



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-12-17 (6)

DATE: December 17, 2014
TO: Board of Commissioners
FROM: Michael Mirra, Executive Director
RE: Administrative Plan Update

Background

HUD requires THA to have an Administrative Plan to govern THA's administration of the Housing Choice Voucher program. The Plan sets policies for 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.

Proposed Change 1:

Annually, HUD proposes the next year's Fair Market Rents (FMR) over the summer and finalizes them on October 1st. THA's Administrative Plan states that THA will make increased payment standards effective on October 1st if it looks like the proposed FMR will require a payment standard revision. In order to comply with this schedule, THA must adopt revised payment standards before FMR are finalized by HUD, or make retroactive payments. Neither option is ideal for staff. Last month, THA revised its payment standards and staff is currently making retroactive adjustments to annual reexaminations and interims that occurred on or after October 1st.

This proposed change to the Administrative Plan will prevent overlap between the time that HUD finalizes FMR and that THA makes new payment standards effective. We propose revising the effective date of new payment standards to allow three full calendar months after HUD finalizes FMR.

Proposed Change 2:

THA received MTW authority in 2011 to remove the cap on the number of units it is allowed to provide project based assistance to. THA established a reasonable competitive process and contract terms, including the length of the contract, for project-basing HCV assistance at units owned by for-profit or non-profit entities. This authority allows project or building owners to manage their own waiting lists and to screen for eligibility criteria.

To ensure that the Administrative Plan is congruent with THA MTW authority, revisions should allow for management and organization of the waiting list and tenant selection as defined in the PBV HAP contract of individual projects or buildings. We propose revising the guidelines for waitlist organization and tenant selection for PBV contracts.

Table of All Proposed Changes:

Below is a table of the policy changes and the associated chapter of the Administrative Plan, the proposed change and the purpose of the proposal.

[Table 1]

Chapter/Topic	Proposed change	Purpose	THA Recommendation
Chapter 16, Updating payment standards	Payment standards will be effective on the first day of the month three full calendar months after HUD finalizes annual FMR.	THA does not have to update payment standards until after HUD finalizes annual FMR.	Approve this policy.
Chapter 16, Updating payment standards (application)	If the new payment standard would be a benefit to the household, THA will make retroactive adjustments to any such rent changing recertification, including interims.	THA's biennial and triennial recertification schedule does not allow for households to receive the benefit of updated payment standards. Therefore, they must be effective at any rent changing event.	Approve this policy.
Chapter 17, Eligibility for PBV assistance	THA will determine the applicant household's eligibility for the PBV program in accordance with the policies in Chapter 3, unless otherwise specified in a PBV HAP contract. In those cases, THA will only screen for HUD mandatory denials for assistance as outlined in Chapter 3.	To allow PBV owners to screen for tenant eligibility as outlined in the PBV HAP contract. This will save THA the work and allow the owner a better ability to match tenants to the housing.	Approve this policy.

Chapter/Topic	Proposed change	Purpose	THA Recommendation
Chapter 17, Organization of the waiting list	THA will allow owners to manage their own waiting lists when specified in the individual PBV HAP contract. In all other cases, THA will manage separate waiting lists for individual project or buildings.	To allow for PBV owners to manage their waiting lists as outlined in the PBV HAP contract.	Approve this policy.
Chapter 4, Introduction	While many of the HCV policies outlined in this section also apply to PBV assistance, further direction regarding eligibility and waiting list organization can be found in Chapter 17.	To redirect the reader for further reading on PBV specific program rules.	Approve this policy.
Chapter 4, Organization of the waiting list	Where THA properties with PBV and Public Housing units exist, the waiting lists will be merged by property or sets of properties as defined in the ACOP.	To ensure differentiation between THA policy and PBV HAP contract policies.	Approve this policy.

Recommendation

Approve Resolution 2014-12-17 (6) authorizing THA to adopt updates to the Administrative Plan.



TACOMA HOUSING AUTHORITY

RESOLUTION 2014-12-17 (6) ADMINISTRATIVE PLAN UPDATE


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. Adopts the indicated updates to the Administrative Plan.

Approved: December 17, 2014


Stanley Rumbaugh, Chair