

Memorandum

To: WCCA Officers and Board Members
From: Sheryl Fortune, Director of Housing Programs
Subject: WCCA PHA Administrative Plan
Date: September 30, 2021

HUD requires that Public Housing Agencies (PHA's) adopt Administrative Plans and Family Self-Sufficiency (FSS) Action Plans to guide the administration of their Housing Choice Voucher (HCV) programs. Periodically, these must be reviewed and updated because HUD is constantly issuing new regulations and guidance. The plans must also be updated if the PHA makes a significant change in its policies; for instance, a change to its preference systems.

This document is voluminous and it is not practical to distribute paper copies to the board; however, I am more than happy to provide electronic versions for your review.

The accompanying resolution is to adopt the most recent revised versions of the Administrative Plan and FSS Action Plan which have been updated to comply with new regulations and/or HUD guidance. All of the changes are minor or editorial in nature. Incorporated into the Administrative Plan are the following minor changes:

Chapter 1 –Review AP as need vs. once each year.
Chapter 4 –Update preference descriptions to drop Polk County since we no longer have CSBG to dovetail services. Remove references to ongoing case management from Homeless preference description.
Chapter 5-Add language to allow remote video voucher briefings.
Chapter 6- Add option to send large utility reimbursement payment checks to tenants.
Chapter 8-Add requirement for utilities to be in service at time of initial inspection.
Chapter 11-Allow annual re-examinations to be conducted via mail and/or in person.
Chapter 16-Add language to allow remote Informal Hearings and Informal Reviews,

Please feel free to contact me at sfortune@wcca.org or 828-693-1711, ext. 125, if you would like to review the Administrative Plan and/or the FSS Action Plan. I am happy to answer any questions you may have about our policies and procedures.

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