



Family Self-Sufficiency

Action Plan

HUD Approved September 14, 2022

Board Approved: September 27, 2022

Resolution: FYE2023-006

Family Self-Sufficiency Action Plan
Table of Contents

FSS Overview	2
Timetable for Program Implementation.....	2
FSS Goals.....	2
FSS Coordinator.....	3
Program Coordinating Committee	3
Demographics of Applicants.....	4
FSS Selection/Preference.....	4
Motivation as a Selection Factor.....	5
FSS Incentives	5
Outreach and Supportive Services	6
FSS Participant Handbook.....	8
Contract of Participation	8
Grievance Procedures	10
Individual Training and Service Plan	10
Lease and HCV Compliance.....	11
Employment Obligation.....	11
Escrow Accounts	11
Re-Enrollment.....	15
Reporting.....	15
Portability Requirements	15
Consultation and Coordination of Efforts.....	16
Exhibit A: Board Approval	17

FSS Overview

The Family Self-Sufficiency (FSS) program enables the Department of Housing and Urban Development-assisted (HUD) families to increase their earned income and reduce their dependency on welfare assistance and rental subsidies. Public Housing Agencies (PHAs) work in collaboration with public and private sectors in an effort to secure partnerships for the operation of the FSS program, to develop the PHA's FSS Action Plan, and to implement the program.

The Auburn Housing Authority (AHA), located at 931 Booker Street, Auburn, AL, will implement the FSS program that will be used to assist families assisted by the AHA's Housing Choice Voucher (HCV) program. The ultimate goal of AHA's FSS program is for families to become self-sufficient and optimistically obtain homeownership.

Refusal to participate in the FSS program and/or termination from the FSS Program will not affect a family's admission into AHA's HCV program or a family's right to occupancy in accordance with their dwelling lease.

The main objective of the FSS Program is to promote employment for low-income families, reduce the dependency of low-income families on welfare assistance, Temporary Assistance to Needy Families (TANF), promote homeownership, and/or entrepreneurship opportunities.

Timetable for Program Implementation

The AHA anticipates applying for the FSS program grant funds annually. The grant proceeds will be used to fund the FSS Coordinator's position. The funds will be expended according to the grant requirements.

FSS Goals

The goal for AHA is to adequately and effectively assist FSS families with the successful completion of their Individual Training and Service Plan (ITSP) as well as the Contract of Participation (COP) which will allow participants to become economically self-sufficient.

AHA will assist participants by serving the role as a resource agent that will have the ability to access supportive services and different resources which will be beneficial to participants by creating upward mobility, as well as, shifting their roles as participants, from dependency to independency. The FSS program will increase the ability for participants to gain or increase formal educational status, the FSS program will offer homeownership opportunities, and the FSS program will welcome the ability for participants to establish entrepreneurial opportunities.

FSS Coordinator

AHA will employ a FSS Coordinator. The FSS Coordinator will administer the FSS program, conduct initial selection of participants, administer various workshops that promote self-sufficiency, and will also conduct initial outreach to community agencies. Additional FSS Coordinators may be funded based on need and funding availability.

The role of the FSS Coordinator will be to assist the participants in developing their ITSP, monitoring participants' progress, making the determination when a family has completed their COP, and when a family must be terminated from the program.

Consequently, the FSS Coordinator will also act as an advocate for participants in their program and will make appropriate referrals to local public and private agencies in order to provide a wide variety of services that families will need. Partnership Agreements will be pursued with appropriate public agencies, as well as, with private organizations.

The FSS Coordinator and the AHA Accounting Office will work together to monitor, calculate, and manage the funds in the participant's escrow account. Any required reporting will be the responsibility of the AHA Finance Department.

The FSS Coordinator will work with the HCV Department regarding the participant's supportive services requirement, program compliance, and any changes in earned income.

The FSS Coordinator will report directly to the Chief Executive Officer or his/her designee and work cooperatively with the Accounting, Multifamily Housing, and HCV Departments in carrying out the goals and objectives of the FSS program.

