



# Administrative Plan

## for the Housing Choice Voucher Program

April 21, 2016



**Housing Authority** of the **County of Santa Barbara**

# Background

- The Administrative Plan for the HCV/PBV Program was last adopted in June of 1999.
  - Sections have been amended, as needed.
  - The last amendment was 11/21/2013.
- A team was pulled together to review the plan in its entirety and propose changes.
  - PHA Staff
  - Consultant



# Background

- Public Notice and Comment
  - Published in the newspaper March 22, 2016 posted on the Agency website March 15, 2016, and distributed to resident council groups.
  - Draft Plan on website; hard copy available for review at the Admin Office.
  - Written comment deadline May 1, 2016.
  - Public Hearing April 21, 2016 at 5:00 PM.

# Summary of Changes

2016 PROPOSED	1999 (AMENDED)
548 Pages	113 Pages
24 CFR Citations Current	24 CFR Citations Outdated
Formatting Improved User-Friendly/Easy Reference	Formatting Adequate
Plan Overview / Executive Summary	N/A

# On Line Applications

2016 PROPOSED	1999 (AMENDED)
<p>Families may apply at the PHA's website found at: <a href="http://www.HASBARCO.org">www.HASBARCO.org</a>. For those families for whom applying online represents a hardship (no computer, not computer literate, etc.), HACSB will provide applications upon request at any HACSB office during normal business hours. These families may also request – by telephone or by mail – that an application be mailed to them via first class mail.</p>	<p>The application, together with all other materials relating to the family's eligibility and preference rating, etc., will be maintained in an active file for eligible applicants. Each family will be required to sign and date the application form attesting to it's accuracy.</p>

# Local Preferences - Additions

2016 PROPOSED	ADDITIONS
<p><b>Terminated for Insufficient Funding (50 points):</b> To any family that has been terminated from its HCV program due to insufficient program funding.</p> <p><b>Health and Safety (12 points):</b> To existing HACSB program participants in programs other than HCV who require a unit transfer for reasons of health and safety, where no appropriate unit within their current program is available.</p>	<p><b>TBRA (6 points):</b> A preference will be given to families who are within 24 months of exhausting their current HOME Tenant Based Rental Assistance (TBRA).</p> <p><b>Homeless (3 points):</b> A homeless preference will be given to homeless families.</p> <p><b><u>NOTE:</u></b> Preference points due to involuntary displacement by <b>private action</b> has been removed.</p>



# Income Limits

2016 PROPOSED	1999 (AS AMENDED)
<p>The PHA establishes its overall income limit at the <b>low-income</b> limit threshold or 80% AMI.</p> <p>HUD requires 75% of the families be extremely low-income (ELI). The PHA will monitor progress in meeting the income targeting requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.</p>	<p>The admissions goals will conform to HUD guidelines for new admissions and will target <b>extremely-low income</b> Families.</p>

# Criminal Screening

2016 PROPOSED	1999 (AMENDED)
<p><b>The PHA will perform a criminal background check through online screening services for every adult household member.</b></p> <p>If the results of the criminal background check indicate that there may be past criminal activity, but the results are inconclusive, the PHA will request a fingerprint card and will request information from the National Crime Information center (NCIC).</p>	<p>The PHA will screen applicants as thoroughly and fairly as possible for drug-related and violent criminal behavior.</p>



# Criminal Screening

2016 PROPOSED	1999 (AMENDED)
<p>If the PHA proposes to deny assistance based on a criminal record or on lifetime sex offender registration information, <b>the PHA must notify the household of the proposed action and must provide the subject of the record and the applicant a copy of the record and an opportunity to dispute the accuracy and relevance of the information prior to a denial</b> of admission. [24 CFR 5.903(f) and 5.905(d)].</p>	<p>The PHA will deny assistance based on lifetime sex offender registration information. In screening applicants, the PHA will perform criminal history background checks to determine whether any household member is subject to a lifetime sex offender registration requirement.</p>

# Fair Housing

2016 PROPOSED	1999 (AMENDED)
<p>When applicants with disabilities are denied assistance, the notice of denial must inform them of the PHA's informal review process and their right to request a hearing.</p> <p><b>In addition</b>, the notice must inform applicants with disabilities of their <b>right to request reasonable accommodations</b> to participate in the informal hearing process.</p>	<p>Where the PHA decides to terminate assistance to the family, the PHA must give the family written notice which states:</p> <p>Their right to request an Informal Hearing to be held before termination of assistance.</p>

# Occupancy Standards

2016 PROPOSED	1999 (AS AMENDED)
<p>The PHA will assign one bedroom for each two persons within the household, except in the following circumstances:</p> <p>A head of household with no spouse or co-head and with no children under 6 will be allocated his or her own bedroom.</p> <p>Live-in aides will be allocated a separate bedroom.</p> <p>Single person families will be allocated one bedroom.</p>	<p>The bedroom size should not require more than two persons to occupy the same bedroom or require persons of opposite sex, other than the tenant and co-tenant, to occupy the same bedroom with the exception of infants and very young children.</p> <p>Families will be provided the opportunity to make their own assessment in such cases.</p>

# Housing Quality Standards (HQS)

2016 PROPOSED	1999 (AS AMENDED)
If a unit passes the first 'annual' inspection, the unit will be subject to <u>biennial HQS inspections</u> . If a unit fails the first 'annual' inspection the unit will be subject to annual HQS inspections.	the PHA will inspect each unit <u>at least annually</u> and at other times as may be necessary to be assured that the Owner is meeting the obligation to maintain the unit in Decent, Safe, and Sanitary condition, and to provide the agreed upon utilities and other services.

# Housing Quality Standards (HQS)

2016 PROPOSED	1999 (AS AMENDED)
The owner will be required to repair an inoperable smoke detector unless the PHA determines that the family has intentionally disconnected it/made it inoperable (by removing batteries or other means). In this case, the family will be required to repair the smoke detector within 24 hours. All SRO facilities must have a sprinkler system that protects major spaces, hard-wired smoke detectors, and any other equipment required by state or local law.	Not specific.

# Annual Reexamination

2016 PROPOSED	1999 (AS AMENDED)
Families are generally not required to participate in an annual reexamination face-to-face interview. <u>Families will be sent annual reexamination paperwork by mail, and advised that if they return the requested information in a timely manner, and all documents are properly completed, the PHA will not require the family to come in for a face-to-face interview.</u>	the PHA will annually reexamine the status of each tenant family to determine eligibility for continued occupancy





# Questions?



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