

SECTION 8 ADMINISTRATIVE PLAN
PROPOSED 2026 UPDATES

Burbank Housing Authority (BHA) Proposed Updates

Chapter 2 – Eligibility for Admission

- **Family Composition – page 2-1**
Revised the definition of a single person.

Chapter 4 – Applicant Waiting List

- **Risk of Rental Assistance Loss Preference – page 4-2**
Added a new preference category: “This preference will be given to households participating in any Burbank Housing Authority Special Purpose Voucher program, who are at risk of losing rental assistance because of funding limitations, program changes, or shifts in eligibility requirements.”
- **Burbank Residents – pages 4-3 to 4-4**
Added preference points for new preference category: “Burbank Housing Authority Special Purpose Voucher households whose assistance is at risk of termination due to lack of program funding (50 points)”

Chapter 5 – Income, Assets and Allowances

- **Income Exclusions – page 5-4**
Revised “Loan proceeds, under the terms of a loan agreement, received by the family or a third party.”

Chapter 7- Subsidy Standards

- **Changes In Household Subsidy – page 7-5**
Revised “If the household size increases or decreases during the HAP contract term, the new family unit size may be used to determine the payment standard amount for the family immediately, but no later than the family’s first regular reexamination following the change in family unit size.”

Chapter 8- Voucher Issuance and Briefing Sessions

- **Briefing Sessions - pages 8-2 to 8-3**
Revised section B. by adding #17-21, which describe documents contained in the briefing packet.

Added “The BHA will also provide information regarding the reasonable accommodation process at this time.”

Chapter 9 – Request For Tenancy Approval And Contract Execution

- **Rent Increases – page 9-5**

Added “The Housing Authority will not approve a rent increase for a unit that is in failed HQS status or subject to abatement of Housing Assistance Payments.”

Chapter 10 – Housing Quality Standards And Inspections– pages 10-1 to 10-5

- Added sections E-J on requirements for Housing Quality Standards (HQS) compliance and associated procedures. In summary, owners are required to maintain assisted units in full compliance with HQS at all times. Life-threatening deficiencies must be corrected within 24 hours, while non-life-threatening deficiencies must be resolved within 30 days or within an extended period approved by the BHA. Families are responsible for HQS violations attributable to their actions, including failure to pay utilities, maintain appliances, or uphold acceptable housekeeping standards. Continued noncompliance may lead to termination of assistance for breach of program obligations. A unit is deemed noncompliant when deficiencies are identified, the owner is notified in writing, and corrective action is not completed within the required timeframe. Housing Assistance Payments (HAP) will be abated until the unit passes reinspection, which must occur within 60 days or an approved extension; no retroactive payments will be issued for the abatement period. If deficiencies remain unresolved after 60 days, the HAP contract will be terminated, and the family will be issued a voucher at least 30 days prior to termination. Families will be granted a minimum of 90 days to secure new housing, with extensions permitted in accordance with the Administrative Plan. Assistance may be terminated if the family fails to lease a unit within the approved search period
- **National Standards For The Physical Inspection Of Real Estate (NSPIRE) – page 10-5**
Added “HUD is currently transitioning its HQS inspection requirements to the National Standards for the Physical Inspection of Real Estate (NSPIRE). The BHA shall comply with all NSPIRE requirements upon HUD’s formal implementation mandate. Until such time, the BHA shall continue to administer inspections in accordance with the pre-NSPIRE protocols set forth in this chapter. Program participants and property owners shall be provided advance notice prior to the effective date of BHA’s NSPIRE implementation.”

Chapter 11 – Denial or Termination of Assistance

- **Grounds For Termination Of Assistance To Participants – page 11-4**

Revised “The Burbank Housing Authority will not deny admission to or terminate assistance under the Section 8 Program for a tenant or an immediate family member if any members of the household are victims or threatened victims of

domestic violence, dating violence, sexual assault, stalking, economic abuse, or technological abuse.”

Chapter 19 – Special Purpose Voucher Program

• **FYI Eligibility – page 19-8**

Revised “Have left foster care or will leave foster care within 180 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act.”

• **Waiting List Administration – page 19-9**

Revised “However, per federal regulation, the BHA may not apply any residence preference to FYI voucher applicants.

• **Lease Up – pages 19-9 to 19-10**

Added voucher issuance and expiration policies pertaining to Foster Youth to Independence (FYI) applicants.

Glossary

Added “ABATEMENT. The suspension of Housing Assistance Payments to the owner due to HQS noncompliance, until deficiencies are corrected and the unit passes inspection.”