

**2024 Proposed Administrative Plan Changes**  
**Public Hearing November 13, 2023, at 5pm**

The public is invited to the Board of Commissioner's meeting on November 13, 2023 at 5pm to comment on the changes proposed by the Housing Authority

1. Once HUD implements the software system to accommodate changes that the RHA has been approved for using Moving to Work (MTW) Waivers, the RHA will begin to implement the following regarding minimum rent: Admin Plan 6-45

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The minimum rent for this locality will increase from \$50 to \$75 the first year and \$100 effective the second year.

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2. The RHA has received approval through MTW waivers to not issue utility reimbursement checks. However, the RHA will continue to issue reimbursement checks to participants eligible for the FYI program Admin Plan 6-46

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The RHA will not issue utility reimbursement checks except FYI.

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3. The RHA will implement rent reform once HUD implements the software system to accommodate the new rent reform. If the rent reform results in the family's rent to owner to increase \$50, the family is eligible for a hardship. Admin Plan 6-51

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In order to qualify for a hardship exemption, households must meet all of the criteria listed below:

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The household is in compliance with all the program rules and regulations.

The household does not owe RHA any money or is current with a re-payment agreement.

The household must be admitted to the program prior to the effective date.

The household must experience an increase of greater than \$50 as a direct result of the MTW rent reform initiatives.

The household has not received a rent reform hardship relief for Tenant Payment at previous annual recertification.

The household must not be elderly or disabled.

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Hardship relief for households who qualify and receive waiver approval may pay their portion of rent based on the calculation under the 30% of monthly adjusted income plus \$50 rather than the modified percentage of gross income until their next reexamination / recertification or relocation. At the next reexamination / recertification, or relocation, whichever comes first, the household will automatically be subject to the tenant payment set by RHA at that time.

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Each household will receive the hardship automatically. Each household is only eligible for one term of relief for the Tenant Payment initiative. A letter will be sent when the hardship has been given, so the family is aware.

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**2024 Proposed Administrative Plan Changes  
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4. The RHA has received an MTW waiver to not impute income from assets. However, the RHA will still require bank statements in order to make a determination regarding income received by the family. Admin Plan 6-17

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Asset income will be requested but may have no effect on the family's income determination.

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5. The RHA will be using Small Area FMRs in order to determine payment standards for grouped zip codes. Some families may experience a hardship due to the updated payment standards and may apply for a the hardship described below. Admin Plan 6-54

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In order to qualify for a hardship exemption, households must meet all of the criteria listed below:

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The household is in compliance with all the program rules and regulations.

The household does not owe RHA any money or is current with a re-payment agreement.

The household must be admitted to the program prior to the effective date.

The household has not relocated on or after the effective date.

The household must experience an increase of 5 percent or more in rent as a direct result of the MTW rent reform initiatives.

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The household has not received a rent reform hardship relief for the Payment Standards application at interim recertification previously.

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Hardship relief for households who qualify and receive waiver approval may pay their portion of rent based on the calculation under HUD regulations until their next reexamination / recertification or relocation. At the next reexamination / recertification, or relocation, whichever comes first, the household will automatically be subject to the payment standards set by RHA at that time.

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Each household is only eligible for one term of relief for the payment standards initiative. Each family will automatically be given the hardship if applicable and will be sent a letter when the hardship is given.

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6. The RHA will apply an increased payment standard as follows. Admin Plan 11-17

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If the payment standard amount has increased, the increased payment standard will be applied at the first annual reexamination or move or rent increase following the effective date of the increase in the payment standard.

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7. The RHA will apply a revised utility allowance to families. Admin Plan 11-18

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The revised utility allowance will be applied to a family's rent and subsidy calculations at the first annual reexamination or move.

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**2024 Proposed Administrative Plan Changes  
Public Hearing November 13, 2023, at 5pm**

8. The RHA will use SAFMRs to determine our payment standards. Admin Plan 16-7

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The RHA will utilize SAFMRs as the basis for RHA's payment standards within the 80% to 150% range. The RHA will group the following ZIP codes in Fort Bend County: 77471, 77441, 77451, 77461, 77469, 77430, 77444, 77583, 77478, 77481, 77498, 77545, 77450, 77494, 77464, 77406, 77407, 77083, 77498, 77099, 77479, 77477, 77476, 77485, 77489, 77053, 77459, 77471 and 77479.

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9. The RHA will change the scheduling of reexaminations. Admin Plann 11-3

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The RHA will schedule reexaminations every 3 years except for FYI and VASH who will be scheduled annually.

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10. The Interim policy will be as follows. Admin Plan 11-13

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Families are required to report all income changes and when a family member turns 18 within 60 calendar days of the date the change takes effect.

Increases from wages will be processed if the family has wage income <\$7250, or only unearned income.

Families will be allowed to process one decrease per 12 month period. The decrease will be processed if the change results in a decrease greater than 20% of annual adjusted income.

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The RHA will not process a decrease in the first 6 months of initial occupancy, a move or an incoming port.