Program Coordinating Committee

The Program Coordinating Committee (PCC) is organized to provide the primary function of securing commitments of both public and private resources for the operation of the FSS program within the PHA's jurisdiction and it will provide service in an advisory capacity for the program.

The FSS Coordinator will represent the AHA on the PCC. The PCC will include public and private service providers with resources to assist the FSS Program.

Demographics of Applicants

All families assisted by the AHA are eligible to participate in the FSS program and are representative of the following household composition of the AHA.

Household size	Female	Male	Head of Household Age	Annual Gross Income (All)	Annual Gross Income (Employed)	Annual Gross Income (Disabled)
2.77	541	96	41.13	13,915.63	21,696.71	13,021.16

Family Composition:

1 Child	2 Children	3 Children	4 Children	5 Children	6 Children	7 Children	8 Children
117	124	53	27	9	1	1	1

Racial and ethnic composition of the AHA:

93% African American	5% Caucasian	1% Asian American	1% Hispanic
----------------------	--------------	-------------------	-------------

The composition of the ethnic groups may change due to families assisted by the HCV program.

Estimate of Participating Families

The AHA will begin the FSS Program with twenty-five (25) voluntary slots, which will coincide with the position of only one (1) FSS Coordinator. Thirty-five eligible families can reasonably be expected to receive supportive services under the FSS program, based on available and anticipated federal, tribal, state, local, and private resources.

FSS Participant Selection

Families will be selected without regard to race, color, religion, sex, handicap, familial status, or national origin.

Non-Discrimination Selection

To help ensure that families will be selected without regard to race, religion, color, handicap, sex, national origin, or familial status, the AHA will fill slots with eligible families in respect to the following objectives:

1. The date that the family expressed interest in the FSS program;
2. The FSS voluntary slots will be filled on a first come, first serve basis

Preference

If there is a waiting list, AHA will give preference to:

1. Families who are participants in the AHA Homeownership Program
2. Families who receive TANF since the JOBS program is a requirement of TANF

recipients and qualifies as an FSS related program.

3. Families who port into AHA and are a current participant in the FSS Program of the housing authority in which they are porting from.

Motivation as a Selection Factor

The AHA will screen families for interest and motivation to participate in the FSS programs by assigning a task that is the same type for each family. The following are a list of task that may be assigned:

1. FSS family's attendance during the pre-selection interview or orientation session;
2. The reading of the FSS Handbook
3. The completion and the returning of the Needs Assessment.

Any and all tasks will be assigned with consideration of the family member's educational level and disabilities. Reasonable accommodations will be made for individuals with disabilities to include but not limited to the following: individuals with manual, sensory, mobility, speech, developmental, or mental disabilities.

Failure to complete the specified tasks, or attend required meetings, for example, could result in the family not being selected to participate in the FSS program.

The AHA may deny FSS participation to a family if the family owes the AHA, or another PHA, money in connection with Section 8 or public housing assistance. Families that owe money to the AHA who have entered into a repayment agreement and are current on that repayment agreement will not be denied FSS participation.

Prohibited Motivational Screening Factors

AHA will not use any of the following motivational screening factors:

1. Credit Rating Status
2. Family's educational level or standardized motivational test results
3. Marital Status
4. Number of Children
5. Previous job performance or history
6. Other factors such as manual, sensory, or other factors that could result in discriminatory treatment or practices directed towards minority groups, non-minority groups, or individuals with disabilities.

FSS Incentives to Encourage Participants

1. Escrow Accounts

The escrow savings account will be established in accordance with the requirements of the Code of Regulations (CFR) 984.305 of the Rules and Regulations governing these accounts.

2. AHA Incentive Program

Once the participant has successfully completed the program by completing goals and providing the required documentation, the AHA will offer an incentive of \$500.00 to the participant if: funds accrued in escrow will be used for higher education, homeownership, entrepreneurship, or automobile purchase/repair. Automobile repair will be defined as any type of repair that is not standard maintenance. Maintenance would include, but not limited to, oil change, tire rotation, new tires, etc.

