



*Growing Communities One Family At A Time
For More Than 70 Years*

Delmonize Smith, Ph.D.
Chairman

James Bolte
Vice Chairman

Leon D. Fountain
Commissioner

Delvin L. Sullivan
Commissioner

Shaquila Willie
Commissioner

Antonio McGinnis, Sr.
Executive Director/CEO

REGULAR
BOARD MEETING
of the
HUNTSVILLE HOUSING AUTHORITY
November 15, 2021
12:00 P.M.
(Virtual)

REGULAR MEETING

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: October 18, 2021

OLD BUSINESS

NEW BUSINESS

Financial Services

1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ending September 30, 2021.

Assisted Housing

1. Act on a Resolution Approving Revised Payment Standards for the Housing Choice Voucher Program.
2. Act on a Resolution Approving Revision to the Administrative Plan for the Housing Choice Voucher Program.

EXECUTIVE DIRECTOR/CEO COMMENTS

PUBLIC COMMENTS

COMMISSIONER COMMENTS

ADJOURNMENT



MINUTES OF THE REGULAR MEETING OF THE
BOARD OF COMMISSIONERS OF
HUNTSVILLE HOUSING AUTHORITY

October 18, 2021

The Board of Commissioners Meeting of the Huntsville Housing Authority
October 18, 2021.

PRESENT

Chairman Dr. Delmonize Smith
Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan

ABSENT

Commissioner Shaquila Willie

Chairman Smith declared a quorum present.

Also present were the following: Antonio McGinnis, Sr., Executive Director/CEO; Mr. Richard Raleigh, Attorney; Turkessa Coleman-Lacey, Deputy Executive Director; Carol Jones, Director of Human Resources; Paula Bingham, Director of Assisted Housing; Teresa Wade, Director of Finance/CFO; Desiree Patterson, Lead Accountant; Teresa Boyd, Director of Public Housing Operations; Neil Andrew, Information Technology Specialist; and Jacqueline Egbujo, Executive Assistant.

APPROVAL OF MINUTES

A motion was made to accept the minutes from the annual and regular board meeting held on September 20, 2021. Commissioner Sullivan made a motion to approve the minutes and Commissioner Fountain seconded the motion. Upon affirmative vote, the Chairman declared the said motion carried.

OLD BUSINESS

N/A

NEW BUSINESS

Financial Services

1. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Memorandum of Understanding with Huntsville Utilities for Partnership and Participation in the Uplift Pilot Program.

RESOLUTION NO. 2021-38

WHEREAS, THE Huntsville Housing Authority (“HHA”) desires to partner with Huntsville Utilities in their participation in the Uplift Polit Program administered by the Tennessee Valley Authority (“TVA”); and

WHEREAS, the parties have memorialized and agreement outlining the expectations of each; and

WHEREAS, HHA will commit \$283,200 of its Capital Fund as outlined in the Memorandum of Understanding; and

WHEREAS, pursuant to the MOU, Huntsville Utilities and TVA will match the monetary commitment from HHA with funding and in-kind labor costs.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer shall be and hereby is authorized, empowered and directed to execute and deliver to Huntsville Utilities the Memorandum of Understanding attached hereto.

Commissioner Fountain moved the foregoing Resolution be adopted with noted recommended actions. Commissioner Sullivan seconded the motion, Chairman Smith called the roll and the ayes and nays were as follows:

AYES:
Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan

NAYS:

ABSTAIN:

Chairman Smith thereupon declared the said Resolution adopted this 18th day of October, 2021.

2. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Enter into a Contract to Perform the Huntsville Housing Authority’s Independent Audit.

RESOLUTION NO. 2021-39

WHEREAS, Huntsville Housing Authority (HHA) has issued a Request for Proposals (RFP) to perform the Authority's annual independent audit; and

WHEREAS, CliftonLarsonAllen, LLP, the successful bidder, is deemed to be qualified to perform the services required in accordance with the RFP's scope of services; and

WHEREAS, it is deemed advantageous for the Huntsville Housing Authority to enter into a contract with CliftonLarsonAllen, LLP, for a period of one year, with two one-year exercisable options, for a maximum contract term of three years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority, that the Executive Director/CEO/Contracting Officer is hereby authorized to enter into a contract with CliftonLarsonAllen, LLP, to perform the Authority's independent audit for a maximum contract term of three years.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Huntsville Housing Authority that previous approval is hereby ratified, for the Executive Director/CEO/Contracting Officer to enter into a contract with Jay's Home Improvement, LLC.

Vice Chairman Bolte moved the foregoing Resolution be adopted with noted recommended actions. Commissioner Sullivan seconded the motion, Chairman Smith called the roll and the ayes and nays were as follows:

AYES:

Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan

NAYS:

ABSTAIN:

Chairman Smith thereupon declared the said Resolution adopted this 18th day of October, 2021.

3. Act on a Resolution Authorizing the Executive Director/CEO/Contracting Officer to Demolish Butler Terrace Addition, AL047000004.

RESOLUTION NO. 2021-40

WHEREAS, the Huntsville Housing Authority (HHA) was granted approval by the Special Applications Center (SAC) of the U.S. Department of Housing and Urban Development (HUD) to demolish Butler Terrace Addition, AL047000004 consisting of 31 dwelling buildings and containing 134 dwelling units, on November 3, 2020, and:

WHEREAS, HHA has completed the relocation all of the tenants from the site and can now demolish the buildings and write off Butler Terrace Addition's fixed assets, net of the accumulated depreciation as required by HUD, and:

WHEREAS, per HHA's application to SAC for the demolition of the Butler Terrace Addition, the City of Huntsville was identified as the funding source for the cost of the demolition that was estimated at \$515,000.00, and:

WHEREAS, per HUD regulations, HHA's loss of the disposition of fixed assets for the Butler Terrace Addition's will be \$339,018.00.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby authorizes the Executive Director/CEO/Contracting Officer to demolish the Butler Terrace Addition and to dispose of its fixed assets totaling \$339,018.00.

Commissioner Sullivan moved the foregoing Resolution be adopted with noted recommended actions. Commissioner Fountain seconded the motion, Chairman Smith called the roll and the ayes and nays were as follows:

AYES:
Vice Chairman James Bolte
Commissioner Leon Fountain
Commissioner Delvin Sullivan

NAYS:

ABSTAIN:

Chairman Smith thereupon declared the said Resolution adopted this 18th day of October, 2021.

4. Presentation of Cumulative Low-Income Housing Finance Report for Period Ended August 31, 2021.

Mrs. Teresa Wade-Chase reviewed the report in detail and it was accepted as presented.

5. Presentation of Local, Minority Owned, Section 3, Veteran Owned, and Women Owned Contractors Log for the Period Ending August 31, 2021.

Mrs. Teresa Wade-Chase reviewed the report in detail and it was accepted as presented.

EXECUTIVE DIRECTOR/CEO COMMENTS

Mr. McGinnis thanked Mrs. Teresa Wade-Chase for her presentation to the board.

Mr. McGinnis stated that he wanted to circle back to the comment Chairman Del Smith made on the Minority Own Business. He stated that he has reached out to the local Black Chamber to see if they would be willing to set up a couple of workshops for some of the minority own businesses to give them some information on how to apply and work with

the Authority. Mr. McGinnis stated that the Black Chambers agreed and was supposed to get back with McGinnis to schedule a date.

Mr. McGinnis discussed the Office of Resident Affairs. He stated that HHA will launch this on November 1, 2021. He stated that we've got a local phone number and email address and a way that we track our calls. He stated that what he is finding out is that residents just want to be heard and with this Office of Resident Affairs we are able to do just that and our residents will understand that we provide a solution. He feels like the Office of Resident Affairs will give us an opportunity to make sure we're addressing our residents needs.

Mr. McGinnis stated that Huntsville is the top four cities to live in. He stated that he was selected to participate in a housing solutions workshop. He stated that he is one of the delegates to participate in this workshop intended for cities and counties that are the early stage of developing a comprehensive and balanced local housing strategy and of course with what we're going through with Huntsville. He feels as though we definitely need to be apart of this because affordable housing is limited in our area and we want to work to kind of be at the table to figure out what kind of strategies we can come up with to make sure that our residents have a seat at the table. He also stated that we could put some of our local dollars to use and get some of our families who are on the street right now looking for through our Section 8 program. He really wants to focus on what is now taking place in Huntsville to be able to provide solutions.

Mr. McGinnis expressed that he has had a conversation with the mayor and that he understands our need to talk about this as well. He stated that its not only a need that the Huntsville Housing Authority needs to talk about but we need to make sure that we have other partners who are really out there talking about the need for affordable housing.

Mr. McGinnis talked about the Emergency Housing Vouchers the coalition of people who are at that table a really pushing them to talk about the need to get more affordable housing units out there and it really looks good when its not just the Housing Authority pushing that narrative but other partners who are coming in to discuss that matter.

Mr. McGinnis discuss making sure that we have a plan or a strategy that as Huntsville continues to grow. We will continue to have a place for our residents to grow as well.

