

## SECTION 8 ADMINISTRATIVE PLAN PROPOSED 2024 UPDATES

### *Burbank Housing Authority (BHA) Proposed Updates*

#### **Administrative Plan**

- Updated CFRs per HUD Federal Regulations throughout document.

#### **Chapter 2 – Eligibility for Admission**

- **Income Limitations – page 2-3**  
Added “Under HUD VASH operating requirements, the Burbank Housing Authority may use up to 80% of area median income for homeless veterans.”

#### **Chapter 8 – Voucher Issuance and Briefing Sessions**

- **Portability – pages 8-4 to 8-5**  
Revised “The term of the receiving Housing Authority Voucher may not expire before 30 calendar days from the expiration date of the initial PHA voucher.”

#### **Chapter 17 Emergency Housing Vouchers (EHV)**

- **Administrative Fees and Funding for Other Eligible Expenses - page 17-4**  
Added “Application Fees/non-refundable administrative or processing fee. The BHA may provide assistance with these expenses. Application fees will be paid directly to the owner.
- **Owner-related uses – page 17-5**  
Revised “Owner incentive payments may not exceed one month Fair Market Rent.”
- **Other eligible uses – page 17-5**  
Added “Eligible activities of the EHV service fee are outlined in PIH 2023-23”
- **Termination of Vouchers upon Turnover after September 30, 2023 – pages 17-8 to 17-9**  
Revised “HUD is identifying whether a voucher issuance is a turnover voucher or a voucher that has never been leased by counting the number of cumulative EHV lease-ups. Once BHA’s total cumulative leased EHV count reaches 67, any EHV issuance is considered a reissuance. Once the BHA has reached 67 cumulative EHV lease-ups, the BHA may not reissue any EHV voucher after September 30, 2023.”

Revised “If the BHA has not reached its 67 cumulative leased vouchers, the BHA may continue to issue vouchers to eligible households after September 30, 2023, until the cumulative leased vouchers equal 67, or until directed by HUD to stop issuing EHV. If the BHA is reallocated additional EHV, these EHV are considered never leased and may be issued.”

- **Household Moves and Changes – page 17-9**

Added “EHV participants may still move (including under portability) after September 30, 2023. The termination of vouchers upon turnover provision does not impact an individual or family’s ability to move within the PHA’s jurisdiction or their ability to move under the portability procedures to another PHA’s jurisdiction.”

## **Chapter 18 – Project-Based Voucher Program – pages 18-1 to 18-16**

Please see the addition of Chapter 18. In general, this chapter outlines policies and procedures of Project-based vouchers (PBVs) are a component of a public housing agency’s (PHA’s) Housing Choice Voucher (HCV) program. PHAs are not allocated additional funding for PBV units; the PHA uses its tenant-based voucher funding to allocate project-based units to a project. Projects are typically selected for PBVs through a competitive process managed by the PHA; although in certain cases projects may be selected non-competitively.

A PHA can use up to 20 percent of its authorized voucher units to project-base units in a specific project if the owner agrees to either rehabilitate or construct the units, or the owner agrees to set-aside a portion of the units in an existing development. In certain cases, the PHA may use an additional 10 percent of its authorized voucher units for PBV assistance.

### **Glossary**

Added definitions for:

**ANNUAL CONTRIBUTIONS CONTRACT (ACC).** A grant agreement between HUD and the Housing Authority which establishes the basic terms and conditions for the Housing Authority’s public housing program.

**EXCEPTED UNITS OR HOUSING EXEMPTION.** Units in a multifamily building that are specifically made available for qualifying families who are elderly, disabled, or a family receiving supportive services.

**PROJECT BASED VOUCHERS (PBV).** A component of a public housing agency's Housing Choice Voucher program. The PHA uses its tenant-based voucher funding to allocate project-based units to a project.