To receive the \$500.00 incentive, participants must submit the required documentation within 60 days of exiting the program. This period (60 days) could be extended if the participant is in the process of purchasing a home and can provide documentation of the closing date. If the participant needs this extension, they should request this extension in writing.

AHA will not use FSS Program grant proceeds to fund AHA's incentive program. Incentive proceeds will be paid directly to the service provider (documentation required).

3. Priority in AHA Homeownership Program

FSS Participants will have priority in the AHA Homeownership Program.

Outreach and Supportive Services

The PHA will notify eligible families about the FSS program using the following outreach locations, activities, methods, and languages, where appropriate. These points of contact and methods have been selected to ensure that both minority and nonminority groups are informed about the FSS program.

Location/Activity	Staff/Partner	Method
Briefings/Orientations	PHA Staff	Flyer/Brochure/Presentation
Interims/Recertification	PHA Staff	Flyer/Brochure
Transfers/Portability	PHA Staff	Flyer/Brochure
AHA Lobby	PHA Staff	Brochures/Flyer posted
AHA Website	PHA Staff	Shared FSS Information
Community Social Services	PCC Members	Shared FSS Information

AHA's FSS Coordinator will be responsible for maintaining a log of all inquiries in respect to the FSS program which will specifically detail the individual participant's names, date, and time that the inquiry was made in order to ensure that a fair selection of interested participants has been performed.

All families and/or individuals who are contacted in regards to their inquiry about the FSS program will be required to attend an interview session with the FSS Coordinator, or a group session (if deemed necessary). During that time, information about the FSS program will be explained, discussed thoroughly, and a Needs Based Assessment will also be conducted.

Lists of Supportive Services

The following is a list of supportive services that will be offered to FSS participants through referrals as needed. AHA will, to the best of its ability, assist families in order to help them effectively access public, local, and private resources. The FSS Coordinator will meet bi-monthly with the PCC to ensure resources are maintained. The FSS Coordinator will review family demographics yearly to determine needs of the families served. The AHA will also administer a Needs Assessment for each FSS participant to determine services needed for FSS families.

1. Educational Assistance/GED Classes (Pre/Post Secondary Education)
2. Childcare Assistance
3. Transportation
4. Job Readiness Skills (How to correctly fill out job applications, Attire, Personal Hygiene, Interview, & Resume Writing)
5. Job Linkage & Placement
6. Job Skills Training
7. Communication Skills/Interpersonal Interactions/Behavior Management
8. Household/Time Management Skills
9. Substance Abuse
10. Counseling/Self-Esteem Building
11. Budget Training/Management
12. Home Ownership Information
13. Entrepreneurial Training/Information
14. Financial Literacy and Debt Management

AHA Partnered Organizations and supportive services offered

Organization	Services Offered
East Alabama Mental Health	Mental health resource for adults and children – child development resource
Southern Union Adult Education Dept.	Adult Education – GED, etc.
Childcare Resource Center – Family Resource Center	Parent training, childcare resource, fatherhood program, resource connection
Goodwill Career Development Center	Free career services
Women’s Job Corp	Professional Development for Women
Circles of Opelika	Self-Sufficiency training
Alabama Department of Labor	Employment Resource
Auburn City Schools	Work Based Learning Program
Achievement Center, Easterseals	Job development – participants with disabilities, Drivers Ed
City of Auburn Entrepreneurial & Technology Programs; Auburn University New Venture Accelerator Program	Entrepreneurship programming
Alabama Council on Human Resources	Homeownership Counseling

Unavailable Supportive Services

If supportive services are not available:

1. AHA will not deliver that service to participants.
2. AHA will revise the ITSP, delete unavailable services, and modify the COP to remove any obligation on the part of the FSS family. All modifications must be made in writing with respect to the ITSP, the FSS Contract of Participation and the Head of the FSS Household.

On-site Facilities

AHA will utilize the following areas of its facility in order to effectively provide services under the FSS program: The Resident Interview Room, the Staff Room, the FSS Coordinator's Office, the Main Board/Conference Room, and have the ability to use Community Buildings as needed.

