

Housing Authority

3400 N. Broadway • Boulder, Colorado 80304 • Tel: 303.441.3929 Fax: 720.564.2283

www.BoulderCountyHHS.org

Boulder County Housing Authority Resolution 2023-02:

A Resolution Approving the Boulder County Housing Authority Amended Housing Choice Voucher Administrative Plan

WHEREAS, under 24 C.F.R. § 982.54, a housing authority that administers Section 8 Housing Choice Vouchers is required to adopt a written administrative plan ("Plan") that establishes local policies for administration of the program in accordance with the U.S. Department of Housing and Urban Development (HUD) requirements; and

WHEREAS, HUD mandates the housing authority revise its Plan and obtain approval for an Amended Plan when policies change; and

WHEREAS, BCHA's most current Plan was most recently revised and approved in 2021, additional changes have been proposed for revision in 2022. The Plan was published for the required public review and comment period of 45 days from November 10, 2022 through December 26, 2022; and

WHEREAS, the Plan revisions must be reviewed and approved by the Commissioners of the BCHA; and

NOW THEREFORE, be it resolved that the Board of Commissioners of the Boulder County Housing Authority approves the Amended Administrative Plan.

I hereby certify that the foregoing is a full, true, and correct copy of the Resolution adopted by the Boulder County Housing Authority at the meeting of said Board in Boulder, Colorado.

ATTEST:	
	ADOPTED this day of January, 2023
	HOUSING AUTHORITY OF THE COUNTY OF BOULDER, COLORADO
	Board Chair
I hereby certify that the foregoing is a full, true, Boulder County Housing Authority at the meeting	and correct copy of the Resolution adopted by the ng of said Board in Boulder, Colorado.
ATTEST:	
Assistant Secretary to BCHA	



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MEMO

To:

From: Kelly Gonzalez, HCV Program Manager

Date: November 10, 2022

Re: Administrative Plan Updates

Background

The Administrative Plan for the Housing Choice Voucher Program contains the policies that explain how Boulder County Housing Authority administers the Housing Choice Voucher Program. It is divided into 19 chapters and updated on an as needed basis when HUD regulations change or BCHA policies must be updated. The below revisions and changes are posted on our website for public comment for 45 days until December 25, 2022 any comments received will be reviewed for incorporation and then the final plan will be presented to the Board of Commissioners at the business meeting in January 2023 for adoption.

BCHA subscribes to the Nan McKay model for administrative plans. The model plan provides the basis for writing BCHA's administrative plan by recommending language for each area in which PHAs have discretion or flexibility to develop their own policies. For each policy, the accompanying instruction guide offers important points to consider and customizable policy choices so that you can choose the best policy to suit your agency's needs. Also, the model plan cites and describes HUD regulations and other requirements in detail, which presents BCHA agency with a solid foundation in policy-making.

If you have any comments on the plan itself or the proposed changes please direct those in writing to Kelly Gonzalez 515 Coffman Street, Longmont CO 80501 or you may email them to kegonzalez@bouldercounty.org or use the online form for comments at www.boco.org/HCVComments

The following table explains the contents of each chapter and the proposed changes, items highlighted in yellow are considered to be significant BCHA policy changes.

BCHA Administrative Plan Updates
NanMckay Model Plan 4/22 Updates
Proposed Changes to go into effect January 2023

