

RESOLUTION NO. _____

**APPROVAL OF REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN**

Item No. 5D

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Housing Choice Voucher (HCV) providers adopt an Administrative Plan to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the HCV Program Administrative Plan and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, LMHA finds it necessary to revise the existing HCV Program Administrative Plan to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, the LMHA is proposing revisions to multiple sections of the HCV Program Administrative Plan; and

WHEREAS, a summary of the proposed revisions is included in this resolution; and

WHEREAS, these proposed revisions were made available for public comment from November 16, 2023 through December 18, 2023 and a public hearing was held on December 4, 2023.

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Housing Choice Voucher Program Administrative Plan revisions are adopted.

RESOLUTION BACKGROUND STATEMENT

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I. STATEMENT OF FACTS:

LMHA periodically reviews its HCV Program Administrative Plan to ensure that the admissions and occupancy policies described therein are compliant with the latest rules and regulations issued by HUD and that the HCV Program is operated in a manner that is effective, efficient, and beneficial to residents. To that end, LMHA is now proposing the following significant changes to its Administrative Plan:

Note: The reference cited at the end of each bullet point below refers to the section of the document that contains the complete text of the change.

- Note that implementation of Housing Opportunity Through Modernization Act of 2016 (HOTMA) Sections 102 and 104 has been delayed from January 1, 2024 to January 1, 2025 (3.A.5.b.v-vii; 3.B.2.1; 5.D.b.1.i.A; 12.D.1; Definitions)
- Add an admissions preference for families who received a Stability Voucher but are no longer receiving Continuum of Care (CoC) services (4.C.2.b.viii)
- Simplify the resident moving process to remove a requirement that the initial landlord must certify that the resident is in substantial compliance with their lease (VII.A)
- Change the term of a voucher for existing participants moving between units to 60 days (VII.B)
- When a new child is added to a family, indicate that during the period that LMHA is awaiting documentation of a Social Security Number, LMHA will include the child as part of the assisted household and the child will be entitled to all the benefits of a household member (10.D.E)
- Note that per regulation LMHA is permitted to inspect HCV units biennially. LMHA retains the ability to inspect units annually at its discretion (13.A)
- For Project-Based Voucher units, LMHA reserves the right to use Administrative Fees to assist tenants with security deposits, utility deposit assistance, various application fees, holding fees, and/or rental insurance (17.F.4)

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I. STATEMENT OF FACTS (cont'd):

- LMHA may use an alternate Project-Based Voucher rent schedule for future Requests for Proposals (17.H.1.a.i)
- Expand the permitted uses of Emergency Housing Voucher Program service fees to include housing mobility services, rental arrears assistance, storage expenses, lock-change fees, and services that mitigate barriers that individual families may face in maintaining occupancy of a unit (25.A)
- Add a new chapter to describe the Stability Voucher Program (26)
- Update HCV payment standards (Appendix 1)
- Update the value of the standard medical deduction (Appendix 5)
- Add special referral vouchers for the following partners:
 - Family Scholar House (60 vouchers)
 - Louisville Metro Police Department Victims Services (10 vouchers)
 - My Chosen People (10 vouchers)
 - Peace Education Program (10 vouchers)
 - REBOUND, Inc. (15 vouchers)
 - UP for Women and Children (10 vouchers)
 - Zora's Cradle (10 vouchers) (Appendix 8)
- Update the rent schedule for the Project-Based Voucher Program (Appendix 9)
- Update payment standards for the Emergency Housing Voucher, Stability Voucher, and Veterans Affairs Supportive Housing (VASH) programs (Appendix 10)

II. ALTERNATIVES:

- A. Approve all the revisions to the HCV Program Administrative Plan.
- B. Approve a portion of the revisions to the HCV Program Administrative Plan.
- C. Do not approve the revisions to the HCV Program Administrative Plan.

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III. RECOMMENDATION:

Staff recommends Alternative "A."

IV. JUSTIFICATION:

HUD requires that Housing Choice Voucher (HCV) providers adopt a written Administrative Plan that establishes local policies for administration of the program. This document guides staff in administering the HCV Program and informs residents and the general public of the Housing Authority's admissions and occupancy policies.

Submitted by: Eric Proctor
Compliance Manager
December 19, 2023