



Draft FYB2026 MTW Supplement Resident Meeting Notice

Resident Meetings

The Auburn Housing Authority (AHA) is receiving resident comments regarding the draft FYB2026 MTW Supplement (MTW-S). AHA will hold two (2) Resident Meetings to gather input on the draft MTW-S. The meetings will be held as follows:

Resident Meeting #1	Resident Meeting #2
Date: Thursday, March 5, 2026 Time: 10:00 AM Location: Auburn Housing Authority, 931 Booker Street, Auburn, AL 36832	Date: Thursday, March 5, 2026 Time: 4:00 PM Location: Auburn Housing Authority, 931 Booker Street, Auburn, AL 36832

Comment Period

MTW-S comments may be submitted to AHA at the Resident Meeting(s) or mailed. Written comments may be mailed to the following:

Auburn Housing Authority
Attn: Charlotte Bowen, Housing Choice Voucher Manager
931 Booker Street
Auburn, AL 36832

The public review and comment period begins February 24, 2026 and ends on April 9, 2026 at 12:00 PM. Comments received after 12:00 PM on April 9, 2026 will not be accepted or considered.

Availability of Information

A copy of the draft FYB2026 MTW Supplement is available for public review as follows:

Auburn Housing Authority, 931 Booker Street, Auburn, AL 36832
Monday – Thursday, 7:30 AM – 5:30 PM
Website: www.auburnhousingauth.org

For more information, please email cbowen@auburnhousingauth.org. or call (334) 821-2262, extension 221.



MTW Supplement Strategic Plan: FYB2026

Proposed activities **must** meet one (1) of the following three (3) statutory objectives:

1. Cost Effectiveness 2. Housing Choice 3. Self-Sufficiency

Cost Effectiveness

Proposed Activity/Flexibility	Objective	FYB2023	FYB2024	FYB2025	FYB2026	Deleted	Comments
<b style="color: #C00000;">Utility Allowance Calculation Modification A. Calculate UA by bedroom or voucher size (whichever is lower) instead of building type. B. (NEW) Eliminate Utility Reimbursement Payments when the UA is greater than the Total Tenant Payment	Cost Effectiveness & Self-Sufficiency				X		Moved from FYB25 to FYB26 and added Category B
<b style="color: #0070C0;">Streamline Recertifications A. Biennial recerts for non-elderly and non-disabled. B. Triennial recerts for elderly and disabled.	Cost Effectiveness			X			Moved from FYB24 to FYB25 – IMPLEMENTED
<b style="color: #C00000;">Minimum Rent Increase A. Increase from \$50 to \$100?? B. Will not phase in but given ample notice before increase is implemented.	Cost Effectiveness				X		Moved from FYB24 to FYB26
<b style="color: #0070C0;">Income and Rent Share Calculation Modification A. Calculate income based on net income as opposed to adj. income B. <u>Net income</u> : 1) gross income minus payroll taxes; 2) employee benefit deductions counted as income C. <u>Adjusted Income</u> : income-allowances D. Eliminate regulatory allowances for dependents, elderly/disabled, childcare, medical, etc. and replace with flat allowance for working, elderly, and disabled HOH	Cost Effectiveness					X	Moved from FYB24 to Future MTW Supplement
<b style="color: #0070C0;">Self-Certification of Assets A. Self-certify assets up to \$50,000 B. 6-month bank statements no longer required	Cost Effectiveness					X	Delete from MTW Supplement since HOTMA allows implementation
<b style="color: #0070C0;">Operational Efficiency Through IT A. Online applications B. Online recertifications/interims C. Virtual briefings D. Virtual inspections	Cost Effectiveness					X (Moved Item D Only)	Items A-C do not require a MTW Waiver since already allowed with Admin Plan revision; Item D Moved from FYB25 to Future MTW Supplement
<b style="color: #0070C0;">Fungibility: HAP and Admin Fees (AF) A. Option to use HAP funding for AF expenses. B. Option to use AP funding for HAP expenses. C. Option to use HAP and/or AF for affordable housing/homeownership initiatives.	Cost Effective & Housing Choice					X	Moved from FYB23 to Future MTW Supplement

MTW Supplement Strategic Plan: FYB2026

Proposed activities **must** meet one (1) of the following three (3) statutory objectives:

1. Cost Effectiveness 2. Housing Choice 3. Self-Sufficiency

HCV Admin Plan Modifications							X	Moved from FYB23 to Future MTW Supplement
A. Eliminate the public comment period or reduce from 45 days to 10	Cost Effectiveness							

Housing Choice

Proposed Activity/Flexibility	Objective	FYB2023	FYB2024	FYB2025	FYB2026	Deleted	Comments
Initial Rent Burden	Housing Choice			X			No Change – IMPLEMENTED
A. Initial rent burden calculation changed from 40% to 50%							
Landlord incentives	Housing Choice	X					No Change – IMPLEMENTED
A. Repairs							
B. Vacancy payments							
C. Signing bonus							
D. Landlord Liaison position							
E. Programs to recruit and retain landlords							
Affordable Housing Development/Homeownership	Housing Choice	X					No Change – IMPLEMENTED BUT LATER DENIED
A. Utilize HAP and/or Admin Fees as gap financing for affordable housing development initiatives to include but not limited to: 1) Redevelop RAD PBV properties; 2) Homeownership grant and/or loans; 3) Property acquisition							
Increase Payment Standards	Housing Choice	X					No Change – IMPLEMENTED
A. Utilize up to 120% of FMRs for TBV, RAD PBV, and traditional PBV units							
B. Utilize up to 120% of small area FMRs							
Ready to Rent Certification	Housing Choice					X	Moved from FYB24 to Future MTW Supplement
A. Required to utilize Choice Mobility and HCV Homeownership Program							
Voucher Term	Housing Choice & Cost Effectiveness					X	Moved from FYB24 to Future MTW Supplement
A. Extend initial voucher term from 60 days to 120 days due to Auburn’s tight rental market							
Jurisdictional Agreement	Housing Choice					X	Moved from FYB25 to Future MTW Supplement
A. Expands jurisdiction							
B. MOU with neighboring PHAs							
PBV (traditional)	Housing Choice					X	Moved from FYB25 to Future MTW Supplement
A. RFP required							
Portability	Housing Choice					X	Delete from MTW Supplement since no longer plan to implement
No longer require participant to stay in AHA’s jurisdiction during the first year of receiving a voucher to be eligible to port.							

MTW Supplement Strategic Plan: FYB2026

Proposed activities **must** meet one (1) of the following three (3) statutory objectives:

1. Cost Effectiveness 2. Housing Choice 3. Self-Sufficiency

Self-Sufficiency

Proposed Activity/Flexibility	Objective	FYB2023	FYB2024	FYB2025	FYB2026	Deleted	Comments
<b style="color: #4F81BD;">FSS Program A. FSS participants whose income reaches 30% of FMR will be granted a six (6) extension instead of termination??	Self Sufficiency					X	Moved from FYB25 to Future MTW Supplement
<b style="color: #C00000;">Employment and Educational Requirements C. HOH and members of household that are working age must document employment (full or part-time), pursuing GED or higher education D. AHA anticipates partnering with AHS, SUSCC, and other organizations that offer Job Readiness Programs. E. Unemployed HOH or members of household that are working age are required to participate in Job Readiness Programs in hopes of gaining employment. F. Elderly and disabled exempt	Self Sufficiency				X		Moved from FYB25 to FYB26

PHA Name : Auburn

PHA Code : AL050

MTW Supplement for PHA Fiscal Year Beginning : (MM/DD/YYYY): 7/1/2026

PHA Program Type: Housing Choice Voucher (HCV) only

MTW Cohort Number: MTW Flexibility for Smaller PHAs

MTW Supplement Submission Type: Annual Submission

B. MTW Supplement Narrative.

As part of the Moving-to-Work (MTW) Cohort 1 Expansion, the Housing Authority of the City of Auburn (AHA) plans to implement innovative housing and self-sufficiency strategies for low-income families without the limitations of existing Housing Choice Voucher (HCV) program rules. By participating in the MTW Demonstration Program, AHA can utilize current funding more flexibly and receive certain exemptions from existing HCV program rules, as approved by HUD. AHA will utilize MTW funding and regulatory flexibilities to implement initiatives that will address the three statutory objectives of Cost Effectiveness, Self-Sufficiency, and Housing Choice.

AHA's overall vision for the MTW program is focused on three MTW statutory objectives: 1) to reduce cost and achieve greater cost effectiveness in federal expenditures; 2) to give incentives to families with children whose heads of household are either working, seeking work, or are participating in job training, educational or other programs that assist in obtaining employment and becoming economically self-sufficient; and 3) to increase housing choices for low-income families.

