

## **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.

The HACSM administers the following types of targeted funding:

- Moving to Work Program

- (Others may be added based on specific awards by HUD)

#### **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-HCV PROGRAM**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [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.

The HACSM will assign preference to the following:

- Families who live, work or are hired to work in San Mateo County;

##### **Income Targeting Requirement [24 CFR 982.201(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)].

##### **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)].

The HACSM will use a lottery system to select families for its HCV waiting list. The HACSM will pre-determine the total number of applicants it needs to select in order to maintain a 36 month (three-year) waiting list. During the wait list opening period, all completed pre-applications received by the deadline will be entered in the lottery and will be randomly assigned a record number. The resulting record number will determine which applicants will be placed on the waiting list and their placement on the list, with record #1 as the first placement. If the number of applications received is more than the HACSM's pre-determined number, HACSM will only accept applications, starting with record #1, in ascending numerical order, up to the pre-determined total number of applicants it needs for a 36 month waiting list.

Applicants who are selected to be placed on the waiting list will be served in the order according to the HACSM's local preferences for which they qualify. Among applicants with equal preference status, the record number will be used as tiebreakers.

#### **4-III.C(i). SELECTION METHOD-PROJECT BASED CERTIFICATE PROGRAM**

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBC program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. Unless otherwise noted, the HACSM will determine an applicant family's eligibility, local preferences, and the application process for the PBC program in accordance with the policies in this Plan.

The HACSM will maintain a separate waiting list for the PBC program. Applicants who will occupy units with PBC assistance must be selected from the HACSM's PBC waiting list.

#### **Order of Selection**

Applicants will be selected according to HACSM's local preferences for which they qualify. Among applicants with equal preference status, the time and date in which the HACSM received the application will be used as a tiebreaker.

The HACSM will not conduct screening to determine a PBC applicant family's suitability for tenancy. The HACSM will inform owners of their responsibility to screen prospective tenants.

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

The HACSM will notify the family by first class mail when it is selected from the waiting list. The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview;

- Who is required to attend the interview;

- Documents and information that must be provided at the interview.

If a notification letter is returned to the HACSM with no forwarding address, the family will be removed from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record.

If a family is removed from the waiting list for failure to respond to an interview, the Housing Programs Supervisor may reinstate the family if s/he determines the lack of response was due to HACSM error, or to circumstances beyond the family's control.