

DHCD Administrative Plan
Comparison Table: Existing vs. Proposed Policy
9-24-14

Below is a table that reflects the changes to DHCD's Administrative Plan. This table is designed as a quick reference guide to highlight the differences between the existing and the proposed policies; however, it does not represent policies in their entirety. The proposed policies replace, modify or represent new policy language. Please note the policy headings used in the table are designed to provide guidance as to the subject matter of the existing and proposed policy and are not necessarily the policy headings from the Administrative Plan. The effective date of the policies will be provided upon final DHCD approval

No.	Chapter	Existing Policy	Proposed Policy
1.	Chapter 1: Overview	<p>1.1 Introduction</p> <ul style="list-style-type: none"> On June 19, 2008, the Massachusetts Department of Housing and Community Development (DHCD) entered into an Amended and Restated Moving To Work Agreement (MTW Agreement) with HUD. As a Moving To Work (MTW) agency, DHCD has the flexibility to waive certain statutory and regulatory provisions applicable to the Housing Choice Voucher Program with the exception of Mod/Rehab and Mod/Rehab SRO, VASH, Port In Vouchers administered by DHCD, Enhanced Vouchers Year 1, and Five-year Mainstream Vouchers. 	<p>1.1 Introduction</p> <ul style="list-style-type: none"> On June 19, 2008, the Massachusetts Department of Housing and Community Development (DHCD) entered into an Amended and Restated Moving To Work Agreement (MTW Agreement) with HUD. As a Moving To Work (MTW) agency, DHCD has the flexibility to waive certain statutory and regulatory provisions applicable to the Housing Choice Voucher Programs. In cases where MTW flexibilities conflict with statutes or NOFA requirements, the statutory and NOFA requirements will take precedence over the MTW flexibility, unless otherwise approved or waived by HUD. Where Enhanced and Tenant Protection vouchers are concerned, DHCD will not use MTW flexibility to infringe on the protections applied to these families.
2.	Chapter 1: Overview	<p>1.4.1 Overview & Purpose of the Plan</p> <ul style="list-style-type: none"> DHCD's Administrative Plan includes policies which have been developed and implemented under the MTW program. The policies adopted by DHCD, under the MTW Agreement, will remain in force through the term of the Agreement and will supersede existing and applicable HUD requirements unless and until amended. Program policies related to the Housing Choice Voucher (HCV) Program and not addressed in this Plan are governed, as applicable, by DHCD's MTW Agreement, Annual Plans and Federal statutes and regulations as well as other applicable law. 	<p>1.4.1 Overview & Purpose of the Plan</p> <ul style="list-style-type: none"> DHCD's Administrative Plan includes policies which have been developed and implemented under the MTW program. The policies adopted by DHCD, under the MTW Agreement, will remain in force through the term of the Agreement and will supersede existing and applicable HUD requirements unless and until amended. Program policies related to the Housing Choice Voucher (HCV) Program and not addressed in this Plan are governed, as applicable, by DHCD's MTW Agreement, Annual Plans and Federal statutes and regulations as well as other applicable law.

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		<p>The MTW policies will apply to all programs except:</p> <ul style="list-style-type: none"> • Mod/Rehab and Mod/Rehab SRO • VASH • Port In Vouchers administered by DHCD • Enhanced Vouchers Year 1 • Five-year Mainstream Vouchers 	
3.	Chapter 1: Overview	<p>1.4.4 Identifying MTW and Non-MTW Policies</p> <ul style="list-style-type: none"> • Reflects only those MTW initiatives which were approved implemented prior to November 2013 	<p>1.4.4 Identifying MTW and Non-MTW Policies</p> <ul style="list-style-type: none"> • Updated table to reflect MTW Utility Allowance Initiative policies
4.	Chapter 1: Overview	<p>1.4.5 Identifying Non-MTW Policy Additions/Revisions</p> <ul style="list-style-type: none"> • Not currently included in the Plan 	<p>1.4.5 Identifying Non-MTW Policy Additions/Revisions</p> <ul style="list-style-type: none"> • Added a table that identifies Non-MTW policy additions and revisions made subsequent to the 11-1-2012 version of the Admin Plan.
5.	Chapter 3: Eligibility	<p>3.2.2 Family and Household</p> <ul style="list-style-type: none"> • A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law. DHCD recognizes that a variety of relationships exist, which are not necessarily relationships of ancestry or marriage. Each family must identify the individuals to be included in the family at the time the Family Certification Form is completed and must update this information if the family's composition changes. 	<p>3.2.2 Family and Household</p> <ul style="list-style-type: none"> • A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law. DHCD recognizes that a variety of relationships exist, which are not necessarily relationships of ancestry or marriage. Each family must identify the individuals to be included in the family at the time the Family Certification Form is completed and must update this information if the family's composition changes. The term family prohibits the exclusion of otherwise qualified persons who may identify as Lesbian, Gay, Bi- or Transsexual (LGBT) individuals who have an LGBT relations or who may be perceived as such.
6.	Chapter 3: Eligibility	<p>3.3.1 Income Eligibility and Targeting</p> <ul style="list-style-type: none"> • A low-income household comprised solely of persons with disabilities and receiving state-funded services is eligible for admission as part of the Commonwealth's effort to provide the least restrictive setting possible for persons with disabilities. 	<p>3.3.1 Income Eligibility and Targeting</p> <ul style="list-style-type: none"> • A low-income household comprised solely of persons with disabilities and receiving state-funded services is eligible for admission as part of the Commonwealth's effort to provide the least restrictive setting possible for persons with disabilities.

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			<ul style="list-style-type: none"> Existing tenants in Rental Assistance Demonstration (RAD) projects on the date of the conversion action may be low income.
7.	Chapter 4: Application, Waiting List & Tenant Selection	<p>4.2.4 Placement on the Waiting List</p> <p><u>Eligible for Placement on the Waiting List</u></p> <ul style="list-style-type: none"> The application will be part of the permanent file. Applications may be scanned and kept in an imaging file in which case the original paper application may be destroyed. 	<p>4.2.4 Placement on the Waiting List</p> <p><u>Eligible for Placement on the Waiting List</u></p> <ul style="list-style-type: none"> The application will be part of the permanent file. Applications may be scanned and kept in an imaging file; however, the original paper application must not be destroyed.
8.	Chapter 4: Application, Waiting List & Tenant Selection	<p>4.4.3 Selection Method – Selection from the Waiting List</p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>4.4.3 Selection Method – Selection from the Waiting List</p> <ul style="list-style-type: none"> Added these families to the first position for selection from the Waiting List. <ul style="list-style-type: none"> Families who requested moves that were denied due to insufficient funding.
9.	Chapter 4: Application, Waiting List & Tenant Selection	<p>4.4.5 The Application Interview</p> <ul style="list-style-type: none"> Any required documents or information must be provided by the family within 15 business days from the date of the interview with the exception of SSN documentation 	<p>4.4.5 The Application Interview</p> <ul style="list-style-type: none"> Any required documents or information must be provided by the family within 15 business days from the date of the PHA request with the exception of SSN documentation.
10.	Chapter 6: Income & Subsidy Determinations	<p>6.2.11 Assets</p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>6.2.11 Assets</p> <ul style="list-style-type: none"> The PHA will accept a family's declaration of the amount of assets equal to or less than \$5,000, and the amount of income expected to be received from those assets.
11.	Chapter 6: Income & Subsidy Determinations	<p>6.4.4 Applying Utility Allowances</p> <ul style="list-style-type: none"> MTW & Non-MTW: The PHA must use the appropriate utility allowance for the size of dwelling unit leased by a family rather than the voucher unit size for which the family qualifies using PHA subsidy standards. 	<p>6.4.4 Applying Utility Allowances</p> <ul style="list-style-type: none"> Non-MTW and MTW: The PHA will use the appropriate utility allowance for the lower of the size of dwelling unit leased by a family or the voucher size for which the family qualifies using the PHA subsidy standards. For example if a family has a 2 BR voucher and leases a 3BR unit, the PHA will apply the utility allowance for the 2 BR unit.

