

Exhibit 5-1

Shopping

HUD regulations (24 CFR 982.303) require an initial voucher term of 60 days. AHFC then has the discretion to decide whether to grant an extension to the initial voucher term. AHFC can also decide to suspend a voucher term once a family submits a request for tenancy approval (24 CFR 982.303(c)). This exhibit sets forth AHFC's policy for granting extensions and suspensions of the voucher term.

5-1.1 REASONABLE ACCOMMODATION

A person with a disability may request an initial issuance of the entire 120-day shopping period as a reasonable accommodation. Other reasonable accommodations needed during the shopping process may be granted by the Public Housing Division ADA/504 Coordinator or his/her designee on a case-by-case basis.

5-1.2 EXTENSIONS

A family's voucher will expire automatically at the close of business on the date indicated unless the family submits a *Request for Tenancy Approval* or requests an extension. AHFC allows a family to request up to two 30-day extensions of the initial voucher term. AHFC does not permit a family to shop beyond 120 days. Families must document the circumstances that caused them not to locate a unit before an extension can be granted.

5-1.2.A Documentation

A family documents their shopping efforts using the *Progress Report* (form V748). Families may also submit a list of owners contacted, certification of death or illness, or documentation of other extenuating circumstances. AHFC may also consider the following factors before granting an extension:

1. death or illness in the family,
2. lack of affordable housing or rental units,
3. lack of owner participation,
4. disapproval of Request(s) for Tenancy Approval, or
5. size of the family or special requirements needed by the family.

5-1.2.B Deadlines

A family may request an extension up to three business days in advance of the expiration date. If the family's voucher ends on a holiday, weekend, or on a date the

local AHFC office is closed, the family may request an extension on the following business day. **No extensions will be granted after a voucher expires.**

For vouchers that are ported out of AHFC's jurisdiction, extensions are at the discretion of the receiving housing authority even if it allows for shopping time AHFC would not have offered (24 CFR 982.355).

Example: Receiving HA Extends Voucher

Halma's shopping period expires on November 8. Halma has already been granted two extensions to her voucher by AHFC. She decides to port to Biloxi, MS. She comes into AHFC on November 5 and receives her port paperwork.

1. AHFC advises her that her voucher expires November 8.
2. When she appears at the Biloxi housing authority, they grant her additional shopping time and extend the voucher for 30 days.
3. Staff will **not** send an expiration of voucher letter to Halma on November 9.

5-1.3 VOUCHER TIME SUSPENSION

Once a family has submitted a *Request for Tenancy Approval* or other verification documenting an inability to shop, the voucher shopping time is suspended (formerly called "tolling"). AHFC will grant a maximum of 60 additional days under its suspension policy. Once a suspension period begins, it continues until:

1. The request is disapproved
2. The request is withdrawn at the request of the participant or landlord
3. A landlord fails to correct failed inspection items within the period granted by AHFC
4. A family emergency or other condition is abated, and the family is able to resume shopping. Examples include:
 - a. natural disasters such as earthquakes, floods, or fires;
 - b. a car accident, serious illness, or hospitalization;
 - c. other reasonable condition as approved by a supervisor or regional manager

AHFC will determine the number of days the family was not able to shop for a unit and will add that number to the expiration date to allow full utilization of the shopping period. When counting the number of days shopping:

- do not count the issuance or paperwork reissuance day as a shopping day
- do not count the day the RFTA is submitted as a shopping day

Example One

1. Beeber is issued a level two voucher on June 15 with an expiration date of August 14.
2. Beeber submits a *Request for Tenancy Approval* (RFTA) on July 1.
3. The inspection is scheduled for July 7.
4. At the inspection, Beeber and the landlord have changed the payment of utilities and the gross rent of the unit now exceeds the family's maximum subsidy amount. The landlord will not negotiate an amount which fits into Beeber's budget.
5. The landlord withdraws the RFTA, and AHFC issues a new set of Landlord Papers to Beeber on July 7.
6. Beeber shopped for 14 days. Time suspension began on July 1 and ended on July 7.
7. AHFC will add seven (7) days to the expiration date of Beeber's voucher. The new voucher expiration date is August 21.

Example Two

1. Beeber (from example one) submits a new RFTA on August 1.
2. The inspection is scheduled for August 10.
3. The unit fails on August 10, and the landlord states she will need ten (10) days to repair the unit. Beeber agrees to wait, and AHFC schedules a re-inspection for August 20.
4. On August 20, the unit fails, and the landlord states she will fix the items in five (5) days. AHFC agrees to return on August 25.
5. On August 25, the unit fails again, and the landlord states she will not do any further repairs. The RFTA is rejected, and Beeber receives new Landlord Papers on August 26.
6. Beeber shopped for 23 days. Time suspension began on August 1 and ended on August 25.
7. Adding this shopping period to the previous shopping period, Beeber has used 37 shopping days of the 60 available.
8. Beeber is already past the original expiration date of August 21.
9. AHFC will count 23 days from the issuance of the new paperwork to establish a new expiration date. The new voucher expiration date is September 17.

Example Three

1. Halma is issued a level five voucher on June 15 with an expiration date of August 14.
2. Halma shops her entire first period of 60 days and receives her two additional 30-day extensions.
3. Her voucher expiration date is October 13.
4. Halma submits a RFTA on October 6; shopping days used is 112.
5. At the inspection on October 12, the unit fails. The landlord agrees to have the repairs completed by November 1. This is agreed to by Halma and AHFC. AHFC schedules a re-inspection for October 31.
6. On October 30, the landlord calls Halma and states another family will rent the unit "as is".
7. Halma calls AHFC to cancel the inspection and to get new Landlord Papers. She picks up her new paperwork on October 31.
8. Time suspension began on October 6 and ended on October 31.
9. Because Halma has already used 112 days of shopping, she is only allowed to shop for eight (8) additional days.
10. Halma's new shopping period begins on October 31 when she picks up her paperwork and runs through November 8 (eight calendar days).

Forms

V748 Progress Report

HUD-52517 Request for Tenancy Approval

Administrative Desk Manual

None