

**DHAP to HCV Conversion
Common Programmatic Questions
as of
February 3, 2009**

HCV Program Rules and Requirements

1. Must PHAs adopt a disaster preference in their Admin plan before assisting DHAP families?

Answer: The admission of the DHAP Conversion Households is governed by the Special Admissions regulations in 24 CFR 982.203. A PHA may determine there is a need to include a disaster preference in their Administrative Plan for displaced families not covered by this special appropriation; but a revision to their existing plan is not required to admit a DHAP family to the Housing Choice Voucher Program using the funding appropriated by Congress for this purpose.

2. When a PHA contacts a DHAP family to apply for the DHAP-to-HVC voucher and the family is non-responsive, is there a HUD requirement as to how many attempts the PHA must make before determining the family is not interested in the Housing Choice Voucher (HCV) assistance?

Answer: There is no HUD requirement as to the number of times the PHA must contact a non-responsive family when conducting intake for the DHAP-to-HCV assistance. PHAs should document the PHA's intake efforts for those families that are not responsive (e.g., the family fails to appear for intake appointments or fails to provide documentation specified by the PHA with the PHA time-frame) and are not issued a voucher as a result of the family's inaction.

3. May the PHA conditionally approve a unit using a limited physical inspection (e.g., the inspection it conducts for DHAP-Ike) and execute the voucher HAP contract if the unit passes that limited inspection? The PHA would then re-inspect the unit for the full housing quality standards (HQS) in the next few months and abate payment if the unit does not meet HQS?

Answer: No. Under the HCV program the PHA may not approve the assisted tenancy or enter into a HAP contract until the unit has been inspected by the PHA and passes HQS. The PHA must follow all HCV requirements in approving the HCV tenancy and conducting HQS inspections.

4. If the unit passes the HQS inspection, may the PHA execute a voucher HAP contract where the effective date of the HAP contract is retroactive to the date the unit passed the HQS inspection?

Answer: Yes, provided the PHA has approved the voucher tenancy in accordance with HCV requirements, the lease term under the HCV program begins on that date, and the

HAP contract is executed no later than 60 calendar days from the beginning of the lease term. (See 24 CFR 982.305(a), (b), and (c)).

Allocation of HCVs, Funding, and Annual Contributions Contract

5. If we receive new vouchers under this program and some of the families are found to be ineligible based on HCV program requirements, will we be allowed to issue these HCV to other families off the regular waiting list?

Answer: A DHAP-to-HCV voucher becomes a permanent part of a housing agency's HCV baseline when an eligible DHAP family leases a unit with a conversion voucher. At that point, the use of the voucher and reuse of the voucher is subject to the normal HCV rules.

6. The initial Priority 1 funding was provided for 6 months. When can we expect subsequent funding?

Answer: Subsequent funding will be provided after the final reconciliation. Housing agencies participating in the DHAP Conversion program have been asked to reconcile data from the Disaster Information System (DIS) records with information available to the local PHAs. The reconciliation reports are to be submitted by January 30, 2009 to dhaptohcv@hud.gov; the subject line of the email should read "Reconciled Family Listing".

Form HUD-52515-Funding Application

7. Section A (areas from which families to be assisted will be drawn) – the families are currently in Columbus, GA but are from Louisiana. Should the PHA note their original location?

Answer: The PHA enters the PHA's voucher program jurisdiction.

8. Section C (Average monthly adjusted income) – do we need to call each of the families in ahead of time and qualify them income-wise? We have the gross income that the families gave us; but we have not verified the income or adjusted the income.

Answer: This information is not required and Section C may be left blank. Funding is not calculated using this data.

9. Section D (need for housing assistance) – do we use the standard wording or is there something special for DHAP?

Answer: Special wording is not required. The PHA may enter HCV voucher for DHAP eligible families.

Automated Systems and Data Entry Requirements (VMS, PIC, etc.)

10. Are there new data requirements in the VMS system for the DHAP Conversion vouchers?

Answer: Yes. The PHA should record the total number of vouchers from the 2009 DHAP to HCV Award that were **under lease** for former DHAP families as of the first day of the month. For HAP expenses, the PHA should record the total monthly HAP expenses for vouchers **under lease** from the 2009 DHAP to HCV Award.

11. Must PHAs make any special entries in PIC to reflect that the family is a DHAP to HCV family?

Answer: Yes. It is necessary for your agency to promptly complete the following actions in the PIH Information Center (PIC) so that HUD can measure the progress of your efforts:

- Promptly submit a New Admission Family Report (50058) to PIC **upon execution of the HAP contract (please note that New Admission Report must be submitted on or before March 1, 2009 for the PHA to qualify for the highest DHAP-to-HCV fee, even if the HAP contract effective date is on or before March 1, 2009).**
- Enter “**DHAPK**” in line 2n of the 50058 so that PIC identifies the family as being assisted through this special appropriation of funding. (MTW PHAs will have the capability to enter this code after the April 2009 PIC release.).
- PHAs are also encouraged to record the issuance of the voucher in PIC (identifying the family with the “DHAPK” code) when the voucher is issued to the family.