

Charter Oak Communities
Housing Choice Voucher Administrative Plan
Amendments/Significant Changes 7/2025

Chapter/Section	Section/Revised language/Policy
Chapter 1 – Overview of the Program and Plan	1-I.C. Mission <ul style="list-style-type: none"> Updated COC mission and vision statement.
Chapter 2 – Fair Housing and Equal Opportunity	2-I.C Discrimination Complaints <ul style="list-style-type: none"> Updated HUD guidance on complaints under Equal Access
Chapter 3 –Eligibility	3-I.M Live-In Aide <ul style="list-style-type: none"> Clarification on live-in aide 3.II.F. EIV System Searches <ul style="list-style-type: none"> Updated language regarding the EIV Income Report 3.III.C. Restriction on Assistance Based on Assets <ul style="list-style-type: none"> New section added HOTMA Changes <ul style="list-style-type: none"> Revised various areas to account for HOTMA changes, and the Final Rule (specifically definitions to family and foster child/adult members and consent to release)
Chapter 4 – Applications, Waiting List, and Tenant Selection	Added information regarding applicant portal throughout the portal 4-I.B. Applying for Assistance <ul style="list-style-type: none"> Added language about applicant portal 4-II.E. Reporting Changes in Family Composition <ul style="list-style-type: none"> Updated regarding change in bedroom size 4-II.F. Updating the Waiting List <ul style="list-style-type: none"> Added language about applicant portal Clarification on managing returned mail 4-III.C. Selection Method <ul style="list-style-type: none"> Updated income targeting requirements Updated local preferences to account for HOTMA Voucher Final Rule affecting public housing
Chapter 5 – Briefings and Voucher Issuances	5-1.B Briefing <ul style="list-style-type: none"> Added language regarding the applicant portal Updated language on briefing process, including briefing packet
Chapter 6 – Income and Subsidy Determinations	Entire chapter rewritten to account for HOTMA changes <ul style="list-style-type: none"> Chapters split into two: 6.A and 6.B Chapter 6.B represents the policies that COC will use upon the HOTMA 102-105 compliance date <ul style="list-style-type: none"> Clarification regarding the definition of annual income Clarification regarding student financial assistance requirements under HOTMA Clarification regarding periodic payments Clarification regarding amounts adjusted annually under inflation under HOTMA Updates to the list of federally mandated income exclusions Clarifications regarding assets

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	<ul style="list-style-type: none"> ○ Clarifications regarding health and medical care expenses and childcare expenses. ○ Clarification hardship exemptions
Chapter 7 – Verifications	<p>Entire chapter rewritten to account for HOTMA changes</p> <ul style="list-style-type: none"> • Chapters split into two: 7.A and 7.B • Chapter 7.B represents the policies that COC will use upon the HOTMA 102-105 compliance date <ul style="list-style-type: none"> ○ Changes regarding the use of consent forms: HUD-9886-A ○ Clarifications regarding amounts adjusted annually under inflation under HOTMA ○ Policy revisions for streamlined income determinations from fixed sources of income ○ Overview of streamlined verifications ○ Updates regarding verification requirements and required documents, including ○ Update to Verification Hierarchy ○ Update to mandatory deductions
Chapter 8 – Inspections (Housing Quality Standards and NSPIRE)	<p>Entire chapter rewritten to account for NSPIRE Implementation</p> <ul style="list-style-type: none"> • Chapters split into two: 8.A and 8.B • Chapter 8.B represents the policies that COC will use under NSPIRE
Chapter 9 - Leasing	<p>Added language throughout the entire chapter regarding applicant/resident portal</p> <p>Entire chapter rewritten to account for HOTMA changes</p> <ul style="list-style-type: none"> • Chapters split into two: 9.A and 9.B • Chapter 9.B represents the policies that COC will use upon the HOTMA 102-105 compliance date <ul style="list-style-type: none"> ○ Clarification regarding calculating annual income at reexamination ○ Revisions on non-interim reexamination <p>9-I.D. Eligible Units</p> <ul style="list-style-type: none"> • Clarifications regarding PHA-owned units <p>9-I.G. HAP Contract Execution</p> <ul style="list-style-type: none"> • Clarifications regarding HAP execution
Chapter 10 – Moving with Continued Assistance and Portability	<p>10-I.B. Family Moves Due to Unit Deficiencies</p> <ul style="list-style-type: none"> • Added section on family moves due to unit deficiencies per HOTMA <p>10-II.A. Overview</p> <ul style="list-style-type: none"> • Clarified policy regarding voucher issuance and term of the voucher.
Chapter 11 – Reexaminations	<p>Added language throughout the entire chapter regarding applicant/resident portal</p> <p>Entire chapter rewritten to account for HOTMA changes</p> <ul style="list-style-type: none"> • Chapters split into two: 11.A and 11.B • Chapter 11.B represents the policies that COC will use upon the HOTMA 102-105 compliance date <ul style="list-style-type: none"> ○ Updated HUD guidance and COC policy regarding annual and interim reexamination calculations