FSS Participant Handbook

Participants of the FSS program will receive a FSS Handbook during the initial interview process. The purpose of the Handbook is to inform and outline the FSS program basic information, application process, requirements, objectives, expectations, escrow accounts, services and activities, participant responsibilities, rights and expectations of the program, and grievance procedures.

Contract of Participation and Individual Training and Services Plan (ITSP)

The purpose of the FSS contract of participation is to set forth the principal terms and conditions governing participation in the FSS program, including the incorporation of the individual training and services plan (ITSP) as part of the contract's required contents. The ITSP is meant to establish goals the FSS family will meet along the family's way to completing the contract and becoming self-sufficient. In addition to the goals specified in the ITSP, the contract also lists the responsibilities of the family and the PHA.

The AHA will meet with the family and detail the obligations, rights, and privileges that pertain to the FSS head of household and require each adult family member to certify their agreement as to their designated head of the FSS family. These certifications will be a permanent part of the FSS family's record and will be updated with each change of head of household.

The designated head of the FSS family must enter into a Contract of Participation (COP) with AHA. The COP delineates the purpose of the contract, conditions of the escrow accounts, the rights and responsibilities of all parties (AHA and the FSS Family) and the terms of the contract.

Contract Terms and Completion

The COP shall provide that each FSS family be required to fulfill all obligations to which the participating family has committed itself under the COP no later than five (5) years after the effective contract date. When it is necessary, participants will be required to provide documentation to prove a goal has been completed. An example of this would include when a participant graduates from a program with a degree or certificate, a participant attends a FSS program, and/or has attended a workshop. Other goals such as attending an interview, will be documented in case notes.

Contract Extension

AHA shall extend the terms of the COP for a period not to exceed two (2) years for an FSS family who requests an extension of the contract provided that AHA finds that good cause exists for granting an extension. The request may be made in writing by the person who has signed the contract. The CEO or his/her designee will decide if the extension is approved or not. Request for an extension can be made up until the last day of the contract.

The term "good cause" means circumstances beyond the families control; such as serious illness, death, involuntary loss of employment, or any other circumstances beyond the FSS family's control that might have caused the family delayed completion of their final goal.

The FSS family should be in an active process of working on the goal but had to delay completion because the circumstances prevented final completion.

Completion of COP

The COP will be considered complete if the following occurs:

1. The FSS family has fulfilled all obligations under the contract before the expiration of the contract (or any extension) including:
 - a. Being free of TANF on the day of contract expiration
 - b. The FSS Head of Household must obtain and maintain suitable employment specific to that individual's skills level, job training, education, and available opportunities in the area.

Consequences of Non-Compliance with the Contract

The COP shall specify that if the FSS family fails to comply without "good cause" with the terms of the COP which includes the PBV and TBV dwelling lease that AHA may:

1. Withhold supportive services
2. Terminate the FSS family's participation in the FSS program

Termination of COP

The contract of participation (COP) will be terminated before the expiration of the contract term if the participant fails to meet, without “good cause,” their obligations as outlined in the COP. If the participant fails to meet its obligations outlined in the COP, the FSS coordinator, or their designee, will first meet with the family to reassess the need for supportive services or a change in the individual training and services plan (ITSP).

If a reassessment of supportive services and a change in the ITSP is not successful in bringing the family in to compliance, the FSS coordinator will reassess the need for, and availability of, supportive services. The FSS Coordinator will use this formal assessment to identify and refer to resources that remove the challenge so the participant is able to meet their obligations outlined in the COP.

Finally, if neither of these alternatives is successful, the FSS coordinator will terminate the COP for failure to complete the tasks, interim goals, or final goals of the ITSP in a timely manner, and thus failure to complete the obligations outlined in the COP. The FSS coordinator will make an exception to the actions in terminating the COP if the participant can, with the assistance of the FSS Coordinator, demonstrate “good cause” for the failure to meet its obligations as outlined in the COP.