AHA plans to continue focusing on the regulatory flexibilities approved in prior year plans as related to increasing Payment Standards and Landlord leasing incentive. AHA intends to continue to utilize the fungibility MTW allows by using HAP funding for Administrative Fee expenses, using Administrative Fee funding for HAP expenses, and using both funding sources for the funding flexibilities selected. In addition, AHA has implemented Alternative Reexamination Schedules for HCV families and waiving the initial rent burden limitation, not to exceed 50% of their monthly income, in an effort to reduce costs, promote self-sufficiency, and increase housing choice for the HCV families.

As approved in prior MTW Supplements, the HA will continue to utilize fungibility between HAP and Administrative Fees and use HAP and/or Administrative Fees for landlord incentives. AHA is utilizing HAP and/or Administrative Funds to offer landlord incentives in the form of referral fees, signing bonuses, vacancy payments, and limited damage claims and enact programs designed to recruit and retain landlords. Since the addition of landlord incentives, AHA has added approximately 8 new landlords to the HCV Programs. AHA has also added staff to serve in the HCV Operations Administrator serving as the Landlord Liaison role funded through HAP and/or Administrative Fees. The HCV Operations Administrator will assist in landlord outreach, landlord education, housing search for families, and serve as mediator between the landlords and families when issues arise. Payment Standards are increased to 120% of the published Fair Market Rents (FMRs) in areas where the FMR is greater than the Small Area Fair Market Rents (SAFMRs). Implementation of these initiatives improves Cost Effectiveness by streamlining the lease-up process, increasing the success rate for families finding suitable housing resulting in decreased time needed to process voucher extensions and multiple Requests for Tenancy Approval (RFTA) submissions, decreasing required inspections due to initial failures, and resulting in higher Administrative Fees earned with greater lease up rates. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation services, availability of job opportunities, healthcare, and other factors promoting economic self-sufficiency and improving housing choice opportunities for AHA families.

Cost Effectiveness: In an effort to further streamline the lease-up process, for fiscal year beginning 2025, the HA began implementing alternative reexamination schedules for HCV families. For non-elderly and non-disabled households, AHA will implement a biennial reexamination schedule. The completion of the reexamination process requires significant use of time and agency resources. In addition, AHA is implementing a triennial reexamination schedule for some elderly and disabled households. If an elderly and/or disabled household meets the following three criteria, it will be enrolled in triennial reexaminations: 1) the head of household, co-head, and/or spouse is elderly or disabled, 2) the only current income in the household is fixed income (e.g., social security, pension), and 3) there are no minors in the household. If a household is enrolled in triennial reexaminations and no longer meets these criteria, they will be enrolled in a biennial reexamination schedule. By moving from an annual reexamination schedule to a biennial or triennial reexamination schedule, AHA is able to reduce program operational costs and better able to utilize staff time and agency resources in other program areas related to serving our families. This activity will reduce administrative costs and burdens by reducing the amount of recertification paperwork and staff time spent on the certification process for participants. AHA also plans to waive the maximum family share at initial occupancy of 40% of the family's monthly income, but not to exceed 50% of their monthly income. This initiative increases the success rate for families finding suitable housing and decrease the time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, and result in higher Administrative Fees earned with greater lease up rates improving the cost effectiveness of the program. For fiscal year beginning 2026, the HA plans to implement alternative Utility Allowances and the elimination of utility reimbursement payments in the HCV programs when the utility allowance is greater than the total tenant payment. These Utility Allowance initiatives will improve cost-effectiveness by simplifying the utility allowance calculation process and reducing the administrative burden and expense related to the preparation and issuance of utility reimbursement payments. In addition, HAP expense will be slightly reduced by the amount of the utility housing assistance payments eliminated resulting in additional resources available to better serve our families.

Self-Sufficiency: To further increase housing opportunities in higher opportunity neighborhoods, for fiscal year beginning

2025, AHA will continue to waive the maximum family share at initial occupancy of 40% of the family's monthly income, but not to exceed 50% of their monthly income. This initiative will increase family choice at initial occupancy by allowing households to pay more than 40% of their income towards rent for their initial occupancy. By waiving the initial rent burden limitation, AHA may assist households choosing to move to relatively higher cost opportunity areas, and eligible applicant households leasing in-place who may have income to housing cost burdens greater than 40% of income will have the option to remain in their unit. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation services, availability of job opportunities, healthcare, and other factors promoting economic self-sufficiency. For fiscal year beginning 2026, the HA plans to implement the elimination of utility reimbursement payments in the HCV programs when the utility allowance is greater than the total tenant payment. This initiative should support self-sufficiency by fostering accountability among families for their utility usage. In addition, the HA plans to implement rent reform policies increasing the minimum rent and establishing a tiered minimum rent structure to promote self-sufficiency while ensuring protections for households experiencing financial hardship. Also for fiscal year beginning 2026, the HA plans to implement a Work and Education Activity requirement designed to promote self-sufficiency, encourage upward mobility, and strengthen the overall vitality of our communities. By supporting residents in maintaining employment or pursuing education and training, AHA aims to foster long-term financial independence and reduce barriers to economic stability. Under this activity, continued occupancy within the HCV program will require active participation in approved work or educational activities. All resident head of households and household members age 18 and older must engage in qualifying activities unless otherwise exempt.

Housing Choice: To increase housing choice for AHA families, for fiscal year beginning 2025, AHA will continue to implement higher payment standards and waive the maximum family share at initial occupancy of 40% of the family's monthly income, but not to exceed 50% of their monthly income. This initiative will increase family choice at initial occupancy by allowing households to pay more than 40% of their income towards rent for their initial occupancy. By waiving the initial rent burden limitation, AHA will increase available housing options for families, assist households choosing to move to relatively higher cost opportunity areas, and eligible applicant households leasing in-place who may have income to housing cost burdens greater than 40% of income will have the option to remain in their unit.

C. The policies that the MTW agency is using or has used (currently implement, plan to implement in the submission year, plan to discontinue, previously discontinued).

1. Tenant Rent Policies	
b. Tiered Rent (HCV)	Not Currently Implemented
d. Stepped Rent (HCV)	Not Currently Implemented
f. Minimum Rent (HCV)	Plan to Implement in the Submission Year
h. Total Tenant Payment as a Percentage of Gross Income (HCV)	Not Currently Implemented
j. Alternative Utility Allowance (HCV)	Plan to Implement in the Submission Year
l. Fixed Subsidy (HCV)	Not Currently Implemented
n. Utility Reimbursements (HCV)	Plan to Implement in the Submission Year
o. Initial Rent Burden (HCV)	Currently Implementing
q. Imputed Income (HCV)	Not Currently Implemented
s. Elimination of Deduction(s) (HCV)	Not Currently Implemented
u. Standard Deductions (HCV)	Not Currently Implemented
w. Alternative Income Inclusions/Exclusions (HCV)	Not Currently Implemented
2. Payment Standards and Rent Reasonableness	
a. Payment Standards- Small Area Fair Market Rents (HCV)	Currently Implementing
b. Payment Standards- Fair Market Rents (HCV)	Currently Implementing
c. Rent Reasonableness – Process (HCV)	Not Currently Implemented
d. Rent Reasonableness – Third-Party Requirement (HCV)	Not Currently Implemented
3. Reexaminations	
b. Alternative Reexamination Schedule for Households (HCV)	Currently Implementing
d. Self-Certification of Assets (HCV)	Not Currently Implemented
4. Landlord Leasing Incentives	
a. Vacancy Loss (HCV-Tenant-based Assistance)	Currently Implementing
b. Damage Claims (HCV-Tenant-based Assistance)	Currently Implementing
c. Other Landlord Incentives (HCV- Tenant-based Assistance)	Currently Implementing
5. Housing Quality Standards (HQS)	
a. Pre-Qualifying Unit Inspections (HCV)	Not Currently Implemented
b. Reasonable Penalty Payments for Landlords (HCV)	Not Currently Implemented
c. Third-Party Requirement (HCV)	Not Currently Implemented
d. Alternative Inspection Schedule (HCV)	Not Currently Implemented
6. Short-Term Assistance	
b. Short-Term Assistance (HCV)	Not Currently Implemented
7. Term-Limited Assistance	
b. Term-Limited Assistance (HCV)	Not Currently Implemented
8. Increase Elderly Age (PH & HCV)	
Increase Elderly Age (PH & HCV)	Not Currently Implemented
9. Project-Based Voucher Program Flexibilities	
a. Increase PBV Program Cap (HCV)	Not Currently Implemented
b. Increase PBV Project Cap (HCV)	Not Currently Implemented
c. Elimination of PBV Selection Process for PHA-owned Projects Without Improvement, Development, or Replacement (HCV)	Not Currently Implemented
d. Alternative PBV Selection Process (HCV)	Not Currently Implemented
e. Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)	Not Currently Implemented
f. Increase PBV HAP Contract Length (HCV)	Not Currently Implemented
g. Increase PBV Rent to Owner (HCV)	Not Currently Implemented
h. Limit Portability for PBV Units (HCV)	Not Currently Implemented
10. Family Self-Sufficiency Program with MTW Flexibility	
a.HCV Waive Operating a Required FSS Program (HCV)	Not Currently Implemented
b. HCV Alternative Structure for Establishing Program	