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			<ul style="list-style-type: none"> For Project Based units, the PHA will apply the utility allowance for the unit size.
12.	Chapter 6: Income & Subsidy Determinations	<p>6.4.4 Applying Utility Allowances – Reasonable Accommodation-MTW</p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>6.4.4 Applying Utility Allowances – Reasonable Accommodation- MTW</p> <ul style="list-style-type: none"> The PHA may approve an additional utility allowance if an additional utility allowance is needed as a reasonable accommodation for a family member with a disability. For example, if a family member with a disability requires such an accommodation, the PHA may approve an allowance for air-conditioning, even if the PHA has determined that an allowance for air-conditioning generally is not needed. <p>In order to be considered for an additional utility allowance as a reasonable accommodation, the family must be responsible for payment of the utility. For example, if the owner pays for heat, the PHA will NOT approve a reasonable accommodation for an additional utility allowance for heat.</p> <p>The family must request an additional allowance and provide the PHA with documentation of the need for the reasonable accommodation. Where applicable, the PHA will use the Department of Energy's (DOE) residential energy consumption survey data to determine the additional electricity utility allowance for households with approved reasonable accommodations. The PHA will determine reasonable accommodations for other utilities on a case by case basis.</p>
13.	Chapter 6: Income & Subsidy Determinations	<p>6.4.4 Applying Utility Allowances – Utility Allowance Revisions</p> <ul style="list-style-type: none"> MTW & Non-MTW: Revised utility allowance schedules will be applied to a family's rent and subsidy calculations at the first regular or interim reexamination after the allowance is adopted. 	<p>6.4.4 Applying Utility Allowances – Utility Allowance Revisions</p> <ul style="list-style-type: none"> MTW & Non-MTW: Revised utility allowance schedules will be applied to a family's rent and subsidy calculations at the first regular or interim reexamination after the allowance is adopted. <p>The PHA may implement revised UA schedules on a</p>

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			specific date and time for all families provided the family has been given at least 60 days' notice of the change.
14.	Chapter 7: Verification	<p>7.2 and 7.3 Notary Requirements:</p> <p>Any family self-certifications must be made in a format acceptable to the PHA and must be signed in the presence of a PHA representative or PHA notary public.</p>	<p>7.2 and 7.3 Notary Requirements – Revised language:</p> <p>Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the household member whose information or status is being verified. The preferred method is to have the certification/statement signed in the presence of a PHA staff member. If not signed in the PHA's presence, then the self-certification must be under penalty of perjury. If in their sound discretion, the PHA staff member determines that it is necessary, the person who is making the declaration may be required to have the certification/statement signed before a Notary Public.</p>
15.	Chapter 7: Verification	<p>7.4.3 Asset Self- Certification</p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>7.4.3 Asset Self- Certification</p> <ul style="list-style-type: none"> The PHA will accept a family's declaration of the amount of assets equal to or less than \$5,000, and the amount of income expected to be received from those assets. Where the family has net family assets equal to or less than \$5000, the PHA will not request supporting documentation (e.g. bank statements) from the family to confirm the assets or the amount of income expected to be received from those assets. Where the family has net family assets in excess of \$5000, the PHA will obtain supporting documentation (e.g. bank statements) from the family to verify the assets. Any assets will continue to be reported on HUD Form 50058.
16.	Chapter 8: Housing Quality Standards	<p>8.16.7 Illegal Units</p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>8.16.7 Illegal Units</p> <p><u>Illegal Apartments/Conditions</u></p> <p>An illegal apartment is an apartment which is not authorized by and/or does not have required permits from the local authority. Illegal apartments represent a public safety risk to all of the building occupants and to first responders in an emergency.</p>

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			<p>Regardless of whether the illegal unit(s) are occupied by assisted or unassisted tenants, all of the improper conditions, the building, and all systems must be restored to code compliance and recognized as habitable units by the local code authority.</p> <p>An illegal condition is a condition which results from an illegal unit. Examples include, but are not limited to, utility theft through cross metering, shock/fire hazard wiring, lead paint hazards, unsanitary plumbing, and/or inadequate fire egress.</p> <p>If an RAA suspects or is notified of a potentially illegal unit or illegal conditions, the RAA must check the tax assessors record to determine the number of legal units. Owners may be required to furnish the records. In the absence of or inability to obtain that unit count, the RAA must obtain the Occupancy Permit or Certificate of Fitness clearly identifying the suspect unit in question. Owner/Agents must always be afforded an opportunity to provide the documentation in a timely manner. RAAs may require the owner to do so within a specified timeframe.</p> <p><u>Inspection of Buildings With Potentially Illegal Units</u></p> <p>The RAA must conduct an inspection of the unit/building, including an inspection of the building systems. When conducting inspections of buildings with suspected illegal units, owners are required to provide access to all heating, plumbing and electrical systems. If access is not provided for all inspectable areas of the building in a timely manner, a fail rating, after thirty (30) days' notice, shall be required. In instances where the heating, plumbing and electrical systems are housed in another building, access may not be required by the RAA.</p> <p><u>Corrective Action</u></p> <p>If an illegal apartment is discovered the owner shall be given thirty (30) days to contact the local code enforcement</p>

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			<p>authority. Under the authority's supervision, the owner must eliminate any and all improper conditions. An extension may be given beyond the thirty (30) days for work in progress. Documentation of the removal of the illegal unit and the safe restoration of any systems must be provided.</p> <p>Violations that present an immediate threat to public safety or life safety are to be recorded as 24 hour violations in accordance with DHCD'S 24 hour HQS violations policy. Owners/agents must take immediate action to correct dangerous conditions. The RAA Inspection Manager or DHCD may elect to report conditions to the local code enforcement agency or fire department immediately.</p> <p><u>Failure to Correct Illegal Conditions</u></p> <p>At the RAA's discretion and in accordance with the Housing Assistance Payments Contract, any additional units under lease in the building are subject to HAP rent stop and contract termination for continued failure to correct illegal conditions. The tenant(s) occupying the affected unit(s) must be notified in accordance with DHCD policy regarding "HQS - Unit Remains in Extended Non-compliance". Additionally, all units terminated must be reported to the local code enforcement and to DHCD'S Inspection Manager.</p>
17.	Chapter 8: Housing Quality Standards	<ul style="list-style-type: none"> Not currently included in the Plan 	<p>8.18 Lead Compliance Documentation</p> <p>Prior to conducting the initial HQS Inspection, if a child less than 6 years of age will be an occupant of the unit and the property was built prior to January 1, 1978, RAAs must collect and review the required lead compliance documents prior to scheduling an HQS inspection. RAAs may require the lead inspection report(s) as well as Letters of Compliance.</p> <p>If the property was built on or after January 1, 1978, prior to scheduling the HQS inspection, the RAA must collect a building permit to document the time of initial construction of the building. If a pre-1978 building undergoes rehab or remodeling</p>

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			<p>after January 1, 1978, this building is still subject to the pre-1978 lead-based paint compliance documentation requirements.</p> <p>Owner/agents submitting documentation may be required to provide proof of the validity of the lead compliance documents. Instances of fraud or altered documents must be reported to DHCD. Any lead compliance documents determined to be altered or changed must be turned over to the MA. Dept. of Public Health-Childhood Lead Poisoning Prevention Program for follow up action.</p> <p>During the term of the lease, upon notification or knowledge of a new or additional child less than 6 years of age residing in the unit, the owner shall be given written notice allowing 90 days to submit the required lead compliance documents. A 30-day extension may be granted to accommodate an owner who demonstrates a good faith effort to comply.</p>
18.	Chapter 10: General Leasing Policies	<p>10.2.3 Tenancy Approval</p> <p>The PHA will complete its determination within fifteen (15) business days after receiving all required information.</p>	<p>10.2.3 Tenancy Approval</p> <p>The PHA will complete its determination within fifteen (15) business days after receiving all required information. Required information includes all documentation pertaining to lease review and eligibility of unit matters, review of agency conflicts of interest involving the owner/landlord or tenant, the approval of the landlord, the approval of the unit following HQS Inspection, and determinations of rent reasonableness.</p> <p>As the unit inspection under DHCD's HQS Inspection standards is an integral stage in the approval of the tenancy, the initial unit inspection must occur within a reasonable time after the family and owner submit the RFTA. Fifteen (15) calendar days will be presumed to be reasonable and a greater period may be needed depending on individual agency inspection calendaring.</p>
19.	Chapter 12: Reexaminations	12.2.5 Conducting Reexaminations	12.2.5 Conducting Reexaminations

