



## **PUBLIC NOTICE**

**October 9, 2024**

Dothan Housing (DH) Board of Commissioners will conduct a

### **Board Meeting**

**Wednesday, October 16, 2024, at 10:00 a.m.**

**Virtually via Zoom.**

**🔊 ZOOM Meeting ID: 883-098-6433**

**🔊 <https://us02web.zoom.us/j/8830986433>**

## **AGENDA**

**10-16-2024**

**Call To Order**

**Prayer**

Approve October 16, 2024 Agenda

Approve August 21, 2024 Board Meeting Minutes

### **NEW BUSINESS:**

Insurance Coverage Update

Administrative Plan Revisions

Payment Standards: HCVP

Annual, Five-Year & Moving to Work (MTW) Plans

### **CEO UPDATES:**

### **DEPARTMENT & DIVISION UPDATES:**

Finance and Administration

Housing and Resident Services

Safety and Security

**Comments & Adjourn**



## Summary Sheet

### RESOLUTIONS

**October 16, 2024**

**Resolution 2024-17:** This Resolution is to approve the Admin Plan updates effective 10-17-2024: A supporting document is included for your review.

- I. HOTMA Regulations
- II. Updated references to the Code of Federal Regulations
- III. Updated to reflect the new HOTMA guidelines
- IV. Corrected formatting throughout Administrative Plan
- V. Updated subheadings where necessary

**Resolution 2024-18:** This Resolution is to approve the updates to the HCVP Payment Standards effective 10-17-2024. Supporting documents are included for your review.

**Resolution 2024-19:** This Resolution is to approve and adopt the Annual Plan for FY2025, the MTW Supplement Plan FY2025 and the Revised Five-Year Plan for FY 2025-2029. Supporting documents are included for your review.



## RESOLUTION 2024-17

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama (DHA):

**WHEREAS**, the Housing Authority of the City of Dothan, Alabama (DHA) proposes to revise its Administrative Plan to comply with the U.S. Department of Housing and Urban Development (HUD), and

**WHEREAS**, The Administrative Plan and any revisions of the plan must be formally adopted by the Housing Authority's (HAs) Board of Commissioners or other authorized HA officials. The Administrative Plan states HA policy on matters for which the HA has the discretion to establish local policies, and

**WHEREAS**, it has been determined that the existing adopted Administrative Plan requires revision primarily due to the addition of updated policies and regulatory provisions governed by HUD, and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama, as follows:

Section I. That the Housing Authority of the City of Dothan, Alabama does hereby adopt and approve the revisions and additions of the Administrative Plan due to the plan updates and additions.

Section II. That the effective date of the revised Administrative Plan is October 17, 2024.

**RESOLUTION NO. 2024-17 CONT'D: ADOPTING AND APPROVING REVISIONS TO THE DHA ADMINISTRATIVE PLAN.**

**Passed, Adopted, and Approved on the 16<sup>th</sup> day of October, 2024.**

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David Jamison, Chairperson

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Jeff Williams, Vice Chairperson

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Michael Jackson, Commissioner

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Lily Mendoza, Commissioner

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Lisa Alexander, Commissioner

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Jasmine Bowick, Commissioner

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Linda Ward, Commissioner

**BOARD OF COMMISSIONERS**



602 S. Lena St.  
PO Box 1727  
Dothan, AL 36302

P: 334.794.6713  
F: 334.712.1415

DothanHousing.org   

## MEMORANDUM

Date: Wednesday, October 16, 2024  
TO: Board of Commissioners  
FROM: LaDonice Freeney, Director of Compliance *LaDonice Freeney*  
RE: Update of DH Administrative Plan, Payment Standards, Agency Plans

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The Administrative Plan must be in accordance with HUD regulations and guidelines. Therefore, to remain in compliance with HUD requirements, Dothan Housing must make the necessary changes to its Administrative Plan to reflect the up-to-date guidelines and regulations governed by the HUD program.

Please note those changes to the Dothan Housing Administrative Plan below:

- I. Changes to the Admin Plan to reference the latest HOTMA Regs
- II. Updated references to the Code of Federal Regulations
- III. Updated to reflect the new HOTMA guidelines
- IV. Corrected formatting throughout Administrative Plan
- V. Updated subheadings where necessary

Upon approval, the updated Administrative Plan will be effective for March 1, 2024.

Thank you,

LaDonice Freeney



## RESOLUTION 2024-18

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama (DHA):

**WHEREAS**, the Housing Authority of the City of Dothan, Alabama (DHA) proposes to revise its Administrative Plan to comply with the U.S. Department of Housing and Urban Development (HUD), and

**WHEREAS**, the Housing Authority is required to review and update the utility allowance schedule annually, and

**WHEREAS**, according to 24 Code of Federal Regulations (CFR) 982.503 and 888.113, the PHA must implement payment standards for their Housing Choice Voucher Programs.

**WHEREAS** the payment standards are used in calculation of housing assistance payment (HAP) that the PHA pays to the owner on behalf of the family leasing the unit.

**NOW, THEREFORE, BE IT RESOVLED**, by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama, as follows:

Section I. That the following Payment Standards are adopted for use in the Housing Choice Voucher Program:

**RESOLUTION NO. 2024-18 CONTINUED: ADOPTING PAYMENT STANDARDS FOR THE HOUSING CHOICE VOUCHER PROGRAM.**

Section II. That the adopted Payment Standards are effective October 17, 2024:

**Passed, Adopted, and Approved on the 16<sup>th</sup> day of October 2024.**

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David Jamison, Chairman

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Jeff Williams, Vice Chairman

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Michael Jackson, Commissioner

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Lily Mendoza, Commissioner

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Lisa Alexander, Commissioner

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Jasmine Bowick, Commissioner

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Linda Ward, Commissioner

**BOARD OF COMMISSIONERS**



## **2025 PAYMENT STANDARDS (Based on Bedroom Size)**

### **EFFECTIVE DECEMBER 1, 2024**

The Payment Standards are based on the FY 2025 Fair Market Rents published by HUD

| <b>Bedroom Size</b>                         | <b>0</b>     | <b>1</b>     | <b>2</b>     | <b>3</b>       | <b>4</b>       |
|---------------------------------------------|--------------|--------------|--------------|----------------|----------------|
| <b>*2025 Payment Standards 100% of FMRs</b> | <b>\$642</b> | <b>\$653</b> | <b>\$857</b> | <b>\$1,208</b> | <b>\$1,325</b> |

(\* Subject to change based on program funding)

### **COFFEE COUNTY**

Payment Standards are used to calculate the maximum amount of Housing Assistance Payment (HAP) that the Wiregrass Regional Voucher Program (WRVP) for Dothan Housing Authority (DHA) is authorized to pay for the family. Payment Standards do not determine the amount of rent to the owner.

The amount of rent an owner can receive is determined by bedroom size, family income, voucher size, and comparable rents being charged for similar units in the area of the subject property. The DHA will also apply HUD's Rent Reasonableness requirements for the Housing Choice Voucher Program (HCVP).

The above payment standards schedule reflects 100% of the FY2025 Fair Market Rents in Coffee County for the WRVP for all bedroom sizes.





**2025 PAYMENT STANDARDS**  
**(Based on Bedroom Size)**

**EFFECTIVE December 1, 2024**

**The Payment Standards are based on the FY 2025 Fair Market Rents published by HUD**

| <b>Bedroom Size</b>                         | <b>0</b>     | <b>1</b>     | <b>2</b>     | <b>3</b>       | <b>4</b>       |
|---------------------------------------------|--------------|--------------|--------------|----------------|----------------|
| <b>*2025 Payment Standards 100% of FMRs</b> | <b>\$669</b> | <b>\$679</b> | <b>\$772</b> | <b>\$1,088</b> | <b>\$1,309</b> |

**(\* Subject to change based on program funding)**

**DALE COUNTY**

Payment Standards are used to calculate the maximum amount of Housing Assistance Payment (HAP) that the Wiregrass Regional Voucher Program (WRVP) for Dothan Housing Authority (DHA) is authorized to pay for the family. Payment Standards do not determine the amount of rent to the owner.