The COP will automatically be terminated if the following occurs:

1. The FSS family voluntary withdraws from the FSS program;
2. The FSS family and AHA agree to terminate the contract;
3. AHA determines that the FSS family has not fulfilled its responsibilities under the Contract of Participation;
4. AHA is permitted in accordance with HUD requirements; or
5. HCV assistance is terminated
6. Any other act deemed inconsistent with the purpose of the FSS program

Grievances and Hearing Procedures

The grievance and informal hearing procedures for the FSS program will be the same as the grievance and hearing procedures adopted for the Section 8 administrative plan.

Individual Training and Service Plan: Establishment of Participant’s Goals

AHA will assist FSS families to establish final goals in their Individual Training and Service Plan (ITSP). Each individual adult member of selected families will be allowed to participate in creating goals. The ITSP will serve as an outline of the services to be provided to FSS families' and it will identify activities/goals to be completed. Consequently, specific interim and intermediate goals will be established to measure and monitor a family's progress toward fulfillment of their final goal and their obligations under the Contract of Participation and completion of their ITSP. Participants will have the option of updating their goals up until the last month of their contract expiration.

Supportive services needs will be identified by completion of an informal needs assessment with the FSS coordinator before completion of the ITSP and signing of the contract of participation.

The FSS family being served by the FSS program will report progress periodically to the FSS office. Participants are required to meet with their FSS Coordinator a minimum of once per quarter and at other time frames as deemed necessary.

Lease and HCV Compliance

The contract specifies that the FSS family must comply with the tenant-based voucher and project-based voucher dwelling lease. The family must also comply with the family obligations under the HCV program. Non-compliance with the dwelling lease and/or the HCV program may be grounds for termination of the FSS COP.

Employment Obligation

The Head of Household of the FSS family will be required to actively seek and maintain suitable employment or attend school on a full time basis during the term of the COP or for any extension of that contract period. In the event that the Head of Household attends school on a part-time basis, he or she will be expected to seek and maintain a suitable part-time job.

Seek Employment

The concept of "seek employment" means that the Head of Household is required to make an honest continuous effort to find a suitable job. The head of Household must register with the Alabama Career Center System: Alabama Job-Link, apply for employment, attend job interviews, and follow through with job opportunities, Job Link, and other local employment agencies for employment.

Determination of Suitable Employment

Maintain suitable employment is employment, on the last day of the contract, that is outlined in the individual training and service plan and is based on the skills, education, job training, and receipt of other benefits of the head of the FSS family. The AHA will require verification of this employment or enrollment.

FSS Escrow Account

AHA shall deposit the FSS escrow account fund of all families participating into a single depository account for each FSS program. AHA will deposit the FSS account funds in one or more HUD approved investments.

Determination of Baseline Annual Earned Income and Baseline Monthly Rent

When determining the family's baseline annual earned income and the baseline monthly rent amounts for purposes of computing the FSS escrow credit, the AHA will use the amounts on the family's most recent income reexamination in effect.

For purposes of determining the FSS credit, baseline monthly rent for families paying an income-based rent is the family's Total Tenant Payment (TTP) as of the most recent reexamination of income, which occurs after the effective date of the FSS contract.

Determination of the Escrow Credit

To calculate the FSS credit the AHA will accurately determine the family's baseline earned income and baseline monthly rent and compare those figures with the family's current earned income and current monthly rent. The FSS credit is the lesser of 30 percent of one-twelfth or 2.5 percent of the amount by which the family's current annual earned income exceeds the family's baseline annual earned income; or the increase in the family's monthly rent. The increase in the family's monthly rent is the lower of either the amount by which the family's current monthly rent exceeds the family's baseline monthly rent, or for Section 8 families, the difference between the baseline monthly rent and the current gross rent (i.e., rent to owner plus any utility allowance) or the payment standard, whichever is lower [24 CFR 984.305(b)(2)].

FSS families who are not low-income families are not entitled to any FSS credit

Increase in FSS Earned Income

An Escrow Account will be established when there is an increase in the earned income of an FSS family during its participation in the FSS program.

1. Earned income is income from earned wages, tips, salaries, other employment compensation, and any earnings from self-employment.
2. Earned income does not include pensions, annuity payments, transfer payments, cash or in-kind benefits; funds deposited, or accrued interest on the escrow account established by AHA on behalf of a participating family.

