



Interoffice Memorandum


APPROVED  
BY ORANGE COUNTY BOARD  
OF COUNTY COMMISSIONERS

MAR 10 2015 KH/es

AGENDA ITEM

February 16, 2015

TO: Mayor Teresa Jacobs  
-AND-  
Board of County Commissioners

FROM: Jon V. Weiss, P.E. Director   
Community, Environmental and Development  
Services Department

CONTACT PERSON: Mitchell Glasser, Manager   
Housing and Community Development Division  
407-836-5190

SUBJECT: March 10, 2015 – Consent Item  
Housing Choice Voucher Program Administrative Plan

The Orange County Housing and Community Development Division administers a Housing Choice Voucher (HCV) Program (Section 8), which provides subsidized housing services to approximately seventeen hundred (1,700) very low income families. We have updated our Administrative Plan, which outlines the policies and procedures used to administer the program. Our current plan was created in 2013 and has to be updated to comply with new regulations from the U.S. Department of Housing and Urban Development (HUD) and internal program changes. A list of the amendments to the Administrative Plan is attached.

The HCV program is an effective public/private partnership that utilizes privately owned properties as a source of housing for very low income families. In addition to assisting very low income families, the program continues to be a reliable source of affordable housing for elderly and disabled families in our community.

**ACTION REQUESTED: Approval of Amendments to the Housing Choice Voucher Program (Section 8) Administrative Plan to comply with U.S. Department of Housing and Urban Development regulations and internal program changes. All Districts**

JVW/MG/er

Attachment

MAR 10 2015 KH/BS

## Amendments to the Housing Choice Voucher Program (Section 8) Administrative Plan

The Administrative Plan includes the policies and procedures to administer the Housing Choice Voucher Program (Section 8). Pursuant to the adoption by the U.S. Department of Housing and Urban Development of the appropriations Act of 2014, we are recommending the following amendments to our Administrative Plan.

**1. Applying Utility Allowances (Page 6-38, Section D)**

Utility payments to program participants will be limited to the family unit size for which the voucher is issued, irrespective of the size of the unit rented by the participants, with an exemption for families with a person with disabilities. Once approved, this amendment will be implemented during the subsequent annual recertification for each program participant.

**2. Overview -Types Of Inspections -Annuals (Page 8-6 Section A)**

In the past, the Department of Housing and Urban Development (HUD) required all units to be inspected at the time that a program participant moves into a unit and then annually. HUD has now amended the regulations to allow housing agencies to conduct an initial move in and then inspections every two years thereafter. It is our intention to add this language to our Administrative Plan to allow for this option in the future if needed, although we do not intend to change our current process at this time.

**3. Citizen Participation Plan (NEW)**

Orange County will solicit and encourage citizen involvement in the planning, implementation, and assessment of its Housing Choice Voucher Program. Citizens will be informed and provided an opportunity to comment on the following program actions: Notice of Public Hearings, access to meetings, and Amendments to the Administrative Plan. Public Notices will be published in a local newspaper of general circulation in English and Spanish. The notice will include the purpose, date and time of the Public Hearing, and appropriate comment period. The County will also provide timely notification and information concerning meetings to allow access to meetings.

Orange County will publish notices concerning any proposed amendments to the Administrative Plan. The notice will encourage all interested parties to provide their comments on any proposed amendments during the appropriate comment period. Lastly, all notices of Public Hearings and Amendments to the Action Plan will be available for review during the comment period at our offices.