The amount of rent an owner can receive is determined by bedroom size, family income, voucher size, and comparable rents being charged for similar units in the area of the subject property. The DHA will also apply HUD's Rent Reasonableness requirements for the Housing Choice Voucher Program (HCVP).

The above payment standards schedule reflects 100% of the FY2025 Fair Market Rents in Dale County for the WRVP for all bedroom sizes.



**2025 PAYMENT STANDARDS  
(Based on Bedroom Size)**

**EFFECTIVE December 1, 2024**

The Payment Standards are based on the FY 2025 Fair Market Rents published by HUD

| <b>Bedroom Size</b>                         | <b>0</b>     | <b>1</b>     | <b>2</b>     | <b>3</b>       | <b>4</b>       |
|---------------------------------------------|--------------|--------------|--------------|----------------|----------------|
| <b>*2025 Payment Standards 100% of FMRs</b> | <b>\$593</b> | <b>\$597</b> | <b>\$783</b> | <b>\$1,048</b> | <b>\$1,124</b> |

(\* Subject to change based on program funding)

**HENRY COUNTY**

Payment Standards are used to calculate the maximum amount of Housing Assistance Payment (HAP) that the Wiregrass Regional Voucher Program (WRVP) for Dothan Housing Authority (DHA) is authorized to pay for the family. Payment Standards do not determine the amount of rent to the owner.

The amount of rent an owner can receive is determined by bedroom size, family income, voucher size, and comparable rents being charged for similar units in the area of the subject property. The DHA will also apply HUD’s Rent Reasonableness requirements for the Housing Choice Voucher Program (HCVP).

The above payment standards schedule reflects 100% of the FY2025 Fair Market Rents in Henry County for the WRVP for all bedroom sizes.



**2025 PAYMENT STANDARDS  
(Based on Bedroom Size)**

**EFFECTIVE December 1, 2024**

The Payment Standards are based on the FY 2025 Fair Market Rents published by HUD

| <b>Bedroom Size</b>                          | <b>0</b>     | <b>1</b>     | <b>2</b>     | <b>3</b>       | <b>4</b>       |
|----------------------------------------------|--------------|--------------|--------------|----------------|----------------|
| <b>*2025 Payment Standards 110% of FMR's</b> | <b>\$789</b> | <b>\$794</b> | <b>\$985</b> | <b>\$1,345</b> | <b>\$1,522</b> |

(\* Subject to change based on program funding)

**HOUSTON and GENEVA COUNTIES**

Payment Standards are used to calculate the maximum amount of Housing Assistance Payment (HAP) that the Wiregrass Regional Voucher Program (WRVP) for Dothan Housing Authority (DHA) is authorized to pay for the family. Payment Standards do not determine the amount of rent to the owner.

The amount of rent an owner can receive is determined by bedroom size, family income, voucher size, and comparable rents being charged for similar units in the area of the subject property. The DHA will also apply HUD's Rent Reasonableness requirements for the Housing Choice Voucher Program (HCVP).

The above payment standards schedule reflects 110% of the FY2025 Fair Market Rents in Houston and Geneva Counties for the WRVP for all bedroom sizes.



## RESOLUTION 2024-19

**BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama as follows:

**WHEREAS**, Section 511 of the Quality Housing and Work Responsibility Act of 1998 implemented the requirement that each housing authority shall submit to HUD an Agency Plan composed of the Annual Plan, Five Year Plan and MTW Supplement Plan, and

**WHEREAS**, a Housing Authority will advise HUD, its residents', and members of the public of the housing authority's mission for serving the needs of low-income, very low-income, and extremely low income families and the housing authority's strategy for addressing those needs, and

**WHEREAS**, the Housing Authority establish goals and objectives that assist in meeting the needs of the residents of the City of Dothan, and

**WHEREAS**, the Dothan Housing Authority is committed to improve and expand affordable housing, and

**WHEREAS**, the Dothan Housing Authority will use this plan to assist families with self-sufficiency and enforce equal opportunity for fair housing, and

**WHEREAS**, in order to be in compliance with HUD regulations, this Housing Authority has developed an Annual Plan for FY 2025 beginning on January 1, 2025, for its Five-Year Plan for FY2025-2029 and MTW Supplement Plan FY2025, and

**RESOLUTION NO. 2024-19 CONT'D: APPROVING THE ANNUAL PLAN FY25, REVISED FIVE YEAR PLAN FY25-FY29 AND MTW Supplement PLAN FY25.**

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama, as follows:

**Section I.** That the Board of Commissioners of the Housing Authority of the City of Dothan, Alabama, hereby approves and adopts the Annual Plan for FY2025, the MTW Supplement Plan FY2025 and the Revised Five-Year Plan for FY 2025-2029 as follows:

**Section II.** That Samuel Crawford is authorized to execute Form HUD-50077, PHA Certification of Compliance with PHA Plans and Related Regulations and Form HUD 50077-CR, Civil Rights Certification, on behalf of the Housing Authority and which said forms are attached.

**Passed, Adopted, and Approved on the 16<sup>TH</sup> day of October, 2024.**

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David Jamison, Chairperson

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Jeff Williams, Vice Chairperson

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Michael Jackson, Commissioner

**RESOLUTION NO. 2024-19 CONT'D: APPROVING THE ANNUAL PLAN FY25,  
REVISED FIVE YEAR PLAN FY25-FY29 AND MTW Supplement PLAN FY25.**

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Lily Mendoza, Commissioner

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Lisa Alexander, Commissioner

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Jasmine Bowick, Commissioner

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Linda Ward, Commissioner

**BOARD OF COMMISSIONERS**

## Annual Plan Elements

### B.1. Revision of PHA Plan Elements

#### 1. Statement of Housing Needs and Strategy for Addressing Housing Needs

##### Housing Needs and Strategy for Addressing Housing Needs

During FY2025, the DHA will continue developing strategies to expand affordable housing options for low-income families in the Wiregrass Metro Area (WMA), which consists of the following counties: Houston, Geneva, Dale, Henry, and Coffee, and for families that are on the tenant-based voucher (TBV) and project-based voucher (PBV) waiting list to include the following:

1. Continue monitoring the Moving to Work (MTW) Supplemental Plan for Cohort #3 Landlord Incentives.
2. Maintain waiting list for HCV, RAD PBV, PBV, and newly added VASH and FYI.
3. Continue partnership with the VA and HUD to implement and lease-up DHA's new VASH vouchers.
4. Continue to revise, implement, and monitor the Administrative Plan for the HCV Program in accordance with the HOTMA and NSPIRE regulatory requirements.
5. Conduct staff development regarding HOTMA and NSPIRE regulatory requirements.
6. Implement the HCV Homeownership Program Action Plan in partnership with Wiregrass Habitat for Humanity.
7. As a Continuum of Care DHA will continue partnering with the Southeast Alabama Coalition for the Homeless (SEACH), Low-Income Housing Coalition of Alabama (LIHCA), and Collaborative Solutions to create and implement a 10-Year Homeless Prevention Plan for the WMA with a focus on special purpose vouchers (SVC).
8. Continue partnering with the City of Dothan as the sub-recipient to help administer the Rental Rehabilitation Program for landlords participating in DHA's HCV program as an MTW Landlord Incentive.
9. Continue working on formal interlocal agreements with seven (7) neighboring PHAs in the WMA to Expand Housing Opportunities to create economies of scale for the Portability process.
10. Continue providing alternative PBV unit types such as Shared Housing and Manufactured Housing.
11. DHA anticipates reopening the HCV waiting list on an as needed basis.

#### 2. Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions

The HCV Administrative Plan (Plan) governs participant eligibility, selection, and admission, including admission preferences for HCV. The Admin Plan was revised in FY2025. The revisions were made to comply with HUD mandates and DHA's discretionary changes. The DHA Board approved the revised Admin Plan of Commissioners.

