiencies, extensions when authorized, prorated assistance or denial/termination decisions, and applicable hearing rights. Administration will be neutral, uniform and nondiscriminatory.

Citizenship, SAVE and SSN operations

- Collect declaration of citizenship/eligible immigration status for each member. Verify eligible noncitizen documentation through SAVE and use secondary verification when required.
- Prorate assistance for mixed families under current final rules unless an eligible preservation provision applies.
- Obtain and verify SSNs in accordance with HUD requirements; resolve EIV identity mismatches and maintain copies or electronic verification evidence permitted by policy.
- Give written notice of missing or disputed documentation, eligible extensions, the proposed eligibility or proration decision, and review/hearing rights.
- Do not implement the February 20, 2026 proposed citizenship rule as a final requirement unless and until legally effective or separately directed by controlling HUD authority.

8. Criminal Screening, Suitability and Public Safety

LHA balances resident safety, mandatory screening, local discretion, individualized consideration, fair housing, VAWA and due process.

Mandatory denials

LHA will deny admission for the mandatory grounds in 24 CFR 982.553, including applicable drug-related eviction, current illegal drug use threatening safety, methamphetamine production in federally assisted housing, lifetime sex-offender registration and threatening alcohol abuse.

Permissive standards

LHA may deny admission for recent criminal activity that demonstrates a current threat to health, safety or peaceful enjoyment. Records will be assessed for reliability, nature, seriousness, recency, pattern, rehabilitation, disability-related considerations, household-member culpability and mitigating circumstances.

Arrest records and adverse information

An arrest alone is not treated as proof of criminal conduct. LHA may consider reliable underlying conduct and corroborating evidence consistent with current law, rescinded HUD guidance, state law, fair housing and due process.

Ongoing monitoring

LHA will investigate credible information during participation and may conduct checks when authorized. As of the date of this Plan, HUD regulations do not universally require criminal background checks at each reexamination; LHA will monitor new final requirements and OIG recommendations.

Dispute rights and confidentiality

Before adverse action based on a criminal record, LHA will provide the subject and family an opportunity to review and dispute the accuracy and relevance of the record, with appropriate redactions and privacy safeguards.

Admissions screening standards

- Mandatory screening includes lifetime state sex-offender registration, methamphetamine production in federally assisted housing, current illegal drug use that threatens health/safety, qualifying prior drug-related eviction, and threatening alcohol abuse.
- Permissive screening uses reliable evidence of recent drug-related, violent, or other criminal activity threatening health, safety or peaceful enjoyment. An arrest alone is not proof of conduct.
- Before denial, give the applicant and record subject a copy of relied-upon criminal information and a meaningful opportunity to dispute accuracy and relevance.
- Document individualized factors where permitted: nature, seriousness, recency, pattern, culpability, rehabilitation, effect on nonculpable members, disability-related circumstances, VAWA, and proposed removal of the culpable member.
- Consumer reports are used in compliance with applicable notice and authorization requirements. Criminal and sex-offender records receive restricted access and are destroyed or retained only as authorized.

9. Income, Assets and Adjusted Income under HOTMA

LHA will implement HOTMA income, asset and deduction requirements in accordance with effective final rules, HUD notices, applicable MTW instructions and annual inflation adjustments.

Annual income

LHA will apply current inclusions, exclusions, treatment of earned and unearned income, nonrecurring income, student financial assistance, foster payments, lump sums and imputed asset income.

Net family assets

LHA will classify necessary and non-necessary personal property, real property, trusts, retirement accounts, business assets and disposed assets under current definitions and will use HUD's annually published thresholds and passbook rate.

Adjusted income

LHA will provide mandatory dependent and elderly/disabled family deductions at current inflation-adjusted amounts, childcare deduction, and qualifying health and medical care and disability assistance expense deductions.

Health and medical threshold and hardship

When enforceable for LHA as an MTW Expansion agency, the general threshold is 10 percent of annual income, subject to the statutory phase-in and temporary hardship relief. LHA will give written notices, limit documentation to what is sufficient, redact unnecessary clinical information and allow extensions under Appendix A.

De minimis errors

LHA will correct family undercharges prospectively as permitted and repay or credit family overcharges in accordance with HOTMA and Appendix A. Intentional family misrepresentation is not a de minimis PHA error.

MTW timing

Notice PIH 2026-15 excludes MTW agencies from the January 1, 2027 full-compliance deadline pending HUD system changes. LHA will continue mandatory provisions already effective, maintain policy readiness, and implement remaining provisions by HUD's MTW deadline.

HOTMA income and asset operations

- Use current HUD annual inflation adjustments rather than hard-coding thresholds in the Plan. Maintain an annual desk guide listing the dependent deduction, elderly/disabled deduction, asset self-certification threshold, asset limitation, passbook rate and other adjusted amounts.
- At admission, project anticipated income for the 12-month period and apply current inclusions/exclusions. At reexamination, use required prior-year or current-income methods and safe-harbor determinations when all conditions are met.
- Classify assets as necessary or non-necessary personal property, real property, trusts, retirement accounts, business assets and disposed assets. Verify ownership, cash value, income and exclusions.
- For the MTW minimum rent, use \$130 monthly for non-elderly, non-disabled HCV families, subject to the approved MTW activity and hardship policy. Elderly and disabled families are excluded.
- Minimum-rent hardship includes loss or delay of assistance, decreased income, loss of employment, eviction risk caused by minimum rent, death in the family, and comparable case-specific circumstances. Suspend minimum rent while determining the request.
- Temporary hardship is generally less than 90 days. Long-term hardship continues more than 90 days and remains exempt while the qualifying condition continues. Denial is subject to informal hearing.

10. Verification, EIV, SAVE and Quality Control

Verification will be proportionate, reliable, timely and documented.

Hierarchy

LHA will use EIV and HUD's verification hierarchy, including upfront income verification, written third-party verification, oral verification, review of documents and self-certification in the order required or permitted.

Safe-harbor determinations

LHA may use prior-year means-tested federal benefit determinations when all HOTMA safe-harbor conditions are satisfied and documented.

Assets and self-certification

LHA may accept family self-certification of net family assets at or below the current HUD threshold when permitted, with full verification at the frequency HUD requires and whenever information is inconsistent.

Quality control

Supervisory review will target overrides, zero income, identity mismatches, deceased-tenant reports, multiple subsidy, unreported income, asset declarations, portability and HAP discrepancies.

