

2027 Proposed Administrative Plan Amendments

Resident Advisory Board (RAB) & Public Review Summary

The Housing Catalyst Administrative Plan establishes the local policies used to administer the Housing Choice Voucher (HCV) Program and Project-Based Voucher (PBV) Program. As part of the annual Public Housing Agency (PHA) planning process, Housing Catalyst is proposing several amendments to clarify policies, incorporate updated HUD requirements, improve administrative consistency, and document current program practices.

The following summary is intended to provide Resident Advisory Board members and the public with a plain-language overview of the proposed amendments. The complete Administrative Plan is available for review during the public comment period.

Section 1 – Program Eligibility, Admissions & Family Composition

Proposed Amendment	Reason for Amendment
Family Definitions (Child/Minor) – Clarifies that the terms child and minor are used interchangeably and refer to a household member under eighteen (18) years of age.	To eliminate confusion and ensure consistent interpretation throughout the Administrative Plan.
Subsidy Standards – Determining Voucher Size – Defines when a household member transitions from a minor/child to an adult for subsidy standard purposes. Clarifies that a household member becomes an adult upon reaching age 18 and that Housing Catalyst applies this classification during the next voucher size determination. Turning 18 alone does not automatically reduce a family's voucher size. Housing Catalyst will review the family's overall household composition using the adopted subsidy standards. The amendment also clarifies that, unless an exception or reasonable accommodation applies, Housing Catalyst generally assigns one bedroom for every two adult household members.	To provide clear written guidance regarding voucher size determinations, ensure consistent application of subsidy standards, and address ambiguity identified during an informal hearing.
Temporary Custody Arrangements – Clarifies that the same policy used for dependents under joint custody	To ensure consistent treatment of family composition regardless of the type of custody arrangement.



also applies to dependents placed in temporary custody arrangements.	
Family Break-Up Procedures – Establishes a formal process for determining which household retains voucher assistance when a family separates, including notice requirements, response deadlines, decision timelines, and written notification to all adult household members.	To provide a transparent, fair, and consistent process for family break-up determinations.
Denial of Admission – Clarifies Housing Catalyst's procedures for denying admission based on eligibility or screening criteria, including criminal history review procedures, applicant notification requirements, and informal review rights.	To improve transparency and ensure applicants understand the basis for denial and their appeal rights.

Section 2 – Voucher Administration & Program Operations

Proposed Amendment	Reason for Amendment
Temporary and Permanent Absence – Adds a new section distinguishing family composition from occupancy requirements by clarifying how long a family may be absent from the assisted unit, allowable exceptions, verification requirements, and when a unit is no longer considered the family's principal residence.	To distinguish between family composition rules and occupancy requirements and provide clear guidance for extended absences.
Voucher Term Extensions – Incorporates HUD requirements for Special Purpose Vouchers (SPVs), including different initial voucher terms, verbal extension requests when permitted, and automatic extensions required under applicable HUD guidance.	To incorporate updated HUD requirements applicable to Special Purpose Voucher programs.
Briefing Packet – Adds the Housing Catalyst Moving to Work (MTW) Hardship Policy to the list of documents provided during voucher briefings.	To ensure participants receive information regarding hardship protections available under MTW policies.
Emergency Housing Voucher (EHV) Program – Updates the Administrative Plan to reflect the conclusion of the Emergency Housing Voucher Program at the end of Calendar Year 2026 and documents HUD-approved procedures for transitioning eligible EHV participants to the Housing Choice Voucher waiting list with the applicable preference.	To reflect current HUD guidance and ensure an orderly transition of eligible EHV participants.



Housing Assistance Payments Following Move-Out (Proposed) – Proposes revising Housing Catalyst's policy so Housing Assistance Payments (HAP) are paid only for the period the assisted family resides in the unit rather than through the end of the month after a family vacates. <i>(This amendment remains under legal and HUD review.)</i>	To promote responsible stewardship of HCV funding and align HAP payments with actual occupancy.
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Section 3 – Project-Based Voucher (PBV) Program

Proposed Amendment	Reason for Amendment
Occupancy-Restricted PBV Vacancies – Clarifies that applicants are referred to occupancy-restricted units (such as age-restricted housing) in waiting list order among applicants who meet the occupancy requirements for the available unit. Applicants retain their original waiting list position for future referrals.	To clarify that this is an administrative referral process and not a new waiting list preference.
PBV Transfers – Clarifies transfer priorities, owner approval requirements, timelines for accepting transfer units, participant responsibilities, and Housing Catalyst's procedures when transfer requests are denied.	To establish a consistent and transparent process for PBV transfers and relocation requests.

Section 4 – Inspections & Housing Quality Standards (HQS)

Proposed Amendment	Reason for Amendment
Failed Inspections & Reinspection – Combines and clarifies procedures for correcting failed inspections, required repair timeframes, owner documentation, alternative verification methods, reinspection, Housing Assistance Payment (HAP) abatements, and enforcement actions.	To simplify inspection procedures and clearly explain responsibilities for owners and participants.

Section 5 – Reasonable Accommodations

Proposed Amendment	Reason for Amendment
Exceptions to Subsidy Standards – Clarifies procedures for evaluating reasonable accommodation requests that require an exception to subsidy standards, including documentation requirements, inspections when appropriate, continued verification, and review when a family moves to a new assisted unit.	To establish a consistent process for reviewing and monitoring disability-related accommodations while ensuring continued eligibility for approved exceptions.





Resident Advisory Board & Public Comment

Housing Catalyst welcomes comments regarding these proposed amendments. Comments may be submitted To Traci McGraw, Director of Rental Assistance Programs, tmcgraw@housingcatalyst.com during the public comment period.

