

Chapter 4

WAITING LIST AND TENANT SELECTION

INTRODUCTION

Families wishing to receive Section 8 HCV assistance must submit an application and information to determine eligibility. HUD then requires HAPGC to create a waiting list for the families, and select families from this waiting list in accordance with HUD and HAPGC policies.

The HAPGC is required to adopt a clear plan for accepting applications, placing and selecting families from the waiting list, and must follow this approach consistently. The order by which families are selected must be in accordance with HUD regulations and HAPGC policy as well as following any preferences. Funding earmarked exclusively for families with particular characteristics may also alter the order in which families are served.

HUD regulations require all families have an equal opportunity to apply for and receive housing assistance, and that the HAPGC affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. The HAPGC must follow the fair housing requirements as described in Chapter 2 and remain in compliance with the selection policies as described throughout the Administrative Plan.

This chapter describes HUD and HAPGC policies for taking applications, managing the waiting list and selecting families for HCV assistance. The policies outlined in this chapter are organized into three sections, as follows:

Part I: The Application Process. This provides an overview of the application process; How applicants can obtain and submit applications; and How the HAPGC will manage applications.

Part II: Managing the Waiting List. This presents policies that govern, waiting list structure, opening and closing of the waiting list, community outreach and updating of the waiting list.

Part III: Selection for HCV Assistance. This describes family selection from the waiting list and interviewing families to determine final eligibility.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This is a description of the HAPGC policies for the application process, preliminary determinations of eligibility and preferences. This part will also describe fair housing requirements and the HAPGC obligation for application accessibility for elderly, disabled and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16]

All families must first apply for assistance before admission into the HCV program. The HAPGC must accept applications from families for whom the waiting list is open. Even when it's apparent to staff that a particular family may be found ineligible, any family requesting an application when the list is open must be allowed to apply.

HAPGC Policy

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or three-step application process.

A one-step process will be used when it is expected that a family will be selected from the waiting list within 60 days of the date of application. At application, the family must provide all of the information necessary to establish family eligibility and level of assistance.

A one-step process will be used for applications for families Displaced by Government Action, for referrals for families for the Family Unification Program (FUP), and referrals for the Veterans Administration Supportive Housing (VASH) vouchers.

The waiting list for families Displaced by Government Action is continually opened to accept applications and referrals as long as there are vouchers available.

The waiting list for Family Unification is continually open for referrals from Prince George's County Department of Social Services as long as there are FUP vouchers available.

A three-step process will be used when it is expected that a family will not be selected from the waiting list for at least 60 days from the date of application. Under the three-step application process, the PHA initially will require families to provide only the information needed to enter the family in the lottery. The second step will require the families chosen in the lottery to complete a preliminary application in order make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The third step will require the family to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

The three- step process will be used to accept applications for the Housing Choice Voucher (HCV) Program as well as the waiting lists for the Project Based Voucher Program and the Moderate Rehabilitation Programs.

First Step

When the waiting list is opened to place families in the lottery, the family may obtain preliminary applications online only. Families are allowed to submit only one preliminary application, submitting duplicates will cause the family to be disqualified for placement in the lottery.

Families are allowed to submit only one preliminary application, submitting duplicates will cause the family to be disqualified for placement in the lottery.

Second Step

Once the lottery process is completed all families who were entered in the lottery will be able to view their status online at our designated web site.

Third Step

When the family reaches the top of a waiting list they will be required to provide the necessary documentation to determine eligibility and proof of the preference being claimed.

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

Elderly and Disabled Populations [24 CFR 8 and HCV GB, pp. 4-11 – 4-13]

HAPGC is required to make the application process accessible to elderly and disabled populations. The HAPGC's application site must be accessible, unless making it accessible would result in an undue financial or administrative burden. If the application site cannot be made accessible, the HAPGC must offer a reasonable accommodation that provides full access to the application process. If the method chosen does not accommodate the elderly or disabled populations, the HAPGC must make available an alternative application process for these populations.

Limited English Proficiency

The HAPGC is required to take reasonable steps to ensure meaningful access to their programs and activities by persons with limited English proficiency (LEP). This chapter will provide and plan and description for policies and fair housing requirements for (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

The HAPGC must review and assess eligibility for each application they receive. If the waiting list is open, HAPGC will accept applications from eligible families unless there is good cause for not accepting the application, such as denial of assistance because of action or inaction by members of the family for the grounds stated in the "Denial or Termination of Assistance" chapter of this Administrative Plan. [24 CFR 982.206(b)(2)].

