

### **PART III: SELECTION FOR HCV ASSISTANCE**

#### **4-III.A. OVERVIEW**

As vouchers become available, families on the waiting list must be selected for assistance in accordance with the policies described in this part.

The order in which families receive assistance from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences that the family qualifies for. The source of HCV funding also may affect the order in which families are selected from the waiting list.

The PHA must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the PHA's selection policies [24 CFR 982.204(b) and 982.207(e)].

#### **4-III.B. SELECTION AND HCV FUNDING SOURCES**

##### **Special Admissions [24 CFR 982.203]**

HUD may award funding for specifically-named families living in specified types of units (e.g., a family that is displaced by demolition of public housing; a non-purchasing family residing in a HOPE 1 or 2 projects). In these cases, the PHA may admit families that are not on the waiting list, or without considering the family's position on the waiting list. The PHA must maintain records showing that such families were admitted with special program funding.

##### **Targeted Funding [24 CFR 982.204(e)]**

HUD may award a PHA funding for a specified category of families on the waiting list. The PHA must use this funding only to assist the families within the specified category. Within this category of families, the order in which such families are assisted is determined according to the policies provided in Section 4-III.C.

##### PHA Policy

The PHA administers the following types of targeted funding:

- Family Unification;
- Housing Vouchers for Non-Elderly Persons with Disabilities;
- Mainstream Housing Vouchers;
- Veteran's Supportive Housing Program (VASH);
- Housing Opportunities for Persons With Aids (HOPWA);
- HUD's Continuum of Care Programs (Shelter plus Care and Rapid Rehousing)
- State-funded programs (Housing Subsidy plus Care, Bridge to HOPWA)

**Regular HCV Funding:** Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

#### **4-III.C. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

#### **Local Preferences [24 CFR 982.207; HCV p. 4-16]**

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan, and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

#### PHA Policy

VSHA will offer public notice when changing its preference system. The notice will be publicized using the same guidelines as those followed for amending the agency's PHA plan or opening and closing the waiting list, depending on when the change is planned to occur.

VSHA uses the following local preference system:

**Disaster Preference:** This preference is available to Vermont residents who are displaced due to fire, flood, natural disaster, or condemnation by a local, State, or Federal Agency.

**Move-on Preference:** This preference is available to individuals and families who are Transitioning from one of the following programs administered by the Vermont State Housing Authority:

- HUD's Family Unification program for Youth In Transition;
- The Vermont Rental Subsidy Program (a 12 month rapid rehousing initiative administered by the Vermont Agency of Human Services). *Applications for this preference will be accepted **only after** 9 months of participation in VRS.*
- Individuals/families transitioning from a Domestic Violence Transitional Housing Program (currently on or eligible to be on the Continuum of Care Homeless Inventory Chart for homeless beds).
- \*HUD's Continuum of Care Programs administered by VSHA (Shelter plus Care and Rapid Rehousing);

To be considered for this preference, applicants **must** meet the following additional criteria:

Vermont State Housing Authority  
One Prospect Street  
Montpelier, VT 05602

1. Actively participating in a case-management plan – which includes an exit plan with an appropriate organization providing these services; **and**
2. Be in compliance with any lease agreement (verbal or written). Families must be current in their rent and any other conditions of tenancy. Families cannot be subject to an eviction action. VSHA will require Certification from the applicant’s current landlord stating they are *in good standing and in compliance with their lease agreement*.

*\*Applicants transitioning from HUD’s/VSHA’s Shelter plus Care program MUST provide certification from the (Shelter plus Care) Sponsoring Organization that the applicant has participated in the Shelter plus Care program for no less than 36 months and has met the goals of their case management plan.*

**Preference for Homeless Families with Case Management Support:**

*Preference will be limited to no more than 100 applicants / fiscal year (10/1 – 9/30).*

Preference will be provided to families who are homeless as defined by HUD’s Category 1 definition of homelessness<sup>1</sup> **and** who will be receiving regular on-site case management support from a local homeless services, social services or mental health agency for at least one year after moving into a voucher-assisted unit. Status will be verified through the agency providing case management.

