



## Staff Reports

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**File #:** 872-2017, **Version:** 1

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**To:** Honorable Chair and Commissioners  
**From:** Rick Tooker, Community Development Director  
**Prepared By:** Michael Kucz, Rental Assistance Program Supervisor

**TITLE:**

Housing Choice Voucher Program Administrative Plan Amendments

**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 voucher program is administered in compliance with Housing & 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 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 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 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 Administrative Plan was adopted in 2008 and has been amended several times since to meet new program regulations, to address changes in program operations, and to incorporate requirements of new grant applications.

The proposed modifications to the existing Administrative Plan include:

- Revising the policy regarding criminal activity to change the lookback (ineligibility) time for drug related criminal activity from two years to one year for all new admissions with an exception for persons who have completed a drug rehabilitation program and from five years to three years for previous violation of family obligations. These changes are being made in accordance with "best practice" guidance from HUD.
- Updating the HACN's policy to meet HUD's requirement regarding moves with continued assistance to include how families denied their requests to move due to insufficient funding will be processed.
- Updating the maximum term for Family Unification Vouchers for transitioning foster care youth to 36 months to reflect the new HUD regulation. Previously, these vouchers had an 18 month time limit.
- Expanding the limited preference for homeless persons who will be selected and referred from a partnering homeless service agency to include five project-based vouchers. This is in addition to the

existing 15 Housing Choice Vouchers set-aside as a limited homeless preference.

- Updating the Administrative Plan to include the specific Housing Quality Standard failed items that must be remedied within 24 hours as they represent an immediate danger to the family's health and safety.
- Updating the Administrative Plan to eliminate the provision that utilities paid by tenants must be separately metered to allow tenants to share housing and split the cost of the utilities.
- Updating the section pertaining to the time limit for incoming portability vouchers to reflect the new regulation that requires the receiving Housing Authority to add 30 days to the expiration date of the voucher from the initial Housing Authority.
- Updating the section regarding Rent Reasonableness to reflect that the HACN now uses the GoSection8 program software to document reasonable rent.
- Revising the section pertaining to the Violence Against Women Act to meet the HUD requirement that housing authorities have an emergency transfer plan in place.

#### **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:**

ATCH 1 - Resolution approving Amendments to the Section 8 Housing Choice Voucher Program Administrative Plan

EX A - Administrative Plan

ATCH 2 - Administrative Plan Amendments

#### **NOTIFICATION:**

None