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list [24 CFR 982.202(c)].

Ineligible for Placement on the Waiting List

Only eligible applicants will be placed on the waiting list. If the PHA can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, the PHA will send written notification of the ineligibility determination as soon as all of the lottery winners are reviewed. The notice will specify the reasons for ineligibility, and will inform the family of its right to request an informal review and explain the process for doing so (see Chapter 16), with the following exception: If the reason for ineligibility is for a prior program violation or for unpaid monies owed to the PHA and the family was offered an informal hearing/review at the time the violation occurred or the debt was incurred a second informal hearing/review will not be offered.

Eligible for Placement on the Waiting List

The PHA will send written notification of the preliminary eligibility determination as soon as all lottery winners are reviewed.

HAPGC Policy

The HAPGC will place complete applications on the waiting list. However, if an application is not completed it will be removed from the waiting list if there is no response after a ten (10) day notification letter is sent requesting the appropriate documentation.

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance

Applicants will be placed on the waiting list according to any preference(s) for which they qualify and their lottery number as assigned.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

As per HUD requirements, the HAPGC has designed policies for organizing and managing the waiting list. The policies will cover opening and closing of the list, marketing and community outreach, updating of the waiting list and purging ineligible or non-interested families from the waiting list. These policies also aim at keeping a proper number of families on the waiting list to ensure sufficient occupancy levels.

In the case of disputes on eligibility/ineligibility criteria that are pending the outcome of legal proceedings (i.e., currently under appeal in a court of law), the HAPGC will determine the family to be ineligible at that time. If the legal decision is rendered that the person did meet the eligible factors, the HAPGC shall restore the application to the original lottery number assigned, and reinstate the applicant to any other preference factors that the HAPGC has adopted. If the legal decision is rendered that the person did not meet the eligibility factors, the HAPGC shall only provide the applicant with access to the grievance process in accordance with applicable requirements.

4-II.B. ORGANIZATION OF THE WAITING LIST [24 CFR 982.204 and 205]

The HAPGC must maintain information that permits the HAPGC to select participants from the waiting list in accordance with the HAPGC admission policies. The waiting list must contain the following information for each applicant listed:

- Change in preference status
- Changes in family size and composition
- Change of address
- Withdrawal from the waiting list
- Determination of ineligibility

The HAPGC HCV waiting list must be organized in such a manner to allow the HAPGC to accurately identify and select families for assistance in the proper order, according to the admissions policies described in this plan.

The waiting list must contain the following information for each applicant listed:

1. Applicant name;
2. Family unit size;
3. Date and time of application;
4. Qualification for any local preference;
5. Racial or ethnic designation of the head of household.

HAPGC Policy

The HAPGC will maintain a single waiting list for the HCV program. The HAPGC will maintain one waiting list for applicants.

The HAPGC will place families on the waiting list for any public housing, project-based voucher or moderate rehabilitation programs if:

- The waiting lists are open, and;
- Family is eligible for the program and available unit sizes

A family's decision to apply for, receive or refuse other types of assisted housing will not affect their placement on the HCV waiting list or any preferences for which they may qualify.

HAPGC Policy

The HAPGC will not merge the HCV waiting list with any other waiting lists for assisted housing

4-II.C. OPENING AND CLOSING THE WAITING LIST [24 CFR 982.206]

Closing the Waiting List

The HAPGC should consider closing its waiting list when it has insufficient funds available to assist all applicants on the waiting list over a reasonable period of time. The HAPGC may choose to close only a portion of its waiting list instead of the entire waiting list. For example, the HAPGC may continue to receive applications from families qualifying for a specific local preference category, i.e. homeless families, while closing its waiting list to all other groups.

HAPGC Policy

The HAPGC will close the waiting list when the wait reaches 48 months of applicants. The HAPGC may open the waiting list for families that have a specific local preference.

Where the PHA has particular preferences or funding criteria that require a specific category of family, the PHA may elect to continue to accept applications from these applicants while closing the waiting list to others.