**3. Financial Resources: Updated for anticipated income FY2025:**

| <b>Financial Resources: Planned Sources and Uses</b>           |                        |                                                                                    |
|----------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------|
| <b>Sources</b>                                                 | <b>Planned Funding</b> | <b>Planned Uses</b>                                                                |
| Federal Funding                                                | <b>\$10,825,238.00</b> | Voucher Operations (HAP/Admin Fees/Landlord Incentives/ MTW Fungibility)           |
| a) 2024 MTW ACC Funding for Section 8 (PBV/ RAD PBV/TPV/ VASH) |                        |                                                                                    |
| b) Local Grants FY2020-2021                                    | <b>\$84,000.00</b>     | Our Community Housing and Enrichment Center (OCHEC) Building/ New DHA Headquarters |
| c) CDBG FY2025                                                 | <b>\$175,275.00</b>    | Rental Rehab Program                                                               |
| d) CDBG                                                        | <b>\$30,000.00</b>     | SEACH Salaries                                                                     |
| HCV-HUD Held Reserves                                          | <b>\$ 504,446.00</b>   | Voucher Operations (HAP/Admin Fees/ Landlord Incentives/ MTW Fungibility)          |
| DHA Held Reserves                                              | <b>\$ 316,993.00</b>   | Voucher Operations (HAP/Admin Fees/ Landlord Incentives/ MTW Fungibility)          |
| 2022 Capital Fund Program (CFP)                                | \$348,799.00           | Voucher Operations (HAP/Admin Fees/ Landlord Incentives/ MTW Fungibility)          |
| 2023 Capital Fund Program (CFP)                                | \$354,437.00           | Voucher Operations (HAP/Admin Fees/ Landlord Incentives/ MTW Fungibility)          |
| <b>Total Resources</b>                                         | <b>\$12,639,188.00</b> |                                                                                    |



#### **4. Rent Determination**

The HCV Administrative Plan (Plan) governs HCV dwelling units, including applicable minimum rents, voucher family rent contributions, and payment standard policies. The revised HCV Admin Plan also includes the HOTMA rules and regulations, landlord incentives, and NSPIRE inspection protocol. The Admin Plan was revised in FY2024. The revisions were made to comply with HUD mandates and DHA's discretionary changes. The DHA Board approved the revised Admin Plan of Commissioners.

#### **5. HCV Homeownership Programs**

The HCV Homeownership Program Action Plan governs participant eligibility, selection, and admission preferences for the HCV Homeownership Program Action Plan. It also describes utilizing tenant-based vouchers for homeownership opportunities and public and private partnerships to further its homeownership initiative. The HCV Homeownership Program Action Plan was revised in FY2024. The DHA Board of Commissioners approved the HCV Homeownership Program Action Plan.

**6. Substantial Deviation and Significant Amendment/Modification**

1. DHA will amend or modify its agency plans, upon the occurrence of any of the following events during the term of an approved plan(s):
  - a. A change in federal law takes effect and, in the opinion of DHA, it creates substantial obligations or administrative burdens beyond the programs then under administration, excluding changes made necessary due to insufficient revenue, funding or appropriations, funding reallocations resulting from modifications made to the annual or five-year capital plan or due to the terms of a judicial decree.
  - b. Any proposed demolition, disposition, homeownership, development, or mixed-finance proposals.
  - c. Any other event that the DHA determines to be a significant amendment or modification of an approved agency plan.
  - d. For purposes of any Rental Assistance Demonstration (“RAD”) project, a proposed conversion of public housing units to Project Based Rental Assistance or Project Based Voucher Assistance that has not been included in an Annual Plan shall be considered a substantial deviation.

## B.2. New Activities

1. DHA annual plan reflects items in the MTW supplement plan for PBV flexibilities to include MTW activities below under C.9.
  - a. DHA will continue to utilize 100% of the PBV project cap. This will allow for more assisted units to be available in the WMA, improving the housing choice.
  - b. DHA plans to eliminate the PBV selection process for DHA-owned Projects without Improvement, Development, or Replacement. This will allow DHA to move these projects along faster and get the housing available quicker by not having to go through the normal procurement process. This increases Housing Choices for low-income individuals and frees up employee time and hours for DHA, providing cost-effectiveness in getting these PBV units in place. In doing this, DHA will conduct a subsidy layering review (when and if required) and complete site selection requirements. DHA or its nonprofit instrumentality, Our Community, Inc. (OCI), will own any property that uses this waiver. OCI serves as the nonprofit community development corporation instrumentality of DHA by creating and preserving affordable housing and revitalizing neighborhoods throughout the WMA). The agency will perform HQS and/or NSPIRE inspections for all units under this MTW activity. DHA will continue utilizing a third party by an independent entity according to 24 CFR 983.59(b) or 24 CFR 983.103(f).
  - c. DHA will establish an alternative competitive process in the award of PBVs owned by non-profit, for-profit housing entities or by an agency that is not public housing. DHA will establish criteria for awarding PBVs for entities interested in a joint venture partnership with its nonprofit instrumentality, Our Community Inc. This selection criteria will also include DHA choosing third-party property management companies that meet the capacity threshold for managing PBV affordable housing development. Project(s) that DHA or OCI owns, HQS and/or NSPIRE inspections will be performed by an independent entity. The agency is subject to Notice PIH 2013-27 where applicable, or successor.
  - d. DHA plans to expand PBV units to be used with Shared Housing to give more housing options to those who need affordable housing. The units must comply with HQS and/or NSPIRE, deconcentration, and desegregation requirements. With limited housing in the WMA, this will help expand housing opportunities.
  - e. DHA plans to submit another registration of interest and apply for additional VASH vouchers in FY2025 if available.
  - f. DHA's Resident Services department is developing a Resident Council Committee at each housing development.
2. 2025 Leasing Projections for HCV/RAD PBV or PBV:
  - a. HCV plans to absorb 10 portability vouchers

3. MTW Activity:

|                                             |                                                                                                                                                                                                              |
|---------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| C.4<br>Activity 4.c.                        | Landlord Leasing Incentives<br>Other Landlord Incentives (HCV)                                                                                                                                               |
| C.5<br>(HCV) Activity 5.c.<br>Activity 5.d. | Activity 5.a. Pre-Qualifying Unit Inspections<br>Third-Party Requirement (HCV)<br>Alternative Inspection Schedule (HCV)                                                                                      |
| C.9<br>Activity 9.b.<br>Activity 9.c.       | Project-Based Voucher Program Flexibilities (PBV)<br>Increase PBV Project Cap (HCV)<br>Elimination of PBV Selection Process for PHA-owned Projects without<br>Improvement, Development, or Replacement (HCV) |
| Activity 9.d.<br>Activity 9.e.              | Alternative PBV Unit Selection Process<br>Alternative PBV Unit Types (Shared Housing and Manufactured Housing)<br>(HCV)                                                                                      |

### **B.3. Progress Report**

1. The DHA plans to continue applying for special-purpose vouchers (SPVs) to increase its portfolio by using HCVs through the following:
  - a. HCVP has utilized 55% of allocated VASH vouchers.
  - b. DHA has received 2 FYI Voucher referrals from the partnering PCWA
2. DHA increased Assisted Housing Choices and Expanded Housing Opportunities in FY2024:
  - a. DHA added new units to its HCV program in FY2024:
    - 64 New Units
  - b. DHA's Landlord Incentives Statistical Data in FY2024:
    - Signing Bonuses: \$18,006.00
    - Security Deposits: \$56,882.00
    - Application Fees: \$315.00
    - Damage Claims Payments: \$7,847.97
    - Total: \$82,690.97
  - c. DHA waiting list remains open for RAD, PBV, and the total number of families on the waiting list is 13,374 and is broken down into the following:
    - Choice Mobility: 133
    - HCV: 1353
    - Crimson Ridge: 2927
    - Samuel P. Crawford Village (formerly) Henry Green Apartments: 3330
    - David C. Jamison Village: 2941
    - Howell Building: 169
    - Capstone at Kinsey Cove: 2521
  - d. DHA computer lab continues to be accessible for HCV applicants and participants to check their status on the waiting list and submit information via newly implemented YARDI software.