Mr. McGinnis reported that our town hall meetings have gone really well. He stated that the first town hall meeting at Northwoods the Mayor actually came out and spoke to the residents at Northwoods about the plans for the city. The residents were excited to see him come out to an event. He stated that the Mayor wanted to attend the Johnson Towers town hall because of residents emailing and writing him about some situations at that location. Mr. McGinnis stated that he's probably going to come out to that meeting as well.

Mr. McGinnis discuss the meeting our at Butler Terrace that was really not that big of a turnout, but we are planning to reschedule that one.

He discusses the upcoming town hall at the James L. Lane Boys and Girl's Club at 5:00, for the Lincoln location on Thursday, October 21. He explained that what these town

halls are intended to do is to let our residents know what services are available in their community. He stressed that residents need to know who we are. He stated that he really hasn't had an opportunity to introduce himself or his team to the residents because of COVID, so this allows him the opportunity to meet our residents up close and personal. This also, gives us the opportunity to share programs and listen to their concerns that they may have as we move further.

Mr. McGinnis expressed that he really enjoyed meeting with the board on an individual basis. He stated that he has gotten some really good feedback and it has encouraged me to move forward with some of the plans that he has and kind of put some dates to some things. He stated that he is looking forward to making sure that everyone of our communities some form of an EnVision Center and some place that they can walk to services that are available in their community. He stated that if we are rally trying to help our residents with self-sufficiency and change some of the generational poverty that has been going on for a while. He said that we need to make sure that our residents have the tools that they need in order for them to get up an out.

Mr. McGinnis stated that he be start a Housing Authority leadership academy within the next 60 days. He stated that we have a lot of great leaders within this organization. He stated that a lot of times they work in the back and you don't get a chance to see them. He stated that they don't get a chance to attend the board meetings and he thinks that we are doing them an injustice by not allowing them to present and allowing them to be at this table so, we're going to be looking to make sure those leaders who are within the organization that you all don't get a chance to see get an opportunity to be seen and heard and be able to share some of their ideas and what they have to contribute to this organization.

Mr. McGinnis said the that is all he has today and thank you for being here today.

PUBLIC COMMENTS

N/A

COMMISSIONER COMMENTS

Chairman Smith stated that he felt that it would be great having those services available to the residents.

Neil Andrew stated that he did not have any public comments at this time.

Commissioner Sullivan stated that he did not have any comments. However, he does like the piece mentioned by Tony and the EnVision Center on each site. Commissioner Sullivan stated that as a high-performing agency, the residents should be able to say the same thing. Commissioner Sullivan stated that the residents should know all of the available resources available to them. He thanked everyone for all the work they do.

Commissioner Fountain stated that he didn't have any comments at this time.

Vice-Chairman Bolte confirmed that we have a program for family self-sufficiency. He stated that he doesn't know where we stand on that program. He mentioned that he didn't know if there was a regular or quarterly report on this program. He stated that maybe we only get updates on this program when something happens. Commissioner Bolte stated that if there was some type of way that they could get a report on the Family Self-Sufficiency more frequently because he feels like that is what we are trying to do.

Vice-Chairman Bolte asked if he could get a schedule for the upcoming Town halls. He stated that he would at least like to attend one of the meetings.

Vice-Chairman Bolte stated that he did hear Neil on the radio. The station was 96 points something but it sounded really good. He stated that he was impressed with the content and the delivery.

Vice-Chairman Bolte stated that there are so many jobs now within the community that is paying bonuses just to get people to work with just a telephone interview. He wanted to know if there were any residents within the community who have transportation who would want to work at a place like that. He stated that he just wanted to get jobs for our residents.

Mr. McGinnis stated that he has those concerns about the residents. He stated that he wants the residents to have those soft skills and be prepared for the workforce. He said that he wants to make sure that the residents know that this would be a game-changer for their life.

Vice-Chairman Bolte expressed that it's important that they get the job.

Chairman Smith thanked everyone for the work that they are doing and the efforts on making a change.

Chairman Smith stated that we will have a virtual board meeting for the month of November.

ADJOURNMENT

With there being no further comments, Chairman Smith declared the meeting adjourned.

Dr. Delmonize Smith, Chairman

Attest

Antonio McGinnis, Secretary

HUNTSVILLE HOUSING AUTHORITY

**Board of Commissioners' Meeting
Agenda Item
Control Document**

Date: November 15, 2021

HHA Staff Representative: Teresa Wade-Chase, Director of Finance/CFO

Department: Financial Services

Board of Commissioners' Meeting (Date): November 15, 2021, at 12:00 p.m. (VIRTUAL)

Board Agenda Item(s):

1. Presentation of Cumulative Low-Income Housing Finance Report for the Period Ending September 30, 2021.

Date/Time/Place of Board of Commissioners' Committee Meeting:

Approved by:


Antonio McGinnis, Sr.
Executive Director/CEO/Contracting Officer

Date

11/10/21

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

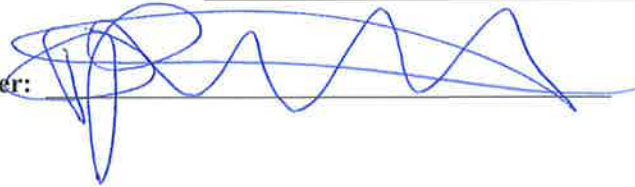
HHA Board Committee Member: Chairman Dr. Delmonize Smith

Date: 11/15/2021

HHA Board Committee Member: Vice Chairman James Bolte

Date: 11/15/2021

HHA Staff Member:



Date:

11/10/21

Huntsville Housing Authority

200 Washington Street

Huntsville, AL 35801
(256) 539-0774
www.hsvha.org

BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Month 9/30/2021 Reporting Type: Income Statement

All Accounts

	ANNUAL	MONTH ENDING AT 9/30/2021				YEAR TO DATE AT 9/30/2021			
		ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)		ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
Revenue:									
Tenant Rental Revenue	2,572,944.00	216,483.00	214,412.00	2,071.00	1%	1,319,183.40	1,286,472.00	32,711.40	3%
Other Tenant Charges	35,497.00	5,869.00	2,958.11	2,910.89	98%	29,794.00	17,748.66	12,045.34	68%
Operating Subsidy	7,363,086.00	757,961.00	613,590.55	144,370.45	24%	4,052,168.00	3,681,543.30	370,624.70	10%
HUD PHA Operating Grant-CFP	756,392.00	327,555.66	63,032.67	264,522.99	420%	327,555.66	378,196.18	(50,640.52)	(13%)
Interest Income	0.00	1,925.14	0.00	1,925.14	100%	10,829.80	0.00	10,829.80	100%
Section 8 Rental Income	12,000.00	1,000.00	1,000.00	0.00	0%	6,000.00	6,000.00	0.00	0%
Management Fees - Public Housing	868,324.00	80,363.25	72,360.34	8,002.91	11%	477,831.75	434,162.04	43,669.71	10%
Bookkeeping Fees - PH & HCV	270,090.00	22,185.00	22,507.50	(322.50)	(1%)	133,935.00	135,045.00	(1,110.00)	(1%)
Asset Management Fees - Public Housing	181,560.00	15,130.00	15,130.00	0.00	0%	90,780.00	90,780.00	0.00	0%
Service Fee Revenue	299,177.00	23,602.85	24,931.42	(1,328.57)	(5%)	142,066.60	149,588.52	(7,521.92)	(5%)
Management Fees - Capital Fund	427,360.00	35,613.35	35,613.34	0.01	0%	213,680.00	213,680.04	(0.04)	0%
Management Fees - Section 8	242,208.00	19,800.00	20,184.00	(384.00)	(2%)	126,540.45	121,104.00	5,436.45	4%
Management Fees - 360 Properties	52,666.00	4,333.94	4,388.84	(54.90)	(1%)	25,619.62	26,333.04	(713.42)	(3%)
Other Income	203,887.00	13,871.59	16,990.61	(3,119.02)	(18%)	815,220.12	101,943.66	713,276.46	700%
Gain On Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
Inter-AMP Transfer In	0.00	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
Total Revenue	13,285,191.00	1,525,693.78	1,107,099.38	418,594.40	38%	7,771,204.40	6,642,596.44	1,128,607.96	17% (1)
Expenses:									
Administration:									
Administrative Salaries	2,168,875.00	159,957.94	180,739.63	20,781.69	11%	1,035,424.65	1,084,437.78	49,013.13	5%
Compensated Absences	0.00	0.00	0.00	0.00	0%	0.00	0.00	0.00	0%
Employee Benefits - Administrative	849,306.00	67,271.58	70,775.54	3,503.96	5%	423,087.38	424,653.24	1,565.86	0%
Audit Fees	34,000.00	5,200.00	2,833.38	(2,366.62)	(84%)	34,160.00	17,000.28	(17,159.72)	(101%)
Management Fees	868,323.00	80,363.25	72,360.29	(8,002.96)	(11%)	484,816.20	434,161.74	(50,654.46)	(12%)
Bookkeeping Fees	118,710.00	9,810.00	9,892.50	82.50	1%	59,212.50	59,355.00	142.50	0%
Advertising and Marketing	5,242.00	299.20	436.88	137.68	32%	2,980.07	2,621.28	(358.79)	(14%)

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By: Desiree Patterson

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BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Month 9/30/2021 Reporting Type: Income Statement

