

RESOLUTION NO. _____

**APPROVAL OF REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN**

Item No. 5b

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires that Housing Choice Voucher (HCV) providers adopt an Administrative Plan to set local policies for the administration of the program in accordance with HUD requirements and local priorities; and

WHEREAS, the HCV Program Administrative Plan and any revisions to said document must be formally adopted by the Louisville Metro Housing Authority (LMHA) Board of Commissioners; and

WHEREAS, LMHA finds it necessary to revise the existing HCV Program Administrative Plan to administer the program in a more effective and efficient manner and to remain in compliance with HUD rules and regulations; and

WHEREAS, the LMHA is proposing revisions to the following sections of the HCV Program Administrative Plan: “Inspection Policies, Housing Quality Standards, and Damage Claims” (Chapter 13.B.), “Project-Based Assistance” (Chapter 17.D.), and “Utility Allowance Schedules” (Appendix 2); and

WHEREAS, the full text of the proposed revisions is given as an attachment to this resolution; and

WHEREAS, these proposed revisions were effective February 3, 2021 utilizing Waiver HCV-1 of HUD Notice PIH 2020-33 (HA) and require a public comment period and formal board approval by June 30, 2021.

RESOLUTION NO. _____

**APPROVAL OF REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN**

Item No. 5b

NOW, THEREFORE, BE IT RESOLVED BY THE LOUISVILLE METRO HOUSING AUTHORITY BOARD OF COMMISSIONERS that the Housing Choice Voucher Program Administrative Plan revisions are adopted.

RESOLUTION BACKGROUND STATEMENT
APPROVAL OF REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN

Item No. 5b

I. STATEMENT OF FACTS:

LMHA reviews its HCV Program Administrative Plan to ensure that the admissions and occupancy policies described therein are compliant with the latest rules and regulations issued by HUD and that the HCV Program is operated in a manner that is effective, efficient, and beneficial to residents. Revisions to administrative plans must undergo a public comment period and be formally adopted by the Board. In accordance to HUD PIH Notice 2020-33 (HA), Waiver HCV-1, HUD has recognized difficulties in light of the pandemic and has waived the requirement by allowing housing authorities to revise administrative plans on a temporary basis without the formal approval process. Such informally adopted revisions covered by this waiver authority must be formally adopted no later than June 30, 2021. To that end, LMHA is now proposing the following changes to its Administrative Plan:

- Chapter 13: “Inspection Policies, Housing Quality Standards, and Damage Claims: Owner and Family Responsibility”: Delete references that trash collection is solely an owner paid utility.
- Chapter 17: “Project Based Assistance: The HAP Contract”: Delete language that LMHA requires owners to pay for trash collection.
- Appendix 2 “Utility Allowance Schedules”: LMHA proposes to add a utility allowance for trash collection. The allowance of \$25 is determined based upon the typical normal patterns of consumption for the community as a whole and current utility rates.

II. ALTERNATIVES:

- A. Approve all the revisions to the HCV Program Administrative Plan.
- B. Approve a portion of the revisions to the HCV Program Administrative Plan.
- C. Do not approve the revisions to the HCV Program Administrative Plan.

III. RECOMMENDATION:

Staff recommends Alternative “A”.

RESOLUTION BACKGROUND STATEMENT
APPROVAL OF REVISIONS TO THE HOUSING CHOICE VOUCHER PROGRAM
ADMINISTRATIVE PLAN

Item No. 5b

IV. JUSTIFICATION:

HUD requires that Housing Choice Voucher (HCV) providers adopt a written Administrative Plan that establishes local policies for administration of the program. This document guides staff in administering the HCV Program and informs residents and the general public of the Housing Authority's admissions and occupancy policies.

Submitted by: Heath Rico-Storey
Compliance Manager
February 16, 2021

13. INSPECTION POLICIES, HOUSING QUALITY STANDARDS, AND DAMAGE CLAIMS

[...]

B. OWNER AND FAMILY RESPONSIBILITY

A. Owner Responsibility for HQS

1. The owner must maintain the unit in accordance with HQS and, at the discretion of the LMHA, must comply with the City of Louisville Property Maintenance Code. ~~The owners of units located in Jefferson County in areas where trash/garbage collection is not provided by the local government must provide for collection of garbage/trash for units assisted by the Section 8 program. The allowance (\$16 monthly as of July 1, 2006) which was previously provided to participants will no longer be deducted from the rent to the owner. The allowance will be provided to owners for garbage/trash collection costs.~~

[...]