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	<ul style="list-style-type: none"> ○ Clarification on changes in family unit size ○ Update Interim reporting policy ○ Updated language through the entire chapter to update policies to reflect the implementation of self-service portals to conduct HCV related to the recertification process. ○ Updated language to describe transactions that do not entail changes to income
Chapter 12 –Termination of Assistance and Tenancy	<p>Noted changes upon HOTMA implementation for:</p> <ul style="list-style-type: none"> • Asset limitations • Verification of consent <p>12-I.E. Mandatory Policies and Other Authorized Terminations</p> <ul style="list-style-type: none"> • Clarification regarding insufficient funding
Chapter 13 – Owners	<p>13-I.A. Owner Recruitment and Retention</p> <ul style="list-style-type: none"> • Updated HUD guidance on landlord education and outreach <p>13-I.C. Owner Responsibilities</p> <ul style="list-style-type: none"> • Clarification regarding unit maintenance compliance
Chapter 14 – Program Integrity	<p>14.II.D. PHA-Caused Errors or Program Abuse</p> <ul style="list-style-type: none"> • Inserted De Minimis Errors Policy
Chapter 15 – Special Housing	<p>Updated HOTMA language throughout the chapter regarding special housing programs.</p> <ul style="list-style-type: none"> • Updated HUD guidance and COC policy language regarding updated options to shared housing. • COC does not administer a Homeownership Program.
Chapter 16 – Program Administration	<p>Clarification to account for HOTMA changes, specifically concerning payment standards and SAFMRs.</p> <p>16-II.B. Payment Standards</p> <ul style="list-style-type: none"> • Updated COC policy to allow for the voluntary Use of Small Area FMRs • Updated HUD guidance regarding reasonable accommodation and individual relief. <p>16-II.C. Utility Allowances</p> <ul style="list-style-type: none"> • Updated HUD guidance regarding reasonable accommodation and individual relief. <p>16-III.C. Informal Hearing for Participants</p> <ul style="list-style-type: none"> • Updated guidance and policy regarding informal hearings. <p>16-IV.B. Repayment Policy</p> <ul style="list-style-type: none"> • Added Criminal Prosecution for Program Abuse guidance and policy. • Updated COC policy to reflect changes to the payment thresholds for repayment agreements.
Chapter 17 – Project Based Vouchers	<p>Extensive chapter revision rewrite for HOTMA updates.</p> <p>17-I.C. Maximum Number of PBV Units</p> <ul style="list-style-type: none"> • Updated PBV cap <p>17-I.D. Cap on Number of PBV Units in Each Project</p> <ul style="list-style-type: none"> • Updated exceptions to the project cap

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	<p>17-II.B. Owner Proposals Selection Procedures</p> <ul style="list-style-type: none"> • Update COC policy to discuss the process for selecting units non-competitively. <p>17-VIII.B. Rent Limits, Use of Small Area FMRs</p> <ul style="list-style-type: none"> • Updated COC policy to allow for the voluntary Use of Small Area FMRs for the PBV Program. <p>17-VI.D. Owner Maintained Waiting Lists</p> <ul style="list-style-type: none"> • Clarification on PHA and Owner Maintained waiting lists
Chapter 18 – PBV RAD	<p>18-I.B. Applicable Regulations</p> <ul style="list-style-type: none"> • Citation updates for updated HUD PIH Notices • Citations amended by RAD Supplemental Notice 4B • Clarification on RAD PBV information regarding PHA-owned units <p>18-II.E. PBV Percentage</p> <ul style="list-style-type: none"> • Updated language regarding PBV and PBV RAD cap
Chapter 19 – Special Purpose Vouchers	<p>19-I.C. FUP Eligibility</p> <ul style="list-style-type: none"> • Clarifications to the section on FUP vouchers <p>19.IV.A Mainstream Overview</p> <ul style="list-style-type: none"> • Updates to Mainstream vouchers per PIH 2024-30