



MUSCATINE MUNICIPAL HOUSING AGENCY

ITEM 11E

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MEMORANDUM

TO: Gregg Mandsager, City Administrator
FROM: Richard Yerington, Housing Administrator
DATE: November 7, 2012
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 15th day of November 2012.

**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 to policies other then Nan, Mckay

Chapter 4 Page 3

While the waiting list is open

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4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

PHA Policy

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list reaches 18 months for the most current applicants.

The PHA uses a lottery system when closing the waiting list. The waiting list will be closed as required at the end of each pre determined lottery opening and closing.

Reopening the Waiting List

PHA Policy

The PHA uses a lottery system when closing the waiting list. The waiting list will be closed as required at the end of each pre determined lottery opening and closing.

Chapter 5 Page 15

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

PHA Policy

The initial voucher term will be 120 60 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120 60-day period unless the PHA grants an extension.

Extensions of Voucher Term [24 CFR 982.303(b)]

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Suspensions of Voucher Term [24 CFR 982.303(c)]

PHA Policy

When a Request for Tenancy Approval and proposed lease is received by the PHA, the term of the voucher will not be suspended while the PHA processes the request.

Expiration of Voucher Term

PHA Policy

If an applicant family's voucher term or extension expires before the family has submitted a Request for Tenancy Approval (RTA), the PHA will require the family to reapply for assistance. ~~If an RTA that was submitted prior to the expiration date of the voucher is subsequently disapproved by the PHA (after the voucher term has expired), the family will be required to reapply for assistance.~~

Chapter 11 page 11 Remove

~~Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect as required by 11-II.D. Processing the Interim Reexamination~~

Page 12 ADD

If the family requests in writing an interim reexamination, the PHA will comply with the family request and conduct an reexamination, if a interim results in an increase in the family share the increase will be processed accordingly. See Section 11-II.D. for effective dates.

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PHA Policy

~~Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect.~~