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		<ul style="list-style-type: none"> Any required documents or information that the family is unable to provide at the time of the interview must be provided within 15 business days from the date of the PHA request. of the interview. 	Any required documents or information must be provided by the family within 15 business days from the date of the PHA request.
20.	Chapter 12: Reexaminations	<p>12.3.4 Family Initiated Interim Reexaminations</p> <ul style="list-style-type: none"> No current policy on interim reporting requirements after SS/SSI overpayments have been recouped. 	<p>12.3.4 Family Initiated Interim Reexaminations</p> <ul style="list-style-type: none"> Families who are on an interim rent reduction due to recoupment of a SS or SSI overpayment are required to report the increase in SS and/or SSI benefit when the repayment is complete and the full benefit restored.
21.	Chapter 12: Reexaminations	<p>12.4.2 Applying Payment Standards, Subsidy Standards and Utility Allowances</p> <p><u>Subsidy Standards</u></p> <p>If there is a change in the family voucher size that would apply to a family during the HAP contract term, either due to a change in family composition, or a change in the PHA's subsidy standards (see CHAPTER 5), the family's new voucher size is used to determine the payment standard amount for the family at the family's first regular reexamination following the change in family composition.</p>	<p>12.4.2 Applying Payment Standards, Subsidy Standards and Utility Allowances</p> <p><u>Subsidy Standards</u></p> <p>If there is a change in the family voucher size that would apply to a family during the HAP contract term, either due to a change in family composition, or a change in the PHA's subsidy standards (see CHAPTER 5), the family's new voucher size is used to determine the payment standard amount for the family at the family's first regular reexamination following the change in family composition. This includes departure of live-in aides.</p>
22.	Chapter 12: Reexaminations	<p>12.4.2 Applying Payment Standards, Subsidy Standards and Utility Allowances</p> <p><u>Utility Allowances</u></p> <ul style="list-style-type: none"> MTW & Non-MTW: Revised utility allowance schedules will be applied to a family's rent and subsidy calculations at the first regular or interim reexamination after the allowance is adopted. 	<p>12.4.2 Applying Payment Standards, Subsidy Standards and Utility Allowances</p> <p><u>Utility Allowances</u></p> <ul style="list-style-type: none"> MTW & Non-MTW: Revised utility allowance schedules will be applied to a family's rent and subsidy calculations at the first regular or interim reexamination after the allowance is adopted. <p>The PHA may implement revised UA schedules on a specific date and time for all families provided the family has been given at least 60 days' notice of the change.</p>
23.	Chapter 16: Special Housing Types	16.7.3 Manufactured Homes – Payment Standard, Utility Allowance & HAP Calculation	16.7.3 Manufactured Homes – Payment Standard, Utility Allowance & HAP Calculation - MTW

No.	Chapter	Existing Policy	Proposed Policy
		<ul style="list-style-type: none"> The PHA will establish utility allowances for manufactured home space rental as needed. For the first 12 months of the initial lease term only, the allowance must include an amount for a utility hook-up charge if the family actually incurred a hook-up charge because of a move. This allowance will not be given to a family that leases in place. Utility allowances for manufactured home space must not include the costs of digging a well or installing a septic system. 	<ul style="list-style-type: none"> The PHA maintains a utility allowance schedule, regardless of fuel type, geographical area and building type, for tenant-paid heat only. This schedule will also be used for manufactured homes. The PHA will establish utility allowances for manufactured home space rental as needed. For the first 12 months of the initial lease term only, the allowance must include an amount for a utility hook-up charge if the family actually incurred a hook-up charge because of a move. This allowance will not be given to a family that leases in place. Utility allowances for manufactured home space must not include the costs of digging a well or installing a septic system.
24.	Chapter 17: Program Administration	17.3.3 Utility Allowances – MTW <ul style="list-style-type: none"> Not currently included in the Plan 	17.3.3 Utility Allowances – MTW <ul style="list-style-type: none"> The PHA utilizes a utility allowance schedule, regardless of fuel type, geographical area and building type, for tenant-paid heat only. The utility allowance schedule includes the utility allowance for heat. The PHA will apply the utility allowance for tenant paid heat using the smaller of the unit size or bedroom size. Utility allowances for any other tenant paid utilities, other than heat, will NOT be provided. <p>The utility allowance schedule is determined based on the typical cost of heat paid by energy-conservative households that occupy housing of similar size and type in the same locality. The PHA's schedule will take into account normal patterns of consumption for the community as a whole, and current utility rates. In developing the UA schedule for heat, in addition to basing the heat utility allowance on typical cost and consumption, the PHA uses a weighted average of the two highest fuel types by bedroom size.</p> <p>Where applicable, the PHA will use the Department of Energy's (DOE) residential energy consumption survey data to determine the utility allowance for households with approved reasonable accommodations for electricity. The</p>

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			<p>PHA will determine reasonable accommodations for other utilities on a case by case basis.</p> <p>The MTW Utility Allowance Program Applicability Table includes the PHAs programs and their related applicability to the MTW UA allowance policy. Where Enhanced Vouchers and Tenant Protection Vouchers are concerned, the PHA will follow policy consistent with HUD published guidance.</p> <ul style="list-style-type: none"> *Table of programs and UA policy applicability is referenced at the end of the table
25.	Chapter 17: Program Administration	<p>17.3.3 Utility Allowances – Utility Allowance Revisions</p> <ul style="list-style-type: none"> MTW and Non-MTW: The PHA must review its schedule of utility allowances each year, and must revise the schedule if there has been a change of 10 percent or more in any utility rate since the last time the allowance for that utility was revised. The PHA must maintain information supporting its annual review of utility allowance and any revisions made in its utility allowance schedule. MTW: Not currently included in the Plan 	<p>17.3.3 Utility Allowances – Utility Allowance Revisions</p> <ul style="list-style-type: none"> Non-MTW: The PHA must review its schedule of utility allowances each year, and must revise the schedule if there has been a change of 10 percent or more in any utility rate since the last time the allowance for that utility was revised. The PHA must maintain information supporting its annual review of utility allowance and any revisions made in its utility allowance schedule. MTW: The PHA will periodically, at its discretion, review utility allowance schedules to determine if adjustments are required. Annual updates will not be required.
26.	Chapter 17: Program Administration	<p>17.3.3 Utility Allowances – Utility Allowance Revisions</p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>17.3.3 Utility Allowances – Utility Allowance Revisions</p> <ul style="list-style-type: none"> See table at the end of this document which references the utility allowance initiative implementation date for PB developments which are in their first contract year.
27.	Chapter 17: Program Administration	<p>17.3.3 Utility Allowances – Determining Unit Size for Applying Utility Allowances</p> <ul style="list-style-type: none"> To apply the utility allowance properly each PHA must ensure that there is appropriate and adequate communication between Inspectors and Program Representatives. Prior to the inspection, the family's subsidy 	<p>17.3.3 Utility Allowances – Determining Unit Size for Applying Utility Allowances</p> <ul style="list-style-type: none"> To apply the utility allowance properly each PHA must ensure that there is appropriate and adequate communication between Inspectors and Program Representatives. The family's subsidy size, per the PHA

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		<p>size must be conveyed to the inspector. The family's subsidy size must be indicated on the Request for Inspection form.</p> <p>Rooms not intended for sleeping but meeting the bedroom criteria; e.g., a dining room, may be counted as bedrooms for utility allowance purposes if there is a compelling need as determined by the PHA. Examples of compelling need may be a tight rental market or medical necessity. The PHA is the sole determiner of what constitutes compelling need.</p> <p>Rooms used as bedrooms must meet bedroom criteria as follows:</p> <ul style="list-style-type: none"> ○ 70 square feet for one person and 50 square feet per person for two or more persons. ○ One outlet and a permanently installed light or two outlets and no fixture ○ A window ○ As a result of getting approval from HUD to count only those rooms that are obviously bedrooms for utility allowance purposes, it is possible for the same unit to be designated differently based on family needs. <p>Rooms not acceptable as sleeping rooms are</p> <ul style="list-style-type: none"> ○ Rooms where the garage opens directly into the bedroom and ○ Rooms from which the heating system is drawing make-up air. <p>Example: A 5-room unit consisting of a living room, dining room, kitchen and two bedrooms leased by a 2BR eligible family would be designated a 2BR for utility allowance purposes. However, if at a later date the family composition changes to 3BR eligible, the family may remain in place with a new lease and contract and have the unit designated as a 3BR unit for rent reasonableness and utility allowance purposes. This is</p>	<p>Occupancy Guidelines, will be indicated on the Request for Inspection form. Inspectors will identify the number of bedrooms on the applicable inspection form. The PHA will apply the utility allowance for the lower of the actual unit size or subsidy size.</p> <p>Only bedrooms will be used to determine the size of the unit for utility allowance calculations. Rooms not intended for sleeping will NOT be used to determine the unit size for utility allowance calculations.</p>