Coordinating Committee (HCV)	Not Currently Implemented
c.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
d.HCV Modify or Eliminate the Contract of Participation (HCV)	Not Currently Implemented
e.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
11. MTW Self-Sufficiency Program	
a.HCV Alternative Family Selection Procedures (HCV)	Not Currently Implemented
b.HCV Policies for Addressing Increases in Family Income (HCV)	Not Currently Implemented
12. Work Requirement	
b. Work Requirement (HCV)	Plan to Implement in the Submission Year
13. Use of Public Housing as an Incentive for Economic Progress (PH)	
14. Moving on Policy	
a. Waive Initial HQS Inspection Requirement (HCV)	Not Currently Implemented
b.HCV Allow Income Calculations from Partner Agencies (HCV)	Not Currently Implemented
c.HCV Aligning Tenant Rents and Utility Payments Between Partner Agencies (HCV)	Not Currently Implemented
15. Acquisition without Prior HUD Approval (PH)	
16. Deconcentration of Poverty in Public Housing Policy (PH)	
17. Local, Non-Traditional Activities	
a. Rental Subsidy Programs	Not Currently Implemented
b. Service Provision	Not Currently Implemented
c. Housing Development Programs	Not Currently Implemented

C. MTW Activities Plan that Auburn Plans to Implement in the Submission Year or Is Currently Implementing

1.f. - Minimum Rent (HCV)
<p>Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative</p> <p>The PHA currently implements a \$50 minimum rent for all families under the Housing Choice Voucher (HCV) Program. Using the MTW flexibility, the PHA will implement a locally designed minimum rent policy for households assisted under the Housing Choice Voucher (HCV) Program. In lieu of the minimum rent requirements at 24 CFR §5.630, the PHA will establish a tiered minimum rent structure to promote self-sufficiency while ensuring protections for households experiencing financial hardship. This activity modifies how minimum rent is calculated but does not alter income determination, payment standards, or utility allowance policies unless otherwise noted. This initiative will promote self-sufficiency by increasing employment engagement among work-able households and reducing zero-rent households.</p> <p>The PHA establishes the following minimum rent schedule:</p> <ul style="list-style-type: none"> - Elderly or disabled households / \$50 minimum rent - Zero-income households / \$100 minimum rent - Households with earned income / \$100 minimum rent - Work-able households not engaged in employment, education, or approved self-sufficiency activities / \$130 minimum rent <p>Definitions:</p> <ul style="list-style-type: none"> - Work-able household: A household in which the head, co-head, or spouse is age 18–61 and not elderly or disabled. - Approved activity includes employment, job search, education, job training, or participation in a PHA-approved self-sufficiency program. <p>The maximum minimum rent under this policy shall not exceed \$130 per month. The policy will apply at new admission, biannual/triannual recertification, and/or interim recertification. Elderly or disabled households are excluded from the highest minimum rent tiers. All impacted families will receive a 30-day advance written notice, information on hardship rights, and an opportunity to request an informal hearing.</p> <p>The PHA will implement a hardship exemption policy consistent with federal protections. A hardship exemption will be granted when:</p>

- The family has experienced a decrease in income due to death of the head, spouse, or co-head;
- The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment or reduction in or loss of earnings or other assistance;
- The family has experienced an increase in expenses, because of changed circumstances, for medical costs, childcare, transportation, education, or similar items;
- The family would be evicted because of the imposition of MTW activities; or
- Other situations and factors as determined by the agency to be appropriate based on a case-by-case basis.

Hardship Procedures:

Upon request, AHA will suspend the minimum rent activity beginning the month following the family's hardship request. The suspension will continue until AHA can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, if hardship is verified and ongoing, the PHA will reduce the minimum rent to \$50 and support will be adjusted accordingly. If it is determined that no financial hardship exists, the PHA will reinstate the family's suspended rent and require the family to repay the additional assistance paid during the suspension. AHA will offer reasonable repayment agreements for suspended rent.

No household will be evicted for nonpayment of minimum rent during an approved hardship period. In order to limit the hardship impact, the PHA will provide written notice of hardship rights at lease-up and recertifications, track hardship exemption requests and approvals, and monitor eviction actions related to minimum rent. Data will be reviewed annually to ensure no disproportionate impact on protected classes.

Statutes and Regulations Waived: Minimum Rent (HCV)—Certain provisions of sections 3(a)(3)(A) and 8(o)(2)(A)–(C) of the Act and 24 CFR 5.628 and 5.630.

- Safe Harbor(s):
- i. Minimum rent must not exceed \$130 per month.
 - ii. Agency must exclude elderly and disabled families from rent policy.
 - iii. Agency must conduct an impact analysis.*
 - iv. Agency must implement a hardship policy.*

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

N/A - this is a new implementation

Does this MTW activity require a hardship policy?

Yes

This document is attached.

Does the hardship policy apply to more than this MTW activity?

Yes

Please list all of the applicable MTW activities. (Only upload hardship policy once when said policy applies to multiple MTW activities.)

1.f. - Minimum Rent (HCV); 2.a. - Payment Standards- Small Area Fair Market Rents (HCV); 2.b. - Payment Standards-

Fair Market Rents (HCV); 3.b. - Alternative Reexamination Schedule for Households (HCV); 12.b. - Work Requirement (HCV)

Has the MTW agency modified the hardship policy since the last submission of the MTW Supplement?

Yes

What considerations led the MTW agency to modify the hardship policy?

Additional MTW activities included in the hardship policy

How many hardship requests have been received associated with this activity in the past year?

No hardship were requested in the most recent fiscal year.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

Does the impact analysis apply to more than this MTW activity?

No

How much is the minimum rent or minimum Total Tenant Payment (TTP)?

\$100.00

1.j. - Alternative Utility Allowance (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

The Alternative Utility Allowance MTW waiver allows agencies to create a utility schedule(s) for all HCV units based upon bedroom size, the unit location and/or the types of utilities paid by the participant. The PHA will utilize utility allowance schedules for tenant paid utilities for all single-family and multi-family structure types in the Housing Choice Voucher Programs. The utility allowances will be based on the size of the voucher issued to the family regardless of the size of unit chosen. In addition, the utility allowance schedules will be calculated using the average consumption and costs for all utility types. The utility allowances will be based on the size of the voucher issued to the family and will establish a simplified, alternative utility allowance structure tailored locally. Utility allowances, using the standard method, are the deduction of individual utilities based on bedroom size and dwelling type from a household's Total Tenant Payment (TTP). AHA will establish a standardized utility allowance by averaging every utility type and then combining those averages together based on bedroom size and dwelling type: 1. Row House/Townhouse, Semi-Detached/Duplex, Triplex, and Fourplex; 2. Detached House - Single Family Residence; 3. Apartments - 5 or more units. This will result in a single utility allowance amount, based on bedroom size and dwelling type, that will be deducted from a household's TTP. The PHA will have three standard utility allowance schedules based on bedroom size and dwelling type for HCV. AHA will utilize a third-party vendor to review the utility allowance schedules each year. If the average consumption and/or costs have increased or decreased by more than 10% from the previous year, the schedule of allowances will be updated to reflect current consumption and costs. This initiative will improve cost-effectiveness by simplifying the utility allowance calculation process.

Statutes and Regulations Waived: Alternative Utility Allowance (HCV)—Certain provisions of section 8(o)(2)(D)(i) of the 1937 Act and 24 CFR 982.517 and 983.301(f)(2)(ii).

Safe Harbor(s): i. The utility schedule must be based upon number of bedrooms, the property location, and/or the types of utilities paid by participant.

ii. The agency must review its schedule of utility allowances each year and revise its allowance for a utility category if there has been a change of 10 percent or more of the cost from the prior year. The agency must maintain information supporting its annual review of utility allowances and any revisions made in its utility allowance schedule.

iii. The agency must not include items in the utility schedule that are excluded under HUD regulations.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Neutral (no cost implications)

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

N/A - this is a new implementation

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Please describe the alternative method of calculating the utility allowances. Please explain how the method of calculating utility allowances is different from the standard method and what objective the MTW agency aims to achieve by using this alternative method.

The utility allowances will be based on the size of the voucher issued to the family regardless of the size of unit chosen and will establish a simplified, alternative utility allowance structure tailored locally. Utility allowances, using the standard method, are the deduction of individual utilities based on bedroom size and dwelling type from a household's Total Tenant Payment (TTP). AHA will establish a standardized utility allowance by averaging every utility type and then combining those averages together based on bedroom size and dwelling type: 1. Row House/Townhouse, Semi-Detached/Duplex, Triplex, and Fourplex; 2. Detached House - Single Family Residence; 3. Apartments - 5 or more units. This will result in a single utility allowance amount, based on bedroom size and dwelling type, that will be deducted from a household's TTP. The PHA will have three standard utility allowance schedules based on bedroom size and dwelling type for HCV. AHA will utilize a third-party vendor to review the utility allowance schedules each year. If the average consumption and/or costs have increased or decreased by more than 10% from the previous year, the schedule of allowances will be updated to reflect current consumption and costs.

