SCOTT COUNTY

Minutes:

Resident Advisory Board Meeting
August 17, 2026 at 2pm

Online via Teams or In Person
Facilitator: Molly Link

Agenda

1. Agency Funding Updates

   ➢ President's proposed budget vs House and Senate budgets

   Discussed proposed HUD budget and projected shortfall for HUD programs. Discussed some potential cost savings measures that could be taken during the shortfall process.

2. Administrative Plan Changes for January 1, 2027

   Discussed the new HOTMA rule changes having major impact on admin plan recommended changes for 1/1/27. Went through a summary of those changes impacting income, asset, expenses and ultimately the HAP payment. There were no concerns, but some questions related to when to report changes now vs past. Comments were positive, stating less reporting is better. CDA asked and got feedback on how best to communicate those changes. Changes are attached.

SCOTT COUNTY

Resident Advisory Board (RAB) Meeting Analysis

At the time of the RAB meeting on August 17, 2026 eight participants were in attendance. The participants had no concerns with any of the proposed changes. Therefore, comments have not been incorporated into the plan.

8/17/26

Molly Link, Housing Director

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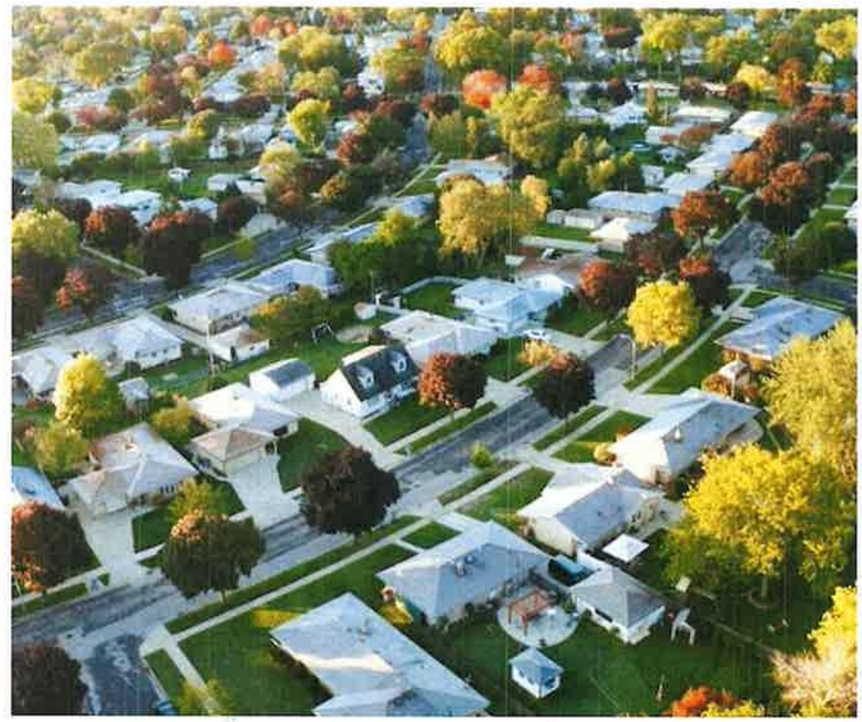
Scott County CDA Resident Housing Meeting August 17, 2026 2pm

AGENCY PLAN UPDATES FOR 1/1/27

Agenda

- Agency and Funding Updates
- Proposed Administrative Plan Changes for January 1, 2027
- Housing Staff Updates



Agency and Funding Updates

- Scott County CDA is facing budget shortfall, applied for additional funding. HUD approved money to serve the current number of vouchers issued through 2027.

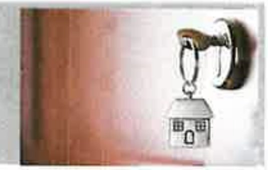
- Scott County CDA cannot issue any vouchers, including special purpose voucher programs (Mainstream, FUP) due to the funding shortages.

- Scott County CDA may need to limit moves amongst HCV participants. This would limit the ability to move to a unit that would require greater housing assistance. This is to be determined depending on funding in the next few months.

- New HCV and Project Based Housing Specialist are in hiring process.

- 2027 Strategic Plan being worked on to establish Agency Goals for next 3 or more years

Process for Changing the Administrative Plan



What is the Administrative Plan?

