



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2016-08-24(2)

**Date:** August 24, 2016  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Updating THA's Administrative Plan

The purpose of this resolution is to seek board approval to update THA's Administrative Plan to reflect changes in HUD regulations.

### Background

The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by Housing and Urban Development (HUD). The purpose of the administrative plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in THA's Moving to Work Plan. This administrative plan is a supporting document to the Public Housing Agency (PHA) plan, and is available for public review as required by CFR 24 Part 903.

### Proposed Revisions

HUD has published a number of notices that require THA to change its Administrative Plan. The major revisions to the Administrative Plan are as follows:

Topic	Revision
1. Violence Against Women Act (VAWA) Policies	<ul style="list-style-type: none"><li>➤ Adds "sexual assault" to the list of allowable reasons someone can claim protection under VAWA</li><li>➤ Provides protections for Domestic Violence (DV) victims in the event of a family break-up</li><li>➤ All households must be provided a HUD form 50066 at the time of admission, denial or termination</li><li>➤ Adds "mental health professional" to the list of authorized persons who might assist a DV victim and provide documentation vouching for the victim</li></ul>
2. Discrimination Complaints	<ul style="list-style-type: none"><li>➤ Within 10 business days, THA must send written notice to alleged violators, as well as a letter to the complainant telling of such notice, as well as how to complete and submit a discrimination form to Fair Housing Equal Opportunity (FHEO)</li><li>➤ THA must conduct an investigation into all allegations of discrimination</li><li>➤ THA must keep all records of such complaints as well as any corrective actions</li></ul>



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2016-08-24(2) (Updating THA's Administrative Plan)

**WHEREAS,** The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD; and

**WHEREAS,** The Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the THA's Moving to Work Plan; and

**WHEREAS,** Changes to the Administrative Plan must be approved by THA Board of Commissioners; now, therefore, be it

***Resolved by the Board of Commissioners of the Housing Authority of the City Of Tacoma, Washington, that:***

The Board authorizes THA staff to adopt the following updates to the Administrative Plan:

Topic	Revision
1. Violence Against Women Act (VAWA) Policies	<ul style="list-style-type: none"> <li>➤ Adds "sexual assault" to the list of allowable reasons someone can claim protection under VAWA</li> <li>➤ Provides protections for Domestic Violence (DV) victims in the event of a family break-up</li> <li>➤ All households must be provided a HUD form 50066 at the time of admission, denial or termination</li> <li>➤ Adds "mental health professional" to the list of authorized persons who might assist a DV victim and provide documentation vouching for the victim</li> </ul>
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3. Limited English Proficiency (LEP) Requirements	<ul style="list-style-type: none"> <li>➤ Utilization of a language line (telephone service that provides interpretation services), free of charge</li> </ul>
4. Definition of Extremely Low-Income	<ul style="list-style-type: none"> <li>➤ A family whose annual income does not exceed the federal poverty level or 30 percent of the median income for the area, adjusted for family size, whichever number is higher</li> </ul>
5. Arrest Record Policies	<ul style="list-style-type: none"> <li>➤ Clarifies that arrest records alone are not cause for eviction, termination or denial</li> </ul>

<b>Topic</b>	<b>Revision</b>
6. Briefing Packets	<ul style="list-style-type: none"> <li>➤ Include portability policies in oral briefings and briefing packets</li> <li>➤ Include materials on selecting a unit</li> <li>➤ Include "Is Fraud Worth It"?</li> <li>➤ Include "What You Should Know About Enterprise Income Verification (EIV)"?</li> </ul>
7. Suspensions of Voucher Term	<ul style="list-style-type: none"> <li>➤ Clarifies language in the Administrative Plan on the suspension of voucher terms during shopping and leasing periods. THA offers up to 120 days for shopping. "Suspension" of these days would mean excluding days counting toward the shopping time at certain times during the process. An example is the days it takes THA to schedule and complete a move-in inspection.</li> </ul>
8. Additional Exclusions from Annual Income	<ul style="list-style-type: none"> <li>➤ Adds 11 sources of income to the list of additional exclusions from annual income</li> </ul>
9. Housing Quality Standards (HQS) Inspection Protocol	<ul style="list-style-type: none"> <li>➤ Revises minimum space standards to reflect a person per bedroom occupancy standard.</li> </ul>
10. Portability Policies	<ul style="list-style-type: none"> <li>➤ Revises sections to address how PHAs must assist households wishing to port for allowable reasons</li> <li>➤ Clarifies PHA and RHA (receiving housing authority) roles in portability, including notification, billing deadlines and voucher extensions or suspensions</li> </ul>
11. Registered Sex Offenders	<ul style="list-style-type: none"> <li>➤ At annual reexaminations, PHAs are encouraged to ask whether the tenant or any household member is subject to a lifetime sex offender registration in any state</li> </ul>
12. Rental Assistance Demonstration Policies	<ul style="list-style-type: none"> <li>➤ Adds policies that pertain to Rental Assistance Demonstration Project Based Vouchers</li> </ul>

Approved: August 24, 2016

  
Dr. Arthur C. Banks, Chair