

**SECTION 8 ADMINISTRATIVE PLAN  
PROPOSED 2023 UPDATES**

***Burbank Housing Authority (BHA) Proposed Updates***

**Chapter 11 – Denial or Termination of Assistance**

- **Grounds for Denial of Assistance to Applicants – page 11-3**  
Added “A detailed policy related to this item is on file with the Burbank Housing Authority Office.”
- **Grounds for Denial of Assistance to Participants –page 11-3**  
Added “A detailed policy related to this item is on file with the Burbank Housing Authority Office.”

**Chapter 14 – Family Self-Sufficiency Program and Special Provisions for Use of Targeted Vouchers pages 14-1 to 14-3**

Replaced Section 8 with ***Housing Choice Voucher*** to cover all voucher programs administered by the Burbank Housing Authority. In addition, based on guidance issued by HUD in June 2022, Housing Authorities that run a Family Self Sufficiency Program (FSS) were required to update their FSS Action Plan to reflect amended regulations, and implement changes to their FSS program. The BHA made the following revisions in September 2022 to Chapter 14.

- **Contract of Participation page 14-1**  
Added “By regulation, the contract of participation is considered to be concluded when the FSS family has fulfilled all of its obligations under the contract of participation on or before the expiration of the contract term, including any extension thereof.”  
  
Added Contract of participation may be extended for good cause to include:  
(i) Circumstances beyond the control of the FSS family, as determined by the PHA or owner, such as a serious illness or involuntary loss of employment;  
(ii) *Active pursuit of a current or additional goal that will result in furtherance of self-sufficiency during the period of the extension (e.g. completion of a college degree during which the participant is unemployed or under-employed, credit repair towards being homeownership ready, etc.) as determined by the PHA or owner or*  
(iii) Any other circumstances that the PHA or owner determines warrants an extension, as long as the request is reasonable and the PHA or owner is consistent in its determination as to which circumstances warrant an extension.
- **Escrow Account page 14-2**  
Revised “at the time of Contract completion.”

Revised “If the FSS participant requests an interim disbursement, the Housing Authority will review on a case-by-case basis.”

- **Termination of Contract of Participation page 14-3**

Removed “The Housing Authority will not terminate Section 8 assistance for violation of FSS obligations. However, if the Section 8 assistance is terminated, the FSS Contract will be terminated.”

Revised “FSS household.”

- **Family Self-Sufficiency Program Action Plan page 14-4 to 14-7**

Added the additional updated date of September 2022.

Replaced Section 8 with ***Housing Choice Voucher*** to cover all voucher programs administered by the Burbank Housing Authority. Also updated the following sections as noted:

1. Added “As of 2022, the racial and ethnic breakdown of the Housing Choice Voucher Programs is 81% White (Armenian surname), 5% Black, 2% Asian or Pacific Islander, and 12% Hispanic.”

5. Added “The head of the FSS family is designated by the participating family. The Housing Authority may make itself available to consult with families on this decision, but it is the assisted household that chooses the head of FSS family that is most suitable for their individual household circumstances. The designation or any changes by the household to the Head of FSS Family must be submitted to the Burbank Housing Authority in writing. The Voucher head of household does not need to participate as the head of the FSS family.”

9. Added “The Burbank Housing Authority does not operate other self-sufficiency programs therefore no additional families are expected to enroll. The Burbank Housing Authority does not offer selection preference for porting families.”

10. Added “At the time that the tenant signs the Contract of Participation an ITSP is developed. The COP may be modified upon mutual agreement of the Housing Authority and the FSS family. This includes modification of goals in writing with respect to the ITSPs, the contract term and designation of the head of the FSS family. Established goals on the ITSP may be revised, providing that:

- a. The revised goals are comparable to those, which were initially established.

- b. The revised goals can be accomplished within the remaining term of the COP

Various community resources will be identified that may provide assistance to the tenant. The relationship established between the Case Manager and the tenant carry through during the contract period and the tenant is encouraged to rely on the Case manager to assist and guide the tenant in arriving at the ultimate destination of gainful employment and severance from public assistance.”

11. Added “The Contract of Participation (COP) is described in the Administrative Plan. The COP is considered to be concluded when the FSS family has fulfilled all of its obligations under the COP, on or before the expiration of the contract term including any extensions thereof. This COP may be extended if the participant needs additional time to accomplish certain goals. The Housing Authority will require a combination of self-certification and third-party verification to document completion of ITSP goals.”

## **Chapter 17 Emergency Housing Vouchers (EHV)**

- **Waitlist Process - page 17-5**

Revised “A separate waiting list will be maintained for the EHV referrals/applicants that are eligible, however, a voucher is not available. The EHV Waiting List is based on eligible applicants/referrals from the CoC as required by HUD, and not applications of the general public.

## **Glossary – page 4**

- **Defined HOMELESS**

As defined under SEC. 103. [42 USC 11302], the term “homeless”, means— (1) an individual or family who lacks a fixed, regular, and adequate nighttime residence; (2) an individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground. These households must be determined and referred to the Section 8 Program by qualified service providers.