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		because the dining room could be reclassified as a bedroom provided it meets HQS bedroom standards.	
28.	Chapter 17: Program Administration	<p>17.4.3 Informal Hearings for Participants</p> <p><u>Recording of the Hearing</u></p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p>17.4.3 Informal Hearings for Participants</p> <p><u>Recording of the Hearing</u></p> <ul style="list-style-type: none"> The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not required to provide a transcript of the hearing. <p>PHA Policy</p> <ul style="list-style-type: none"> The PHA will record and maintain an audiotape of informal hearings. The PHA will provide a copy of the audiotaped hearing upon request. The PHA will not provide transcripts of informal hearings.
29.	Chapter 17: Program Administration	<p>17.4.4 Informal Hearings for Non-Citizens</p> <p><u>Recording of the Hearing</u></p> <ul style="list-style-type: none"> The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not required to provide a transcript of the hearing. <p>PHA Policy</p> <ul style="list-style-type: none"> The PHA will not provide a transcript of an audio taped hearing. 	<p>17.4.4 Informal Hearings for Non-Citizens</p> <p><u>Recording of the Hearing – Non-citizens</u></p> <ul style="list-style-type: none"> The family is entitled to have the hearing recorded by audiotape. The PHA may, but is not required to provide a transcript of the hearing. <p>PHA Policy</p> <ul style="list-style-type: none"> PHA will record and maintain an audiotape of the hearing. The PHA will provide a copy of the audiotaped hearing upon request. The PHA will not provide a transcript of the hearing.
30.	Chapter 17: Program Administration	<p>17.10.1 Overview</p> <ul style="list-style-type: none"> New VAWA 2013 language added to this section, as well as all additional sections in Plan, as applicable. 	<p>New VAWA 2013 language added to this section, as well as all additional sections in Plan, as applicable.</p> <ul style="list-style-type: none"> Revised requirement to provide VAWA notice to applicants <p>Key changes, as reflected in the Plan, include:</p>

No.	Chapter	Existing Policy	Proposed Policy
			<ul style="list-style-type: none"> • <u>Sexual Assault</u>: Previous regulatory language describes housing protections for “victims of domestic violence, dating violence, or stalking.” VAWA 2013 expands these protections to also include victims of sexual assault. Sexual assault is defined as “any nonconsensual sexual act proscribed by Federal, tribal, or State law, including when the victim lacks capacity to consent (42 U.S.C. 13925(a)).” • <u>Affiliated Individual</u>: VAWA 2013 expands protections relating to the prohibition of terminating assistance because of criminal activity directly relating to domestic violence, dating violence sexual assault or stalking, by replacing the term “immediate family member” with “affiliated individual.” An affiliated individual is defined as: (1) A spouse, parent, brother, sister, or child of that individual, or an individual to whom that individual stands in the position or place of a parent; or (2) Any individual, tenant, or lawful occupant living in the household of that person. <p>17.10.1 Overview</p> <p>On March 7, 2013, the Violence Against Women Reauthorization Act of 2013 (VAWA 2013) was signed into law. VAWA 2013 implements several key changes related to housing protections for victims of domestic violence, dating violence, sexual assault or stalking. The VAWA 2013 changes are documented in the HUD Notice in the Federal Register (78 FR 47717 (Aug. 6, 2013)), and are reflected in this Plan.</p> <p>VAWA 2013 makes the following HUD programs subject to the VAWA protections:</p> <ul style="list-style-type: none"> • HOME Investment Partnerships (HOME) program; • Section 202 Supportive Housing for the Elderly; • Section 236 Rental Program; • Section 811 Supportive Housing for Persons with Disabilities; • Section 221(d)(3) Below Market Interest Rate (BMIR) Program;

No.	Chapter	Existing Policy	Proposed Policy
			<ul style="list-style-type: none"> • Housing Opportunities for Persons With AIDS (HOPWA) Program; • HUD'S McKinney-Vento homeless programs; • Low-Income Housing Tax Credit properties (Department of Treasury); and • USDA Rural Housing properties (Department of Agriculture)
31.	Chapter 17: Program Administration	<p>17.10.3 VAWA Notification</p> <ul style="list-style-type: none"> • The PHA will provide all participants with information about VAWA at the time of admission and at regular reexamination. The PHA will also include information about VAWA in notices of termination of assistance. 	<p>17.10.3 VAWA Notification</p> <ul style="list-style-type: none"> • The PHA will provide all participants with information about VAWA at the time of admission and when VAWA statutes and/or regulations change. The PHA will also include information about VAWA in notices of termination of assistance.
32.	Chapter 18: Project- Based Voucher (PBV) Assistance	<p>18.3.2 Biennial HQS Inspections - PB</p> <p>PHA Policy - MTW</p> <p>All PB sites will be placed on a biennial inspection frequency. The RAA reserves the right to schedule inspections for all units at a site on the same year or to schedule a portion of the units in one year and the remaining units in the next year.</p> <p>If more than 50% of the units at one site fail the HQS inspection on the first inspection attempt, all of the units at the site will be placed on an annual inspection frequency. The site will remain on annual inspection frequency until 75% or more of the units pass HQS on the first inspection attempt.</p>	<p>18.3.2 Biennial HQS Inspections - PB</p> <p>PHA Policy – MTW</p> <p>All PB sites will be placed on a biennial inspection frequency. Based upon its inspection staff availability and the site management's capacity, the RAA reserves the right to schedule inspections for all units at a site on the same year or to schedule a portion of the units in one year and the remaining units in the next year.</p> <p>If more than 50% of the units at one site fail the HQS recertification inspection on the first inspection attempt, all of the units at the site will be placed on an annual inspection frequency. The site will remain on annual inspection frequency until 75% or more of the units pass HQS on the first inspection attempt. The RAA may require the owner to participate in training on preparation and maintenance of a site for HQS inspection.</p> <p>If the units at a site are on a split HQS recertification inspection schedule (a portion of the units are inspected in one year and the remaining units in the next year) and more than</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>50% of the inspected units, in any given year, fail the HQS inspection on the first inspection attempt, substandard site management is recognized and all remaining units at that site will be scheduled for inspection. Additionally, all of the units at the site will be placed on an annual inspection frequency and the site may no longer be split for scheduled HQS inspections. For example, a site has 93 units. 47 units are inspected in 2013 and the other 46 units are scheduled for inspection in 2014. In June 2013, more than half of the units inspected fail the HQS recertification inspection on the first attempt. The PHA will immediately schedule the remaining 46 units for HQS inspection and will convert the site to an annual inspection frequency. Thereafter, all 93 units will remain on an annual inspection frequency until 75% of all of the units pass inspection on the first inspection attempt.</p>
33.	Chapter 18: Project-Based Voucher (PBV) Assistance	<p>18.3.3 Biennial Audit Inspections - PB</p> <p>PHA Policy – MTW</p> <p>If more than 50% of units at a site do not pass the audit inspection, the RAA may use discretion in determining the appropriate follow-up action. Follow-up actions may include, but are not limited to:</p> <ul style="list-style-type: none"> • Changing the inspection frequency of the site at the time of the next regular HQS inspections; • Requiring an management action plan to address the HQS issues; • Increasing the audit sample; and/or, • Requiring participation in the applicable HQS training. 	<p>18.3.3 Biennial Audit Inspections - PB</p> <p>PHA Policy – MTW</p> <p>If more than 50% of units at a site do not pass the audit inspection, in an effort to maintain or restore biennial inspection efficiency, the RAA will require the owner to participate in training on preparation and maintenance of a site for HQS inspection.</p> <p>Additionally, if more than 50% of units at a site do not pass the audit inspection, the RAA may use discretion in determining the appropriate follow-up action. Follow-up actions may include, but are not limited to:</p> <ul style="list-style-type: none"> • Changing the inspection frequency of the site at the time of the next regular HQS inspections; • Requiring a management action plan to address the HQS issues; and/or, • Increasing the audit sample.
34.	Chapter 18: Project-Based Voucher (PBV)	<p>18.6.10 Preferences</p> <p><u>Limited Local Residency Preference</u></p>	<p>18.6.10 Preferences</p> <p><u>Limited Local Residency Preference</u></p>

