



Staff Reports Details (With Text)

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**Title:** Housing Choice Voucher Program Administrative Plan

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**Attachments:** 1. ATCH 1 - Resolution, 2. EX A - Administrative Plan, 3. ATCH 2 - Administrative Plan Amendments

Date	Ver.	Action By	Action	Result
2/2/2021	1	HOUSING AUTHORITY	approved	Pass

**To:** Honorable Chair and Commissioners

**From:** Vincent Smith, Community Development Director

**Prepared By:** Lark Ferrell, Housing Manager

**TITLE:**  
Housing Choice Voucher Program Administrative Plan

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

**DISCUSSION:**  
The Section 8 Housing Choice Voucher Program Administrative Plan (the “Administrative Plan”) is a policy document that is used to ensure that the Section 8 Housing Choice Voucher Program (the “Program”) is administered in compliance with Housing and Urban Development (HUD) regulations and local policy. Each chapter of the Administrative Plan deals with different aspects of program implementation. For the most part, federal regulations dictate the way the 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 Administrative 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 Program are often extensive and complex. For that reason, it is important that the document is comprehensive, up to date, and meets all federal requirements. The current Administrative Plan was adopted in 2008 and has been amended multiple times since to meet new program regulations, to address changes in program operations, and to incorporate requirements of new grant applications.

HUD regulations require changes to the Administrative Plan be adopted by the Housing Authority Board after a 45-day public notice. However, the Coronavirus Aid, Relief and Economic Security (CARES) Act, which was adopted in response to the COVID19 pandemic, provided HUD the authority to waive statutory and regulatory requirements for the Housing Choice Voucher Program. HUD previously waived the requirement that changes to the Administrative Plan be adopted by the governing board after a 45-day public notice and allowed the Housing Authority to implement the changes prior to approval by the HACN Board. Under HUD's Public and Indian Housing (PIH) Notice 2020-33 Revision 2, HUD extended the waiver. Therefore, the Housing Authority may continue to adopt revisions to its administrative plan without HACN Board approval until March 31, 2021 provided the amendments are adopted by the HACN Board no later than June 30, 2021.

This item is to formally adopt amendments to the Administrative Plan made on December 10, 2020. Specifically, staff amended the Administrative Plan to add an appendix to the Administrative Plan which details temporary changes implemented to the Section 8 voucher administration procedures in response to COVID-19. This appendix and a chart describing the changes were both posted to the Housing Division's webpage. Additionally, the Housing Authority had previously paused the time limit for vouchers that remained issued but unleased to allow voucher holders additional time to secure units during shelter-in-place orders. This pause was in place from April 2020 until December 2020. The Housing Authority restarted the time limits effective January 1, 2021. This change was made because rental offices that had been closed during initial shelter-in-place orders have re-opened. All impacted voucher holders were notified of the upcoming change in December 2020.

**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).

**DOCUMENTS ATTACHED:**

- ATCH 1 - Resolution
- EX A - Administrative Plan
- ATCH 2 - Administrative Plan Amendments

**NOTIFICATION:**

The amendments were posted on the City of Napa Housing Division's web page on December 10, 2020. Additionally, impacted voucher holders were notified by mail.