3. DHA improved quality of life by affirmatively furthering fair housing, providing equal housing opportunities, and complying with civil rights in FY2024:
  - a. Partnered with the City of Dothan to provide the Fair Housing Proclamation
  - b. DHA conducted staff professional development about Fair Housing during the month of April 2024.
  - c. DHA collaborated with Legal Services of Alabama in providing Fair Housing training
  - d. DHA installed Heart Safe AED monitors at its central location and on all DHA housing communities.
  
4. DHA has streamlined re-exam processes by providing biannual re-examinations for elderly and disabled families with fixed incomes.

4. DHA promoted Economic Self-Sufficiency and Independent Living in:
  - a. DHA completed a needs assessment that surveyed 100% of DHA residents to determine and develop partnerships.
  - b. Completed the “Getting Behind the Address Initiative” for 475 Households focusing on self-sufficiency and independent living. Resident Services department utilized an intern to assist with this initiative.
  - c. DHA’s Resident Services partnered with Wiregrass Food Bank, WOW Communications, House of Ruth, and SouthEast Alabama Community Action Partnership (SECAP) to provide for residents in need.
  - d. DHA attended Phase III of the Homeownership Partnership with Habitat for Humanity
  - e. DHA continued with the nationally recognized Ready to Rent (R2R) training for HCV and FSS participants.
    - In FY 2024, 10 participants graduated from the R2R program.
  - f. DHA was awarded two HUD Grants for FY2024, Resident Opportunities Self Sufficiency (ROSS) and Family Self Sufficiency.
  - g. DHA’s Resident Services were awarded the NAHRO awards for the Ready to Rent Program and the Behind the Address Initiative for FY2024.
  - h. DHA’s Resident Services was selected to be a part of the ConnectHome USA Program under tier 1.
  - i. DHA’s Resident Services partnered with the City of Dothan School’s nutrition department for the Summer Feeding Program.
  - j. Conducted financial literacy with Regions Bank and Five Star Credit Union Banks
  - k. Held Community Health Workshops with local Alabama Department of Public Health (ADPH), Aging Care Center Services
  - l. Introduced educational opportunities for youth and adults with community partners, Dothan City Schools Head Start, Wallace Community College and Houston County Library for the bookmobile.

#### **B.4. Capital Improvements**

1. DHA has no planned Capital Improvements at this time due to no Capital Funding.





## **Five Year Plan Elements**

### **B.2. Goals and Objectives**

1. Goal: Expand the supply of assisted housing
  - a. Increase ACC of tenant-based voucher program by 25 new vouchers by applying for additional special purpose vouchers.
  - b. Continue applying for special purpose vouchers (SPVs) for the Mainstream Voucher Program (MVP), Housing Opportunities for People with AIDS (HOPWA), Non-Elderly Disabled (NED), Shelter Plus Care (S+C), Family Unification Program (FUP), Emergency Housing Vouchers, and Family Stability Vouchers (FSV)
  - c. The elimination of the PBV Selection Process for PHA-owned Projects without Improvement, Development, or Replacement for DHA and/or OCI based on the MTW Supplemental Plan.
  - d. Effectively and efficiently for the HCV, Rental Assistance Demonstration (RAD) Project-Based Voucher (PBV) and traditional PBV developments maintain the Choice Mobility waiting list internally.
  - e. Continue implementing and monitoring the revised HCV Homeownership Program Action Plan that includes the Wiregrass Habitat for Humanity partnership.
  - f. Continue the partnership with DHR of Montgomery, Alabama to administer additional Foster Youth Initiative Vouchers.
  
2. Goal: Improve the quality of assisted housing
  - a. Continue developing innovative strategies to expand housing opportunities for low-income families in low-poverty areas/areas of opportunity and non-minority concentrated areas.
  - b. Continue developing strategies to renovate or modernize existing housing units and complexes at Henry Green LLC, Crimson Ridge LLC, and Jamison Village LLC.
  - c. Continue expanding affordable housing development by partnering with DHA Our Community Inc. (OCI) and other instrumentalities.
  - d. Continue acquire single-family homes (SFH) within the Wiregrass Metro Area (WMA).
  - e. Continue partnership with the City of Dothan to help administer the Rental Rehabilitation.
  - f. Program for landlords participating in DHA's HCV program as a MTW Landlord Incentive.
  - g. Begin implementing the neighborhood revitalization initiative of the Community Preservation and Revitalization (CPR): Breathing Life Back into the Community initiative.

3. Goal: Increase assisted housing choices
  - a. Continue coordinating landlord outreach through in-person and Microsoft Teams meetings, presentations, and community networking events.
  - b. Continue providing landlord incentives such as security deposits, referral fees, vacancy loss payments, damage payments, application fees, renter insurance, and landlord signing bonuses.
  - c. Continue promoting Ready-to-Rent certification and "certified renter".
  - d. Continue working on formal interlocal agreements with seven (7) neighboring PHAs in the WMA to Expand Housing Opportunities to create economies of scale for the Portability process to optimize and streamline programs. DHA sent seven (7) Interlocal Agreements to the following PHAs in the WMA: Ashford, Columbia, Elba, Enterprise, Hartford, Midland City, and Ozark.
  
4. Goal: Improve agency and program management
  - a. Increase cost savings and productivity by improving the efficiency and effectiveness of its HCVP through the Two-Year Tool (TYT) and the Voucher Management System (VMS).
  - b. Achieve and maintain high voucher and funding utilization rates of at least 95%.
  - c. As an MTW agency, DHA elected to opt out of SEMAP but continues to monitor at the end of each month to ensure program efficiency.
  - d. Continue implementing PIH Notice 2020-29: Guidance for Running an Optimized Housing Choice Voucher Program (HCVP).
  - e. Continue enhancing communication amongst staff of the HCV Program Management and Finance & Administration departments with bi-weekly meetings to effectively utilize the Two-Year Forecasting Tool to monitor success rates effectively.

- f. Continue collecting and reporting performance metrics through dashboards to automate all HCVP operations within the YARDI software systems.
  - g. Continue to revise, implement, and monitor the Administrative Plan for the HCV Program in accordance with the HOTMA and NSPIRE regulatory requirements.
5. Goal: Promote self-sufficiency and asset development of families and individuals
- a. Continue applying for alternative funding through grants and donations from private institutions.
  - b. Apply to become a HUD Certified Housing Counseling Agency (HCA) and provide homeownership counseling.
6. Goal: Utilize housing as a platform to improve the quality of life
- a. Apply to become an EnVision Center by converting the former Montana Street School into the Our Community Inc. (OCI) Housing and Enrichment Center.
  - b. Continue pursuing infrastructure improvement funding by repairing and building structures to convert the former Montana Street Elementary School into an EnVision Center.
  - c. The OCI Housing and Enrichment Center will serve as an economic self-sufficiency "one-stop-shop" community center for families within the community.
    - Continue with the development of the EnVision Center will be a multi-purpose building that will provide community economic development activities.
  - d. Continue obtaining new supportive services to increase the needs of our families.
  - e. Partner with other community entities to increase residents' food security through various grant programs.
7. Goal: Ensure equal opportunity and affirmatively furthering fair housing
- a. Continue taking affirmative measures to ensure access to assisted housing for all protected classes or persons least likely to access assistance.
  - b. Continue implementing measures to deconcentrate poverty and expand housing opportunities.
  - c. Continue promoting the mobility of low-income households to higher opportunity neighborhoods.
  - d. Continue to maintain and keep up-to-date fair housing brochures and posters in public areas of DHA offices and properties and make this information available to community members seeking information about their fair housing rights.
  - e. Continue making referrals to HUD, FHEO, Legal Aid, and other advocacy organizations upon request.
  - f. Conducts regulatory background checks for eligibility through an online database via in-house housing systems.
  - g. Continue having Fair Housing staff professional development during April's Fair Housing Month.
8. DHA implemented its Purpose 2025: FY2025-2027 Strategic Plan. The Areas of Focus and Goals are as follows:

- a. Area of Focus 1: Organizational Culture
  - o Goal: Create a high-value organizational culture that unites team members around a common cause
- b. Area of Focus 2: Training (Staff & Board Commissioners)
  - o Goal: Provide ongoing, relevant industry learning and development opportunities for the Staff and Board Commissioners
- c. Area of Focus 5: Regional Voucher Program
  - o Goal: Offer a comprehensive, high-quality **WRVP**

### **8.3. Progress Reports**

1. The DHA submitted the SAC application to close its final public housing in FY2023 and received 117 Tenant Protection Vouchers (TPV) through the Streamlined Voluntary Conversion (SVC)-Section 22 for AMP 50, Ussery Homes, and Marvin Lewis Village.
  - a. Residents of Ussery Homes and Marvin Lewis Village received "117" Tenant Protection Vouchers (TPV) that included the Uniform Relocation Act (URA) services and funding.
  - b. These former public housing developments are Low-Income Rental Units (serving households at or below 80% of AMI).
  - c. DHA's nonprofit instrumentality, Our Community, Inc. (OCI), owns the property, and DHA's management company affiliate, Dothan Management Group, LLC, provides property management for the developments.
  - d. DHA is applying MTW Fungibility for its remaining PH Operating Fund, PH Capital Fund, PH Operating Reserves, HCV HAP, Administrative Fee, and HCV Reserves funding.
  
2. DHA increased Assisted Housing Choices and Expanded Housing Opportunities:
  - a. DHA's Landlord Liaison continued the Attract, Recruit, and Retain Landlord in the Wiregrass Area comprehensive marketing campaign. Some of the activities and events in FY2024 consisted of the following:
    - Create Quarterly Newsletters for Landlords
    - Landlord Orientations: 1<sup>st</sup> Wednesday each month
    - Landlord outreach and marketing for the Rental Rehab Program
  - b. DHA added new units to its HCV program in FY2024:
    - 64 New Units
  - c. DHA's Landlord Incentives Statistical Data in FY2024:
    - Signing Bonuses: \$18,006.00

- Security Deposits: \$56,882.00
  - Application Fees: \$315.00
  - Damage Claims Payments: \$7,487.97
  - Total: \$82,690.97
- a. DHA waiting list remains open for RAD, and PBV, and the total number of families on the waiting list is 13,374 and is broken down into the following:
    - Choice Mobility: 133
    - HCV: 1353
    - Crimson Ridge: 2927
    - Samuel P. Crawford Village (formerly) Henry Green Apartments: 3330
    - David C. Jamison Village: 2941
    - Howell Building: 169
    - Capstone at Kinsey Cove: 2521
  - b. DHA computer lab continues to be accessible for HCV applicants and participants to check their status on the waiting list and submit information within the YARDI system.
  - c. As a Continuum of Care DHA will continue partnering with the Southeast Alabama Coalition for the Homeless (SEACH), Low-Income Housing Coalition of Alabama (LIHCA), and Collaborative Solutions to create and implement a 10-Year Homeless Prevention Plan for the WMA with a focus on special purpose vouchers (SVC).
3. The DHA plans to continue applying for special-purpose vouchers (SPVs) to increase its portfolio by using HCVs through the following:
    - a. DHA plans to submit another registration of interest and apply for an additional VASH vouchers.
  4. DHA promoted Economic Self-Sufficiency and Independent Living in FY2024:

- a. DHA completed a needs assessment that surveyed 100% of DHA residents to determine and develop partnerships.
  - b. Completed the “Getting Behind the Address Initiative” for 475 Households focusing on self-sufficiency and independent living. Resident Services department utilized an intern to assist with this initiative.
  - c. DHA’s Resident Services partnered with Wiregrass Food Bank, WOW Communications, House of Ruth, and SouthEast Alabama Community Action Partnership (SECAP) to provide for residents in need.
  - d. DHA attended Phase III of the Homeownership Partnership with Habitat for Humanity
  - e. DHA continued with the nationally recognized Ready to Rent (R2R) training for HCV and FSS participants.
    - In FY 2024, 10 participants graduated from the R2R program.
  - f. DHA was awarded two HUD Grants for FY2024, Resident Opportunities Self Sufficiency (ROSS) and Family Self Sufficiency.
  - g. DHA’s Resident Services were awarded the NAHRO awards for the Ready to Rent Program and the Behind the Address Initiative for FY2024.
  - h. DHA’s Resident Services was selected to be a part of the ConnectHome USA Program under tier 1.
  - i. DHA’s Resident Services partnered with the City of Dothan School’s nutrition department for the Summer Feeding Program.
  - j. Conducted financial literacy with Regions Bank and Five Star Credit Union Banks
  - k. Held Community Health Workshops with local Alabama Department of Public Health (ADPH), Aging Care Center Services
  - l. Hosted and promoted educational opportunities for youth and adults with community partners, Dothan City Schools Head Start, Wallace Community College and Houston County Library for the bookmobile.
  - m. Hosted and promoted career opportunities for families with Dothan Career Center, Southeast Workforce Development, and Alfred Saliba Family Service Center.
5. DHA is committed to being a High Performer with all its affordable housing programs.
    - a. As an MTW agency, DHA elected to opt out of SEMAP, but continues to monitor at the end of each month to ensure program efficiency.
  6. DHA improved quality of life by affirmatively furthering fair housing, providing equal housing opportunities, and complying with civil rights:
    - a. Partnered with the City of Dothan to provide the Fair Housing Proclamation
    - b. DHA conducted staff professional development about Fair Housing during the month of April 2024.
    - c. DHA collaborated with Legal Services of Alabama in providing Fair Housing training
    - d. DHA installed Heart Safe AED monitors at its central location and on all DHA housing communities.
    - e. DHA hosted two Fair Housing Symposiums during the month of April 2023.

- f. Residents Services Department hosted a community engagement session regarding Fair housing development.
  - g. DHA continued implementing the neighborhood revitalization initiative of the Community Preservation and Revitalization (CPR): Breathing Life Back into the Community initiative.
7. DHA has also implemented a modern leadership approach focused on creating a high- value organizational culture built on trust, getting the right people on the team, and coaching that team to greatness to meet key performance indicators (KPIs) that will ultimately increase its overall productivity.
- a. DHA's staff training and department restructuring focused on training, cross-training, doing more with less, and embracing technology.
  - b. DHA's commitment to training its staff produced several management and industry-related training certifications for its staff during FY2024.

#### **B.4. Violence Against Women Act (VAWA)**

In accordance with the requirements of the Violence Against Women Act (VAWA), the DHA has established goals, objectives, activities, services, policies, and programs to serve the needs of applicants, participants, and tenants for VAWA protections as victims of domestic violence, dating violence, sexual assault, or stalking:

1. **Goals and Objectives:** DHA's goal is for all applicants, tenants, and participants to understand their rights to protection through the Violence Against Women Act (VAWA). The Housing Authority's objective is to provide educational material to all applicants, tenants, and participants. The Housing Authority serves the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking through education on VAWA protections.
2. **Activities and Services:** DHA activity that enables the PHA to serve the needs of the child and adult victims of domestic violence, dating violence, sexual assault, or stalking provides all applicants, participants, and tenants with the VAWA Notice of Occupancy and Certification Form. In addition to information on VAWA protection rights, the Notice includes local and national resources for victims. Other activities include the Housing Authority, which can transfer victims through the Emergency Transfer procedure and refer victims to social service and law enforcement agencies with expertise in domestic violence and other VAWA crimes. DHA activities ensure that victims are not denied assistance, evicted, or terminated from housing assistance for being a victim or affiliated with a victim - domestic violence, dating violence, sexual assault, or stalking.
3. **Policies and Programs:** DHA has established policies and procedures to serve the needs of the child and adult victims of domestic violence, dating violence, sexual assault, or stalking. These policies and procedures implement VAWA protections. These include the Violence Against Women Act (VAWA) Procedures, Violence Against Women Act (VAWA) Emergency Transfer Plan, and Screening and Eviction Policy. The Housing Authority has developed a prevention program, the Emergency Transfer Plan, that complies with VAWA. For families renting units owned or managed by the Housing Authority, agency staff also work closely with local law enforcement to address crime-related problems proactively.