Accounting for FSS Escrow Funds

The total number of the combined FSS account funds for FSS families will be supported in the AHA accounting records by a General Ledger to be kept in the Accounting Department. The General Ledger will show the balance applicable to each FSS family. AHA will credit each FSS family's account the amount of FSS credit on a monthly basis.

Reduction of Amounts Due to FSS Escrow Account

If AHA finds that a FSS family did not report income that required reporting, AHA will not credit the family's escrow account retroactively with any portion of the unreported income.

Reporting on FSS Escrow Account

AHA will be required to make an annual report to each FSS family in regards to the status of the family's FSS escrow account. The following information will be included in the annual report:

1. The balance at the beginning of the reporting period.
2. The amount of the FSS family's rent payment that was accredited to the FSS family during the reporting period.
3. Any deductions made from the account for the amounts due to AHA before interest is distributed.
4. The amount of interest earned on the account during the year.
5. The total balance in the account at the end of the reporting period.

Cessation of FSS Escrow

The AHA will not make any additional credits to the FSS family's FSS account when the family has completed the contract of participation, when the contract of participation is terminated, when the family is not low-income, or during the time a Section 8 family is in the process of moving to a new unit.

Interim Withdrawals of Escrow

AHA has the sole option to disburse a portion of the FSS account funds from the family's FSS account to assist the family with a need if:

1. The FSS family has fulfilled certain interim goals established in the COP;
2. The FSS family has completed a financial literacy course; and
3. The FSS family needs a portion of the FSS account funds for purposes consistent with the COP such as completion of job training, education, transportation to work or school, to meet initial expenses in the creation of a new small business, and/or for a down payment on a home.

Interim withdrawals can only be made once every twelve (12) months, for an amount not to exceed one fourth (1/4) of the escrow balance. The FSS participant must provide documentation of the need, as well as, information needed to complete the payment. The payments will be made by check and will be made only to the service provider or vender.

Disbursement at Completion of Contract

When the contract has been completed, at or before the expiration date, according to regulation,

the amount in the FSS account in excess of any amount the FSS family owes to the PHA will be paid to the head of the FSS family. To receive the disbursement, the head of the FSS family must submit a certification (as defined in 24 CFR 984.103) to the AHA at the time of contract completion that, to the best of his or her knowledge and belief, no member of the FSS family is a recipient of welfare assistance.

Verification of Family Certification

Before final disbursement of the FSS escrow account, AHA will verify that the FSS family is no longer a recipient of welfare assistance (TANF) by requesting copies of any documents which may indicate whether the family is receiving any welfare assistance by contracting agencies.

Succession of FSS Escrow Account

FSS account funds should be disbursed to the head of the FSS family. However, if the head of the FSS family no longer resides with the other family members in Section 8, the remaining members of the FSS family, after consultation with the PHA, have the right to designate another family member to receive the funds

Use of FSS Escrow Account

FSS families may use the final disbursement of the escrow account without restriction. AHA cannot restrict a family's use of FSS escrow account funds unless the funds are withdrawn to aid in the completion of an interim goal.

Forfeiture of FSS Escrow Account

Amounts in the FSS family Escrow Account shall be forfeited upon the occurrence of the following:

1. The COP is terminated before completion;
2. The term of the COP is completed, but the Head of the FSS family Household is not suitably employed as required by the COP;
3. The term of the COP is completed, but the FSS family is receiving welfare (TANF) assistance at the end of the expiration of the term of the COP including any extension thereof
4. The FSS Head of Household ceases to reside with other family members in the housing unit and the remaining members of the family choose not to continue participating in the program and the contract obligations have not been met; or

Forfeited Escrow Funds

AHA will use forfeited escrow accounts for support and other costs for FSS participants in good

standing when funds requested are needed to complete an interim goal or task in the ITSP and are not ongoing expenses or if the family can demonstrate that the need for one-time payment of otherwise ongoing expenses such as rent, utilities, telephone, cell phone, pager, car payments, car maintenance, insurance, or childcare is needed to complete an interim goal, a final goal, or a task related to such goals in the ITSP.