All Accounts

	MONTH ENDING AT 9/30/2021				YEAR TO DATE AT 9/30/2021			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	
Tenant Services:								
Office Expense	417,923.00	32,265.33	34,827.25	2,561.92	262,034.92	208,963.50	(53,071.42)	(25%)
Legal	100,000.00	3,124.00	8,333.37	5,209.37	49,165.81	50,000.22	834.41	2%
Training and Travel	36,647.00	331.00	3,053.93	2,722.93	13,976.16	18,323.54	4,347.38	24%
Other Administrative Costs	154,123.00	8,443.88	12,843.79	4,399.91	52,218.69	77,062.74	24,844.05	32%
Total Administration	4,753,149.00	367,066.18	396,096.56	29,030.38	2,417,076.38	2,376,579.32	(40,497.06)	(2%)
Asset Management Fee	181,560.00	15,130.00	15,130.00	0.00	90,780.00	90,780.00	0.00	0%
Tenant Services:								
Salaries	109,027.00	7,840.60	9,085.61	1,245.01	42,126.63	54,513.66	12,387.03	23%
Relocation	0.00	0.00	0.00	0.00	1,300.00	0.00	(1,300.00)	(100%)
Employee Benefits - Tenant Services	75,428.00	5,673.69	6,285.70	612.01	29,686.67	37,714.20	8,027.53	21%
Other/Funding/Travel and Training	28,401.00	809.07	2,366.82	1,557.75	8,165.30	14,200.92	6,035.62	43%
Total Tenant Services	212,856.00	14,323.36	17,738.13	3,414.77	81,278.60	106,428.78	25,150.18	24% (2)
Utilities:								
Other Utilities	119,297.00	10,914.58	9,941.46	(973.12)	61,803.12	59,648.76	(2,154.36)	(4%)
Water	415,639.00	30,829.59	34,636.62	3,807.03	184,209.93	207,819.72	23,609.79	11%
Electric	379,291.00	33,953.00	31,607.62	(2,345.38)	188,057.89	189,645.72	1,587.83	1%
Gas	50,983.00	3,094.22	4,248.62	1,154.40	19,769.41	25,491.72	5,722.31	22%
Sewage	611,821.00	45,941.55	50,985.12	5,043.57	273,041.03	305,910.72	32,869.69	11%
Total Utilities	1,577,031.00	124,732.94	131,419.44	6,686.50	726,881.38	788,516.64	61,635.26	8%
Maintenance:								
Labor - Maintenance	1,620,615.00	98,552.86	135,051.29	36,498.43	730,012.79	810,307.74	80,294.95	10%
Employee Benefits - Maintenance	812,001.00	56,317.15	67,666.80	11,349.65	359,777.41	406,000.80	46,223.39	11%
Materials	1,118,967.00	115,262.98	93,247.34	(22,015.64)	493,986.03	559,484.04	65,498.01	12%
Contract Costs	1,005,969.00	118,660.21	83,830.88	(34,829.33)	508,431.48	502,985.24	(5,446.24)	(1%)
Total Maintenance	4,557,552.00	388,793.20	379,796.31	(8,996.89)	2,092,207.71	2,278,777.82	186,570.11	8%
Protective Services:								
Protective Services Contract Costs	237,986.00	14,166.02	19,832.22	5,666.20	134,732.62	118,993.32	(15,739.30)	(13%)
Total Protective Services	237,986.00	14,166.02	19,832.22	5,666.20	134,732.62	118,993.32	(15,739.30)	(13%) (3)
General Expenses:								
Insurance	1,173,273.00	98,373.01	97,772.89	(600.12)	603,960.00	586,637.34	(17,322.66)	(3%)

11/4/2021 9:15:03AM

By: Desiree Patterson

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BAF, COCC and PH Combined

Fiscal Year End: 3/31/2022 Report By: Month 9/30/2021 Reporting Type: Income Statement

All Accounts

	MONTH ENDING AT 9/30/2021			YEAR TO DATE AT 9/30/2021			
	ANNUAL	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)	ACTUAL	BUDGET	VARIANCE Favorable (Unfavorable)
Other General Expenses	BUDGET	21,444.00	31,742.10	10,298.10	128,418.00	190,452.60	62,034.60
Payment In Lieu of Taxes		0.00	4,484.78	4,484.78	0.00	26,908.68	26,908.68
Total General Expenses		119,817.01	133,999.77	14,182.76	732,378.00	803,998.62	71,620.62
Other:							
Collection Loss (Bad Debt Expense)	100,000.00	39,993.97	8,333.37	(31,660.60)	18,561.35	50,000.22	31,438.87
Extraordinary Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Extraordinary Items	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Casualty Loss	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Mort or Bonds Payable	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Amortization of Bond Issue Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
COCC Transfer to Section 8	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Inter AMP Transfer Out	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Loss Disposition of Fixed Assets	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Other	100,000.00	39,993.97	8,333.37	(31,660.60)	18,561.35	50,000.22	31,438.87
Total Expenses	13,228,129.00	1,084,022.68	1,102,345.80	18,323.12	6,293,896.04	6,614,074.72	320,178.68
Net Income/Loss	57,062.00	441,671.10	4,753.58	436,917.52	1,477,308.36	28,521.72	1,448,786.64

End of Report

Explanations of Variances for September 30, 2021

- (1) Total Revenue – The increase in other income is due to the following; Re-payment of Balch Road predevelopment loan in the amount of \$488,480, Developer Fee Revenue in the amount of \$200,546 and the sale of multiple old vehicles in the amount of \$31,500.
- (2) Total Tenant Services – The allocation of resident services personnel to grant funded positions resulted in a favorable variance for this reporting period.
- (3) Total Protective Services – The unfavorable increase to Protective services is due to a new security contract for Todd and Johnson Towers providing 24 hours services.
- (4) Collection Loss – The favorable variance is due to the amount of monies we have collected that offsets the bad debt expense.

HUNTSVILLE HOUSING AUTHORITY

Board of Commissioners' Meeting Agenda Item Control Document

Date: November 15, 2021

HHA Staff Representative: Paula Bingham, Director of Assisted Housing

Department: Assisted Housing

Board of Commissioners' Meeting (Date): November 15, 2021

Board Agenda Item(s):

1. Act on a Resolution Approving Revised Payment Standards for the Housing Choice Voucher Program
2. Act of a Resolution Approving Revisions to the Administrative Plan for the Housing Choice Voucher Program

Date/Time/Place of Board of Commissioners' Meeting: Monday, November 15, 2021, at 12:00 p.m.(virtual)

Approved by:  / 11/10/21
Antonio McGinnis, Sr. Date
Executive Director/CEO/Contracting Officer

Department's Committee's Certification:

We have reviewed the above-referenced Board of Commissioners' agenda items, together with the related and supportive documents, and have found them satisfactory. We further concur with the Staff's recommendation to place them on the approved, final agenda to be presented to the Board for appropriate action with respect to the adoption of the resolution(s) approving and/or authorizing the execution of the said action(s).

HHA Board Committee Member: Chairman Delmonize Smith, Ph.D. Date: 11/15/2021

HHA Board Committee Member: Vice-Chairman James Bolte Date: 11/15/2021

HHA Staff Member: Quora Members for Paula Bingham Date: 11/10/21

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Approval of Revised Payment Standards for the Housing Choice Voucher Program

November 15, 2021

INTRODUCTION

Requesting approval of revised payment standards for the Housing Choice Voucher Program.

PURPOSE/OBJECTIVE

HHA is responsible for adopting a payment standard schedule that establishes voucher payment standard amounts based on the Fair Market Rent (FMR) in HHA's jurisdiction. HUD publishes new FMRs annually. HHA may establish the payment standard amount for a unit size at any level between 90% and 110% of the published FMR for that unit size. As part of our commitment to expanding housing opportunities for the families we serve, HHA established exception standards above the basic range for the metropolitan FMR based on the HUD published Small Area Fair Market Rent (SAFMR) for 12 different zip codes effective August 1, 2021, at 110% of the FMR/SAFMRs. The Huntsville Metropolitan (MSA) FMR is utilized for all other zip codes in our jurisdiction. The 2022 Fair Market Rents have been published the purpose of this request is to continue with payment standards set at 110% of FMR/SAFMR. The table below shows the proposed payment standards to be effective January 1, 2022.

HUNTSVILLE, AL MSA FMR

BEDROOM	0	1	2	3	4	5
	\$711	\$832	\$986	\$1,307	\$1,570	\$1,806

SAFMR BY ZIP CODE

BEDROOM	0	1	2	3	4	5
35749	\$ 990	\$1,155	\$1,375	\$1,826	\$2,189	\$2,516
35756	1,067	1,243	1,474	1,958	2,343	2,693
35757	924	1,089	1,287	1,705	2,046	2,352
35758	814	946	1,122	1,485	1,782	2,049
35759	1,001	1,166	1,386	1,837	2,211	2,542
35763	880	1,023	1,221	1,617	2,068	2,378
35773	770	902	1,067	1,419	1,694	1,948
35801	803	935	1,111	1,476	1,771	2,036
35802	792	924	1,100	1,463	1,749	2,010
35803	781	924	1,089	1,441	1,738	1,998
35806	814	957	1,133	1,507	1,804	2,028
35824	814	946	1,122	1,485	1,782	2,049

JUSTIFICATION/DESCRIPTION

In order to continue serving families outside high poverty areas and to work toward our goal of deconcentration, it is deemed necessary to revise the current payment standards to the amounts for the bedroom size listed. Payment standards for each unit size are at 110% of the FMR/SAFMR.