Proposed Changes to go into effect January 2023	
Revised Page/Chapter	Changes Made in Admin Plan
Revision Page	Added new revision date
Title Page	Updated copyright date for title page for approval by HA Board of
	Commissioners and submission to HUD
TOC-1 thru TOC-40	Updated TOC
Intro-i thru Intro-iv	Added subsection and new links for the new version HUD HCV Guidebook on top
	of page and 3rd row in table on
	p. Intro-ii, and last paragraph and link at end of p. Intro-iv
Chapter 1: Overview of use of the plan	f the Program and Plan – describes the overall program including purpose, intent and
1-1/2	Changed text under PHA Policy on p. 1-2
Chapter 2: Fair Housing and affirmatively further	g and Equal Opportunity – explains the requirements for PHAs regarding civil rights ering fair housing
2-11/12	Corrected formatting in 2nd paragraph under PHA Policy on p. 2-11
Chapter 3: Eligibility –	details requirements for a household to be eligible for housing
3-11/12	Added CFR reference in 2nd bullet on p. 3-11
3-15 thru 3-38	Changed gender text in the following: 2nd paragraph on p. 3-16,
	1st and 3rd paragraphs under PHA policy on p. 3-17,
	6th and 7th paragraphs under continuation of PHA Policy on p. 3-18,
	1st paragraph on the page and the 3rd paragraph under PHA Policy on p. 3-20,
	5th paragraph under PHA Policy on p. 3-21, last paragraph under
	PHA Policy on p. 3-36, bullet paragraph on p. 3-38
	Corrected formatting in 2nd to last paragraph under PHA Policy on p. 3-17
	Changed text in 2nd subheading on p. 3-22
	Corrected formatting under 1st PHA Policy, and deleted text under 3rd PHA Policy on p. 3-25
	Corrected formatting and deleted what had been the 2nd to last paragraph under
	PHA Policy on p. 3-26
	Changed text and reference in 2nd paragraph, and under PHA Policy added two
	new paragraphs on p. 3-27
	Repaginated pp. 3-27 to 3-36
	Deleted text in continuation of PHA Policy's 1st paragraph on page 3-32
Chapter 4: Applicants,	Wait Lists and Tenant Selection – explains how applications are accepted, wait
• • • • • • • • • • • • • • • • • • • •	ed, and the order applicants are selected
Chapter 4	Removed local preference for being a Boulder County resident.

Changed gender text in 3rd paragraph under PHA Policy on p. 4-16

interviews, HOH or spouse may attend on behalf of the family.

Added option to not require all adult household members to attend intake

<mark>4-17</mark> 4-15/16

<mark>4-22</mark>

Chapter 5: Briefings	and Voucher Issuance – includes requirements for briefings and occupancy standards
5-3 thru 5-8	Changed gender text in the 3rd from last paragraph on p. 5-3 Added new last paragraph on p. 5-5 Added reference to Briefing Packet heading, and added text to 9th, 10th and 13th bullets on p. 5-6, Repaginated pp. 5-6 to 5-7 Added new 2nd bullet text, and deleted what had been the 2nd paragraph under PHA Policy on p. 5-7
5-15	Reduced age of child required to share bedroom with parents from 3 years to 2 years and zero months.
Chapter 6: Income a	and Subsidy Determinations – defines annual income and how subsidy is calculated
6-8	Added policy regarding Zero income status - Any individual who is 18-years old and older and not a full-time student claiming zero income will be required to complete a Zero Income Reporting Form at each annual reexamination.
6-13/14	Changed gender text in 1st paragraph on p. 6-14
6-19/20	Changed gender text in 1st paragraph under PHA Policy on p. 6-19
6-25/26	Changed gender text in last paragraph on p. 6-25
6-43/44	Changed gender text in the following: Paragraph under 1st PHA Policy, and in 1st paragraph under "Earned income Limit" on p. 6-43; paragraph under Necessary and Reasonable Costs on p. 6-44
Chapter 7: Verificat	ions – explains acceptable forms of verification for all factors that determine eligibility
7-1/2	Under PHA Policy, corrected formatting in 2nd paragraph, deleted text in third paragraph, and changed text in 4th paragraph on p. 7-2
7-9 thru 7-18	Deleted text in last paragraph under PHA Policy on p. 7-9 Under PHA Policy, changed text in 2nd to last paragraph and changed gender text in last paragraph on p. 7-11 Changed gender text in 2nd paragraph on p. 7-12 Added text in first PHA policy paragraph, and corrected formatting in last paragraph under 7.II.C. on p. 7-14 Added text under PHA Policy paragraph under Absence of Adult Member on p. 7-15 Changed gender text in the following: 3rd paragraph under 1st PHA Policy, and last paragraph under 2nd PHA Policy, on p. 7-16; first and 2nd paragraphs under PHA Policy on p. 7-17
<mark>7-20</mark>	Added policy regarding verifications for zero income status.
7-21/22	Added new paragraph under Social Security/SSI Benefits, and corrected formatting in both paragraphs under PHA Policy on p. 7-22

