

## **Addendum for COVID-19 Response**

This Addendum provides a list of waivers adopted by the Fairfax County Redevelopment and Housing Authority as authorized in HUD Notice PIH 2021-14 (HA) issued on May 4, 2021. Through the Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136), HUD has waived and established alternative requirements in response to the COVID-19 national emergency. The waivers listed below are intended to provide administrative flexibility and have been approved by the HUD MTW Office or have been authorized by the administrative authority as stated in HUD Notice 2021-14.

NOTE: On April 10, 2020, HUD published [Notice PIH 2020-05](#) which initially established many of the waivers listed below in response to the COVID-19 pandemic. [PIH Notice 2020-13](#) was then published by HUD on July 2, 2020, which restated the waivers and alternative requirements previously established. Subsequently, HUD published [PIH 2020-33](#) on November 30, 2020 which again restated waivers and alternative requirements outlined previously, as well as added new waivers and alternative requirements. PIH Notice 2020-33 also incorporated waivers issued due to the COVID-19 pandemic for Mainstream Vouchers and the Mod Rehab Program.

On May 4, 2021, HUD published [PIH Notice 2021-14 \(HA\)](#) which restates and/or revises the waivers and alternative requirements stated in PIH Notice 2020-33, continues information on previous HUD actions, adds new waivers and alternative requirements, and extends the period of most waivers until December 31, 2021.

A copy of this Addendum was posted to the Fairfax County Redevelopment and Housing Authority on 6/1/21. The COVID-19 waivers in this addendum were formally adopted by the FCRHA on November 18, 2021 as part of Administrative Item 37-21.

Housing Choice Voucher Administrative Plan  
Addendum – COVID Waivers  
Department of Housing and Community Development, Fairfax County, Virginia  
FCRHA Adopted: November 18, 2021; Administrative Item 37-21

Item	Statutory and regulatory waivers	Other Local Activities as Authorized by HUD MTW Office	Summary of alternative requirements	Availability Period Ends	Did PHA implement waiver and alternative requirement ?	Date of PHA adoption
PH and HCV-1 PHA 5-Year and Annual Plan Submission Dates: Significant Amendment Requirements	<u>Statutory Authority</u> Section 5A(a)(1), Section 5A(b)(1), Section 5A(g), Section 5A(h)(2)  <u>Regulatory Authority</u> §§ 903.5(a)(3), 903.5(b)(3), 903.13(c), 903.21, 903.23	MTW Office provided the FCRHA flexibility to submit the FY2021 MTW Plan by 9/30/20.	<ul style="list-style-type: none"> <li>Alternative dates for submission</li> <li>Changes to significant amendment process</li> </ul>	<ul style="list-style-type: none"> <li>Varies based on FYE</li> <li>12/31/20</li> </ul>	No – The FCRHA utilized MTW flexibility	N/A
PH and HCV-2 Family Income and Composition: Delayed Annual Examinations	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> §§ 982.516(a)(1), 960.257(a)		<ul style="list-style-type: none"> <li>Permits the PHA to delay the annual reexamination of income and family composition</li> <li>HCV PHAs must implement HCV-7 for impacted families if they implement this waiver</li> </ul>	<ul style="list-style-type: none"> <li>6/30/21</li> </ul> All reexams due in CY20 must be completed by 12/31/20. Reexams due between 1/1/21 and 12/31/21 would need to be completed by 12/31/21.	No	N/A

Housing Choice Voucher Administrative Plan  
 Addendum – COVID Waivers  
 Department of Housing and Community Development, Fairfax County, Virginia  
 FCRHA Adopted: November 18, 2021; Administrative Item 37-21

<p>PH and HCV-3 Family Income and Composition: Annual Examination; Income Verification Requirements</p>	<p><u>Regulatory Authority</u> §§ 5.233(a)(2), 960.259(c), 982.516(a)</p> <p><u>Sub-regulatory Guidance</u> PIH Notice 2018-18</p>		<ul style="list-style-type: none"> <li>• Waives the requirements to use the income hierarchy, including the use of EIV, and will allow PHAs to consider self-certification as the highest form of income verification</li> <li>• PHAs that implement this waiver will be responsible for addressing material income discrepancies that may arise later</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	<p>Yes</p>	<p>4/10/20</p>
---	--	--	---	--	------------	----------------

PH and HCV-4 Family Income and Composition: Interim Examinations	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> §§ 5.233(a)(2), 982.516(c)(2), 960.257(a), (b) and (d), 960.259(c)  <u>Sub-regulatory Guidance</u> PIH Notice 2018-18		<ul style="list-style-type: none"> <li>• Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20
PH and HCV-5 Enterprise Income Verification (EIV) Monitoring	<u>Regulatory Authority</u> § 5.233  <u>Sub-regulatory Guidance</u> PIH Notice 2018-18		<ul style="list-style-type: none"> <li>• Waives the mandatory EIV monitoring requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes – except for Deceased Tenant Report	4/10/20

PH and HCV-6 Family Self-Sufficiency (FSS) Contract of Participation: Contract Extension	<u>Regulatory Authority</u> § 984.303(d)		<ul style="list-style-type: none"> <li>• FSS has a provision that indicates that PHAs can extend Participation Contracts by up to two years (beyond the original five) for “good cause.” PHAs should consider pandemic-related issues as an “automatic” good cause</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20
PH and HCV-7 Waiting List: Opening and Closing; Public Notice	<u>Regulatory Authority</u> § 982.206(a)(2)  <u>Sub-regulatory Guidance</u> PIH Notice 2012-34		<ul style="list-style-type: none"> <li>• Waives public notice requirements for opening and closing waiting list</li> <li>• Requires alternative process</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20

PH and HCV-8 Eligibility Determination: Income Verification	<u>Regulatory Authority</u> §§ 960.259(c), 982.201(e)  <u>Sub-regulatory Guidance</u> Notice PIH 2018-18		<ul style="list-style-type: none"> <li>• Waives the third-party income verification requirements for applicants, and will allow PHAs to consider self-certification as the highest form of income verification at admission</li> <li>• PHAs must review the EIV Income and IVT Reports to confirm/validate family-</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	6/1/21
---	--	--	---	--	-----	--------

<p>PH and HCV-9 Eligibility Determination: Social Security Number and Citizenship Verification</p>	<p><u>Statutory Authority</u> 42 USC 1436a(d)(2)</p> <p><u>Regulatory Authority</u> §§ 5.216(b)(2), (g), (h), 5.218, 5.508(b)(2)(ii), (b)(3)(ii), (g)</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2012-10</p>		<ul style="list-style-type: none"> <li>• Waives the requirements to obtain and verify social security number documentation and documentation evidencing eligible noncitizen status before admitting applicants to the HCV and Public Housing programs</li> <li>• PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available</li> <li>• Individuals admitted under this waiver must provide the required documentation within 90 days of admission to be eligible for continued assistance</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	<p>Yes</p>	<p>6/1/21</p>
--	--	--	--	--	------------	---------------

