

B.1 Revision of Existing PHA Plan Elements

2026 Admin Plan Updates

Chapter 2-I.C. Discrimination Complaints (Page 2-4)

- a. Applicants or participants who believe that they have been subject to unlawful discrimination may notify the HAWC in writing. (Page 2-4)
- b. Applicants or tenant families who believe that they have been subject to unlawful discrimination based on marital status, gender identity, or sexual orientation under the Equal Access Rule may notify the HAWC in writing. (Page 2-5)
- c. Applicants or tenant families who wish to file a VAWA complaint against the HAWC may notify the HAWC in writing. (Page 2-5)

Chapter 3-I.F. Dependents and Minors

- a. Dependents that are subject to a joint custody agreement will be considered a member of the family, if they live with the applicant or participant family 51 percent or more of the time. When more than one applicant or participant family is claiming the same dependents as family members, the family with primary custody at the time of initial examination or reexamination will be able to claim the dependents. If there is a dispute about which family should claim them, the HAWC will make the determination based on available documents such as court orders, school enrollment status, or an IRS return showing which family has claimed the child for income tax purposes. (Page 3-5)

3-I.J. Guests

- a. Participants must comply with their lease and landlord's policies for guests. (Page 3-6)

4-II.C. Opening and Closing the Waiting List

- a. The HAWC will close the waiting list at our discretion. Removes statement on when HAWC will consider closing the waiting list. (Page 4-6)

4-III.C. Selection Method

- a. Victims of Domestic Violence Preference (Page 4-12)
 - a. The PHA will work with partnering service agencies including, but not limited to:
 - i. Meritus Medical Center
 - ii. Potomac Community Services
 - iii. CASA Inc.

- iv. Salvation Army
- v. REACH of Washington County
- vi. Community Action Council

4-III.D. Notification of Selection

- a. The HAWC will notify the family by phone, first class mail and/or email if provided, when it is selected from the waiting list.
- b. If the PHA is unable to reach the family by phone, first class mail, or email, the family will be removed from the waiting list. (Page 4-14)

6-I.B. Household Composition and Income

- a. Dependents that are subject to a joint custody arrangement will be considered a member of the family, if they live with the applicant or participant family 51 percent or more of the time. (Page 6-5)

6-I.E. Earned Income Disallowance for Persons with Disabilities

- a. Removed as program ended after December 31, 2025. (Page 6-11)

8-I.E Life Threatening Deficiencies

- a. In addition to those listed under NSPIRE standards, the following are considered life-threatening conditions: Utilities not in service, including no running water. (Page 8-7)

8-II.A. The Inspection Process Overview

- a. The HAWC will charge a fee of \$75.00 for each failed reinspection when the deficiency has not been completed within the established time frames, or if the owner notifies the HAWC that repairs were made but the deficiencies have not been corrected. (Page 8-11)
- b. Inspections may be scheduled between 8:00 AM and 4:00 PM. (Page 8-11)

8-III.B. When Rent Reasonableness Determinations are Required

- a. The HAWC will determine whether the requested increase is reasonable within 14 days of receiving the request from the owner. The owner will be notified of the determination in writing if the rent is determined to be unreasonable.

12-I.E. Mandatory Policies and Other Authorized Terminations

- a. Participants are required to notify HAWC if they will be absent from their unit for more than 30 days. If the family is absent from the unit for more than 180 consecutive calendar days, the family's assistance will be terminated. (Page 12-8)
- b. HAWC will determine whether there is sufficient funding to pay for currently assisted families according to the policies in Part VIII of Chapter 16. The HAWC will only make this determination at the direction of HUD's Shortfall Prevention Team. (Page 12-9)

15-IV.A. Shared Housing Overview

- a. The HAWC may provide information to families regarding the shared housing option at briefing but will not provide any listings or information on housing matching services in the community. (Page 15-9)