**Preference for Vermont Residents:** This preference is available for applicants who either live or work in the state of Vermont and can prove residency through a verified current address or verification from an employer.

**Preference for non-elderly persons with disabilities transitioning out of institutions:** This preference is available for non-elderly disabled applicants who are transitioning out of institution or other segregated settings, or are at serious risk of institutionalization, are homeless, or at risk of becoming homeless. Verification of eligibility will be obtained upon selection from the waiting list.

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1 Category 1: An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning: a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park abandoned building, bus or train station, airport, or camping ground; or b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or c. An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution”.

## **INCOME TARGETING**

### **Income Targeting 1(b)(2)]**

HUD requires that extremely low-income (ELI) families make up at least 75% of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below 30% of the area median income. To ensure this requirement is met, a PHA may skip non-ELI families on the waiting list in order to select an ELI family.

Low income families admitted to the program that are “continuously assisted” under the 1937 Housing Act [24 CFR 982.4(b)], as well as low-income or moderate-income families admitted to the program that are displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing, are not counted for income targeting purposes [24 CFR 982.201(b)(2)(v)].

#### PHA Policy

The PHA will monitor progress in meeting the ELI requirement throughout the fiscal year. Extremely low-income families will be selected ahead of other eligible families on an as-needed basis to ensure the income targeting requirement is met.

### **Order of Selection**

The PHA system of preferences may select families either according to the date and time of application, or by a random selection process [24 CFR 982.207(c)]. When selecting families from the waiting list PHAs are required to use targeted funding to assist only those families who meet the specified criteria, and PHAs are not permitted to skip down the waiting list to a family that it can afford to subsidize when there are not sufficient funds to subsidize the family at the top of the waiting list [24 CFR 982.204(d) and (e)].

#### PHA Policy

Families will be selected from the waiting list based on the targeted funding or selection (or local) preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by the PHA. Documentation will be maintained by the PHA as to whether families on the list qualify for and are interested in targeted funding. If a higher placed family on the waiting list is not qualified or not interested in targeted funding, there will be a notation maintained so that the PHA does not have to ask higher placed families each time targeted selections are made.

### Local Preferences

Local preferences will be used to select families from the waiting list.

The VSHA has selected the following system to apply local preferences:

- The Disaster Preference will be ranked the highest of all local preferences.
- The Transitional Housing Preference for **Youth transitioning from VSHA’s Family Unification program** will have the greatest weight among all local preferences. .
- All other local preferences will be treated equally.

### **Among Applicants with Equal Preference Status**

Among applicants with equal preference status, the waiting list will be organized by **date and time**. Applicants with local preference status will be served before families without local preference status.

### **4-III.D. NOTIFICATION OF SELECTION**

Families will be notified in writing when their application has been selected from the waiting list.

### **4-III.E. THE APPLICATION INTERVIEW**

VSHA does not interview applicants.

### **4-III.F. COMPLETING THE APPLICATION PROCESS**

The PHA must verify all information provided by the family (see **Chapter 7**). Based on verified information, the PHA must make a final determination of **eligibility** (see **Chapter 3**) and must confirm that the family qualified for any special admission, targeted admission, or selection preference that affected the order in which the family was selected from the waiting list.

### PHA Policy

If the PHA determines that the family is ineligible, the PHA will send written notification

of the ineligibility determination within 10 business days of the determination. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an **informal review (Chapter 16)**.

If a family fails to qualify for any criteria that affected the order in which it was selected from the waiting list (e.g. targeted funding, extremely low-income), the family will be returned to its original position on the waiting list. The PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

If the PHA determines that the family is eligible to receive assistance, the PHA will invite the family to attend a briefing in accordance with the policies in Chapter 5.