<p>HQS-1 Initial Inspection Requirements</p>	<p><u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(o)(8)(C)</p> <p><u>Regulatory Authority</u> §§ 982.305(a), 982.305(b), 982.405</p>		<ul style="list-style-type: none"> <li>• Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies</li> <li>• Where self-certification was used, PHA must inspect as soon as reasonably possible but no later than 6/30/22</li> <li>• HQS waiver does not include a waiver of 24 CFR 35.15, visual assessment for</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> <li>• 6/30/22</li> </ul>	<p>Yes</p>	<p>5/28/21</p>
<p>HQS-2: Project-Based Voucher (PBV) Pre-HAP Contract Inspections: PHA Acceptance of Completed Units</p>	<p><u>Statutory Authority:</u> Section 8(o)(8)(A)</p> <p><u>Regulatory Authority:</u> §§ 983.103(b), 983.156(a)(1)</p>		<ul style="list-style-type: none"> <li>• Changes inspection requirements, allowing for owner certification that there are no life-threatening deficiencies</li> <li>• Where self-certification was used, PHA must inspect the unit no later than 1-year anniversary of date of owner's certification</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> <li>• 6/30/22</li> </ul>	<p>No</p>	<p>N/A</p>



HQS-3 Initial Inspection: Non- Life- Threatening Deficiencies (NLT) Option	<u>Statutory Authority</u> Section 8(o)(8)(A)(ii)  <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017		<ul style="list-style-type: none"> <li>Allows for extension of up to 30 days for owner repairs of non-life-threatening conditions</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	4/10/20 (for homeownership vouchers)  6/1/21 (for all other vouchers)
HQS-4 HQS Initial Inspection Requirement: Alternative Inspection Option	<u>Statutory Authority</u> Section 8(o)(8)(A)(iii)  <u>Sub-regulatory Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017		<ul style="list-style-type: none"> <li>Under Initial HQS Alternative Inspection Option - allows for commencement of assistance payments based on owner certification there are no life-threatening deficiencies</li> <li>Where self-certification was used, PHA must inspect the unit as soon as reasonably possible but no later than</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> <li>6/30/22</li> </ul>	No	N/A

<p>HQS-5 HQS Inspection Requirement: Biennial Inspections</p>	<p><u>Statutory Authority</u> Section 8(o)(D)</p> <p><u>Regulatory Authority</u> §§ 982.405(a), 983.103(d)</p>	<ul style="list-style-type: none"> <li>• FY 2020 MTW Plan Technical Amendment (MTW Activity 2014-3)</li> </ul>	<ul style="list-style-type: none"> <li>• Allows for delay in biennial inspections</li> <li>• PHAs must require owner certification that there are no life-threatening deficiencies</li> <li>• PHAs must conduct all delayed biennial inspections from CY 2020 as soon as reasonably possible but no later than 6/20/22, and must conduct all delayed biennial inspections from CY 2021 as soon as</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> <li>• 6/30/22</li> </ul>	<p>Yes – HUD Waiver and Technical Amendment to FY2020 MTW Plan</p>	<p>4/10/20</p>
<p>HQS-6 HQS Interim Inspections</p>	<p><u>Statutory Authority</u> Section 8(o)(8)(F)</p> <p><u>Regulatory Authority</u> §§ 982.405(g), 983.103(e)</p>		<ul style="list-style-type: none"> <li>• Waives the requirement for the PHA to conduct interim inspection and requires alternative method</li> <li>• Allows for repairs to be verified by alternative methods.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	<p>Yes</p>	<p>4/10/20</p>

HQS-7 PBV Turnover Unit Inspections	<u>Regulatory Authority</u> § 983.103(c)		<ul style="list-style-type: none"> <li>• Allows for PBV turnover units to be filled based on owner certification there are no life-threatening deficiencies</li> <li>• Allows for delayed full HQS inspection NLT than 6/30/22</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> <li>• 6/30/22</li> </ul>	Yes	4/10/20
HQS-8: PBV HAP Contract: HQS Inspections to Add or Substitute Units	<u>Statutory Authority</u> Section 8(o)(8)(A)  <u>Regulatory Authority</u> §§ 983.207(a), 983.207(b)  <u>Sub-regulatory</u> <u>Guidance</u> HOTMA HCV Federal Register Notice January 18, 2017		<ul style="list-style-type: none"> <li>• Allows for PBV units to be added or substituted in the HAP contract based on owner certification there are no life-threatening deficiencies</li> <li>• Allows for delayed full HQS inspection NLT 6/30/22</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> <li>• 6/30/22</li> </ul>	Yes	4/10/20

HQS-9 HQS Quality Control Inspections	<u>Regulatory Authority</u> §§ 982.405(b), 983.103(e)(3)		<ul style="list-style-type: none"> <li>• Provides for a suspension of the requirement for QC sampling inspections</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20
HQS-10 Housing Quality Standards: Space and Security	<u>Regulatory Authority</u> § 982.401(d)		<ul style="list-style-type: none"> <li>• Waives the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons.</li> </ul>	<ul style="list-style-type: none"> <li>• Remains in effect one year from lease term or date of this Notice, whichever is longer</li> </ul>	No	N/A
HQS-11 Homeownership Option: Initial HQS Inspection	<u>Statutory Authority</u> Section 8(o)(8)(A)(i), Section 8(y)(3)(B)  <u>Regulatory Authority</u> § 982.631(a)		<ul style="list-style-type: none"> <li>• Waives the requirement to perform an initial HQS inspection in order to begin making homeownership assistance payments</li> <li>• Requires family to obtain independent professional inspection</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20

Housing Choice Voucher Administrative Plan

Addendum – COVID Waivers

Department of Housing and Community Development, Fairfax County, Virginia

FCRHA Adopted: November 18, 2021; Administrative Item 37-21

HCV-1 Administrative Plan	<u>Regulatory Authority</u> § 982.54(a)		<ul style="list-style-type: none"> <li>• Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21</li> <li>• Any provisions adopted informally must be adopted formally by 12/31/21</li> </ul>	<ul style="list-style-type: none"> <li>• 9/30/21</li> <li>• 12/31/21</li> </ul>	Yes	4/10/20
HCV-2 Information When Family is Selected: PHA Oral Briefing	<u>Regulatory Authority</u> §§ 982.301(a)(1), 983.252(a)		<ul style="list-style-type: none"> <li>• Waives the requirement for an oral briefing</li> <li>• Provides for alternative methods to conduct required voucher briefing</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	No	N/A

Housing Choice Voucher Administrative Plan  
Addendum – COVID Waivers  
Department of Housing and Community Development, Fairfax County, Virginia  
FCRHA Adopted: November 18, 2021; Administrative Item 37-21

