



Housing Authority of the City of Austin

Bringing Opportunity Home

HACA Emergency Housing Voucher (EHV) Intake Training

PROCESS AND EXPECTATIONS

Dylan Shubitz
Director of Intake and Special Programs
DylanS@hacanet.org
7/19/2021





AGENDA

- ▶ Coordinated Entry Referral
- ▶ HACCA EHV Eligibility Screening
- ▶ Eligibility Documentation and Timelines
- ▶ Submitting Applications to HACCA
- ▶ Service Coordination
- ▶ Housing Search Assistance and Expectations
- ▶ Service fees
- ▶ HACCA Program Compliance 101



COORDINATED ENTRY REFERRAL

- The EHV regulations ([PIH Notice 2021 – 15](#)) states that referrals to EHV vouchers administered by PHA can only be accessed by households referred by the CoC's Coordinated Entry System
- ECHO, as the Coordinated Entry System facilitator, will coordinate household EHV referrals
- Households referred directly to HACA for EHV are ineligible



PROGRAM GOALS

HACA and ECHO have set the following program goals for the EHV Program

- 242 households move into permanent housing
 - 180 by October 31, 2021
 - 242 by December 31, 2021
- 50% of EHV families with children lease units in low-poverty census tracts
- 95% of EHV households complete annual recertification and remain in program
- 90% of EHV households establish within 60 days of voucher issuance



EHV Eligibility

In order to be eligible for EHV, individual or family must meet one of the following:

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



EHV Eligibility

Income Limits

- ***Low-income family:*** A family whose annual income does not exceed 80 percent of the median income for the area, adjusted for family size.
- ***Very low-income family:*** A family whose annual income does not exceed 50 percent of the median income for the area, adjusted for family size.
- ***Extremely low-income family:*** A very low-income family whose annual income does not exceed 30 percent of the median income for the area.



EHV Eligibility

Citizenship or Eligible Immigration Status

- Housing assistance is available only to individuals who are U.S. citizens, U.S. nationals, or noncitizens that have eligible immigration status.
- At least one family member must be a citizen, national, or noncitizen with eligible immigration status in order for the family to qualify for any level of assistance.
 - **HACA will accept self-certification and admit EHV applicants who are unable to provide the required SSN or citizenship documentation during the initial eligibility determination.**
 - These individuals must provide the required documentation within 180 days of admission.



EHV Eligibility

Mandatory Denials for:

- Any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.
- Any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- Failure to sign and submit consent forms

****HACA will not adopt any permissive prohibitions for the EHV program****



AGENDA

- ▶ ~~Coordinated Entry Referral~~
- ▶ ~~HACA EHV Eligibility Screening~~
- ▶ Eligibility Documentation and Timelines
- ▶ Submitting Applications to HACA
- ▶ Service Coordination
- ▶ Housing Search Assistance
- ▶ Service fees
- ▶ HACA Program Compliance 101



Documentation Requirements/Deadlines

- **HACA will maintain a copy of the referral or certification from the CoC or other partnering agency in the participant's file along with other eligibility paperwork.**
- **HACA will consider self-certification the highest form of income verification at admission.**
- **HACA will accept third-party documents provided by applicants that represent the applicant's income within the 60-day period prior to admission or voucher issuance but is not dated within 60 days of the HACA's request.**



