



## REQUEST FOR BOARD ACTION

ITEM NO. 12.

**DATE OF MEETING:** September 4, 2012

**REQUESTED BY:** Judith Herring, Housing Director

**SHORT TITLE:** Resolution Requesting Approval of the revised HUD Administrative Plan for the Pender County Housing Authority's Section 8 Housing Choice Voucher Program.

**BACKGROUND:** The U S Department of Housing and Urban Development (HUD) requires that each Housing Authority have a current Administrative Plan for the operation of its Housing Choice Voucher Program and Project-based Voucher Program. Administrative Plans must be updated periodically to ensure that they are current in terms of both local policies and practices as well as to ensure compliance with current Federal guidelines. The Housing Authority's current Administrative Plan was last revised in 2005. A number of laws and guidelines affecting the HCV Program have changed since that time including guidelines regarding student households and changes in the Americans with Disabilities Act. The revised plan also improves the readability of the plan for the public, participants, applicants and landlords in an effort to promote greater understanding of our policies. Approval from the Board of County Commissioners, acting as the Board for the Housing Authority, is required to implement the revised Plan.

**SPECIFIC ACTION REQUESTED:** To consider a resolution Approving 2012 revision of the Pender County Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher and Project-based Voucher Programs to be effective as of the date approved.

**COUNTY MANAGER'S RECOMMENDATION**

Respectfully recommend approval.

Initial

**RESOLUTION**

**NOW, THEREFORE BE IT RESOLVED** by the Pender County Board of Commissioners that:

the Board hereby approves 2012 revision of the Pender County Housing Authority's Administrative Plan for the Section 8 Housing Choice Voucher and Project-based Voucher Programs effective as of the date of approval.

**AMENDMENTS:**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

APPROVED \_\_\_\_\_ DENIED \_\_\_\_\_ UNANIMOUS

YEA VOTES: Brown \_\_\_ Tate \_\_\_ Rivenbark \_\_\_ Ward \_\_\_ Williams \_\_\_

\_\_\_\_\_  
George R. Brown, Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
ATTEST

\_\_\_\_\_  
Date



Pender County Housing Department

Post Office Box 1149  
805 South Walker Street  
Burgaw, North Carolina 28425

Telephone: (910) 259-1208  
FAX: (910)259-1343

**MEMORANDUM**

**TO:** Board of County Commissioners

**FROM:** Judith Herring, Director

**DATE:** 8/10/2012

**RE:** Revised Administrative Plan for the Section 8 Housing Choice Voucher & Project-based Voucher Programs

The attached Administrative Plan is the proposed 2012 revision of the Housing Authority's Administrative Plan. A copy of the existing plan is available in the Housing Department's office for review.

The existing plan was originally written in 2000 and the last revision completed in 2005. Since that time, the Americans with Disabilities Act Amendments Act of 2008 passed as well as the Housing and Economic Recovery Act of 2008. Most recently, HUD issued PIH Notice 2012-32 prohibiting discrimination based on gender identity and sexual orientation.

Before presenting this to the Board for review and approval, the Administrative Plan draft was shared with Housing Department Staff and Wayne Woodell at HUD in Greensboro, as well as others for review, editing and help with guidelines.

This revision is in a chapter format to improve readability as well as improve our ability to revise sections as needed without re-writing the entire manual. Unfortunately, no document is perfect. If you notice errors, please let me know so that we can make corrections.

