

HOUSING AUTHORITY OF THE CITY OF FLAGSTAFF

3481 N. FANNING DRIVE, P.O. BOX 2098, FLAGSTAFF, AZ 86003
(928) 526-0002 / FAX (928) 526-3734



NOTICE OF REGULAR MEETING

FLAGSTAFF HOUSING AUTHORITY

Pursuant to A.R.S 38-431.02, as amended, notice is hereby given to the general public that the BOARD OF COMMISSIONERS OF THE FLAGSTAFF HOUSING AUTHORITY will hold a Regular Meeting open to the public on the 21st day of October, 2015 at 10:00 a.m. The Meeting will be held in the Conference Room of the Flagstaff Housing Authority, 3481 N. Fanning Dr., Flagstaff, AZ.

Attached hereto and incorporated herein by this reference is the Agenda of items to be considered, discussed or decided at said meeting.

For special accommodations, please call (928) 526-0002x213 prior to the scheduled meeting time.

DATED this 15th day of September, 2015

BY

A handwritten signature in blue ink, appearing to read "Michael A. Goulin", written over a horizontal line.

Michael A. Goulin
Secretary

Date and Time of Posting: _____

Initials of Person Posting: _____

Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

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FLAGSTAFF HOUSING AUTHORITY BOARD AGENDA

Agenda for a Regular Meeting of the Flagstaff Housing Authority Board of Commissioners to be held WEDNESDAY, October 21, 2015 at 10:00 a.m. The meeting will be held in the Conference Room of the Flagstaff Housing Authority, 3481 N. Fanning Dr., Flagstaff, AZ.

NOTICE OF OPTION TO ENTER INTO EXECUTIVE SESSION

Executive Session. Pursuant to A.R.S.38-431.02, notice is hereby given to the board of Commissioners and to the general public that, at this regular meeting, the Board of Commissioners may vote to go into executive session, which will be closed to the public, for legal advice, discussion and/or consultation with the Housing Authority of the City of Flagstaff's attorney(s) for legal advice on any item on this Agenda, pursuant to A.R.S 38-431.03(A)(3). No legal action shall be taken in executive session.

1. Call to Order
2. Roll Call
Chair Sandi Flores ____ Vice-Chair Sarah Benatar ____
Mayor Jerry Nabours ____ Al White ____
Pamela Harris ____ David Hirsch ____
Troy Campbell ____
3. Approval of the Minutes of the August 24, 2015 Regular Meeting.
4. Public Comments
5. Board Member Comments
6. Old Business
Sawmill Update – Sarah Darr
7. New Business
Resolution 02-16, Resolution Charging Off Various Tenants Account to Collection Loss for the Fiscal Year Ended June 30, 2015
Resolution 03-16, Resolution Authorizing an Adjustment to the Section 8 Housing Choice Voucher Payment Standard
Resolution 04-16, Resolution Approving Utility Allowances for the Section 8 Housing Choice Voucher Program
Resolution 05-16, Resolution Amending the Section 8 Administrative Plan

8. Staff Reports

- a. Finance Report – Deborah Beals
- b. Section 8 Housing Programs Report – Ellen Ishii
- c. Public Housing/Clark Homes Report – Kurt Aldinger
- d. Flagstaff Police Department – Office Kelly Brown
- e. Resident Council – Dione Paul
- f. Maintenance Report – Jesse Dominguez
- g. Deputy Housing Director – Sarah Darr
- h. Executive Director Report – Michael Gouhin

9. Adjourn

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MINUTES OF A REGULAR MEETING OF THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY

The Regular Meeting of the Board of Commissioners of the City of Flagstaff Housing Authority was called to order at 10:07 a.m. on August 24, 2015 by Chairperson Sandi Flores. The meeting was held in the Siler Homes Board Room.

Roll Call:	Present	Absent
Sandi Flores, Chairperson	X	
Sarah Benatar, Vice Chairperson	X	
Mayor Jerry Nabours, Member	X	
Pamela Harris, Member (Excused)		X
Al White, Member	X	
Dave Hirsch	X	
Troy Campbell	X	

Others:

Michael A. Gouhin, Executive Director
Deborah Beals, Finance Manager
Ellen Ishii, Section 8 Manager
Kurt Aldinger, Public Housing/Clark Homes Manager (Excused)
Jesse Dominguez, Maintenance Manager (Excused)
Officer Kelly Brown, Flagstaff Police Department (Excused)
Sarah Darr, Deputy Housing Director

APPROVAL OF MINUTES:

The Minutes of the May 20, 2015 Regular Meeting were presented for approval. Jerry Nabours moved, seconded by Dave Hirsch, that the Minutes be approved. Approved.

PUBLIC COMMENTS

BOARD MEMBER COMMENTS

OLD BUSINESS

Al White discussed an ordinance regarding the Thorpe Park area. Sarah Darr will review. Also, an update on the Sawmill property will be discussed at the September meeting.

NEW BUSINESS

Resolution 01-16, Resolution Certifying to the Section 8 Management Assessment Program (SEMAP), was presented and discussed. Al White moved, seconded by Sarah Benatar, that Resolution 01-16 be adopted. Approved.

Flagstaff Housing Authority does not discriminate on the basis of handicapped status in the admission or access to, or treatment or employment in, its federally assisted programs and activities.

