



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-08-24 (2)

DATE: August 24, 2011
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Adoption of THA Administrative Plan

Background

The Administrative Plan relates to the administration of the Housing Choice Voucher program. HUD requires all public housing authorities to have one to govern the program. . 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 the THA's Moving to Work plan. This administrative plan is a supporting document to the PHA agency plan, and is available for public review as required by CFR 24 Part 903.

Before bringing the document to the board for approval, THA elicited community comment during a 30 day public comment period using the following methods:

- The Administrative Plan was posted on THA's website
- Newsletters to all Public Housing and Section 8 households explaining changes
- Newsletters to all landlords explaining changes
- THA staff feedback sessions and focus groups
- Meeting with Northwest Justice Project
- Meeting with the landlord advisory group
- Feedback session with THA's contracted hearing officer
- Two Public Hearings
- Separate landlord meeting
- Meetings at THA's senior/disabled buildings

Staff also took phone calls and emails throughout the comment period. The full range of comments and questions is attached.

During the course of the public comment period staff did not feel we had adequately communicated with the applicants on the waiting lists to gather enough feedback to make changes to THA's waiting list management. We will take an additional thirty (30) days to solicit feedback from applicants through a mailing to all applicants and additional public hearings before requesting approval of the Administrative Plan chapter relating to wait list management.

Recommendation

Approve Resolution 2011-8-24 (2) authorizing THA to adopt the Administrative plan with the exception of Chapter Chapter 4 - APPLICATIONS, WAITING LIST AND TENANT SELECTION

Below is a list of major policy changes, the current policy/practice, proposed policy and associated policy chapters in the documents.

[Table 1]

Topic	Proposed policy	Community/Comment	THA Recommendation
Medical marijuana Admin Plan Page 68	Disallow the use of medical marijuana. Revisit the topic if State establishes legal means to obtain medical marijuana	The feedback on this issue has been positive. There have been some questions on what will happen if the federal government makes medical marijuana legal.	Move forward with the policy. THA will not allow medical marijuana in its programs. THA can revisit the subject if there are changes in federal or state laws.
Criminal background screening for households members Page 72 Admin Plan	Screen all household members over the age of 13	Legal advocates disagreed with this policy. The reasoning was that many young people need stable housing to improve their situations.	THA will screen all household members age 16 and older. This will allow THA to still screen household members in an age group that has caused problems. Households will have an opportunity for an informal review if denied.
Criminal background screening for households members Page 69	Deny admission to households with drug/violent activity within the past 5 years	Comment on this section was positive from staff. There was little comment from outside THA.	Move forward with the policy
Criminal background screening for households members Page 69	Deny households with a registered sex offender;	Comment from legal advocates was that policy was too strict. "People who had minor issues while younger could be caught up in this policy."	Move forward with the policy. All households that are denied will have an opportunity for an informal review.
Criminal background screening for households members Page 69	Deny households where anyone has ever produced methamphetamine	Positive feedback both inside and outside the agency	Move forward with Policy

Topic	Proposed policy	Community Comment	THA Recommendation
<p>Income and subsidy determinations Admin Plan Pages 51,141, 189, 270</p>	<ul style="list-style-type: none"> • 25 minimum rent (no more utility reimbursement payments); the minimum rent will escalate to \$50+ in later years for the work-able population • Apply a 28.5% TTP calculation within the table • All households will be on tiered rents • Eliminate dependent and eld/dis deductions • Implement medical allowance bands starting at \$2500 (for eligible elderly/disabled HHs) • Conduct biennial recertifications • Allow households to self-certify assets below \$25,000 • Simplify the utility allowance schedule • Only process 3 interim decreases biennially • Decreases must be 10% of adjusted income in order to be processed. 	<p>Overall there were not many comments on the income and subsidy determinations with a small amount of them being negative.</p> <p>There were numerous questions about the policies, but most residents were satisfied once their specific question was answered.</p> <p>There were some at the public hearing that stated the new income and subsidy determinations harm the residents and help the housing authority.</p> <p>Staff has provided valuable feedback which led to a revised interim policy. We have changed the minimum decrease amount from \$200 per month to 10% of adjusted income. The change will allow families of lower income more opportunity for decreases if needed.</p>	<p>Move forward with the policies:</p> <p>All of the policies have been approved by the board and HUD as part of the Moving to Work Plan except the new interim policy. The Moving to Work Plan amendment simplifies the previously approved activities.</p> <p>The Moving to Work changes need to be incorporated into THA Policy.</p>

*PH = Public Housing; **PBV= Project-based voucher; ***TTP=Total tenant payment



TACOMA HOUSING AUTHORITY

RESOLUTION 2011-08-24 (2), ADOPTION OF THA ADMINISTRATIVE PLAN

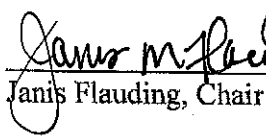
WHEREAS, The Administrative Plan relates to the administration of the Housing Choice Voucher program and is required by HUD

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

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

1. Approve Resolution 2011-8-24 (2) authorizing THA to adopt the Administrative plan as amended with the exception of Chapter 4 - APPLICATIONS, WAITING LIST AND TENANT SELECTION

Approved: August 24, 2011



Janis Flauding, Chair