1.n. - Utility Reimbursements (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

The Utility Reimbursements Flexibility allows MTW agencies to eliminate utility reimbursement payments in the Housing Choice Voucher (HCV) Programs when the utility allowance is greater than the total tenant payment. Currently AHA issues a Utility Housing Assistance Payment monthly to families where the utility allowance is greater than the total tenant payment. The PHA plans to eliminate the Utility Housing Assistance Payment in the HCV programs. If a utility allowance is greater than the total tenant payment, the tenant rent will equal zero and no reimbursement will be provided to the HCV participant. This implementation will not escalate the per-family contribution to the agency but will require approximately 28% of the families to bear a higher portion of their housing expenses as the reimbursement checks for utility costs will be eliminated. This initiative should enhance cost efficiency by eliminating the issuance of Utility Housing Assistance Payment checks and supports self-sufficiency by fostering accountability among families for their utility usage. The PHA anticipates cost savings in both administrative time and HAP expense. Administrative savings will result from the reduced staff time to prepare and issue Utility Housing Assistance Payments. HAP expense will be slightly reduced by the amount of the Utility Housing Assistance Payments eliminated.

This MTW waiver will apply to all households and family types in the Housing Choice Voucher programs.

Statutes and Regulations Waived: Utility Reimbursements (HCV)—Certain provisions of sections 8(o)(2)(A)–(C) of the 1937 Act and 24 CFR 982.514 and 983.353(d).

Safe Harbor(s): N/A

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

N/A - this is a new implementation

1.o. - Initial Rent Burden (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

AHA has waived the maximum family share at initial occupancy of 40% of the family's monthly income, but not to exceed 50% of their monthly income. This initiative will increase family choice at initial occupancy by allowing households to pay more than 40% of their income towards rent for their initial occupancy. By waiving the initial rent burden limitation, AHA will increase available housing options for families, assist households choosing to move to relatively higher cost opportunity areas, and eligible applicant households leasing in-place who may have income to housing cost burdens greater than 40% of income will have the option to remain in their unit. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation services, availability of job opportunities, healthcare, and other factors promoting economic self-sufficiency. This initiative will increase the success rate for families finding suitable housing and decrease the time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, and result in higher Administrative Fees earned with greater lease up rates improving the cost effectiveness of the program.

Statutes and Regulations Waived: Initial Rent Burden (HCV)—Certain provisions of section 8(o)(3) of the 1937 Act and 24 CFR 982.508.

Safe Harbor(s): 1.o.

i. Agency must implement an impact analysis.*

ii. Agency must not allow the family share at initial occupancy to exceed 60% of the family's monthly income.

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of

assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

Due to funding constraints, AHA's new voucher issuance is limited to PBV units and unit transfers; therefore, the waiver to increase initial rent burden to up to 50% has not had a significant impact.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Provided Already

If the MTW agency plans to implement a new maximum income-based rent percentage (higher than 40% of adjusted monthly income), what is that maximum?

50.00%

2.a. - Payment Standards- Small Area Fair Market Rents (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Payment Standards will be increased to 120% of the published Fair Market Rents (FMRs) in areas where the FMR is greater than the Small Area Fair Market Rents (SAFMRs). In zip code areas where the SAFMR is greater than the FMR, the HA will implement exception Payment Standards at 120% of the SAFMR for each zip code area. This initiative will improve cost-effectiveness by streamlining the lease-up process due to increased success rate for families finding suitable housing and decreased time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, decreased required inspections due to initial failures, and result in higher Administrative Fees earned with greater lease up rates. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation, availability of job opportunities, and other factors promoting economic self-sufficiency. Implementation of these initiatives will increase available housing choice for AHA families and increase housing opportunities in higher opportunity neighborhoods.

For 2026, zip code areas of 36830, 36831, 36832, and 36849 will implement exception Payment Standards based on 120% of the 2026 SAFMR as follows:

Zip Code 36830: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 SAFMRs: \$990 | \$1,260 | \$1,380 | \$1,750 | \$1,990
AHA 2026 Exception Pmt Stds: \$1,188 | \$1,512 | \$1,656 | \$2,100 | \$2,388
AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Zip Code 36831: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 SAFMRs: \$850 | \$1,080 | \$1,180 | \$1,490 | \$1,700
AHA 2026 Exception Pmt Stds: \$1,020 | \$1,296 | \$1,416 | \$1,788 | \$2,040
AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Zip Code 36832: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 SAFMRs: \$850 | \$1,090 | \$1,190 | \$1,510 | \$1,710
AHA 2026 Exception Pmt Stds: \$1,020 | \$1,308 | \$1,428 | \$1,812 | \$2,052
AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Zip Code 36849: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 SAFMRs: \$910 | \$1,160 | \$1,270 | \$1,610 | \$1,820
AHA 2026 Exception Pmt Stds: \$1,092 | \$1,392 | \$1,524 | \$1,932 | \$2,184
AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Statutes and Regulations Waived: Payment Standards—Small Area Fair Market Rents (HCV)—Certain provisions of section 8(o)(1)(B) and 8(o)(13)(H) of the 1937 Act and 24 CFR 982.503–505 and 983.301.

- Safe Harbor(s):
- i. Payment standard must be between 80% and 150% of the SAFMR.
 - ii. The payment standard in effect for each grouped ZIP code area must be within the basic range of the SAFMR for each ZIP code area in the group.*
 - iii. Agency must implement an impact analysis.*
 - iv. Agency must implement a hardship policy.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Increased expenditures; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

2026 Payment Standards have been increased to 120% of FMRs with exception payment standards implemented for zip code areas 36830, 36831, 36832, and 36849 based on 120% of the Small Area FMRs. Payment standards were previously set at 120% of FMRs under an exception waiver; therefore, there was no substantial change noted although, based on the continuation of the increased payment standards, families have been able to rent units that were previously outside of their voucher limit.

Does this MTW activity require a hardship policy?

Provided Already

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Provided Already

Please explain the payment standards by ZIP code or "grouped" ZIP codes:

Payment Standards will be increased to 120% of the published Fair Market Rents (FMRs) in areas where the FMR is greater than the Small Area Fair Market Rents (SAFMRs). In zip code areas where the SAFMR is greater than the FMR, the HA will establish an Exception Payment Standard and increase Payment Standards to 120% of the SAFMR allowing families to afford homes in areas of high opportunity.

For 2026, zip code areas of 36830, 36831, 36832, and 36849 will implement exception Payment Standards based on 120% of the 2026 SAFMR as follows:

Zip Code 36830: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 SAFMRs: \$990 | \$1,260 | \$1,380 | \$1,750 | \$1,990
AHA 2026 Exception Pmt Stds: \$1,188 | \$1,512 | \$1,656 | \$2,100 | \$2,388
AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Zip Code 36831: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 SAFMRs: \$850 | \$1,080 | \$1,180 | \$1,490 | \$1,700
AHA 2026 Exception Pmt Stds: \$1,020 | \$1,296 | \$1,416 | \$1,788 | \$2,040

AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Zip Code 36832: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom

HUD Final 2026 SAFMRs: \$850 | \$1,090 | \$1,190 | \$1,510 | \$1,710

AHA 2026 Exception Pmt Stds: \$1,020 | \$1,308 | \$1,428 | \$1,812 | \$2,052

AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Zip Code 36849: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom

HUD Final 2026 SAFMRs: \$910 | \$1,160 | \$1,270 | \$1,610 | \$1,820

AHA 2026 Exception Pmt Stds: \$1,092 | \$1,392 | \$1,524 | \$1,932 | \$2,184

AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

2.b. - Payment Standards- Fair Market Rents (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

Payment Standards will be increased to 120% of the published Fair Market Rents (FMRs) in areas where the FMR is greater than the Small Area Fair Market Rents (SAFMRs). In zip code areas where the SAFMR is greater than the FMR, the HA will implement exception Payment Standards at 120% of the SAFMR for each zip code area. This initiative will improve cost-effectiveness by streamlining the lease-up process due to increased success rate for families finding suitable housing and decreased time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, decreased required inspections due to initial failures, and result in higher Administrative Fees earned with greater lease up rates. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation, availability of job opportunities, and other factors promoting economic self-sufficiency. Implementation of these initiatives will increase available housing choice for AHA families and increase housing opportunities in higher opportunity neighborhoods.

