

## Notice of Public Comment Period

The Tacoma Housing Authority (THA) will open the public comment period for the proposed revisions to the Administrative Plan.

*Residents, program participants, landlords, those on the waitlist and members of the public may submit comments on the proposed changes. The 30-day comment period begins on May 24, 2017 (8:00 a.m.) and ends June 23, 2017 (5:00 p.m.); all comments must be received by 5:00 p.m. on June 23, 2017.*

The draft plan can be found here: <http://www.tacomahousing.net/content/planning-and-policy-documents>. The document is titled **“DRAFT 2017 Administrative Plan.”**

Please note that when reviewing the 2017 Administrative Plan the draft released contains both the language that has been removed or changed and new language. All changes are in red text, language that was removed is shown with a strike through and added language is underlined. This draft has some formatting issues due to those changes being included. The final draft will be properly formatted.

The proposed revisions follow:

<p><b>Reasonable Accommodation</b> (pages 21,22, 30, 47, 48, 53)</p>	<p>2.II.B</p> <ul style="list-style-type: none"> <li>• Primarily updates to the title “Civil Rights Compliance Auditor” from Coordinator</li> <li>• Removal of HR Director from RA review committee</li> <li>• New forms are listed</li> <li>• Clarification on service/companion animals</li> </ul> <p>2.II H</p> <ul style="list-style-type: none"> <li>• Changes hearing to informal review</li> </ul>
<p><b>Social Security Numbers</b> (pages 72, 73, 216)</p>	<p>3.II.C &amp; 7.II.B</p> <ul style="list-style-type: none"> <li>• Updated to clarify SSN requirement language and delete section stating we would remove SSN info after verification (removing SSN info is optional and not the current THA practice)</li> </ul>
<p><b>Independent Student Status/Verification of Student Status/Definition of Vulnerable Youth</b> (pages 75, 76, 219)</p>	<p>3.II.E &amp; 7.II.E</p> <ul style="list-style-type: none"> <li>• Updates to the definitions of Independent Student and Vulnerable Youth</li> </ul>

<p><b>Changes in Payment Standards</b></p> <p>(pages 175-179, 185, 186)</p>	<p>6.III.C and 11.III.B</p> <ul style="list-style-type: none"> <li>• Updated Tiered Rent Tables</li> <li>• Require 12 months' notice for payment standard reduction before it applies</li> </ul>
<p><b>Inspections-Life Threatening Conditions definition, the Inspection Process and other changes</b></p> <p>(pages 240, 241, 244, 247, 248, and Exhibit 8-1)</p>	<p>Chapter 8 (pages 240, 241, 244, 247, 248, and Exhibit 8-1)</p> <ul style="list-style-type: none"> <li>• Additional language clarifying the timeframes for contracted landlords to begin remedial action</li> <li>• Update to inspection fail list</li> </ul>
<p><b>Moving with Continued Assistance</b></p> <p>(pages 289-292, 298, 300-310)</p>	<p>Chapter 10</p> <p>10-I.A</p> <ul style="list-style-type: none"> <li>• Added emergency transfer plan requirements, additional info on allowable moves and sufficient funding limits on portability</li> </ul> <p>10-II.A</p> <ul style="list-style-type: none"> <li>• Clarifying communication requirements of initiating and absorbing PHA</li> </ul> <p>10-II.B</p> <ul style="list-style-type: none"> <li>• Clarifies what information THA will provide for clients who are eligible for portability regarding the receiving PHA</li> <li>• Initial Billing Deadline changes</li> <li>• Expiration term of voucher</li> <li>• Updates of form HUD-50058</li> <li>• Clarifying language changes</li> </ul> <p>10-II.C</p> <ul style="list-style-type: none"> <li>• Requirements for notifying initial PHA if absorbing a family</li> </ul>
<p><b>Changes in Payment Standards and Utility Allowances</b></p> <p>(pages 323,324)</p>	<p>11-III.B.</p> <ul style="list-style-type: none"> <li>• Updating payment standard for HAP when payment standard has decreased</li> </ul>

<p><b>Congregate Housing Payment Standard, UA and HAP Calculation</b></p> <p>(page 381)</p>	<p>15-IV.B</p> <ul style="list-style-type: none"> <li>• Example provided for HAP calculation, clarifying language regarding utility allowance</li> </ul>
<p><b>Manufactured Homes Payment Standards, UA and Space Rent</b></p> <p>(pages 383- 386)</p>	<p>15-VI.C</p> <ul style="list-style-type: none"> <li>• Changes to the payment standard for space rent and allows for remaining funds (if applicable) to go to the utility company or directly to the family and can be used to help pay their mortgage</li> </ul>
<p><b>Down Payment Assistance Grants</b></p> <p>(page 394)</p>	<p>15-VII.G.</p> <ul style="list-style-type: none"> <li>• Removal of language referencing down payment assistance grants</li> </ul>
<p><b>Scheduling an Informal Hearing</b></p> <p>(pages 420, 421, 425, 429)</p>	<p>16-III.C</p> <ul style="list-style-type: none"> <li>• Clarifies the timeframe for THA to receive the request</li> <li>• Sets a window of time for families to arrive for appointment</li> <li>• Clarifies THA discovery policy</li> </ul>
<p><b>Violence Against Women Act</b></p> <p>(pages 439, 441, 443, and listed exhibits)</p>	<p>16-IX.C</p> <p><b>Exhibit 16-1</b> Form HUD-5380 Sample Notice of Occupancy Rights Under the Violence Against Women Act</p> <p><b>Exhibit 16-2</b> Form HUD-5382 Certification of Domestic Violence, Dating Violence, and Sexual Assault or Stalking and Alternate Documentations</p> <p><b>Exhibit 16-3</b> PHA Emergency Transfer Plan</p> <p><b>Exhibit 16-4</b> FORM HUD-5383 Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Staking</p>
<p><b>Project-Based and Special Program Vouchers</b></p> <p>(pages 472-475, 480-482, 486, 487, 492-495, 500, 501, 507, 510, 511, 514, 515, 522, 525)</p>	<p>17-1.A</p> <ul style="list-style-type: none"> <li>• Additional project based units, clarification and definitions</li> </ul> <p>17-1.B</p> <ul style="list-style-type: none"> <li>• Exceptions to the 25% project cap</li> </ul> <p>17-III.D</p>

	<ul style="list-style-type: none"> <li>• Inspecting units-see note on Chapter 8 above</li> </ul> <p>17-V.B</p> <ul style="list-style-type: none"> <li>• Typo correction</li> </ul> <p>17-V.C</p> <ul style="list-style-type: none"> <li>• Right to add units to HAP contract under certain circumstances</li> </ul> <p>17-VI.D</p> <ul style="list-style-type: none"> <li>• Outlines selection preferences and when they apply</li> </ul> <p>17-VII.D</p> <ul style="list-style-type: none"> <li>• Exceptions to the occupancy cap</li> </ul> <p>17-XI.C</p> <ul style="list-style-type: none"> <li>• Choice mobility waiting list guidelines</li> </ul> <p>17.XI.F</p> <ul style="list-style-type: none"> <li>• One time use policy added for Choice Mobility</li> </ul>
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You can mail, email, or call in comments and questions to the contact information listed below:

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