

Public Notice

Vermont State Housing Authority Section 8 Housing Choice Voucher Program

Vermont State Housing Authority (VSHA) will be opening its waiting list and begin accepting applications for the Section 8 Housing Choice Voucher Program on October 1, 2022, at 7:45am.

Beginning October 1, 2022, applications may be completed through the online applicant portal by visiting VSHA's website at <https://www.pha-web.com/portals/onlineApplication/1635>. Paper applications may also be obtained by visiting VSHA's website at <https://www.vsha.org/applications-for-section-8-assistance/> or at our office located at One Prospect Street, Montpelier, VT between the hours of 7:45am – 4:00pm Monday – Friday, or by contact Housing Program Administration Intake Division at 802-828-1991.

This Notice is being provided in accordance with VSHA's Administrative Plan for the Section 8 Housing Choice Voucher Program, which mandates the Authority provide public notice when opening its waiting list.

For additional information call: 802-828-3295 (voice); 800-798-3118 (TTY); 800-820-5119 (messages)

Equal Housing Opportunity

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:

1. Disaster Preference: This preference is available to Vermont families who are displaced due to fire, flood, natural disaster, or condemnation by a local, State, or Federal Agency.
2. Housing Instability Preference: This preference is available to families with incomes at 30% of Area Median Income (AMI) or below who are at risk of homelessness or housing instability and meet the following definitions:
 - One or more individuals within the household can demonstrate a risk of experiencing homelessness or housing instability by providing:
 1. a past-due utility or rent notice, or eviction notice; **and/or**
 2. documentation of unsafe or unhealthy living conditions; **and/or**
 3. expiration of time-limited rental assistance benefits operated by a program located in Vermont (examples: Vermont Emergency Rental Assistance Program, Rapid Rehousing Housing, etc.); **or**
 4. any other evidence of risk, as determined by the PHA.
3. Move-Up Preference: This preference is available to families with incomes above 30% of AMI up to 50% of AMI who meet the following criteria:
 - actively receiving rental assistance benefits through a VSHA-administered rental assistance program; **and**
 - family is certified to be in compliance with benefit program & tenancy requirements
4. Preference for non-elderly persons with disabilities transitioning out of institutions:

This preference is available for non-elderly disabled families who are:

 - transitioning out of an institution or other segregated settings; **or**

- 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.

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

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 is ranked the highest of all local preferences.
- The Housing Instability, Move-Up and Non-elderly persons with disabilities transitioning out of institutions Preferences will be treated equally and ranked second (after the Disaster Preference)
- The Preference for Vermont Residents will be ranked third, after the Housing Instability, Move-Up, and Non-elderly persons with disabilities transitioning out of institution Preferences.
- All other eligible applicants will be ranked below applicants who qualify for preference, as defined in Section 4.III.C.

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)**.