



COMMUNITY SERVICES MEMORANDUM

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Date: February 5, 2025
From: Karen Mofford, Housing Administrator
Subject: 2025 Housing Admin Plan & ACOP Changes

Each year, the Department of Housing and Urban Development requires the city to adopt changes to its Agency Plan. Included in this plan are the policy documents that govern the two programs administered by the Glendale Housing Authority. The documents include the Admissions and Continued Occupancy Policy (Conventional Public Housing Program) and the Housing Choice Voucher Administrative Plan (Housing Choice Voucher Program).

The plan changes to be effective July 1, 2025, include a minor change. Both plans can be found on the city's website:

https://www.glendaleaz.com/live/city_services/citizen_assistance_programs/community_plans___reports

Summary of Changes

Housing Choice Voucher Administrative Plan

- Chapter 8.4 Occupancy Guidelines
E. Two persons of the same gender, regardless of age, will be assigned to occupy the same bedroom. However, they may be flexibility with age gaps of relationships of 10 years and above. Request can be reviewed for an additional bedroom at the recommendation of Community Service Representative with manager/supervisor approval.
- Chapter 13.2.8 SAFMR Payment Standards effective January 1, 2025
Glendale Housing Authority (GHA) has been designated by the US Department of Housing and Urban Development (HUD) AS A Small Area Fair Market Rents (SAFMR) PHA and, in accordance with 24CFR 982.503, is required to implement SAFMR based Payment Standards no later than January 1, 2025. SAFMR's are FMR's calculated by zip code, rather than for the entire metropolitan area. SAFMR's are intended to reflect the local market and provide families with access to low-poverty and high-opportunity areas by providing rental assistance at a level that makes the higher rents in such areas affordable.

SAFMR Payment Standard will be used for the Housing Choice Voucher Program (HCV), VASH (Veterans Affairs Supportive Housing), FYI (Foster Youth to Independence) and EHV (Emergency Housing Voucher).

Glendale Housing Authority has elected to use the Hold Harmless Policy for implementing the new SAFMR payment standards:

The PHA will ensure SAFMR payment standards are by zip code and between the 90-110% SAFMR established for that zip code.

If the amount on the payment standard schedule is decreased while the family continues to reside in the assisted unit, the payment standard in effect as of the recertification prior to the decrease will remain in place. The payment standard shall be frozen at this level until such time as one of the following occurs:

1. The payment standard is equal to or above the frozen level.
2. The family moves to a new unit.
3. The family has a change in household composition requiring a change in payment standard at the next annual recertification.

Inspection Policies, Housing Quality Standards, and Damages

The new National Standards for the Physical Inspection of Real Estate (NSPIRE) model prioritizes health, safety, and functional defects over appearance. It implements inspections that better reflect the true physical conditions of the property. The NSPIRE model supports the adoption of sound year-round maintenance practices. This model has replaced the Housing Quality Standards (HQS) model.

Chapter 14 updated the word HQS to NSPIRE throughout this chapter.

In Chapter 14 under D. 3. The wording housekeeping, unsanitary or unclean, heavily soiled carpeting/flooring, trash strewn on the interior/exterior of the unit or garage floor and personal items strewn in and around the unit. These words/phrases were replaced with discoloration, flammable, mold/mildew substance like, trip hazards and blocked egress in the inside of the unit, and outside trash and cluttered debris.

In Chapter 14.3.13 Smoke and Carbon Dioxide Detectors

1.a The wording All smoke detectors must be either hard-wired or have a sealed, tamper proof 10-year battery and must be installed in the required locations.

1.c Wording was added for any unit that uses gas and or has an attached garage.

Conventional Public Housing-Admissions and Continued Occupancy Policy (ACOP)

- Chapter 11.2 Assignment of Bedroom sizes
 - 6) GHA may consider flexibility with age gaps of same gender of relationships of 10 years and above. Request can be reviewed for an additional bedroom at the recommendation of Community Services Representative with manager/supervisor approval.
 - 7) Victims of VAWA – GHA may be flexible with occupancy standards for the safety of resident for continued assistance. If resident requests an emergency transfer and if the only unit available is a larger size unit in a different development, GHA will offer

unit to family for safety purposes. The family will be right sized when a unit becomes available in a different development other than where the family occupied before. The resident is responsible for relocation fees.

- 17.2 Categories of Transfers
 - 6) VAWA – Resident requesting transfer for safety.