- The Administrative Plan oversees our housing program policies and procedures for the Housing Choice Voucher; Project Based Vouchers; Senior / Disabled Adult Housing assistance programs.

Who oversees the policies and procedures of our Housing Programs?

- Housing Urban Development (HUD) is the primary source for the CDA Agency Administrative Plan, citing federal regulations, notices, and handbooks.
- State Law and Industry practice. Where no law or HUD authority exists, industry practice (majority of PHA's) can support PHA policy.

What steps does Scott County CDA take to update our Administrative Plan?

- Annually a consultant updates our Admin Plan's HUD regulations and suggests changes to PHA Policy.
- Receive Staff Feedback
- Receive Participant Feedback
- One time per year and/or if there are "Significant Amendments" we offer a Public Hearing

Proposed 1/1/2027 Administrative Plan Updates

HUD GENERAL POLICY UPDATES

1. Implementation of the 2016 Federal Law that passed changes in HUD programs called, HOTMA (Housing Opportunity Through Modernization Act). These Changes are now required to be implemented by 1/1/27 and impact:

- Income calculations
- Asset Limits
- Family Composition and Eligibility
- Subsidy Standards
- Program Administration Rules

2. HUD has altered language and required enforcement of protections for persons with limited English Proficiency and for "gender" and "gender identity."

Scott County CDA has not changed their protections or policies and will continue adhere to non-discrimination policies and increase access to LEP through language services.

3. HUD added requirements to for PHA provide more resources for persons with disabilities when issuing a voucher

Eligibility Changes

FOSTER CHILDREN AND FOSTER ADULTS:

- HUD added clarifying language and protections for foster children and adults to be able to live in an assisted unit.

CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS:

- **HUD added a requirement for a signed declaration of status for *U.S. Citizens and Nationals, Eligible Non-Citizens, and Ineligible Noncitizens***
- **HUD Added Requirements for the PHA to report any *finding of fact* that an individual is not lawfully present in the United States**. Quarterly, if a PHA has knowledge of an individual who is not lawfully present in the United States, they must provide a report to DHS within 45 days after the close of the appropriate calendar year quarter [HUD Secretary Letter 12/16/25].

MANDATORY DENIAL OF ASSISTANCE

Under mandatory denial of assistance, HUD added two additional denial reasons:

- Any member of the family fails to sign and submit consent forms to obtain information.
- The family does not meet the restrictions on net assets and real property ownership as required by 24 CFR 5.618.

Eligibility Changes

New HUD RESTRICTIONS ON ASSISTANCE BASED ON ASSETS

There are two circumstances under which a family is <u>ineligible</u> to receive assistance based on assets:

1) If the family's net assets exceed the HUD-published asset limitation amount (In Inflation-Adjusted Values Tables)

2) The family has real property that they can live in and does not meet any other exempted circumstance.

HUD SCREENING CRITERIA

Applicants <u>**must**</u> provide a complete list of all states in which any household member has resided. Failure to accurately respond to any question during the application process is cause to deny the family admission [Notice PIH 2012-28].

CRITERIA FOR DECIDING TO DENY OR TERMINATE ASSISTANCE

When there is a record of arrest, the PHA <u>**may**</u> obtain a copy of the police report associated with the arrest and consider the circumstances of the arrest

Organization of Waiting List

ORGANIZATION OF THE WAITING LIST:

PHA Policy Changed and added a Family Unification Program Waiting List:
The PHA will maintain a single waiting list for the HCV program except for exempted Special Purpose Voucher Programs where a waiver or exemption to the requirement of having a single HCV Program waiting list applies. Below are the programs the PHA has chosen to establish and maintain a separate waiting list based on HUD approved waiver or exemption:

- Mainstream Program
- Family Unification Program

For Mainstream Program, The PHA chose to adopt a separate Mainstream voucher waiting list in accordance with Notice PIH 2024-30. Prior to Notice PIH 2024-30, PHAs were required to select Mainstream voucher applicants from its HCV waiting list. For FUP, Waiting List Placement:
The PHA chose to adopt a separate FUP waiting list in accordance with Notice PIH 2025-08.

