



525 SOUTH LAWRENCE STREET  
MONTGOMERY, ALABAMA 36104-4611  
PHONE: (334)-206-7200 – FAX: (334)-206-7222 – WEBSITE: MHA TODAY.ORG

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GLYNIS TANNER  
TRANSITIONAL DIRECTOR

JOHN F. KNIGHT, JR  
CHAIRMAN

**Housing Choice Voucher Administrative Plan  
Summary of Proposed Changes/Updates  
February 28, 2020**

Montgomery Housing Authority (MHA) must have a written administrative plan that established local policies for the administration of the Housing Choice Voucher Program that is up-to-date with HUD Regulations and Federal Statutes. On an annual or an as-needed basis, MHA revisits the plan to include current language to address MHA policies or programs. Montgomery Housing Authority is submitting the following updates and changes for review and comment.

**11-11.C.**

**Family-Initiated Interim Reexaminations**

The PHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

***Required Reporting***

HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

**MHA Policy**

Families are required to report all increases in earned income, including new employment, within 10 business days of the date the change takes effect. will conduct an interim reexamination to recalculate the new family share of rent and new subsidy amount. If a family with zero income experiences an increase in income, the family must report it within 10 calendar days of the date of the increase.

The MHA will conduct interim reexaminations for families that qualify for the earned income disallowance (EID), and only when the EID family’s share of rent will change as a result of the increase.

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4-111.B. Selection and HCV Funding Sources

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. The PHA must maintain records showing that such families were admitted with special program funding.

Targeted Funding [24 CFR 982.204(e)]

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

MHA Policy

If HUD awards MHA program funding that is targeted for families living in specified unities or for other specified families:

- a) MHA must use the assistance for the targeted families.
b) MHA may admit a family that is not on the MHA waiting list, or without considering the family's waiting list position. MHA must maintain records showing that the family was admitted with HUD-targeted assistance.
c) For housing covered by the Low-Income Housing Preservation and Resident Home Ownership Act of 1990 (41 U.S.C. 4101 est seq.);
d) A family residing in a project covered by a project-based HCV HAP contract at or near the end of the HAP contract term;
e) Tenant protection vouchers for foster youth to independence initiative (FYI).

9-I.D. Special Housing Types [24 CFR 982 Subpart M]

Foster Youth to Independence (FYI) Initiative:

Tenant Protection Vouchers (TPVs) provided by HUD for youth eligible under the Family Unification Program (FUP), subject to availability.

Table with 2 columns: COMMISSIONERS and names of commissioners including Paul Hankins, Frank Brown, Andrea R. Mosley, Alfred Hood, Bettie Barnett, Willie Durham, Richard E. Hanan, and Ray Roton.



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Funding:

- a) The HA may request a minimum of one voucher and a maximum of 25 vouchers per Federal Fiscal Year.
b) Voucher(s) will be requested for a specific person(s) qualifying for a FYI voucher.

Youth Eligibility:

- a) The population eligible to be assisted are youth certified by Alabama Department of Human Resources as meeting the following conditions:Has attained at least 18 years and not more than 24 years of age;
b) Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act at age 16 or older; and
c) Is homeless or is at risk of becoming homeless. (\*\*Homeless refers to the population included in the definition of this term at 24 CFR 578.3. At Risk of Becoming Homeless means the population defined as “At Risk of Homelessness” at 24 CFR 576.2\*\*)

NOTE: Eligibility is not limited to single persons. For example, pregnant and/or parenting youth are eligible to receive assistance.

Youth Referral:

- a Youth must be certified by the Alabama Department of Human Resources as eligible for assistance under this notice and referred to the HA for assistance.
b The HA must determine eligibility for the HCV program

Additional Program Requirements:

- a Turnover: These vouchers “sunset” when the youth leaves the program. This means that the PHA cannot reissue the HCV assistance issued under this notice when the youth exits the HCV program. When the youth exits the HCV program, HUD will reduce the PHA’s HCV assistance to account for the removal of the FYI voucher assistance from the PHA’s HCV baseline inventory.
b Youth Failure to Use Voucher: Should a youth fail to use the voucher, the PHA must notify HUD, and HUD will reduce the PHA’s HCV assistance to account for

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the removal of the FYI voucher assistance from the PHA's HCV baseline inventory.

- c. Waiting List Administration: The funding is targeted to a specific person. As a result, the PHA must use the assistance for that person. The PHA may admit the youth that is not on the PHA waiting list, or without considering the family's waiting list position. The PHA must maintain records showing the family was admitted with HUD-targeted assistance.
d. Length of Assistance: As required by statute, a FYI voucher may only be used to provide housing assistance for you for a maximum of 36 months.

Project-Based Voucher

17-VI.C. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects or buildings or for sets of such units.

MHA Policy

The PHA will establish waiting lists for individual projects or buildings that are receiving PBV assistance. The PBV project will administer the site-based waiting list. The MHA currently has waiting lists for the following PBV projects:

The Plaza at Centennial Hills

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### **17-VI.D. SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]**

Applicants who will occupy units with PBV assistance must be selected from the PHA’s waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

#### **Income Targeting [24 CFR 983.251(c)(6)]**

At least 75 percent of the families admitted to the PHA’s tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely-low income families. The income targeting requirement applies to the total of admissions to both programs.

#### **Units with Accessibility Features [24 CFR 983.251(c)(7)]**

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

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Preferences [24 CFR 983.251(d), FR Notice 11/24/08]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families as described in Section 17-VI.B. above.

The PHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the PHA plan. The PHA may not, however, grant a preference to a person with a specific disability [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with “excepted units” for elderly families or supportive services, the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

MHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families or units with supportive services, or mobility impaired persons for accessible units). MHA will select project-based applicants based a working preference having priority over all other preferences. The preferences are for families that qualify for the HCV working preference at the time that they are selected from the Waiting List. To meet the preference, all adult household members must meet one of the following: work at least 30 hours per week; be engaged in MHA approved job training program and/or a full-time student as verified in an accredited education program; or be a person with disabilities or over 62 years of age.

The contract unit leased to each family must be appropriate for the size of the family in accordance with MHA occupancy standards.

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