No.	Chapter	Existing Policy	Proposed Policy
	Assistance	<ul style="list-style-type: none"> To further the creation of permanently affordable rental housing, DHCD may agree to establish a limited local residency preference for up to 50% of the PBV units developed pursuant to certain PBV development projects, only in those communities where the local housing authority does not have its own Section 8 vouchers available for such PBV projects (or the community does not have a LHA), and there is a demonstrable local need for the preference and the preference will not have a discriminatory impact on classes of persons protected under Fair Housing laws (see DHCD's Affirmative Fair Housing and Civil Rights Policy). The owner will be required to submit evidence from the city or town that these conditions have been met prior to DHCD consideration of a local residency preference. 	<ul style="list-style-type: none"> Removed
35.	Chapter 19: Targeted Programs (Housing Options Program - HOP)	<p>19.5.2 Eligibility</p> <p>All HOP participants must meet each of the program eligibility criteria listed below.</p> <p><u>Disability Status</u></p> <p>Either the head of household or spouse must have a primary disabling diagnosis in order to be eligible for HOP. Eligible diagnoses include:</p> <ul style="list-style-type: none"> Primary disability of chronic mental illness as defined by eligibility criteria for DMH and eligible to receive services from DMH Primary disability which is HIV related or has an AIDS diagnosis Primary disability of substance abuse, and receiving services from HomeStart or eligible to receive services from HomeStart Primary disability of mental retardation and eligible to 	<p>19.5.2 Eligibility</p> <p>All HOP participants must meet each of the program eligibility criteria listed below.</p> <p><u>Disability Status</u></p> <p>Either the head of household or spouse must have a primary disabling diagnosis in order to be eligible for HOP. Eligible diagnoses include:</p> <ul style="list-style-type: none"> Primary disability of chronic mental illness as defined by eligibility criteria for DMH and eligible to receive services from DMH Primary disability which is HIV related or has an AIDS diagnosis Primary disability of substance abuse, and receiving services from HomeStart or eligible to receive services from HomeStart Primary disability of developmental disability and eligible to

No.	Chapter	Existing Policy	Proposed Policy									
		<p>receive services from DMR.</p> <ul style="list-style-type: none">• Primary disability, which is a brain injury and eligible for services from the Statewide Head Injury Program (SHIP)• Primary disability that is a physical and cognitive impairment and eligible for MRC's "Turning 22" program, "Supported Living Program," or other independent living services• Clients of MRC's Protective Services Program• Otherwise disabled persons including people who meet the Section 8 definition of Disability and are not currently a client of any state agency, or eligible for the services of any state agency (referred to as otherwise disabled) <p><u>At Risk of Homelessness</u></p> <p>The PHA considers group homes to be permanent housing; therefore, applicants living in group homes who meet the conditions below are not considered to meet a DHCD preference and may not be considered homeless. However, an applicant subject to eviction from a group home due to "turning 22" is considered to be "involuntarily displaced."</p> <ol style="list-style-type: none">1. Is not in danger of losing housing, and2. Would remain in place, and3. Where the primary change would be in the state or federal agency that is paying for the housing assistance.	<p>receive services from DDS.</p> <ul style="list-style-type: none">• Persons enrolled in the state's Money Follows the Person Demonstration program (MFP)• Persons residing in a long term care facility and eligible for a MassHealth 1915(c) HCBS waiver but not eligible for MFP• Persons residing in a long term care facility and not eligible for MFP or a HCBS waiver.• Persons living in the community and eligible for and receiving services through a HCBS waiver.• Otherwise disabled persons including people who meet the Section 8 definition of Disability and are not currently a client of any state agency, or eligible for the services of any state agency (referred to as otherwise disabled) <p><u>At Risk of Homelessness</u></p> <ul style="list-style-type: none">• Language removed.									
36.	Chapter 19: Targeted Programs (Housing Options Program - HOP)	<p>19.5.4 Waiting List Management, Referrals & Selection</p> <table><tr><th colspan="3">Total Subsidy Allocation</th></tr><tr><th>Disability</th><th>Vendor</th><th>Subsidy Allocation</th></tr><tr><td>Chronic Mental Illness</td><td>Department of Mental Health</td><td>195</td></tr></table>	Total Subsidy Allocation			Disability	Vendor	Subsidy Allocation	Chronic Mental Illness	Department of Mental Health	195	<p>19.5.4 Waiting List Management, Referrals & Selection</p> <ul style="list-style-type: none">• Table removed.
Total Subsidy Allocation												
Disability	Vendor	Subsidy Allocation										
Chronic Mental Illness	Department of Mental Health	195										

No.	Chapter	Existing Policy			Proposed Policy
		Mental Retardation	Department of Mental Retardation	20	
		Substance Abuse	HomeStart (formerly the Greater Boston Housing Initiative)	60	
		HIV-Related/AIDS	JRI Health	30	
		Brain Injury/Physical or Cognitive Impairment	Massachusetts Rehabilitation Commission	20	
		Otherwise Disabled	JRI Health	20	
		Total		345	
37.	Chapter 19: Targeted Programs (Housing Options Program - HOP)	19.5.7 Portability Transfers If a HOP applicant or participant moves out of MBHP's region, the receiving RAA will temporarily add one HOP voucher to its allocation and absorb the applicant or participant. MBHP will simultaneously lose one HOP voucher. In order for JRI to coordinate services, MBHP and the receiving RAA must immediately report all transfers to JRI, as well as to DHCD on the quarterly report. When the transferring participant terminates from HOP, the receiving RAA must inform MBHP and JRI. Both MBHP and the receiving RAA will return to their original allocations.			19.5.7 Portability Transfers If a HOP applicant or participant moves out of MBHP's region, the receiving RAA will administer the HOP voucher for as long as the participant remains in their region. In order for JRI to coordinate services, MBHP and the receiving RAA must immediately report all transfers to JRI, as well as to DHCD on the quarterly report. When the transferring participant terminates from HOP, the receiving RAA must inform MBHP and JRI.
38.	Chapter 19: Targeted Programs (HUD-VASH)	19.14.12 Portability <u>Within MA – to another RAA</u> DHCD VASH veterans may move to any part of the Commonwealth, provided they can receive case management services from any of DHCD's partner VAMCs serving MA veterans (Bedford [Bedford VAMC, Lowell CBOC, Haverhill CBOC], Northampton [Pittsfield CBOC], Providence, R.I. [Hyannis CBOC], and the community to which they want to			19.14.12 Portability <u>Within MA – to another RAA</u> DHCD VASH veterans may move to any part of the Commonwealth, provided all parties agree that the VASH veterans will receive case management services from any of DHCD's partner VAMCs serving MA veterans (Bedford [Bedford VAMC, Lowell CBOC, Haverhill CBOC], Northampton [Pittsfield CBOC], Providence, R.I. [Hyannis CBOC], Boston [Causeway

No.	Chapter	Existing Policy	Proposed Policy
		move is within a participating partner DHCD VAMC's catchment area.	St. CBOC, and Brockton CBOC]), and the community to which they want to move is within a participating partner DHCD VAMC's catchment area.
39.	Chapter 19: Targeted Programs (HUD-VASH)	<p>19.14.15 Freezing a VASH Voucher</p> <p>The RAA can freeze the VASH voucher if the participant needs to be out of the unit and the case manager has sanctioned the reason for this need. The case manager must provide a written request to the RAA stating the reason necessitating the freeze (not the specific details) and indicating the anticipated time for the freeze. When a voucher is frozen, the lease and HAP contract must be terminated.</p> <p><u>Statement of Conditions for Return of the VASH Voucher</u></p> <p>Whenever a VASH voucher is frozen, the veteran, the RAA and the case manager must jointly sign a "Statement of Conditions for Return of the VASH Voucher." This statement should clearly delineate those conditions that must be satisfied by the veteran in order to allow the case manager to request, in writing, that the RAA lift the freeze from the RAA.</p> <p>At such time as the veteran is ready to resume participation on the VASH program, the RAA will issue the next available VASH voucher. The case manager and the RAA should be in contact about the veteran's anticipated re-entry back onto the program several months before it is anticipated. In this way, both the VAMC and the RAA can assure that there will likely be an available VASH voucher. If it turns out that there is not an available VASH voucher, DHCD can consider issuing a conventional voucher (if available) to the veteran, for use until such time as a VASH voucher becomes available. The RAA and the veteran's case manager should arrange for a joint discussion with the VASH Coordinator in advance of the veteran's anticipated return to the program to determine if DHCD has adequate voucher authority to issue a voucher under these circumstances. DHCD will approve this request for a short term conventional voucher provided it has adequate voucher authority and there is likelihood that a VASH voucher</p>	<p>19.14.15 Freezing a VASH Voucher</p> <ul style="list-style-type: none"> Policy removed. <p>19.14.16 Good Cause Termination of the Lease and HAP Contract</p> <ul style="list-style-type: none"> Policy removed.