ECONOMIC IMPACT

When payment standards increase, many Housing Choice Voucher participants will see a decrease in their portion of the rent which results in increased Housing Assistance Payments.

ATTACHMENTS

FY 2022 Huntsville, AL MSA FMRs

FY 2022 Small Area FMRs for Huntsville, AL MSA

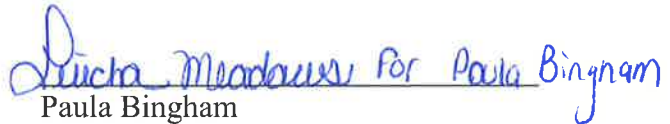
FY 2022 Proposed Payment Standard Schedule to be effective January 1, 2022

RECOMMENDATION

The Executive Director/CEO recommends the approval of the revised payment standards attached to this RBA for the Housing Choice Voucher Program effective January 1, 2022.



Antonio L. McGinnis Sr.
Executive Director/CEO



Paula Bingham
Director of Assisted Housing

11/10/21
Date

11/10/21
Date

ACTION TAKEN: _____



FY 2022 FAIR MARKET RENT DOCUMENTATION SYSTEM

The FY 2022 Huntsville, AL MSA FMRs for All Bedroom Sizes

Final FY 2022 & Final FY 2021 FMRs By Unit Bedrooms

Year	<u>Efficiency</u>	<u>One-Bedroom</u>	<u>Two-Bedroom</u>	<u>Three-Bedroom</u>	<u>Four-Bedroom</u>
FY 2022 FMR	\$647	\$757	\$897	\$1,189	\$1,428
<u>FY 2021 FMR</u>	\$589	\$690	\$821	\$1,089	\$1,387

The Huntsville, AL MSA consists of the following counties: Limestone County, AL; and Madison County, AL. All information here applies to the entirety of the Huntsville, AL MSA.

Fair Market Rent Calculation Methodology

[Show/Hide Methodology Narrative](#)

Fair Market Rents for metropolitan areas and non-metropolitan FMR areas are developed as follows:

1. 2015-2019 5-year American Community Survey (ACS) estimates of 2-bedroom adjusted standard quality gross rents calculated for each FMR area are used as the new basis for FY2022 provided the estimate is statistically reliable. For FY2022, the test for reliability is whether the margin of error for the estimate is less than 50% of the estimate itself and whether the ACS estimate is based on at least 100 survey cases. HUD does not receive the exact number of survey cases, but rather a categorical variable known as the count indicator indicating a range of cases. An estimate based on at least 100 cases corresponds to a count indicator of 4 or higher.

If an area does not have a reliable 2015-2019 5-year, HUD checks whether the area has had at least minimally reliable estimate in any of the past 3 years, or estimates that meet the 50% margin of error test described above. If so, the FY2022 base rent is the average of the inflated ACS estimates.

If an area has not had a minimally reliable estimate in the past 3 years, the estimate State for the area's corresponding metropolitan area (if applicable) or State non-metropolitan area is used as the basis for FY2022.



FY2022 SMALL AREA FMRs FOR HUNTSVILLE, AL MSA

In metropolitan areas, HUD defines Small Areas using ZIP Codes within the metropolitan area. Using ZIP codes as the basis for FMRs provides tenants with greater ability to move into "Opportunity Neighborhoods" with jobs, public transportation, and good schools. They also provide for multiple payment standards within a metropolitan area, and they are likely to reduce need for extensive market area rent reasonableness studies. Lastly, HUD hopes that setting FMRs for each ZIP code will reduce overpayment in lower-rent areas.

The Huntsville, AL MSA consists of the following counties: Limestone County, AL; and Madison County, AL. All information here applies to the entirety of the Huntsville, AL MSA.

Huntsville, AL MSA Advisory Small Area FMRs By Unit Bedrooms					
ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
<u>35610</u>	\$540	\$630	\$760	\$990	\$1,250
<u>35611</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35612</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35613</u>	\$640	\$750	\$890	\$1,180	\$1,420
<u>35614</u>	\$560	\$660	\$780	\$1,030	\$1,250
<u>35615</u>	\$630	\$740	\$880	\$1,160	\$1,390
<u>35620</u>	\$580	\$680	\$810	\$1,070	\$1,290
<u>35647</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35649</u>	\$770	\$900	\$1,070	\$1,410	\$1,700
<u>35652</u>	\$580	\$640	\$830	\$1,030	\$1,300
<u>35671</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35739</u>	\$690	\$800	\$950	\$1,260	\$1,510
<u>35741</u>	\$770	\$900	\$1,070	\$1,420	\$1,700
<u>35742</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35748</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35749</u>	\$900	\$1,050	\$1,250	\$1,660	\$1,990

Huntsville, AL MSA Advisory Small Area FMRs By Unit Bedrooms					
ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
<u>35750</u>	\$640	\$740	\$880	\$1,170	\$1,400
<u>35756</u>	\$970	\$1,130	\$1,340	\$1,780	\$2,130
<u>35757</u>	\$840	\$990	\$1,170	\$1,550	\$1,860
<u>35758</u>	\$740	\$860	\$1,020	\$1,350	\$1,620
<u>35759</u>	\$910	\$1,060	\$1,260	\$1,670	\$2,010
<u>35760</u>	\$600	\$700	\$830	\$1,100	\$1,320
<u>35761</u>	\$660	\$770	\$910	\$1,210	\$1,450
<u>35762</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35763</u>	\$800	\$930	\$1,110	\$1,470	\$1,880
<u>35773</u>	\$700	\$820	\$970	\$1,290	\$1,540
<u>35776</u>	\$540	\$630	\$740	\$990	\$1,250
<u>35801</u>	\$730	\$850	\$1,010	\$1,340	\$1,610
<u>35802</u>	\$720	\$840	\$1,000	\$1,330	\$1,590
<u>35803</u>	\$710	\$840	\$990	\$1,310	\$1,580
<u>35804</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35805</u>	\$560	\$650	\$770	\$1,020	\$1,250
<u>35806</u>	\$740	\$870	\$1,030	\$1,370	\$1,640
<u>35807</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35808</u>	\$970	\$1,140	\$1,350	\$1,790	\$2,150
<u>35809</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35810</u>	\$610	\$720	\$850	\$1,130	\$1,350
<u>35811</u>	\$650	\$760	\$900	\$1,190	\$1,430
<u>35812</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35813</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35814</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35815</u>	\$660	\$780	\$920	\$1,220	\$1,460
<u>35816</u>	\$610	\$710	\$840	\$1,110	\$1,340
<u>35824</u>	\$740	\$860	\$1,020	\$1,350	\$1,620

Huntsville, AL MSA Advisory Small Area FMRs By Unit Bedrooms

ZIP Code	Efficiency	One-Bedroom	Two-Bedroom	Three-Bedroom	Four-Bedroom
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<u>35896</u>	\$710	\$840	\$990	\$1,320	\$1,580
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| [HUD Home Page](#) | [HUD User Home](#) | [Data Sets](#) | [Fair Market Rents](#) | [Section 8 Income Limits](#)
| [FMR/IL Summary System](#) | [Multifamily Tax Subsidy Project \(MTSP\) Income Limits](#) | [HUD](#)
[LIHTC Database](#) |

Technical Problems or questions? [Contact Us](#).

HUNTSVILLE HOUSING AUTHORITY

Post Office Box 486

Huntsville, AL 35804-0486

www.hsvha.org

2022 PAYMENT STANDARDS EFFECTIVE JANUARY 1, 2022

HUNTSVILLE, AL MSA FMR

BEDROOM	0	1	2	3	4	5
	\$711	\$832	\$986	\$1,307	\$1,570	\$1,806

SAFMR BY ZIP CODE

BEDROOM	0	1	2	3	4	5
35749	\$ 990	\$1,155	\$1,375	\$1,826	\$2,189	\$2,516
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35806	814	957	1,133	1,507	1,804	2,028
35824	814	946	1,122	1,485	1,782	2,049

HUNTSVILLE HOUSING AUTHORITY

RESOLUTION APPROVING REVISED PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM

RESOLUTION NO. 2021-41

WHEREAS, The Department of Housing and Urban Development (HUD) requires all housing authorities to adopt a payment standard schedule that establishes the voucher payment standard amounts for the PHA jurisdiction; and

WHEREAS, the Huntsville Housing Authority (HHA) uses the payment standard as the maximum subsidy HHA can provide toward the gross rent (rent plus utility allowance); and

WHEREAS, HUD allows the housing authority to set payment standards between 90% - 110% of the Fair Market Rent (FMR) and may also establish exception payment standards for a zip code area above the basic range for the metropolitan FMR based on the HUD published Small Area FMRs; and

WHEREAS, in order to continue serving families outside high poverty areas and so families can afford to lease units within the payment standard, it is deemed necessary to revise the current payment standards to be effective January 1, 2022.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of Huntsville Housing Authority, hereby to adopt revised payment standards for the Housing Choice Voucher Program and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised payment standards as adopted.