17. PROJECT-BASED ASSISTANCE

[...]

D. THE HAP CONTRACT

The HAP contract is the HUD-approved legal instrument that describes the terms under which LMHA will make Housing Assistance Payments to the Owner. Housing assistance is paid for contract units leased and occupied by eligible Families during the HAP contract term.

With the exception of single-family scattered site projects, a HAP contract covers a single project. If multiple projects exist, each project is covered by a separate HAP contract.

1. Contents of HAP Contract

The HAP contract must include:

- a. The total number of contract units by number of bedrooms;
- b. Information needed to identify the site and the building or buildings where the contract units are located. The information must include the project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- c. Information needed to identify the specific contract units in each building. The information must include the number of contract units in the building, the location of each contract unit, the area (square footage) of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- d. Services, maintenance, and equipment to be supplied by the Owner without charges in addition to the Rent to Owner;
- e. Utilities available to the contract units, including a specification of utility services to be paid by the Owner (without charges in addition to rent) and utility services to be paid by the tenant.

~~LMHA requires that the Owner pay for trash collection;~~

[...]

APPENDIX 2: UTILITY ALLOWANCE SCHEDULES

Utility Allowance Schedule
See Public Reporting and Instructions on back.

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0169
exp. 7/31/2022
Locally Revised 10/25/2019

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA Louisville Metro Housing Authority		Unit Type Apartment								Date (mm/dd/yyyy) 2/16/2021
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	Natural Gas	36	42	49	55	65	71	80	89	98
	Bottled Gas	45	64	82	100	127	145	163	181	200
	Electric	30	42	54	66	84	96	108	120	132
	Electric – Heat Pump	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Fuel Oil	35	49	63	78	99	113	127	141	155
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA
Cooking	Natural Gas	3	4	5	6	8	9	10	11	13
	Bottled Gas	9	13	17	20	26	30	34	37	41
	Electric	5	7	9	11	15	17	19	21	23
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA
Other Electric		39	45	52	58	67	73	82	91	100
Air Conditioning		4	5	6	7	8	9	10	11	12
Water Heating	Natural Gas	6	9	11	14	18	20	23	25	28
	Bottled Gas	20	28	36	45	57	65	73	81	89
	Electric	14	20	25	31	39	45	51	56	62
	Fuel Oil	15	21	28	34	43	49	55	61	67
Water		15	18	31	42	55	68	76	85	93
Sewer		38	44	55	69	82	96	108	120	132
Trash Collection		25	25	25	25	25	25	25	25	25
Other – specify		NA	NA	NA	NA	NA	NA	NA	NA	NA
Range/Microwave		5	5	5	5	5	5	5	5	5
Refrigerator		5	5	5	5	5	5	5	5	5
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.		Utility/Service/Appliance								Allowance
Head of Household Name		Heating								
Unit Address		Cooking								
		Other Electric								
		Air Conditioning								
Number of Bedrooms		Water Heating								
		Water								
		Sewer								
		Trash Collection								
		Other								
		Range/Microwave								
		Refrigerator								
		Total								

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA Louisville Metro Housing Authority		Unit Type Duplex/Townhouse/Row									Date (mm/dd/yyyy) 02/16/2021
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR	
Heating	Natural Gas	37	44	50	57	67	74	83	92	102	
	Bottled Gas	48	67	86	105	133	152	171	191	210	
	Electric	31	44	57	69	88	101	113	126	138	
	Electric – Heat Pump	NA	NA	NA	NA	NA	NA	NA	NA	NA	
	Fuel Oil	37	52	67	81	104	118	133	148	163	
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Cooking	Natural Gas	3	4	5	6	8	9	11	12	13	
	Bottled Gas	9	13	17	20	26	30	34	37	41	
	Electric	5	7	9	11	15	17	19	21	23	
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Other Electric		39	45	52	58	67	73	82	91	100	
Air Conditioning		4	5	6	7	8	9	10	11	12	
Water Heating	Natural Gas	6	9	11	14	18	20	23	25	28	
	Bottled Gas	20	28	36	45	57	65	73	81	89	
	Electric	1	20	25	31	39	45	51	56	62	
	Fuel Oil	15	21	28	34	43	49	55	61	67	
Water		15	18	29	42	55	68	76	85	93	
Sewer		38	44	55	69	82	96	108	120	132	
Trash Collection		25	25	25	25	25	25	25	25	25	
Other – specify		NA	NA	NA	NA	NA	NA	NA	NA	NA	
Range/Microwave		5	5	5	5	5	5	5	5	5	
Refrigerator		5	5	5	5	5	5	5	5	5	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.					Utility/Service/Appliance		Allowance				
Head of Household Name					Heating						
Unit Address					Cooking						
					Other Electric						
					Air Conditioning						
Number of Bedrooms					Water Heating						
					Water						
					Sewer						
					Trash Collection						
					Other						
					Range/Microwave						
					Refrigerator						
					Total						