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**2024 Proposed Administrative Plan Changes**  
**Public Hearing November 13, 2023, at 5pm**

11. In cases where a second decrease is required in a 12 month period, the RHA has revised it's Hardship policy. Admin Plan 11-14

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The family may request an exception to the RHA's hardship policy and the RHA will process a second interim request in a year or within the first 6 months of occupancy if:

A change in the family's composition decreases income for the family

The decrease was due to the loss of irreplaceable income (ex. TANF, child support, SSI) (Contributions is not considered irreplaceable income)

The decrease in wages resulted in a 20% reduction in annual adjusted income and was not the fault of the family (requires verification)

Only 1 Hardship will be granted per year, per family. (For a maximum of 2 family-initiated interims)

The effective date of an approved exception will be the 1st day of the month following the determination by the RHA.

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12. Effective Dates for interims will change. Admin Plan 11-16

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During the 120 days prior to the reexamination date, the family must continue to report all changes immediately since the reexamination appointment. Changes will be effective at the reexamination date or after depending upon verification or advance notice.

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When moving, all required reporting for increases will result in a interim 60 days after the move in date.

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When moving and reporting a decrease, the move will be suspended to adjust the rent estimator down, if the family fails to report the decrease during the term of the voucher, the family must wait after the initial 6 months before the interim for the decrease can be conducted.

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13. A change was made to the landlord briefing Admin Plan 13-5

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Owner's and new management at existing complexes must attend a Wednesday landlord briefing in order to participate with the housing authority.

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14. A change was made regarding the timing of the landlord receiving security deposits. Admin Plan 9-9

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The RHA will allow the owner to collect a security deposit amount not to exceed 1(one) month's rent. The Security Deposit must be paid to the owner before an inspection can occur.

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**2024 Proposed Administrative Plan Changes**  
**Public Hearing November 13, 2023, at 5pm**

15. The RHA restricted the ability of the tenant to request another unit once an inspection has been made. Admin Plan 9-12

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Once an RTA is received, approved and inspected, if the tenant fails to move in for no fault of the owner, any existing time on the voucher will not be given, the voucher expires and the tenant is denied or loses assistance.

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Once the RTA is approved, the tenant must provide a receipt for the paid security deposit before proceeding to inspection.

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16. The RHA placed in policy what the housing authority does in practice Admin Plan 9-15

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Only 1 rent increase request every 12 months.

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17. The RHA modified policy concerning when new payment standards will be applied Admin Plan 6-53

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The payment standard is increased if the family moves or rent is increased between reexaminations.

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18. The determination of calculating Child support received by the family was revised. Admin Plan 6-29

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Child Support income is based on the last full calendar month. Removal of child support income is determined by whether child support has been received in the last 2 calendar months.

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19. The required notice and means of communication of a Reexamination was added Admin Plan 11-3

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Families will be sent notification of their reexamination through AssistanceCheck, Mail, or email. If the family misses their first reexamination appointment, the notification will be sent by a different means for the second reexamination.

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20. The Admin Plan was changed to reflect the procedure to deny a move if a family fails to provide all documentation requested by the RHA or failure to attend a moving briefing or appointment. Admin Plan 10-6

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For families approved to move to a new unit within the RHA's jurisdiction, the RHA will issue a new voucher 60 days before the family's anniversary date. A briefing/appointment is required for moving families.

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The family is required to submit all required information regarding changes in income if requested by the PHA. The RHA will deny a family permission to move for failure to attend the scheduled moving appointment without prior notice to reschedule.

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21. The hearing office "Notice of Hearing Decision" was updated to allow different ways to communicate the decision. Admin Plan 10-26

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The hearing officer will mail a "Notice of Hearing Decision" to the PHA and to the participant on the same day. This notice will be sent by first-class mail, but may be emailed or picked up at the RHA office if requested. The

## 2024 Proposed Administrative Plan Changes

### Public Hearing November 13, 2023, at 5pm

participant will be mailed the original "Notice of Hearing Decision". A copy of the "Notice of Hearing Decision" will be maintained in the PHA's file

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22. VASH families will not need to fill out a Replacement Income report if they report a decrease in income greater than 10%. Most VASH families are on fixed income, therefore, the request for replacement income would not apply. Therefore, removing the following:

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With the processing of the RHA decrease, the family will receive a Replacement Income form which must be returned at least 30 days after the effective day of the Interim. Failure to fill out the replacement income request with verification of the replaced income or confirmation that the income has not been replaced will result in the RHA reverting back to the original income 60 days following the original decrease. This entire process will be considered 1 interim decrease for the year. The warning of the possible increase is stated on the replacement income form therefore the family will not be given another 30 days of the increase to the original amount. The replacement income will be added to the family's income if it is less than the income it replaced. If it is greater, the original income will remain until the next recert.

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23. Changed the ability of the FYI participant whose voucher expires to be added back to the waiting list.  
Admin Plan 5-17

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If the applicant family is an FYI and the voucher expires, the applicant must be referred to the PHA again by the PCWA

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