ADOPTED THIS 15th DAY OF NOVEMBER 2021

Delmonize Smith, Ph.D., Chairman

SEAL

Attest:

Antonio L. McGinnis Sr., Secretary

HUNTSVILLE HOUSING AUTHORITY

REQUEST FOR BOARD ACTION

Approval of Revisions to the Administrative Plan for the Housing Choice Voucher Program

November 15, 2021

INTRODUCTION

Act on a resolution approving revisions to the Housing Choice Voucher Administrative Plan for the Emergency Housing Voucher program to be effective November 15, 2021.

PURPOSE/OBJECTIVE

The proposed revisions are required to identify HUD regulations and HHA policy for the Emergency Housing Voucher program.

JUSTIFICATION/DESCRIPTION

HHA is required to adopt an Administrative Plan for the Housing Choice Voucher Program for staff to follow in determining eligibility for admission and continued participation in the program. This plan must be revised as needed for compliance. The proposed revisions are attached.

ECONOMIC IMPACT

None

ALTERNATIVES

None

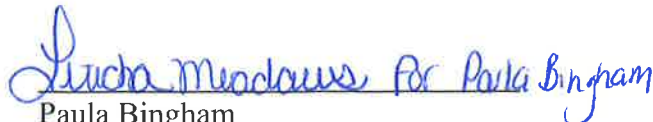
ATTACHMENTS

Recommended changes to the Housing Choice Voucher Program Administrative Plan.

RECOMMENDATION

The Executive Director/CEO recommends the approval of the revision to the Housing Choice Voucher Program Administrative Plan to be effective November 15, 2021.


Antonio McGinnis, Sr.
Executive Director/CEO


Paula Bingham
Director of Assisted Housing

Date: 11/10/21

Date: 11/10/21

Temporary Policy Supplement

EMERGENCY HOUSING VOUCHERS (EHVs)

INTRODUCTION

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible PHAs and set forth the operating requirements for PHAs who administer them. Based on criteria outlined in the notice, HUD notified eligible PHAs of the number of EHVs allocated to their agency, and PHAs were able to accept or decline the invitation to participate in the program.

PHAs may not project-base EHVs; EHVs are exclusively tenant-based assistance.

All applicable nondiscrimination and equal opportunity requirements apply to the EHV program, including requirements that the PHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and PHA policies for administering EHVs. The policies outlined in this chapter are organized into seven sections, as follows:

Part I: Funding

Part II: Partnering Agencies

Part III: Waiting List Management

Part IV: Family Eligibility

Part V: Housing Search and Leasing

Part VI: Use of Funds, Reporting, and Financial Records

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

PART I: FUNDING

TPS-I.A. FUNDING OVERVIEW

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering emergency housing vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may only be used for EHV administration and other eligible expenses and must not be used for or applied to other PHA programs or vouchers. The PHA must maintain separate financial records from its regular HCV funding for all EHV funding.

Housing Assistance Payments (HAP) Funding

ARP funding obligated to the PHA as housing assistance payments (HAP) funding may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP funding may not be used for EHV administrative expenses or for the eligible uses under the EHV services fee.

The initial funding term will expire December 31, 2022. HUD will provide renewal funding to the PHA for the EHVs on a calendar year (CY) basis commencing with CY 2023. The renewal funding allocation will be based on the PHA's actual EHV HAP costs in leasing, similar to the renewal process for the regular HCV program. EHV renewal funding is not part of the annual HCV renewal funding formula; EHVs are renewed separately from the regular HCV program. All renewal funding for the duration of the EHV program has been appropriated as part of the ARP funding.

Administrative Fee and Funding

The following four types of fees and funding are allocated as part of the EHV program:

- **Preliminary fees** support immediate start-up costs that the PHA will incur in implementing alternative requirements under EHV, such as outreach and coordination with partnering agencies:
 - \$400 per EHV allocated to the PHA, once the consolidated annual contributions contract (CACC) is amended.
 - This fee may be used for any eligible administrative expenses related to EHVs.
 - The fee may also be used to pay for any eligible activities under EHV service fees (TPS-I.B).
-

Placement fees/expedited issuance reporting fees will support initial lease-up costs and the added cost and effort required to expedite leasing of EHV's:

- \$100 for each EHV initially leased, if the PHA reports the voucher issuance date in Public Housing Information Center–Next Generation (PIC–NG) system within 14 days of voucher issuance or the date the system becomes available for reporting.
- Placement fees:
 - o \$500 for each EHV family placed under a HAP contract effective within four months of the effective date of the ACC funding increment; or
 - o \$250 for each EHV family placed under a HAP contract effective after four months but less than six months after the effective date of the ACC funding increment.
 - o HUD will determine placement fees in the event of multiple EHV allocations and funding increment effective dates.
- Placement/expedited issuance fees only apply to the initial leasing of the voucher; they are not paid for family moves or to turnover vouchers.
- **Ongoing administrative fees**, which are calculated in the same way as the standard HCV program:
 - PHAs are allocated administrative fees using the full column A administrative fee amount for each EHV under contract as of the first day of each month.
 - Ongoing EHV administrative fees may be subject to proration in future years, based on available EHV funding.
- **Services fees**, which are a one-time fee to support PHAs' efforts to implement and operate an effective EHV services program in its jurisdiction (TPS-I.B):
 - The fee is allocated once the PHA's CACC is amended to reflect EHV funding.
 - The amount allocated is \$3,500 for each EHV allocated.

TPS-I.B. SERVICE FEES

Services fee funding must be initially used for defined eligible uses and not for other administrative expenses of operating the EHV program. Service fees fall into four categories:

- Housing search assistance
- Security deposit/utility deposit/rental application/holding fee uses
- Owner-related uses
- Other eligible uses such as moving expenses or tenant-readiness services

The PHA must establish the eligible uses and the parameters and requirements for service fees in the PHA's administrative plan.

PHA Policy

The eligible uses for service fees include:

Housing search assistance, which may include activities such as, but not limited to, helping a family identify and visit potentially available units during their housing search, helping to find a unit that meets the household's disability-related needs, providing transportation and directions, assisting with the completion of rental applications and PHA forms, and helping to expedite the EHV leasing process for the family.

Application fees/non-refundable administrative or processing fees/refundable application deposit assistance. The PHA may choose to assist the family with some or all these expenses.

Holding fees are fees an owner requests that are rolled into the security deposit after an application is accepted but before a lease is signed. The PHA may cover part or all of the holding fee for units where the fee is required by the owner after a tenant's application has been accepted but before the lease signing. The PHA and owner must agree how the holding fee gets rolled into the deposit, and under what conditions the fee will be returned. In general, owners need to accept responsibility for making needed repairs to a unit required by the initial housing quality standards (HQS) inspections and can only keep the holding fee if the client is at fault for not entering into a lease.

Security deposit assistance. The amount of the security deposit assistance may not exceed the lesser of two months' rent to owner, the maximum security deposit allowed under applicable state and/or local law, or the actual security deposit required by the owner. The PHA may pay the security deposit assistance directly to the owner or may pay the assistance to the family. If paid to the family, the PHA will require documentation that the family paid the security deposit.

Utility deposit assistance/utility arrears. The PHA may provide utility deposit assistance for some or all of the family's utility deposit expenses. Assistance can be provided for deposits (including connection fees) required for the utilities to be supplied by the tenant under the lease. The PHA may pay the utility deposit assistance directly to the utility company or may pay the assistance to the family. If paid to the family, the PHA will require documentation the family paid the utility deposit. The PHA will require the utility supplier or family to return the utility deposit assistance to the PHA at such time the deposit is returned by the utility supplier (less any amounts retained by the utility supplier). In addition, some families may have large balances with gas, electric, water, sewer, or trash companies that will make it difficult if not impossible to establish services for tenant-supplied utilities. The PHA may also provide the family with assistance to help address these utility arrears to facilitate leasing. Utility deposit assistance returned to the PHA will be used for either services fee eligible uses or other EHV administrative costs, as required by HUD.

Owner recruitment and outreach for EHV's. The PHA may use the service fee funding to conduct owner recruitment and outreach specifically for EHV's. In addition to traditional owner recruitment and outreach, activities may include conducting pre-inspections or otherwise expediting the inspection process, providing enhanced customer service, and offering owner incentive and/or retention payments.

Owner incentive and/or retention payments. The PHA may make incentive or retention payments to owners that agree to initially lease their unit to an EHV family and/or renew the lease of an EHV family.

Payments will be made as a single payment at the beginning of the assisted lease term (or lease renewal if a retention payment). Owner incentive and retentions payments are not housing assistance payments, are not part of the rent to owner, and are not taken into consideration when determining whether the rent for the unit is reasonable.

Moving expenses (including move-in fees and deposits). The PHA may provide assistance for some or all of the family's reasonable moving expenses when they initially lease a unit with the EHV. The PHA will not provide moving expenses assistance for subsequent moves unless the family is required to move for reasons other than something the family did or failed to do (e.g., the PHA is terminating the HAP contract because the owner did not fulfill the owner responsibilities under the HAP contract or the owner is refusing to offer the family the opportunity to enter a new lease after the initial lease term, as opposed to the family choosing to terminate the tenancy in order to move to another unit), or a family has to move due to domestic violence, dating violence, sexual assault, or stalking.