HCV-3 Term of Voucher: Extensions of Term	<u>Regulatory Authority</u> § 982.303(b)(1)		<ul style="list-style-type: none"> <li>• Allows PHAs to provide voucher extensions regardless of current PHA policy</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20
HCV-4 PHA Approval of Assisted Tenancy: When HAP Contract is Executed	<u>Regulatory Authority</u> § 982.305(c)		<ul style="list-style-type: none"> <li>• Provides for HAP payments for contracts not executed within 60 days</li> <li>• PHA must not pay HAP to owner until HAP contract is executed</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	4/10/20

HCV-5 Absence from Unit	<u>Regulatory Authority</u> § 982.312		<ul style="list-style-type: none"> <li>• Allows for PHA discretion on absences from units longer than 180 days</li> <li>• PHAs must not make HAP payments beyond 12/31/20 for units vacant more than 180 consecutive days</li> </ul>	• 12/31/21	Yes	4/10/20
HCV-6 Automatic Termination of HAP Contract	<u>Regulatory Authority</u> § 982.455		<ul style="list-style-type: none"> <li>• Allows PHA to extend the period of time after the last HAP payment is made before the HAP contract terminates automatically</li> </ul>	• 12/31/21	Yes	4/10/20

HCV-7 Increase in Payment Standard During HAP Contract Term	<u>Regulatory Authority</u> § 982.505(c)(4)		<ul style="list-style-type: none"> <li>Provides PHAs with the option to increase the payment standard for the family at any time after the effective date of the increase, rather than waiting for the next regular reexamination.</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	6/1/21
HCV-8 Utility Allowance Schedule: Required Review and Revision	<u>Regulatory Authority</u> § 982.517		<ul style="list-style-type: none"> <li>Provides for delay in updating utility allowance schedule</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	No	N/A
HCV-9 Homeownership Option: Homeownership Counseling	<u>Statutory Authority</u> Section 8(y)(1)(D)  <u>Regulatory Authority</u> §§ 982.630, 982.636(d)		<ul style="list-style-type: none"> <li>Waives the requirement for the family to obtain pre-assistance counseling</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	No	N/A

Housing Choice Voucher Administrative Plan

Addendum – COVID Waivers

Department of Housing and Community Development, Fairfax County, Virginia

FCRHA Adopted: November 18, 2021; Administrative Item 37-21



HCV-10 Family Unification Program (FUP): FUP Youth Age Eligibility to Enter HAP Contract	<u>Statutory Authority</u> Section 8(x)(2)		<ul style="list-style-type: none"> <li>Allows PHAs to increase age to 26 for foster youth initial lease up</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	4/10/20
HCV-11 Family Unification Program (FUP): Length of Assistance for Youth	<u>Statutory Authority</u> Section 8(x)(2)		<ul style="list-style-type: none"> <li>Allows PHAs to suspend terminations of assistance for FUP youth who will reach the 36-month limit between April 10, 2020, and December 31, 2020</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/20
HCV-12 Family Unification Program (FUP): Timeframe for Referral	<u>Statutory Authority</u> Section 8(x)(2)		<ul style="list-style-type: none"> <li>Allows PHAs to accept referrals of otherwise eligible youth who will leave foster care within 120 days</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/20

Housing Choice Voucher Administrative Plan

Addendum – COVID Waivers

Department of Housing and Community Development, Fairfax County, Virginia

FCRHA Adopted: November 18, 2021; Administrative Item 37-21

HCV-13 Homeownership: Maximum Term of Assistance	<u>Regulatory Authority</u> § 982.634(a)		<ul style="list-style-type: none"> <li>Allows a PHA to extend homeownership assistance for up to 1 additional year</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/20
HCV-14 Mandatory Removal of Unit from PBV HAP Contract	<u>Regulatory Authority</u> §§ 983.211(a); 983.258		<ul style="list-style-type: none"> <li>Allows a PHA to keep a PBV unit under contract for a period of time that extends beyond 180 from the last HAP but does not extend beyond December 31, 2020</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	Yes	7/2/20

<p>HCV-15 Project-Based Voucher (PBV) and Enhanced Voucher (EV) Provisions on Under-Occupied Units</p>	<p><u>Statutory Authority</u> 42 U.S.C. § 1437a(b)(3)(A)</p> <p><u>Regulatory Authority</u> 24 CFR §§ 983.253(b), 983.260</p> <p><u>Sub-regulatory Guidance</u> Notice H 2019-9/PIH 2019- 23, Notice PIH 2016-02</p>		<ul style="list-style-type: none"> <li>Allows a PHA to permit a family to initially lease an under-occupied PBV or RAD PBV unit (a unit that has more bedrooms than what the family qualifies for under PHA subsidy standards) under certain circumstances as described, and to allow for the continued occupancy of PBV and EV families already under a lease for an under-</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	No	N/A
--	--	--	---	--	----	-----

Modify the Calculation of the Family Share of Rent for the Housing Choice Voucher Program	MTW Activity	FY 2020 MTW Plan Technical Amendment (MTW Activity 2018A-1)	<ul style="list-style-type: none"> <li>• Excludes asset income from income calculations for families with assets under \$50,000 and accepts self-certifications.</li> <li>• Simplifies income verification by accepting documentation that is up to 120 days old and by accepting self-certifications from program participants with income decreases.</li> <li>• Simplifies medical/disability expense deductions by allowing for self-certification up to \$1,000.</li> </ul>		Yes –Technical Amendment to FY2020 MTW Plan	4/10/20
Reduction in Frequency of Reexaminations – Non Work-Able Households	MTW Activity	FY2020 MTW Plan Technical Amendment (MTW Activity 2014-1)	<ul style="list-style-type: none"> <li>• Non work-able households will move to a five-year reexamination schedule. This change will impact reexaminations beginning June 2020.</li> </ul>		Yes –Technical Amendment to FY 2020 MTW Plan	4/10/20

PH-1 Fiscal Closeout of Capital Grant Funds	<u>Regulatory Authority</u> § 905.322(b)		<ul style="list-style-type: none"> <li>• Extension of deadlines for ADCC and AMCC</li> </ul>	Varies by PHA	N/A	N/A
PH-2 Total Development Costs	<u>Regulatory Authority</u> § 905.314(c) - (d)		<ul style="list-style-type: none"> <li>• Waives the TDC and HCC limits permitting approval of amounts in excess of published TDC by 25% to 50% on a case-by-case basis</li> </ul>	Applies to development proposals submitted to HUD no later than December 31, 2021	N/A	N/A
PH-3 Cost and Other Limitations: Types of Labor	<u>Regulatory Authority</u> § 905.314(j)		<ul style="list-style-type: none"> <li>• Allows for the use of force account labor for modernization without HUD approval regardless of whether the PHA is a higher performer</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	N/A	N/A
PH-4 ACOP: Adoption of Tenant Selection Policies	<u>Regulatory Authority</u> § 960.202(c)(1)		<ul style="list-style-type: none"> <li>• Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21</li> <li>• Any provisions adopted informally must be adopted formally by 12/31/21</li> </ul>	<ul style="list-style-type: none"> <li>• 9/30/21</li> <li>• 12/31/21</li> </ul>	N/A	N/A

