

NORTH CHARLESTON HOUSING AUTHORITY

RESOLUTION NO: 2026 - 04

Meeting Date: May 20, 2026

Agenda Item Number: _____

**RESOLUTION OF THE NORTH CHARLESTON HOUSING AUTHORITY
TO RADIFY A REVISED ADMINISTRATIVE PLAN FOR
THE SECTION 8 HOUSING CHOICE VOUCHER (HCV) PROGRAM**

WHEREAS, the North Charleston Housing Authority's (NCHA) Board of Commissions and staff are committed to providing safe and affordable housing to eligible individuals and families, including persons with disabilities; and

WHEREAS, the United States Department and Housing and Urban Development has authorized Public Housing Agencies (PHA) to administer a Housing Choice Voucher program, through the use of the PHA's Administration Plan; and

WHEREAS, the Administrative Plan must state the PHA's policies on matters for which the PHA has discretion to establish local policies; and

WHEREAS, a PHA is required to revise its Administrative Plan as necessary to remain in compliance with the Department of Housing and Urban Development (HUD) regulations and requirements set forth in 24 CFR 5, 8, 35, 92, 882, 887, 888, 903, 908, 982, 983, 984 and 985; and

WHEREAS, the Administrative plan for the Section 8 Housing Choice Voucher Program of NCHA, currently states that the NCHA will review and update the Administrative Plan to reflect changes in regulations, PHA operations, or when needed to ensure staff consistency in operation; and

WHEREAS, NCHA staff reviewed the Administrative Plan and made revisions to reflect changes in regulations and NCHA operations; and

WHEREAS, NCHA provided a 30-day comment period and invited the public to attend a Public Hearing to provide verbal and/or written comments.

NOW, THEREFORE BE IT RESOLVED, that the North Charleston Housing Authority hereby

- (1) deletes from its Administrative Plan all policies and procedures pertaining to matters for which the PHA has discretion that are inconsistent with current HUD regulations and requirements,
- (2) incorporates into its Administrative Plan all current non-discretionary requirements, and
- (3) automatically incorporates into its Administrative Plan future non-discretionary requirements concurrent with the Effective Date of the Federal Register rule or other binding program directive establishing such requirements
- (4) The Revised Administrative Plan for the Section 8 Housing Choice Voucher Program, with revised chapters in substantially the form circulated to the Board is approved.
- (5) The Executive Director hereby is authorized and directed to make minor procedural changes as necessary between any annual updates.

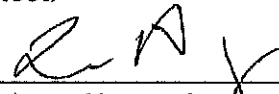
The within Resolution is to be approved the effective date of the Federal Register rule or other binding program directive establishing such requirements by the Board of Commissioners.

Resolved this 20th day of May 2026



Lisa Loesel, Chairperson

Attest:



Quiana Abney, Secretary

PHA Policy

The family must request the higher allowance and provide the PHA with information about the amount of additional allowance required.

The PHA will consider the following criteria as valid reasons for granting individual relief:

The family's consumption was mistakenly portrayed as excessive due to defects in the meter or errors in the meter reading.

The excessive consumption is caused by a characteristic of the unit or owner-supplied equipment that is beyond the family's control, such as a particularly inefficient refrigerator or inadequate insulation. The allowance should be adjusted to reflect the higher consumption needs associated with the unit until the situation is remedied. The resident should be granted individual relief until the allowance is adjusted.

The excessive consumption is due to special needs of the family that are beyond their control, such as the need for specialized equipment in the case of a family member who is ill, elderly, or who has a disability.

In determining the amount of the reasonable accommodation or individual relief, the PHA will allow a reasonable measure of additional usage as necessary. To arrive at the amount of additional utility cost of specific equipment, the family may provide information from the manufacturer of the equipment, or the family or PHA may conduct an internet search for an estimate of usage or additional monthly cost.

Information on reasonable accommodation and individual relief for charges in excess of the utility allowance will be provided to all families at admission as part of the information on payment standards and utility allowances in the briefing packet. The PHA will also provide information on utility relief programs or medical discounts (sometimes referred to as "Medical Baseline discounts") that may be available through local utility providers.

At its discretion, the PHA may re-evaluate the need for the increased utility allowance at any regular reexamination.

If the excessive consumption is caused by a characteristic of the unit or PHA-supplied equipment that is beyond the family's control, such as a particularly inefficient refrigerator or inadequate insulation, the individual relief to the resident will cease when the situation is remedied.

Utility Allowance Revisions

At reexamination, the PHA must use the current utility allowance schedule [HCV GB, p. 18-8].

PHA Policy

Revised utility allowances will be applied to a family's rent and subsidy calculations at the first annual reexamination that is effective after the allowance is adopted.