



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2017-06-28 (3)

**Date:** June 28, 2017  
**To:** THA Board of Commissioners  
**From:** Michael Mirra  
Executive Director  
**Re:** Updating Tacoma Housing Authority's Administrative Plan

*This resolution would approve updates to Tacoma Housing Authority's (THA) Administrative Plan to reflect changes in Housing and Urban Development (HUD) regulations.*

### Background

The Administrative Plan governs THA's administration of the Housing Choice Voucher program. HUD requires this plan to conform to 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 revisions to the Administrative Plan are as follows:

<b>Reasonable Accommodation</b>	<ul style="list-style-type: none"><li>• Changes the title "Civil Rights Compliance Auditor" from "Civil Rights Compliance Coordinator".</li><li>• Removes HR Director from RA review committee.</li><li>• Adds two new forms: Reasonable Accommodation Implementation Plan and Service Animal Agreement.</li><li>• Removes breed and size restrictions for service/companion animals, and clarifies that tenants must follow all other provisions of pet policy.</li><li>• Changes tenant's right to a "hearing" to tenant's right to an "informal review".</li></ul>
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	<ul style="list-style-type: none"> <li>• Updates of form HUD-50058.</li> <li>• Adds requirements for notifying initial PHA if absorbing a family.</li> </ul>
<b>Changes in Payment Standards and Utility Allowances</b>	<ul style="list-style-type: none"> <li>• Allows flexibility about when to decrease the HAP contract rent when the payment standard decreases.</li> </ul>
<b>Congregate Housing Payment Standard, UA and HAP Calculation</b>	<ul style="list-style-type: none"> <li>• Allows for the utility allowance in shared housing to be the lower of the utility allowance for the family's voucher size or a pro rata share of the utility allowance for the shared house unit size.</li> </ul>
<b>Manufactured Homes Payment Standards, UA and Space Rent</b>	<ul style="list-style-type: none"> <li>• Allows for the payment standard to be used for space rent for manufactured homes and allows for remaining funds (if applicable) to go to the utility company or directly to the family and can be used to help pay their mortgage.</li> </ul>
<b>Down Payment Assistance Grants</b>	<ul style="list-style-type: none"> <li>• Removal of language referencing down payment assistant grants as THA no longer operates vouchers for homeownership.</li> </ul>
<b>Scheduling an Informal Hearing</b>	<ul style="list-style-type: none"> <li>• Clarifies the timeframe for THA to receive the request for an informal hearing and sets a window of time for families to arrive for hearing.</li> <li>• Clarifies THA discovery policy when a tenant requests information.</li> </ul>
<b>VAWA</b>	<ul style="list-style-type: none"> <li>• Adds the following forms and documents:</li> <li>• Form HUD-5380 Sample Notice of Occupancy Rights Under the Violence Against Women Act</li> <li>• Form HUD-5382 Certification of Domestic Violence, Dating Violence, and Sexual Assault or Stalking and Alternate Documentations</li> <li>• PHA Emergency Transfer Plan</li> <li>• FORM HUD-5383 Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Staking</li> </ul>
<b>Project-Based and Special Program Vouchers</b>	<ul style="list-style-type: none"> <li>• Allows THA to project base additional units in several circumstances.</li> <li>• Allows exceptions to the rule limiting the number of project based vouchers in one project to 25% of the units in the project.</li> </ul>

	<ul style="list-style-type: none"> <li>• Gives THA the right to add units to HAP contract under certain circumstances.</li> <li>• Outlines selection preferences and when they apply.</li> <li>• Provides choice mobility waiting list guidelines</li> <li>• Adds one time use policy for Choice Mobility</li> </ul>
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**Comments**

Pursuant to HUD requirements, THA offered the proposed changes for public comment and invited views from community partners. Here is the one comment we received, and our response:

Comment	Response
<p><b>Topic: Moving with Continued Assistance.</b></p> <p>Release of the voucher to allow portability to accommodate seniors' choice to relocate to a senior housing facility in another authority's jurisdiction makes sense and is reasonable.</p>	<p>THA has decided not to have portability options extended based only on a tenant's status as elderly/disabled. The Reasonable Accommodation process is available and addresses portability based on necessity. We have chosen to limit portability. This gives us better control the costs associated with portability. Due to the large number of elderly and disabled households we serve, allowing ports only based on that status could have a large financial impact.</p>

**Recommendation**

THA is authorized to adopt the updates to the Administrative Plan to reflect changes in the Housing and Urban Development regulations.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2017-06-28 (3) (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:***

THA is authorized to adopt the following updates to the Administrative Plan to reflect changes in the Housing and Urban Development regulations.

<b>Reasonable Accommodation</b>	<ul style="list-style-type: none"> <li>• Changes the title “Civil Rights Compliance Auditor” from “Civil Rights Compliance Coordinator”.</li> <li>• Removes HR Director from RA review committee.</li> <li>• Adds two new forms: Reasonable Accommodation Implementation Plan and Service Animal Agreement.</li> <li>• Removes breed and size restrictions for service/companion animals, and clarifies that tenants must follow all other provisions of pet policy.</li> <li>• Changes tenant’s right to a “hearing” to tenant’s right to an “informal review”.</li> </ul>
<b>Social Security Numbers</b>	<ul style="list-style-type: none"> <li>• Clarifies the SSN and documentation requirements for all household members, including exemption for households 62 and older as of January 1, 2010 who were previously documented as eligible.</li> </ul>

	<ul style="list-style-type: none"> <li>Deletes language stating SSN documentation is removed from the tenant file after verification. Removing SSN documentation is optional and not the current THA practice.</li> </ul>
<b>Independent Student Status/Verification of Student Status/Definition of Vulnerable Youth</b>	<ul style="list-style-type: none"> <li>Clarifies and adds to the definitions of “independent student” and “vulnerable youth”.</li> <li>Identifies status as “vulnerable youth” as sufficient for using only the student’s income in calculating assistance.</li> <li>Excepting “vulnerable youth” from the requirement for written documentation of parental support for students.</li> </ul>
<b>Changes in Payment Standards</b>	<ul style="list-style-type: none"> <li>Updates Tiered Rent Tables for income based subsidies.</li> <li>Requires 12 months’ notice for payment standard reduction before it applies to contract rent.</li> </ul>
<b>Inspections-Life Threatening Conditions definition, the Inspection Process and other changes</b>	<ul style="list-style-type: none"> <li>Adds language clarifying the timeframes for contracted landlords to begin remedial action.</li> <li>Updates list of items that would cause a unit to fail inspection.</li> </ul>
<b>Moving with Continued Assistance</b>	<ul style="list-style-type: none"> <li>Adds requirement for THA to have an emergency transfer plan for those protected under VAWA.</li> <li>Adds language allowing THA to deny a move if the receiving PHA is not absorbing vouchers.</li> <li>Adds language that THA cannot only allow a move at re-examination.</li> <li>Clarifies communication requirements of initiating and absorbing PHA. Name, address and contact information must be provided to tenant.</li> <li>Changes Initial Billing Deadline to allow 30 day extension.</li> <li>Allows extension of the expiration of the new voucher to 30 days after expiration of the initial voucher.</li> <li>Updates of form HUD-50058.</li> </ul>

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**Project-Based and Special  
Program Vouchers**

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- Allows exceptions to the rule limiting the number of project based vouchers in one project to 25% of the units in the project.
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**Approved: June 28, 2017**

  
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Dr. Arthur C. Banks, Chair