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA Louisville Metro Housing Authority		Unit Type House/New Mobile Home								Date (mm/dd/yyyy) 02/16/2021
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR
Heating	Natural Gas	39	46	53	61	72	79	89	99	109
	Bottled Gas	52	73	94	115	147	168	189	210	231
	Electric	35	48	62	76	97	111	124	138	152
	Electric – Heat Pump	NA	NA	NA	NA	NA	NA	NA	NA	NA
	Fuel Oil	41	57	73	90	114	130	146	163	179
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA
Cooking	Natural Gas	3	4	5	6	8	9	11	12	13
	Bottled Gas	9	13	17	20	26	30	34	37	41
	Electric	5	7	9	11	15	17	19	21	23
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA
Other Electric		39	45	52	58	67	73	82	91	100
Air Conditioning		4	5	6	7	8	9	10	11	12
Water Heating	Natural Gas	6	9	11	14	18	20	23	25	28
	Bottled Gas	20	28	36	45	57	65	73	81	89
	Electric	14	20	25	31	39	45	51	56	62
	Fuel Oil	15	21	28	34	43	49	55	61	67
Water		15	18	31	42	55	68	76	85	93
Sewer		38	44	55	69	82	96	108	120	132
Trash Collection		25	25	25	25	25	25	25	25	25
Other – specify		NA	NA	NA	NA	NA	NA	NA	NA	NA
Range/Microwave		5	5	5	5	5	5	5	5	5
Refrigerator		5	5	5	5	5	5	5	5	5
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.		Utility/Service/Appliance								Allowance
Head of Household Name		Heating								
		Cooking								
		Other Electric								
		Air Conditioning								
Unit Address		Water Heating								
		Water								
		Sewer								
		Trash Collection								
		Other								
Number of Bedrooms		Range/Microwave								
		Refrigerator								
		Total								

The following allowances are used to determine the total cost of tenant-furnished utilities and appliances.

Locality/PHA Louisville Metro Housing Authority		Unit Type Mobile Home—2002 or older									Date (mm/dd/yyyy) 02/16/2021
Utility or Service	Fuel Type	0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR	7 BR	8 BR	
Heating	Natural Gas	42	51	60	69	82	91	103	114	125	
	Bottled Gas	86	94	113	138	176	201	226	252	277	
	Electric	41	58	75	91	116	133	149	166	182	
	Electric – Heat Pump	NA	NA	NA	NA	NA	NA	NA	NA	NA	
	Fuel Oil	49	68	88	107	137	156	176	195	215	
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Cooking	Natural Gas	3	4	5	6	8	9	11	12	13	
	Bottled Gas	9	13	17	20	26	30	34	37	41	
	Electric	5	7	9	11	15	17	19	21	23	
	Other	NA	NA	NA	NA	NA	NA	NA	NA	NA	
Other Electric		39	45	52	58	67	73	82	91	100	
Air Conditioning		4	5	6	7	8	9	10	11	12	
Water Heating	Natural Gas	6	9	11	14	18	20	23	25	28	
	Bottled Gas	20	28	36	45	57	65	73	81	89	
	Electric	14	20	25	31	39	45	51	56	62	
	Fuel Oil	15	21	28	34	43	49	55	61	67	
Water		15	18	31	42	55	68	76	85	93	
Sewer		38	44	55	69	82	96	108	120	132	
Trash Collection		25	25	25	25	25	25	25	25	25	
Other – specify		NA	NA	NA	NA	NA	NA	NA	NA	NA	
Range/Microwave		5	5	5	5	5	5	5	5	5	
Refrigerator		5	5	5	5	5	5	5	5	5	
Actual Family Allowances – May be used by the family to compute allowance while searching for a unit.						Utility/Service/Appliance		Allowance			
Head of Household Name						Heating					
						Cooking					
						Other Electric					
						Air Conditioning					
Unit Address						Water Heating					
						Water					
						Sewer					
						Trash Collection					
						Other					
Number of Bedrooms						Range/Microwave					
						Refrigerator					
						Total					