Mayor Jerry Nabours introduced Troy Campbell as the new board member since no residents were interested after substantial outreach. If a resident becomes interested he/she will be appointed to the next vacancy.

STAFF REPORTS:

- A. FINANCE REPORT – Deborah Beals provided a written report.
- B. SECTION 8 HOUSING REPORT – Ellen Ishii gave a verbal report.
- C. PUBLIC HOUSING/CLARK HOMES REPORT – Kurt Aldinger - No report.
- D. FLAGSTAFF POLICE DEPT. – Officer Kelly Brown – No report.
- E. RESIDENT COUNCIL REPORT – Dione Paul - No report.
- F. MAINTENANCE REPORT - Jesse Dominguez – No report
- G. DEPUTY HOUSING DIRECTOR REPORT – Sarah Darr – No report.
- H. EXECUTIVE DIRECTOR REPORT – Michael Gouhin – Gave an update on the Siler Homes and Brannen Homes roof replacements; after the first of the year the board meetings will be held in the City Council chambers for streaming purposes; announced his retirement for late January 2016; Sarah Darr will become the Executive Director.

There being no further business Chairperson Flores adjourned the meeting at 10:50 a.m.

Sandi Flores, Chairperson

Michael A. Gouhin, Secretary

Date

The full text of the meeting was recorded on tape and is stored in the Housing Authority vault.

CITY OF FLAGSTAFF HOUSING AUTHORITY STAFF SUMMARY REPORT

To: CFHA Board of Commissioners
From: Deborah Beals, Finance Manager
Meeting Date: October 21, 2015

TITLE: Consideration of Resolution 02-16, Resolution Charging Off Various Tenants Accounts To Collection Loss For The Period Ended June 30, 2015.

RECOMMENDED ACTION: Adopt Resolution 02-16.

ACTION SUMMARY

- **Policy Decision of Reason for Action:**

It is a HUD requirement to write-off past due accounts of tenants who are no longer occupying a dwelling unit after all means of collection have been exhausted.

- **Financial Impact:**

There is no financial impact.

- **Has there been a previous Board decision on this topic?**

Yes. This is an annual board action item.

- **Options:**

Adopt Resolution 02-16, Resolution Charging Off Various Tenants Accounts To Collection Loss For The Period Ended June 30, 2015.

Section Director

HOUSING AUTHORITY OF THE CITY OF FLAGSTAFF

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RESOLUTION 02-16

RESOLUTION CHARGING OFF VARIOUS TENANTS ACCOUNTS TO COLLECTION LOSS FOR THE PERIOD ENDED JUNE 30, 2015

WHEREAS, various tenants accounts remain on the books; and

WHEREAS, the accounts have been referred to an agency for collections; and

WHEREAS, it is required to write-off past due accounts of tenants who are no longer occupying a dwelling unit after all means of collection have been exhausted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: That the Executive Director and the Finance Manager be authorized to charge off tenants accounts in the amount of \$21,466.40 to Collection Loss for the fiscal year ended June 30, 2015.

SECTION 2: The accounts to be charged off are attached to this resolution.

Moved, seconded by _____, that Resolution 02-16 be adopted.

The following vote was tabulated:

Sandi Flores
Sarah Benatar
Jerry Nabours
Pamela Harris
Al White
Dave Hirsch
Troy Campbell

Passed and adopted by the Board of Commissioners of the City of Flagstaff Housing Authority this 21st day of October, 2015.

Sandi Flores
Chairperson

Michael A. Gouhin
Secretary

FYE 06.30.2015 Credit Write Offs

Summary of Write -Off Amount by Type of Charge

	TOTAL
Dwelling Rental	922.77
Retro-Rent	8,936.89
Late Fee	325.00
Maintenance Materials	8,292.59
Maintenance Labor	2,426.67
Legal Fees	562.48
Grand Total	21,466.40

Resident Name	Rent	Retro Rent	Maintenance Labor	Maintenance Materials	Late Fees	Legal	East	West
Allen, Crystal G :			89.75	209.56			299.31	
Alves, Arthur Barro :			200.00	229.50			429.50	
Austin, Faith M :	182.16	1,357.00	525.00	417.00	25.00			2,506.16
Begay, Nora L :	79.99			6.00	25.00			110.99
Begay, Sanvannah L :		196.99		154.00			350.99	
Bergen - Tsosie, Krystal Dawn :		3,611.90					3,611.90	
Bobadilla, Ashley Marie :			51.75	242.00			293.75	
Brown, Shelby Lee :				635.00	50.00	250.00		935.00
Chavez, Leona Tammie :				208.00	25.00		233.00	
Cochyampewa, Altina :		628.00		7.00			635.00	
Hendricks, Christina Frances :				262.10	25.00		287.10	
Jackson, Jamar Tyrone :			687.00	1,604.43	25.00	312.48		2,628.91
Kreutzer, Almee Leona :				0.75				0.75
Maktima, Lorenda Ann :				1,915.71	50.00		1,965.71	
Martinez, Noel Elizabeth :		1,169.00		51.60				1,220.60
Martinez, Racquel Leigh :				110.64				110.64
Polingyouma:	240.50							240.50
Russell, Jacquelyn Malissa :	51.00	310.00	218.75	48.50	25.00			653.25
Sage-Theodore, Alma Elaine :	103.00	309.00		706.50	25.00		1,143.50	
Saufkie, Pamela Marie				224.00			224.00	
Slim, Melanie :	97.80		35.00	257.50	25.00			415.30
Spencer, Arleeta :	168.32	786.68	455.00	858.20	25.00			2,293.20
Terry, Kathrina L :			149.45	60.60				210.05
Yazzie, Marijean Alta :			14.97	82.00			96.97	
Yazzie, Valene Jean :		568.32		2.00				570.32
	922.77	8,936.89	2,426.67	8,292.59	325.00	562.48	9,570.73	11,895.67
Grand Total:								21,466.40