For 2026, in zip code areas where the FMR is greater than the SAFMR, Payment Standards will be implemented at 120% of the 2026 FMR rate as follows:

Auburn-Opelika MSA: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom

HUD Final 2026 FMRs: \$847 | \$1,077 | \$1,181 | \$1,494 | \$1,699

AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Chambers County : 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom

HUD Final 2026 FMRs: \$691 | \$770 | \$1,002 | \$1,265 | \$1,327

AHA 2026 Payment Standards: \$829 | \$924 | \$1,202 | \$1,518 | \$1,592

Statutes and Regulations Waived: Payment Standards—Fair Market Rents (HCV—Tenant-Based Assistance)—Certain provisions of section 8(o)(1)(B) and 8(o)(13)(H) of the 1937 Act and 24 CFR 982.503–505 and 983.301.

Safe Harbor(s): i. Payment standard must be between 80% and 120% of the FMR.

ii. Agency must implement an impact analysis.*

iii. Agency must implement a hardship policy.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Increased expenditures; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

2026 Payment Standards have been increased to 120% of FMRs with exception payment standards implemented for zip code areas 36830, 36831, 36832, and 36849 based on 120% of the Small Area FMRs. Payment standards were previously set at 120% of FMRs under an exception waiver; therefore, there was no substantial change noted although, based on the continuation of the increased payment standards, families have been able to rent units that were previously outside of their voucher limit.

Does this MTW activity require a hardship policy?

Provided Already

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Provided Already

Please explain the payment standards by FMR:

Payment Standards will be increased to 120% of the published Fair Market Rents (FMRs) in areas where the FMR is greater than the Small Area Fair Market Rents (SAFMRs). In zip code areas where the SAFMR is greater than the FMR, the HA will establish an Exception Payment Standard and increase Payment Standards to 120% of the SAFMR allowing families to afford homes in areas of high opportunity.

For 2026, in zip code areas where the FMR is greater than the SAFMR, Payment Standards will be implemented at 120% of the 2026 FMR rate as follows:

Auburn-Opelika MSA: 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 FMRs: \$847 | \$1,077 | \$1,181 | \$1,494 | \$1,699
AHA 2026 Payment Standards: \$1,016 | \$1,292 | \$1,417 | \$1,793 | \$2,039

Chambers County : 0 Br/Efficiency | 1 Bedroom | 2 Bedroom | 3 Bedroom | 4 Bedroom
HUD Final 2026 FMRs: \$691 | \$770 | \$1,002 | \$1,265 | \$1,327

AHA 2026 Payment Standards: \$829 | \$924 | \$1,202 | \$1,518 | \$1,592

3.b. - Alternative Reexamination Schedule for Households (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

In an effort to streamline the reexamination process, the HA implemented alternative reexamination schedules for HCV families. For non-elderly and non-disabled households, AHA implemented a biennial reexamination schedule. The completion of the reexamination process requires significant use of time and agency resources. In addition, AHA implemented a triennial reexamination schedule for some elderly and disabled households. If an elderly and/or disabled household meets the following three criteria, it will be enrolled in triennial reexaminations: 1) the head of household, co-head, and/or spouse is elderly or disabled, 2) the only current income in the household is fixed income (e.g., social security, pension), and 3) there are no minors in the household. If a household is enrolled in triennial reexaminations and no longer meets these criteria, they will be enrolled in a biennial reexamination schedule. By moving from an annual reexamination schedule to a biennial or triennial reexamination schedule, AHA will be able to reduce program operational costs and be better able to utilize staff time and agency resources in other program areas related to serving our families. This activity will also encourage work-eligible residents to go back to work as fewer examinations will give these families a financial incentive to return to work. This activity will reduce administrative costs and burdens by reducing the amount of recertification paperwork and staff time spent on the certification process for participants through biennial and triennial reexaminations.

AHA will limit households to one interim recertification per year at the household's request if the gross household income

has decreased by 10% or more. Required interim recertifications (i.e., for changes in household composition or otherwise required by the agency) will not count against the limit.

AHA will conduct an interim reexamination of family income when it becomes aware that the family's adjusted income has changed by an amount that it estimates will result in an increase of ten percent or more in annual adjusted income or such other amount established by HUD through notice, except AHA may not consider any increase in the earned income of the family when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction at their request because of any changes in income since the last examination during the certification period; and AHA may choose not to conduct an interim reexamination in the last three months of a certification period. Households reporting zero income will have an interim reexamination when new income begins or after three (3) months of zero income an interim will be completed to verify current income level.

For triennial reexaminations, annual household income will be determined as current and as anticipated once every three years. At their annual lease anniversary, AHA will apply the applicable Cost-of-Living Adjustments for fixed-income households.

If a household believes they have another circumstance that qualifies as a financial hardship, they may request a hardship.

Statutes and Regulations Waived: Alternative Reexamination Schedule for Households (HCV)— Certain provisions of section 8(o)(5) of the 1937 Act and 24 CFR 982.516 (a)(1) and 982.516(c)(2).

Safe Harbor(s): 3.b.

i. Reexaminations must occur at least every three years.

ii. The agency must allow at least one interim adjustment per year at the request of the household, if the household gross income has decreased 10% or more.

iii. Agency must implement an impact analysis.*

iv. Agency must include a hardship policy.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

AHA began implementation of the alternative reexamination schedule in January 2026; therefore, no significant changes have resulted yet.

Does this MTW activity require a hardship policy?

Provided Already

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Provided Already

What is the recertification schedule?

Other

Biennial reexamination schedule for non-elderly and non-disabled households. Triennial reexamination schedule for qualifying elderly or disabled households or fixed-income households.

How many interim recertifications per year may a household request?

1

Please describe briefly how the MTW agency plans to address changes in family/household circumstances under the alternative reexamination schedule.

Interim reexaminations will be completed for changes in family/household circumstances. Required interim reexaminations (i.e., for changes in household composition or otherwise required by the agency) will not count against the household request limit.

4.a. - Vacancy Loss (HCV-Tenant-based Assistance)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

In order to incentivize landlords to participate in the HCV program, AHA utilizes HAP and/or Administrative Funds to offer landlord incentives in the form of vacancy payments in combination with other landlord incentives to recruit new landlords and retain current landlords. When an assisted unit becomes vacant and is rented by another assisted family, the landlord is eligible for a vacancy payment for the time the unit is vacant beginning the first day of the month following the move-out, not to exceed one month of contract rent or \$2,500, whichever is less. This initiative will increase the success rate for families finding suitable housing and decrease the time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, decrease required inspections due to initial failures, and result in higher Administrative Fees earned with greater lease up rates improving the cost effectiveness of the program. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation services, availability of job opportunities, healthcare, and other factors promoting economic self-sufficiency. Implementation of this initiative will increase available housing choice for AHA families and increase housing opportunities in higher opportunity neighborhoods providing access to jobs, good schools, healthcare, transportation services, and safe neighborhoods.

Statutes and Regulations Waived: Landlord Voucher Leasing Incentives (HCV—Tenant-Based Assistance)—Certain provisions of section 8(o)(9) of the 1937 Act, and 24 CFR 982.311 and 982.352(c).

- Safe Harbor(s):
- i. Payments made to the landlord must be equal to no more than one month of the contract rent.
 - ii. The payment must be made to the landlord when the next HAP contract is executed between the owner and the PHA.*
 - iii. The agency must update its Administrative Plan to reflect the vacancy loss policy.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Increased expenditures; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

The HA has begun promoting landlord incentives and has seen an increase in new properties available for HCV families

but there has been limited use in the vacancy payment incentive to date. Since the implementation of the landlord incentives, AHA has added approximately 8 new landlords to the HCV programs. AHA has paid approximately \$1,000 in vacancy payment incentives to TBV landlords.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)

To all units

What is the maximum payment that can be made to a landlord under this policy?

Landlord will receive the lessor of \$2,500 or one month's rent.

How many payments were issued under this policy in the most recently completed PHA fiscal year?

0

What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?

\$0

4.b. - Damage Claims (HCV-Tenant-based Assistance)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

In order to incentivize landlords to participate in the HCV program, AHA utilizes HAP and/or Administrative Funds to offer landlord incentives in the form of damage claim payments in combination with other landlord incentives to recruit new landlords and retain current landlords. When an assisted unit becomes vacant and sustains tenant-related damages and an assisted family moves into the unit, at the time the next HAP contract is executed, the landlord may be eligible to request reimbursement for damages not exceeding the lesser of the cost of repairs, two months of contract rent less the security deposit, or \$2,500. The security deposit must first be used to cover damages and AHA may provide up to two months of contract rent minus the security deposit to cover remaining repairs up to \$2,500. This initiative will increase the success rate for families finding suitable housing and decrease the time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, decrease required inspections due to initial failures, and result in higher Administrative Fees earned with greater lease up rates improving the cost effectiveness of the program. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation services, availability of job opportunities, healthcare, and other factors promoting economic self-sufficiency. Implementation of this initiative will increase available housing choice for AHA families and increase housing opportunities in higher opportunity neighborhoods providing access to jobs, good schools, healthcare, transportation services, and safe neighborhoods.