Verification hierarchy and file standards

- Review EIV Income Report and Income Validation Tool data at required transactions. Resolve substantial discrepancies and document why reported information was accepted or rejected.
- Use third-party verification generated within the permitted age window. When unavailable, document attempts and move through HUD's verification hierarchy.
- Families with assets at or below the current authorized threshold may self-certify when permitted. Obtain full third-party verification at least every three years and whenever information is inconsistent.
- Run and resolve required EIV reports, including deceased tenant, existing tenant search, multiple subsidy, identity verification and new hires when applicable.
- Every calculation file must include a transaction checklist, verification summary, calculation worksheet, notices, HUD-50058/HIP evidence and supervisor approval when an override, retroactive adjustment, repayment, or exception is used.

11. Subsidy Standards and Occupancy

Subsidy standards will provide the smallest appropriate voucher size without overcrowding and will be applied uniformly.

General standard

LHA generally assigns one bedroom for each two persons, with exceptions for age, generation, relationship, disability, medical equipment, live-in aides, foster placements and other documented needs.

Reasonable accommodation

An additional bedroom may be approved when necessary as a reasonable accommodation. Approval does not guarantee that the gross rent will be affordable or that a larger payment standard is available beyond applicable rules.

Changes during participation

LHA will adjust voucher size at the next regular reexamination or move unless an immediate change is required by law, safety or reasonable accommodation.

Subsidy standards

- LHA generally assigns one bedroom for each two persons. The head and spouse/co-head share a bedroom unless a verified disability-related need requires otherwise.
- Children and adults may share in accordance with the two-person standard; LHA does not require persons of different sex, gender, age, or generation to share when an approved exception applies.
- A live-in aide is allocated a separate bedroom when approved. Additional bedrooms may be approved for disability-related equipment, overnight care, foster placement, joint custody, or another verified need.
- A family may lease a larger or smaller unit if the unit meets occupancy standards. Subsidy is based on the lower of the voucher size or actual unit size.
- Voucher-size changes are effective at the next regular reexamination or move, unless immediate action is required by reasonable accommodation, safety, or controlling authority.

12. Briefings and Voucher Issuance

Every family will receive an oral briefing and a briefing packet in an accessible format.

Required topics

Briefings will address family obligations, voucher term, subsidy standards, payment standards, rent burden, inspections, leasing, portability, discrimination, VAWA, reasonable accommodation, prohibited side payments and program integrity.

Voucher term and extension

The initial voucher term and extension criteria will be stated in the voucher and briefing materials. LHA will consider documented search efforts, market conditions, disability-related need, delays outside the family's control and approved MTW policy.

Suspension

Voucher time will be suspended for the period required by HUD while LHA processes a complete RFTA, and for additional periods required by reasonable accommodation or law.

Briefing and voucher issuance

- The initial voucher term is 60 calendar days. The family must submit a complete RFTA before expiration.
- The voucher term is suspended from receipt of a complete RFTA until written approval or denial. The suspended days are added to the remaining search term.
- LHA may grant up to two extensions totaling no more than 60 additional days based on a timely written request, documented search efforts, market conditions, delayed inspection/owner documents, or circumstances beyond the family's control.
- Extensions required as a reasonable accommodation are for the time reasonably necessary and are not limited by the ordinary extension cap.
- The briefing packet includes the voucher, family obligations, subsidy standards, current payment standards, utility schedule, RFTA, tenancy addendum, portability information, fair housing/VAWA notices, lead and smoke/CO information, landlord list/resources, hearing rights, program integrity and contact information.

13. Tenancy Approval and RFTA Processing

LHA will evaluate the RFTA, unit eligibility, ownership, rent, affordability, inspection status and required documents before approving tenancy.

Complete package

A complete submission includes the current RFTA, proposed lease, owner certifications, ownership and tax information, utility responsibility, requested rent and all conflict-of-interest disclosures.

Owner approval

LHA will disapprove owners when required and may disapprove for permitted grounds, with notice and an opportunity to provide relevant information.

PHA-owned units

Independent rent reasonableness and inspection requirements will be satisfied for PHA-owned units as required.

Multiple RFTAs

LHA may allow more than one active RFTA when administratively feasible or necessary as a reasonable accommodation; only one tenancy may be approved.

RFTA and tenancy-approval workflow

- LHA accepts one active RFTA at a time unless an exception or reasonable accommodation is approved.
- A complete package includes HUD-52517, unsigned proposed lease, tenancy addendum, owner W-9/tax identification, ownership evidence, management authorization, direct-deposit information, requested rent, utilities and appliance responsibilities, and conflict-of-interest disclosures.
- Screen the unit for prohibited housing, duplicate subsidy, owner identity, family relationship to owner, debarment/limited denial status when applicable, and PHA-owned independent-review requirements.
- Complete affordability, rent reasonableness and inspection review before HAP approval. Inform the family and owner in writing of missing items, denial reasons, or approval conditions.
- The lease term, rent, utilities, appliances, security deposit, parties and tenancy addendum must be consistent. Prohibited side payments are not allowed.

14. Payment Standards and Exception Payment Standards

Payment standards will support leasing while preserving affordability and budget integrity.

Schedule

LHA will establish bedroom-size payment standards within HUD's basic range unless an exception is approved or MTW authority applies. The schedule will be reviewed at least annually.

Small Area FMR and designated areas

LHA will implement SAFMRs or designated-area payment standards when required or adopted, document the geographic basis and publish the schedule.

Reasonable accommodation

LHA may approve an exception payment standard up to the level permitted without HUD approval and will seek HUD approval above that level when necessary and supported.

Decreases

A decreased payment standard for a continuing family will be applied at the time required by current 24 CFR 982.505 and the HOTMA voucher rule, with proper notice.

Payment-standard operations

- LHA's MTW policy establishes payment standards at 120 percent of the applicable published FMR, subject to approved MTW authority, HUD reporting, funding availability, rent reasonableness and adopted schedules.
- Management reviews payment standards at least annually and when FMRs, lease-up success, rent burden, utilization, per-unit cost, geographic outcomes, or shortfall conditions materially change.
- The schedule identifies each bedroom size and geographic payment-standard area. Any SAFMR or designated-area schedule must state the zip code or geographic basis.
- For an individual reasonable accommodation, LHA may approve the maximum amount permitted without HUD approval and request HUD approval for a higher exception when documented as necessary.
- At initial occupancy where gross rent exceeds the payment standard, the approved MTW initial family-share ceiling is 50 percent of adjusted monthly income. Rent reasonableness still applies.

15. Utility Allowances and Utility Reimbursements

Utility allowances will reflect typical consumption by an energy-conservative household for tenant-paid utilities and services.

Schedule and review

LHA will review the schedule annually and revise when required by 24 CFR 982.517. The schedule may vary by unit type, bedroom size, utility and fuel.

