



## Staff Summary Report

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**Council Meeting Date:** 7/17/2008

**Agenda Item Number:** \_\_\_\_\_

**SUBJECT:** Request approval of Resolution No. 2008.58 amending and approving the City of Tempe Housing Authority's Section 8 Housing Choice Voucher Administrative Plan.

**DOCUMENT NAME:** 20080717cdlc01 **HOUSING AUTHORITY SECTION 8 ADMINISTRATIVE PLAN (0408-09) RESOLUTION NO. 2008.58**

**SUPPORTING DOCS:** Yes

**COMMENTS:** N/A.

**PREPARED BY:** Liz Chavez, Housing Services Administrator (480-350-8958)

**REVIEWED BY:** Chris Salomone, Community Development Manager (480-350-8294)

**LEGAL REVIEW BY:** Kara Stanek, Assistant City Attorney (480-350-8458)

**FISCAL NOTE:** N/A

**RECOMMENDATION:** Staff recommends approval of Resolution 2008.58

**ADDITIONAL INFO:** The City of Tempe Housing Agency will revise its Section 8 Housing Choice Voucher Administrative Plan to comply with the U.S. Department of Housing and Urban Development's (HUD) requirement under the 2008 SuperNOFA. The General Section of the 2008 SuperNOFA directs applicants to submit a statement of their plans to affirmatively further fair housing if they receive grant funding for its Housing Choice Voucher Family Self Sufficiency program. All changes must be approved by the Board of the agency and submitted to HUD. Once approved, the City of Tempe Housing Agency will update its Administrative Plan to include the following to Chapter 1.0 - Equal Opportunity. Thereafter, the addendum and resolution must be submitted to HUD prior to receiving funding for the Housing Choice Voucher Family Self Sufficiency grant.

**RESOLUTION NO. 2008.58**

A RESOLUTION OF THE CITY COUNCIL OF TEMPE, ARIZONA  
AMENDING AND APPROVING THE SECTION 8 HOUSING CHOICE  
VOUCHER ADMINISTRATIVE PLAN OF THE TEMPE HOUSING  
AUTHORITY.

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**WHEREAS**, the Department of Housing and Urban Development (HUD) requires Housing Agencies to complete an Administrative Plan; and

**WHEREAS**, the City of Tempe desires to participate in the Section 8 Housing Assistance Program and pursuant to the program requirements, has held a public hearing allowing a tenant advisory board, citizens and groups to participate in the determination of goals, objectives and program administrative policies, and

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TEMPE ARIZONA**, as follows:

**Section 1:** The City of Tempe's Section 8 Housing Choice Voucher Administrative Plan is hereby amended to include an addendum of their plans to affirmatively further fair housing to Chapter 1.0 - Equal Opportunity and,

**Section 2:** The City of Tempe's Section 8 Housing Choice Voucher Administrative Plan is hereby approved and,

**Section 3:** The City Manager is authorized and directed to execute the required certifications of compliance associated with the Tempe Housing Administrative Plan and related regulations.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF TEMPE, ARIZONA, this 17th day of July, 2008.

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Mayor Hugh L. Hallman

ATTEST:

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City Clerk

APPROVED AS TO FORM:

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City Attorney

**City of Tempe's Housing Choice Voucher Program Administrative Plan  
Addendum to Section 1.0 Equal Opportunity  
Steps to Affirmatively Further Fair Housing**

Submitted to HUD Phoenix Field Office on June 6, 2008  
in compliance with SuperNOFA request

The City of Tempe Housing Services Division (hereafter "Housing Services") takes all necessary and reasonable steps to affirmatively further Fair Housing in Tempe. The steps the Housing Services takes to affirmatively further Fair Housing are documented in its Administrative Plan and in its regularly updated Analysis of Impediments to Fair Housing Choice. As a component of this division, the Tempe Family Self-Sufficiency Program adheres to the same policies and procedures regarding Fair Housing.

Specifically, the City of Tempe Family Self-Sufficiency Program engages in the following actions:

- All openings for Family Self-Sufficiency Coordinators are widely advertised throughout the community with an emphasis on recruiting bi-lingual applicants.
- The City of Tempe Family Self-Sufficiency Program (hereafter "FSS Program") is marketed to all Housing Choice Voucher participants. At FSS Program briefings, all applicants are informed about the FSS Program and how to apply to participate in the FSS Program. Additionally, at the time of annual recertification, all tenants are reminded about the FSS Program and how to apply. The FSS Program also has a bulletin board in the lobby of the Housing Services office with information about the program. Interpreters are utilized when necessary to ensure all applicants and tenants have equal access to Housing Services programs.
- The FSS Program actively provides and/or hosts, as well as refers to, workshops and events that include Fair Housing topics and information. The FSS Program also collaborates with local non-profits and financial institutions for diverse homeownership opportunities.
- The Housing Services office, including the FSS Program, is accessible to persons with disabilities and responds to all requests for reasonable accommodations to ensure equal access. The office has a fully-functional TTY machine; staff also utilizes the Arizona Relay System. Upon request, City of Tempe Housing Services will obtain vital forms in alternative formats such as Braille. The City of Tempe employs an Americans with Disabilities Act Compliance Specialist to ensure that all city services are accessible. This employee is available to City of Tempe Housing Services by request when needed.

- The City of Tempe Housing Services employs a designated Fair Housing Coordinator. All housing discrimination complaints that are directed to the City of Tempe Housing Services staff, including the FSS Program are directed to the Fair Housing Coordinator. The Fair Housing Coordinator is responsible for increasing community awareness of the Fair Housing Act, assisting Tempe residents with filing Fair Housing Complaints and regularly updating the Analysis of Impediments to Fair Housing Choice in Tempe. The Fair Housing Coordinator educates Tempe residents about the Housing Discrimination Hotline (1-800-669-9777) and provides copies of the HUD Housing Discrimination Complaint Form upon request and as needed. Fair Housing brochures and posters are displayed throughout the Housing Services office in both English and Spanish. The Fair Housing Coordinator maintains data on the number and nature of all Fair Housing complaints that come into the office. The City of Tempe is a member of the Arizona Fair Housing partnership and as such, participates in celebrating April as Fair Housing month by conducting community awareness events during that month.
- The City of Tempe FSS Program has a goal of homeownership and housing mobility. Tempe Housing partners with Newtown, Community Services of Arizona and Neighborhood Housing Services of Arizona to provide housing counseling and education. Tempe Housing will recruit service providers and landlords in areas that expand housing choice to program participants seeking homeownership by having a landlord outreach event and continue to market the Community Assistance Mortgage Program (CAMP) to participants, real estate professionals, and mortgage lending institutions.
- The HAPPY software tracks the program statistics such as race, ethnicity, familial status, and disability status of program participants.