Statutes and Regulations Waived: Landlord Voucher Leasing Incentives (HCV—Tenant-Based Assistance)—Certain provisions of section 8(o)(9) of the 1937 Act, and 24 CFR 982.311 and 982.352(c).

Safe Harbor(s): i. If the tenant leaves the unit damaged, the amount of damage claims must not exceed the lesser of the cost of repairs or two months of contract rent.

ii. In implementing this activity, the participant's security deposit must first be used to cover damages and the agency may provide up to two months of contract rent minus the security deposit to cover remaining repairs.

iii. The payment must be made to a landlord when the next HAP contract is executed between the owner and PHA.*

iv. The agency must update its Administrative Plan to reflect the damage claim policy.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Increased expenditures; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

The HA has begun promoting landlord incentives and has seen an increase in new properties available for HCV families but there has been limited use in the damage claim incentive to date. Since the implementation of the landlord incentives, AHA has added approximately 8 new landlords to the HCV programs. AHA has paid approximately \$2,500 in vacancy payment incentives to TBV landlords.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)

To all units

What is the maximum payment that can be made to a landlord under this policy?

The lesser of the cost of repairs, two months of contract rent minus the security deposit, or \$2,500.

How many payments were issued under this policy in the most recently completed PHA fiscal year?

0

What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?

\$0

4.c. - Other Landlord Incentives (HCV- Tenant-based Assistance)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

In order to incentivize landlords to participate in the HCV program, AHA utilizes HAP and/or Administrative Funds to fund the HCV Operations Administrator who will serve in the role of Landlord Liaison, present educational workshops for participants and landlords, and conduct Ready to Rent workshops for participants to certify to potential owners the participants understand what is needed to be good renters. First time referral fees/rental signing bonuses and returning landlord signing bonuses, in combination with other landlord incentives, will be used to recruit new landlords and retain current landlords. The HCV Operations Administrator will assist in landlord outreach, landlord education, housing search for families, and serve as mediator between the landlords and families when issues arise. Educational workshops will be held for current and future landlords to educate on program requirements and benefits of participating in the HCV program. Ready to Rent Certification classes will be offered to participants to obtain certification they have completed training on what it means to be good renters. Agencies that refer a new landlord resulting in a new property being added to the program are eligible for a Referral Fee equal to the lesser of \$500 or one month's rent. A landlord that is adding a unit that has never been leased under the HCV program will be eligible for a First Time Rental Signing Bonus equal to the lesser of \$500 or one month's rent. A landlord adding a unit that was previously on the HCV program but has not been leased by an assisted family within the three concurrent years preceding the signing of a HAP contract may be eligible for a Returning Landlord Signing Bonus lessor of \$500 or one month's rent. These initiatives will increase the success rate for families

finding suitable housing and decrease the time needed to process voucher extensions, multiple Requests for Tenancy Approval (RFTA) submissions, decrease required inspections due to initial failures, and result in higher Administrative Fees earned with greater lease up rates improving the cost effectiveness of the program. By increasing the housing opportunities in higher opportunity neighborhoods, families with children will have opportunities to attend schools with high ratings and increased opportunities for learning and family members working, seeking work, or involved in educational or job training programs will have better access to transportation services, availability of job opportunities, healthcare, and other factors promoting economic self-sufficiency. Implementation of this initiative will increase available housing choice for AHA families and increase housing opportunities in higher opportunity neighborhoods providing access to jobs, good schools, healthcare, transportation services, and safe neighborhoods.

Statutes and Regulations Waived: Landlord Voucher Leasing Incentives (HCV—Tenant-Based Assistance)—Certain provisions of section 8(o)(9) of the 1937 Act, and 24 CFR 982.311 and 982.352(c).

Safe Harbor(s): i. Payments made to the landlord must be equal to no more than one month of the contract rent.

ii. The payment must be made to the landlord when the HAP contract is executed between the owner and the PHA.*

Which of the MTW statutory objectives does this MTW activity serve?

Cost effectiveness; Self-sufficiency; Housing choice

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue; Increased expenditures; Decreased expenditures

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

The HA has begun promoting landlord incentives and has seen an increase in new properties available for HCV families but there has been limited use in the vacancy payment incentive to date. Since the implementation of the landlord incentives, AHA has added approximately 8 new landlords to the HCV programs. AHA has paid approximately \$500 in other landlord incentives to TBV landlords.

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does this policy apply to certain types of units or to all units all HCV units or only certain types of units (for example, accessible units, units in a low-poverty neighborhood, or units/landlords new to the HCV program?)

To all units

What is the maximum payment that can be made to a landlord under this policy?

Payments made to the landlord for signing/referral bonuses will be the lessor of \$500 or one month's rent.

How many payments were issued under this policy in the most recently completed PHA fiscal year?

1

What is the total dollar value of payments issued under this policy in the most recently completed PHA fiscal year?

\$500

12.b. - Work Requirement (HCV)

Describe the MTW activity, the MTW agency's goal(s) for the MTW activity, and, if applicable, how the MTW activity contributes to a larger initiative

The MTW Work Requirement flexibility allows agencies to implement a work requirement for HCV residents who are at least 18 years old. Additionally, residents must be non-elderly and non-disabled. AHA will implement a Work and Education Activity requirement designed to promote self-sufficiency, encourage upward mobility, and strengthen the overall vitality of our communities. By supporting residents in maintaining employment or pursuing education and training, AHA aims to foster long-term financial independence and reduce barriers to economic stability. Under this activity, continued occupancy within the HCV program will require active participation in approved work or educational activities. All resident head of households and household members age 18 and older must engage in qualifying activities unless otherwise exempt. Work-able participants between the ages of 18 and 61 will be required to maintain continuous employment of a minimum of 15 hours per week. Household members within this age range who choose to meet the requirement through education must maintain part-time or full-time enrollment in a primary, secondary, or post-secondary institution, or provide documentation verifying active pursuit of a GED credential. All non-elderly (ages 18–61), non-disabled adult household members will be required to participate in qualified work activities for a minimum of 15 hours per week.

Participants may meet the requirement through one or more of the following qualifying work requirements:

- Employment (full-time or part-time)
- Self-employment
- Enrollment in GED, vocational education or job training programs
- Postsecondary education
- Verified job search activities
- Participation in approved employment readiness programs
- Volunteer/community service (if unemployed)

The following individuals are exempt from the work requirement:

- Elderly persons (62+)
- Persons with verified disabilities
- Primary caregivers of a disabled household member
- Primary caregivers of a child under age 6
- Individuals temporarily unable to comply due to documented medical conditions
- Participants receiving TANF or SSI (if already meeting work standards)

Participants must:

- Submit pay stubs or employer verification forms monthly or quarterly
- Provide documentation of enrollment in training/education
- Submit job search logs (if applicable)

If a participant fails to meet the work requirement:

- Written warning issued
- 30-day cure period to come into compliance
- Mandatory meeting with case manager
- Possible rent increase, time limitation, or termination of assistance if non-compliance continues

Participants may request a hardship exemption due to:

- Temporary illness or injury
- Family crisis
- Loss of employment
- Other circumstances beyond their control

Hardship requests must be submitted in writing with documentation.

Statutes and Regulations Waived: Work Requirement (HCV)—Certain provisions of 24CFR982.551.

Safe Harbor(s):i. If the work requirement policy applies to all eligible individuals—the maximum requirement would be 15 hours of work per week per individual.

ii. If the work requirement policy applies to all eligible households, the maximum requirement would be 30 hours of work per week per household.

iii. Prior to implementation, all residents shall be given notice six months in advance of the sanction policy for non-compliance.

vi. The work requirement may apply to non-elderly, non-disabled households or non-elderly, non-disabled adult household members.*

vii. Those individuals exempt from the Community Service Requirement in accordance with Section 12(c)(2)(A), (B), (D) and (E) of the 1937 Act must be exempt from the agency's work requirement in both the public housing and HCV programs.*

viii. Individuals who are the primary caretaker for a child under 6 years of age or who are pregnant must also be exempt from the agency's work requirement.

ix. Supportive services shall be provided, either through the agency or a partner organization, to assist families in obtaining employment or an acceptable substitute, as defined by the MTW agency's policy.

x. Work requirements shall not be applied to exclude, or have the effect of excluding, the admission into housing or participation in supportive services by persons with disabilities or elderly individuals, or families that include persons with disabilities or elderly individuals.*

iv. Agency must conduct an annual impact analysis.*

xi. Agency must implement a hardship policy, including a policy to address tenants seeking a determination of disability status.*

xii. The hardship policy in the Administrative Plan must apply to families who are actively trying to comply with the agency's work requirement, but are having difficulties obtaining work or an acceptable substitute.*

xiii. The Administrative Plan must also describe the consequences of failure to comply with the work requirement.*

Which of the MTW statutory objectives does this MTW activity serve?

Self-sufficiency

What are the cost implications of this MTW activity? Pick the best description of the cost implications based on what you know today.