Tenant-readiness services. The PHA may use fees to help create a customized plan to address or mitigate barriers that individual families may face in renting a unit with an EHV, such as negative credit, lack of credit, negative rental or utility history, or to connect the family to other community resources (including COVID-related resources) that can assist with rental arrears.

Essential household items. The PHA may use services fee funding to assist the family with some or all of the costs of acquiring essential household items such as tableware, cooking equipment, beds or bedding, and essential sanitary products such as soap and toiletries.

Renter's insurance if required by the lease. The PHA may choose to assist the family with some or all this cost.

Any services fee assistance that is returned to the PHA after its initial or subsequent use may only be applied to the eligible services fee uses defined in Notice PIH 2021-15 (or subsequent notice) or other EHV administrative costs. Any amounts not expended for these eligible uses when the PHA's EHV program ends must be remitted to HUD.

PART II: PARTNERING AGENCIES

TPS-II.A. CONTINUUM OF CARE (CoC)

PHAs that accept an allocation of EHV's are required to enter into a Memorandum of Understanding (MOU) with the Continuum of Care (CoC) to establish a partnership for the administration of EHV's.

PHA Policy

The PHA has entered into an MOU with City of Huntsville Community Development/Continuum of Care.

TPS-II.B. OTHER PARTNERING ORGANIZATIONS

The PHA may, but is not required to, partner with other organizations trusted by persons experiencing homelessness, such as victim services providers (VSPs) and other community partners. If the PHA chooses to partner with such agencies, the PHA must either enter into an MOU with the partnering agency or the partnering agency may be added to the MOU between the PHA and CoC.

TPS-II.C. REFERRALS

CoC and Partnering Agency Referrals

The primary responsibility of the CoC under the MOU with the PHA is to make direct referrals of qualifying individuals and families to the PHA. The PHA must generally refer a family that is seeking EHV assistance directly from the PHA to the CoC or other referring agency for initial intake, assessment, and possible referral for EHV assistance. Partner CoCs are responsible for determining whether the family qualifies under one of the four eligibility categories for EHV's. The CoC or other direct referral partner must provide supporting documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance.

PHA Policy

The CoC or partnering agency must establish and implement a system to identify EHV-eligible individuals and families within the agency's caseload and make referrals to the PHA. The CoC or other partnering agency must certify that the EHV applicants they refer to the PHA meet at least one of the four EHV eligibility criteria. The PHA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork. Homeless service providers may, but are not required to, use the certification form found in Exhibit TPS-2 of this chapter. Victim services providers may, but are not required to, use the certification form found in Exhibit TPS-3 of this chapter when identifying eligible families who qualify as victims of human trafficking.

As part of the MOU, the PHA and CoC or other partnering agency will identify staff positions to serve as lead EHV liaisons. These positions will be responsible for transmission and acceptance of referrals. The CoC or partnering agency must commit sufficient staff and resources to ensure eligible individuals and families are identified and determined eligible in a timely manner.

The PHA liaison responsible for acceptance of referrals will contact the CoC or partnering agency liaison via email indicating the number of vouchers available and requesting an appropriate number of referrals. No more than five business days from the date the CoC or partnering agency receives this notification, the CoC or partnering agency liaison will provide the PHA with a list of eligible referrals including the name, address, and contact phone number for each adult individual who is being referred; a completed release form for each adult family member; and a written certification for each referral indicating they are EHV-eligible.

Offers of Assistance with CoC Referral

The PHA may make an EHV available without a referral from the CoC or other partnering organization in order to facilitate an emergency transfer under VAWA in accordance with the PHA's Emergency Transfer Plan (ETP) in Chapter 16.

The PHA must also take direct referrals from outside the CoC if:

- The CoC does not have a sufficient number of eligible families to refer to the PHA; or
- The CoC does not identify families that may be eligible for EHV assistance because they are fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking or human trafficking.

If at any time the PHA is not receiving enough referrals or is not receiving referrals in a timely manner from the CoC or other partner referral agencies (or the PHA and CoC cannot identify any such alternative referral partner agencies), HUD may permit the PHA on a temporary or permanent basis to take EHV applications directly from applicants and admit eligible families to the EHV program in lieu of or in addition to direct referrals in those circumstances.

PART III: WAITING LIST MANAGEMENT

TPS-III. A. HCV WAITING LIST

The regulation that requires the PHA to admit applicants as waiting list admissions or special admissions in accordance with admission policies in Chapter 4 does not apply to PHAs operating the EHV program. Direct referrals are not added to the PHA's HCV waiting list.

The PHA must inform families on the HCV waiting list of the availability of EHV by, at a minimum, either by posting the information to their website or providing public notice in their respective communities in accordance with the requirements listed in Notice PIH 2021-15.

PHA Policy

The PHA will post information about the EHV program for families on the PHA's HCV waiting list on their website. The notice will:

- Describe the eligible populations to which EHV are limited

- Clearly state that the availability of these EHV is managed through a direct referral process

- Advise the family to contact the CoC (or any other PHA referral partner, if applicable) if the family believes they may be eligible for EHV assistance

The PHA will ensure effective communication with persons with disabilities, including those with vision, hearing, and other communication-related disabilities in accordance with Chapter 2. The PHA will also take reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP) in accordance with Chapter 2.

TPS-III.B. EHV WAITING LIST

The HCV regulations requiring the PHA to operate a single waiting list for admission to the HCV program do not apply to PHAs operating the EHV program. Instead, when the number of applicants referred by the CoC or partnering agency exceeds the EHV available, the PHA must maintain a separate waiting list for EHV referrals, both at initial leasing and for any turnover vouchers that may be issued prior to September 30, 2023.

Further, the EHV waiting list is not subject to PHA policies in Chapter 4 regarding opening and closing the HCV waiting list. The PHA will work directly with its CoC and other referral agency partners to manage the number of referrals and the size of the EHV waiting list.

TPS-III.C. PREFERENCES

HCV Waiting List Preferences

If local preferences are established by the PHA for HCV, they do not apply to EHV. However, if the PHA has a homeless preference or a VAWA preference for the HCV waiting list, the PHA must adopt additional policies related to EHV in accordance with Notice PIH 2021-15.

EHV Waiting List Preferences

With the exception of a residency preference, the PHA may choose, in coordination with the CoC and other referral partners, to establish separate local preferences for EHV. The PHA may, however, choose to not establish any local preferences for the EHV waiting list.

PHA Policy

No local preferences have been established for the EHV waiting list.

PART IV: FAMILY ELIGIBILITY

TPS-IV.A. OVERVIEW

The CoC or referring agency determines whether the individual or family meets any one of the four eligibility criteria described in Notice PIH 2021-15 and then refers the family to the PHA. The PHA determines that the family meets other eligibility criteria for the HCV program, as modified for the EHV program and outlined below.

TPS-IV.B. REFERRING AGENCY DETERMINATION OF ELIGIBILITY

In order to be eligible for an EHV, an individual or family must meet one of four eligibility criteria:

- Homeless as defined in 24 CFR 578.3;
- At risk of homelessness as defined in 24 CFR 578.3;
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking (as defined in Notice PIH 2021-15), or human trafficking (as defined in the 22 U.S.C. Section 7102); or
- Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability as determined by the CoC or its designee in accordance with the definition in Notice PIH 2021-15.

As applicable, the CoC or referring agency must provide documentation to the PHA of the referring agency's verification that the family meets one of the four eligible categories for EHV assistance. The PHA must retain this documentation as part of the family's file.

TPS-IV.C. PHA SCREENING

Overview

HUD waived 24 CFR 982.552 and 982.553 in part for the EHV applicants and established alternative requirement for mandatory and permissive prohibitions of admissions. Except where applicable, PHA policies regarding denials in Chapter 3 of this policy do not apply to screening individuals and families for eligibility for an EHV. Instead, the EHV alternative requirement listed in this section will apply to all EHV applicants.

The mandatory and permissive prohibitions listed in Notice PIH 2021-15 and in this chapter, however, apply only when screening the individual or family for eligibility for an EHV. When adding a family member after the family has been placed under a HAP contract with EHV assistance, the regulations at 24 CFR 982.551(h)(2) apply. Other than the birth, adoption, or court-awarded custody of a child, the PHA must approve additional family members and may apply its regular HCV screening criteria in Chapter 3 in doing so.

Mandatory Denials

Under alternative requirements for the EHV program, mandatory denials for EHV applicants include:

- 24 CFR 982.553(a)(1)(ii)(C), which prohibits admission if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- 24 CFR 982.553(a)(2)(i), which prohibits admission to the program if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.

The PHA must deny admission to the program if any member of the family fails to sign and submit consent forms for obtaining information as required by 24 CFR 982.552(b)(3) but should notify the family of the limited EHV grounds for denial of admission first.