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		<p>will become available within four months.</p> <p>19.14.16 Good Cause Termination of the Lease and HAP Contract</p> <p>DHCD has created a VASH addendum to the lease and HAP Contract that establishes a "good cause-reasonable accommodation" standard for termination of both documents in those instances when the veteran's case manager determines that the veteran must leave the unit for clinical or safety reasons. This standard for termination can be employed during the initial term of the lease or at any subsequent time thereafter. The case manager must provide written notification to both the RAA and the owner stating that the veteran must relocate from the unit for a reason(s) sanctioned by the VAMC (details of which are not to be shared with either party) in accordance with the terms of this addendum. Whenever possible, the case manager should attempt to provide a one-month notice of intent to terminate under this standard. If it is not possible to provide the owner with a month's notice of intent to terminate, the RAA will be authorized to pay rent during this period unless the owner is able to re-lease the unit at the time the veteran moves out.</p>	
40.	Chapter 19: Targeted Programs (HUD-VASH)	<p>19.14.17 Terminations and Appeals</p> <p>VASH veterans are subject to termination and appeal processes under the same conditions as all other HCVP participants. The provisions of CHAPTER 13 Section 13.2 Grounds for Termination of Assistance are applicable, except "Family Absence from the Unit".</p> <p>When the VAMC Terminates a Veteran from the VA-VASH Program</p> <p>In accordance with Section II (g) of HUD's May 6, 2008 federal regulations on VASH program administration, if the VA-VASH program terminates a veteran from its VASH program, the veteran will no longer be eligible to continue participation on the HUD-VASH program. Each VAMC has an established multi-</p>	<p>19.14.15 Terminations and Appeals</p> <p>VASH vouchers are only awarded when the VASH participant agrees to comply with case management services as provided through the VAMC. If the VAMC service provider has terminated the participant's case management services due to the VASH participant's failure to comply with VASH program requirements, then the rental subsidy voucher will also be terminated and the termination will not be reviewable by the RAA or DHCD. Each VAMC must establish a multistep process for terminating a participant from VASH, including a right to appeal the VAMC's determination before the VAMC finalizes the determination. At a minimum this multistep process must comply with the requirements of the HUD-VASH Operating Requirements published in Volume 77, Number 57 of the Federal Register on March 23, 2012, the supplement to the</p>

No.	Chapter	Existing Policy	Proposed Policy
		<p>step process for implementing a termination of the veteran from the program, including a right to appeal the VAMC's determination before it is finalized. DHCD will request that each of its partner VAMCs provide DCHD with a description of this process.</p> <p>DHCD has determined that in accordance with 24 CFR Part 982.555(b)(1) [Discretionary Administrative Determination by the PHA] a VASH PHA is not required to provide an informal hearing to a veteran who is terminated from the VA-VASH program. Nevertheless, DHCD will provide any veteran terminated from the VA-VASH program with the opportunity to appeal this decision directly to DHCD, in order to assure that the veteran receives maximum due process.</p> <p>Once the veteran has exhausted all VAMC termination appeals, the case manager should notify the RAA that the veteran has been terminated from the VA-VASH program. The RAA will then notify the veteran that in accordance with Section II (g) of the May 6, 2008 VASH regulations, the RAA is mandated to terminate the veteran's VASH voucher effective thirty days from the date of notification and the HAP subsidy will stop at that time. The RAA should indicate that the veteran may appeal this decision directly to DHCD within fifteen days from the date of the notification. The Veteran should be advised to include any written documentation supporting his/her appeal in their appeal request to DHCD. Upon receipt of a termination appeal from a veteran, DHCD's hearing officer will request the VAMC to submit a statement briefly outlining the steps the VAMC took to provide the veteran with adequate opportunity to maintain their VA-VASH status, up to and including an offer of a final appeal to the VAMC. No confidential information should or will be provided to DHCD's hearing office by the VAMC. DHCD's hearing officer will perform a paper review of any appeal under these circumstances and issue a determination as quickly as possible. DHCD's hearings officer will fast track the resolution of these VASH termination appeals before all other voucher appeals.</p>	<p>HUD-VASH Operating Requirements published in the Federal Register on May 6 and 19, 2008, and 24 CFR 982.554 or 982.555, as applicable. When the participant has exhausted all levels of the VAMC appeal process, the case manager must notify the RAA that the participant has been terminated from the VASH program. The RAA must then notify the participant that the RAA is mandated to terminate the VASH voucher effective thirty (30) days from the date of notification and the rental subsidy will stop at that time.</p> <p>For terminations not initiated by the VAMC, VASH participants are subject to termination and appeal processes under the same conditions as all other HCVP participants. (For example, the RAA may initiate a termination for a program violation such as engaging in criminal activity, program fraud, or serious lease violations.) The provisions of CHAPTER 13 Section 13.2 Grounds for Termination of Assistance are applicable.</p>
41.	Chapter 19: Targeted Programs (Family Economic	<p>19.17 Family Economic Stability Program</p> <ul style="list-style-type: none"> • Not currently included in the Plan 	19.17 Family Economic Stability Program Overview

