

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date: June 23, 2014
	Agenda Item No. MHGB2 Roll Call No. <u>14-0921</u> Communication No. <u>14-292</u> Submitted by: Douglas C. Romig, Housing Services Director

AGENDA HEADING:

Approving amendment to the Des Moines Municipal Housing Agency’s (DMMHA) 2014 Section 8 Administrative Plan.

SYNOPSIS:

Approval of an amendment to the 2014 U.S. Department of Housing and Urban Development (HUD) approved Section 8 Administrative Plan to streamline annual reexaminations for fixed income families and process mail-in annual reexaminations for families with an approved Home Visit reasonable accommodation.

FISCAL IMPACT: NONE

ADDITIONAL INFORMATION:

In an effort to assist Public Housing Agencies, HUD issued Public and Indian Housing Notice 2013-3, which allows for local Public Housing Agencies to establish a streamline process for families on fixed incomes. In order to implement this change, the DMMHA must notify HUD of its intent to implement this change and obtain authorization from its Governing Board to amend its Annual Agency Plan. Changes to the DMMHA’s Agency Plan that benefit the participants are not considered a “Significant Amendment” and therefore does not require a published notification or public hearing. However, HUD does require Municipal Housing Governing Board approval to amend the adopted Annual Agency Plan. This notification has been sent to HUD.

The action before the Municipal Housing Governing Board, if approved, would authorize the DMMHA to update its policies and procedures to allow Housing Case Managers to adjust participant families’ annual household incomes based on Cost of Living Adjustments (COLA’s) for fixed income families. Staff would conduct these annual reexaminations through the mail as minor adjustments and would be made annually based on the COLA’s for Social Security, Social Security Disability, Pensions, etc. These changes would provide the participants notification for their portion of the rent based on the COLA impact and any other policy changes approved by the Municipal Housing Governing Board at the client’s annual reexamination.

In addition to streamlining the annual reexaminations for fixed income families, the DMMHA would also conduct mail-in reexaminations for all reasonable accommodation approved Home Visits. This change will benefit both the client and operations as staff will spend less time traveling to conduct the home visit as these will be done through the mail. The Agency will monitor these changes in

procedures to determine if this is a more effective method as opposed to individually meeting with all program participants.

Upon Municipal Housing Governing Board approval staff will begin to update the Section 8 Administrative Plan's policies and procedures on how these changes will be processed with an implementation date no earlier than July 1, 2014, which is when the 2014 Section 8 Administrative Plan will become effective by HUD approval.

PREVIOUS COUNCIL ACTION(S):

Date: March 24, 2014

Roll Call Number: [14-0455](#)

Action: [Approving](#) the City of Des Moines Municipal Housing Agency One Year Agency Plan. ([Board Communication No. 14-110](#)) Moved by Hensley to adopt. Motion Carried 7-0.

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

For more information on this and other agenda items, please call the City Clerk's Office at 515-283-4209 or visit the Clerk's Office on the first floor of City Hall, 400 Robert D. Ray Drive. Council agendas are available to the public at the City Clerk's Office on Thursday afternoon preceding Monday's Council meeting. Citizens can also request to receive meeting notices and agendas by email by calling the Clerk's Office or sending their request via email to cityclerk@dmgov.org.