**B.S. Significant Amendment or Modification**

1. DHA will amend or modify its agency plans, upon the occurrence of any of the following events during the term of an approved plan(s):
  - a. A change in federal law takes effect and, in the opinion of DHA, it creates substantial obligations or administrative burdens beyond the programs then under administration, excluding changes made necessary due to insufficient revenue, funding or appropriations, funding reallocations resulting from modifications made to the annual or five-year capital plan or due to the terms of a judicial decree.
  - b. Any proposed demolition, disposition, homeownership, development, or mixed-finance proposals.
  - c. Any other event that the DHA determines to be a significant amendment or modification of an approved agency plan.
  - d. For purposes of any Rental Assistance Demonstration (“RAD”) project, a proposed conversion of public housing units to Project Based Rental Assistance or Project Based Voucher Assistance that has not been included in an Annual Plan shall be considered a substantial deviation.

# Housing Authority of the City of Dothan (DHA)

## Moving to Work (MTW) Supplement Plan

### For Public Review, Board Approval, and Submission to HUD

#### A. PHA Information

**PHA Name:** Housing Authority of the City of Dothan (“DHA”)

**PHA Code:** AL007

**BUDGET AUTHORITY:** 1642 + 20 VASH = 1662

**MTW Supplement for FY Beginning:** 01/01/2025

**PHA Program Type:** Housing Choice Voucher (HCV) Program

**MTW Cohort Number:** #3

**MTW Supplement Submission Type:** Annual Submission

#### B.1. MTW Supplement Narrative

The Housing Authority of the City of Dothan (DHA) was granted flexibility and authority to develop policies in accordance with Moving to Work (MTW) for Expansion Agencies Operations Notice (Federal Register/ Vol. 85, NO. 168) FR/5994-N-05 outside the limitations of specific HUD regulations and provisions. The DHA was selected under the MTW Expansion, Cohort #3, Landlord Incentives.

The DHA is dedicated to developing and strengthening affordable housing opportunities that embrace best practices in a high-value organizational culture. The vision of DHA is to be committed to providing affordable housing services by implementing 21st-century technological approaches as a housing authority of the future. MTW is a demonstration program for PHAs that provides designated agencies the opportunity to design and test innovative, locally designed strategies that use federal dollars more efficiently, help residents find employment and become self-sufficient, and increase housing choices for low-income families.

The flexibilities allowed through the Moving-to-Work Program will enable the DHA to:

- Further encourage greater self-sufficiency by streamlining processes;
- Increase housing choices for families through enacting policies that encourage owner participation and increase units available to families within the local market; and
- Reduce administrative costs by reducing administrative burdens while increasing efficiency, resulting in increased cost-effectiveness.

Through the MTW initiatives and waiver requests, the DHA hopes to reduce administrative costs and increase its self-sufficiency effort. Through owner monetary incentives, the DHA hopes to further housing choices and options for participating families. The agency is uniquely positioned to work effectively with HUD in this endeavor, meet the three statutory goals, and work with HUD Policy Development & Research (PD&R) during this Landlord Incentives study.

In FY2025, DHA plans to continue meeting and speaking with Abt Associates during their research study and to monitor the agency’s landlord incentives’ impact on housing choice, self-sufficiency, and cost-effectiveness relating to landlords' willingness to rent to HCV participants.

During the first three-quarters of FY2024, DHA increased housing choices for families by enacting policies encouraging owner participation and increasing lease-up of families within the local market by adding 64

new units to the HCV program. During FY2024, DHA implemented the landlord incentives and distributed funds for the following monetary incentives:

- Security Deposit Payments: \$56,882.00
- Application Fee Payments: \$315.00
- Signing Bonus Payments: \$18,006.00
- Damage Payments: \$7,847.97

As an MTW Landlord Incentives Cohort Expansion Agency, DHA's Landlord Liaison continued the Attract, Recruit, and Retain Landlord in the Wiregrass Area comprehensive marketing campaign.

For FY2025, DHA plans to meet the three MTW statutory objectives through the following activity:

- Reduce cost and achieve greater cost-effectiveness in federal expenditures by establishing an alternative reexamination schedule for DHA through a biennial reexamination scheduled for those families with fixed incomes. This will allow HCV Specialists more time to focus on encouraging greater economic self-sufficiency and aging-in-place of their caseloads.
- Increase housing choices for low-income families by offering a referral bonus in the amount of \$150 as a monetary incentive to owners referring a new owner to the DHA's HCV program, which results in the lease-up of an HCV participant.
- Increase housing choices for low-income families by offering property owners pre-qualifying inspections to simplify and streamline the inspection process for DHA and property owners.
- Reduce cost and achieve greater cost-effectiveness in federal expenditures and increase housing choices for low-income families by performing HQS inspections to simplify and streamline the inspection process for DHA's Project-Based Voucher (PBV) and Rental Assistance Demonstration (RAD) PBV units that it owns, manages, and/or controls. This will allow DHA to save money traditionally spent with third-party inspection companies.
- Reduce cost and achieve greater cost-effectiveness in federal expenditures, and increase housing choices for low-income families by offering an alternative inspection schedule. This will simplify and streamline the inspection process for DHA and property owners by inspecting units under contract at least once every three years for brand-new units built or units that had a substantial rehab within the last three (3) years.
- Reduce cost and achieve greater cost-effectiveness in federal expenditures, increase housing choices for low-income families, and help residents find employment and become self-sufficient by increasing DHA's PBV project cap within a project up to 100% to expand housing opportunities and help HCV participants move to high-opportunity areas.
- Reduce cost and achieve greater cost-effectiveness in federal expenditures, increase housing choices for low-income families and help residents find employment and become self-sufficient by eliminating the selection process in the award of PBVs to properties owned by DHA or its instrumentality to expand housing opportunities and help HCV participants move to high-opportunity areas.
- Reduce cost and achieve greater cost-effectiveness in federal expenditures, increase housing choices for low-income families, and help residents find employment and become self-sufficient by establishing an alternative competitive process in the award of PBVs that are owned by non-profit, for-profit housing entities to expand housing opportunities and help HCV participants move to high-opportunity areas.
- Reduce cost and achieve greater cost-effectiveness in federal expenditures, increase housing choices for low-income families, and help residents find employment and become self-sufficient by

attaching and paying PBV assistance for shared housing units and/or manufactured housing to expand housing opportunities and help HCV participants move to high-opportunity areas.

### **C. MTW Waivers and Associated Activities**

All are “Plan to Implement in the Submission Year”

|                      |                                                                |
|----------------------|----------------------------------------------------------------|
| <b>C.3</b>           | <b>Reexaminations</b>                                          |
| <b>Activity 3.b.</b> | <b>Alternative Reexamination Schedule for Households (HCV)</b> |
| <b>C.4</b>           | <b>Landlord Leasing Incentives</b>                             |
| <b>Activity 4.c.</b> | <b>Other Landlord Incentives (HCV)</b>                         |

- C.5**
- Activity 5.a.**           **Housing Quality Standards (HQS) Inspections**
- Activity 5.c.**           **Pre-Qualifying Unit Inspections (HCV)**
- Activity 5.d.**           **Third-Party Requirement (HCV)**
- Alternative Inspection Schedule (HCV)**
  
- C.9**
- Activity 9.b.**           **Project-Based Voucher Program Flexibilities (PBV)**
- Activity 9.c.**           **Increase PBV Project Cap (HCV)**
- Elimination of PBV Selection Process for PHA-owned Projects without**
- Improvement, Development, or Replacement (HCV)**
- Activity 9.d.**           **Alternative PBV Selection Process**
- Activity 9.e.**           **Alternative PBV Unit Types (Shared Housing and Manufactured Housing) (HCV)**

