



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2014-5-28 (2)

DATE: May 28, 2014  
TO: Board of Commissioners  
FROM: Michael Mirra, Executive Director  
RE: Update of THA Administrative Plan

### **Background**

The Administrative Plan governs THA's administration of the Housing Choice Voucher program. HUD also requires it. 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 MTW public comment period. The major changes to the Administrative Plan are as follows:

- **Tacoma Community College Housing Assistance Program:**

This resolution would add a new chapter to the Administrative Plan to govern the administration of the Tacoma Community College Housing Assistance Program. This program will become the latest initiative of THA's Education Project. It will provide rental assistance to enrolled T.C.C. students who are homeless or near homeless. We have been planning this initiative with T.C.C.'s leadership for quite a while. As with other aspects of our Education Project, this initiative will not only house needy persons. It will help them in their educational striving and promote their ability to support themselves and their families. This initiative will also strengthen T.C.C. and its important mission. T.C.C. is the region's largest post-secondary institution. It is justifiably proud of its ability to welcome to low income students and those who would be the first in their family to attend college. THA's contribution will make T.C.C. still more hospitable to these needy but ambitious students. It should be a very good use of a housing dollar. We will start by assisting 25 such students. If the outcomes are positive, we may increase this number.

Minor changes to the Housing Opportunity Program (HOP) that include allowing THA to subsidize units not typically allowed in the Section 8 Program.

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

Topic	Proposed policy	Purpose	THA Recommendation
Dwelling Units for the Housing Opportunity Program	<p>Allow HOP tenants to lease up in shared housing situations.</p> <p>Allow HOP tenants to rent from relatives when:</p> <ul style="list-style-type: none"> <li>• A household cannot lease up because of poor credit.</li> <li>• A household would rely on the relative to help with childcare.</li> <li>• A household with bad rental history has remediated the root causes for the bad rental history.</li> <li>• A household cannot lease because of a poor criminal history that has shown proper rehabilitation.</li> </ul> <p>Modify the rent calculation language in the Plan to reflect the simplified HOP calculations related to these housing types.</p>	Allow more flexibility for hard to house applicants/tenants when they are searching for a housing unit.	<p>Approve the policy.</p> <p>THA will examine each situation on a case by case basis and approve when needed.</p>
<b>New Chapter to Administrative Plan: Chapter 19: Tacoma</b>	This program will provide up rental assistance to up to 25	This program is designed to help homeless or at risk of	Move forward with the policy.

Topic	Proposed policy	Purpose	THA Recommendation
<b>Community College Housing Program:</b>  <b>Admissions Policy</b>	<p>enrolled T.C.C. students who are homeless or at risk of being homeless.</p> <p>All tenants of this program will need to be TCC students attending full time.</p> <p>They will need to have a minimum grade point average of 2.0..</p> <p>TCC will maintain the waitlist and recommend applicants to THA for screening.</p> <p>All other THA admissions policy will apply.</p>	<p>being homeless students finish their program at TCC.</p> <p>Admissions policy needs to be limited to TCC students meeting basic requirements.</p>	
<b>T.C.C. Program [continued]</b>  <b>Dwelling Units</b>	<p>Allow TCC Program tenants to lease up in shared housing situations. Allow TCC Program tenants and rent from relatives when:</p> <ul style="list-style-type: none"> <li>• A household cannot lease up because of poor credit.</li> <li>• A household would rely on the relative to help with childcare.</li> <li>• A household with bad rental history has remediated the root causes for the bad rental history.</li> </ul>	<p>Allow more flexibility for hard to house applicants/tenants when they are searching for a housing unit.</p>	<p>Move forward with the policy</p>



Topic	Proposed policy	Purpose	THA Recommendation
	<ul style="list-style-type: none"> <li>A household cannot lease up because of a poor criminal history that has shown proper rehabilitation.</li> </ul> <p>Modify the rent calculation language in the Plan to reflect the simplified HOP calculations related to these housing types.</p>		
<b>T.C.C. Program [continued]</b> <b>Income and subsidy determinations</b>	<p>Subsidy will be based on 50% of the payment standard.</p> <p>Income will not be used to determine subsidy.</p> <p>Higher of self-reported income or EIV income will be reported to HUD.</p>	<p>This calculation is the same as the HOP program. It allows a household to receive a subsidy to help with housing costs while also being administratively easier to manage.</p>	<p>Move forward with policy.</p>
<b>T.C.C. Program [continued]</b> <b>Time Limits</b>	<p>A student will have three (3) years of subsidy before being timed out of the program.</p>	<p>While working with TCC, it was determined the average student needs three (3) years to finish a program.</p> <p>This time limit will act as both a motivating force while also subsidizing the student during his or her studies.</p>	<p>Move forward with the policy</p>

Topic	Proposed policy	Purpose	THA Recommendation
<b>T.C.C. Program [continued Termination]</b>	<p>Students can be terminated for the following reasons.</p> <ul style="list-style-type: none"> <li>• The student's GPA falls below 2.0;</li> <li>• The student stops attending class;</li> <li>• The student graduates ;</li> <li>• The three year T.C.C. H.A.P. time period expires ;</li> <li>• Student misses meetings with caseworker;</li> <li>• The student's income reaches 80% of AMI.</li> <li>• The student fails to comply with other program rules.</li> </ul>	<p>The main focus of this program is to help a student finish their college program. If the student fails to attend class or keep up basic requirements, he or she will be removed from the program.</p> <p>THA will work with TCC in any situation where this might arise.</p>	Move forward with the policy.
<b>T.C.C. Program [continued New Chapter to Administrative Plan Chapter 19: Hardship]</b>	<p>THA and TCC may allow for a one month hardship for any student that graduates from the program or times out but is still not ready to give up the housing subsidy.</p> <p>The student will have to demonstrate to TCC the need by showing that paying rent without the subsidy would be more than 40% of his or her income.</p>	<p>The hardship would allow the student an extra month of subsidy if required at the end of the program, or if he or she reaches 80% of AMI and is still paying 40% or more of income towards rent.</p>	Move forward with policy.

**Recommendation**

Approve Resolution 2014-5-28 (2) authorizing THA to adopt updates to the Administrative Plan.



# TACOMA HOUSING AUTHORITY

## RESOLUTION 2014-5-28 (2) UPDATE 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. Adopting the indicated updates to the Administrative Plan.

**Approved:** May 28, 2014

  
Greg Mowat, Chairman