



Housing Authority of New Haven

**Karen Dubois-Walton**  
President

December 14, 2021

The COVID-19 pandemic has caused team at Elm City Communities/Housing Authority of the City of New Haven (ECC/HANH) to make numerous changes to our operating policies and procedures. The Federal Coronavirus Aid, Relief and Economic Security (CARES) Act (Public Law 116-136) has authorized us to make a number of temporary changes. US Department of Housing and Urban Development (HUD) issued Notice PIH 2020-05 to summarize the changes that public housing authorities may make to support our residents, participants and landlords at this time. This notice is to inform you that those temporary changes that you were notified via mail in May 2020 are set to expire on December 31,2021. This notice is to inform you of the changes that we have made that may impact you.

### **Interim Reexaminations**

During this COVID-19 pandemic, if you are requesting an interim adjustment due to a loss of income, we understand that it may be difficult to obtain verification of that loss of income in the usual manner. We will accept self-certifications from you as to the loss of income. Please note that these will be verified in the future and any incorrect reporting may result in corrections and adjustments. To assist you we have implemented a streamlined process on our website [www.elmcitycommunities.org](http://www.elmcitycommunities.org). If you cannot access it electronically, please contact your Housing Specialist. **Effective Jan 1, 2021 Self certification of loss of income will not be accepted. In addition, the streamline process of reporting change of income on the ECC website will no longer be available.**

### **Annual Reexaminations**

Similarly, for your annual reexaminations, during the COVID-19 pandemic, we will accept self-certifications re. your income. Please note that these will be verified in the future and any incorrect reporting may result in corrections and adjustments. **Effective Jan 1, 2021 Self certification of income will not be accepted.**

Elm City Communities/Housing Authority of the City of New Haven  
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(203) 498-8800 · TTD (203) 497-8343 · [www.elmcitycommunities.org](http://www.elmcitycommunities.org)



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### **Housing Quality Standard (HQS)**

**Initial Inspections** If you are a Housing Choice Voucher participant who is seeking to move and needs an initial inspection of your potential unit. We are continuing to work with the City of New Haven's LCI Department to complete these inspections. We will allow self-certifications by landlords and participants certifying that there are no life-threatening deficiencies in the unit to allow lease up. **Effective Jan 1, 2021 unit must be inspected prior to lease up.**

### **Project-Based Vouchers (PBV)**

**Pre-Housing Assistance Payment Contract Inspections** For participants waiting to move into a project-based voucher assisted unit, during the COVID-19 pandemic, we will accept PBV owner self-certifications in lieu of an HQS inspection. **Effective Jan 1, 2021 unit must be inspected prior to lease up.**

### **Non-Life Threatening HQS Initial Unit Approval**

During the COVID-19 pandemic, if an owner has been noted to have a non-life-threatening condition in the unit we will grant additional time beyond the typical 30 days to complete the repair prior to an abatement of the HAP payments. No extension may be granted beyond August 15th. **Effective Jan 1, 2021 Owners will have 30 days to remedy non-life-threatening conditions in a unit.**

### **HQS Initial Inspection Requirement**

**Alternative Inspection Option** For participants who are leasing a unit that has previously in the past 24 months passed an HQS inspection, we will allow lease up without requiring another inspection within 15 days so long as the owner and participant self-certify that there are no life-threatening conditions in the unit. **Effective Jan 1, 2021 no alternative inspection will be accepted for new lease-up. HQS inspection will be conducted prior to lease up.**

### **Biennial HQS Inspections**

During the COVID-19 pandemic, we may delay the biennial inspection of tenant based and project-based units. **Effective Jan 1, 2021 unit inspections will return to the annual/biennial cycle.**



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### **HQS Interim Inspections**

If any participant requests an interim inspection (special inspection) that represents a life-threatening condition, ECC/HANH will notify the landlord of the reported condition. The owner must correct the deficiency within 24 hours of the notification and provide documentation to the ECC/HANH that the deficiency does not exist or has been corrected. The participant must self-certify that the condition has been corrected. **Effective Jan 1, 2021 HQS inspection will be conducted for special inspections. All life-threatening conditions will be re-inspected within 24 hours.**

### **PBV Unit Turnover Inspection**

ECC/HANH will require a self-certification from the owner of a PBV unit prior to lease up. **Effective Jan 1, 2021 all units must have an initial HQS inspection prior to lease up.**

### **PBV HAP Contract -HQS Inspections to Add of Substitute Units**

ECC/HANH is waiving the requirement to inspect units prior to substitution or adding a new unit. ECC/HANH will accept the owner's certification. **Effective Jan 1, 2021 ECC will no longer accept the owner's certification. HQS inspection will be required prior to substitution or adding a new unit.**

### **HQS Quality Control Inspections**

Due to the COVID-19 pandemic, quality control inspections are currently suspended. **Effective Jan 1, 2021 ECC will reinstate conducting quality control inspections.**

### **Information when Family is Selected- PHA Oral Briefing**

For applicants in the tenant based and project based voucher program, during the COVID-19 pandemic, ECC/HANH will conduct briefings in ways that reduce physical contact. Briefings may occur via webcast, video call, or telephone in ways that are compliant with family needs for communication-related disabilities and limited English proficiency.



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### **Term of Voucher- Extension of Term**

For families who are looking for a unit during the period of COVID-19 pandemic, ECC/HANH will extend the term of the voucher to allow more time to search for a unit. **Effective Jan 1, 2021 ECC will extend vouchers as outlined in the admin plan. Initial voucher will be issued for 60 days with an option of two 30 day extensions for a total voucher term of 120 days unless there is a reasonable accommodation.**

### **Absence from Unit**

ECC/HANH will allow an HCV participant to be absent from the unit for more than 180 consecutive days due to the COVID-19 pandemic for reasons such as hospitalization, extended stays in nursing homes, away caring for family members, etc. No payments will be made beyond December 31, 2021. **Effective Jan 1, 2021 a family may not be absent from a unit for more than 180 days**

### **Automatic Termination of the HAP contract**

Typically, when an HCV family's income increases to the extent that the HAP payment is reduced to \$0, ECC/HANH automatically terminates HAP contracts 180 days after the last HAP payment to owner. During the COVID-19 pandemic, ECC/HANH will waive this requirement and allow for extensions beyond the 180 days but not beyond December 31, 2021. **Effective Jan 1, 2021 ECC/HANH will automatically terminate HAP contracts that HAP payments are reduced to \$0 after 180 days after the last HAP payment to owner.**

### **Utility Allowance Schedule**

Required review and revision During the COVID-19 pandemic, ECC/HANH will delay revisions to the utility allowance schedule. The review and revision will be completed by December 31, 2021. **Effective Jan 1, 2021 The utility allowance schedule will be reviewed annually.**

Should you have any question please contact us at 203-498-8800.

Sincerely,  
Coreen Toussaint  
Vice President of Housing Choice Voucher Program

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