

Agency Plan

6.0 (a)

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

**ELEMENT 1: REVISIONS TO PHA PLAN ELEMENTS GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS POLICIES, INCLUDING DECONCENTRATION AND WAIT LIST PROCEDURES:**

Public Housing and Section 8 – revise language under Formal Application to reflect that all members age 18 and older must attend the appointment and having missed one appointment for the full application will result in the application being retired unless they contact the Agency prior to the appointment date. Also revising the use of net family income to gross family income when calculating eligibility.

Public Housing and Section 8 – revise language under the Income section to reflect calculating fluctuating hours by using monthly average of the gross projected over 12 months. Remove language regarding sporadic income of \$500 per month. Clarifying language regarding in-kind gifts and contributions. Clarifying language for real property owned by an applicant or participant to state the use of actual conversion costs and if not available using 7% of the assessed value as costs to convert to cash.

Public Housing and Section 8– Add language under Eligibility to include:

Adult household members of a previous head of household that owes money to DMMHA or another federally subsidized program will be held responsible for the monies owed if they were over the age of 18 and a member of the assisted household at the time it was determined that the assisted household owed money to DMMHA or any other federally subsidized program.

Adult household members of a previous head of household that has negative past or current participation with DMMHA or another federally subsidized program will be held responsible for the negative past participation if they were over the age of 18 and a member of the assisted household at the time it was determined that the assisted household was terminated/evicted by DMMHA or any other federally subsidized program.

The DMMHA will review each applicant family on a case-by-case basis and may consider an applicant to have passed the screening criteria (other than criteria regulated by Housing and Urban Development) if there is sufficient evidence provided by the applicant that they are not currently engaged in or have not, within a reasonable period of time, engaged in any activity that would otherwise result in the applicant being determined ineligible for assistance. Sufficiency of the evidence is at the sole discretion of the DMMHA.

Public Housing and Section 8 – revise language under Exceptions to Occupancy Standards to allow the Occupancy and Program Enforcement and the Leasing Administrator to grant exceptions instead of the Director.

Public Housing - remove language regarding home visit ratings.

Public Housing – revise language under Changes in Household Composition to remove the need for 24 hour exclusive care of the applicant for those needing live-in-aides.

Public Housing – add language under Unit Size Consideration to state that the family of a live-in-aide will not be allocated additional bedrooms.

Public Housing – revise language under Occupancy standards to allow for 4 persons maximum in a 2 bedroom unit. Remove language regarding children sharing bedrooms. Add language clarifying that

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married couples are eligible for a one bedroom unit. Remove students from persons residing in the unit 50% of the year for consideration for bedroom size.

Public Housing – Site Based Waiting Lists - Revised charts to reflect current statistics. Current statistics reflect a slight increase in the number of Hispanic applicants for all sites and an increase in the number of disabled applicants for the designated elderly sites from the original base numbers from 2005. Current statistics reflect a slight decrease in the number of disabled applicants for Royal View Manor site.

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Public Housing – Deconcentration - Revised the charts to reflect current statistics. Current statistics verify that all DMMHA covered projects are within the deconcentration guidelines of being at or below 30% of the average median income which is \$20,700. DMMHA is completing an approved HUD Disposition Program and is unable to re-rent any vacated units covered under disposition, therefore, DMMHA will not be changing any policies or marketing efforts to see out lower income participants for any of the covered projects.

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Section 8 – revise language under verification of income to reflect verifications prior to voucher issuance are to be 60 days current instead of 120 days. Verifications for initial lease up and for annual recertifications for current participants will be valid for 120 consecutive days from date of receipt.

Section 8 – revise language under Notification to Ineligible Families to remove the page number and refer to the Informal Review and Hearings section of the Plan.

Section 8 – revise language regarding Subsidy Standards to read as follows:

A family member age 18 or older who is temporarily out of the unit will not be counted as a family member at initial entry or relocation. The family member will be added in accordance with the “Add Family Member” procedures of DMMHA. A family member age 18 or older who is temporarily out of the unit during occupancy will be considered temporarily absent if they will be returning home within 180 consecutive calendar days. DMMHA defines “temporarily absent” as an absence of not more than 180 consecutive calendar days.