Housing Choice Voucher Administrative Plan

Addendum – COVID Waivers

Department of Housing and Community Development, Fairfax County, Virginia

FCRHA Adopted: November 18, 2021; Administrative Item 37-21

PH-5 Community Service and Self- Sufficiency Requirement (CSSR) - Superseded by 12.e.	<u>Statutory Authority</u> Section 12(c)  <u>Regulatory Authority</u> §§ 960.603(a) and 960.603(b)		<ul style="list-style-type: none"> <li>Temporarily suspends CSSR</li> </ul>	<ul style="list-style-type: none"> <li>N/A – this waiver is superseded by 12.e.</li> </ul>	N/A	N/A
PH-6 Energy Audits	<u>Regulatory Authority</u> § 965.302		<ul style="list-style-type: none"> <li>Allows for delay in due dates of energy audits</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	N/A	N/A
PH-7 Over-Income Families	<u>Statutory Authority</u> Section 16(a)(5)  <u>Sub-regulatory Guidance</u> Housing Opportunity Through Modernization Act of 2016: Final Implementation of the Public Housing Income Limit 83 FR 35490, Notice PIH 2019-11		<ul style="list-style-type: none"> <li>Changes to timeframes for determination of over-income when a delay in the annual reexamination occurs as a result of adoption of waiver PH and HCV-2</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	N/A	N/A
PH-8 Resident Council Elections	<u>Regulatory Authority</u> § 964.130(a)(1)		<ul style="list-style-type: none"> <li>Provides for delay in resident council elections</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	N/A	N/A

Housing Choice Voucher Administrative Plan  
Addendum – COVID Waivers  
Department of Housing and Community Development, Fairfax County, Virginia  
FCRHA Adopted: November 18, 2021; Administrative Item 37-21

PH-9 Review and Revision of Utility Allowance	<u>Regulatory Authority</u> § 965.507		<ul style="list-style-type: none"> <li>• Provides for delay in updating utility allowance schedule</li> </ul>	• 12/31/21	N/A	N/A
PH-10 Tenant Notifications for Changes to Project Rules and Regulations	<u>Regulatory Authority</u> § 966.5		<ul style="list-style-type: none"> <li>• Advance notice not required except for policies related to tenant charges</li> </ul>	• 12/31/21	N/A	N/A
PH-11: Designated Housing Plan Renewals	<u>Statutory Authority:</u> Section 7(f)		<ul style="list-style-type: none"> <li>• Extends the Plan's effective period through June 30, 2021 for Plans due to expire between July 2, 2020 and June 30, 2021</li> </ul>	• 6/30/21	N/A	N/A
PH-12: Public Housing Agency Annual Self- Inspections	<u>Statutory Authority:</u> Section 6(f)(3)  <u>Regulatory Authority:</u> § 902.20(d)		<ul style="list-style-type: none"> <li>• Waives the requirement that the PHA must inspect each project</li> </ul>	• 12/31/20	N/A	N/A

Housing Choice Voucher Administrative Plan

Addendum – COVID Waivers

Department of Housing and Community Development, Fairfax County, Virginia

FCRHA Adopted: November 18, 2021; Administrative Item 37-21

PH-13: Over-Income Limit: Termination Requirement	<p><u>Statutory Authority</u> Section 16(a) as amended by section 103 of HOTMA</p> <p>Implementation Notice: Housing Opportunity Through Modernization Act of 2016: Final Implementation of Public Housing Income Limit, 83 Fed. Reg. 35,490 (July 26, 2018)</p>		<ul style="list-style-type: none"> <li>• Waives the requirement that a family whose income has exceeded the over-income limit for the locality for two consecutive years be terminated within 6 months of the third income determination</li> <li>• As an alternative requirement, over-income families will remain public housing households instead of being terminated and will be charged the applicable</li> </ul>	• 12/31/21	N/A	N/A
PH-14: Annual Choice of Rent	<p><u>Statutory Authority:</u> <u>42 USC 1437a(a)(2)(A)</u></p> <p><u>Regulatory Authority</u> <u>§ 960.253</u></p>		<ul style="list-style-type: none"> <li>• Allows a PHA to give families up to two opportunities to choose between a flat rent and an income-based rent within the same one-year period</li> </ul>	• 12/31/21	N/A	N/A



11a PHAS	<u>Regulatory Authority</u> 24 CFR Part 902		<ul style="list-style-type: none"> <li>• Allows for alternatives related to inspections</li> <li>• PHA to retain prior year PHAS score unless requests otherwise</li> </ul>	HUD will carry forward the most recent PHAS score on record for any PHAs with a fiscal year on or before 12/31/21	N/A	N/A
11b SEMAP	<u>Regulatory Authority</u> 24 CFR Part 985		<ul style="list-style-type: none"> <li>• PHA to retain prior year SEMAP score unless requests otherwise</li> </ul>	HUD will carry forward the most recent SEMAP score on record for any PHAs with a fiscal year on or before 12/31/21	N/A	N/A

11b-1 SEMAP	<u>Regulatory Authority</u> § 985.105(d)		<ul style="list-style-type: none"> <li>Allows field offices to perform a remote SEMAP confirmatory review instead of an onsite confirmatory review before changing a PHA's rating from troubled to standard or high performer</li> </ul>	<ul style="list-style-type: none"> <li>12/31/21</li> </ul>	N/A	N/A
11b-2 SEMAP	<u>Regulatory Authority</u> § 985.101(a)	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Waives the requirement for PHAs to submit an annual SEMAP certification in PIC within 60 days of FYE during the period of time that HUD will roll forward <del>business SEMAP</del></li> </ul>	<ul style="list-style-type: none"> <li>1/1/22</li> </ul>	N/A	N/A
11c Uniform Financial Reporting Standards: Filing of Financial Reports; Reporting Compliance Dates	<u>Regulatory Authority</u> §§ 5.801€, 5.801(d)(1)		<ul style="list-style-type: none"> <li>Allows for extensions of financial reporting deadlines</li> </ul>	Varies by PHA FYE	N/A	N/A

Housing Choice Voucher Administrative Plan  
Addendum – COVID Waivers  
Department of Housing and Community Development, Fairfax County, Virginia  
FCRHA Adopted: November 18, 2021; Administrative Item 37-21

12a PHA Reporting Requirements on HUD Form 50058	<u>Regulatory Authority</u> 24 CFR Part 908, § 982.158  <u>Sub-regulatory Guidance</u> PIH Notice 2011-65		<ul style="list-style-type: none"> <li>• Waives the requirement to submit 50058 within 60 days</li> <li>• Alternative requirement to submit within 90 days of the effective date of action</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/20</li> </ul>	Yes	4/10/20
12b Designated Housing Plans: HUD 60-Day Notification	<u>Statutory Authority</u> Section(e)(1)		<ul style="list-style-type: none"> <li>• Allows for HUD to delay notification about designated housing plan</li> </ul>	<ul style="list-style-type: none"> <li>• 7/31/20</li> </ul>	N/A	N/A

