



## Glendale Housing Authority (GHA)

### Section 8 Administrative Plan / Deconcentrating Strategy

#### **STATEMENT OF OVERALL ADMINISTRATIVE APPROACH**

A major goal of the City of Glendale Community Housing Division (GHA) is to develop, promote, and administer an assisted housing program within the authorized area of operation; to provide decent, and safe housing for low-income families. This will be done in an efficient and economical manner consistent with local and federal goals and objectives; to efficiently administer projects and programs as approved by the Annual Contributions Contract with the U.S. Department of Housing and Urban Development (HUD); and to develop assisted housing, thereby promoting increased diversity and vitality of neighborhoods through the spatial deconcentrating of housing opportunities for low income persons.

To demonstrate compliance with HUD and other pertinent regulations, GHA will maintain records, reports and other documentation for a time that is in accordance with HUD requirements and in a manner that will allow an auditor, housing professional or other interested party to follow, monitor and assess GHA's operational procedures. Monitoring for SEMAP purposes will be based on the size of the quality control sample required for the size of this housing authority as stated in 24 CFR §985.2. Records and reports will be maintained for the purpose of:

- A. Demonstrating that the HUD required percentage of families were selected from the waiting list in accordance with the policies and met the correct selection criteria.
- B. Determining that the HUD required percentage of randomly selected tenant files indicate that GHA approved reasonable rents at the time of initial lease-up and before any increase in rent.
- C. Monitoring GHA practices for obtaining income information, proper calculation of allowances and deductions, and utility allowances used to determine adjusted income for families.
- D. For the same sampling as item D., GHA used the verified information in determining adjusted income, and/or documents the file to show why third-party verification was not available.
- E. Demonstrating that GHA has annually analyzed utility rates locally to determine if there has been a change of 10% or more since the last time the utility schedule was revised.

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- F. Determining that during the fiscal year GHA performs supervisory HQS quality control inspections for the HUD required sampling of all units under contract.
- G. Determining that a review of selected files indicate that for the HUD required percentage of failed inspections, GHA ensures timely correction of HQS deficiencies or abates GHA's or takes action to enforce family obligations.
- H. Demonstrating that GHA provides families and owners information that actively promotes the deconcentrating of assisted families in low-income neighborhoods.
- I. Demonstrating for the HUD required percentage of units newly leased have an initial gross rent which does not exceed the SAFMR, aside from OFTO tenancies and Voucher payment standards are not less than 80% of the current FMR/exception rent limit unless otherwise approved by HUD.
- J. Demonstrating that the HUD required percentage of reexams are processed on time.
- K. Demonstrating that not more than the HUD stated percentage of all tenant files have rent calculation discrepancies.
- L. Demonstrating that not less than the HUD required percentage of newly leased units passed HQS inspections before GHA contract date.
- M. Demonstrating that GHA performs annual HQS inspections on time for not less than the HUD required percentage of all units under contract.
- N. Demonstrating that GHA leases not less than the HUD required percentage of budgeted units during the fiscal year.
- O. Determining that GHA has filled FSS slots in relation to escrow families to satisfy SEMAP and receive rating points.
- P. Demonstrating that GHA has a level of FSS escrow families in relation to filled slots to satisfy SEMAP and receive rating points.
- Q. In addition to the SEMAP factors, to ensure quality control, supervisory staff will audit the following functions: reexaminations, new applications, and any damage claims processed.
- R. Quarterly a GIS map is produced from the family listing to track the movement of residents from low and high poverty tracts in Glendale. This tool will provide statistical information on what areas need to be addressed and can be targeted for landlord involvement in the Housing Choice Voucher Programs.