Individual relief

LHA will provide a higher utility allowance as a reasonable accommodation when a family member's disability results in greater utility use, supported by documentation sufficient to establish need.

Community solar and credits

Utility credits will be treated in accordance with current HUD guidance and the family's actual utility responsibility.

Utility allowance operations

- Review the utility allowance schedule annually and document rate data, consumption method, unit type, bedroom size, utility/fuel, appliances, climate assumptions and effective date.
- Revise the schedule when the cumulative utility-rate change reaches the applicable regulatory threshold or another controlling requirement applies.
- Apply a revised schedule at the family's next required reexamination or other transaction as directed by HUD.
- Approve an individualized higher allowance as a reasonable accommodation when disability-related use is supported. Verify only the need and incremental utility impact, not unnecessary medical details.
- Calculate utility reimbursement when the utility allowance exceeds TTP and issue it to the family or utility provider as permitted.

16. Rent Reasonableness and Rent to Owner

The rent to owner may not exceed a reasonable rent compared with unassisted comparable units.

Timing

LHA will determine reasonableness before initial lease approval, before any rent increase, when FMR or payment standard reductions require review, and when directed by HUD.

Comparables

The determination will consider location, quality, size, unit type, age, amenities, housing services, maintenance and utilities. Owner-provided comparables may be considered but do not control.

Documentation

The file will identify data sources, adjustments, reviewer, conclusion and date. PHA-owned units require an independent entity when applicable.

Rent reasonableness procedures

- Determine reasonable rent before the initial HAP contract, before approving any owner rent increase, when directed by HUD, and when a qualifying decrease in FMR triggers review.
- Use comparable unassisted units and consider location, quality, size, type, age, amenities, services, maintenance and owner-paid utilities. Document source, date, adjustments and conclusion.
- The owner's rent may not exceed rent charged for comparable unassisted units on the premises. Require owner certification of comparable on-site rents and changes.
- Owner requests for rent increases must be submitted with the notice required by the lease and at least 60 days before the proposed effective date.
- PHA-owned units require an independent HUD-approved entity for inspection and rent reasonableness.

17. NSPIRE-V Inspections and Enforcement

LHA will inspect assisted units under NSPIRE-V and current HUD notices, including required life-threatening and severe correction standards.

Inspection types

Initial, periodic, special/complaint, quality-control and supervisory inspections will be completed by trained inspectors or authorized contractors.

Deficiencies and timeframes

Life-threatening and severe deficiencies will be addressed within HUD timeframes. Other deficiencies will be corrected within the period stated in the notice, subject to approved extension for good cause.

Verification methods

LHA may verify correction through reinspection, owner certification, photographs, invoices, video or other HUD-authorized methods based on deficiency severity and risk.

HAP enforcement

LHA may withhold, abate, reduce or terminate HAP for owner-caused noncompliance and will not make retroactive payment except as HUD authorizes. Family-caused deficiencies may lead to termination after notice and opportunity for hearing.

Relocation

When a unit remains noncompliant, LHA will issue a voucher or other relocation assistance as required, coordinate reasonable accommodation and VAWA needs, and protect the family from owner-caused loss of assistance.

Inspection schedule and enforcement

- Periodic HCV inspections are conducted at least once every two years, unless a different approved MTW schedule or controlling HUD rule applies. Initial, special/complaint, quality-control and supervisory inspections occur as needed.
- Before February 1, 2027, LHA will operate under the inspection standards and transition plan permitted by PIH 2026-18; smoke alarm, carbon monoxide, lead-based paint and already-effective statutory requirements apply regardless of transition date.
- A unit must pass the applicable initial inspection standard before HAP begins, except where HUD-authorized non-life-threatening deficiency or alternative inspection provisions are formally adopted.
- Life-threatening deficiencies must be corrected within 24 hours. Other deficiencies follow the applicable HUD/LHA correction period, generally not more than 30 days unless an allowable extension is documented.
- Verification may include reinspection, owner certification, photographs, video, invoice or another HUD-authorized method based on deficiency severity and risk.
- Owner-caused noncompliance may result in HAP withholding, abatement and HAP-contract termination. Family-caused deficiencies may result in termination after notice and hearing rights.
- LHA will assist a family to relocate when owner-caused deficiencies remain uncorrected and HUD requires relocation protection.

18. Lease, Tenancy Addendum and HAP Contract

The approved lease, HUD tenancy addendum and HAP contract form the controlling tenancy documents.

Lease approval

The lease must be consistent with the tenancy addendum and state the term, rent, utilities, appliances and parties. Any prohibited side agreement is void and may constitute program fraud.

HAP effective date

HAP begins only after required approvals, execution and inspection conditions are satisfied. No payment may be made beyond the permitted contract period.

Owner changes

Ownership, management, banking and address changes require verification and assignment documentation before payments are redirected.

Lease and HAP contract controls

- The HAP contract begins only after eligibility, affordability, rent reasonableness, inspection and lease requirements are satisfied.
- Execute the HAP contract within HUD's required period after lease execution. Late execution beyond the permitted period may limit or prohibit retroactive HAP.
- The HUD tenancy addendum prevails over conflicting lease provisions. Changes in rent, utilities, lease term or ownership require prior review when required.
- Verify owner/management/bank changes independently before redirecting payments. Do not rely solely on an emailed bank-change request.
- Terminate the HAP contract upon family move-out, owner breach, zero-HAP expiration, insufficient funding action, ineligible unit, or another authorized ground after required notice.

19. Family Share, HAP and Financial Controls

LHA will calculate TTP, family share, utility reimbursement and HAP accurately and maintain segregation of duties.

TTP and family share

Calculations will use current 24 CFR part 5 and 982 rules, minimum rent and hardship exemptions. At initial occupancy, the family share may not exceed the applicable maximum rent burden.

Zero HAP

LHA may continue the HAP contract for the HUD-authorized zero-HAP period and will terminate at the end of that period after notice unless subsidy resumes.

Payment controls

New vendors, ownership changes, bank changes, retroactive adjustments and manual payments require independent verification and supervisory approval.

TTP, minimum rent and HAP calculations

- TTP is calculated under applicable law and approved MTW policy. For the approved MTW HCV minimum-rent activity, the minimum rent is \$130 for non-elderly, non-disabled families, subject to hardship.
- At initial lease-up, the family share may not exceed the approved MTW maximum of 50 percent of adjusted monthly income when gross rent exceeds the payment standard.
- Maximum subsidy equals the lower applicable payment standard minus TTP. HAP is the lower of payment standard minus TTP or gross rent minus TTP, and may not exceed rent to owner.
- If HAP becomes zero during participation, the HAP contract remains in effect for 180 days. If subsidy does not resume, terminate after notice.
- Manual payments, retroactive adjustments, new owner setup, banking changes and repayment offsets require independent review and supervisor approval.