Housing Choice Voucher Administrative Plan  
Addendum – COVID Waivers  
Department of Housing and Community Development, Fairfax County, Virginia  
FCRHA Adopted: November 18, 2021; Administrative Item 37-21

<p>12c Extension of Deadline for Programmatic Obligation and Expenditure of Capital Funds</p> <p>Housing Choice Voucher Administrative Plan Addendum – COVID Waivers Department of Housing and Community Development, Fairfax County, Virginia FCRHA Adopted: November 18, 2021; Administrative Item 37-21</p>	<p><u>Statutory Authority</u> Section 9(j)</p> <p><u>Regulatory Authority</u> § 905.306(d)(5)</p>		<ul style="list-style-type: none"> <li>• Provides a 24-month extension</li> </ul>	<p>For all Capital Fund grants that were open on April 10, 2020, a 24-month extension from the obligation and expenditure end date in LOCCS as of April 10, 2020; For new Capital Fund grants opened between April 11, 2020 and December 31, 2020, a 24-month extension from the obligation and expenditure end dates in LOCCS as of December 31, 2020.</p>	<p>N/A</p>	<p>N/A</p>
--	---	--	---	---	------------	------------

<p>12d Section 6(j) 1- and 2- Year Substantial Improvement Requirements</p>	<p><u>Statutory Authority</u> Section 6(j)(3)(B)(ii)</p> <p><u>Regulatory Authority</u> 24 CFR § 902.75(d)</p>		<ul style="list-style-type: none"> <li>For PHAs designated as troubled prior to the date of this Notice that have not received a PHAS assessment for the first full fiscal year after the initial notice of the troubled designation, HUD will: (1) evaluate the 1-year substantial improvement benchmark based on the first released score for fiscal years ending on or after March 31, 2022 and, (2) toll the evaluation of the 2-year recovery benchmark to the next sequential fiscal year</li> </ul>	<p>The period of availability for this waiver and alternative requirement: (1) is effective on the date of this Notice; and (2) will continue through March 31, 2023, at which time HUD will reevaluate any additional impacts of this waiver on any PHA in the process of being evaluated.</p>	<p>N/A</p>	<p>N/A</p>
---	--	--	--	---	------------	------------

12e Community Service and Self-Sufficiency Requirement (CSSR) suspension	<u>Statutory Authority</u> Section 12(c)  <u>Regulatory Authority</u> 24 CFR §§ 960.603(a), 960.603(b), 960.607, 966.4(l)(2)(iii)(D)		<ul style="list-style-type: none"> <li>• Waives the requirement that each non-exempt adult resident of public housing contribute 8 hours per month of community service and/or participation in an economic self-sufficiency program. This non-discretionary waiver also suspends enforcement of the requirement by all PHAs operating a public</li> </ul>	<ul style="list-style-type: none"> <li>• Effective for all annual reexaminations completed between publication date of this notice through April 30, 2022.</li> </ul>	N/A	N/A
MR-1 Family Income and Composition: Delayed Annual Examination	<u>Statutory Authority</u> Section 3(a)(1)  <u>Regulatory Authority</u> 24 CFR § 882.515(a)		<ul style="list-style-type: none"> <li>• Waives statutory and regulatory requirement to permit PHAs to delay annual reexaminations of Mod Rehab families</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	N/A	N/A

<p>MR-0 Family Income and Composition: Annual examination; Income Verification Requirements</p>	<p><u>Regulatory Authority:</u> §5.233(a)(2)</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2018-18</p>		<ul style="list-style-type: none"> <li>• Waives the requirements to use the income hierarchy described by Notice PIH 2018-18 and will allow PHAs to forgo third party income verification requirements for annual reexaminations, including the use of EIV, if the PHA wishes to conduct the annual reexam rather than delaying the family's annual reexam as permitted under MR-1</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	N/A	N/A
---	---	--	---	--	-----	-----

<p>MR-3 Family Income and Composition: Interim Examinations</p>	<p><u>Statutory Authority</u> Section 3(a)(1)</p> <p><u>Regulatory Authority</u> 24 CFR §§ 5.233(a)(2), 882.515(b)</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2018-18</p>		<ul style="list-style-type: none"> <li>• Waives requirements to use the income verification hierarchy as described by Notice PIH 2018-18. Allows PHAs to forgo third-party income verification requirements for interim reexams, including the required use of EIV</li> <li>• During the allowable period of eligibility, PHAs may consider self-certification as the highest form of income verification to process</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	N/A	N/A
<p>MR-4 Enterprise Income Verification (EIV) Monitoring</p>	<p><u>Regulatory Authority</u> § 5.233</p> <p><u>Sub-regulatory Guidance</u> Notice PIH 2018-18</p>		<ul style="list-style-type: none"> <li>• Waiving the mandatory EIV monitoring requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	N/A	N/A



MR-5 PHA Inspection Requirement: Annual Inspections	<u>Regulatory Authority</u> § 882.516(b)		<ul style="list-style-type: none"> <li>• Waives the annual inspection requirement and allows PHAs to delay annual inspections for Mod Rehab units</li> <li>• All delayed annual inspections must be completed as soon as reasonably possible but no later than one year after the date the annual inspection would have been required absent the</li> </ul>	• 12/31/21	N/A	N/A
MR-6 Adjustment of Utility Allowance	<u>Regulatory Authority</u> § 882.510		<ul style="list-style-type: none"> <li>• Waives the requirement to allow PHAs to delay the review and update of utility allowances</li> </ul>	• 12/31/21	N/A	N/A
MS-1 Mainstream Initial Lease Term	<u>Statutory Authority</u> Section 8(o)(7)(A)  <u>Regulatory Authority</u> § 982.309(a)(2)(ii)		<ul style="list-style-type: none"> <li>• PHA may enter initial lease terms of less than one year regardless of whether the shorter lease term is a prevailing market practice</li> </ul>	• 12/31/21	Yes	9/8/20

Housing Choice Voucher Administrative Plan

Addendum – COVID Waivers

Department of Housing and Community Development, Fairfax County, Virginia

FCRHA Adopted: November 18, 2021; Administrative Item 37-21

MS-2 Mainstream Criminal Background Screening	<u>Statutory Authority</u> 42 U.S.C. 13663(a), 42 U.S.C. 13661  <u>Regulatory Authority</u> §§ CFR 5.856, 982.553(a)		<ul style="list-style-type: none"> <li>• PHAs may establish, as an alternative requirement, screening requirements for applicants for Mainstream vouchers which are distinct from those in place for its HCV</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	No	N/A
MS-3 Mainstream Age Eligibility to Enter HAP Contract Statutory Authority	<u>Statutory Authority</u> 42 U.S.C. 8013(k)(2)		<ul style="list-style-type: none"> <li>• As an alternative requirement, the PHA may choose to expand the definition of an eligible non-elderly family member to include those who were issued a voucher prior to turning 62 and were not yet 63 on the effective date of the HAP Contract</li> </ul>	<ul style="list-style-type: none"> <li>• 12/31/21</li> </ul>	Yes	9/8/20

**Addendum Temporary Policy Supplement**  
**EMERGENCY HOUSING VOUCHERS (EHVs)**

**INTRODUCTION**

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD’s process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into six sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs. The FCRHA is a Moving to Work (MTW) agency. Not all MTW flexibilities apply to the EHV program. See Exhibit 3 for a complete list of MTW flexibilities the FCRHA has received HUD approval to apply to EHVs.