CITY OF FLAGSTAFF HOUSING AUTHORITY STAFF SUMMARY REPORT

To: CFHA Board of Commissioners

From: Ellen Ishii, Section 8 Manager

Meeting Date: October 21, 2015

TITLE: Consideration of Resolution 03-16, Resolution to Authorize an Adjustment to the Section 8 Housing Choice Voucher Payment Standard

RECOMMENDED ACTION: Approve Resolution 03-16

ACTION SUMMARY

- **Policy Decision of Reason for Action:**

HUD published the Section 8 Fair Market Rents (FMR), including utilities, to be effective October 1, 2015. Federal Regulations allow housing authorities to establish a rental payment standard up to 110% of the FMRs without HUD approval. To be more comparable to rents in the community it is necessary to increase the 0BR, 1BR, 2BR, 3BR, 4BR, 5BR and 6BR FMRs by 110%.

Federal Regulations allow housing authorities to establish a rental payment standard up to 120% of the FMRs that will be more representative and comparable to rents in the community. Therefore, it is necessary for the board of commissioners to request HUD approval to establish the 0BR and 1BR payment standard at 120% of the FMRs.

- **Financial Impact:** None
- **Has there been a previous Board decision on this topic?** Yes, this is an annual request.
- **Options:**

Adopt Resolution 03-16, Resolution to Authorize an Adjustment to the Section 8 Housing Choice Voucher Program Payment Standard.

Michael A. Gouhin, Section Director

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RESOLUTION 03-16

RESOLUTION AUTHORIZING AN ADJUSTMENT TO THE SECTION 8 HOUSING CHOICE VOUCHER PAYMENT STANDARD

WHEREAS, it is necessary for the City of Flagstaff Housing Authority to amend the Section 8 Housing Choice Voucher Payment Standard based on the Fair Market Rents (FMRs) published in the Federal Register to be effective October 1, 2015; and

WHEREAS, the amendment is necessary to enable low-income families to find safe, suitable, and decent homes with assistance under the Section 8 Housing Choice Voucher Program.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: That the Section 8 Housing Choice Voucher Payment Standards in the amount of 110% of the Fair Market Rents attached hereto be adopted and become effective December 2, 2015.

SECTION 2: That the Section 8 Housing Choice Voucher Payment Standards in excess of 110% and not to exceed 120% of the Fair Market Rent attached hereto be submitted to HUD for approval.

Moved, seconded by, that Resolution 03-16 be adopted.

The following vote was tabulated:

Sandi Flores
Sarah Benatar
Jerry Nabours
Pamela Harris
Al White
Dave Hirsch
Troy Campbell

Passed and adopted by the Board of Commissioners of the City of Flagstaff Housing Authority this 21st day of October, 2015.

Sandi Flores
Chairperson

Michael A. Gouhin
Secretary

City of Flagstaff Housing Authority - Section 8 Housing Choice Voucher Program
 Proposed FY 2016 HUD Fair Market Rents (FMR) for Recommended Payment Standard (PS) by Unit Bedrooms

To Be Effective 12/02/2015

<u>Year</u>	<u>Efficiency</u>	<u>One Bedroom</u>	<u>Two Bedroom</u>	<u>Three Bedroom</u>	<u>Four Bedroom</u>	<u>Five Bedroom</u>	<u>Six Bedroom</u>
Proposed FY 2016 FMR	751	898	1,121	1,391	1,666	1,915	2,165
CFHA FY 2016 Proposed PS	826	987	1233	1530	1832	2106	2381
Percentage Change Recommended	110%	110%	110%	110%	110%	110%	110%

CFHA request HUD Exception Rent	Yes	No	Yes	No	Yes	No	Yes	No
120%	901						1077	

120% exception rent based on final approval from HUD

<u>Year</u>	<u>Efficiency</u>	<u>One Bedroom</u>	<u>Two Bedroom</u>	<u>Three Bedroom</u>	<u>Four Bedroom</u>	<u>Five Bedroom</u>	<u>Six Bedroom</u>
Last FY 2015 Payment Standards	781	990	1,136	1,442	1,838	2,017	2,281
Final FY 2015 FMR	710	825	1,033	1,311	1,671	1,921	2,172
FMR Percentage Change FY 2016	5.80%	8.80%	8.50%	6.10%	-0.30%		

Prepared by: E. Ellen Ishii, Manager
 10/12/2015

FLAGSTAFF HOUSING AUTHORITY STAFF SUMMARY REPORT

To: Flagstaff Housing Authority Board of Commissioners

From: E. Ellen Ishii, Section 8 Manger

Meeting Date: October 21, 2015

TITLE: Consideration of Resolution 04-16, Resolution Approving Utility Allowances for the Section 8 Housing Choice Voucher Program

RECOMMENDED ACTION: Approve Resolution 04-16

ACTION SUMMARY

- **Policy Decision of Reason for Action:**

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone and cable television) for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g. trash collection).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole, and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule.