20. Reexaminations and Interim Changes

LHA will schedule and process regular and interim reexaminations under current HOTMA and MTW requirements.

Frequency

Regular reexamination frequency will follow the approved MTW activity, if any, and otherwise federal requirements. Elderly or fixed-income streamlined procedures will be used when permitted.

Household composition

Following PIH 2026-09 / H 2026-05, an interim reexamination is required when a household member is added or removed, subject to the permitted final-three-month policy described in Appendix A.

Income decreases and increases

LHA will process qualifying decreases and increases using HOTMA percentage thresholds and earned-income rules. Families must report changes within the period stated in implementing procedures.

Effective dates and notice

Decreases will be effective as required when timely reported. Increases will receive advance notice. Untimely reporting may result in retroactive charges or prospective action consistent with HUD rules and due process.

Reexamination schedule and interim reporting

- Under the approved MTW alternative schedule, conduct a regular reexamination of family income and composition once every three years. The anniversary date is the first day of the month corresponding to the initial HAP effective date, measured at 36 months; a move may reset the date based on the new HAP contract.
- Begin regular processing sufficiently early, generally no later than 120 days before the anniversary month, to obtain documents, complete EIV review, calculate rent and provide notice.
- Full third-party verification of assets is completed at least every three years and whenever information is inconsistent; self-certification may be used between full verifications when authorized.
- Conduct an interim reexamination whenever a household member is added or removed, including family members, foster children/adults and live-in aides, regardless of income effect, except when the adopted final-three-month policy and HUD guidance permit deferral.
- Process qualifying decreases in adjusted income and required increases using HOTMA thresholds and current earned-income rules. Families must report required changes within 10 business days unless a different written notice or controlling requirement applies.
- Rent decreases are effective under timely-reporting rules; increases receive required advance notice. Untimely reporting may result in retroactive family charges or prospective decreases consistent with due process.

21. Moves and Portability

Eligible families may move with continued assistance subject to lease, notice, family-obligation and funding requirements.

Move approval

LHA may deny a move for permitted grounds, including an initial lease term, serious lease violation, debt, insufficient funding or violation of family obligations, subject to VAWA and reasonable accommodation.

Portability

LHA will perform initial and receiving PHA duties, billing, absorption, deadlines, family communication and record transfer under 24 CFR 982.353 through 982.355.

MTW and SPVs

MTW activities may not be applied to portability payments or special-purpose vouchers unless specifically authorized. Program-specific rules control when inconsistent.

Move and portability operations

- A family must give the owner the notice required by the lease and provide LHA a copy before moving. Moving without approval may violate family obligations.
- For outgoing portability, determine eligibility, issue or extend the voucher, prepare HUD-52665 and supporting documents, identify the receiving PHA, and track billing or absorption.
- For incoming portability, schedule briefing within two weeks after complete documents when practicable, issue a receiving-PHA voucher, apply LHA subsidy standards, and do not delay issuance for optional rescreening of a current participant.
- Initial portability billing is due within 90 days after the initial PHA voucher expiration; qualifying voucher suspension may extend the billing deadline by 30 days. Pay initial billings within 30 days of receipt and subsequent billings by the fifth business day of the month.
- Report billing changes within 10 business days of the effective date and termination of billing within 10 business days.
- Apply VAWA emergency move, reasonable accommodation and special-purpose voucher rules before ordinary move restrictions.

22. Absence, Family Breakup and Remaining Members

LHA will define and verify absence and determine continued assistance fairly when family composition changes.

Absence

The assisted unit must be the family's sole residence. The entire family may not be absent beyond the maximum permitted by 24 CFR 982.312, and LHA may adopt a shorter reasonable period stated in procedure.

Family breakup

LHA will consider court orders, custody, domestic violence, interests of minor children, family-member eligibility, culpability, actual occupancy and other equitable factors. VAWA protections control where applicable.

Remaining member

A remaining member must have been an approved household member and must satisfy continuing eligibility and occupancy requirements, subject to reasonable accommodation and survivor protections.

Absence and household-change procedures

- The assisted unit must be the family's sole residence. The family must notify LHA of anticipated absence and provide requested verification.
- The entire family may not be absent longer than the maximum allowed by 24 CFR 982.312. Absence does not authorize subleasing or use by unapproved occupants.
- For family breakup, consider court orders, custody, actual occupancy, interests of minor children, culpability, eligibility, VAWA and equitable factors. Issue a written decision and hearing rights.
- A remaining member must have been an approved household member and meet continued eligibility. A live-in aide has no right to become head of household or retain assistance solely by aide status.

23. Program Integrity, Debts and Repayment Agreements

LHA will prevent, detect, investigate and resolve program abuse while protecting confidentiality and due process.

Investigations

Potential violations may be identified through EIV, SAVE, tips, data matches, owner records, inspection findings and file reviews. Investigators will preserve chain of custody and distinguish error from intentional misrepresentation.

Debts and repayment

Debts will be calculated, noticed and collected under written standards. Repayment agreements will state balance, payment schedule, default consequences and prohibition on concurrent undisclosed obligations.

Owner claims

Owner overpayments, duplicate payments, prohibited side payments and damage claims will be recovered through offset, demand, referral or litigation as appropriate.

OIG hotline

LHA will publicize the HUD OIG Hotline and preserve whistleblower and anti-retaliation protections.

Investigation, debt and repayment operations

- Log referrals, identify the allegation and source, protect confidentiality, avoid retaliation, and obtain only relevant evidence.
- Calculate participant debt by transaction period, correct income/rent, HAP paid, family obligation and applicable limitation. Provide a calculation worksheet and proposed action notice.
- Repayment agreements state principal, initial payment if any, installment, due date, term, default, collection remedies and effect on program participation.
- Do not approve concurrent repayment agreements unless an exception is documented. Default may result in termination or collection action after notice and hearing rights.
- Recover owner overpayments through demand, offset, repayment agreement, referral or litigation. Maintain segregation between calculation, approval and posting.

24. Termination, Informal Review and Informal Hearing

Adverse actions will be based on reliable evidence, written notice and the review or hearing procedures required by 24 CFR 982.554 and 982.555.

Termination standards

Mandatory and discretionary grounds will be applied consistently. LHA will consider all relevant circumstances where permitted, including seriousness, culpability, effect on nonculpable members, rehabilitation, disability and VAWA.