HUD has allowed a limited number of COVID-19 waivers for EHVs. See Exhibit 4 for a complete list of COVID waivers the FCRHA has adopted.

## PART I: FUNDING

### TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

### Housing Assistance Payments (HAP) Funding

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

### Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
  - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
  - This fee may be used for any eligible administrative expenses related to EHVs.
  - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).
- **Placement fees/expedited issuance reporting fees** will support initial lease-up costs and the added cost and effort required to expedite leasing of EHVs:
  - \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
  - Placement fees:
    - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or

- o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
- o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
- Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
  - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
  - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
  - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
  - The amount allocated is \$3,500 for each EHV allocated.

### **TPS-I.B. SERVICE FEES**

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

#### FCRHA Policy

The eligible uses for service fees include:

**Housing search assistance**, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and FCRHA forms, and helping to expedite the EHV leasing process for the family.

**Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.** The FCRHA may choose to assist the family with some or all these expenses.

**Holding fees** are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The FCRHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The FCRHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

**Security deposit assistance.** The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The FCRHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the FCRHA will require documentation that the family paid the security deposit.

**Utility deposit assistance/utility arrears.** The FCRHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The FCRHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the FCRHA will require documentation the family paid the utility deposit. In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The FCRHA may also provide the family with assistance to help address these utility arrears to facilitate leasing.

**Owner incentive and/or retention payments.** The FCRHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.

Payments will be made in two installments, the first at the submission of the Request for Tenancy Approval (RTA) and the second at the signing of the Housing Assistance Payment (HAP) contract. Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.

**Risk Mitigation Fund.** The Risk Mitigation Fund provides up to one-months rent, not to exceed \$2,000, to help cover the repair expenses as a result of a tenant moving out that are in excess of normal wear and tear that exceed the security deposit. Landlords must submit an application within 30 days of the tenant vacating the unit and/or the landlord retaking possession of the rental unit. The FCRHA will request and review evidence which may include an on-site inspection, to verify the damages with the landlords or the property manager.

**Moving expenses (including move-in fees and deposits).** The FCRHA may provide assistance for some or all of the family's reasonable moving expenses when they initially

lease a unit with the EHV. The FCRHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the FCRHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.

**Essential household items.** The FCRHA may use services fee funding to assist the family with some or all the costs of acquiring essential household items such as tableware, cooking equipment, mattresses or bedding, and essential sanitary products such as soap and toiletries.

**Renter's insurance if required by the lease.** The FCRHA may choose to assist the family with some or all this cost.

Any amounts of the service fee assistance not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

## **PART II: PARTNERING AGENCIES**

### **TPS-II.A. CONTINUUM OF CARE (CoC)**

PHAs that accept an allocation of EHV's are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV's.

#### FCRHA Policy

The FCRHA has entered into an MOU with the Fairfax County Continuum of Care (CoC).

### **TPS-II.B. OTHER PARTNERING ORGANIZATIONS**

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

### **TPS-II.C. REFERRALS**

#### **CoC and Partnering Agency Referrals**

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV's. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

#### FCRHA Policy

The CoC or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the FCRHA. The CoC or other partnering agency must certify that the EHV applicants they refer to the FCRHA meet at least one of the four EHV eligibility criteria. The FCRHA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork. Homeless service providers may, but are not required to, use the certification form found in Exhibit 1 of this chapter. Victim services providers may, but are not required to, use the certification form found in Exhibit 2 of this chapter when identifying eligible families who qualify as victims of human trafficking.

As part of the MOU, the FCRHA and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for



transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

### **Offers of Assistance with CoC Referral**

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan (ETP) in Chapter 16.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

## **PART III: WAITING LIST MANAGEMENT**

### **TPS-III. A. HCV WAITING LIST**

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHV by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

#### FCRHA Policy

The FCRHA will post information about the EHV program for families on the HCV waiting list on the website.

### **TPS-III.B. EHV WAITING LIST**

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV's available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

### **TPS-III.C. PREFERENCES**

#### **HCV Waiting List Preferences**

If local preferences are established by the PHA for HCV, they do not apply to EHV's. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV's in accordance with Notice PIH 2021-15.

#### FCRHA Policy

As discussed elsewhere in this Administrative Plan, the FCRHA has established a homeless preference for its HCV waiting list. Accordingly, the FCRHA will refer any HCV applicant on the HCV waiting list who indicates that they qualify for a homeless preference to the appropriate referral agency, as set forth in HUD PIH Notice 2021-15 (or any superseding HUD notice).

## **EHV Waiting List Preferences**

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV's. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

### FCRHA Policy

The FCRHA is not establishing preferences for the EHV program.

## **PART IV: FAMILY ELIGIBILITY**

### **TPS-IV.A. OVERVIEW**

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

### **TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY**

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

### **TPS-IV.C. PHA SCREENING**

#### **Overview**

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

## **Mandatory Denials**

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

### FCRHA Policy

The FCRHA is not adopting any additional mandatory prohibitions.

## **Permissive Denial**

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

### FCRHA Policy

The FCRHA is not adopting any additional permissive prohibitions.

## **TPS-IV.D. INCOME VERIFICATION AT ADMISSION**

### **Self-Certification at Admission**

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

### FCRHA Policy

Housing Choice Voucher Administrative Plan

Addendum 2 – Emergency Housing Vouchers

Department of Housing and Community Development, Fairfax County, Virginia

Informally Adopted: July 28, 2021; FCRHA Board Adopted: November 18, 2021;

Administrative Item 37-21

Any documents used for verification must be the original (not photocopies) and dated within the 120-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

### **Recently Conducted Income Determinations**

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

#### FCRHA Policy

The PHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the PHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

### **EIV Income Validation**

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD’s EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

#### **TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION**

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

##### FCRHA Policy

The FCRHA will request required documentation of SSN and citizenship. If not immediately available, the FCRHA will admit EHV applicants who are unable to provide the required SSN or citizenship or legal residence status documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. The FCRHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If the FCRHA determines that an ineligible family received assistance, the FCRHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **TPS-IV.F. AGE AND DISABILITY VERIFICATION**

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

##### FCRHA Policy

The FCRHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the FCRHA and must be signed by the family member whose

information or status is being verified. If self-certification is accepted, within 90 days of admission, the FCRHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. The FCRHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the FCRHA determines that an ineligible family received assistance, the FCRHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

#### **TPS-IV.G. INCOME TARGETING**

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.