The AHA will prioritize requests for funds from forfeited escrow accounts initially on a first come first served basis based on the date and time of the request.

AHA will use forfeited escrow accounts for training provided to FSS Coordinators.

Termination of the Contract with Escrow Distribution

The contract of participation will be terminated with escrow distribution before the expiration of the contract term, during any extension of the contract, or at end of the term of the contract if all obligations under such have not been met, when:

1. Services that the AHA and the FSS family have agreed are integral to the FSS family's advancement towards self-sufficiency are unavailable
2. The head of the FSS family becomes permanently disabled and unable to work during the period of the contract, unless the PHA and the FSS family determine that it is possible to modify the contract to designate a new head of the FSS family;
3. An FSS family in good standing moves outside the jurisdiction of the AHA, for good cause and continuation of the CoP after the move or completion of the CoP prior to the move is not possible.

Re-Enrollment in the FSS Program

A former FSS family may request to be re-enrolled in the FSS program under the following conditions:

1. If the individual is not a graduate of the FSS program.
2. If it has been at least one (1) year since the participant left the FSS program.
3. The individual must submit, in writing a request for re-enrollment to the FSS Coordinator indicating the reasons why they previously withdrew or were terminated from the FSS program, what has changed in their circumstances since termination, what they hope to accomplish through the FSS program, and their motivation to complete the program.
4. Their name will then be placed on a waiting list. No preference will be given.

Reporting

AHA's FSS program will submit all required reports to HUD as outlined in the FSS Grant Agreement.

Portability Requirements for FSS participants

The AHA, as the initial housing authority, will agree to the participant's continued participation in their FSS program so long as the relocating family has demonstrated, with the assistance of

the FSS Coordinator, that it will be able to fulfill its responsibilities under the initial or a modified contract at its new place of residence.

The AHA will clearly discuss the options that are available to the family where continued FSS participation is not possible. Depending on the family's specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement, or termination of the FSS contract and forfeiture of escrow.

The AHA will, as stated above, clearly discuss the options that may be available to the family where continued FSS participation is not possible. Depending on the family's contract specific circumstances, these options include modification of the FSS contract, locating a receiving housing authority that has the capacity to enroll the family in its FSS program, termination with FSS escrow disbursement in accordance with 24 CFR 984.303(k)(1)(iii), or termination of the FSS contract and forfeiture of escrow.

Consultation and Coordination of Efforts

The AHA certifies that the development of the services and activities scheduled to be provided under the FSS program has been coordinated with public and private providers, including self-sufficiency programs of the Departments of Labor and Health and Human Services, and other employment, childcare, transportation, training, and education programs. The implementation will continue to be coordinated with these local public and private providers to avoid duplication of services.


Auburn Housing Authority Official			
Sharon N. Tolbert		CEO	09/28/22
Print Name	Signature	Title	Date

Exhibit A
Board Resolutions

Description	Date Approved	Resolution No.
Revised	April 24, 2018	FYE2018-032
HUD Review: 2022 FSS Final Rule/Updates (attached)	September 14, 2022	
Revised (HUD 2022 updates)	September 27, 2022	FYE2023-006



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
WASHINGTON, DC 20410-5000

OFFICE OF PUBLIC AND INDIAN HOUSING

September 14, 2022

Mrs. Sharon Tolbert
Executive Director
Auburn Housing Authority
931 Booker Street
Auburn, AL 36832

Dear Mrs. Tolbert:

Thank you for submitting your Family Self-Sufficiency (FSS) Action Plan. The Office of Public and Indian Housing staff reviewed your agency's Action Plan and determined it meets the requirements of the Final Rule. Therefore, your FSS Action Plan is approved.

If you have questions or concerns, please contact me, Velma Byron, at Velma.M.Byron@hud.gov.

Sincerely,

A handwritten signature in blue ink that reads "Velma Byron". The signature is fluid and cursive.

Velma Byron
Director, Office of Public Housing
Birmingham Field Office