



Housing Authority of the City of Columbia, Missouri

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To: Resident Advisory Board

From: Phil Steinhaus, CEO

Date: July 11, 2013

RE: Proposed Changes to Housing Choice Voucher Section 8 Administrative Plan Effective August 20, 2013

Summary of Proposed Revisions

The Columbia Housing Authority (CHA) have been charged with streamlining procedures and processes within our Section 8 Housing Choice Voucher Program in order to reduce administrative burdens and related expenses. The affected Administrative policies are listed below.

Inspection Results and Reinspections

PHA Policy

If any HQS violations are identified, the owner will be notified of the deficiencies and be given a time frame to correct them. If requested by the owner, the time frame for correcting the deficiencies may be extended by the PHA for good cause. The PHA will reinspect the unit within 5 days of the date the owner notifies the PHA that the required corrections have been made.

Proposed Changes

The Columbia Housing Authority will not conduct HQS re-inspections except for health and safety issues or where units have more than 5 but less than 10 failed items. For those units not being reinspected, the tenant and landlord will be required to certify that the items are corrected. A copy of the work order (s) used to correct the failed item(s) or photo verification may be required as well. The inspector will use his or her discretion to determine if the unit must be physically reinspected or not. If it is determined that at the next scheduled inspection that the failed items were not corrected as certified, the family's housing assistance may terminate and the landlord may be barred from participating in the program in the future.

If the time period for correcting the deficiencies (or any PHA-approved extension) has elapsed, or the unit fails HQS at the time of the reinspection, the PHA will notify the owner and the family that the unit has been rejected and that the family must search for another unit. The PHA may agree to conduct a second reinspection, for good cause, at the request of the family and owner.

PHA Policy

When life threatening conditions are identified, the PHA will immediately notify both parties by telephone, facsimile, or email. The notice will specify who is responsible for correcting the violation. The corrective actions must be taken within 24 hours of the PHA's notice.

When failures that are not life threatening is are identified, the PHA will send the owner and the family a written notification of the inspection results within 5 days of the inspection. The written notice will specify who is responsible for correcting the violation, and the time frame within which the failure must be corrected. Generally not more than 30 days will be allowed for the correction.

Proposed Changes

The Columbia Housing Authority will not conduct HQS re-inspections except for health and safety issues or where units have more than 5 but less than 10 failed items. For those units not being reinspected, the tenant and landlord will be required to certify that the items are corrected. A copy of the work order (s) used to correct the failed item(s) or photo verification may be required as well. The inspector will use his or her discretion to determine if the unit must be physically reinspected or not. If it is determined that at the next scheduled inspection that the failed items were not corrected as certified, the family's housing assistance may terminate and the landlord may be barred from participating in the program in the future.

If the time period for correcting the deficiencies (or any PHA-approved extension) has elapsed, or the unit fails HQS at the time of the reinspection, the PHA will notify the owner and the family that the unit has been rejected and that the family must search for another unit. The PHA may agree to conduct a second reinspection, for good cause, at the request of the family and owner.

Following a failed re-inspection, the family must submit a new Request for Tenancy Approval for a different unit.

PHA Policy

The PHA will conduct interim reexaminations in each of the following instances:
For families receiving the Earned Income Disallowance (EID), the PHA will conduct an interim reexamination at the start and conclusion of the second 12 month exclusion period (50 percent phase-in period).

Proposed Changes

If the family has reported zero income, the PHA will conduct an interim reexamination every month as long as the family continues to report that they have no income. (REMOVE THIS SECTION)

If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income); the PHA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

If at the time of the annual reexamination, tenant-provided documents were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, the PHA will conduct an interim reexamination.

The PHA may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

Current Version:

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b) (2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

PHA Policy

If a family reports a change that would result in an increase in the family share of the rent, the PHA will note the information in the tenant file and will conduct an interim reexamination only when the reported change results in a monthly increase of \$100 or more in the tenant's portion of the rent. .

When a family reports a change that would result in a decrease in the family share of rent, the PHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

Families may report changes in income or expenses at any time.

Proposed Version:

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b) (2)]. The PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency program, the family's share of the rent will not be reduced [24 CFR 5.615]. For more information regarding the requirement to impute welfare income see Chapter 6.

PHA Policy

If a family reports a change in household income that would result in an increase in the family share of the rent, the PHA will note the information in the tenant file and will include the new income upon the effective date of their annual reexamination. If the family participates in the Family Self Sufficiency Program and it benefits them to have an increase in their portion of monthly rent, an interim will be conducted.

When a family reports a in household income change that would result in a decrease in the family share of rent, the PHA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

Families may report changes in income or expenses at any time.