

**Summary of Proposed Changes**  
**MSHDA ADMINISTRATIVE PLAN**  
**November 2016**

**Chapter 1 – no changes**

**Chapter 2**

Added a list of types of reasonable accommodation (2-II.B)

Defines disability for purposes of reasonable accommodation purposes (2-II.D)

Added information about contacting the MSHDA ombudsman for assistance if a reasonable accommodation request is denied by MSHDA (2-II.E)

Addition of a MSHDA policy that accommodations not approved on a permanent basis must be requested annually. (2-II.E)

Restatement of MSHDA policy found in Chapter 8 that the use of an extra bedroom for a reasonable accommodation will be verified at annual inspection (2-II.E)

Addition of a MSHDA policy that an applicant with a disability has up to six months from the date of application denial to request a reasonable accommodation if their name has been removed from the waiting list due to failure to respond to a MSHDA notice. (2-II.E)

**Chapter 3**

Addition of policy statements regarding whether a person is considered a household member or a guest. (3-I.J)

Addition of MSHDA policy stating participant requirements for notification of an absence from the unit and definitions of temporarily or permanently absent. (3-I.L)

Addition of MSHDA policy regarding live-in aides (3-I.M)

Addition of MSHDA policy regarding required screenings for eligibility (3-III.D)

**Chapter 4**

Admission Income Eligibility Criteria (4-III.C)

Addition of policy statements on the two methods of placing names on the waiting list. (4-I.D)

Addition of acceptable documentation for Residency preference. (4-III.C)

Addition of policy statement on Income Criteria at time of admission. (4-III.C)

**Chapter 5**

A HCV voucher will be suspended when a Request for Tenancy Approval is submitted and will end when the family has been notified in writing whether the Request has been approved or denied. (5-II.E)

**Chapter 6**

Addition of MSHDA passbook rate to be used when calculating assets (6-I.G.)

MSHDA's Minimum Rent of \$50 is stated for HCV, VASH and Project-Based vouchers. (6-III.A)

**Chapter 7**

Addition of acceptable documentation of age (7-II.C)

## **Chapter 8**

Annual requirement to verify use of extra bedroom granted through reasonable accommodation. (8-I.F)

RFTA denied after 15 days (8-II.B)

Owner may submit repair photos (8-II.F)

Moved during abatement (8-II.G)

## **Chapter 9**

Allowed lease term lengths (9-I.D)

## **Chapter 10**

Requirements are stated for family notification of a move (10-I.C)

MSHDA states the requirements for a family to be in good standing with MSHDA and good standing with a landlord before a move can be approved (10-I.C)

MSHDA requirements that a participant family must meet to be eligible to port out of MSHDA jurisdiction (10-II.B)

When a family is moving into MSHDA's jurisdiction, a HCV voucher will be suspended when a Request for Tenancy Approval is submitted and will end when the family has been notified in writing whether the Request has been approved or denied. (10-II.C)

## **Chapter 11**

All new household members must be approved to be added to the lease by the landlord after MSHDA approves their addition to the family. (11-II.B)

## **Chapter 12**

Participant voluntary termination effective dates clarified (12-I.C)

Termination effective date due to a death stated (12-I.D)

Specifies via MSHDA policy that in the situation where MSHDA has insufficient funding, families under NED, VASH, or FUP will be the last to be terminated. (12-I.E)

States factors used in consideration of circumstances before deciding to terminate assistance (12-II.D)

Notice requirements when criminal record is used for basis of termination (12-II.F)

## **Chapter 13**

Owner Disqualifications (13-I.D)

## **Chapter 14**

Addition of "Any violation of the HAP Contract" to the list of prohibited owner actions (14-II.C)

## **Chapter 15**

Clarification that Single Room Occupancy, Congregate Housing, Group Home, Shared Housing, and Cooperative Housing types are not permitted for use with the MSHDA Housing Choice Voucher Program unless for a reasonable accommodation. (15, Parts I-V)

MSHDA will offer a Homeownership option (*MSHDA Key to Own Program*) for families that receive HCV tenant-based assistance and who are actively participating in the Family Self-Sufficiency (FSS) Program (unless elderly or disabled), if a slot is available and the FSS/HCV participant is willing to participate. (15-VII.A)

Add two new requirements to the family eligibility requirements (15-VII.B)  
Addition of new policy that MSHDA will only approve refinancing under the *MSHDA Key to Own Program* for better rate or term. (15-VII.B)  
Additional requirements for eligible units (15-II.D)  
Additions to financing requirements (15-VII.H)  
MSHDA policy added requirements for portability under the *MSHDA Key to Own Program*. (15-VII.L)  
Added MSHDA's criteria for moving with continued assistance under the *MSHDA Key to Own Program* (15-VII.M)  
MSHDA Policy added on denial or termination of assistance for the *MSHDA Key to Own Program* (15-VII.N)  
Updates to Part XI. Moving Up Program  
Added Part XII. Family Self Sufficiency, Part XIII. Prisoner Re-entry Pilot Program, and Part XIV. Affordable Assisted Housing Pilot Program

## **Chapter 16**

Additions to MSHDA policy under Utility Allowances that shared utilities are not permitted and outlines when an air conditioning allowance shall be applied. (16-II.C)  
Additions to MSHDA policy regarding scheduling and conducting informal reviews. (16-III.B.)  
Addition to MSHDA policy that family initiated moves will not be allowed during the informal hearing process. (16-III.C.)  
Addition to MSHDA policy that a family may be allowed to move during the informal hearing process if MSHDA deems the move to be involuntary (i.e. landlord caused abatements, VAWA, landlord has breached HAP Contract). (16-III.C.)  
Changes to Part IV, Owner Debts to the PHA, Family Debts to the PHA, and Repayment Agreement Guidelines  
Changes to Part IX, Violence Against Women Act (VAWA) (2013) requirements for notification

## **Chapter 17**

Addition of owner proposal selection procedures for Project-Based Vouchers including MSHDA web site reference and steps owners must follow when submitting proposals (17-II.B)  
Instructions provided on where owners are to submit subsidy layering packages for MSHDA project based voucher requests (17-II.E)  
Changes in General Partners of Project-Based Voucher developments must be approved by MSHDA. Process explained. (17-V. F)  
Explanation about the organization of the MSHDA Project-Based Voucher Waiting List added (17-VI.C)  
MSHDA Policy added on when a name can be removed from a MSHDA Project-Based Waiting List (17-VI.E)  
Addition of what an owners request for an increase in rents must include (17-VIII.B)