Since the utility allowance review shows no change approval of Resolution 04-16 is to continue with the current utility allowances.

- **Financial Impact:**

There is no financial impact.

- **Has there been a previous Board decision on this topic?**

Yes. This is an annual action item. Previous decision on this topic was on October 30, 2014.

- **Options:**

Adopt and approve Resolution 04-16, Resolution Approving the Utility Allowances for the Section 8 Housing Choice Voucher Program, to be effective December 2, 2015.

Michael A. Gouhin
Section Director

HOUSING AUTHORITY OF THE CITY OF FLAGSTAFF

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RESOLUTION 04-16

RESOLUTION APPROVING UTILITY ALLOWANCES FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM

WHEREAS, the Department of Housing and Urban Development requires the Board of Commissioners of the City of Flagstaff Housing Authority to approve policies relating to the administration of the Section 8 Housing Choice Voucher Program; and

WHEREAS, the City of Flagstaff Housing Authority is required to review utility allowances annually and to implement any changes effective December 2.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: The utility allowance review shows no change is required in the current schedule.

SECTION 2: That the current utility allowance schedule remain in effect as of December 2, 2015.

Moved, seconded by _____, that Resolution 04-16 be adopted.

The following vote was tabulated:

Sandi Flores
Sarah Benatar
Jerry Nabours
Pamela Harris
Al White
Dave Hirsch
Troy Campbell

Passed and adopted by the Board of Commissioners of the City of Flagstaff Housing Authority this 21st day of October, 2105.

Sandi Flores
Chairperson

Michael A. Gouhin
Secretary

Mike Gouhin

From: Deborah Beals
Sent: Friday, October 09, 2015 12:34 PM
To: Mike Gouhin; Ellen Ishii; Sarah Darr; Tracey French; Cherise M. Barreto Aguilar
Subject: Utility Allowance Schedule review
Attachments: AVG Certification.txt

I have completed the annual review of utility rate allowances, and found that gas, electric and water rates have not changed since the last review. Therefore, I recommend that the board re-affirm the existing utility allowance schedule for 2016. City Council is voting on increased water/sewer rates in November. I will review the new rates and propose changes as needed if a rate change is approved.

My review is documented in a workbook filed on the G drive, in Utility Allowance folder.

Summary of Changes for FY 2016 Section 8 Utility Allowances

Gas

No Changes

Water

No Changes,; however rate increases are being considered by City at November Council Meeting. If rate increases are approved, staff will review and propose change to water allowance for board review.

Electric

No Changes

*Deborah S. Beals
Finance Manager
928-526-0002 x210*

*Always be a first-rate version of yourself, instead of a second-rate version of somebody else.
~ Judy Garland*

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
FLAGSTAFF, AZ		Single Family Detached					12/02/2015
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	22	31	39	44	54	62
	b. Bottle Gas	33	45	56	62	75	86
	c. Oil / Electric	51	82	115	157	185	219
	d. Coal / Other						
Cooking	a. Natural Gas	4	6	7	9	11	13
	b. Bottle Gas	5	7	10	12	14	17
	c. Oil / Electric	3	4	6	8	10	11
	d. Coal / Other						
Other Electric		18	23	31	38	42	48
Air Conditioning							
Water Heating	a. Natural Gas	6	11	15	19	23	27
	b. Bottle Gas	8	14	19	24	30	35
	c. Oil / Electric	15	27	38	50	58	69
	d. Coal / Other						
Water		25	30	37	55	77	97
Sewer		8	13	19	32	45	53
Trash Collection		18	18	18	18	18	18
Range/Microwave							
Refrigerator		100	100	100	100	100	100
Other -- specify							

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented. Name of Family _____ Address of Unit _____ Number of Bedrooms _____	Utility or Service	per month cost
	Heating	\$ _____
	Cooking	_____
	Other Electric	_____
	Air Conditioning	_____
	Water Heating	_____
	Water	_____
	Sewer	_____
	Trash Collection	_____
	Range/Microwave	_____
Refrigerator	_____	
Other	_____	
Total	\$ _____	

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
FLAGSTAFF, AZ		Mobile Home					12/02/2015
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	28	28	42	45	52	63
	b. Bottle Gas	41	41	59	63	73	87
	c. Oil / Electric	63	63	115	157	213	268
	d. Coal / Other						
Cooking	a. Natural Gas	3	5	7	9	15	19
	b. Bottle Gas	4	6	10	12	19	24
	c. Oil / Electric	7	8	14	21	29	36
	d. Coal / Other						
Other Electric		31	31	48	68	87	107
Air Conditioning							
Water Heating	a. Natural Gas	7	9	15	19	30	37
	b. Bottle Gas	10	12	19	24	39	48
	c. Oil / Electric	10	20	33	50	67	83
	d. Coal / Other						
Water		23	27	33	49	68	87
Sewer		8	12	18	31	43	51
Trash Collection		18	18	18	18	18	18
Range/Microwave							
Refrigerator		100	100	100	100	100	100
Other -- specify							

