New Castle County Section 8 Housing Choice Voucher Program Administration Plan

Community Services
Committee Meeting
Tuesday, March 26, 2013
3:00 PM

What is an Administrative Plan?

- An administrative plan establishes policies and procedures for carrying out the Section 8 program in a manner consistent with HUD requirements.

- This Administrative Plan is set forth to define the New Castle County Public Housing Agency's (PHA's) local policies for the operation of the housing program in the context of federal laws and regulations.

- Each PHA must have an Administrative Plan and HUD regulations contain a list of what must be covered by the administrative plan.

Why Update?

- The last comprehensive admin plan updated was in 2005
- Since 2005, there have been over 81 Public & Indian Housing (PHI) Notices published
  - These notices are revisions or guidelines to the existing PHA policy and are adopted through the Annual Plan
- Divisional Project: Section 8 staff members were assigned chapters for review and comments and were reviewed during staff meetings (every day users reviewing policy for better methods and practicality).

General Areas of Change

- Bedroom Assignment
  - Example: one bedroom per 2 people except for persons of the opposite sex, other than spousal relationships, and children age 6 or older
- Recertification by mail
- Income verification
- VAWA (Violence Against Women Act)
- Tenant Preference
- Additional Local Requirements
  - Adding NCC Chapter 7 of the 2003 International Property Maintenance Code

Public Review

March 19th, 2013	• Changes to the Admin Plan will be available for review by the Residential Advisory Board (a panel comprised of Section 8 voucher holders)
April 9th, 2013	• Available for public comment and review during the Public Hearing for the Annual Plan
April 9th, 2013	• We will also post the 2013 Administration Policy "Draft" online for the public's review
April 15th, 2013	• Submit to HUD for Approval
July 2013	• Once the Admin Plan is approved by HUD, the plan will be posted in the finalized version

Questions?

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