7-27/28	Changed gender text in the following:
	1st paragraph under PHA Policy on p. 7-27, 1st paragraph on p. 7-
	28
7-35/36	Changed gender text in under PHA Policy, Furthering Education paragraph on
	p. 7-35
Chapter 8: Housing	
Quality Standards and	
Chapter 8	Abatements – added language to reflect that if BCHA's accounting deadline
8-18	has passed HAP will be abated during the subsequent check run.
8-29/30	Corrected formatting from numbers to bullets for the paragraphs on p. 8-30
•	asing Process – covers lease up process from submission of Request for Tenancy
Approval to execution	of Housing Assistance Payment Contract
9-1/2	Changed gender text in 3rd paragraph on p. 9-2
Chapter 10: Moving	
10-1/2	Changed gender text in 2nd bullet on p. 10-2
10-7 thru 10-14	Added text in 1st paragraph under Allowable Moves under Portability, in 2nd
	main paragraph under <i>Applicant Families</i> , and in 1st paragraph under the last PHA
	Policy on p. 10-8
	Changed gender text in 1st paragraph on p. 10-9
	Changed text in 3rd paragraph under 1st PHA Policy on p. 10-10
	Added text in 1st paragraph under 1st PHA Policy on p. 10-11
	Changed text throughout PHA Policy on p. 10-13
Chapter 11: Income Re	examinations – explains policies regarding regularly scheduled and interim exams
Chapter 11	Changed policy from requiring families to participate in in-person annual
11-3	reexaminations to performing reexaminations via mail with the option to request
11-3	an in-person meeting. Changed language requiring families to bring all required
	information to reexam appointment and allow them to submit documents via mail,
	email, fax or in-person.
11-1 thru 11-6	Corrected formatting and added reference to II-I.B. heading on p. 11-2
11-1 (1114 11-6	Corrected formatting in 1st paragraph on p. 11-3
	Changed gender text in 2nd paragraph and throughout PHA Policy on p. 11-6
	endinged gender text in 2nd paragraph and throughout 11/11 only on p. 11 o
11-9/10	Changed text in 2nd paragraph on p. 11-10
<mark>11-11</mark>	Changed zero income reporting policy from requiring households who report 0
	income or low income to have more frequent reexaminations to just an annual
	reexam but every household member over the age of 18 who is not a full time
	student must also submit a zero income reporting form regardless of the whole
	household's income.
Chapter 12: Termination	non of Tenancy and Assistance – describes policies on optional and mandatory
terminations	

12-3 thru 12-10	Changed gender text in 1st paragraph on p. 12-4 Corrected formatting to indent 3rd paragraph under PHA Policy on p. 12-5 Updated reference in heading and changed text in 2nd paragraph on p. 12-7 Added new 2nd to last indented paragraph and deleted bracketed paragraph under PHA Policy on p. 12-9
12-13 thru 12-18	Changed gender text in 2nd paragraph under VAWA Protections against Termination on p. 12-14 Changed gender text in last paragraph under PHA Policy on p. 12-15 Changed gender text in 2nd paragraph under 1st PHA Policy on p. 12-18
Chapter 13: Owners – contracts	discusses the roles and relationship between PHA and owners/landlords and HAP
13-7 thru 13-16	Added reference to Conflict of Interest heading and added last two paragraphs on p. 13/8 Changed gender text in 7th bullet on p. 13-9 Reformatted numbered text in PHA Policy on p. 13-10 to 13-11 Repaginated pp. 13-10 and 13-11 Added text in 2nd paragraph on p. 13-13 Corrected formatting in 1st paragraph and changed text in last paragraph on p. 13-16
13-20	Removed language stating in terms of foreclosure and inability to continue paying HAP to owner that BCHA will hold the money and pay off owners utility balances or provide moving costs and security deposit assistance to family.
Chapter 14: Program In of program abuse or from	ntegrity – covers policies designed to prevent, detect, investigate, and resolve instances aud
	using Types – includes policies on single room occupancy, shared housing, congregate manufactured homes, cooperative housing and home ownership
15-1 thru 15-34	Added IMPORTANT: PLEASE READ note at top of page, added reference into chapter heading, and added text to 2nd main paragraph on p. 15-1 Added references to PART headings and updated text and formatting throughout chapter. Repaginated pp. 15-7 through end of chapter
	dministration – covers program standards, informal reviews and hearings, debts owed ares, insufficient funding, record keeping and the Violence Against Women Act
16-3 thru 16-8	Added new 2nd paragraph on p. 16-3 Changed text in Unit Availability and Lease-up Time and Success Rate paragraphs under PHA Policy on p. 16-6 Added reference in Exception Payment Standards heading, added 2nd paragraph under this heading, and corrected formatting in Voluntary Use of Small Area FMRs paragraph on p. 16-7 Repaginated pp. 16-7 and 16-8