Documentation Requirements

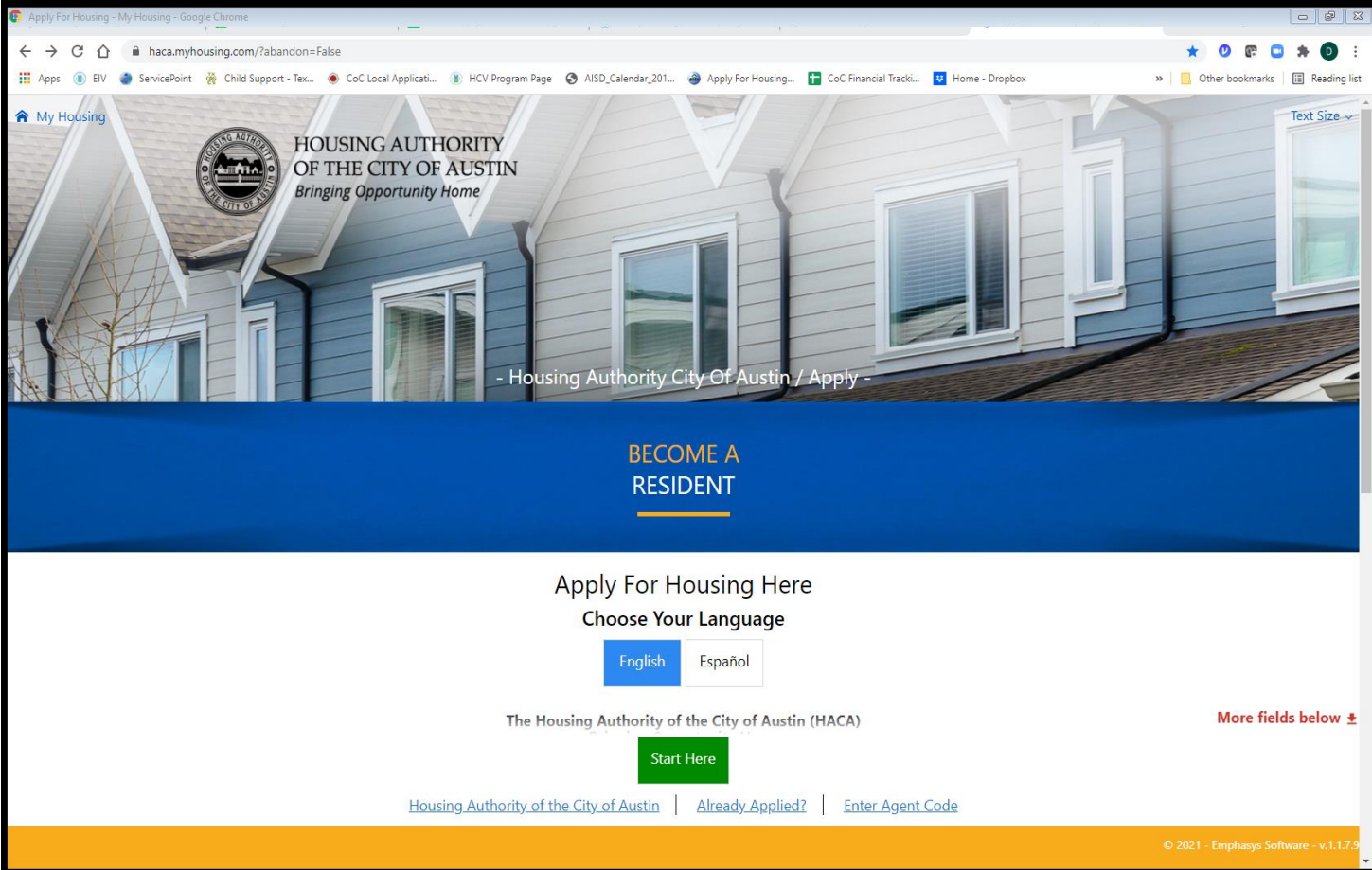
HACA will accept self-certification for EHV applicants who are unable to provide:

- **SSN or citizenship documentation**
 - **Must provide the required documentation within 180 days of admission.**
 - **Date of birth and disability status**
 - **Obtain a higher level of verification within 90 days of admission or verify the information in EIV.**
- **The family self certification must be made in a format acceptable to HACA and must be signed by all adult family members whose information or status is being verified.**
- **Review the EIV Income and Income Validation Tool (IVT) reports to confirm and validate family-reported income within 90 days of the PIC submission date**



SUBMITTING APPLICATIONS

<https://haca.myhousing.com>

A screenshot of a web browser displaying the "Apply For Housing" page on the "My Housing" website. The browser's address bar shows "haca.myhousing.com/?tabandon=False". The page features a large banner image of a modern house with blue siding and white trim. The text on the page includes the Housing Authority of the City of Austin logo and name, the slogan "Bringing Opportunity Home", and a prominent blue button that says "BECOME A RESIDENT". Below this, it says "Apply For Housing Here" and "Choose Your Language" with buttons for "English" and "Español". At the bottom, it identifies the organization as "The Housing Authority of the City of Austin (HACA)" and provides a "Start Here" button. There are also links for "Housing Authority of the City of Austin", "Already Applied?", and "Enter Agent Code". A "More fields below" link is visible on the right side. The footer of the page contains the copyright information "© 2021 - Emphasys Software - v.1.1.7.9".



