

SECTION 8 ADMINISTRATIVE PLAN
PROPOSED 2025 UPDATES

Burbank Housing Authority (BHA) Proposed Updates

Chapter 1 – Statement of Policies and Objectives

- **The Housing Opportunity Through Modernization ACT of 2016 (HOTMA) – page 1-6**

Added section on HOTMA. On July 29, 2016, The Housing Opportunity Through Modernization Act (HOTMA) was signed into law. HOTMA makes numerous amendments, including significant changes to income calculation, net family assets, and income reviews.

This administrative plan has been updated to comply with the following required HOTMA provisions; Use of HUD-9886-A (a HUD form), Income Exclusions, Definitions, De Minimis Errors. All remaining provisions in Section 102 and 104 will be issued at a later date per HUD guidance.”

Chapter 5 – Income, Assets and Allowances

- **Income Exclusions – pages 5-1 to 5-6**

Revised definitions of annual income inclusions and exclusions.

- **De Minimis Errors – page 5-7 to 5-8**

Added definition of De Minimis Error and its relation to crediting back tenant when there is an administrative error.

Chapter 6 -Verification Procedures

- **Third Party Written Verification – page 6-2**

Added revisions to the Third Party Written Verifications requirements.

- **Authorization for Release of Information – page 6-15**

Added new description of the Authorization for Release of Information form

Chapter 7- Subsidy Standards

- **Small Area Fair Market Rents – pages 7-3**

Added section on Small Area Fair Market Rents (SAFMRs). SAFMRs are Fair Market Rents (FMRs) calculated at the ZIP code level rather than for the entire metropolitan area. SAFMRs are designed to help families access low-poverty, high-opportunity areas by offering rental assistance that matches the local market rent, making housing in these neighborhoods more affordable for families.

SAFMRs will apply to all tenant-based vouchers in the BHA’s jurisdiction, including special vouchers such as the Veterans Affairs Supportive Housing (VASH) Program, and special housing types such as Single Room Occupancies (SROs) and shared housing.

- **Hold Harmless – page 7-3**

Added “If the amount on the payment standard schedule is decreased while the family continues to reside in the assisted unit, the payment standard in effect as of the recertification prior to the decrease will remain in place. The payment standard shall be frozen at this level until one of the following occurs:

- The payment standard is equal to or above the frozen level.
- The family moves.
- A change in household composition requires a change in payment standard at the next annual reexamination.

- **Increases In Payment Standard During HAP Contract - page 7-4**

Added “If the payment standard amount is increased during the term of the HAP contract, the BHA must use the increased payment standard amount to calculate the monthly housing assistance payment for the family beginning no later than the earliest of:

- The effective date of an increase in the gross rent that would result in an increase in the family share;
- The family's first regular or interim reexamination; or
- One year following the effective date of the increase in the payment standard amount.”

- **PBVs – page 7-4**

Added “The BHA will not apply SAFMRs to the Project-Based Voucher (PBV) Program, but will apply the Metropolitan Area Fair Market Rents (MAFMRs) to the PBV Program”. SAFMRs apply to only tenant based vouchers not project based vouchers.

Chapter 8- Voucher Issuance and Briefing Sessions

- **BRIEFING SESSIONS – page 8-2**

Revised definition of Violence Against Women Act (VAWA) in relation to briefing sessions.

Chapter 11 – Denial or Termination of Assistance – pages 11-1 to 11-10

- **VIOLENCE AGAINST WOMEN AND REAUTHORIZATION ACT OF 2022 (VAWA) – page 11-1**

Revised “Violence Against Women and the Justice Department Act of 2013 (VAWA) to Violence Against Women and Reauthorization Act of 2022 (VAWA).”

Added “HUD’s Offices of Fair Housing and Equal Opportunity and General Counsel will enforce VAWA 2022 using existing Fair Housing Act complaint process.” The BHA is aware of the requirements set in the Reauthorization Act of 2022 and will continue to comply as regulations and policies are issued and implemented by HUD.

VAWA 2022 revises the definition of “domestic violence” and adds the definitions of “economic abuse” and technological abuse.”

- **TERMINATION OF HAP CONTRACT AND HOUSING CHOICE VOUCHERS (HCV) DUE TO INSUFFICIENT FUNDING – page 11-10**

Added “Participants with Special Purpose Vouchers (SPVs).” to list of HAP contracts that would be canceled due to insufficient funding:

“Participants whose termination was the result of insufficient funding will not be automatically reinstated when funding becomes available. Terminated participants will need to reapply for the HCV program once the waiting list is open. Reapplying does not guarantee the family will be selected to participate in the HCV program. Applicants will be placed on the waitlist in accordance with the Chapter 4 of the BHA Administrative Plan.” This update is in response to HUD’s funding limitations and the Housing Authorities policies and procedures.

Chapter 19 – Special Purpose Voucher Program – pages 19-1 to 19-13

Added Chapter 19. This chapter outlines policies and procedures of Special Purpose Vouchers (SPVs). By collaborating with community partners, SPVs provide rental assistance resources to specific populations to support the community’s plan to end homelessness. The BHA currently administers the Veterans Affairs Supportive Housing (VASH) program and plans to administer the Foster Youth to Independence (FYI) program in the near future.

The HUD-VASH program combines HCV rental assistance for homeless Veterans with case management and clinical services provided by the Department of Veterans Affairs

(VA). Chapter 19 includes key regulation updates to the VASH program implemented by HUD in 2024.

The Foster Youth to Independence (FYI) initiative makes HCV assistance available to PHAs in partnership with Public Child Welfare Agencies (PCWAs). Under FYI, PHAs provide housing assistance on behalf of eligible youth with a history of child welfare involvement that are homeless or at risk of being homeless. Eligible households receive rental assistance and supportive services for a period of 36 months. Youth may receive up to an additional 24 months of rental assistance if they meet certain requirements.

Glossary

Added definitions for the following terms:

- DAY LABORER
- DEPENDENT
- DOMESTIC VIOLENCE
- EARNED INCOME
- ECONOMIC ABUSE
- FOSTER ADULT
- FOSTER CHILD
- HEALTH AND MEDICAL CARE EXPENSES
- INDEPENDENT CONTRACTOR
- NET FAMILY ASSETS
- PASSBOOK RATE
- SEASONAL WORKER
- SPECIAL PURPOSE VOUCHER
- TECHNOLOGICAL ABUSE
- UNEARNED INCOME