



CITY OF TUCSON  
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
ADMINISTRATION DIVISION

**SUMMARY OF CHANGES**  
**HOUSING CHOICE VOUCHER PROGRAM**  
**ADMINISTRATIVE PLAN**  
**FISCAL YEAR 2016**  
**July 1, 2015**

**Repayment Agreements**

Repayment agreements will be due and payable no later than the 15<sup>th</sup> of the month at 5:00 p.m.

The debt must be at least \$100 in order to enter a repayment agreement.

Repayment agreement amounts between \$100 and \$500 must be paid within six (6) months.

Overpayments caused by staff error will be paid out of Admin and not charged to the participants.

**Annual Reexaminations**

The PHA will allow annual examinations by mail for most families. Notification of annual reexamination will be sent by first-class mail and will contain the date the documentation is required to be returned to us. In addition, it will inform the family of the information and documentation that must be submitted.

If the family is unable to meet this deadline, the family should contact the PHA in advance in order to schedule an appointment.

If a family fails to attend this scheduled interview without PHA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.

We will adopt triennial re-certifications, once it is allowed by regulation.



## **Waiting List Preferences**

Expansion of definition for Displaced By Government Action preference to include condemnation of existing residence by Code Enforcement. Preference will also be added for residency, limited referral based homeless and FUP youth whose 18 months of FUP assistance has expired.

## **Targeted Funding**

Section 8 Housing Choice Voucher Program Administrative Plan is being revised to state that there will be targeted funding and preference points for; FUP, VASH, NED, and Mainstream.

## **Project Based Vouchers**

We will pursue expanding our Project Based Voucher program to a cap of 260 vouchers and allow SRO's only in this program and MOD Rehab.

We will allow receiving supportive services as an exemption unit in our Project Based Voucher program.

## **Overlapping**

Section 8 Housing Choice Voucher Program Administrative Plan will be revised to allow overlapping for a maximum of 10 days.

## **Negligible Income**

Section 8 Housing Choice Voucher Program Administrative Plan will be revised to define negligible income as less than \$2,400.

## **Family Obligations**

Family Obligations in the Section 8 Program will be revised to clearly state that clients must be able to receive mail at all times.



### **Re-Inspection Fees**

Should it pass, we will adopt the option to charge re-inspections fees to Section 8 Landlords when the owner reports that an HQS violation has been corrected but inspection reveals that the violation still exists. The optional reasonable fee will not be charged to applicants or participants.

### **Earned income disallowance**

Should the regulations governing the earned income disallowance be revised, we will adopt this.

### **Waiting List**

The waiting list for the Section 8 Program will no longer be based on a lottery system. Applicants will now apply through an on-line portal and the waiting list will be by date and time and remain continuously open. We will maintain a separate waiting list for; Mainstream and each project based project.

### **Tolling**

Section 8 Housing Choice Voucher Program Administrative Plan will be revised to state that if and RTA was submitted prior to the expiration of the voucher and is subsequently disapproved by the PHA (after the voucher has expired), tolling days will be granted.

**Update to Definition of “Family” in eligibility, selection and admission policies to include regulatory changes in relation to HUD’s Equal Access Rule.**

**Update VAWA references throughout the policy to include “sexual assault”.**

**Update to Service Animal and Assistance Animal Definitions and Verification of Need**

Notice FHEO 2013-01 was published on April 25, 2013. This notice explains the difference between service animals and assistance animals. While the ADA applies to the premises of public housing agencies and to “public accommodations” such as stores and movie theaters, it does not apply to private market rental housing. Therefore, in public housing, the PHA must evaluate a request for a service animal under both the ADA and the Fair Housing Act. Service animals are limited to trained dogs. Assistance animals

