

## Policy Revisions to the Boise City/Ada County Housing Authorities Housing Choice Voucher Administrative Plan

Updates and changes are being proposed to the Boise City & Ada County Housing Authorities (BCACHA) Housing Choice Voucher (HCV) Administrative Plan (Admin Plan). The Admin Plan outlines the BCACHA policies where the housing authority has discretion to set a policy. The Admin Plan must be approved by the Board of Commissioners and then updated in the PHA Plan. The following is an outline of the updates and changes being proposed:

### INTRODUCTION

Added explanation of HOTMA changes throughout the policy document, including changes for Sections 102 and 104 and the HOTMA Voucher Final Rule. Added explanation of the use of HQS and NSPIRE in the policy document.

### CHAPTER 3- ELIGIBILITY

Section	Change
3-I.B. FAMILY AND HOUSEHOLD	Incorporated the definitions of <i>family</i> , <i>foster adult</i> , and <i>foster child</i> to be effective prior to the PHA's general HOTMA 102/104 compliance date as required by Notice PIH 2024-38.
3-II.A. INCOME ELIGIBILITY AND TARGETING	Added families eligible for VASH to the list of eligible applicant families.
3-II.F. EIV SYSTEM SEARCHES	Clarified language regarding the EIV Income Report
3-III.B. MANDATORY DENIAL OF ASSISTANCE	Added policies for HOTMA 102/104 that will become effective upon the PHA's compliance date

### CHAPTER 5 – BRIEFINGS AND VOUCHER ISSUANCE

Section	Change
5-II.D. VOUCHER ISSUANCE	Revised policy for income documentation to be dated within 120 days of when it was received by the PHA. For fixed-income sources, including Social Security benefits, the documentation must be dated within the appropriate benefit year.

## CHAPTER 6 – INCOME AND SUBSIDY DETERMINATIONS

Section	Change
Split Chapter 6 into two chapters:	6.A and 6.B.
Chapter 6.A.	<p>Incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:</p> <ul style="list-style-type: none"><li>▪ Minors</li><li>▪ Full-time students and student financial assistance</li><li>▪ Earned income</li><li>▪ Business income</li><li>▪ Periodic payments</li><li>▪ Nonrecurring income</li><li>▪ State payments to allow individuals with disabilities to live at home</li><li>▪ Civil rights settlements</li><li>▪ Federally mandated and other income exclusions</li><li>▪ Lump-sum additions to net family assets</li><li>▪ ABLÉ accounts</li><li>▪ Trusts</li><li>▪ Health and medical care expenses</li></ul>
Chapter 6.B	<p>Chapter 6.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 6. This includes:</p> <ul style="list-style-type: none"><li>▪ Clarifications and corrections regarding student financial assistance requirements under HOTMA.</li><li>▪ Clarifications regarding the treatment of alimony and child support.</li><li>▪ Clarifications regarding amounts adjusted annually under inflation under HOTMA.</li><li>▪ Updates to the list of federally mandated income exclusions.</li><li>▪ Clarifications regarding necessary and non-necessary personal property.</li><li>▪ Clarifications regarding health and medical care expenses.</li><li>▪ Required changes for the HOTMA Voucher Final Rule, including changes regarding increases and decreases in payment standards. Policies effective</li></ul>

	<p>prior to and upon specific effective dates are explicitly called out.</p> <ul style="list-style-type: none"> <li>▪ Additions to the section on applying utility allowances regarding flat fees and PBV developments.</li> </ul>
--	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## CHAPTER 7- VERIFICATION

Section	Change
Split Chapter 7 into two chapters:	7.A and 7.B.
Chapter 7.A.	<p>Incorporates HOTMA 102/104 changes required to be implemented by July 1, 2025, per Notice PIH 2024-38. This includes changes regarding:</p> <ul style="list-style-type: none"> <li>▪ Student financial assistance</li> <li>▪ The health and medical care expense deduction</li> </ul>
Chapter 7.B	<p>Chapter 7.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 7. This includes:</p> <ul style="list-style-type: none"> <li>▪ Changes regarding the use of consent forms, specifically as related to HUD-9886-A.</li> <li>▪ Clarifications regarding amounts adjusted annually under inflation under HOTMA.</li> <li>▪ Policy revisions for streamlined income determinations from fixed sources of income.</li> <li>▪ Certain updates for Notice PIH 2023-27 regarding verification requirements, use of EIV + self certification, verification of net family assets, and treatment of zero-income families.</li> </ul>