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.	Utility or Service	per month cost
	Heating	\$
Name of Family _____ Address of Unit _____ Number of Bedrooms _____	Cooking	
	Other Electric	
	Air Conditioning	
	Water Heating	
	Water	
	Sewer	
	Trash Collection	
	Range/Microwave	
	Refrigerator	
	Other	
	Total	\$

Allowances for Tenant-Furnished Utilities and Other Services

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 09/30/2017)

See Public Reporting Statement and Instructions on back

Locality		Unit Type					Date (mm/dd/yyyy)
FLAGSTAFF, AZ		Apartment, Condo or Townhouse					12/02/2015
Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	19	22	30	42	52	63
	b. Bottle Gas	29	33	44	59	73	87
	c. Oil / Electric	51	63	115	157	213	268
	d. Coal / Other						
Cooking	a. Natural Gas	3	5	7	9	15	19
	b. Bottle Gas	4	6	10	12	19	24
	c. Oil / Electric	7	8	14	21	29	36
	d. Coal / Other						
Other Electric		27	31	48	68	87	107
Air Conditioning							
Water Heating	a. Natural Gas	7	9	15	19	30	37
	b. Bottle Gas	10	12	19	24	39	48
	c. Oil / Electric	12	20	33	50	67	83
	d. Coal / Other						
Water		25	30	37	55	77	97
Sewer		8	13	19	32	45	53
Trash Collection		18	18	18	18	18	18
Range/Microwave							
Refrigerator		100	100	100	100	100	100
Other -- specify							

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service	per month cost
Name of Family	Address of Unit	Heating	\$
		Cooking	
		Other Electric	
		Air Conditioning	
		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Number of Bedrooms		Other	
		Total	\$

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RESOLUTION 05-16

RESOLUTION AMENDING THE SECTION 8 ADMINISTRATIVE PLAN

WHEREAS, the Quality Housing and Work Responsibility Act of 1998 (QHWRA) requires that public housing policies be kept current; and

WHEREAS, the Section 8 Administrative Plan is to be amended to include Federal regulatory changes.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF FLAGSTAFF HOUSING AUTHORITY AS FOLLOWS:

SECTION 1: That the Board of Commissioners hereby approve and adopt the HUD mandated changes to the Section 8 Administrative Plan as presented by staff.

SECTION 2: That the amendment will be effective upon adoption of Resolution 05-16.

Moved, seconded by _____, that Resolution 05-16 be adopted.

The following vote was tabulated:

Sandi Flores
Sarah Benatar
Jerry Nabours
Pamela Harris
Al White
Dave Hirsch
Troy Campbell

Passed and adopted by the Board of Commissioners of the City of Flagstaff Housing Authority this 21st day of October, 2015.

Sandi Flores
Chairperson

Michael A. Gouhin
Secretary

Section 8 Housing Choice Voucher Program

Recommended revisions to the Section 8 Administrative Plan

1. Jurisdiction – adding new zip code (pg.10)
2. Section 9.0, Determination of Family Income
 - a) Income, 9.2.B. 9. (pg 60)
 - b) Income Exclusions, 9.3 (pg 62-66)
3. Section 11.6, Utility Allowance (pg 88-89)
4. Section 12.1, Types of Inspections (pg91)

Prepared by E. Ellen Ishii, Section 8 Manager

Contact: ellen@flagha.org

928.526.0002, ext. 204

- C. Address of all CFHA offices, office hours, telephone numbers, TDD numbers, and hours of operation
- D. Income Limits for Admission
- E. Informal Review and Informal Hearing Procedures
- F. Fair Housing Poster
- G. Equal Opportunity in Employment Poster

1.9 JURISDICTION

HUD has authorized the CFHA to administer rental assistance programs within the corporate boundaries of the City of Flagstaff, Flagstaff, AZ. The CFHA's jurisdiction includes the surrounding areas with the following zip codes:

- 86001
- 86002
- 86003
- 86004
- 86005*

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1.9.1 RENTAL ASSISTANCE PROGRAMS

Section 8 of the Housing and Community Development Act of 1974 established the "Section 8 Program", the first permanent Federal program for rental assistance. The program authorized a basic certificate program, as well as targeted subprograms. As rental assistance programs developed, Congress authorized additional Section 8 programs, including a voucher program in 1987.

In 1988, the Quality Housing and Work Responsibility Act (QHWRA) required housing authorities to convert their certificates into vouchers and establish the Housing Choice Voucher Program as the primary rental assistance program. As a result of this conversion, the Housing Choice Voucher Program now encompasses all Housing Authority rental assistance except for existing certificates under the previously offered Moderate Rehabilitation Program. SRO Moderate Rehabilitation Program: A certificate-based rental assistance program incorporating financial options for owners doing moderate levels of rehabilitation and upkeep to affordable housing rental units.

opportunity for review or hearing on such welfare agency determinations.

- c). Such welfare agency determinations are the responsibility of the welfare agency, and the family may seek appeal of such determinations through the welfare agency's normal due process procedures. The CFHA shall rely on the welfare agency notice to the CFHA of the welfare agency's determination of a specified welfare benefits reduction.

- 7. Periodic and determinable allowances, such as alimony and child support payments, and regular contributions or gifts received from organizations or from persons not residing in the dwelling.

8. ~~8.~~ All regular pay, special pay, and allowances of a member of the Armed Forces. (Special pay to a member exposed to hostile fire is excluded.)