Applications meeting the criteria adopted by the PHA for the following special programs will be accepted on a referral basis provided there is funding available:

- Violence Against Women Act (VAWA)
- Mental Illness and Disabilities (MIAD)
- Homeless Families in Crisis (HFIC)

- Veteran Housing Assistance Program (VET)
- Veterans Administration Supportive Housing (VASH)
- Family Unification Program (FUP)
- Homeless Voucher (HV)
- Money Follows the Person (MFP)

VAWA Emergency Transfer /Placement on the Waiting List

- **For the Project-Based Voucher Programs:** If another Project-Based Voucher unit is available for which the participant qualifies, the participant will be presented with an offer to transfer. If a participant reasonably believes a proposed transfer on the same site would not be safe, the participant may request a transfer to a different site; if available. If a unit is available, the transferring participant must agree to abide by the terms and conditions that govern occupancy in the new unit. The participant may notify their current Landlord of their need to move and provide them with written request certifying that they meet the criteria for an emergency transfer under VAWA before the transfer/move is approved.
 - **Project Based Voucher-Assisted for one (1) year or more**
 - If there are not any Project Based units available, the participant will be issued a Housing Choice Voucher, if they have been on the PBV program for at least one (1) year as long as funding is available. If the participant would like to move prior to a voucher becoming available the HAPGC will refer the participant to one of our partnering Agency's using the Prince George's County Continuum of Care, The HAPGC may be unable to transfer a participant to a particular unit or program if the participant has not or cannot establish eligibility for that unit or program.
 - The HAPGC will also provide the victim with a list of providers in the community who serve victims of domestic violence, dating violence, sexual assault, and stalking.
 - **Project Based Voucher-Assisted less than one (1) year**
 - If there are not any Project Based units available, the participant will be placed on the Housing Choice Voucher & Public Housing Waitlist by time and date they were approved for an emergency transfer. If the participant would like to move prior to a voucher or Public Housing unit coming available the HAPGC will refer the participant to one of our partnering

Agency's; using the Prince George's County Continuum of Care. The HAPGC may be unable to transfer a participant to a particular unit or program if the participant has not or cannot establish eligibility for that unit or program.

- The HAPGC will also provide the victim with a list of providers in the community who serve victims of domestic violence, dating violence, sexual assault, and stalking.

- **For the Moderate Rehabilitation:** If another Moderate Rehabilitation unit is available for which the participant qualifies, the participant will be presented with an offer to transfer. If a participant reasonably believes a proposed transfer would not be safe, the participant may request a transfer to a different unit. If a unit is available, the transferring participant must agree to abide by the terms and conditions that govern occupancy in the new unit. HAPGC may be unable to transfer a participant to a particular unit if the participant has not or cannot establish eligibility for that unit. If there are not any Moderate Rehabilitation units available, the participant will be placed on the Public Housing Waitlist by time and date they were approved for an emergency transfer. If the participant would like to move prior to a Public Housing unit being available the HAPGC will refer the participant to one of our partnering Agency's; using the Prince George's County Continuum of Care. The HAPGC may be unable to transfer a participant to a particular unit or program if the participant has not or cannot establish eligibility for that unit or program. The participant must notify their current Landlord of their need to move and provide them with written request certifying that they meet the criteria for an emergency transfer under VAWA before the transfer/move is approved.
 - The HAPGC will also provide the victim with a list of housing providers in the community for which the PHA has collaborated to serve victims of domestic violence, dating violence, sexual assault, and stalking.

Once a transfer has been completed, the person (s) that committed and act (s) of domestic violence, dating violence, sexual assault, or stalking against the tenant will not be approved to be added to the household in the future.

Reopening the Waiting List

If newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with.

The PHA will announce the reopening of the waiting list at least 10 business days prior to the date applications will first be accepted. If the list is only being reopened for certain categories of families, this information will be contained in the notice.