Notice

Notices will identify the action, effective date, factual and legal basis, right and deadline to request review/hearing, inspection rights, accommodation process and continued-assistance rules.

Hearing officer

The hearing officer will be impartial and not subordinate to the person who made or approved the decision. Decisions will address material issues and state findings and conclusions.

Evidence and accessibility

Families may examine relevant documents before hearing. LHA will provide effective communication, interpreters and reasonable accommodations.

Denial, termination and hearing procedures

- Notices identify the action, effective date, specific facts, legal/policy basis, right and deadline to request review or hearing, accommodation/LEP contact, evidence-review rights and continued-assistance status.
- Applicant informal reviews and participant informal hearings are scheduled by an impartial officer who did not make or approve the challenged decision and is not subordinate to that decision-maker.
- Provide the family the opportunity to examine relevant documents before hearing, subject to lawful redactions. LHA may not rely on undisclosed documents when disclosure is required.
- The decision states issues, findings, evidence relied upon, conclusions and effective action. Management tracks implementation and required HUD-50058/HIP updates.
- VAWA, disability, due process, mitigating circumstances and effect on nonculpable household members must be analyzed before discretionary termination.

25. Special Housing Types and Homeownership

LHA may administer special housing types when authorized and operationally feasible.

Types

Policies may cover SRO, congregate housing, group homes, shared housing, cooperative housing, manufactured homes and homeownership.

Program-specific calculations

LHA will apply special rent, utility, subsidy, occupancy, inspection and owner requirements for each type.

Homeownership

Eligible families must satisfy income, employment, first-time homeowner, counseling, financing and inspection requirements, subject to disability exceptions and applicable MTW authority.

Special housing type operations

- LHA may approve SRO, congregate housing, group homes, shared housing, cooperative housing, manufactured homes and homeownership when program administration is feasible and the unit/type meets special rules.
- The case file identifies the special housing type and uses the applicable occupancy, rent, payment standard, utility allowance, inspection and HAP calculation.
- Homeownership applicants must complete counseling and satisfy applicable income, employment, first-time homeowner, financing, inspection and affordability requirements, subject to disability exceptions.
- Manufactured-home assistance distinguishes space rent, ownership costs, utilities and eligible subsidy components.

26. Project-Based Voucher and RAD Conversion Program

LHA administers PBV assistance under 24 CFR part 983, HOTMA voucher-rule changes, appropriations limits and approved MTW authority.

Selection and cap

Projects will be selected competitively or noncompetitively only as authorized. LHA will document program and project caps, exceptions, census-tract and poverty concentration requirements, and units excluded from caps.

Site and environmental review

No prohibited choice-limiting action may occur before environmental clearance when applicable. LHA will evaluate site and neighborhood standards, deconcentration, accessibility, displacement and civil rights compliance.

Agreement and HAP

New construction and rehabilitation require the correct Agreement before work. HAP contracts will identify units, rents, utilities, services, term, extension and replacement-reserve or other obligations when applicable.

Waiting list and referrals

LHA may use a central or site-based list. Owner referrals and preferences must be approved, nondiscriminatory and described. Families retain statutory right-to-move protections after the required occupancy period, subject to voucher availability.

Inspections and rent

Initial and periodic inspection, rent reasonableness, comparables and independent review for PHA-owned units will be completed as required.

PBV operating procedures

- Before project selection, document statutory and program caps, project-cap exceptions, eligible units, site/neighborhood standards, environmental review, subsidy layering and civil-rights review.
- Use competitive selection unless noncompetitive selection is specifically authorized. Preserve the solicitation, scoring, conflict certifications, Board action and selection notice.
- No choice-limiting action may occur before environmental clearance when prohibited. Execute the correct Agreement before construction or rehabilitation begins.
- The HAP contract identifies contract units, bedroom sizes, term, rents, utilities, services, accessible units, waiting-list method, inspections and owner obligations.
- Maintain a central or approved site-based waiting list. Owner referrals do not replace LHA eligibility and selection. Preferences must be stated, verified and nondiscriminatory.
- Explain the family right to move with tenant-based assistance after the required occupancy period, subject to voucher availability and priority order.
- PHA-owned PBV units require independent inspection and rent reasonableness.

27. Special-Purpose Vouchers

Special-purpose voucher funding and eligibility restrictions remain controlling and are not automatically fungible under MTW.

HUD-VASH

VA referral, case management and HUD-VASH operating requirements control. Applying an MTW flexibility requires the approval process stated by HUD when applicable.

FUP and FYI

Child-welfare referral, age, time limit, extension, service and reporting rules apply. Funding is tracked separately, and MTW flexibility may be used only when program authority permits.

Mainstream and NED

Target population, disability, age, NOFO and reporting requirements control. Funds are not treated as general MTW fungible funds.

TPV, enhanced, EHV and stability vouchers

LHA will follow the specific allocation, reissuance, turnover, service-fee, portability, sunset and reporting rules for each increment.

Special-purpose voucher controls

- Maintain separate program codes, funding restrictions, eligibility/referral records, turnover rules, service-fee records and reporting for each special-purpose allocation.
- HUD-VASH admissions rely on VA referral and case-management rules; apply current waivers, portability and continuation requirements.
- FUP/FYI admissions require public child-welfare agency referral and compliance with youth/family definitions, time limits, extensions and supportive-service rules.
- Mainstream vouchers serve the population defined by the controlling allocation/NOFO and remain separately tracked.
- TPV, enhanced, EHV and Stability Voucher rules control over general HCV policy when inconsistent. Do not apply an MTW flexibility to SPVs unless HUD authority permits it.

28. Family Self-Sufficiency and Supportive Services

LHA will coordinate voluntary services that support employment, education, financial capability and asset building.

FSS action plan

FSS will follow 24 CFR part 984, the approved Action Plan, contract of participation, escrow calculations, extension and graduation requirements.

Coordination with MTW

MTW asset-building or rent activities will not reduce participant rights or alter FSS requirements unless expressly authorized. LHA will disclose interactions among rent, escrow, benefits and work incentives.

No mandatory services without authority

Participation in services will remain voluntary unless an approved MTW activity lawfully requires participation and includes hardship and due-process protections.

FSS coordination

- Offer FSS according to the HUD-approved Action Plan and 24 CFR part 984. Participation is voluntary unless an approved authority expressly provides otherwise.
- Execute the Contract of Participation and Individual Training and Services Plan, track goals and extensions, calculate escrow accurately, and provide periodic statements.
- Coordinate with Resident Services, workforce, education, financial coaching, credit, banking and homeownership partners while protecting privacy.
- Explain how MTW minimum rent, alternative reexaminations, work incentives or asset-building activities interact with FSS escrow. Do not substitute an MTW account for FSS escrow without authority.

