



Housing Choice Voucher Program Administrative Plan: Definition and Purpose of the Administrative Plan

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

Discretionary Policies

- Where PHAs may make policy decisions is identified in the CFRs
- The majority of regulations are inflexible
- Best practices and intention to reduce administrative burden for participants, owners and staff can help guide decisions
- Other decisions are based on local need, programs, partnerships

Anticipated Changes

- The Housing Opportunity Through Modernization Act of 2016 (HOTMA) makes significant changes to the HCV program
 - Eligibility
 - Definition of income
 - Rental calculation
- PHAs are required to update their Administrative Plans by January 1, 2024
- Implementing regulations are still pending

Anticipated Changes

- Before PHAs can transition to HOTMA:
 - Implementation guidance must be issued
 - New HUD-50058 form must be released
 - New HUD data system must be operational
 - PHA software must be updated based on the new information and systems
- Per HUD Notice, “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 December 31, 2024

Additional Changes

- National Standards for the Physical Inspection of Real Estate (NSPIRE) inspection standards replacing Housing Quality Standards per HUD requirement
- Update waitlist process and procedures to reflect new format
- Other minor language revisions

Plan for Review and Adoption

- Study Session 1: Definition and purpose of Administrative Plan, high level review
- Study Session 2: Draft Administrative Plan presented, will seek direction about discretionary policies
- Study Session 3: Review revisions to draft Administrative Plan
- Report Item in December to adopt new Administrative Plan
- Additional changes may be necessary in 2024 depending on HUD's timeline and requirements