16-13 thru 16-20	Changed gender text in 3rd from last paragraph on p. 16-13 Changed gender text in 3rd from last paragraph under PHA Policy on p. 16-15 3rd paragraph on p. 16-18 Corrected formatting in last line under PHA Policy on p. 16-20
16-25/26	Changed gender text in Summary of the Evidence paragraph under PHA Policy on p. 16-25
16-31 thru 16-42	Repaginated pp. 16-31 and 16-32 Added text to 16-IV.A. paragraph and moved 3rd paragraph and indented text under 16 IV.A. PHA Policy, to now be under 16-IV.B. PHA Policy on p. 16-31 Added new paragraph under Family Debts to the PHA heading, and what had been the 2nd paragraph under the PHA Policy is now a separate paragraph that's been updated under the new Refusal to Enter into an Agreement heading, and has a new PHA Policy under this heading on p. 16-32 Updated PIH notice numbers in first paragraph under Payment Thresholds, and added new paragraph under Execution of the Agreement on p. 16-33 Changed 3rd subheading to Repayment Agreement Terms and changed the paragraph below this subhead on p. 16-34 Changed text in 1st 3 bullets of SEMAP Indicators chart on p. 16-37 Changed text in last bullet in chart on p. 16-38 Changed text in 4th bullet in chart on p. 16-39 Added reference in 16-VI.B. heading and added two new paragraphs after the bullets on p. 16-41 Repaginated pp. 16-41 and 16-42
16-47 thru 16-50	Added text in PHA Policy paragraph on p. 16-47 Changed gender text in last dashed paragraph on p. 16-50
16-59/60	Changed gender text in 2nd to last bullet on p. 16-59
Chapter 17: Project Babeen project based	ased Vouchers – describes HUD rules and BCHA polices regarding vouchers that have
17-3/4	Added reference to Additional Project Based Units subheading, added text to 2nd paragraph under this subhead on p. 17-3 Repaginated pp. 17-3 and 17-4 Deleted last paragraph and added a new last paragraph under Additional Project Based Units on p. 17-4
17-15/16	Added reference to Exceptions to 25 Percent per Project Cap subheading, added new 2nd to last paragraph under this subhead and added text in last paragraph on p. 17-15 Repaginated pp. 17-15 and 17-16 Corrected formatting in Supportive Services paragraph, now on p. 17-16
17-21/22	Added text in 1st paragraph under Annual/Biennial Inspections on p. 17-22
17-55/56	Changed percentage number in 17-VIII.A. 2nd paragraph on p. 17-55
1	1