29. Moving to Work Governance and Controls

LHA is an MTW Expansion agency in the Asset Building cohort and will operate only within its MTW ACC Amendment, Operations Notice, approved Supplement, cohort requirements and applicable safe harbors.

Statutory objectives

Each activity must advance at least one statutory objective: cost effectiveness, self-sufficiency incentives or increased housing choice.

Statutory requirements

LHA will serve substantially the same total number of eligible low-income families, maintain a comparable mix by family size, ensure at least 75 percent of assisted families are very low-income, meet housing quality requirements and establish reasonable rent policies.

Approval hierarchy

An activity must be included in an approved MTW Supplement before implementation. Safe Harbor and agency-specific waivers require the additional HUD process. Non-waivable civil rights, labor, environmental, procurement and other federal requirements remain applicable.

Impact and hardship

Before implementation, LHA will complete required impact analyses, written hardship policies, notices, public process, staff training, software testing and data-validation controls.

Evaluation

LHA will cooperate with cohort and HUD evaluation, preserve baseline and outcome data, administer resident communications and prevent implementation from undermining research design.

MTW authorization and implementation gate

- No MTW activity may operate until the waiver/activity is included in an approved MTW Supplement and any required safe-harbor or agency-specific waiver is approved.
- The implementation package must contain authority, affected population, exclusions, baseline, impact analysis, statutory objective, hardship policy, notices, public process, training, forms, software requirements, test cases, financial source, metrics and responsible owner.
- Non-waivable requirements include civil rights, fair housing, VAWA, environmental, labor, procurement, audit and other requirements identified by HUD.
- Management will maintain evidence that LHA serves substantially the same number of eligible families, preserves a comparable mix, meets income targeting, maintains housing quality and operates a reasonable rent policy.

30. LHA MTW Initiatives and Hardship Protections

The following framework governs LHA's MTW initiatives; the approved MTW Supplement controls the exact waiver number, population, effective date and safe harbor.

Asset Building initiative

LHA will implement the HUD-approved cohort intervention and related account, incentive, rent or service components exactly as approved, with informed resident communication, privacy, hardship and evaluation protocols.

Work requirement

Any MTW work requirement applies only to the approved population and contains exemptions for elderly persons, persons with disabilities and other protected or approved categories; good-cause and hardship processes; notice; cure opportunity; reasonable accommodation; VAWA protection; and hearing rights.

Alternative reexaminations or rent policies

Alternative frequency, income bands, stepped/tiered rent or other rent reforms will be applied only as approved, with transition and hardship provisions preventing unintended housing instability.

Landlord incentives and housing choice

Signing bonuses, damage mitigation, vacancy payments, inspection incentives or other owner incentives require approved authority, written eligibility, duplication controls, budget limits and equal access.

Discontinuation

LHA will discontinue or modify an activity when required by HUD, the Operations Notice, evaluation integrity, funding limits, adverse impact or Board action, and will provide transition protections.

Current LHA MTW operating policies

- Minimum Rent: \$130 per month for non-elderly, non-disabled HCV families, with approved hardship protections.
- Alternative Reexamination: triennial regular reexaminations for the covered HCV population, with interim processing, full asset verification and hardship/reasonable-accommodation safeguards.
- Payment Standards: 120 percent of applicable published FMR under approved MTW authority, subject to annual schedule, funding and rent reasonableness.
- Initial Rent Burden: up to 50 percent of adjusted monthly income under the approved MTW activity when gross rent exceeds the payment standard.
- Asset Building Cohort: implement the approved cohort intervention, evaluation, informed-consent, privacy and reporting requirements without interference from unrelated MTW activities.
- Other proposed landlord incentives, PBV flexibilities, inspection flexibilities, work requirements, rent reforms or local non-traditional activities are not operational unless separately approved and activated through written implementation notice.

MTW activity status table

Activity	Operational status / parameters
HCV minimum rent	Active only under approved MTW authority; \$130; elderly/disabled excluded; hardship required
HCV regular reexamination	Triennial for covered households; interims and composition changes still processed

Activity	Operational status / parameters
Payment standard	120% of applicable FMR under approved authority and published schedule
Maximum initial rent burden	50% of adjusted monthly income under approved authority
Asset Building Cohort	Operate approved cohort intervention and evaluation requirements
Landlord incentives / inspection flexibility / work requirement	Not active unless separately approved, funded and announced

31. MTW Funding Flexibility and Financial Reporting

MTW funding flexibility will be exercised prudently and transparently.

Eligible funding

Only eligible public housing Operating Fund, Capital Fund and HCV HAP/Administrative Fee funding covered by MTW authority may be used flexibly. Special-purpose voucher funds and excluded increments remain restricted.

Budget and controls

The Board-approved budget, MTW Supplement and applicable financial data schedule will identify planned uses. LHA will maintain fund accounting, cost allocation, procurement, eligibility, internal controls and audit support.

HAP protection

LHA will monitor leasing, utilization, per-unit cost, restricted net position, reserves and projected HAP needs before moving funds. Actions will not jeopardize current HAP obligations.

Reporting

LHA will submit MTW, HUD-50058 MTW Expansion, VMS, FDS, PHA Plan and other reports using current instructions and will reconcile source systems to general ledger and HUD submissions.

MTW financial controls

- Maintain separate identification of MTW-eligible funds and excluded/restricted special-purpose funds.
- Before using fungibility, prepare a documented HAP projection, leasing/utilization analysis, reserve forecast, legal eligibility review, cost allocation and executive approval.
- Reconcile HAP register, VMS, general ledger, portability, HUD-50058/HIP and bank activity monthly. Investigate variances and document correction.
- Board budgets and MTW submissions identify planned uses; material changes follow budget, Board, public-process and HUD requirements.
- Do not use funding flexibility in a manner that jeopardizes existing HAP, PBV commitments, SPV restrictions or statutory requirements.

32. Records, Privacy, Cybersecurity and Retention

Program records will be accurate, accessible, confidential and retained for the required period.

Privacy

PII, EIV, SAVE, criminal records, VAWA information, disability information and financial records will be access-controlled and disclosed only for authorized purposes.

Electronic security

LHA will use role-based access, multifactor authentication where available, secure transmission, incident reporting, backups, vendor controls and periodic access review.

Retention and litigation hold

Files will be retained for the longest applicable HUD, records schedule, grant, contract, audit, tax, litigation-hold or state requirement. Destruction will be suspended when a hold applies.