SUBMITTING APPLICATIONS

- Must enter Agent Code
 - ECHOECHOEHV
- Enter full household information
 - Names and demographic info
 - Mailing Address
 - Income and Assets
- Must answer “Yes” to CA question
- Do not submit applications for clients not referred to HACA by ECHO

Enter your Agent Code here...

Show Agent Code

Submit Code



SUBMITTING DOCUMENTS

<https://www.hacanet.org/resident-forms>

The screenshot displays the website [hacanet.org/resident-forms](https://www.hacanet.org/resident-forms) in a Google Chrome browser. The page is organized into several columns of links, each under a bolded heading. At the bottom, there is a navigation menu and social media links.

INCOME VERIFICATION

- > Instructions
- > 046 Family Contribution Verification
- > 048 Public Assistance (TANF)
- > 054 Self-Employment Verification
- > 218 Self-Certification (Family Declaration)
- > 008 Employment Verification

EXPENSES AND DEDUCTIONS VERIFICATION

- > 005 Child Care In Private Home
- > 007 Child Care by Agency
- > 1825 Child Support Verification

DISABILITY VERIFICATION

- > 050 Disability and Specials Accommodations Verification
- > 051 Reasonable Accommodation Request Form
- > 052 Consent for Release of Health Information

PORTABILITY

- > Instructions
- > 038 Request to transfer to another city

ADDITIONAL FORMS

- > 173 Direct Deposit
- > 202 Voluntary Withdrawal
- > 039 Hearing Request
- > 219 Authorization to Release Criminal Background Information
- > 004 New Admissions Certification Packet

MOVING AND TRANSFERRING

- > HUD-903 Are You A Victim of Housing Discrimination?
- > HUD-1141 "Is Fraud Worth It?"
- > What You Should Know about EIV
- > A Good Place to Live (HUD Brochure)
- > Protect Your Family from Lead in Your Home
- > Go Section 8 (Rentals Location Network)
- > Orientation Presentation
- > Locating home brochure created by HACA
- > Housing Choice Voucher Program tenant packet

NOTICES

- > Fair Housing
- > Report Housing Fraud
- > Section 3 Opportunities

SAMPLE HUD FORMS

- > HUD-52646 Voucher
- > HUD-52641 HAP / Tenancy Addendum Contract

EMERGENCY HOUSING VOUCHERS (EHV) FORMS

- > EHV - Form 003 Citizenship
- > EHV - 219 Authorization to Release Criminal Background Info
- > EHV - 004 Certification Forms (New Admissions Only)
- > 225 VANVA - Acknowledgement of Receipt
- > HV - 1825 OAG-Child Support (11-2014)
- > EHV - HUD-9886
- > EHV - HUD 52675 (debt owed form)
- > EHV - Lead Paint Cover

Total Views: 4285.

RESIDENTS | LANDLORDS | LOCATIONS | APPLICANTS | BUSINESS OPPORTUNITIES | ABOUT

OTHER SOURCES: AAHC | SHCC | AUSTIN PATHWAYS | BLUEPRINT

Follow us on Social Media: [FACEBOOK](#) | [TWITTER](#) | [YOUTUBE](#) | [LINKEDIN](#) | [FLICKR](#)

COPYRIGHT 2023 HOUSING AUTHORITY OF THE CITY OF AUSTIN. ALL RIGHTS RESERVED.



SUBMITTING DOCUMENTS

REQUIRED FORMS - DocuSign

EMERGENCY HOUSING VOUCHERS (EHV) FORMS

- > EHV - Form 003 Citizenship
- > EHV - 219 Authorization to Release Criminal Background Info
- > EHV - 004 Certification Forms (New Admissions Only)
- > 225 VAWA - Acknowledgement of Receipt
- > HV - 1825 OAG-Child Support (11-2014)
- > EHV - HUD-9886
- > EHV - HUD 52675 (debt owed form)
- > EHV - Lead Paint Cover

****Email additional documents (ID, SS Card, Credit Check Release, etc.)
to assigned HACA caseworker****



AGENDA

- ▶ ~~Coordinated Entry Referral~~
- ▶ ~~HACA EHV Eligibility Screening~~
- ▶ ~~Eligibility Documentation and Timelines~~
- ▶ ~~Submitting Applications to HACA~~
- ▶ Service Coordination
- ▶ Housing Search Assistance
- ▶ Service fees
- ▶ HACA Program Compliance 101