**Activity 3.b. – Alternative Reexamination Schedule for Households**

**Impact Analysis - Activity 3.b. – Alternative Reexamination Schedule for Households**

| <b>Activity 3.b.</b> |                                 | <b>FY2024</b>                                                                                                                              |
|----------------------|---------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
|                      |                                 | <b>HCV</b>                                                                                                                                 |
| 1.                   | Impact on the agency's finances | The PHA has established a biennial reexamination schedule for those heads of households with fixed incomes. The PHA will allow one interim |

|    |                                                                                                         |                                                                                                                  |
|----|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
|    |                                                                                                         | adjustment per year at the request of the household, if the household gross income has decreased by 10% or more. |
| 2. | Impact on the affordability of housing costs for affected families                                      | None                                                                                                             |
| 3. | Impact on the agency's waitlist(s)                                                                      | None                                                                                                             |
| 4. | Impact on the agency's termination rate of families                                                     | None                                                                                                             |
| 5. | Impact on the agency's current utilization rate in the HCV program                                      | None                                                                                                             |
| 6. | Impact on meeting the MTW statutory goals of cost effectiveness, self-sufficiency and/or housing choice | Cost-effectiveness.                                                                                              |
| 7. | Impact on the agency's ability to meet MTW statutory requirements                                       | The administrative costs will decrease since fewer re-exams will be required to be processed annually.           |
| 8. | Impact on the rate of hardship requests and the number granted and denied as a result of this activity  | This is the initial year of implementation. The DHA does not expect any hardship.                                |
| 9. | Impact on protected classes (and any disparate impact)                                                  | This activity will have no disparate impact on protected classes.                                                |

| <b>3.b. – Alternative Reexamination Schedule – Specific Questions</b> |                                                                                                                                                                           |  |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| What is the recert schedule?                                          | Once every two years                                                                                                                                                      |  |
| How many interim recertifications per year may a household request?   | One – within a calendar year at the request of the household, if the household gross income has decreased by 10% or more.                                                 |  |
| How will PHA address changes in family circumstances                  | Changes in the household composition will be processed only at biennial reexamination unless the family reports a household addition that impacts HQS space requirements. |  |

**Activity 4.c. – Other Landlord Incentives- Referral Fee**

| <b>4.c. – Other Landlord Incentives- Referral Fee</b> |                                                                                                                                           |                      |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Narrative</b>                                      | <i>Description:</i> To incentivize new owners to join the HCV program, DHA will provide a Referral Fee payment, as defined in an agency's | Applies to all units |

|                                                                              |                                                                                                                                                                                                                                                                              |  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                              | Administrative Plan to current owners who refer new owners to the DHA. As a result, those new owners lease up HCV participants and enter into a HAP contract with DHA. DHA will update its Administrative Plan to reflect the Referral Fee payment and owner incentive item. |  |
| <b>MTW Statutory Objective</b>                                               | Housing Choice                                                                                                                                                                                                                                                               |  |
| <b>Cost Implications</b>                                                     | Increase expenditure                                                                                                                                                                                                                                                         |  |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                                                                                                                                                                                                          |  |
| <b>Safe Harbor Waiver needed?</b>                                            | No                                                                                                                                                                                                                                                                           |  |
| <b>Hardship Policy required?</b>                                             | No                                                                                                                                                                                                                                                                           |  |
| <b>Does Hardship Apply to more than this activity</b>                        | [skip]                                                                                                                                                                                                                                                                       |  |
| <b>Has the agency modified the hardship policy since the last submission</b> | [skip]                                                                                                                                                                                                                                                                       |  |
| <b>Impact Analysis required?</b>                                             | No                                                                                                                                                                                                                                                                           |  |
| <b>Impact Analysis apply to more than this MTW activity</b>                  | [skip]                                                                                                                                                                                                                                                                       |  |
| <b>What has been accomplished or changed during the implementation</b>       | N/A                                                                                                                                                                                                                                                                          |  |
|                                                                              |                                                                                                                                                                                                                                                                              |  |

| <b>4.c. – Other Landlord Incentives – Specific Questions</b>                                                                                                                                                         |                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|
| Does this policy apply to certain types of units or to 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?) | All HCV Units                                                          |
| What is the maximum payment that can be made to a landlord under this policy?                                                                                                                                        | Payments made to the owner will be equal to but no more than \$150.00. |
| 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                                                                    |



**Activity 5.a. – Pre-Qualifying Unit Inspections (HCV)**

| <b>5.a. – Pre-Qualifying Unit Inspections (HCV)</b>                          |                                                                                                                                                                                                                                                            |                                  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>Narrative</b>                                                             | <i>Description:</i> DHA will allow pre-qualifying inspections. The pre-inspection must have been conducted within 90 days of the HCV participant occupying the unit. DHA will also conduct an interim inspection at the request of the family or landlord. | Applies to first-time new units. |
| <b>MTW Statutory Objective</b>                                               | Housing Choice                                                                                                                                                                                                                                             |                                  |
| <b>Cost Implications</b>                                                     | Increase expenditures.                                                                                                                                                                                                                                     |                                  |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                                                                                                                                                                                        |                                  |
| <b>Safe Harbor Waiver needed?</b>                                            | Yes                                                                                                                                                                                                                                                        |                                  |
| <b>Hardship Policy required?</b>                                             | No                                                                                                                                                                                                                                                         |                                  |
| <b>Does Hardship Apply to more than this activity</b>                        | [skip]                                                                                                                                                                                                                                                     |                                  |
| <b>Has the agency modified the hardship policy since the last submission</b> | [skip]                                                                                                                                                                                                                                                     |                                  |
| <b>Impact Analysis required?</b>                                             | No                                                                                                                                                                                                                                                         |                                  |
| <b>Impact Analysis apply to more than this MTW activity</b>                  | [skip]                                                                                                                                                                                                                                                     |                                  |
| <b>What has been accomplished or changed during the implementation</b>       | N/A                                                                                                                                                                                                                                                        |                                  |
|                                                                              |                                                                                                                                                                                                                                                            |                                  |

**Activity 5.c. – Third-Party Inspections**

| <b>5.c. – Third-Party Inspections</b>                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Narrative</b>                                                             | <i>Description:</i> DHA is authorized to perform HQS inspections on Project-Based Voucher (PBV) and Rental Assistance Demonstration (RAD) PBV units that it owns, manages, and/or controls, including properties under its nonprofit affiliate, Our Community, Inc. (OCI). DHA will also conduct an interim inspection at the request of the family or landlord. DHA will also create a quality control (QC) method to ensure an objective analysis. | Applies to all units                                                                                                                                                                                                                                                                             |
| <b>MTW Statutory Objective</b>                                               | Cost-effectiveness, Housing Choice                                                                                                                                                                                                                                                                                                                                                                                                                   | DHA quality control (QC) method will reflect SEMAP Indicator 5 – HQS Quality Control Inspections, Indicator 6 – HQS Enforcement, and Indicator 11 – Pre-Contract HQS Inspections. This will be monitored by the Director of Compliance and Policy, the HCV Manager, & the Chief Housing Officer. |
| <b>Cost Implications</b>                                                     | Decreased expenditures.                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                  |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                  |
| <b>Safe Harbor Waiver needed?</b>                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                  |
| <b>Hardship Policy required?</b>                                             | No                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                  |
| <b>Does Hardship Apply to more than this activity</b>                        | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                  |
| <b>Has the agency modified the hardship policy since the last submission</b> | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                  |
| <b>Impact Analysis required?</b>                                             | No                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                  |
| <b>Impact Analysis apply to more than this MTW activity</b>                  | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                  |
| <b>What has been accomplished or changed during the implementation</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                  |
|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                  |