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9. ~~9.~~ For section 8 programs only and as provided in 24 CFR 5.612, any financial assistance, in excess of amounts received for tuition and any other required fees and charges, that an individual receives under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.), from private sources, or from an institution of higher education (as defined under the Higher Education Act of 1965 (20 U.S.C. 1002)), shall be considered income to that individual, except that financial assistance described in this paragraph is not considered annual income for persons over the age of 23 with dependent children. For purposes of this paragraph, "financial assistance" does not include loan proceeds for the purpose of determining income.

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9.3 EXCLUSIONS FROM INCOME

Annual income does not include the following amounts specified in the federal regulations currently found in 24 CFR 5.609(c):

- A. Income from employment of children (including foster children) under the age of 18 years;
- B. Payments received for the care of foster children or foster adults (usually persons with disabilities, unrelated to the participant family, who are unable to live alone) or payments made under Kinship Guardian Assistance Payments (Kin-GAP) or similar guardianship care programs for children leaving the juvenile court system;

are not limited to, fire patrol, hall monitoring, lawn maintenance, resident initiative coordination, and serving as a member of the CFHA's governing board. No resident may receive more than one such stipend during the same period of time;

5. Incremental earnings and benefits resulting to any family member from participation in qualifying State or local employment training programs (including training programs not affiliated with a local government) and training of a family member as resident management staff. Amounts excluded by this provision must be received under employment training programs with clearly defined goals and objectives and are excluded only for the period during which the family member participates in the employment training program;
6. Temporary, nonrecurring, or sporadic income (including gifts);
7. Reparation payments paid by a foreign government pursuant to claims filed under the laws of that government by persons who were persecuted during the Nazi era;
8. Earnings in excess of \$480 for each full-time student 18 years old or older (excluding the head of household and spouse);
9. Adoption assistance payments in excess of \$480 per adopted child;
10. Deferred periodic amounts from Supplemental Security Income and Social Security benefits that are received in a lump sum amount or in prospective monthly amounts;
11. Amounts received by the family in the form of refunds or rebates under State or local law for property taxes paid on the dwelling unit;
12. Amounts paid by a State agency to a family with a member who has a developmental disability and is living at home to offset the cost of services and equipment needed to keep the developmentally disabled family member at home; or
13. Amounts specifically excluded by any other Federal statute from consideration as income for purposes of determining eligibility or benefits.

These exclusions include:

A(i). The value of the allotment provided to an eligible household under the

Food Stamp Act of 1977 (7 U.S.C. 2017(b));

~~B(ii).~~ Payments to Volunteers under the domestic Volunteer Services Act of 1973 (42 U.S.C. 5044(g), 5058);

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~~G(iii).~~ ~~Certain p~~Payments received under the Alaska Native Claims Settlement Act (43 U.S.C. 1626(c));

~~D(iv).~~ Income derived from certain submarginal land of the United States that is held in trust for certain Indian tribes (25 U.S.C. 459e);

~~E(v).~~ Payments or allowances made under the Department of Health and Human Services' Low-Income Home Energy Assistance Program (42 U.S.C. 8624(f));

~~f.~~ ~~Payments received under programs funded in whole or in part under the Job Training Partnership Act (20 U.S.C. 1652(b); (effective July 1, 2000, references to Job Training Partnership Act shall be deemed to refer to the corresponding provision of the Workforce Investment Act of 1998 (20 U.S.C. 2031);~~

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~~g(vi).~~ Income derived from the disposition of funds to the Grand River Band of Ottawa Indians (Pub. L. 94-540, ~~section 6~~ 90 Stat. 2503-04);

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~~h(vii).~~ The first \$2000 of per capita shares received from judgment funds awarded by the Indian Claims Commission or the U.S. Claims Court, the interests of individual Indians in trust or restricted lands, including the first \$2000 per year of income received by individual Indians from funds derived from interests held in such trust or restricted lands (25 U.S.C. 1407-1408). ~~This exclusion does not include proceeds of gaming operations regulated by the Commission;~~

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~~i(viii).~~ Amounts of scholarships funded under title IV of the Higher Education Act of 1965 (20 U.S.C. 1070), including awards under Federal work-study program or under the Bureau of Indian Affairs student assistance programs (20 U.S.C. 1087uu). ~~For Section 8 programs only (42 U.S.C. 1437f), any financial assistance in excess of amounts received by an individual for tuition and any other required fees and charges under the Higher Education Act of 1965 (20 U.S.C. 1001 et seq. from private sources, or an institution of higher education (as defined under the Higher~~

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Education Act of 1965 (20 U.S.C. 1002)), shall not be considered income to that individual if the individual is over the age of 23 with dependent children (Pub. L. 109-115, section 327) (as amended);

~~j(x).~~ Payments received from programs funded under Title V of the Older Americans Act of ~~1985~~ 1965 (42 U.S.C. 3056g(f));

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~~k(x).~~ Payments received on or after January 1, 1989, from the Agent Orange Settlement Fund (Pub. L. 101-201) or any other fund established pursuant to the settlement in *In Re Agent-product liability litigation*, M.D.L. No. 381 (E.D.N.Y.);

~~l(xi).~~ Payments received under the Maine Indian Claims Settlement Act of 1980 (Pub. L. 96-420, 25 U.S.C. 172824);

