

**2020 ADMINISTRATIVE PLAN/ACOP
INDIVIDUAL WAIVERS IMPLEMENTED BASED ON PIH NOTICES 2020-05 AND
2020-13**

The Board of the Parma Public Housing Agency, at the May 19, 2020 meeting adopted PIH Notice 2020-05, dated April 10, 2020, which listed all waivers that the Department of Housing and Urban Development authorized in order for public housing agencies to continue to process any/all necessary requirements to operate throughout the pandemic. PIH Notice 2020-13, dated July 2, 2020, was issued with additional waivers and requirements as a supplemental.

Parma PHA has elected to utilize the following individual waivers and this document will be included with the 2020 and 2021 Administrative Plan, ACOP and Annual Plan.

Included and not specifically listed in the waivers are any/all changes and modifications to the Administrative Plan, ACOP and annual Plan.

ADMINISTRATIVE PLAN

Chapter 5 – Administrative Plan – Briefings and Voucher Issuance

HCV Family Oral Briefing (982.301(a)(1), 983.252(a)– PPHA will adopt at its discretion alternative ways to hold oral briefings of new clients, such as using Zoom in a group session and Telephone, one on one with new applicants from the HCV waitlist.

Chapter 7 – Administrative Plan – Verification

HUD's Verification Hierarchy will be utilized when possible. We have moved to modify the income hierarchy by accepting client certification of income, but will continue to utilize EIV reports when and where necessary. The PHA reserves the right to utilize other forms of income verification.

Chapter 8 – Housing Quality Standards

HQS Quality Control Inspections (HCV) – Requires supervisory quality control inspections of a sampling of units under contract. This practice has been suspended through December 31, 2020. If HUD extends the waiver period, this will roll into 2021.

HQS Annual/Interim Inspections (HCV) – 8-II.C Parma PHA has adopted Biennial Inspections as authorized by both notices 2020-05 and 2020-13, which was updated with further guidance. We will, however, reserve the right to conduct an inspection on any contracted unit within the annual/biennial period. Parma PHA will continue to inspect “new” units being offered for contracting purposes as long as the unit is not occupied before contracting with the agency. We will adopt alternative methods of ensuring HQS compliance by using videos, pictures, copies of receipts for repairs and written documentation from property owners.

Unit Inspections (Public Housing) – We have adopted performing only emergency inspections through December 31, 2020.

Chapter 11 – Administrative Plan - Reexaminations

Annual/Interim client reexams (HCV/PH) – All annual/interims have been conducted via mail-in and will continue.

Chapter 12 – Termination of Assistance and Tenancy

Absence from the Unit

The PHA will consider absences from the unit (of all family members) beyond the 60-day period.

Chapter 18 – Family Self-Sufficiency

Family Self Sufficiency – PPA will adopt the option of providing for contract extensions as needed for families impacted by the Pandemic. PPHA will research its FSS Family base to determine if any family requires the approval of an extension in completing their FSS contract. If extension requests are related to the Pandemic, contracts of participation will be extended for a period agreed upon by the family and the agency.

ACOP

Chapter 9 – Reexams –

Annual/Interim client reexams (HCV/PH) – All annual/interims have been conducted via mail-in and will continue.

Chapter 7 – Verification

HUD's Verification Hierarchy will be utilized when possible. We have moved to modify the income hierarchy by accepting client certification of income, but will continue to utilize EIV reports when and where necessary. The PHA reserves the right to utilize other forms of income verification.

Chapter 8 – Inspections

Parma Public Housing is implementing modified inspections, vs. annual unit inspections. With the exception of emergencies, (i.e. water leaks, electrical issues, plumbing issues), we will only enter units on an as needed basis. If it is necessary to conduct additional inspections, we will implement alternate methods, such as video-type/Zoom inspections.

Chapter 11 – Community Service

Parma Public Housing is suspending the requirement of community Service through December 31, 2021.