No.	Chapter	Existing Policy	Proposed Policy
	Stability Program)		<p>The Family Economic Stability (FES) program serves families in Greater Boston, and is administered by Metropolitan Boston Housing Partnership (MBHP).</p> <p>The policies and procedures set forth in this plan will achieve two important DHCD objectives:</p> <ul style="list-style-type: none"> • To clarify policies and procedures that have been modified over time without appropriate documentation in the administrative plan; and • To ensure that the economic self-sufficiency goals of this program are met as required by the HUD Moving to Work statutory objectives. <p>The MTW Pilot programs were approved by HUD in 1998, and have been in place since then. In 2009 the program was changed slightly to strengthen program outcomes. A two year extension period was added, and the homeownership bonus payment was changed. While the original goals of the program—to ensure long-term success in the labor force; to promote and support housing choice for its target population, and to achieve greater cost effectiveness in administering housing assistance program—are still relevant, many of the original program design elements, particularly in the areas of participant support, no longer exist. Therefore, in the 2012 Moving to Work Annual Plan, DCHD requested and received permission to modify the program in order to better serve the participants.</p> <p>The new program is change and outcome driven, and participants are expected to work closely with program staff on setting and meeting life goals. RAAs have greater flexibility in administering funds to match participants' needs, and greater responsibility to develop partnerships and linkages to supportive services to help participants meet their goals.</p> <p>This administrative plan will be in effect as of March 1, 2014. All other administrative plans are no longer valid and should not be used for program guidance.</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>The program contains the following components:</p> <ul style="list-style-type: none"> • Rent Subsidy: flat subsidy; time limited – five years, no extensions; flexible amount based on family's goals • Support Account: up to \$1800 a year to support completion of Economic Stability Plan • Escrow Account: up to \$800 per year leveraged by individual savings during the term of the program <p>Additional features of this program include: a five year time limit on program participation, case management, and work and/or education requirements in order to maintain eligibility.</p> <p><u>Program Goals for Participants</u></p> <ul style="list-style-type: none"> • Increased earned income • Measurable career/employment progress • Improved credit rating /financial literacy skills • Increased asset base • Developed a viable three year housing Stability Plan <p>Program Components</p> <p><u>Rental Assistance</u></p> <p>The rental subsidy for program participants is a flat subsidy. Participants who are enrolled full-time in an education or training program with a demonstrable outcome of self-sufficiency wages may receive a higher rental subsidy. The Hot Jobs 2013 report—a triennial survey of the Massachusetts labor market to identify career paths that lead to economic self-sufficiency—may be used as a reference when determining if a particular education or training program meets this criteria.</p> <p>No portion of rent subsidy shall be saved other than the subsidy from the Stability Escrow Phase in Years 4 and 5. Participants must have a tenant share of rent no less \$100 after rent subsidy is paid. RAAs must track the number of participants with a tenant share of \$100.</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p><u>Stability Escrow Phase</u></p> <p>In years four and five a fixed portion of rental subsidy dollars will be redirected to an escrow account (resembling the escrow account for participants in the Family Self-Sufficiency Program). Tenant share of rent will increase and the difference in HAP will be deposited into an account maintained by the RAA. Participants must be tenants in good standing to accumulate escrow.</p> <p>During years four and five of participation in the program, if a participant is still enrolled full-time in an education program and wishes to continue to receive a higher rent subsidy he/she may elect to do so for an additional 9 months, with the approval of DHCD.</p> <p><u>Escrow Account:</u></p> <p>Each participant is eligible to accrue up to \$800 per year in escrow funds. These funds will be leveraged by deposits into savings accounts held by participants, and verified by staff using 3rd party documentation no older than 30 days. Each dollar of participant savings will leverage \$4.00 dollars in escrow. These individual savings (\$200 per year) must be in the account at the time of completion of the FES program in order to receive the full \$800 per year. Total escrow available upon completion of the program is not to exceed \$4000.</p> <p>Escrow accounts are not required, but all participants should be strongly encouraged to open and maintain the required balance in the account. The \$200 can be saved in a lump sum (such as through a portion of a tax return) or in regular deposits.</p> <p><u>Support Account:</u></p> <p>Participants are eligible for a supports budget of up to \$1800 per year for expenses related to maintaining employment and continuing education goals as developed in their Economic</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>Stability Plan. Use of the Support Account is not required; however, participants should be strongly encouraged to use the funds to off-set unexpected expenses. Participants must be tenants in good standing in order to access support funds</p> <p>Participants cannot save unused support funds, so staff are urged to encourage participants to use these funds for the above purposes and unforeseen expenses. The support accounts are intended to facilitate savings, and allow for participants access to as much of the escrow funds as possible. Under certain circumstances, support funds may be accessed under the hardship policy to offset loss of earned income. See Hardship Policy section of this plan. Support funds cannot be used to pay rent arrearages.</p> <p>DHCD has established the following guidance for the appropriate use of the supports budget. Appropriate uses for the supports budget include but are not limited to:</p> <ul style="list-style-type: none"> • Transportation (public transportation, private auto expenses, for working participant(s) and/or children); • Work wardrobe or uniforms; • English as a Second Language classes /Adult Basic Education/GED programs or testing; • Training programs or expenses; • College tuition or expenses; • Expenses for professional credentials (licenses, certification, professional insurance, etc.); or • Continuing education expenses. <p>For participants with children, support funds may also be used for child care, before or after-school care, summer camp, or other appropriate supports for their children, if these supports are needed to help the participant meet their program requirements.</p> <p>Moving To Work Demonstration Project Authority, Contracts, and Termination</p> <p>DHCD's MTW program is operated through the terms and</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>conditions established in its Moving To Work Demonstration Agreement, and any amendments which may be added. DHCD, its subcontracted administering agencies, and MTW participants are bound by all MTW statutory and regulatory requirements regarding operation, modification, and/or termination/transition of this project. Funding for this program is subject to annual review, and dependent upon adequate federal funding for DHCD's entire HCVP portfolio. In addition, DHCD will monitor the program's effectiveness in its primary purpose -- helping participants meet their economic self-sufficiency goals.</p> <p>Eligibility</p> <p>All participants must meet the following eligibility requirements in order to be enrolled in the program. Documentation of compliance with all eligibility requirements must be included in each participant file.</p> <p><u>Employment:</u></p> <ul style="list-style-type: none"> • Working at least part-time; • Imminently employed (offer has been made) and/or with recent work history (within the last 6 months); or • Enrolled in a full-time job training program with placement and on-going employment assistance. <p><u>Demonstrated Commitment to Goals of Program:</u></p> <ul style="list-style-type: none"> • Commitment to work with a variety of service agencies to obtain the supports they identify as needing in order to move forward (One Family Scholars, Career Center Services, vocational counseling etc.) Participants will be required to complete a pre-program workshop prior to joining the program. <p><u>Live in Non-subsidized Housing:</u></p> <p>RAAs must make a good faith effort to determine if participants</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>are living in subsidized housing of any kind. RAA staff are expected to have a strong knowledge base of subsidized housing programs in their service area.</p> <p><u>Income Eligible</u></p> <p>75 percent of all participants must earn less than 30% of AMI. All other eligibility requirements of DHCD's HCV program apply to pilot participants as well. All participants must meet the "but for this assistance" threshold – i.e., all participants must require the rental assistance in order to move from "at –risk" and unstably housed to stable and able to actively address education/training deficits to improve their long term economic stability.</p> <p><u>Regional Priorities</u></p> <p>In Boston, priority is given to families living in homeless shelters. Participants leaving shelter to enroll in the FES program will lose their homeless status.</p> <p>Outreach and Referrals</p> <p>Each program site will be required to submit an outreach and referral plan to DHCD prior to enrolling participants in the program. This plan will document how the agency will reach as broad a base as possible to ensure open and available access to the program.</p> <p>In addition to identifying participants who meet their respective geographic priorities, DHCD expects RAAs to reach out to community colleges, job training programs, community based organizations, faith-based institutions, immigrant services agencies, childcare providers, community health centers, and other widely accessed service providers.</p> <p>Portability</p> <p><u>Within MA</u></p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>This program is a Moving to Work initiative of DHCD and thus has limited in-state mobility only. A participant who wishes to move to a different community within the service area of the RAA must be able to continue to meet the requirements of their Stability Plan, and the move must be approved by RAA staff prior to changing residences. Participants who move to the other MTW site, will join the new area's program, and be subject to all aspects of that program design, including different rent subsidy payments, support budget and service providers. Participants wishing to move out of the administering agency's region may only do so with DHCD approval.</p> <p>At no time can more than 10% of the program participants live outside of the RAA's region. Moving without advance permission of the RAA, except in the case of domestic violence, will result in being terminated from the FES program.</p> <p><u>Out-of-State</u></p> <p>A participant wishing to move out of state relinquishes all future rental and other financial assistance and support from DHCD. A participant leaving the program in good standing, as determined by DHCD, may be entitled to receive the funds in his or her escrow account leveraged through his or her savings. Good standing includes, but is not limited to, having met the appropriate Stability goals and being a tenant in good standing with his/her landlord.</p> <p>Termination and Appeals</p> <p>The RAA program staff will make termination decisions based on the participant's ongoing compliance with the Stability Plan.</p> <ul style="list-style-type: none"> Participants who are not in compliance with their Program Plans will be notified in writing of the violation and will be asked to participate in a meeting with the RAA MTW Program staff to develop a corrective action

No.	Chapter	Existing Policy	Proposed Policy
			<p>plan with specific tasks for the participant;</p> <ul style="list-style-type: none"> • The participant will be given sixty (60) days to comply with the corrective action plan; • Should the participant not comply with the corrective action plan there will be a termination meeting with the MTW staff and program director; • The RAA will provide any participant terminated from the program with the opportunity to appeal this decision directly to DHCD, in order to assure that he or she receives maximum due process. The RAA should indicate that the client may appeal this decision directly to DHCD within fifteen days from the date of the notification. The client should be advised to include any written documentation supporting his/her appeal in their appeal request to DHCD; • Once the RAA notifies the client the he/she has been terminated, the RAA is required to terminate the rental subsidy effective thirty days from the date of notification and the HAP subsidy will stop at that time; • Upon receipt of a termination appeal from a client DHCD's hearing officer will request that RAA submit a statement briefly outlining the steps taken to provide the participant with adequate opportunity to maintain their participation; • DHCD's Office of Chief Counsel will perform a paper review of any appeal under these circumstances and issue a determination as quickly as possible. • DHCD will pay rent to the owner during the appeals process. <p>On-Going Considerations</p> <p><u>Leasing</u></p> <p>Each tenancy will be governed by a lease signed by the property owner and the participating individual. The lease should be the standard form used by the property owner, in compliance with all applicable laws of the Commonwealth. The lease will have as an attachment the HUD Tenancy Addendum.</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>A copy of the lease will be reviewed by the RAA staff prior to the execution of the abbreviated housing assistance payments contract between DHCD and the property owner that outlines the terms of payment of the rental subsidy, and the owner and DHCD's respective obligations. A copy of the lease and all attachments will be retained in the RAA file.</p> <p><u>Required Annual Status Review Meeting</u></p> <p>There are no annual or interim re-certifications in this program. Instead, participants meet with RAA staff at initial enrollment, and annually on that date during the program. At these meetings, participants are required to provide third-party verification that they are current on their rent, and will be required to present third-party verification of their income. The RAA will use EIV to verify all reported income. Participants are also required to show third-party documentation of their continued progress in meeting their Stability Plan goals, including, but not limited to, college transcripts, enrollment forms, and other documentation as deemed appropriate.</p> <p><u>File Maintenance</u></p> <p>RAAs will maintain files in accordance with all appropriate DHCD requirements. In addition, the following program specific documents must be maintained as well.</p> <ul style="list-style-type: none"> • Application and documentation of eligibility as defined in Section D • Copies of documentation of savings account balances • Copies of documentation for expenditures from support account • Copies of checks from support accounts and uses of support funds <p><u>Rent Reasonableness</u></p> <p>There will be no requirement for a "rent reasonableness" certification, nor will DHCD perform any rent reasonableness determinations. RAAs will provide the participant with the</p>