Applicant and participant access

Families may inspect records relevant to an adverse action, subject to lawful redactions, privacy rights of others and protected confidential information.

Records, privacy and cybersecurity operations

- Use role-based access and least privilege for EIV, SAVE, VAWA, disability, criminal and banking information. Review access periodically and remove access promptly after role changes.
- Transmit PII only through approved secure methods. Do not place full SSNs, bank data or protected VAWA information in routine email or unrestricted shared locations.
- Maintain transaction files with required forms, calculations, notices, verifications, approvals, hearing records and audit trail.
- Apply the longest applicable HUD, grant, audit, tax, litigation-hold, contract or state retention period. Suspend destruction when a hold or investigation applies.
- Report suspected privacy or cybersecurity incidents immediately through LHA's incident process, preserve evidence and follow notification requirements.

33. Administrative Fees, Reserves and Insufficient Funding

Administrative fee and reserve use will comply with appropriations, 24 CFR part 982, MTW authority and Board controls.

Eligible uses

Administrative fees and reserves will be used only for eligible program administration or approved MTW uses and will be supported by cost allocation and documentation.

Insufficient funding

Before terminating HAP contracts, LHA will implement reasonable cost-saving actions, apply for HUD shortfall or set-aside assistance when eligible, and evaluate protected and vulnerable populations, PBV commitments and other factors stated in the Board-approved shortfall policy.

Owner late payment

LHA will pursue prompt and accurate HAP; late fees are payable only when federal requirements and contract terms make them eligible.

Administrative fee, reserve and shortfall operations

- Use administrative fees and reserves only for eligible HCV administration or approved MTW uses, supported by cost allocation and documentation.
- Review HAP funding, restricted net position, leasing, utilization, per-unit cost, portability, PBV obligations and projections monthly.
- When shortfall risk is identified, implement HUD-required cost-saving measures, coordinate with the HUD Shortfall Prevention Team, consider payment-standard and leasing controls, seek set-aside/shortfall assistance, and preserve vulnerable households and legal protections.
- No termination for insufficient funding occurs until required HUD coordination, Board policy, prioritization, notice and due-process steps are completed.
- Owner late-payment penalties are paid only when eligible under the HAP contract, customary practice and available administrative funds.

34. SEMAP, Quality Assurance, Training and Monitoring

LHA will maintain a documented system of quality assurance and continuous improvement.

SEMAP

Responsible staff will maintain evidence for each SEMAP indicator, validate submissions, correct findings and monitor leasing and budget performance.

Training

New and existing staff will receive role-based training on HOTMA, MTW, NSPIRE, EIV/SAVE, VAWA, fair housing, reasonable accommodation, PBV, portability, cybersecurity and hearing procedures.

File review

Supervisory and independent reviews will use risk-based sampling, error tracking, corrective-action deadlines, root-cause analysis and verification of sustained correction.

Vendor oversight

Inspection, software, criminal-screening, legal and other contractors will be monitored for scope, security, accuracy, nondiscrimination, service levels and records availability.

SEMAP and quality assurance operations

- Maintain an evidence binder or secure repository for each SEMAP indicator, including data source, responsible staff, testing date and corrective action.
- Use risk-based file samples for admissions, rent calculations, interims, inspections, rent reasonableness, portability, PBV, owner changes, VAWA and terminations.
- Track error type, cause, dollar impact, responsible process, correction date and validation. Repeated errors trigger training, procedure or system changes.
- Inspectors receive initial and refresher training, observed-performance review and quality-control inspections.
- Report material findings and overdue corrective actions to executive leadership and the Board as appropriate.

35. Regulatory Change Management and Implementation

LHA will maintain a formal regulatory change-management process.

Quarterly review

At least quarterly, designated staff will review the Federal Register, HUD notices, HUDCLIPS, HCV Connect, MTW communications, PIH FAQs and applicable state/local changes.

Impact assessment

Each change will be classified as mandatory, discretionary, proposed or informational; mapped to Plan sections, procedures, forms, software, training and public-process needs; and assigned an owner and implementation date.

System readiness

HOTMA and MTW programming changes will be tested with calculation scenarios, conversion controls, user acceptance testing, reconciliations and rollback plans.

Board reporting

Material changes, implementation risks and overdue corrective actions will be reported to executive leadership and the Board as appropriate.

Regulatory implementation protocol

- Classify each issuance as final mandatory, discretionary, proposed, informational or litigation-related. Proposed rules are not implemented as final requirements.
- Prepare a crosswalk to affected Plan chapters, forms, notices, software, training, vendor specifications, reporting and public process.
- For system changes, document business requirements, calculation scenarios, user acceptance testing, approval, conversion validation and rollback.
- Issue an implementation bulletin stating authority, effective date, affected transactions, transition cases, responsible staff and superseded procedures.
- Complete a post-implementation review of sample calculations and notices and retain evidence of correction.

APPENDIX A. HOTMA DISCRETIONARY POLICY MATRIX

Topic	LHA policy / control
Asset limitation at reexamination	LHA will enforce the asset limitation at regular and interim reexaminations when the provision is legally effective and reportable for LHA, subject to statutory exceptions, reasonable accommodation, hardship and adequate notice.
Real-property geographic hardship	A property is treated as geographically unsuitable when documented distance, disability, safety, legal restriction, condition or other circumstance makes occupancy impracticable; individualized review is required.
Self-certification of assets	Permitted at or below the current HUD threshold; full verification at HUD-required intervals and whenever information is inconsistent.
Interim decrease threshold	LHA will process decreases of 10 percent or more and may process a smaller decrease when failure would create hardship, including loss of employment, reduced hours, medical or disability-related expense, or other documented material impact.
Final three months	LHA will not process an interim for an increase in adjusted income during the last three months before the next regular reexamination, except as required by HUD or where fraud, misrepresentation or delayed reporting applies. Household-composition changes will be reported at the annual consistent with current HUD notice.
Earned income after prior decrease	LHA will include an earned-income increase after an interim decrease only to the extent required by current HOTMA guidance.
Health/medical hardship	Temporary relief uses the 5 percent threshold for 90 days; LHA may grant successive 90-day extensions while hardship continues, with written reevaluation each period.
Childcare hardship	Continue the prior childcare deduction for 90 days and permit additional 90-day extensions when loss of the deduction would create documented hardship.
Permissive deductions	No additional permissive deduction is adopted in this edition. Any future deduction requires Board approval, funding analysis and nondiscrimination review.
De minimis PHA error	LHA will repay or credit family overcharges consistent with HOTMA; family undercharges caused solely by PHA de minimis error will be corrected prospectively as allowed.