The PHA will give public notice by publishing the relevant information including HUD fair housing requirements and must specify who may apply, and where and when applications will be received in suitable media outlets including, but not limited to:

Housing Authority web site at www.princegeorgescountyha.org

The Washington Post 1150 15th St., N.W. Washington, DC 20071 202-334-6000

The Prince George's Post 15207 Marlboro Pike^{[[[]]]}Upper Marlboro, MD 20772
301-627-0900

The Gazette 9030 Comprint Court Gaithersburg, MD 20877 301-670-2620

El Pregonero P O Box 4464 Washington, DC 20017 202-281-2440

4-II.D. FAMILY OUTREACH [HCV GB, pp. 4-2 to 4-4]

There are many approaches to informing the public about an upcoming application period. The goal of the outreach must be to make the information available to every eligible family. Basic outreach objectives for the HAPGC include:

- Stimulate and sustain interest in the program; and
- Provide helpful information to potential participants
- Ensure the waiting list has sufficient number of applicant families

Fair Housing Requirements [HCV GB, pp. 4-2]

All outreach, advertising and public notices announcing the opening or closing of a waiting list must include efforts to ensure that the information will reach those populations that are considered to be "least likely to apply" for assistance under the housing choice voucher program. Outreach must also include efforts to reach persons with disabilities. All advertising and outreach literature must include the equal housing opportunity logo and non-discrimination in the advertising message.

HAPGC Policy

All HAPGC outreach efforts will comply with the Fair Housing guidelines

Extremely Low Income (ELI)

At least 75 percent of the families who are admitted to a PHA's housing choice voucher program during the PHA fiscal year must be extremely low-income. Extremely low-income families are those with incomes at or below 30 percent of the area median income. Income limits are posted on the internet through HUDUSER. The annual gross income of the applicant family is used for income-targeting purposes. Annual income must have been verified within the 60 days prior to issuance of the voucher. The HAPGC must meet its income targeting requirement over the

course of the HAPGC's fiscal year. In other words, deviations from the 75 percent extremely low-income target are allowed during the year as long as the target is met by the year's end.

HAPGC outreach efforts must comply with fair housing requirements. This includes:

- Analyzing housing market area and populations currently being served to identify underserved populations
- Ensuring that outreach efforts are targeted to media outlets that reach eligible populations that are underrepresented in the program
- Avoiding outreach efforts that prefer or exclude people who are members of a protected class

HAPGC outreach efforts must be designed to inform qualified families about the availability of assistance under the program. These efforts may include, as needed, any of the following activities:

- Submit press release to local newspapers, including minority newspapers.
- Write and submit a human-interest story with photographs to a local newspaper.
- Distribute flyers or applications through schools, community agencies, welfare offices, employers, union offices, neighborhood groups, hospitals, commercial establishments (supermarkets, discount stores, and laundromats), libraries, and churches.
- Print mail-in applications in local newspapers, including minority papers.
- Request community service announcements through local television and radio.
- Purchase advertising on subways and buses.
- Purchase advertising in local newspapers, including minority papers.
- Ask supportive service organizations to participate in the outreach effort.
- Solicit referrals from agencies working with families least likely to apply.
- Ask current participants to inform friends, family, and neighbors.

HAPGC Policy

The HAPGC will monitor the populations being served or underserved. If it is found populations are underserved a targeted outreach effort will be conducted.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

HAPGC Policy

Families must immediately report in writing any change of contact information to the HAPGC. These changes include:

- Contact information
- Mailing Address
- Telephone number

The changes must be submitted in writing.

4-II.F. UPDATING THE WAITING LIST [24 CFR 982.204]

As per HUD requirements the HAPGC has established policies in regards to purging and updating of the waiting list.

Purging the Waiting List

The HAPGC decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation in accordance with 24 CFR part 8. If the applicant did not respond to the HAPGC request for information or updates because of the family member's disability, the HAPGC will reinstate the applicant in the family's former position on the waiting list. [24 CFR 982.204(c)(2)].

HAPGC Policy

The HAPGC waiting list will be updated **annually**.

To complete the update, the HAPGC will send a letter via first class mail to the applicants' family last address. The letter will provide the proper forms and deadlines the family must comply.

If the family does not respond within 10 business days either in writing, fax, or in person will be removed from the waiting list.

HAPGC letters returned with no forwarding address will result in families removal from the waiting list.

Letters returned to the HAPGC with a forwarding address will be resent with another 10 days for the family to respond.

HAPGC may reinstate applicants if it determined the families unresponsiveness was due to HAPGC error to extenuating circumstances.

Removal from the Waiting List

HAPGC Policy

If a family is determined ineligible they will be removed from the waiting list.

The HAPGC must give an applicant prompt written notice of a decision denying admission to the program (including a decision that the applicant is not eligible, or denying assistance for other reasons). The notice must give a brief statement of the reasons for the decision. The notice must also state that the applicant may request an informal review of the decision, and state how to arrange for the informal review. [24 CFR 982.201(f)].

