## KENDALL HOUSING AUTHORITY
## RESOLUTION NO. 2020 – 06
## ADMINISTRATIVE PLAN REVISIONS

**BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE KENDALL HOUSING AUTHORITY (KHA), as follows:**

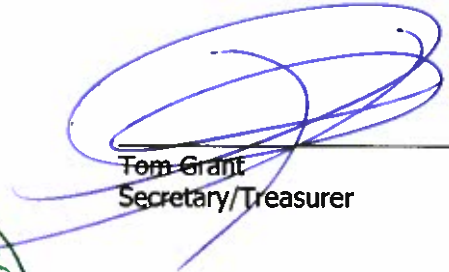**Section 1:** It is in the best interests of the Kendall Housing Authority to take the following action:

Approve the attached two revisions of additions to the Kendall Housing Authority Administrative Plan: A change in Chapter 9.I.F. (Tenancy Approval), a revision in Chapter 11-I.B (Streamlined Annual Reexaminations)

**Section 2:** This Resolution is effective upon its adoption.

*Approved by the* Kendall *Housing Authority Board of Commissioners on the 15th day of* May, 2020.


Matthew Prochaska
Chairman

Tom Grant
Secretary/Treasurer

Ayes: 3

Nays: 0

Abstain: 0

# Proposed KHA Admin Plan Changes
### Presented to the KHA Board of Commissioners May 15, 2020
** Proposed changes in *italics* **

## #1
### 9-I.F. TENANCY APPROVAL

➤ **KHA Policy:** *To ensure that KHA correctly calculates the housing assistance payment (HAP) and total tenant payment (TTP) of the rent, and to determine if the unit meets program guidelines for affordability for the family, every applicant and participant family must provide their current total household income information – defined as no older than 60 days of the date of their voucher issuance – before a voucher, RFTA (Request for Tenancy Approval) and other "moving papers" can be issued by KHA. If KHA then determines that the requested rent for the unit is not affordable for the family under program guidelines because the share of rent to be paid by the family exceeds forty percent of the family's monthly adjusted income, KHA will cancel the RFTA, and any remaining search time on the voucher will be issued to the family.*

*If the family has submitted a completed RFTA for processing and the unit they selected has been determined by KHA not to be affordable for the family under program guidelines, but the family then requests an interim reexamination due to their stated increase in total household income, the income resulting from the increase will not be processed with the move, and with exceptions the increase will become effective at the family's next annual reexamination. Decreases in total household income reported at any timeframe during a move will be processed with the move.*

*Exceptions to this policy will be made at KHA's discretion on a case by case basis.*

## #2
### 11-I.B. STREAMLINED ANNUAL REEXAMINATIONS
### [*24 CFR 982.516(b)*]

*HUD permits PHAs to streamline the income determination process for family members with fixed sources of income. While third-party verification of all income sources must be obtained during the intake process and every three years thereafter, in the intervening years the PHA may determine income from fixed sources by applying a verified cost of living adjustment (COLA) or rate of interest. The PHA may, however, obtain third-party verification of all income, regardless of the source. Further, upon request of the family, the PHA must perform third-party verification of all income sources.*

*Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a*

*COLA or rate of interest. The determination of fixed income may be streamlined even if the family also receives income from other non-fixed sources.*

> - *KHA will streamline the annual reexamination process by applying the verified COLA or interest rate to fixed-income sources. KHA will document in the file how the determination that a source of income was fixed was made.*
> - *If a family member with a fixed source of income is added, KHA will use third-party verification of all income amounts for that family member.*
> - *If verification of the COLA or rate of interest is not available, KHA will obtain third-party verification of income amounts.*

*Third-party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.*