SELECTION AND HCV FUNDING SOURCE:

PHA Policy Change: Removed FUP as a targeted funding source, since we adopted a separate waiting list.

Local Preferences

4-III.C. SELECTION METHOD:

PHA Policy Added Local Housing Prevention Aide Youth Program to Preference:

The PHA will use the following local preferences:

A. Active Participants of Scott County Specialized Emergency Family Housing (also referred to as residents of Hopes Portage) and Community Action Partnership (CAP) Family Shelter Program. (5 points)

B. Active participants of Bridges or Bridges Regional Treatment Center Program who reside in Scott County and individuals or families transitioning or "moving up" from Permanent Supportive Housing units in Scott County (4 points).

C. Active Participants of the Local Housing Prevention Aide Youth Program, Family Unification Program-Youth (FUPY) ~~-~~in Scott County (3 points).

D. Current Scott County residents or households with community roots. Community roots are defined as applicants who live, work or have been hired to work in Scott County (2 points).

E. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized pursuant to Federal disaster relief laws (1 point)

F. All other applicants who do not meet the definitions in the other preference categories.

Income and Subsidy Determination Changes

A family's income determines eligibility for assistance and is also used to calculate the family's payment and the PHA's subsidy.

- Income received by all family members must be counted unless specifically excluded by the regulations. Examples of Excluded income include Live-aides, Foster child or adults, Earned income for children under age 18.

Anticipating Annual Income [24 CFR 5.609(c)(1)]

- At initial occupancy and for an interim reexamination of family income, the PHA is required to use anticipated income (current income) for the upcoming 12-month period following the new admission or interim reexamination effective date.

Asset Changes

All assets are categorized as either ***real property*** (e.g., land, a home) or *personal property.*

Personal property includes tangible items, like boats, as well as intangible items, like bank accounts.

Necessary Personal Property value is excluded from the calculation of net family and is defined as items essential to the family for the maintenance, use, and occupancy of the premises as a home; or they are necessary for employment, education, or health and wellness.

Examples Include car/vehicle, appliances, electronics, clothing, jewelry, health care supplies, computers/phones, educational materials, exercise equipment.

Necessary personal property **does not** include bank accounts, other financial investments, or luxury items. Items of personal property that do not qualify as necessary personal property are classified as non-necessary personal property.

The combined value of all **non-necessary** items of personal property is only included in annual income when the combined total value exceeds the HUD-published threshold amount (adjusted annually and published in HUD's current year Inflation-Adjusted Values tables).

When the combined value of all non-necessary personal property does not exceed the HUD-published threshold amount, all non-necessary personal property is excluded from net family assets.

Adjusted Income/Deductions

- **Dependent deduction will be redetermined each year to account for inflation (2027 is $525)**
- **Elderly or disabled family deduction will be redetermined each year to account for inflation (2027 is $575)**
- **Unreimbursed health and medical care expenses exceeding 10 percent of annual income (formally 3%). *Phase-in relief will apply***
- **Restrictions on who qualifies for the hardship exemptions.**

Verification Changes

HUD mandates the use of the EIV system and offers administrative guidance on the use of other methods to verify family information and specifies the circumstances in which each method will be used. In general HUD requires the PHA to use the most reliable form of verification that is available and to document the reasons when the PHA uses a lesser form of verification.

In order of priority, the hierarchy is:

- **Highest: Level 6: Up-front Income Verification (UIV) using HUD's Enterprise Income Verification (EIV) system**
- **Highest: Level 5: Up-front Income Verification (UIV) using a non-EIV system**
- **High: Level 4:**
  - **Written third-party verification from the source, also known as "family-provided verification"**
  - **Or EIV plus self-certification**
- **Medium: Level 3: Written third-party verification form**
- **Medium: Level 2: Oral third-party verification**
- **Low: Level 1: Self-certification (not third-party verification)**

- At admission, the PHA will request that all adult family members (other than the head of household) sign consent forms stating that their EIV income information may be shared with the head of household. Adult family members with no such consent form on file will be requested to sign at annual reexamination.
- The PHA will not accept verification from other federal assistance programs

Annual Recertification Changes

1. No changes or discrepancies with prior year's annual income reported by the family or in the findings on the steps taken to determine consistency.

