



CITY OF TUCSON  
HOUSING & COMMUNITY DEVELOPMENT DEPARTMENT  
ADMINISTRATION DIVISION

**SUMMARY OF CHANGES**  
**HOUSING CHOICE VOUCHER PROGRAM**  
**ADMINISTRATIVE PLAN**  
**FISCAL YEAR 2018**  
**July 1, 2018**

Homeless Preference Program:

The PHA will increase HPP to include homeless youth between the ages of 18 and 24 years of age with case management services.

Criminal Background Screenings:

The PHA will change the review period from five years to three years for a review of history.

Occupancy Standards:

The PHA will retain the right to consider circumstances related to occupancy standards for families who are voluntarily participating in the Department of Children's Services In-Home Services to avoid entering the court system. Each request for the addition of family members will be considered on a case-by-case basis to avoid over-crowding.

Repayment Agreements:

The PHA is increasing the amount of debt a participant may owe from \$5,000 to \$7,500. An amount below the \$7,500 will be eligible for a repayment agreement to the agency so that they may retain their housing assistance.

The PHA will retain the requirement that amounts under \$100 be paid in full and are not eligible for a repayment agreement.

The down payment for the plan will be as follows:

- Amounts between \$101 and \$500 – 30% down with a cap of \$125
- Amounts between \$500 and \$2,000 – 25% down with a cap of \$400
- Amounts between \$2,001 and \$5,000 – 20% down with a cap of \$750
- Amounts over \$5,000 – 15% down with a cap of \$1,000



**Emphasis Elite Software implementation will allow the PHA to provide the following:**

Demand Debit: The PHA will provide the ability for residents to approve the ability for payments to be taken from their accounts on a regular basis for rents or other approved payments.

Portals for Online Recertifications and other processes:

Online portals will be available for program applicants and participants. Families will have the ability to complete annual re-certifications online with the use of electronic signatures, uploaded scans of documents, and digital communication.

FAST Act – Triennial Reexams

- The PHA may verify income from fixed income sources once every three years, applying the reported cost of living adjustments (COLA) in the intervening years.
- The PHA may adjust the non-fixed income when at least 90 percent of the family's income is from fixed income source.
- The PHA will verify and adjust the non-fixed income sources annually.