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~~m(xii).~~ The value of any child care provided or arranged (or any amount received as payment for such care or reimbursement for costs incurred for such care) under the Child Care and Development Block Grant Act of 1990 (42 U.S.C. 9858q);

~~n(xiii).~~ Earned income tax credit (EITC) refund payments received on or after January 1, 1991, for programs administered under the United States Housing Act of 1937, title V of the Housing Act of 1949, section 101 of the Housing and Urban Development Act of 1965, and sections 221(d)(3), 235, and 236 of the National Housing Act (26 U.S.C. 32(j));

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~~o(xiv).~~ Payments by the Indian Claims Commission to the Confederated Tribes and Bands of Yakima Indian Nation or the Apache Tribe of Mescalero Reservation (Pub. L. 95-433);

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~~p(xv).~~ Allowances, earnings and payments to AmeriCorps participants under the National and Community Service Act of 1990 (42 U.S.C. 12637(d));

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~~q(xvi).~~ Any allowance paid under the provisions of 38 U.S.C. ~~1805~~ 1833(c) to children of Vietnam veterans born with spina bifida (38 U.S.C. 1802-05), children of women Vietnam veterans born with certain birth defects (38 U.S.C. 1811-16), and children of certain Korean service veterans born with spina bifida (38 U.S.C. 1821);

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~~(xvii) Any amount of crime victim compensation (under the Victims of Crime Act) received through crime victim assistance (or payment or reimbursement of the cost of such assistance) as determined under the Victims of Crime Act because of the commission of a crime against the applicant under the Victims of Crime Act (42 U.S.C. 10602(c)); and~~

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~~(xviii) Allowances, earnings and payments to individuals participating in programs under the Workforce Investment Act of 1998 (29 U.S.C. 2931(a)(2)).~~

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~~(xix) Any amount received under the Richard B. Russell School Lunch Act (42 U.S.C. 1760(e)) and the Child Nutrition Act of 1996 (42 U.S.C. 1780(b)), including reduced-price lunches and food under the Special Supplemental Food Program for Women, Infants, and Children (WIC);~~

~~(xx) Payments, funds, or distributions authorized, established, or directed by the Seneca Nation Settlement Act of 1990 (25 U.S.C. 1774f (b));~~

~~(xxi) Payments from any deferred U.S. Department of Veterans Affairs disability benefits that are received in a lump sum amount or in prospective monthly amounts (42 U.S.C. § 1437a (b)(4));~~

~~(xxii) Compensation received by or on behalf of a veteran for service-connected disability, death, dependency, or indemnity compensation as provided by an amendment by the Indian Veterans Housing Opportunity Act of 2010 (Pub. L. 111-269; 25 U.S.C. 4103(9)) to the definition of income applicable to programs authorized under the Native American Housing Assistance and Self-Determination Act (NAHASDA) (25 U.S.C. 4101 et seq.) and administered by the Office of Native American Programs;~~

~~(xxiii) A lump sum or a periodic payment received by an individual Indian pursuant to the Class Action Settlement Agreement in the case entitled *Elouise Cobell et al. v. Ken Salazar et al.*, 816 F.Supp.2d 10 (Oct. 5, 2011 D.D.C.), for a period of one year from the time of receipt of that payment as provided in the Claims Resolution Act of 2010 (Pub. L. 111-291);~~

~~(xxiv) Any amounts in an "individual development account" as provided by the Assets for Independence Act, as amended in 2002 (Pub. L. 107-110, 42 U.S.C. 604(h) (4));~~

~~(xxv) Per capita payments made from the proceeds of Indian Tribal Trust Cases as described in PIH Notice 2013-30 "Exclusion from Income of Payments under Recent Tribal Trust Settlements" (25 U.S.C. 117(a)); and~~

~~(xxvi) Major disaster and emergency assistance received by individuals and families under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Pub. L. 93-288, as amended) and comparable disaster assistance provided by States, local governments, and disaster assistance organizations (42 U.S.C. 5155(d)).~~

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~~j. The \$600 transitional assistance subsidy for applicants and tenants enrolled in the Medicare transitional assistance program, effective the date of receiving the benefits and any negotiated drug discounts received pursuant to the Medicare prescription drug discount card. This expires on May 15, 2006 or when the participant enrolls in the Medicare Prescription Drug Program.~~

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~~u. Any low-income subsidy received to assist low-income persons in paying for their Medicare prescription drug Program.~~

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~~v. Income payments from the U.S. Census Bureau defined as employment lasting no longer than 180 days and not culminating in permanent employment (PIH 2008-26).~~

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~~w. One-time recovery payments generated by the American Recovery and Reinvestment Act (ARRA).~~

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~~X14. Earned Income Disallowance for persons with Disabilities [24CFR5.617]~~

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~~(i) Initial Twelve Month Exclusion [24CFR5.617(C)(1)]~~

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~~(i)~~

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~~(ii) Second Twelve Month Exclusion and Phase-In [24CFR5.617(C)(2)]~~

~~(iii) Maximum Four Year Disallowance [24CFR5.617(C)(3)]~~

~~y. Tax Rebates from the Internal Revenue Service under the Economic Stimulus Act of 2008 (PIH 2008-23)~~

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~~15. Financial assistance received through the Veterans Retraining Assistance Program (VRAP) [24 CFR 5.609 (c)(6)].~~

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4. The family does not include any person who does not have eligible status other than the head of household, the spouse of the head of household, any parent of the head or spouse, or any child (under the age of 18) of the head or spouse.