PHA Policy

While the PHA will deny admission to the program if any adult member (or head of household or spouse, regardless of age) fails to sign and submit consent forms, the PHA will first notify the family of the limited EHV grounds for denial of admission as part of the notice of denial that will be mailed to the family.

Permissive Denial

Notice PIH 2021-15 lists permissive prohibitions for which the PHA may, but is not required to, deny admission to EHV families. The notice also lists prohibitions that, while allowable under the HCV program, may not be used to deny assistance for EHV families.

If the PHA intends to establish permissive prohibition policies for EHV applicants, the PHA must first consult with its CoC partner to understand the impact that the proposed prohibitions may have on referrals and must take the CoC's recommendations into consideration.

PHA Policy

In consultation with the CoC, the PHA will apply permissive prohibition to the screening of EHV applicants. Determinations using permissive prohibitions will be made based on an individualized assessment of relevant mitigating information in accordance with policies in Section 3-III.E.

The PHA will establish the following permissive prohibitions:

If the PHA determines that any household member is currently engaged in, or has engaged in within the previous 12 months:

Violent criminal activity

Other criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity

If any member of the family has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program within the previous 12 months.

If the family engaged in or threatened abusive or violent behavior toward PHA personnel within the previous 12 months.

The PHA will also deny assistance to household members already receiving assistance from another program in accordance with Section 9.h. of Notice PIH 2021-15.

Prohibitions based on criminal activity for the eligible EHV populations regarding drug possession will be considered apart from criminal activity against persons (i.e., violent criminal activity).

In compliance with PIH 2021-15, the PHA **will not** deny an EHV applicant admission regardless of whether:

Any member of the family has been evicted from federally assisted housing in the last five years;

A PHA has ever terminated assistance under the program for any member of the family;

The family currently owes rent or other amounts to the PHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act;

The family has not reimbursed any PHA for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease;

The family breached an agreement with the PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA;

The family would otherwise be prohibited admission under alcohol abuse standards established by the PHA in accordance with 24 CFR 982.553(a)(3);

The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.

TPS-IV.D. INCOME VERIFICATION AT ADMISSION

Self-Certification at Admission

The requirement to obtain third-party verification of income in accordance with Notice PIH 2018-18 does not apply to the EHV program applicants at admission, and alternatively, PHAs may consider self-certification the highest form of income verification at admission. As such, PHA policies related to the verification of income in Section 7-I.B. do not apply to EHV families at admission. Instead, applicants must submit an affidavit attesting to their reported income, assets, expenses, and other factors that would affect an income eligibility determination.

Additionally, applicants may provide third-party documentation that represents the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the PHA's request.

PHA Policy

Any documents used for verification must be the original (not photocopies) and dated within the 60-day period prior to admission. The documents must not be damaged, altered, or in any way illegible.

Printouts from webpages are considered original documents.

Any family self-certifications must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified.

The PHA will incorporate additional procedures to remind families of the obligation to provide true and complete information in accordance with Chapter 14. The PHA will address any material discrepancies (i.e., unreported income or a substantial difference in reported income) that may arise later. The PHA may, but is not required to, offer the family a repayment agreement in accordance with Chapter 16. If the family fails to repay the excess subsidy, the PHA will terminate the family's assistance in accordance with the policies in Chapter 12.

Recently Conducted Income Determinations

PHAs may accept income calculations and verifications from third-party providers or from an examination that the PHA conducted on behalf of the family for another subsidized housing program in lieu of conducting an initial examination of income as long as:

- The income was calculated in accordance with rules outlined at 24 CFR Part 5 and within the last six months; and
- The family certifies there has been no change in income or family composition in the interim.

PHA Policy

The PHA will accept income calculations and verifications from third-party providers provided they meet the criteria outlined above.

The family certification must be made in a format acceptable to the PHA and must be signed by all adult family members whose information or status is being verified.

At the time of the family's annual reexamination the PHA must conduct the annual reexamination of income as outlined at 24 CFR 982.516 and PHA policies in Chapter 11.

EIV Income Validation

Once HUD makes the EIV data available to PHAs under this waiver and alternative requirement, the PHA must:

- Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date;
- Print and maintain copies of the EIV Income and IVT Reports in the tenant file; and
- Resolve any income discrepancy with the family within 60 days of the EIV Income or IVT Report dates.

Prior to admission, PHAs must continue to use HUD's EIV system to search for all household members using the Existing Tenant Search in accordance with PHA policies in Chapter 3.

If a PHA later determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program in accordance with Chapter 12.

TPS-IV.E. SOCIAL SECURITY NUMBER AND CITIZENSHIP STATUS VERIFICATION

For the EHV program, the PHA is not required to obtain and verify SSN documentation and documentation evidencing eligible noncitizen status before admitting the family to the EHV program. Instead, PHAs may adopt policies to admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. As an alternative requirement, such individuals must provide the required documentation within 180 days of admission to be eligible for continued assistance, pending verification, unless the PHA provides an extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination. These individuals must provide the required documentation in accordance with policies in Chapter 7 within 180 days of admission. The PHA may provide an additional 60-day extension based on evidence from the family or confirmation from the CoC or other partnering agency that the family has made a good-faith effort to obtain the documentation.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.F. AGE AND DISABILITY VERIFICATION

PHAs may accept self-certification of date of birth and disability status if a higher level of verification is not immediately available. If self-certification is used, the PHA must obtain a higher level of verification within 90 days of admission or verify the information in EIV.

If a PHA determines that an ineligible family received assistance, the PHA must take steps to terminate that family from the program.

PHA Policy

The PHA will accept self-certification of date of birth and disability status if a higher form of verification is not immediately available. The certification must be made in a format acceptable to the PHA and must be signed by the family member whose information or status is being verified. If self-certification is accepted, within 90 days of admission, the PHA will verify the information in EIV or through other third-party verification if the information is not available in EIV. The PHA will note the family's file that self-certification was used as initial verification and include an EIV printout or other third-party verification confirming the applicant's date of birth and/or disability status.

If the PHA determines that an ineligible family received assistance, the PHA will take steps to terminate that family from the program in accordance with policies in Chapter 12.

TPS-IV.G. INCOME TARGETING

The PHA must determine income eligibility for EHV families in accordance with 24 CFR 982.201 and PHA policy in Chapter 3; however, income targeting requirements do not apply for EHV families. The PHA may still choose to include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PHA Policy

The PHA will include the admission of extremely low-income EHV families in its income targeting numbers for the fiscal year in which these families are admitted.

PART V: HOUSING SEARCH AND LEASING

TPS-V.A. INITIAL VOUCHER TERM

Unlike the standard HCV program, which requires an initial voucher term of at least 60 days, EHV vouchers must have an initial search term of at least 120 days. PHA policies on extensions as outlined in Section 5-II.E. will apply.

PHA Policy

All EHV's will have an initial term of 120 calendar days.

The family must submit a Request for Tenancy Approval and proposed lease within the 120-day period unless the PHA grants an extension.

TPS-V.B. HOUSING SEARCH ASSISTANCE

The PHA must ensure housing search assistance is made available to EHV families during their initial housing search. The housing search assistance may be provided directly by the PHA or through the CoC or another partnering agency or entity.

At a minimum, housing search assistance must:

- Help individual families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods;
- Provide transportation assistance and directions to potential units;
- Conduct owner outreach;
- Assist with the completion of rental applications and PHA forms; and
- Help expedite the EHV leasing process for the family

PHA Policy

As identified in the MOU between the PHA and CoC, the following housing search assistance will be provided to each EHV family:

The PHA will:

- Conduct owner outreach in accordance with policies in Chapter 13

- Provide directions to potential units as part of the EHV briefing packet

- Expedite the EHV leasing process for the family to the extent practicable and in accordance with policies in this chapter

- At least every 30 days, conduct proactive check-ins via email and telephone with families who are searching with an EHV and remind them of their voucher expiration date

- Assign a dedicated landlord liaison for EHV voucher families

The CoC will:

- Help families identify potentially available units during their housing search, including physically accessible units with features for family members with disabilities, as well as units in low-poverty neighborhoods

- Provide transportation assistance to potential units

- Assist the family with the completion of rental applications and PHA forms

TPS-V.C. HQS PRE-INSPECTIONS

To expedite the leasing process, PHAs may pre-inspect available units that EHV families may be interested in leasing in order to maintain a pool of eligible units.

PHA Policy

To expedite the leasing process, the PHA will make every effort to fast-track the inspection process, including adjusting the normal inspection schedule for any required reinspections.

TPS-V.D. INITIAL LEASE TERM

Unlike in the standard the HCV program, EHV voucher holders may enter into an initial lease that is for less than 12 months, regardless of the PHA policy in Section 9-I.E., Term of Assisted Tenancy.

TPS-V.E. PORTABILITY

The normal HCV portability procedures and requirements outlined in Chapter 10 generally apply to EHV. Exceptions are addressed below.

Nonresident Applicants

Under EHV, applicant families may move under portability even if the family did not have legal residency in the jurisdiction of the initial PHA when they applied, regardless of PHA policy in Section 10-II.B.

Billing and Absorption

A receiving PHA cannot refuse to assist an incoming EHV family, regardless of whether the PHA administers EHV under its own ACC.