No.	Chapter	Existing Policy	Proposed Policy
			<p>latest rent reasonableness data maintained by the housing agency for its Section 8 program, and will encourage the participant to take this information into consideration when selecting a unit.</p> <p><u>Hardship Policy</u></p> <p>During participation in the Family Economic Stability Program participants may request a hardship waiver if he/she experiences an unanticipated loss of income that is anticipated to last longer than 90 days. This request must be approved by prior to submitting it to DHCD for review. If the request is granted, any unused support funds available that year will be available to pay the tenant share of rent. The Hardship Policy does not allow the support account to be used for rent or utility arrearages. If the hardship occurs in years four or five then the rent subsidy can be restored to the higher level for a period of time not to exceed 90 days. If more than 90 days are needed the RAA must contact DHCD Program staff to discuss next steps with the participant.</p> <p><u>Continued Participation</u></p> <p>There is no right to survivorship in this program. The subsidy is issued to a head of household, who is an active participant in crafting and implementing the Stability Plan. If a participant leaves the program, either voluntarily or involuntarily, the support for the household is terminated.</p> <p><u>Reporting and Program Evaluation</u></p> <p>The RAA and its staff will participate in all required evaluations and will be prepared to maintain additional data on participants, as required by HUD and/or DHCD. Data collection tools and requirements may change over time, and the RAA is expected to work with DHCD to meet these requirements.</p> <p><u>HQS Inspections</u></p>

No.	Chapter	Existing Policy	Proposed Policy
			Biennial inspection policies apply to units leased under the Family Economic Stability Program.
42.	Chapter 20 Exhibits	<ul style="list-style-type: none"> Not currently included in the Plan 	<ul style="list-style-type: none"> Added MTW UA Table Template
43.	Chapter 20 Exhibit 19-1: Youth Transition to Success Program Admin Plan	<p>Termination and Appeals</p> <p>DCF Outreach will make termination decisions based on the participant's ongoing compliance with the DCF Outreach Transition Plan/contract.</p> <ol style="list-style-type: none"> DCF Outreach will be responsible for defending termination decisions, pertaining to compliance with DCF Outreach Transition Plans/contracts. Transition Plans will include lease compliance and all tenancy related issues. Youth will be notified in writing of the violation and will be asked to participate in a meeting with a DCF Program Worker and Supervisor to develop a corrective action plan with specific tasks for the participant; The youth will be given 60 days to comply with the corrective action plan; Should the youth not comply with the corrective action plan there will be a termination meeting with the DCF Director of Adolescent Support Services; The DCF Director of Adolescent Support Services may extend the timeframe of the corrective action plan or may approve the termination of the youth from the program. Written notice of the Director's decision will be provided to the youth, DHCD, and the RAA within 10 business days of the meeting; YTTSP requires the client to be in good standing with DCF and in compliance with their Transition Plan, termination by DCF will result in termination from the program; DHCD will provide any YTTSP participant terminated from the program with the opportunity to appeal this decision directly to DHCD, in order to assure that he or she receives maximum due process; 	<p>Termination</p> <p>DCF Outreach will make termination decisions based on the participant's ongoing compliance with the DCF Outreach Transition Plan/contract.</p> <ol style="list-style-type: none"> DCF Outreach will be responsible for defending termination decisions, pertaining to compliance with DCF Outreach Transition Plans/contracts. Transition Plans will include lease compliance and all tenancy related issues. Youth will be notified in writing of the violation and will be asked to participate in a meeting with a DCF Program Worker and Supervisor to develop a corrective action plan with specific tasks for the participant; The youth will be given 60 days to comply with the corrective action plan; Should the youth not comply with the corrective action plan there will be a termination meeting with the DCF Director of Adolescent Support Services and/or other staff; The DCF Director of Adolescent Support Services may extend the timeframe of the corrective action plan or may approve the termination of the youth from the program. Written notice of the Director's decision will be provided to the youth, DHCD, and the RAA within 10 business days of the meeting; YTTSP requires the client to be in good standing with DCF and in compliance with their Transition Plan, termination by DCF will result in termination from the program; Once the RAA receives notification from DCF that the client has been terminated, the RAA is required to terminate the rental subsidy effective thirty days from

No.	Chapter	Existing Policy	Proposed Policy
		<p>g. Once the RAA receives notification from DCF that the client has been terminated, the RAA is required to terminate the rental subsidy effective thirty days from the date of notification and the HAP subsidy will stop at that time;</p> <p>h. The RAA should indicate that the client may appeal this decision directly to DHCD within fifteen days from the date of the notification. The client should be advised to include any written documentation supporting his/her appeal in their appeal request to DHCD;</p> <p>i. Upon receipt of a termination appeal from a client DHCD's hearing officer will request that DCF submit a statement briefly outlining the steps DCF took to provide the participant with adequate opportunity to maintain their participation;</p> <p>j. DHCD's Office of Chief Counsel will perform a paper review of any appeal under these circumstances and issue a determination as quickly as possible.</p> <p>DCF must provide written notification to both the RAA and the owner stating the participant has been terminated from YTTSP for a reason(s) sanctioned by DCF. DHCD will pay rent to the owner during the appeals process.</p> <p>Whenever possible, DCF should attempt to provide a one-month notice of intent to terminate under this standard.</p>	<p>the date of notification and the HAP subsidy will stop at that time.</p>
44.	Chapter 20 Exhibit 19-1: Youth Transition to Success Program Admin Plan	<p><u>HQS Inspections</u></p> <ul style="list-style-type: none"> Not currently included in the Plan 	<p><u>HQS Inspections</u></p> <p>Biennial inspection policies apply to units leased under the Youth Transition to Success Program</p>
45.	Chapter 20 Exhibit 19-1: Youth Transition to Success Program Admin Plan	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> 100% of participants will complete or continue their progress in post-secondary education while in the program. This requirement would omit youth who are working only from participation? 80% of working participants will increase their earned 	<p><u>Outcomes</u></p> <ul style="list-style-type: none"> 85% of participants enrolled in post-secondary education at the time of enrollment in YTTSP will continue or complete their education during the program 80% of working participants will increase their earned income

No.	Chapter	Existing Policy	Proposed Policy
		income <ul style="list-style-type: none"> 70% will establish and/or maintain savings accounts with balances sufficient to leverage maximum of escrow (\$600 savings/\$2400 escrow) 70% will establish or improve their credit score 	<ul style="list-style-type: none"> 70% will establish and/or maintain savings accounts with balances sufficient to leverage maximum of escrow (\$600 savings/\$2400 escrow)

* Program Applicability for MTW UA Policies

MTW Utility Allowance Program Applicability Table	
Program	Apply MTW UA Policy Yes or No
Designated Housing	Yes
FSS Participants	Yes
FUP	Yes
Greater Plymouth Area Supportive Housing	Yes
Housing Options program	Yes
Little MTW (FES: Family Economic Stability)	Yes
Mainstream 1	Yes
Port Ins	Yes
Project Based	Yes
Raising the Next Generation	Yes
Tenant Based	Yes
Section 221 Project	Yes
Section 236 Project	Yes
Section 515 Project for rural housing	Yes
ModRehab	Yes
HOME	No
LIHTC	No
Mainstream 5	No
Port Outs	No
VASH	No
Non-Section 8 Programs	
AHVP	N/A
MRVP	N/A

MTW Utility Allowance Program Applicability Table	
Program	Apply MTW UA Policy Yes or No
Shelter Plus Care	N/A
Mod Rehab SRO	N/A
Consistent with Published HUD Guidance	
Enhanced Vouchers	Determinations to be made at the time of Award and one year after, as applicable
MTW Preservation Initiatives & RAD	Determinations to be made at the time of Award and one year after, as applicable

The following table includes implementation dates for the MTW utility allowance initiative for Project-Based developments.

Agency	Property Name	Address	Effective date of New Utility Allowance
BHDC	57 Main St.	Lee	10/1/2014
CTI	Wadleigh House 170 Main Street	Haverhill	6/1/2014
CTI	Pleasant St. Apts.	Beverly	6/1/2014
CTI	Home Together 26-28 Marsh St.	Gloucester	7/1/2014
CTI	Hope in Action	Lawrence & Methuen	7/1/2014
CTI	YWCA Market St Apts. 11 Market St.	Newburyport	10/1/2014
HAC	Kings Landing	Brewster	6/1/2014
HAC	Sally's Way	Truro	11/1/2014
HAP	580 South Summer St.	Holyoke	6/1/2014
RCAP	North Village	Webster	5/1/2014
RCAP	Austin Corridor II	Worcester	9/1/2014
SMOC	McCarthy Village Whittlesey Village	Acton	8/1/2014
SMOC	Edmands House	Framingham	10/1/2014
SSHDC	Dept. Crossing	Wareham	6/1/2014

Agency	Property Name	Address	Effective date of New Utility Allowance
SSHDC	Oscar Romero 24 Allen St.	New Bedford	6/1/2014