APPENDIX B. MTW ACTIVITY CONTROL MATRIX

Control	Required evidence
Authority	Approved MTW Supplement, waiver/activity number, safe harbor, HUD approval date and effective date.
Population	Eligibility, exclusions, protected classes, outreach and selection method.
Impact	Required impact analysis, baseline, expected benefits, adverse-impact mitigation and evaluation metrics.
Hardship	Written standard, accessible request, interim relief, decision deadline, notice, appeal/hearing and periodic review.
Public process	RAB consultation, notice, hearing, Board resolution, certifications and comment responses.
Systems	Business requirements, calculation test cases, UAT approval, conversion validation and audit trail.
Financial	Budget, funding source, restriction review, cost allocation, obligation control and reconciliation.
Monitoring	Monthly/quarterly metrics, error thresholds, corrective action, Board/HUD reporting and discontinuation trigger.

APPENDIX C. REQUIRED NOTICES, FORMS AND REPORTS

Area	Core documents
Admissions	Application, waiting-list notice, preference verification, eligibility notice, citizenship declarations, SSN documentation, criminal record notice and dispute opportunity.
Occupancy	Voucher, briefing acknowledgment, RFTA, tenancy addendum, HAP contract, utility schedule, rent reasonableness record, inspection notices.
VAWA / civil rights	HUD-5380, HUD-5382, HUD-5383, Emergency Transfer Plan, accommodation/LEP notices, fair-housing complaint information.
HOTMA	HUD-9886-A, income/asset certifications, hardship request and decision, safe-harbor verification, de minimis correction notice, interim reporting forms.
MTW	MTW Supplement, certifications, impact analysis, hardship policy, resident notices, HUD-50058 MTW Expansion, annual reporting and evaluation records.
Financial	VMS, FDS, HAP register, owner master changes, portability billing, reserves, shortfall monitoring and set-aside applications.

APPENDIX D. REGULATORY AUTHORITIES AND SOURCE REGISTER

- United States Housing Act of 1937, as amended; HOTMA, Pub. L. 114-201.
- 24 CFR parts 5, 8, 35, 100-125, 903, 982, 983, 984 and 985, as applicable.
- HOTMA final rule, 88 FR 9600; HOTMA voucher final rule, 89 FR 38224/38293 and implementing notices.
- Notice PIH 2023-27 / H 2023-10, as revised; PIH 2024-38; PIH 2026-09 / H 2026-05; PIH 2026-15.
- MTW Operations Notice, FR-5994-N-05, as amended by FR-5994-N-06; LHA MTW ACC Amendment and approved MTW Supplement.
- NSPIRE final rule and current NSPIRE-V notices, standards and administrative procedures.
- VAWA 2022 and HUD implementing requirements; Fair Housing Act; Title VI; Section 504; ADA; Age Discrimination Act; Executive Order 13166.
- Section 214 of the Housing and Community Development Act of 1980 and 24 CFR part 5, subpart E. The February 20, 2026 citizenship-verification publication at 91 FR 8151 is a proposed rule and is tracked as pending.
- HUD Secretary letter to PHAs and owners on public safety dated November 25, 2025; HUD OIG Memorandum 2026-IG-0001 dated May 14, 2026.
- Calendar-year 2026 HCV funding implementation requirements, including Notice PIH 2026-12, Revision 2, where applicable.

Status discipline. A proposed rule, OIG recommendation, webinar, FAQ, training slide or policy letter is not treated as a final regulation unless it independently imposes a controlling requirement. Staff must document the legal status and effective date of each source before implementation.

APPENDIX E. OPERATING CALENDAR AND TRANSACTION CONTROLS

Frequency / transaction	Required operating control
Daily	Date-stamp applications, RFTAs, reported changes, inspection complaints, accommodation/VAWA requests and hearing requests; route urgent health/safety matters immediately.
Monthly	Reconcile HAP, owner master changes, portability billings, VMS/HIP, leasing, utilization and projected funding.
Quarterly	Review EIV reports as required, MTW metrics, quality-control samples, regulatory updates, access rights and corrective actions.
Annually	Review payment standards, utility allowances, income limits, inflation-adjusted HOTMA amounts, owner outreach, SEMAP evidence, training and Plan crosswalk.
Every two years	Complete periodic HCV inspection unless an approved alternative or controlling rule applies.
Every three years	Complete regular HCV reexamination for covered MTW households and full asset verification, subject to interims and exceptions.
At admission	Verify eligibility, preferences, income targeting, citizenship/SSN, assets, screening and briefing; issue 60-day voucher.
At lease-up	Review RFTA, ownership, rent reasonableness, affordability, inspection, lease/addendum and HAP execution.
At adverse action	Issue fact-specific notice, preserve evidence access, reasonable accommodation/VAWA review and hearing rights.

APPENDIX F. RAD RESIDENT PROTECTION AND RELOCATION MATRIX

RAD protection	LHA control
Resident engagement	Required notices, meetings, accessible communication, language access and responses to comments
No displacement	No resident loses assistance or is permanently displaced against the resident's will solely because of RAD
Right to return	Guaranteed assisted unit at converted or approved transfer-of-assistance property after temporary relocation
No rescreeing	No new-admission income, criminal, credit, landlord, housekeeping or suitability screening
Occupancy	Use Chapter 11 minimum/maximum occupancy ranges and approved disability/accessibility exceptions
Relocation	Required notices, advisory services, temporary housing, moving payments, accommodations and URA/RAD protections
Rent phase-in	Apply HUD phase-in if conversion causes increase greater than 10% or \$25
Lease/good cause	Applicable Section 8 lease; termination or nonrenewal only for good cause
Grievance/hearing	RAD PBV or PBRA procedural rights, evidence access, effective communication and nonretaliation
Choice mobility	Track requests under applicable timing, availability, caps, exemptions and priorities
FSS/ROSS	Preserve or transition eligible participation, escrow, services and records
Accessibility/LEP/VAWA	Integrate accessibility, accommodation, language access, emergency transfer and confidentiality
Preservation	Required assisted units, long-term HAP/use restriction and public/nonprofit ownership or control

APPENDIX G. OCCUPANCY STANDARDS BY BEDROOM SIZE

Bedrooms	Minimum household size	Maximum household size
0	1	1
1	1	3
2	2	5
3	3	7
4	5	9
5	7	11

These ranges match the LHA ACOP. Voucher subsidy is based on the smallest appropriate bedroom size under Chapter 11, generally one bedroom for every two persons, with reasonable-accommodation and other approved exceptions. A leased unit must also satisfy NSPIRE-V, state/local occupancy, egress, owner and lease requirements.