- If the EHV family moves under portability to another PHA that administers EHV under its own ACC:
 - The receiving PHA may only absorb the incoming EHV family with an EHV (assuming it has an EHV voucher available to do so).
 - If the PHA does not have an EHV available to absorb the family, it must bill the initial PHA. The receiving PHA must allow the family to lease the unit with EHV assistance and may not absorb the family with a regular HCV when the family leases the unit.
 - Regardless of whether the receiving PHA absorbs or bills the initial PHA for the family's EHV assistance, the EHV administration of the voucher is in accordance with the receiving PHA's EHV policies.
- If the EHV family moves under portability to another PHA that does not administer EHV under its own ACC, the receiving PHA may absorb the family into its regular HCV program or may bill the initial PHA.

Family Briefing

In addition to the applicable family briefing requirements at 24 CFR 982.301(a)(2) as to how portability works and how portability may affect the family's assistance, the initial PHA must inform the family how portability may impact the special EHV services and assistance that may be available to the family.

The initial PHA is required to help facilitate the family's portability move to the receiving PHA and inform the family of this requirement in writing, taking reasonable steps to ensure meaningful access for persons with limited English proficiency (LEP).

PHA Policy

In addition to following PHA policy on briefings in Chapter 5, as part of the briefing packet for EHV families, the PHA will include a written notice that the PHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, the PHA will provide interpretation services in accordance with the PHA's LEP plan (See Chapter 2).

Coordination of Services

If the portability move is in connection with the EHV family's initial lease-up, the receiving PHA and the initial PHA must consult and coordinate on the EHV services and assistance that will be made available to the family.

PHA Policy

For EHV families who are exercising portability, when the PHA contacts the receiving PHA in accordance with Section 10-II.B. Preapproval Contact with Receiving PHA, the PHA will consult and coordinate with the receiving PHA to ensure there is no duplication of EHV services and assistance, and ensure the receiving PHA is aware of the maximum amount of services fee funding that the initial PHA may provide to the receiving PHA on behalf of the family.

Services Fee

Standard portability billing arrangements apply for HAP and ongoing administrative fees for EHV families.

For service fees funding, the amount of the service fee provided by the initial PHA may not exceed the lesser of the actual cost of the services and assistance provided to the family by the receiving PHA or \$1,750, unless the initial PHA and receiving PHA mutually agree to change the \$1,750 cap. Service fees are paid as follows:

- If the receiving PHA, in consultation and coordination with the initial PHA, will provide eligible services or assistance to the incoming EHV family, the receiving PHA may be compensated for those costs by the initial PHA, regardless of whether the receiving PHA bills or absorbs.
- If the receiving PHA administers EHV, the receiving PHA may use its own services fee and may be reimbursed by the initial PHA, or the initial PHA may provide the services funding upfront to the receiving PHA for those fees and assistance.
- If the receiving PHA does not administer EHV, the initial PHA must provide the services funding upfront to the receiving PHA. Any amounts provided to the receiving PHA that are not used for services or assistance on behalf of the EHV family must promptly be returned by the receiving PHA to the initial PHA.

Placement Fee/Issuance Reporting Fee

If the portability lease-up qualifies for the placement fee/issuance reporting fee, the receiving PHA receives the full amount of the placement component of the placement fee/issuing reporting fee. The receiving PHA is eligible for the placement fee regardless of whether the receiving PHA bills the initial PHA or absorbs the family into its own program at initial lease-up. The initial PHA qualifies for the issuance reporting component of the placement fee/issuance reporting fee, as applicable.

TPS-V.F. PAYMENT STANDARDS

Payment Standard Schedule

For the EHV program, HUD has waived the regulation requiring a single payment standard for each unit size. Instead, the PHA may, but is not required to, establish separate higher payment standards for EHV. Lower EHV payment standards are not permitted. If the PHA is increasing the regular HCV payment standard, the PHA must also increase the EHV payment standard if it would be otherwise lower than the new regular HCV payment standard. The separate EHV payment standard must comply with all other HCV requirements with the exception of the alternative requirements discussed below.

Further, if the PHA chooses to establish higher payments standards for EHV, HUD has provided other regulatory waivers:

- Defining the “basic range” for payment standards as between 90 and 120 percent of the published Fair Market Rent (FMR) for the unit size (rather than 90 to 110 percent).
- Allowing a PHA that is not in a designated Small Area FMR (SAFMR) area or has not opted to voluntarily implement SAFMRs to establish exception payment standards for a ZIP code area above the basic range for the metropolitan FMR based on the HUD published SAFMRs. The PHA may establish an exception payment standard up to 120 percent (as opposed to 110 percent) of the HUD published Small Area FMR for that ZIP code area. The exception payment standard must apply to the entire ZIP code area.
 - The PHA must notify HUD if it establishes an EHV exception payment standard based on the SAFMR.

PHA Policy

The PHA will not establish a higher payment standard amount for EHV. The PHA will use the same payment standards for HCV and EHV.

Rent Reasonableness

All rent reasonableness requirements apply to EHV units, regardless of whether the PHA has established an alternative or exception EHV payment standard.

Increases in Payment Standards

The requirement that the PHA apply increased payment standards at the family’s first regular recertification on or after the effective date of the increase does not apply to EHV. The PHA may, but is not required to, establish an alternative policy on when to apply the increased payment standard, provided the increased payment standard is used to calculate the HAP no later than the effective date of the family’s first regular reexamination following the change.

PHA Policy

The PHA will not establish an alternative policy for increases in the payment standard. PHA policy in Section 11-III.B. governing increases in payment standards will apply to EHV.

TPS-V.G. TERMINATION OF VOUCHERS

After September 30, 2023, a PHA may not reissue EHV's when assistance for an EHV-assisted family ends. This means that when an EHV participant (a family that is receiving rental assistance under a HAP contract) leaves the program for any reason, the PHA may not reissue that EHV to another family unless it does so no later than September 30, 2023.

If an applicant family that was issued the EHV is unsuccessful in finding a unit and the EHV expires after September 30, 2023, the EHV may not be reissued to another family.

All EHV's under lease on or after October 1, 2023, may not under any circumstances be reissued to another family when the participant leaves the program for any reason.

An EHV that has never been issued to a family may be initially issued and leased after September 30, 2023, since this prohibition only applies to EHV's that are being reissued upon turnover after assistance to a family has ended. However, HUD may direct PHAs administering EHV's to cease leasing any unleased EHV's if such action is determined necessary by HUD to ensure there will be sufficient funding available to continue to cover the HAP needs of currently assisted EHV families.

PART VI: USE OF FUNDS, REPORTING, AND FINANCIAL RECORDS

EHV funds allocated to the PHA for HAP (both funding for the initial allocation and HAP renewal funding) may only be used for eligible EHV HAP purposes. EHV HAP funding obligated to the PHA may not be used for EHV administrative expenses or the other EHV eligible expenses under this notice. Likewise, EHV administrative fees and funding obligated to the PHA are to be used for those purposes and must not be used for HAP.

The appropriated funds for EHV are separate from the regular HCV program and may not be used for the regular HCV program but may only be expended for EHV eligible purposes. EHV HAP funds may not roll into the regular HCV restricted net position (RNP) and must be tracked and accounted for separately as EHV RNP. EHV administrative fees and funding for other eligible expenses permitted by Notice PIH 2021-15 may only be used in support of the EHV and cannot be used for regular HCVs. EHV funding may not be used for the repayment of debts or any amounts owed to HUD by HUD program participants including, but not limited to, those resulting from Office of Inspector General (OIG), Quality Assurance Division (QAD), or other monitoring review findings.

The PHA must comply with EHV reporting requirements in the Voucher Management System (VMS) and Financial Data Schedule (FDS) as outlined in Notice PIH 2021-15.

The PHA must maintain complete and accurate accounts and other records for the program and provide HUD and the Comptroller General of the United States full and free access to all accounts and records that are pertinent the administration of the EHV in accordance with the HCV program requirements at 24 CFR 982.158.

Huntsville Housing Authority

**RESOLUTION APPROVING REVISIONS TO THE
ADMINISTRATIVE PLAN FOR THE HOUSING CHOICE VOUCHER PROGRAM**

RESOLUTION NO. 2020-42

WHEREAS, Huntsville Housing Authority (HHA) has adopted an Administrative Plan for the Housing Choice Voucher (HCV) Program; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) has mandated that housing authorities must develop expanded, clear and orderly procedures to govern administration of the Housing Choice Voucher Program; and

WHEREAS, the Administrative Plan states HHA policy on matters for which the HHA has discretion to establish local policies in accordance with HUD requirements; and

WHEREAS, HHA has revised the Housing Choice Voucher Program Administrative Plan for the Emergency Housing Voucher Program in order to comply with policies for the administration of the HCV Program that have been mandated by HUD and are in accordance with industry standards;

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Huntsville Housing Authority hereby adopts the revision to the Housing Choice Voucher Program Administrative Plan and further resolves that the Executive Director/CEO is hereby directed to operate in accordance with the revised plan as adopted.

ADOPTED THIS 15TH DAY OF NOVEMBER 2021

SEAL

Delmonize Smith, Ph.D., Chairman

Attest:

Antonio McGinnis, Sr., Secretary