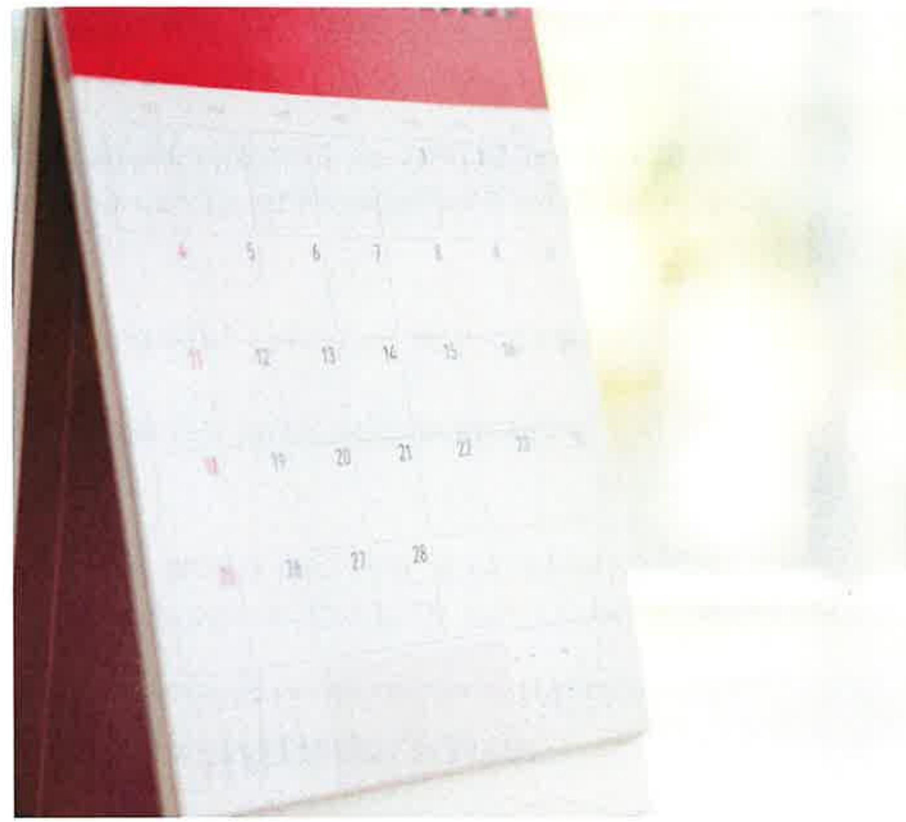
= Use EIV plus self-certification

2. Family had an interim since the last annual recertification and that income is consistent with what the family is now reporting.

= Use verified interim income figure

3. Family has had changes not yet reported, changes that were reported but did not trigger an interim, or they have a discrepancy with the EIV / annual income figures derived in the steps.

= Obtain verification via the hierarchy



Reporting Interim Re-Examinations

- Families must report all changes in income regardless of the amount of the change, whether it is earned or unearned income, or if the change occurred in the last 3 months of the certification period.
- Families must report changes in income within 10 business days of the change.
- Within 10 business days of the family reporting the change, the PHA will determine whether the change will require an interim reexamination.
- For rent increases, the PHA must provide the family with 30 days advance written notice. The rent increase is effective the first of the month after the end of that 30-day notice period.
- Rent decreases are effective on the first of the month after the date of the actual change leading to the interim reexamination of family income.

CZ1

Slide 16

CZ1 "could be" applied retroactively ???
Courtney Zimprich, 2026-08-17T14:42:43.104

Interim Re-Examinations

- If there is a decrease, they will conduct an interim regardless of percentage change
- The PHA will conducts interim increases based on a 10% threshold.
- If there is an increase, the PHA will review the households file to see if there was a prior interim performed. If the prior interim was a decrease, then the PHA would perform an interim.
- The PHA will not process an interim for increases in earned income when an interim was previously performed since the family's last annual and the interim resulted in an increase in the family's rent, nor will the PHA process an interim for an increase in earned income when the family has not had a previous interim reexamination since their last annual.
- The PHA will not perform an interim reexamination when a family reports an increase in income (whether earned or unearned income) within three months of their annual reexamination effective date

Lease Term Updates

The initial term of the assisted dwelling lease must be for at least one year [24 CFR 982.309]. The initial lease term is also stated in the HAP contract.
The HUD program regulations permit the PHA to approve a shorter initial lease term if certain conditions are met.