Increased revenue

Does the MTW activity under this waiver apply to all assisted households or only to a subset or subsets of assisted households?

The MTW activity applies to all assisted households

Based on the Fiscal Year goals listed in the activity's previous Fiscal Year's narrative, provide a description about what has been accomplished or changed during the implementation.

N/A - this is a new implementation

Does this MTW activity require a hardship policy?

Provided Already

Does the MTW agency need a Safe Harbor Waiver to implement this MTW activity as described?

No

Does the MTW activity require an impact analysis?

Yes

This document is attached.

Does the impact analysis apply to more than this MTW activity?

No

Does the work requirement MTW activity exempt any type of household or individual other than those required to be excluded through the MTW Operations Notice or those excluded as a reasonable accommodation?

No

What counts as "work" under this the work requirement MTW activity?

Participants may meet the requirement through one or more of the following:

- Employment (full-time or part-time)
- Self-employment
- Enrollment in GED, vocational education or job training programs
- Postsecondary education
- Verified job search activities
- Participation in approved employment readiness programs
- Volunteer/community service (if unemployed)

How will the MTW agency monitor compliance with the work requirement MTW activity?

Participants must:

- Submit pay stubs or employer verification forms monthly or quarterly
- Provide documentation of enrollment in training/education
- Submit job search logs (if applicable)

What supportive services are offered to support households to comply with the work requirement?

The PHA Caseworker will work with the FSS Coordinator and Resident Services Coordinator to create a Plan for Participation and determine the necessary resources needed for the client's successful completion. The participant will be referred to the related partner agencies to link the participant to supportive services they need to achieve their economic self-sufficiency goals.

How does the agency address noncompliance with the work requirement policy?

If a participant fails to meet the work requirement:

- Written warning issued
- 30-day cure period to come into compliance
- Mandatory meeting with case manager
- Possible rent increase, time limitation, or termination of assistance if non-compliance continues

The PHA will offer supportive services and referrals prior to termination of assistance.

How many households are currently subject to the policy?

0

How many households in the most recently completed PHA fiscal year were sanctioned for non-compliance with the work requirement?

0

D.	Safe Harbor Waivers.
D.1	<p>Will the MTW agency submit request for approval of a Safe Harbor Waiver this year?</p> <p>No Safe Harbor Waivers are being requested.</p>

E.	Agency-Specific Waiver(s).
E.1	<p>Agency-Specific Waiver(s) for HUD Approval:</p> <p>The MTW demonstration program is intended to foster innovation and HUD encourages MTW agencies, in consultation with their residents and stakeholders, to be creative in their approach to solving affordable housing issues facing their local communities. For this reason, flexibilities beyond those provided for in Appendix I may be needed. Agency-Specific Waivers may be requested if an MTW agency wishes to implement additional activities, or waive a statutory and/or regulatory requirement not included in Appendix I.</p> <p>In order to pursue an Agency-Specific Waiver, an MTW agency must include an Agency-Specific Waiver request, an impact analysis, and a hardship policy (as applicable), and respond to all of the mandatory core questions as applicable.</p> <p>For each Agency-Specific Waiver(s) request, please upload supporting documentation, that includes: a) a full description of the activity, including what the agency is proposing to waive (i.e., statute, regulation, and/or Operations Notice), b) how the initiative achieves one or more of the 3 MTW statutory objectives, c) a description of which population groups and household types that will be impacted by this activity, d) any cost implications associated with the activity, e) an implementation timeline for the initiative, f) an impact analysis, g) a description of the hardship policy for the initiative, and h) a copy of all comments received at the public hearing along with the MTW agency's description of how the comments were considered, as a required attachment to the MTW Supplement.</p> <p>Will the MTW agency submit a request for approval of an Agency-Specific Waiver this year?</p> <p>No</p>

E.2	<p>Agency-Specific Waiver(s) for which HUD Approval has been Received:</p> <p>Does the MTW agency have any approved Agency-Specific Waivers? No</p>

F.	Public Housing Operating Subsidy Grant Reporting.
F.1	Total Public Housing Operating subsidy amount authorized, disbursed by 9/30, remaining, and deadline for disbursement, by Federal Fiscal Year for each year the PHA is designated an MTW agency.

Federal Fiscal Year (FFY)	Total Operating Subsidy Authorized Amount	How Much PHA Disbursed by the 9/30 Reporting Period	Remaining Not Yet Disbursed	Deadline
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	
	\$0	\$0	\$0	

G.	MTW Statutory Requirements.	
G.1	75% Very Low Income – Local, Non-Traditional. HUD will verify compliance with the statutory requirement that at least 75% of the households assisted by the MTW agency are very low-income for MTW public housing units and MTW HCVs through HUD systems. The MTW PHA must provide data for the actual families housed upon admission during the PHA's most recently completed Fiscal Year for its Local, Non-Traditional program households.	
	Income Level	Number of Local, Non-Traditional Households Admitted in the Fiscal Year*
	80%-50% Area Median Income	
	49%-30% Area Median Income	
	Below 30% Area Median Income	
	Total Local, Non-Traditional Households	0

*Local, non-traditional income data must be provided in the MTW Supplement form until such time that it can be submitted in IMS-PIC or other HUD system.

G.2	Establishing Reasonable Rent Policy.
Has the MTW agency established a rent reform policy to encourage employment and self-sufficiency? Yes	

G.3	Substantially the Same (STS) – Local, Non-Traditional.
The total number of unit months that families were housed in a local, non-traditional rental subsidy for the prior full calendar year.	0 # of unit months
The total number of unit months that families were housed in a local, non-traditional housing development program for the prior full calendar year.	0 # of unit months

Number of units developed under the local, non-traditional housing development activity that were available for occupancy during the prior full calendar year:

PROPERTY NAME/ ADDRESS	0/1 BR	2 BR	3 BR	4 BR	5 BR	6+ BR	TOTAL UNITS	POPULATION TYPE*	if 'Population Type' is Other	# of Section 504 Accessible (Mobility)**	# of Section 504 Accessible (Hearing/ Vision)	Was this Property Made Available for Initial Occupancy during the Prior Full Calendar Year?	What was the Total Amount of MTW Funds Invested into the Property?
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G.4	Comparable Mix (by Family Size) – Local, Non-Traditional.
To demonstrate compliance with the statutory requirement to continue serving a 'comparable mix' of families by family size to that which would have been served without MTW, the MTW agency will provide the number of families occupying local, non-traditional units by household size for the most recently completed Fiscal Year in the provided table.	

Family Size:	Occupied Number of Local, Non-Traditional units by Household Size
1 Person	
2 Person	
3 Person	
4 Person	
5 Person	
6+ Person	
Totals	0

H.	Public Comment
Attached you will find a copy of all of the comments received and a description of how the agency analyzed the comments, as well as any decisions made based on those comments.	

I.	Evaluations.
No known evaluations.	

Auburn Housing Authority

MTW Hardship Policy

Proposed Revisions to RESFYE2025-010

The purpose of this Hardship Policy is to establish procedures for granting temporary relief to households participating in the MTW Supplement Program who experience financial hardship due to the program's rent reform or other MTW-specific requirements. This policy ensures compliance with the U.S. Department of Housing and Urban Development (HUD) MTW guidelines while supporting housing stability. The financial hardship exemptions apply only to families impacted by AHA's MTW activities, either at the implementation of the MTW policies, or due to subsequent circumstances as described within the policy. The hardship policy applies when a requirement or provision of certain MTW activities constitutes a financial or other hardship for an AHA household. AHA chooses to implement a single hardship policy for all applicable waivers; however, the agency may choose to implement additional hardship policies in the future if additional waivers are implemented that do not align with this policy.

MTW Activities

1. Tenant Rent Policies and Minimum Rent

The PHA currently implements a \$50 minimum rent for all families under the Housing Choice Voucher (HCV) Program. In lieu of the minimum rent requirements at 24 CFR §5.630, AHA has established a tiered minimum rent structure as follows:

- Elderly or disabled households / \$50 minimum rent;
- Zero-income households / \$100 minimum rent;
- Households with earned income / \$100 minimum rent;
- Work-able households not engaged in employment, education, or approved self-sufficiency activities / \$130 minimum rent.

The following Definitions apply:

- Work-able household: A household in which the head, co-head, or spouse is age 18–61 and not elderly or disabled;
- Approved activity includes employment, job search, education, job training, or participation in a PHA-approved self-sufficiency program.

The maximum minimum rent under this policy shall not exceed \$130 per month. The policy will apply at new admission, biannual/triannual recertification, and/or interim recertification. Elderly or disabled households are excluded from the highest minimum rent tiers. If the minimum rent and/or paying 30% of the household's monthly-adjusted income creates a hardship, households may pay reduced rent for the period specified according to the policies and guidelines established for Hardship Types determined by AHA.