PART III: SELECTION FOR HCV ASSISTANCE

4-III.A. OVERVIEW

Families determined eligible will be selected for assistance according to HAPGC policies, preferences and available funding.

The order in which families receive assistance from the waiting list depends on the selection method chosen by the HAPGC 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 HAPGC must maintain a clear record of all information required to verify that the family is selected from the waiting list according to the HAPGC 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]

If HUD awards the HAPGC program funding that is targeted for families living in specified units, the HAPGC must use the assistance for the families in these units and the HAPGC may admit a family that is not on the HAPGC waiting list, or without considering the family's waiting list position. The HAPGC must maintain records showing that the family was admitted with HUD-targeted assistance.

The following are examples of types of program funding that may be targeted for a family living in a specified unit:

- A family displaced because of demolition or disposition of a public housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term;
- Mainstream Vouchers
- Veterans Assistance of Supportive Housing (VASH)
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project. and
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990 (41 U.S.C. 4101 et seq.):
 - A non-purchasing family residing in a project subject to a homeownership program (under 24 CFR 248.173); or
 - A family displaced because of mortgage prepayment or voluntary termination of a mortgage insurance contract (as provided in 24 CFR 248.165);

Targeted Funding [24 CFR 982.204(e)] (Not Applicable)

The PHA administers the following types of targeted funding:

Family Unification Program

Veterans Administration Supportive Housing (VASH)

Regular HCV

Funding may be used to assist any eligible families on the waiting list in accordance with HAPGC policies in Section.

4-III.C.OTHER ADMISSIONS to HAPGC/SUPPORTIVE SERVICES VOUCHERS

HAPGC does not have special allocations for supportive service vouchers.

Supportive Service Referral Process:

Contingent upon funding availability, HAPGC will make vouchers available for tenant-based assistance through referrals from outside agencies that provide supportive services for the disabled, veterans and special voucher allocations, including Mainstream II and VASH eligible families. In addition, referrals can be entered into with other outside agencies to assist with housing services of the community. They will be identified as "Special Programs".

When a family is referred to HAPGC through "Special Programs" they will receive a voucher if they meet all of the eligibility requirements enumerated in this plan, and a voucher is available for the program. Only families residing in non-subsidized housing may be referred, unless the family has successfully completed housing counseling training, through a program recognized by HAPGC.

Vouchers will be made available to families who are referred, regardless of whether the family is on the regular voucher waiting list, regardless of the family's current waiting list position, and regardless of whether the waiting list is closed. When a family is referred to HAPGC through the "Special Programs", HAPGC will search its regular voucher waiting list to determine whether the referred family is on that list. If the referred family's name is on the regular HAPGC waiting list, their name will be removed when they receive a voucher through the "Special Programs", and the family will be counted toward the "Special Programs" vouchers.

"Special Programs" are responsible for referring families to HAPGC in the order deemed acceptable by the participating agencies and may have a specific MOU. Though not required by HAPGC, the MOU will also specify the other responsibilities of the participating agencies.

Family Unification Program (FUP)

The Family Unification Program (FUP) provides Housing Choice Voucher rental assistance to reunite families when children are placed in foster care or when parents are in imminent danger

of separation from their children due to a lack of adequate housing. Clients are accepted on a referral basis from the Department of Social Services.

Family Unification Program Foster Care Program (FUPFC)

The FUP Foster Care Program is a HUD Housing Choice Voucher Program. This Program provides housing for youth who are leaving foster care and are between the ages of 18 to 21 years old. The Program provides 18 months of rental assistance as they transition to living independently. Clients are accepted on a referral basis from the Department of Social Services.

The Housing Authority will adopt the *Family Unification Program Foster Care Program* "Opening Door Demonstration"

Eligible Youth: FUP eligibility requires a dual-agency determination. The PCWA (Department of Social Services) certifies at the time of application for FUP that the youth is at least 18 years old and not more than 21 years old (has not reached 22nd birthday) who left foster care at age 16 or older and who does not have adequate housing. The PHA determines eligibility for voucher assistance. Age eligibility (i.e. determining that a youth is between the ages of 18-21) is only performed at the time of admission. Youth can continue their assistance on the FUP-youth program until the time limit of the voucher is reached, even if the youth is older than 21 at that time.

