



Housing Choice Voucher Program Administrative Plan: Update to Administrative Plan Changes Required by HOTMA

Housing Authority Meeting
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Housing Choice Voucher (HCV) Program Overview

- Primary rental assistance program under Department of Housing and Urban Development (HUD)
- Administered by local Public Housing Authorities (PHA) operating under contract with HUD
- Santa Rosa Housing Authority is contracted to administer 1,925 HCVs

HCV Program Regulations

- Code of Federal Regulations (CFR) Part 24 outlines chief requirements of the HCV program
- Additional guidance appears in Public and Indian Housing (PIH) Notices
- Discretionary policies are determined by the Housing Authority Board of Commissioners and outlined in the local Administrative Plan

HCV Administrative Plan

- The Administrative Plan must be adopted by the Housing Authority Board of Commissioners at a public meeting
- Changes to the Administrative Plan may be specific to a certain subject and affect only parts of the Administrative Plan
 - Project-Based Voucher and Emergency Housing Voucher policies, local wait list preferences
- Regulation changes anticipated in 2024 will affect all sections of the Administrative Plan

Anticipated Changes

- Significant changes to the HCV Program were passed under the Housing Opportunity Through Modernization Act of 2016 (HOTMA)
- PHAs must implement HOTMA changes to include the use of:
 - Implementation guidance issued by HUD on September 29, 2023
 - Revised HUD-50058 form released on October 6, 2023
 - The Housing Information Portal (HIP), still in testing phase
 - PHA software updates to reflect revised 50058 form and HIP requirements

Timeline for Changes

- Per HUD requirement, “Once a PHA is ready to transition to the HOTMA rules, it must do so in all affected areas.”
- Transition must be complete no later than January 1, 2025
- The September 29, 2023 implementation notice provided additional information for PHAs to determine their specific transition deadline

Timeline for Changes

- Santa Rosa Housing Authority deadline to update the Administrative Plan to HOTMA regulations is April 17, 2024
- Full operations under HOTMA regulations may not be possible by April 2024 due to HIP functionality; may require two sets of “pre-HOTMA” and “post-HOTMA” policies

Additional Changes

- National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection standards replacing Housing Quality Standards per HUD requirement
- Other minor language revisions

Plan for Review and Adoption – Revised

- Study Session 1: Definition and purpose of Administrative Plan, high level review
- *Study Session 2: Update to anticipated timeline for implementation*
- *Study Session 3: Draft Administrative Plan presented, will seek direction about discretionary policies*
- *Report Item to adopt new Administrative Plan will be scheduled before April 17, 2024*
- *Additional changes will be necessary in 2024 depending on HUD's timeline and requirements*