Live-in aides and the effect on subsidy standards: At initial entry or relocation, the family will not be eligible for an additional bedroom for the live-in aide until such time as the live-in aide has been identified by the family and approved by DMMHA. The Housing Choice Voucher size will be changed upon approval of DMMHA only if the approval occurs prior to the effective date of the Housing Assistance Payments Contract (HAP). If the approval of DMMHA occurs AFTER the effective date of initial occupancy or the effective date of relocation the Housing Choice Voucher size will be changed at the family’s next annual re-examination.

A family in occupancy that now requires and is approved for a live-in aid will have the Housing Choice Voucher size changed at the family’s next annual re-examination.

During occupancy, a family that has had a live-in aide but is in the process of changing live-in aides “between live-in aides” will be permitted to maintain the additional voucher subsidy until their next annual re-exam.

Section 8 – revise language under Briefing Sessions to allow rescheduling if the applicant contacts the Agency within 24 hours before or after the date of the briefing.

Section 8 – revise language under Selection of Housing and Lease Approval to state that after the initial lease term, the lease will continue on a month to month basis unless a new lease is signed. Delete language regarding closing date of a sale of a Public Housing Disposition unit. Add language regarding exceptions to start of the lease term for participants in the Veteran’s Administrative Supportive Housing Program. Add language stating the DMMHA will not provide assistance for a family that owns a manufactured home and only wishes to lease the space on which the home is placed. Revise language regarding HQS repairs not

made by the owner within 30 days will result in the Voucher expiration date being adjusted and a new Request for Tenancy Approval must be submitted.

Section 8 – revise language under Issuance of Voucher to allow an additional 30 day extension (after the first 60 and possible extension for second 60 days) for persons requiring a three bedroom or higher unit, persons looking for an accessible unit or persons with a disability who are having difficulty locating a unit.

Section 8 – Add language regarding Suspension of Search Time as follows:

The DMMHA will suspend the housing choice voucher term if the family has submitted a request for tenancy approval during the voucher term. “Suspension” means stopping the clock on a family’s voucher term when a family submits the request for tenancy approval until the time the PHA approves or denies the request, or the owner and family agree to mutual rescind the request for tenancy approval. This suspension of time is also called “tolling”. Search time will be extended for a request for tenancy approval that is denied by DMMHA by calculating the days from the date the request for tenancy approval was received by DMMHA to the date that DMMHA denies the request or the owner and family agree to mutually rescind the request for tenancy approval. Those “processing” days will be added to the current voucher expiration date to determine the new voucher expiration date.

Section 8 – revise language under Owner Screening to clarify when a City rental inspection is needed. Add language regarding ensuring owners to do not owe any inspection fees to Housing Code Enforcement.

Section 8 – revise language under Special Housing types to clarify that Shared Housing and Congregate Housing are offered for applicants with special needs as determined by DMMHA.

Section 8 – add language regarding the VASH Program and Enhanced Vouchers for Over-housed Families as follows:

Veteran’s Administration Supportive Housing (VASH)

The VASH Program is a partnership between the DMMHA and the Veteran’s Administration Medical Center (VAMC) to provide rental assistance for homeless veterans. The DMMHA will administer the VASH program in accordance with federal regulations, as amended.

In the event that the VAMC case management staff determines that a VASH participant no longer requires case management, the DMMHA will, upon passing the Agency’s screening criteria for the Section 8 Housing Choice Voucher Program, offer the family continued Housing Choice Voucher assistance through one of its regular vouchers to free up the VASH voucher for another eligible family referred by the VAMC.

Enhanced Voucher Requirements for Over-housed Families

The DMMHA will administer Enhanced Vouchers for over-housed families in accordance with PIH Notice 2008-12, as amended.

Upon determination that an enhanced voucher participant has become over-housed, the DMMHA will require that the family residing in the oversized unit move to an appropriate sized unit within 60 days from the date the appropriate sized unit comes available in the project. In the event that the family does not move to the appropriate sized unit within the 60 day time-frame, the family will no longer continue to receive Enhanced Voucher assistance and the subsidy calculation will be based on the gross rent for the appropriate sized unit.

If there are more over-housed families than the number of available appropriate size units at any given time, the DMMHA will require over-housed families to move according to the length of time the family had been living in the over-housed unit, starting with the family over-housed for the longest period of time first and working towards the family with the shortest time over-housed.

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