



MUSCATINE MUNICIPAL HOUSING AGENCY

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MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Yerington, Housing Administrator
DATE: November 21, 2013
RE: Resolution to approve update's to Section 8 Administrative Policy

INTRODUCTION: Muscatine Municipal Housing Agency (MMHA) operates the Housing Choice Voucher Program under the guidelines set forth by the Department of Housing and Urban Development (HUD).

BACKGROUND: Staff has reviewed federal regulations and HUD recommendations and is now recommending changes that will allow MMHA to better serve our residents. The Resident Advisory Board has also reviewed and supports the changes as presented.

RECOMMENDATION / RATIONALE: It is recommended that city council approve the attached resolution and authorize changes as recommended.

BACKUP INFORMATION: Attached resolution
Attached revision list of changes

RESOLUTION NO. _____

**RESOLUTION AUTHORIZING CHANGES TO
MUSCATINE MUNICIPAL HOUSING AGENCY
ADMINISTRATIVE POLICY FOR THE
SECTION 8 TENANT-BASED HOUSING CHOICE VOUCHER PROGRAM**

WHEREAS, a revision of the Section 8 Tenant-Based Housing Choice Voucher Program Administrative Policy is necessary to more efficiently administer the program and to comply with recent federal regulatory requirements; and,

WHEREAS, staff has reviewed federal regulatory requirements along with Department of Housing and Urban Development and the Resident Advisory Board recommendations and has made revisions for updating the Administrative Policy, and;

WHEREAS, revisions to the administrative policy are in the best interest of the Muscatine Municipal Housing Agency and the community; and,

WHEREAS, the city council, acting as the MMHA Board of Commissioners, must authorize and approve all policy changes to the Section 8 Tenant-Based Housing Choice Voucher Program Administrative Policy.

NOW THEREFORE, BE IT RESOLVED, the city council hereby approves and authorizes policy changes to the Section 8 Tenant-Base Administrative policy as presented.

MOVED, PASSED AND ADOPTED this 21 day of November 2013.

**BY THE CITY COUNCIL OF
THE CITY OF MUSCATINE, IA**

DEWAYNE HOPKINS, MAYOR
CITY OF MUSCATINE, IOWA

ATTEST:

GREGG MANDSAGER, CITY CLERK
CITY OF MUSCATINE, IOWA

CHANGES ADMISSIONS HOUSING CHOICE VOUCHER ADMINISTRATIVE POLICIES MUSCATINE MUNICIPAL HOUSING AUTHORITY PASSED BOARD 11/21/13

Chapter 2 FAIR HOUSING AND EQUAL OPPORTUNITY

PHA Policy Page 2-7

A specific name and phone number ~~of designated staff~~ will be ~~indicated as the contact for requests for accommodation for persons with disabilities~~ provided to process requests for accommodation.

The PHA will display posters and other housing information and signage in locations throughout the PHA's office in such a manner as to be easily readable from a wheelchair.

Chapter 3 ELIGIBILITY

PHA Policy Page 3-9

The PHA will request verification ~~of the family member's permanent absence~~ from a responsible medical professional ~~and will use this determination~~. If the responsible medical professional cannot provide a determination, the person ~~generally~~ will be considered temporarily absent. ~~The family may present evidence that the family member is confined on a permanent basis and request that the person not be considered a family member~~ If the family certifies that the family member is confined on a permanent basis, they may present, and the PHA will consider, any additional documentation or evidence.

PHA Policy Page 23-25

The PHA will use the Dru Sjodin National Sex Offender database to screen applicants for admission. Additionally, PHAs must ask whether the applicant, or any member of the applicant's household, is subject to a lifetime registered sex offender registration requirement in any state [Notice PIH 2012-28].

PHA Policy Page 3-28

If so, upon the family's request, the PHA will determine whether ~~alternative measures are appropriate as a reasonable accommodation~~ admitting the family as a reasonable accommodation is appropriate.

Chapter 4 APPLICATIONS, WAITING LIST AND TENANT SELECTION

PHA Policy Page 4-16

~~Documents~~ All documents that must be provided at the interview ~~to document the legal identity of household members~~, including information about what constitutes acceptable documentation ~~Other documents and information that should be brought to the interview~~

The ~~interview will be conducted only if the~~ head of household or spouse/cohead ~~provides appropriate~~ must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity). If the family representative does not provide the required documentation, ~~the appointment may be rescheduled when the proper documents have been obtained at the time of the interview, he or she will be required to provide it within 10 business days~~

Chapter 5 BRIEFINGS AND VOUCHER ISSUANCE

PHA Policy Page 5-3

~~When PHA-owned units are available for lease, the PHA will inform the family during the oral briefing that the family has the right to select any eligible unit available for lease, and is not obligated to choose a PHA-owned unit.~~

PHA Policy Page 5-5

~~When PHA-owned units are available for lease, a written statement that the family has the right to select any eligible unit available for lease and is not obligated to choose a PHA-owned unit~~

PHA Policy Page 5-7

The PHA will determine if a family has committed serious or repeated violations of the lease based on available evidence, including but not limited to, a court-ordered eviction or an owner's notice to evict, police reports, and affidavits from the owner, neighbors, or other credible parties with direct knowledge.