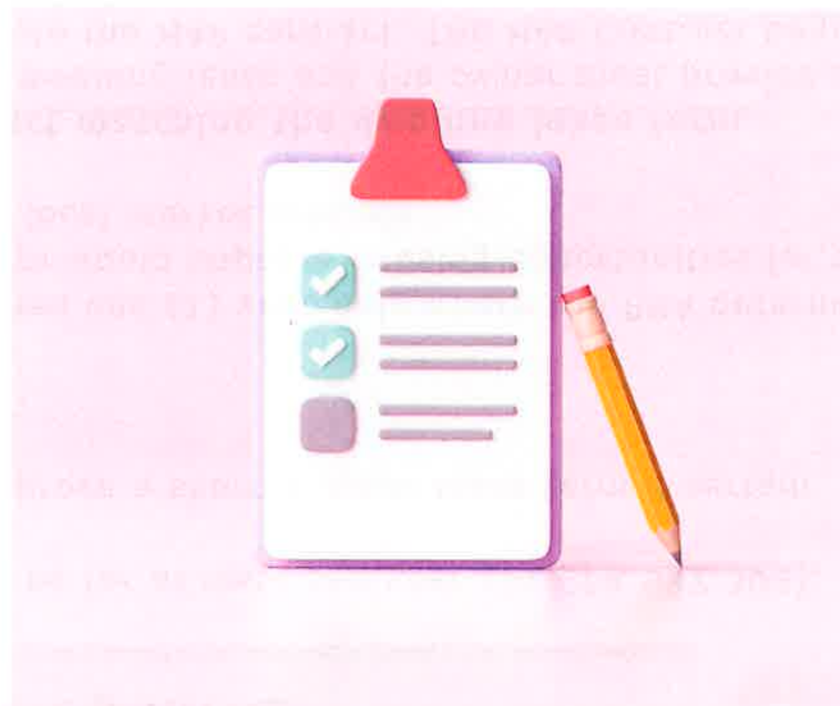
PHA Policy change:
The PHA will approve an initial lease term of less than one (1) year only where the PHA determines and can clearly document that: (i) Such shorter term would improve housing opportunities for the tenant; and (ii) Such shorter term is the prevailing local market practice

Added clarifying language about the HAP Contract matching the dwelling lease term.
The owner and the assisted family will execute the dwelling lease and the owner must provide a copy to the PHA. The owner and the PHA will execute the HAP contract. The HAP Contract begins the first day of the lease term and ends the last day of the lease term.

Inspections/Abatement Changes

PHA Policy: Payment will resume effective on the following business day the unit passes inspection vs the same day the unit passes.

HUD Policy: Changed language from *"Provide decent, safe, and sanitary housing"* to: *"Provide safe, habitable housing."*



Mandatory Termination of Assistance

Added HUD and PHA Policy clarity related to Mandatory Termination of Assistance Categories:

Death of Sole Family Member:
For deceased single-member households, PHAs must terminate the HAP to owner and End the Program for the household no later than the last day of the month in which the death occurred.

Family Absence from Unit.
The family is required to notify the PHA when all family members will be absent from the unit for any period greater than 60 calendar days. Written notice must be provided to the PHA at the start of the extended absence.

Upon PHA request, the family must provide any additional information to the PHA related to the family's absence from the unit to confirm their continued residency in the unit.
If the family is absent from the unit for more than 180 consecutive calendar days, the family's assistance will be terminated.

Administering the Program Changes

Insufficient Funding Decisions: The PHA added language to the existing policy, noting that in the event that the PHA decides to stop issuing vouchers as a result of a funding shortfall, when the PHA resumes issuing vouchers, the PHA will issue vouchers first to the special purpose voucher families on the waiting list (Mainstream and FUP).

Medical Documentation Records Management: HUD clarified language surrounding disposal of medical diagnosis and other confidential information and not maintain it in the file.

Violence Against Women Act (VAWA): Changes to language in VAWA forms and record keeping of VAWA documents.

Glossary Changes, added language and definitions

Thank you!

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