17-65 thru 17-72	Added text to Mixed Finance Development paragraph under DEVELOPMENT INFORMATION, and added new Structure Type and Housing Type paragraphs under the PBV UNITS chart on p. 17-65 Repaginated pp. 17-65 thru end of chapter Added new UTILITY RESPONSIBILITY chart, changed formatting to bullets under Excepted Units line, and added new FUPY/FYI Units bullet text on p. 17-66 Deleted Utilities line under OCCUPANCY on p. 17-67
Chapter 18: Rental Ass vouchers under the RA	istance Demonstration – covers the public housing properties that were converted to D program
18-5/6	Changed date in parentheses in 1st main bullet on p. 18-5
18-23 thru 18-26	Updated references in 18-IV.A. heading and 18-IV.B. Contract Information subheading on p. 18-23 Changed gender text in 1st paragraph on p. 18-26
18-35 thru 18-40	Under Lease Requirements, deleted word in 5th bullet, added new last bullet and added what had been the last paragraph to this new bullet on p. 18-35 Updated reference in Initial Term and Lease Renewal heading on p. 18-36 Added reference to Continuation of Housing Assistance Payments heading, updated formatting in 1st paragraph, and added new last paragraph on p. 18-38 Repaginated pp. 18-38 and 18-39 Updated reference in Security Deposits heading and added text to 1st paragraph under this heading on p. 18-39
18-43 thru 18-46	Added reference to Choice Mobility heading, added new Family's Right to Choice Mobility subheading with new PHA Policy, and added new Moving with Continued Assistance under Choice Mobility subheading over what had been the 1st paragraph on page and added text to last paragraph on p. 18-43 Repaginated pp. 18-43 and 18-44 Corrected formatting for PHA Policy line and added two new paragraphs to this 1st PHA Policy on p. 18-44 Updated reference in 18-VI.F. heading on p. 18-46
18-49 thru 18-52	Updated references in 18-VII.B. heading, changed text throughout p. 18-50 Repaginated pp. 18-50 and 18-51 Added new PHA Policy under 18-VII.B. , updated reference in 18-VII.C. heading, changed text in 2nd paragraph under this heading and added new 3rd paragraph to p. 18-51
18-55/56	Added reference to 18-VIII.D. heading, added text to 2nd paragraph, changed text under PHA Policy, and added new 2nd to last paragraph on p. 18-56
Chapter 19: Special Pu vouchers	rpose Vouchers – covers administration of FUP, FYI, VASH, Mainstream and NED
19-1 thru19-60	Changed text in paragraphs on p. 19-2 Repaginated pp. 19-2 through end of chapter Major changes throughout entire chapter

Chapter Temporary Policy Supplement 19: Covers administration of the Emergency Housing Vouchers	
GL-1/2	Added new IVT acronym on p. GL-1
GL-5 thru GL-18	Changed gender text in <i>Child care expenses</i> paragraph on p. GL-5
	Repaginated pp. GL-6 through end of Glossary
	Changed explanatory text in <i>Family self-sufficiency program</i> on p. GL-8
	Changed gender text in <i>Landlord</i> paragraph on p. GL-10 Added <i>Small rural</i>
	public housing agency (PHA)
	on p. GL-15
	Changed text in <i>Welfare assistance</i> on p. GL-17



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Public Comments Received on BCHA's Proposed Administrative Plan Changes:

BCHA voucher holder at private property:

"PLEASE deal with smokers. They are smoking inside and if you don't know why that is bad then please go to the Surgeon General website for the USA and read their report. It includes such info as how second hand smoke is a leading cause of SIDS...sudden infant death syndrome...and that it takes very little exposure to cause that! That if you are exposed to second hand smoke for 15 MINUTES...yes 15 minutes...you can have a heart attack. I am being exposed daily by my neighbors. I can smell the smoke in my house. Then I go to the doctor with asthma attacks and to the hospital with chest pain...and Boulder County Medicaid pays the bills...as well as the Medicaid bills for the smoker themselves. So please save everyone grief and pain and money by putting cigarette (tobacco smoke of any kind) MONITORS in all smokers apartments and if they smoke indoors then the alarm goes off to the building manager or whoever is the recipient of notices...then you have proof of who it is and can evict them. Please remember that smokers can move in just about anywhere but NON smokers have limited places to live where they are NOT exposed. Too many buildings never take action to remove smokers who are smoking indoors. AND my experience in having to move 4 times to get away from smokers is that they ALL smoke inside...ALL...if the weather is bad or cold...they are going to smoke inside. So my next request is that if you are not going to monitor them (best case scenario) then please give us separate buildings...on the application they should have to say if they smoke and if they do ...or smell like smoke...then they should only be allowed in smoker buildings. The same way we filter out people over 55 + to live in retirement communities we should be able to filter out smokers who then can only live in smoker buildings. We NON smokers deserve a safe place to live too...we want our own buildings where NO smokers are allowed. My last thing relates to our utility bills...I do NOT want to support gas and oil. I should not be forced to. I should be allowed to choose my own utility company that provides solar power or water power or wind power. I have always had the freedom to choose my utility company. Just because I am poor does not mean I do not deserve to make an impact in global warming by choosing a non oil and gas company. Also I should ONLY be paying the utilities that I and I alone use...not some group use divided up. Some people crank up the heat and use tons of waters...I do not. I should not be penalized for their wantonness. These two things would help to lower utilities use as well. The world needs that."