The family's assistance is prorated in the following manner:

1. Find the prorated housing assistance payment (HAP) by dividing the HAP by the total number of family members, and then multiplying the result by the number of eligible family members.
2. Obtain the prorated family share by subtracting the prorated HAP from the gross rent (contract rent plus utility allowance).
3. The prorated resident rent equals the prorated family share minus the full utility allowance.

11.6 UTILITY ALLOWANCE

The Housing Authority maintains a utility allowance schedule for all tenant-paid utilities (except telephone and cable television), for cost of tenant-supplied refrigerators and ranges, and for other tenant-paid housing services (e.g., trash collection (disposal of waste and refuse)).

The utility allowance schedule is determined based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. In developing the schedule, the Housing Authority uses normal patterns of consumption for the community as a whole and current utility rates.

The Housing Authority reviews the utility allowance schedule annually and revises any allowance for a utility category if there has been a change of 10% or more in the utility rate since the last time the utility allowance schedule was revised. The Housing Authority maintains information supporting the annual review of utility allowances and any revisions made in its utility allowance schedule. Participants may review this information at any time by making an appointment with the CFHA.

~~The Housing Authority uses the appropriate utility allowance for the size of dwelling unit actually leased by the family (rather than the family unit size as determined under the Housing Authority subsidy standards).~~

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Under section 242 of the 2014 Appropriations Act, effective July 1, 2014, the utility allowance for a family shall be the lower of: (1) the utility allowance amount for the family unit size; or (2) the utility allowance amount for the unit size of the unit rented by the family.

However upon request of a family that includes a person with disabilities, the CFHA must approve the utility allowance higher than the applicable amount if such a higher utility allowance is needed as a reasonable accommodation in accordance with HUD's regulation in 24 CFR Part 8 to make the program accessible to and usable by the family member with a disability. This provision applies only to vouchers issued after the effective date of this notice and to current program participants.

For current program participants, CFHA must implement the new allowance at the family's next reexamination, provided that the CFHA is able to provide the family with at least 60 day notice prior to reexamination.

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At each reexamination, the Housing Authority applies the utility allowance from the most current utility allowance schedule.

The Housing Authority will approve a request for a utility allowance that is higher than the applicable amount on the utility allowance schedule if a higher utility allowance is needed as a reasonable accommodation to make the program accessible to and usable by the family member with a disability, upon written request.

The utility allowance will be subtracted from the family's share to determine the amount of the Tenant Rent. The Tenant Rent is the amount the family owes each month to the owner. The amount of the utility allowance is then still available to the family to pay the cost of their utilities. Any utility cost above the allowance is the responsibility of the participant. Any savings resulting from utility costs below the amount of the allowance belong to the participant.

If the utility allowance exceeds the family's total tenant payment, the CFHA will provide a utility reimbursement payment for the family each month. The reimbursement check will be made out directly to the family's head of household on record.

Landlords may charge separately for gas, water, wastewater, solidwaste removal or electricity by installing a submetering system or by allocating the charges separately through a ratio utility billing system.

11.7 DISTRIBUTION OF HOUSING ASSISTANCE PAYMENT

Housing Assistance Payments (HAP) are paid to the owner in accordance with the terms of the HAP Contract. HAP may only be paid to the owner during the lease term and while the family is residing in the unit.

to enter the unit and complete the inspection. The family may contact the CFHA to reschedule the inspection if necessary for unexpected emergencies or conflict in prior engagements. The CFHA may reschedule before the scheduled inspection as long as the new inspection date allows the CFHA to remain in compliance with HUD HQS requirements.

If the family misses the scheduled inspection and fails to reschedule the inspection, the CFHA will only schedule one more inspection. If the family misses two inspections, the CFHA will consider the family to have violated a Family Obligation and their assistance will be terminated.

12.1 TYPES OF INSPECTIONS

There are several types of inspections the CFHA will perform:

- A. Initial Inspection - An inspection that must take place to ensure that the unit passes HQS before the CFHA enters into a HAP Contract with the owner and before assistance can begin.
- B. Annual/Biennial Inspection - An inspection to determine that the unit continues to meet HQS. A unit must pass its annual/biennial HQS inspection. Section 220 of the 2014 Appropriations Act , effective July 1, 2014 allows the CFHA to comply with the requirements to inspect assisted dwelling units during the term of a housing assistance payment (HAP) contract by conduction biennial housing quality inspections instead of annual inspections.
- C. Special Inspection – HQS inspection performed upon request of the owner, family, or a third party, i.e., HUD.
- D. Emergency - An inspection that takes place in the event of a perceived emergency. These will take precedence over all other inspections.
- E. Move Out Inspection – Inspections are performed only for the SRO Moderate Rehabilitation Program, a These inspections document the condition of the unit at the time of the move-out.
- G. Quality Control Inspection - Supervisory inspections to objectively ascertain that each inspector is conducting accurate and complete inspections and to ensure consistency among inspectors in application of HQS. Quality Control inspections will be performed to meet the minimum number required by the Section 8 Management Assessment Program (SEMAP).