FUP Demonstration Outline: Program participants with a FUP youth voucher who agree to sign an FSS Contract of Participation (Form HUD-52650) will maintain their housing assistance for a period not exceeding the length of the FSS Contract of Participation. In most cases, this limit will be no more than 5 years; however, if the FSS Contract of Participation is extended, in accordance with 24 CFR 984.303(d), the FUP youth voucher can be extended for the entire length of the FSS Contract of Participation. Families cannot be required to participate in the FSS program as condition of receipt of assistance under the HCV program, including receipt of a FUP voucher. See Chapter 2 for a discussion of Reasonable Accommodations procedures.

Termination: If a FUP youth participating in this demonstration fails to comply with the terms and conditions of the FSS Contract of Participation without good cause and is terminated from the FSS program, the FUP youth is no longer be considered a participant in this demonstration. With FSS termination, the FUP youth is subject to the statutory time limit of 18 months, beginning from the time the first HAP contract assigned. If the FUP youth has been assisted for more than 18 months, the PHA terminates assistance to the FUP youth household. See Chapter 16 for a discussion of informal hearing procedures.

4-III.D. SELECTION METHOD

The HAPGC must admit applicants for participation in accordance with HUD regulations and other requirements, and with HAPGC policies stated in the HAPGC administrative plan and the HAPGC plan. The HAPGC admission policy must state the system of admission preferences that the PHA uses to select applicants from the waiting list, including any residency preference or other local preference.[24 CFR 982.202(d)].

(b) The head, spouse, co head or sole member is a person age 62 or older or is a person with disabilities

(c) The head, spouse, co head or sole member is a person with disabilities.

Disabled Family Member Preference 10 Points

This preference applies to applicants where any member of the household is verified by a medical or other qualified professional as disabled.

Veteran Preference 5 Points

This preference applies where the head, spouse, co head or sole member was discharged from any branch of United States military service.

Transitional Housing Program Preference 4 Points

This preference applies to the head, spouse, co head or sole member that has successfully completed a transitional housing program under the Prince George's County Continuum of care Program.

Educational/ Training Preference 2 Points

This preference applies where the head, spouse, co head or sole member is currently a student enrolled in or a graduate in the last six months of a school/training program designed to prepare enrollees for the job market.

*For the purposes of the above local preferences, only a spouse or significant other is considered to be the Co-head.

Public Housing Reasonable Accommodation transfer/ referral to HCV Program

1. Public Housing applicant families with disabilities who come to the top of the public housing waiting list and are eligible to be offered a public housing unit, and resident families with disabilities are eligible for a referral to the HCV Program when:
 - a. A resident family of Public Housing or Public Housing applicant family needs an Accessible Unit, and:
 - i. A unit with those features does not exist in the bedroom size needed by the family and modifications to a unit cannot be reasonably made to accommodate the family; or

- ii. An appropriately sized unit with the features needed to meet the family's disability related needs is not available for occupancy at the time the reasonable accommodation request is approved, or at the time the family attends their initial eligibility appointment.
- b. If a disabled resident of Public Housing transfers to the HCV program, the HAPGC will pay for reasonable security deposits, holding fees, application fees and the reasonable moving costs of the family to include, but not limited to, packing, moving, and the costs of connecting, or disconnecting and reconnecting, the same level of services for any utility, telephone and cable television fees.
 - i. Families may apply to have the reasonable security deposit and application fees paid directly by HAPGC upon presentation of supporting documentation. Any security deposit paid by HAPGC is returnable to HAPGC and not the Family at the end of the tenancy;¹
 - ii. Families may apply for reimbursement to HAPGC for reasonable moving costs upon presentation of supporting documentation; and
 - iii. Families may request HAPGC advance reasonable moving costs if paying those costs would impose a financial hardship on the family and the family provides a reasonable quote or estimate of the moving costs and a reasonable justification for a hardship exception to HAPGC's reimbursement process set forth above. Advance payment may be conditioned upon the vendor or other party accepting payment in the form tendered by HAPGC.

Income Targeting Requirement [24 CFR 982.201(b)(2), HCV GB pp. 4-19]

At least 75% of the families who are admitted to HAPGC's housing choice voucher program during the PHA fiscal year must be extremely low-income. Extremely low-income families are those with incomes at or below 30 percent of the area median income. The HAPGC may skip non-ELI families for an ELI family to satisfy this requirement.