**Activity 5.d. – Alternative Inspection Schedule (HCV)**

| <b>5.d. – Alternative Inspection Schedule</b>                                |                                                                                                                                                                                                                                                                                                                                    |                      |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Narrative</b>                                                             | <i>Description:</i> DHA will inspect units under contract at least once every three years, applying minimum Housing Quality Standards (HQS) for brand-new units built or units that had a substantial rehab within the last three (3) years. DHA will also conduct an interim inspection at the request of the family or landlord. | Applies to all units |
| <b>MTW Statutory Objective</b>                                               | Cost-effectiveness, Housing Choice                                                                                                                                                                                                                                                                                                 |                      |
| <b>Cost Implications</b>                                                     | Decreased expenditures.                                                                                                                                                                                                                                                                                                            |                      |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                                                                                                                                                                                                                                                                |                      |
| <b>Safe Harbor Waiver needed?</b>                                            | Yes                                                                                                                                                                                                                                                                                                                                |                      |
| <b>Hardship Policy required?</b>                                             | No                                                                                                                                                                                                                                                                                                                                 |                      |
| <b>Does Hardship Apply to more than this activity</b>                        | [skip]                                                                                                                                                                                                                                                                                                                             |                      |
| <b>Has the agency modified the hardship policy since the last submission</b> | [skip]                                                                                                                                                                                                                                                                                                                             |                      |
| <b>Impact Analysis required?</b>                                             | No                                                                                                                                                                                                                                                                                                                                 |                      |
| <b>Impact Analysis apply to more than this MTW activity</b>                  | [skip]                                                                                                                                                                                                                                                                                                                             |                      |
| <b>What has been accomplished or changed during the implementation</b>       | N/A                                                                                                                                                                                                                                                                                                                                |                      |
|                                                                              |                                                                                                                                                                                                                                                                                                                                    |                      |

**Activity 9.b. – Increase PBV Project Cap**

| <b>9.b. – Increase PBV Project Cap</b>                                       |                                                                                        |                      |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------|
| <b>Narrative</b>                                                             | <i>Description:</i> DHA will increase its PBV Project Cap within a project up to 100%. | Applies to all units |
| <b>MTW Statutory Objective</b>                                               | Cost-effectiveness, Housing Choice, Self-Sufficiency                                   |                      |
| <b>Cost Implications</b>                                                     | Decreased expenditures.                                                                |                      |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                    |                      |
| <b>MTW Statutory Objective</b>                                               | Cost-effectiveness, Housing Choice, Self-Sufficiency                                   |                      |
| <b>Cost Implications</b>                                                     | Neutral                                                                                |                      |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                    |                      |
| <b>Safe Harbor Waiver needed?</b>                                            | Yes                                                                                    |                      |
| <b>Hardship Policy required?</b>                                             | No                                                                                     |                      |
| <b>Does Hardship Apply to more than this activity</b>                        | [skip]                                                                                 |                      |
| <b>Has the agency modified the hardship policy since the last submission</b> | [skip]                                                                                 |                      |
| <b>Impact Analysis required?</b>                                             | No                                                                                     |                      |
| <b>Impact Analysis apply to more than this MTW activity</b>                  | [skip]                                                                                 |                      |
| <b>What has been accomplished or changed during the implementation</b>       | N/A                                                                                    |                      |
|                                                                              |                                                                                        |                      |

**Activity 9.c. – Elimination of PBV Selection Process for PHA-owned Projects without Improvement, Development, or Replacement**

| <b>9.c. – Elimination of PBV Selection Process for PHA-owned Projects without Improvement, Development, or Replacement</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |
|----------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Narrative</b>                                                                                                           | <i>Description:</i> DHA will eliminate the selection process in the award of PBVs to properties owned by the agency, including properties under its nonprofit affiliate, Our Community, Inc. (OCI), that are not public housing without engaging in an initiative to improve, develop, or replace a public housing property or site. DHA will conduct a subsidy layering review and meet site selection requirements and or its nonprofit instrumentality, OCI. | Applies to all units |
| <b>MTW Statutory Objective</b>                                                                                             | Cost-effectiveness, Housing Choice, Self-Sufficiency                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| <b>Cost Implications</b>                                                                                                   | Neutral                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>Different policy by household status/family types/sites</b>                                                             | The MTW activity applies to all assisted households                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
| <b>Safe Harbor Waiver needed?</b>                                                                                          | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
| <b>Hardship Policy required?</b>                                                                                           | No                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |
| <b>Does Hardship Apply to more than this activity</b>                                                                      | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |
| <b>Has the agency modified the hardship policy since the last submission</b>                                               | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |
| <b>Impact Analysis required?</b>                                                                                           | No                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                      |
| <b>Impact Analysis apply to more than this MTW activity</b>                                                                | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                      |
| <b>What has been accomplished or changed during the implementation</b>                                                     | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
|                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                      |

**Activity 9.d. – Alternative PBV Unit Selection Process**

| <b>9.c. – Alternative PBV Unit Selection Process</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Narrative</b>                                                             | <i>Description:</i> DHA will establish an alternative competitive process in the award of PBVs that are owned by non-profit, for-profit housing entities or by the agency that are not public housing. DHA will establish criteria for awarding PBVs for entities that are interested in a joint venture partnership with its nonprofit instrumentality, Our Community Inc. This selection criteria will also include DHA choosing third-party property management companies that meet the capacity threshold for managing PBV affordable housing development. | Applies to all units |
| <b>MTW Statutory Objective</b>                                               | Cost-effectiveness, Housing Choice, Self-Sufficiency                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                      |
| <b>Cost Implications</b>                                                     | Neutral                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                      |
| <b>Different policy by household status/family types/sites</b>               | The MTW activity applies to all assisted households                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| <b>Safe Harbor Waiver needed?</b>                                            | Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
| <b>Hardship Policy required?</b>                                             | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
| <b>Does Hardship Apply to more than this activity</b>                        | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>Has the agency modified the hardship policy since the last submission</b> | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>Impact Analysis required?</b>                                             | No                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                      |
| <b>Impact Analysis apply to more than this MTW activity</b>                  | [skip]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                      |
| <b>What has been accomplished or changed during the implementation</b>       | N/A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                      |
|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                      |

**Activity 9.e. – Alternative PBV Unit Types (Shared Housing and Manufactured Housing)**

| <b>9.e. – Alternative PBV Unit Types (Shared Housing and Manufactured Housing)</b> |                                                                                                                                                                                                                                                                                                                                      |                      |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|
| <b>Narrative</b>                                                                   | <i>Description:</i> DHA will attach and pay PBV assistance for shared housing units and/or manufactured housing. DHA will comply with the deconcentration and desegregation requirements. The units will comply with HQS and a subsidy layering review will be conducted. Also, the shared housing units will not be owner occupied. | Applies to all units |
| <b>MTW Statutory Objective</b>                                                     | Cost-effectiveness, Housing Choice, Self-Sufficiency                                                                                                                                                                                                                                                                                 |                      |
| <b>Cost Implications</b>                                                           | Neutral                                                                                                                                                                                                                                                                                                                              |                      |
| <b>Different policy by household status/family types/sites</b>                     | The MTW activity applies to all assisted households                                                                                                                                                                                                                                                                                  |                      |
| <b>Safe Harbor Waiver needed?</b>                                                  | Yes                                                                                                                                                                                                                                                                                                                                  |                      |
| <b>Hardship Policy required?</b>                                                   | No                                                                                                                                                                                                                                                                                                                                   |                      |
| <b>Does Hardship Apply to more than this activity</b>                              | [skip]                                                                                                                                                                                                                                                                                                                               |                      |
| <b>Has the agency modified the hardship policy since the last submission</b>       | [skip]                                                                                                                                                                                                                                                                                                                               |                      |
| <b>Impact Analysis required?</b>                                                   | No                                                                                                                                                                                                                                                                                                                                   |                      |
| <b>Impact Analysis apply to more than this MTW activity</b>                        | [skip]                                                                                                                                                                                                                                                                                                                               |                      |
| <b>What has been accomplished or changed during the implementation</b>             | N/A                                                                                                                                                                                                                                                                                                                                  |                      |
|                                                                                    |                                                                                                                                                                                                                                                                                                                                      |                      |