

## **CITY OF NIAGARA FALLS, NEW YORK**

**TO:** City Council  
**FROM:** Mayor Paul A. Dyster  
**DATE:** September 30, 2019  
**RE:** **City Council Agenda Item:**  
**Section 8 Leased Housing Program – Public Housing Authority**  
**Administrative Plan Policy Amendments**

### **Council Members:**

Title 24 of the Code of Federal Regulations, Part 982 “Section 8 Tenant-Based Assistance: Housing Choice Voucher Program,” Section 54 “Administrative Plan,” requires the City of Niagara Falls Public Housing Authority (PHA) to, “[A]dopt a written administrative plan that establishes local policies for administration of the program in accordance with HUD [U.S. Department of Housing and Urban Development] requirements. The administrative plan and any revisions of the plan must be formally adopted by the PHA Board of Commissioners or other authorized PHA officials.”

The City of Niagara Falls PHA, administered by the Department of Community Development Section 8 Leased Housing Program, adopted a written administrative plan on November 16, 2016. The administrative plan states that, “The PHA will review the plan at least once a year, and update if needed, to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation” (1-III.D. “Updating and Revising the Plan,” p. 1-15).

After annual review of the written administrative plan, the Section 8 Leased Housing Program proposes amendments to the following policies found in the City of Niagara Falls PHA Administrative Plan:

### **Chapter 4: Applications, Waiting List and Tenant Selection**

- Policy on Applying for Assistance (4-I.B. “Applying for Assistance,” p. 4-3)
- Policy on Special Admissions (4-III.B. “Selection and HCV Funding Sources,” p. 4-13)
- Policy on Local Preferences (4-III.C. “Selection Method,” p. 4-14)
- Policy on Order of Selection (4-III.C. “Selection Method,” p. 4-15)

### **Chapter 7: Verification**

- Policy on Written Third-Party Verification Form (7-I.D. “Third-Party Written and Oral Verification,” p. 7-7)

### **Chapter 8: Housing Quality Standards and Rent Reasonableness Determinations**

- Policy on Inspection Costs (8-II.A. “The Inspection Process Overview,” p. 8-10)

### **Chapter 9: General Leasing Policies**

- Policy on Rent Increases (9-I.H. “Changes in Lease or Rent,” p. 9-14)

### **Chapter 10: Moving with Continued Assistance and Portability**

- Policy on Participant Families (10-II.B. “Initial PHA Role,” p. 10-9)

## **Chapter 16: Program Administration**

– Policy on Informal Hearing Officer (16-III.C. “Informal Hearings for Participants,” p. 16-18)

Will the Council vote to approve and adopt the proposed amendments in this item and authorize the Mayor to execute any documents necessary to effectuate the same?

Respectfully submitted,

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Paul A. Dyster, Mayor

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Nicholas Melson, City Administrator

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Seth A. Piccirillo  
Director of Community Development

Kennedy \_\_\_\_\_ Scott \_\_\_\_\_ Tompkins \_\_\_\_\_ Voccio \_\_\_\_\_ Touma \_\_\_\_\_