Chapter 6 INCOME AND SUBSIDY DETERMINATIONS

PHA Policy Page 6-6

The approval of a caretaker is at the owner and PHA's discretion and subject to the owner and PHA's screening criteria.

PHA Policy Page 6-8

~~EIV quarterly wages will not be used to project annual income at an annual or interim reexamination.~~

Chapter 7 VERIFICATION

PHA Policy Page 7-7

As verification of earned income, the PHA will ~~request pay stubs covering the 60-day period prior to the PHA's request~~ require the family to provide the two most current, consecutive pay stubs.

PHA Policy Page 7-10

Legal identity will be verified ~~on an as-needed basis~~ for all applicants at the time of eligibility determination and in cases where the PHA has reason to doubt the identity of a person representing him or herself to be a participant.

PHA Policy Page 7-20

Wages

For wages other than tips, the family must provide originals of the two most current, consecutive pay stubs.

PHA Policy Page 7-21

~~www.ssa.gov~~ ~~www.socialsecurity.gov~~ ~~www.ssa.gov~~ ~~www.socialsecurity.gov~~

PHA Policy Page 7-22

Family's self-certification of amount received ~~and of the likelihood of support payments being received in the future, or that support payments are not being received.~~

PHA Policy Page 7-25

The PHA will accept the family's self-certification as verification of fully excluded income. The PHA may request additional documentation if necessary to document the income source.

The PHA will verify the source and amount of partially excluded income as described in Part 1 of this chapter. ~~reconcile differences in amounts reported by the third party and the family only when the excluded amount is used to calculate the family share (as is the case with the earned income disallowance). In all other cases, the PHA will report the amount to be excluded~~

~~as indicated on documents provided by the family.~~

PHA Policy Page 7-30

If expenses are verified through a third party, the third party must certify that the expenses are not paid or reimbursed from any other source.

PHA Policy Page 7-33

The family ~~(and the care provider)~~ will be required to certify that the child care expenses are not paid or reimbursed to the family from any source.

Chapter 8 HOUSING QUALITY STANDARDS AND RENT REASONABLENESS DETERMINATIONS

PHA Policy Page 8-6

If an owner fails to correct life- threatening conditions as required by the PHA, the ~~housing assistance payment will be abated and the HAP contract will be terminated~~ PHA will enforce the HQS in accordance with HUD requirements. See 8-II-G.

If a family fails to correct a family- caused life- threatening condition as required by the PHA, the PHA ~~may terminate the family's assistance~~ will enforce the family obligations. See 8-II.H.

PHA Policy Page 8-11

Following a failed reinspection, the family may submit a new Request for Tenancy Approval ~~for the unit if the family has not found another unit by the time the owner completes all repairs and the family continues to wish to live in the unit~~ after the owner has made repairs, if they are unable to locate another suitable unit.

Chapter 12 TERMINATION OF ASSISTANCE AND TENANCY

PHA Policy Page 12-2

The request to terminate assistance should be made in writing and signed by the head of household, and spouse, or cohead ~~if applicable. Before terminating the family's assistance, the PHA will follow the notice requirements in Section 12-II.F.~~

Chapter 14 PROGRAM INTEGRITY

PHA Policy Page 14-3

~~The PHA anticipates that the vast majority of families, owners, and PHA employees intend to and will comply with program requirements and make reasonable efforts to avoid errors.~~

At every regular reexamination, PHA staff will explain any changes in HUD regulations or PHA policy that affect program participants.

The PHA will provide owners with ongoing information about the program, with an emphasis on actions and situations to avoid.

PHA Policy Page 14-5

The PHA routinely will use ~~available~~ HUD and other non-HUD sources of upfront income verification, ~~including HUD's EIV system, to compare with family provided information.~~ This includes The Work Number and any other private or public databases available to the PHA.

PHA Policy Page 14-8

Increases in the family share will be implemented ~~only after the family has received 30 days' notice~~ on the first of the month following a written 30-day notice.

Chapter 16 PROGRAM ADMINISTRATION

PHA Policy Page 16-22

~~In addition, within 10 business days after the date the hearing officer's report is mailed to the PHA and the participant, the PHA or the participant may request a rehearing or a further hearing. Such request must be made in writing and postmarked or hand-delivered to the hearing officer and to the other party within the 10 business day period. The request must demonstrate cause, supported by specific references to the hearing officer's report, why the request should be granted.~~

~~A rehearing or a further hearing may be requested for the purpose of rectifying any obvious mistake of law made during the hearing or any obvious injustice not known at the time of the hearing.~~

~~It shall be within the sole discretion of the PHA to grant or deny the request for further hearing or rehearing. A further hearing may be limited to written submissions by the parties, in the manner specified by the hearing officer.~~