

HOUSING AUTHORITY OF THE CITY OF NAPA  
**AGENDA REPORT**

ADMIN CALENDAR  
AGENDA ITEM 6.A.  
Date: April 07, 2015

To: Honorable Chair and Commissioners

From: Rick Tooker, Community Development Director

Prepared by: Michael Kucz, Rental Assistance Program Supervisor

Subject: Housing Choice Voucher Program Administrative Plan Amendments

**ISSUE STATEMENT:**

Adopt a resolution approving Amendments to the Section 8 Housing Choice Voucher Program Administrative Plan and determine that the recommended action is not subject to CEQA.

**DISCUSSION:**

The Housing Choice Voucher Program Administrative Plan (the “Plan”) is a policy document that is used to ensure that the Section 8 voucher program is administered in compliance with HUD regulations and local policy. Each chapter of the Plan deals with different aspects of program implementation. For the most part, federal regulations dictate the way the Section 8 Program will be implemented. However, HUD requires that the Housing Authority (the “HACN”) establish local policies for the administration of the program in accordance with HUD regulations.

The Plan is a necessary reference tool for the HACN staff to administer the program accurately and to ensure that all applicants and participants are treated in a fair and equitable manner. Federal regulations for the Section 8 program are often extensive and complex. For that reason, it is important that the document is comprehensive, up to date, and meets all of Federal requirements. The current plan was adopted in 2008 and has been amended several times since to meet new program regulations, to address change in program operations, and to incorporate requirements of new grant applications.

The proposed modifications to the existing Plan include:

Updating the HACN’s policy regarding the use of Housing Choice Vouchers at the HACN owned senior apartment complex (Laurel Manor).

Deletion of the appendix pertaining to the Moderate Rehabilitation Program as the program has ended and the HACN does not anticipate future funding for this program.

Equal opportunity access to the Housing Choice Voucher program updated to include non-discrimination on the basis of gender identity.

The Plan will now reflect the HACN's policy regarding the option to perform housing quality standard inspections once every two years instead of yearly. The policy will outline the criteria for which units will continue to be inspected annually.

The Plan has been updated to include the HACN's policy in regards to participant families that separate or divorce and outlines the criteria used to determine which family unit retains the Housing Choice Voucher after the split.

The Plan has been modified to reflect that the HACN will allow the use of shared housing for all Section 8 Voucher holders.

The section pertaining to utility allowances has been changed to reflect the new HUD regulation that the utility allowance will be based on the lower of the size of the unit rented or the size of the family's voucher.

The Violence Against Women Reauthorization Act (VAWA) section has been modified to reflect the changes required under the VAWA Reauthorization Act of 2013.

The final modification outlines the HACN's policy regarding family occupancy of wrong sized or accessible units in the project based voucher program.

#### **FINANCIAL IMPACTS:**

There is no financial impact related to this action.

#### **CEQA:**

The Community Development Director has determined that the Recommended Action described in this Agenda Report is not subject to CEQA, pursuant to CEQA Guidelines Section 15060 (c) and is categorically excluded from the requirements of NEPA and is not subject to review under the related laws and authorities.

#### **DOCUMENTS ATTACHED:**

1. Attachment 1: Resolution approving Amendments to the Section 8 Housing Choice Voucher Program Administrative Plan.
2. Attachment 2: Section 8 Housing Choice Voucher Program Administrative Plan Amendments

#### **NOTIFICATION:**

Resident Advisory Board

**RECOMMENDED ACTION:**

Staff recommends that the Authority Board move, second and approve each of the actions set forth below, in the form of the following motion. Move to:

Adopt a resolution approving amendments to the Section 8 Housing Choice Voucher Program Administrative Plan.