SERVICE COORDINATION

HACA and the Partner Agency Must Coordinate Services Provided to the Household

- Prevent duplication of rental assistance
- Prevent duplication of services provided and paid for
- Utilize third party resources when appropriate



HOUSING SEARCH ASSISTANCE

At a minimum, housing search assistance must:

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



Service Fees

Service Fees support HACA's efforts to implement and operate an effective EHV services program

4 Categories of Service Fees:

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

****HUD allocated \$3,500 for each voucher. Max per family = \$5,000****



Service Fees

Allowable HACA EHV Service Fees:

- **Housing Search Assistance**
- **Application Fees and Admin Fees**
- **Security Deposit**
 - Not to exceed lesser of two months' rent
 - Refunded to HACA when client vacates
 - Initial lease-up only
- **Utility Deposit**
 - Paid directly to utility company or to family
 - Documentation required that family paid utility deposit



Service Fees Continued

- **Utility Arrears**
- **Owner Retention Payments**
 - **Single payment at lease renewal after initial 12-month lease**
 - **\$1,000 per lease renewal**
 - **Only applicable for first lease term renewal**
- **Risk Mitigation Funds to Owners**
 - **Maximum risk mitigation payment amounts are:**
 - **0-bedroom unit: \$500**
 - **1-bedroom unit: \$700**
 - **2-bedroom unit: \$1,000**
 - **3-bedroom units and larger: \$1,200**
 - **Assisted units under CoC's partnership portfolio not eligible**



Service Fees Continued

- **Moving Expenses**
 - Reimburse up to \$300 upon receipt of incurred cost for moving
- **Tenant-readiness Service**
 - Criminal background, rental, credit history checks at admission
- **Essential Household Items**
 - Provide \$200 to EHV family to purchase household items
 - One-time payment only at initial lease-up
- **Renter's Insurance**
 - Only for initial lease term
 - Cannot exceed \$200 for one policy



AGENDA

- ▶ ~~Coordinated Entry Referral~~
- ▶ ~~HACA EHV Eligibility Screening~~
- ▶ ~~Eligibility Documentation and Timelines~~
- ▶ ~~Submitting Applications to HACA~~
- ▶ ~~Service Coordination~~
- ▶ ~~Housing Search Assistance~~
- ▶ ~~Service fees~~
- ▶ HACA Program Compliance 101

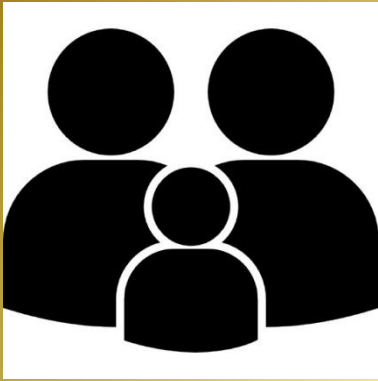


PROGRAM COMPLIANCE

All EHV applicants are required to view the voucher program briefing video:

www.TinyURL.com/hcvbriefing

Failure to adhere to program rules could result in termination from the EHV program.



Family's Role & Responsibilities

- ✓ Attend scheduled appointments with HACA.
- ✓ Report changes in family composition and household income to HACA within 30 days of change.
- ✓ Provide HACA complete and accurate information by requested due date.
- ✓ Locate a suitable unit before the voucher expires.



Family's Role & Responsibilities

- ✓ Maintain the unit in good, safe, decent, and sanitary condition.
- ✓ Sign a lease with landlord and comply with terms of the lease.
- ✓ Pay assigned rent portion on time to the landlord.
- ✓ Comply with family obligations under the HCV Program.

Family Obligations



- ✓ Family must pay their portion of the rent to landlord on the 1st of the month.
- ✓ Family must pay only the tenant rent portion shown on lease.
- ✓ Utilities must remain connected at all times.
- ✓ Involvement in drug related or violent criminal activity could be grounds for termination from the program.
- ✓ Unit must be the family's only residence and the unit must not be subleased.
- ✓ Family may not commit serious or repeated violations of the lease.
- ✓ Family must receive approval from HACA before moving out of the subsidized unit.



WRAP UP

EHV Program Contacts

- Dylan Shubitz – Director – DylanS@hacanet.org
- Rachel Pound – Manager – RachelP@hacanet.org
- Allie Roberts – Specialist – AllieR@hacanet.org
- Dawn Flores – Specialist – DawnF@hacanet.org
- Jeremy Burke – LOS – JeremyB@hacanet.org

QUESTIONS?