## **PART V: HOUSING SEARCH AND LEASING**

### **TPS-V.A. INITIAL VOUCHER TERM**

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

### **TPS-V.B. HOUSING SEARCH ASSISTANCE**

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

#### FCRHA Policy

The housing search assistance that may be provided to each EHV family is identified in the Section TPS-I.B. SERVICE FEES of this addendum.

### **TPS-V.C. HQS PRE-INSPECTIONS**

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

#### FCRHA Policy

The FCRHA will not conduct pre-inspections.

### **TPS-V.D. INITIAL LEASE TERM**

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

### **TPS-V.E. PORTABILITY**

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV. Exceptions are addressed below.

## **Nonresident Applicants**

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

## **Billing and Absorption**

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV's under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV's under its own ACC:
  - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
  - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
  - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

## **Family Briefing**

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

## **Coordination of Services**

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

## **Services Fee**

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

Housing Choice Voucher Administrative Plan

Addendum 2 – Emergency Housing Vouchers

Department of Housing and Community Development, Fairfax County, Virginia

Informally Adopted: July 28, 2021; FCRHA Board Adopted: November 18, 2021;

Administrative Item 37-21

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

### **Placement Fee/Issuance Reporting Fee**

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuance reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

## **TPS-V.F. PAYMENT STANDARDS**

### **Payment Standard Schedule**

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code

area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.

- The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

#### FCRHA Policy

The FCRHA will establish a higher payment standard amount for EHV's of up to 120% of the FMR.

### **Rent Reasonableness**

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

### **Increases in Payment Standards**

The requirement that the PHA apply increased payment standards at the family's first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family's first regular reexamination following the change.

#### FCRHA Policy

The FCRHA will establish an alternative policy for increases in the payment standard; specifically, the FCRHA Policy in Section 11-III.B. governing increases in payment standards will apply to EHV. The FCRHA will apply it before the next scheduled reexamination if the tenant is rent burdened (

### **TPS-V.G. TERMINATION OF VOUCHERS**

After September 30, 2023, a PHA may not reissue EHV's when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV's under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV's that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to

ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

## **PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS**

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.

**Exhibit 1: HOMELESS PROVIDER'S CERTIFICATION**

**A. HOMELESS CERTIFICATION**



**HOMELESS CERTIFICATION**

Applicant Name and Unique Identifier: \_\_\_\_\_

Staff Member Name: \_\_\_\_\_

Household without dependent children (complete one form for each adult in the household)

Household with dependent children (complete one form for household)

Number of persons in the household (Leave Blank for DV clients):  (DV Providers only)

Indicate the size of unit required:

**This is to certify that the above named individual or household is currently either literally or imminently homeless based on the check mark, other indicated information, and signature indicating their current living situation. Check the appropriate type of documentation used to verify homelessness and attach it to this worksheet.**

**CHRONIC HOMELESS CERTIFICATION**

**\*Agency must select "Yes" if household meets the following criteria:**

Individual or family is literally homeless and has third-party, intake worker, or household documentation of the following:

Has been homeless for at least one year continuously or on at least four separate occasions in the last three years where the cumulative total of the four occasions is at least one year (Stays in institutions of 90 days or less will not constitute a break in homelessness, but such stays are included in the cumulative total) in a place not meant for human habitation, a safe haven, or an emergency shelter; **AND**

Has an adult head of household (or a minor head of household if no adult is present in the household) with a diagnosable substance use disorder, serious mental illness, developmental disability post-traumatic stress disorder, cognitive impairments resulting from a brain injury, or chronic physical illness or disability, including the co-occurrence of 2 or more of those conditions.

**CHRONICALLY HOMELESS:**

Yes\*  No

**GENERAL HOMELESS CERTIFICATION**

Complete with information on the **PRIMARY CAUSE OF HOMELESSNESS**

Homeless Status	Type of Eligible Documentation	Documentation/ Eligibility	<b>HMIS</b> <b>DROP DOWN SELECTION FOR POOL REFERRAL</b>
<b>LITERAL HOMELESSNESS (RAPID RE-HOUSING ELIGIBLE)</b>			
<input type="checkbox"/> Persons living on the street or sleeping in a place not designed for or ordinarily used as a regular sleeping accommodation	<ul style="list-style-type: none"> <li>Signed and dated written certification by person seeking services</li> <li>Signed and dated written certification by an outreach worker</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>LH</b> – Living on the street or sleeping in a place not designed for regular sleep accommodation

**A. HOMELESS CERTIFICATION**



**HOMELESS CERTIFICATION**


<input type="checkbox"/> Persons living in a shelter designed to provide temporary living arrangements - emergency shelter - transitional housing - hotel/motel paid for by a charitable organization or government program	<ul style="list-style-type: none"> <li>• HMIS shelter record</li> <li>• Written referral from previous shelter staff</li> <li>• Written referral from charitable organization or government program</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>LH</b> – Living in a shelter designed to provide temporary living arrangements
<input type="checkbox"/> Persons exiting an institution where they resided for 90 days or less and resided in a place not meant for human habitation immediately before entering institution	<ul style="list-style-type: none"> <li>• HMIS shelter record</li> <li>• Written referral from previous shelter staff</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>LH</b> – Exiting an institution in less than 91 days AND homeless before
<input type="checkbox"/> Persons fleeing domestic violence. <b>(Must meet one of the homeless status categories listed above)</b>	<ul style="list-style-type: none"> <li>• Written, signed and dated verification from the participant</li> <li>• Written, signed and dated verification from the</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>LH</b> – Person fleeing domestic violence *Must meet of the homeless categories listed above*
<b>IMMINENT RISK OF HOMELESSNESS (TARGETED PREVENTION ELIGIBLE)</b>			
<input type="checkbox"/> Person will imminently lose primary nighttime residence within 14 days and meets both of the following circumstances: - No appropriate subsequent housing options have been identified; AND - Household lacks the financial resources and support networks needed to obtain immediate housing or remain in its existing housing	<ul style="list-style-type: none"> <li>• Documentation of diversion (notate in case file)</li> <li>• Eviction letter from tenant/homeowner (If living with another, i.e. doubled up) Letter from hotel/motel manager and cancelled checks to verify costs covered by the participant</li> <li>• Court order/eviction notice</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>IRH</b> – Imminently losing primary nighttime residence within 14 days



<input type="checkbox"/> Persons fleeing domestic violence. <b>(Must also be imminently homeless)</b>	<ul style="list-style-type: none"> <li>• Written, signed and dated verification from the participant</li> <li>• Written, signed and dated verification from the domestic violence service provider.</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	Persons fleeing domestic violence *Must also be imminently homeless
---	--	--	--

HOMELESS CERTIFICATION PAGE 2 OF 3

**A. HOMELESS CERTIFICATION**



## HOMELESS CERTIFICATION

**Documentation of attempts to obtain third party verification (required):** *Third party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for homeless assistance.*

**Self Declaration of Homelessness:** *Self declaration is only permitted when third party verification cannot be obtained.*

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Form Completed By: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A. HOMELESS CERTIFICATION FORM**