## CHAPTER 8- HOUSING QUALITY STANDARDS AND NSPIRE INSPECTIONS

Section	Change
Split Chapter 8 into two chapters:	8.A and 8.B.
Chapter 8.A	<p>Represents the policies the PHA will use prior to the NSPIRE compliance date while still operating under HQS and contains only those changes that fall outside the scope of NSPIRE. This includes:</p> <ul style="list-style-type: none"> <li>▪ An explainer regarding the use of HQS until such time as NSPIRE becomes effective.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Additions regarding NSPIRE requirements that are applicable to HQS prior to transitioning to NSPIRE.</li> <li>▪ Various revisions for the HOTMA Voucher Final Rule.</li> </ul>
Chapter 8.B	<p>Represents the policies the PHA will use upon the NSPIRE compliance date and contains changes made to the previously released version of Chapter 8. This includes:</p> <ul style="list-style-type: none"> <li>▪ Updates for Notice PIH 2024-26.</li> <li>▪ An explainer on the continued use of the term <i>housing quality standards</i>.</li> <li>▪ Various revisions for the HOTMA Voucher Final Rule</li> </ul>

**CHAPTER 11- REEXAMINATIONS**

<b>Section</b>	<b>Change</b>
Split Chapter 11 into two chapters:	11.A and 11.B.
Chapter 11.A	This chapter is applicable until the PHA’s HOTMA 102/104 compliance date. After this date, the PHA will follow policies as outlined in Chapter 11.B
Chapter 11.B	<p>Chapter 11.B represents the policies the PHA will use upon the HOTMA 102/104 compliance date and contains changes made to the previously released version of Chapter 11. This includes:</p> <ul style="list-style-type: none"> <li>▪ Minor clarifications regarding calculating annual income at reexamination.</li> <li>▪ Required revisions for the HOTMA Voucher Final Rule, including revisions regarding changes in family unit size. Policies effective prior to and upon specific effective dates are explicitly called out.</li> </ul>

**CHAPTER 12- TERMINATION OF ASSISTANCE AND TENANCY**

<b>Section</b>	<b>Change</b>
12-I.D. MANDATORY TERMINATION OF ASSISTANCE	<ul style="list-style-type: none"> <li>▪ Added a callout to state that the section on failure to provide consent is effective upon the PHA’s HOTMA 102/104 compliance date.</li> </ul>
12-I.E. MANDATORY POLICIES AND OTHER AUTHORIZED TERMINATIONS	<ul style="list-style-type: none"> <li>▪ Added a section on the asset limitation with a callout effective upon the PHA’s HOTMA 102/104</li> </ul>

## CHAPTER 14- PROGRAM INTEGRITY

Section	Change
---------	--------

14-II.D. PHA-CAUSED ERRORS OR PROGRAM ABUSE	<ul style="list-style-type: none"><li>Revised section on De Minimis Errors to be effective prior to the PHA's general HOTMA 102/104 compliance date as required by Notice PIH 2024-38.</li></ul>
---------------------------------------------	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## CHAPTER 15- SPECIAL HOUSING TYPES

Section	Change
---------	--------

INTRODUCTION	<ul style="list-style-type: none"><li>Changes for the HOTMA Voucher Final Rule regarding manufactured home space rentals, eligible housing expenses, distribution of HAP, and single HAP to family.</li></ul>
PART II: SHARED HOUSING	<ul style="list-style-type: none"><li>Added New Shared Housing Type section</li></ul>
PART III: MANUFACTURED HOMES	<ul style="list-style-type: none"><li>Added Manufactured Housing Type section</li></ul>

## CHAPTER 16- PROGRAM ADMINISTRATION

Section	Change
---------	--------

16-II.B. PAYMENT STANDARDS	<ul style="list-style-type: none"><li>Required revisions for the HOTMA Voucher Final Rule, including extensive revisions concerning payment standards and the use of SAFMRs.</li></ul>
----------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

## CHAPTER 17- PROJECT-BASED VOUCHERS

Section	Change
---------	--------

Chapter 17	This chapter has undergone an extensive rewrite for the HOTMA Voucher Final Rule. As such, it contains no redlines and should be completely replaced.
------------	-------------------------------------------------------------------------------------------------------------------------------------------------------

## CHAPTER 18- SPECIAL PURPOSE VOUCHERS

Section	Change
---------	--------

PART I: VETERANS AFFAIRS SUPPORTIVE HOUSING (VASH) PROGRAM	Extensive changes to the VASH section to account for the requirements set forth in the <i>Federal Register</i> on August 13, 2024.
------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------