2. Payment Standards

For Tenant Based Vouchers, RAD Project Based Vouchers, and traditional Project Based Vouchers, AHA is raising the payment standard to 120% of the published Fair Market Rent (FMR) or the Small Area FMR's where exception payment standards have been established. In areas where the

SAFMR is greater than the FMR, AHA is grouping areas according to the SAFMR and higher economic opportunity areas and increasing Payment Standards to 120% of SAFMR. Where payment standards cause a hardship for the household, AHA will apply its Reasonable Accommodation Policy.

3. Biennial Certification and Triennial Recertifications and Interims

The new recertification schedule will be once every two or three years. Biennial recertification will be completed for non-elderly and non-disabled households. Triennial recertification will be completed for elderly and disabled families and fixed income families. If an elderly and/or disabled household meets the following three criteria, it will be enrolled in triennial reexaminations: 1) the head of household, co-head, and/or spouse is elderly or disabled, 2) the only current income in the household is fixed income (e.g., social security, pension), and 3) there are no minors in the household. If a household is enrolled in triennial reexaminations and no longer meets these criteria, they will be enrolled in a biennial reexamination schedule.

AHA will limit households to one interim recertification per year at the household's request if the gross household income has decreased by 10% or more. Required interim recertifications (i.e., for changes in household composition or otherwise required by the agency) will not count against the limit.

AHA will conduct an interim reexamination of family income when it becomes aware that the family's adjusted income has changed by an amount that it estimates will result in an increase of ten percent or more in annual adjusted income or such other amount established by HUD through notice, except AHA may not consider any increase in the earned income of the family when estimating or calculating whether the family's adjusted income has increased, unless the family has previously received an interim reduction at their request because of any changes in income since the last examination during the certification period; and AHA may choose not to conduct an interim reexamination in the last three months of a certification period. Households reporting zero income will have an interim certification when new income begins or after three (3) months of zero income, an interim will be completed to determine the current income level.

For triennial reexaminations, annual household income will be determined as current and as anticipated once every three years. At their annual lease anniversary, AHA will apply the applicable Cost-of-Living Adjustments for fixed-income households.

If a household believes they have another circumstance that qualifies as a financial hardship, they may request a hardship.

4. Work Requirement

AHA is implementing a Work and Education Activity requirement designed to promote self-sufficiency and encourage upward mobility. Continued occupancy within the HCV program will require active participation in approved work or educational activities. All resident head of households and household members age 18 and older must engage in qualifying activities unless otherwise exempt. Work-able participants between the ages of 18 and 61 will be required to maintain continuous employment of a minimum of 15 hours per week. Household members within this age range who choose to meet the requirement through education must maintain

part-time or full-time enrollment in a primary, secondary, or post-secondary institution, or provide documentation verifying active pursuit of a GED credential. All non-elderly (ages 18–61), non-disabled adult household members will be required to participate in qualified work activities for a minimum of 15 hours per week.

Participants may meet the requirement through one or more of the following qualifying work requirements:

- Employment (full-time or part-time);
- Self-employment;
- Enrollment in GED, vocational education or job training programs;
- Postsecondary education;
- Verified job search activities;
- Participation in approved employment readiness programs; or
- Volunteer/community service (if unemployed).

The following individuals are exempt from the work requirement:

- Elderly persons (62+);
- Persons with verified disabilities;
- Primary caregiver of a disabled household member;
- Primary caregiver of a child under age 6;
- Individuals temporarily unable to comply due to documented medical conditions; or
- Participants receiving TANF or SSI (if already meeting work standards).

Participants may request a hardship exemption due to:

- Temporary illness or injury;
- Family crisis;
- Loss of employment; or
- Other circumstances beyond their control.

For households experiencing a hardship beyond these parameters, AHA will consider classifying it as a long-term hardship according to the established policies and guidelines.

Hardship Limitation

Each household is eligible for only one (1) term of relief for each rent reform initiative. If the household qualifies for more than one relief at any given recertification (annual or interim), the reliefs will be calculated concurrently.

Definition of Hardship Types

The Auburn Housing Authority (AHA) will determine what constitutes financial hardship. A family may request a hardship for the following circumstances.

A Hardship exists when:

1. The family has experienced a decrease in income due to death of the head, spouse, or co-head.
2. The family has experienced a decrease in income because of changed circumstances, including loss or reduction of employment or reduction in or loss of earnings or other assistance.

3. The family has experienced an increase in expenses, because of changed circumstances, for medical costs, childcare, transportation, education, or similar items.
4. The family would be evicted because of the imposition of MTW activities.
5. Such other situations and factors as determined by the agency to be appropriate based on a case-by-case basis.

No Hardship exists when:

1. The AHA determines there is no qualifying hardship.
2. MTW activities will be reinstated, including requiring back payment of minimum rent and other costs or fees to the AHA for the time of suspension.

Temporary Hardship exists when:

AHA determines that there is a qualifying hardship and the hardship is expected to last 90 days or less.

AHA Temporary Hardship Procedure: The MTW activity will not be imposed for a period of 90 days from the date of the family's requests. At the end of the 90-day period, the MTW activity will be imposed retroactively to the time of suspension. AHA will offer a reasonable repayment agreement for any minimum rent back payment and any other costs and fees paid by AHA on the family's behalf during the suspension.

Long Term Hardship exists when:

1. AHA determines there is a qualifying hardship and the hardship is expected to last more than 90 days.
2. The family will be exempt from the MTW activity until the hardship no longer exists.

The AHA Hardship Policy allows AHA the flexibility to address unique, unforeseeable circumstances that may occur and to protect families in crisis. To be considered for a hardship extension, the household must apply for all benefits for which it may be eligible. Family's completing a Zero Income Questionnaire must report income changes when the income begins.

Until income is restored to the household, households must continue to meet the definitions of hardship types provided above and meet all the following criteria:

1. Remain in compliance with all program requirements.
2. Not owe AHA any money or be current with a repayment agreement.
3. Continued lack of income has not been created through the fault of the household.
4. Have applied for financial resources it may be eligible for but has been unsuccessful in securing.
5. Request the hardship waiver within the deadline set by AHA. Households have a minimum of 10 business days from the date of their "Notice of Rent Change" letter to request an Informal Hearing.
6. Have not received hardship relief for the same MTW activity previously.

Requesting a Hardship Exception

The family must complete a Request for Hardship Exemption Form and submit to the HCV Department. Forms received in the office will be date and time stamped upon receiving. Forms are available on the AHA website or upon request at Auburn Housing Authority, 931 Booker Street, Auburn, AL 36832.

If a family requests a hardship exemption, AHA will suspend the MTW activity beginning the month following the family's hardship request. The suspension will continue until AHA can determine whether hardship exists and whether the hardship is of a temporary or long-term nature. During suspension, the family will not be required to participate in relevant MTW activities and support will be adjusted accordingly.

Determination of Hardship

No hardship will be granted if a family selected a unit over the payment standard and/or over the 50% Initial Rent Burden as it is the household's choice, unless extenuating circumstances merit the hardship exception. AHA may see an increase in the number of hardship requests and denials as households may request a hardship due to rent burden and AHA may deny the request due to the household renting over the payment standard.

Determination will be made within 30 calendar days. This means the AHA will conduct a reexamination and recalculate the family's portion of rent based on current circumstances until the determination of the hardship is determined.

If the AHA requests information from the family and it is not received within the 30 days after the original request was made, the AHA may deny the requests and require the family to repay the additional assistance paid during the suspension of the MTW activity period.

If AHA determines there is a minimal or no financial hardship, AHA will reinstate the family's previously calculated rent share and require the family to repay the additional assistance paid during the suspension of the MTW activity period. AHA will offer a reasonable repayment agreement.

If the hardship request does meet the hardship requirements, AHA will continue to provide an exemption from the MTW activity at a reasonable level and duration in accordance with its MTW policies.

Appeals

The family may request a second level review of the denied hardship by submitting a written appeal to the HCV Department. The appeal should contain any information the family would like to be considered during the appeal review including why the family believes the incorrect determination was made. A different staff member than the one making the original denial determination will review the appeal and make determination. The appeal will be reviewed and responded to within 14 days of the receipt of the second level appeal.

If the second review results in the same decision as the original request, the family may request an Informal Hearing according to the AHA's Information Hearing Procedures.

Notification of Residents

AHA will review its hardship policies with families at intake and reexamination processing. In addition, AHA will consider whether a family qualifies for a hardship exemption at the time of potential termination of assistance that is due to an MTW activity.

Record Keeping

AHA will maintain all records of hardship requests, determinations, and appeals for the duration of its MTW participation.

Records will be maintained in the SACS Database at Tenant Services and Counseling Sessions. Copies of all relevant forms shall be attached to the Counseling Session Attachment Tab. Records will be available for public review and inspection at the AHA Administrative Office and supplied to HUD if requested.

If you have any questions or require a reasonable accommodation in order to fully utilize Auburn Housing Authority's programs and services, please call (334) 821-2622, extension 221.