BCHA voucher holder at private property:

"CHP 4:

4-17 Do NOT agree with the removal of local preference for being a Boulder County resident. The Voucher should be used to first help those in Boulder County in need of assistance.

4-22 Added option to not require all adult household members to attend intake interviews, HOH or spouse may attend on behalf of the family. I think it is important for BCHA to know/meet all of the adult household members before offering occupancy to the applicant(s). What will be required of these adult household members?

CHP 5:

5-15 "Reduced age of child required to share bedroom with parents from 3 years to 2 years and zero months." Appreciate this change however, the waitlist for finding a place with an extra bedroom is extremely long, especially in the Kestrel community. We have a 5-year-old and are still on the waiting list for a 3-bedroom. Would it be possible for tenants/voucher holders (in cases where it makes sense like moving within the same community) to submit an application for more bedrooms up to 1 year before their child turns 2 years and zero months?

CHP 6:

6-8 Do not understand why an extra document at each annual reexamination for any individual who is 18 years old and older and not a full-time student claiming zero income is needed. What would this entail?

CHP 7:

- 7-20 What will the added policy regarding verifications for zero income status look like? CHP 11:
- 11-3 Allowing annual reexaminations to be completed via methods other than in-person is an important change reflecting, respecting, and acknowledging the varying needs of voucher holders.

11-11 Why is it necessary to have reexaminations more than just annually? Tenants/voucher holders are required to inform BCHA if/when their income changes. Having multiple zero-income or low-income reporting seems redundant and arbitrary. What is the reason behind this change? Pg 350 states that "Household members claiming zero income will NOT be required to complete more frequent interim reexaminations. All household members who are 18 years old and older and not considered a full-time student claiming zero income will be required to complete a zero income form at each annual reexamination." Am I misreading one of these statements?"

BCHA tenant at Kestrel:

"I'm surprised that applicants can reside outside of Boulder. Are there not enough applicants in Boulder county? Otherwise, the changes that I see, make sense to me."

Member of public, recipient of ERAP:

"With 50 some years experience working as a teacher and in the private sector keeping people Honest is challenging. Therefore I recommend a double-check system requiring one on one meetings in addition to paper."

BCHA voucher holder at private property:

"Nothing really it doesn't effect my household"

BCHA tenant at Tungsten Village in Nederland:

"They need to be more available... and fair People who need adequate housing are usually under duress and other critical conditions. It you would be helpful for the people trying to apply or re- qualify (for reduction due to CHANGES AND CHALLENGES that have popped up...Being lost in the Phone Que and calls not being returned.... This would be a Nice Relief to those who are looking for answers. A support system needs to be available to give clear answers or to be able to direct the party to an honest helpful communication post. Thank You"

BCHA voucher holder renting at private property:

"With the exception of eliminating preference to Boulder County residents (maybe Weld since Longmont overlaps), I think the changes are needed. At some point seeing changes like the following would be beneficial as well. ... All able-bodied adults who participate in the program should have to be involved in the whole process as well as some form of less dependency on county/state aid or self sufficiency and household contribution (work/training, classes, schooling etc), but a little more slack should be given in regards to before/after tax income & expenses. There's sometimes a significant difference between them and the rising cost of everything definitely makes things harder"

BCHA voucher holder renting BCHA unit in Longmont:

"I think everything looks great!"

BCHA voucher holder renting at private property:

"The housing voucher for Boulder county should ONLY be for Boulder county. This has always been a requirement, and isn't fair to the residents who have applied for it, but didn't get picked in the lottery within the count (I know people who have had this issue), as there are plenty of people who need one already living in this county. I appreciate the proposal to have annual recertifications via mail, as it has definitely saved time, and less of a hassle for single parents like me."

BCHA tenant at Spoke on Coffman:

"I think the income requirements need to change. The cost of living keeps going up, and rent is 60% of income. It was fine managing it when starting, but since the cost of living for food, groceries, gas, etc. is going up, I think the limits should reflect that too. I'm afraid if I take a 2nd job to help pay off medical debt and catch up on bills, I'll lose my right to live here."