



## Legislation Details (With Text)

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<b>Title:</b>	Resolution to Amend Chapter 5 of the Administrative Plan Regarding Voucher Terms and Extensions				
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Date	Ver.	Action By	Action	Result
5/18/2022	1	Housing Commission	Approved by the Commission	Pass

### Resolution to Amend Chapter 5 of the Administrative Plan Regarding Voucher Terms and Extensions

Staff recommend amending Chapter 5 of the Administrative Plan: Briefings and Voucher Issuance to update Section 5-II-E: Voucher Term and Extensions.

When applicants are pulled off the waitlist, they work with AAHC staff to provide all of the HUD required documentation to ensure that they are eligible and qualified to receive a voucher. Then they are given an educational briefing by AAHC staff to explain how the voucher program works. Then the applicant is issued a voucher and the voucher must state when the voucher must be utilized before it expires. HUD requires the initial voucher term to be at least 60 days but HUD allows Housing Authorities to adopt policies that are longer than 60 days. Staff recommend, amending the administrative plan to change the initial voucher term from 60 days to 180 days and to allow extensions beyond the 180 days to 240 days as a reasonable accommodation for persons with a disability or in extenuating circumstances that are beyond the control of the household.

This change will reduce stress and administrative burden on tenants who are searching for housing in a difficult housing market and it will reduce the administrative burden on staff that have to process extension requests in 30-day increments after the initial 60-day voucher term expires under the current policy.

### Proposal #1

### Current PHA Policy related to the Voucher Term and Extensions

## 5-II-E. OVERVIEW

### Voucher Term

### Voucher Term [24 CFR 982.303]

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

#### PHA Policy

The initial voucher term will be 60 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 60-day period unless the PHA grants an extension.

The family must move-in a new unit within the term of the voucher and any applicable extensions, otherwise, the family will lose its assistance.

### **Proposed change in policy:**

#### **Change all time periods in PHA policy from 60 days to 180 days.**

The initial term of a voucher must be at least 60 calendar days. The initial term must be stated on the voucher [24 CFR 982.303(a)].

#### PHA Policy

The initial voucher term will be **180** calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the **180**-day period unless the PHA grants an extension.

The family must move-**into** a new unit within the term of the voucher and any applicable extensions, otherwise, the family will lose its assistance.

### **Proposal # 2**

#### **5-II-E Extensions of Voucher Term**

#### PHA POLICY

The PHA will automatically allow up to a 30 calendar day extension upon the written request of the household. The PHA may extend the extension for up to an additional 30 calendar days for extenuating circumstances for a total of 120 calendar days, or an additional 90 calendar days for disabled families with a written request for a reasonable accommodation for a total of 180 calendar days. Extension are granted at the discretion of the PHA.

#### PHA POLICY

The PHA will automatically approve one **30-day** extension upon written request from the family.

The PHA will approve an additional extension only in the following circumstances:

It is necessary as a reasonable accommodation for a person with a disability.

It is necessary due to reasons beyond the family's control, as determined by the PHA. Following is a list of extenuating circumstances that the PHA may consider in making its decision. The presence of these circumstances does not guarantee that an extension will be granted:

Serious illness or death in the family

Other family emergency

Obstacles due to employment

Whether the family has already submitted requests for tenancy approval that were not approved by the PHA

Whether family size or other special circumstances make it difficult to find a suitable unit

The voucher may be extended for no more than a total of 120 days from the date of original issuance with the exception that a voucher may be extended for no more than a total of 180 days from the date of original issuance for a reasonable accommodation.

**Proposed change: Changing the extension time frame from 30 days to 60 days for a total of 240 days.**

**Replacing both policies above with the policy language below:**

PHA POLICY

The PHA will grant approval of a **60-day** extension in the following circumstances:

It is necessary as a reasonable accommodation for a person with a disability.

It is necessary due to reasons beyond the family's control.

Serious illness or death in the family

Obstacles due to employment

The family has already submitted requests for tenancy approval that were not approved by the PHA

Family size or other special circumstances make it difficult to find a suitable unit

Other family emergencies will be considered at the discretion of the PHA.

The voucher will be extended for no more than a total of **60 days** from the expiration date of original issuance. A participant will have no more than a total of **240** days from the date of original issuance to search for a unit, including any extensions.

Prepared by: Misty Hendershot, Voucher Program Manager

Approved by: Jennifer Hall, Executive Director

WHEREAS, The Ann Arbor Housing Commission's Housing Choice Voucher Administrative Plan details its policies and procedures for the management of its Housing Choice Voucher (HCV) Program; and

WHEREAS, The AAHC recommends that the board amend the Administrative Plan to allow the AAHC to issue vouchers with an initial term of 180 days instead of 60 days; and

WHEREAS, The AAHC recommends that the board amend the Administrative Plan to allow the AAHC to extend the voucher for an additional 60 days, only for a reasonable accommodation or other extenuating circumstances that are beyond the control of the family, for a total of 240 days; and

RESOLVED, that the Board of the Ann Arbor Housing Commission approve the revisions to the Administrative Plan as described in the memorandum above to take effect May 18, 2022.