**MOVE-ON and BRIDGE ONLY**

			<b>HMIS</b> <b>DROP DOWN</b> <b>SELECTION FOR</b> <b>POOL REFERRAL</b>
<b>ENROLLED IN PERMANENT HOUSING PROGRAMS</b>			
<input type="checkbox"/> Persons receiving financial and supportive services for designed for person who are homeless. Loss of such assistance would result in a return to homelessness (ex. Household in Rapid	<ul style="list-style-type: none"> <li>• HMIS RRH/PSH record</li> <li>• Written referral from current RRH/PSH provider</li> <li>• Written referral from previous shelter, outreach provider</li> </ul>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>PH</b> – Previously experiencing homelessness and currently a client in PSH or RRH

Rehousing programs, residents of PSH participating in Move on, etc.).			
Immediately prior to entering the household's current living situation, the person(s) above were residing in (check one):		<input type="checkbox"/> Emergency Shelter <input type="checkbox"/> Place unfit for human habitation	

**Exhibit 2: EXAMPLE OF A VICTIM SERVICES PROVIDER'S CERTIFICATION**



**Emergency Housing Voucher (EHV)**

**OPEH HUMAN TRAFFICKING CERTIFICATION**

Purpose & Use of Form: *The Victims of Trafficking and Violence Protection Act of 2000 provides assistance to victims of trafficking making housing, educational health care, job training and other Federally-funded social service programs available to assist victims in rebuilding their lives. In response to this request, the service provider will complete this form and submit it to The Office to End & Prevent Homelessness (OPEH) to certify eligibility for EHV assistance.*

Confidentiality: *All information provided to the service provider concerning the incident(s) of human trafficking shall be kept confidential and such details shall not be entered into any shared database. Employees of OPEH will not have access to these details, and such employees may not disclose this information to any other entity or individual, except to the extent that disclosure is: (i) consented to by you in writing in a time-limited release; (ii) required for use in an eviction proceeding or hearing regarding termination of assistance; or (iii) otherwise required by applicable law.*

**TO BE COMPLETED ON BEHALF OF HUMAN TRAFFICKING SURVIVOR**

**EHV Applicant Name:** \_\_\_\_\_

This is to certify that the above-named individual or household meets the definition for persons who are fleeing or attempting to flee human trafficking under section 107(b) of the Trafficking Victims Protection Act of 2000.

**Immediately prior to entering the household's current living situation, the person(s) named above was/were residing in:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is to certify that the information provided on this form is true and correct to the best of my knowledge and recollection, and that the individual(s) named above is/has been a victim of human trafficking. I acknowledge that submission of false information could jeopardize program eligibility and could be the basis for denial of admission, termination of assistance, or eviction.

**Authorized Agency:** \_\_\_\_\_

**Authorized Agency Representative Signature:** \_\_\_\_\_

**Today's Date:** \_\_\_\_\_



Exhibit 3 List of MTW Flexibilities Applied to EHV's.

Waiver	Waiver Description	Authority	Expiration Date
MTW 2019-1: Establish Fairfax County Payment Standards	<ul style="list-style-type: none"> <li>• Set payment standards for EHV using local data</li> </ul>	MTW	No expiration
MTW 2018A-1: Modify the Calculation of the Family Share of Rent for the Housing Choice Voucher Program	<ul style="list-style-type: none"> <li>• Utilize a flat utility allowance</li> <li>• Accept verification documentation that is up to 120 days old</li> <li>• Accept self-certification of medical and disability assistance expenses up to \$1000</li> <li>• Exclusion of self-certified asset income of amounts less than \$50,000</li> </ul>	MTW	No expiration
MTW 2014-1: Reduction in Frequency of Reexaminations:	<ul style="list-style-type: none"> <li>• Conduct regularly scheduled reexaminations on a biennial basis for work able families, and every five years for non-workable families</li> </ul>	MTW	No expiration
MTW 2014-3: Streamline Inspections for HCV Units	<ul style="list-style-type: none"> <li>• Conduct regularly scheduled HCV inspections on a triennial basis</li> </ul>	MTW	No expiration

Exhibit 4 List of COVID Waivers Adopted for the EHV Program.

Waiver	Waiver Description	Authority	Expiration Date
PH-HCV-4 Family Income and Composition: interim Reexaminations	<ul style="list-style-type: none"> <li>• Waives the requirement to use the income verification requirements, including the use of EIV, for interim reexaminations</li> </ul>	EHV COVID	12/31/21
PH- HCV-5 Enterprise Income Verification (EIV) Monitoring	<ul style="list-style-type: none"> <li>• Waives the mandatory EIV monitoring requirements</li> </ul>	EHV COVID	12/31/21
HQS-1 Initial Inspection Requirements	<ul style="list-style-type: none"> <li>• Changes initial inspection requirements, allowing for owner certification that there are no life-threatening deficiencies; RHA not adding further requirements.</li> <li>• Where self-certification was used, PHA must inspect as soon as reasonably possible but no later than 6/30/22.</li> </ul>	EHV COVID	12/31/21  6/30/22
HQS-3 Initial Inspection: Non-Life Threatening Deficiencies (NLT) Option	<ul style="list-style-type: none"> <li>• Allows for extension of up to 30 days for owner repairs of non-life threatening conditions</li> </ul>	EHV COVID	12/31/21
HQS-6: HQS Interim Inspections	<ul style="list-style-type: none"> <li>• Waives the requirement for the PHA to conduct interim inspection and requires alternative method</li> <li>• Allows for repairs to be verified by alternative methods</li> </ul>	EHV COVID	12/31/21
HQS 10: Housing Quality Standards: Space and Security	<ul style="list-style-type: none"> <li>• Waives, for families adding a new member as a result of COVID-19, the requirement that each dwelling unit have at least 1 bedroom or living/sleeping room for each 2 persons; does not apply to initial or new leases.</li> </ul>	EHV COVID	One year from beginning of lease
HCV-1: Administrative Plan	<ul style="list-style-type: none"> <li>• Establishes an alternative requirement that policies may be adopted without board approval until 9/30/21</li> <li>• Any provisions adopted informally must be adopted formally by 12/31/21</li> </ul>	EHV COVID	9/30/21  12/31/21
HCV-2 Information When Family is Selected: PHA Oral Briefing	<ul style="list-style-type: none"> <li>• Waives the requirement for an oral briefing</li> <li>• Provides for alternative methods to conduct required voucher briefing</li> </ul>	EHV COVID	12/31/21

HCV-3 Term of Voucher: Extensions of Term	<ul style="list-style-type: none"> <li>• Allows to PHAs provide voucher extensions regardless of the Administrative Plan. FCRHA will provide extensions when someone in the household is disabled or if the household is unable to lease a unit within the original timeframe due to market conditions. .</li> <li>• Note that the initial term of the EHV must be a minimum of 120 days (see section 9.m of this notice)</li> </ul>	EHV COVID	12/31/21
---	--	-----------	----------