Eligibility Requirement

To be income eligible the families must fall under the following categories:

- Considered a "Very-low Income" Family
- A low-income family that meets additional eligibility criteria specified in the HAPGC administrative plan. Such additional HAPGC criteria must be consistent with the HAPGC plan and with the consolidated plans for local governments in the HAPGC jurisdiction;
- Low-income family that is "continuously assisted" under the 1937 Housing Act;

- Low-income or moderate-income family that is displaced as a result of the prepayment of the mortgage or voluntary termination of an insurance contract on eligible low-income housing as defined in (§248.101);
- Low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident homeownership program under §248.173 of this title; or
- Low-income family that is eligible under the student rule provisions.

HAPGC Policy

The HAPGC will monitor applicants throughout the year to meet the HUD ELI requirements. If it is found that the HAPGC needs to assist more ELI families, these families will be select over a non-ELI family on the waiting list. If the waiting list does not have enough ELI families, the HAPGC will conduct a marketing outreach to meet HUD requirements.

Order of Selection [HCV GB 4-12]

Families will be selected from the waiting list based on their preference and lottery number.

Families that qualify for a specified category of program funding (targeted funding) may be selected from the waiting list ahead of higher placed families that do not qualify for the targeted funding. However, 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.

4-III.E. NOTIFICATION OF SELECTION

HAPGC Policy

The HAPGC will notify the family by first class mail when selected from the waiting list.

The notice will inform the family of the following:

- Date, time, and location of the scheduled application interview,
- Procedures for rescheduling the interview;
- Who is required to attend the interview;
- Documents that must be provided at the interview to document the legal identity of household members, including information about what constitutes acceptable documentation; and
- Other documents and information that should be brought to the interview.

Notification letters returned to the HAPGC with no forwarding address will result in the families removal from the waiting list. A notice of denial (see Chapter 3) will be sent to the family's address of record, as well as to any known alternate address or contact.

4-III.F. THE APPLICATION INTERVIEW

HUD recommends the full application is best taken in a private interview situation. The interview is to help the HAPGC determine eligibility and does not mean the applicant has been admitted to the program.

A reasonable accommodation must be made for persons with disabilities who are unable to attend an interview due to their disability.

HAPGC Policy

- Families selected from the waiting list are required to attend an eligibility interview.
- All adult members must attend the interview.
- The head of household, spouse and/or co-head must provide identity. (see Chapter 7 about proper documentation of legal identity). If the family is unable to provide documentation of legal identity the interview will be rescheduled.
- Families must provide necessary information to the HAPGC as to eligibility requirements, complete all of the necessary forms, including any signatures. The HAPGC will have a list of everything the families needs to submit before assistance can be rendered.

- Families must provide any documentation or information within 10 business days of the interview. Families may request an extension, if the family cannot provide the information within the given timeframes a notice of denial will be sent.
- The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, as well as completing required forms, providing required signatures, and submitting required documentation. If any materials are missing, the HAPGC will provide the family with a written list of items that must be submitted.
- Any required documents or information that the family is unable to provide at the interview must be provided within 10 business days of the interview (Chapter 7 provides details about longer submission deadlines for particular items, including documentation of Social Security numbers and eligible noncitizen status). If the family is unable to obtain the information or materials within the required time frame, the family may request an extension. If the required documents and information are not provided within the required time frame (plus any extensions), the family will be sent a notice of denial (See Chapter 3).
- An advocate, interpreter, or other assistant may assist the family with the application and the interview process. The HAPGC will provide the HUD form informing the family of the right to have assistance.
- Interviews will be conducted in English. For limited English proficient (LEP) applicants, the HAPGC will provide translation services in accordance with the HAPGC policy.
- Families should contact the HAPGC if they need to reschedule an interview. If a family misses a scheduled appointment the HAPGC will send a letter with a new interview time.

Applicants failing to attend two scheduled interviews without HAPGC approval

Applicants who fail to attend two scheduled interviews without HAPGC approval will be denied assistance based on the family's failure to supply information needed to determine eligibility. A notice of denial will be issued in accordance with policies contained in Chapter 3.

4-III.G. COMPLETING THE APPLICATION PROCESS

HAPGC Policy

If the HAPGC determines the family is ineligible, the HAPGC 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 HAPGC will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

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