

Chapter 4

APPLICATIONS, WAITING LIST AND TENANT SELECTION

INTRODUCTION

When a family wishes to receive assistance under the HCV program, the family must submit an application that provides the PHA with the information needed to determine the family's eligibility. HUD requires the PHA to place all families that apply for assistance on a waiting list. When HCV assistance becomes available, the PHA must select families from the waiting list in accordance with HUD requirements and PHA policies as stated in the administrative plan and the annual plan.

The PHA is required to adopt clear policies and procedures for accepting applications, placing families on the waiting list, and selecting families from the waiting list, and must follow these policies and procedures consistently. The actual order in which families are selected from the waiting list can be affected if a family has certain characteristics designated by HUD or the PHA that justify their selection. Examples of this are the selection of families for income targeting and the selection of families that qualify for targeted funding.

HUD regulations require that all families have an equal opportunity to apply for and receive housing assistance, and that the PHA affirmatively further fair housing goals in the administration of the program [24 CFR 982.53, HCV GB p. 4-1]. Adherence to the selection policies described in this chapter ensures that the PHA will be in compliance with all relevant fair housing requirements, as described in Chapter 2.

This chapter describes HUD and PHA 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 part provides an overview of the application process, and discusses how applicants can obtain and submit applications. It also specifies how the PHA will handle the applications it receives.

Part II: Managing the Waiting List. This part presents the policies that govern how the PHA's waiting list is structured, when it is opened and closed, and how the public is notified of the opportunity to apply for assistance. It also discusses the process the PHA will use to keep the waiting list current.

Part III: Selection for HCV Assistance. This part describes the policies that guide the PHA in selecting families for HCV assistance as such assistance becomes available. It also specifies how in-person interviews will be used to ensure that the PHA has the information needed to make a final eligibility determination.

PART I: THE APPLICATION PROCESS

4-I.A. OVERVIEW

This part describes the PHA policies for making applications available, accepting applications making preliminary determinations of eligibility, and the placement of applicants on the waiting list. This part also describes the PHA's obligation to ensure the accessibility of the application process to elderly persons, people with disabilities, and people with limited English proficiency (LEP).

4-I.B. APPLYING FOR ASSISTANCE [HCV GB, pp. 4-11 – 4-16, Notice PIH 2009-36]

Any family that wishes to receive HCV assistance must apply for admission to the program. HUD permits the PHA to determine the format and content of HCV applications, as well how such applications will be made available to interested families and how applications will be accepted by the PHA. The PHA must include Form HUD-92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

The PHA accepts applications online. Paper applications are only accepted for purposes of providing reasonable accommodation or when the waiting list is specifically open for involuntary displacement preference.

Depending upon the length of time that applicants may need to wait to receive assistance, the PHA may use a one- or two-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 two-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 two-step application process, the PHA initially will require families to provide only the information needed to make an initial assessment of the family's eligibility, and to determine the family's placement on the waiting list. The family will be required to provide all of the information necessary to establish family eligibility and level of assistance when the family is selected from the waiting list.

Lottery Application Process [Notice PIH 2012-34]

A PHA has flexibility to determine whether to keep the waiting list open indefinitely or whether to open the waiting list periodically for defined application periods. PHAs should only make this determination after careful analysis and consideration of all circumstances, including whether the length of the waiting list makes the wait for housing unreasonably long or whether there is a sufficient number of eligible applicants to ensure that new and turnover vouchers under the PHA's HCV program are issued as quickly as possible.

PHA Policy

The PHA utilizes a lottery system for admission to the Program. Applications for the Program are taken only when the lottery pool is open. The PHA will open the HCV

waiting list for a defined period of time. The dates and times of the waiting list opening will be publicly announced in advance

PHAs should also keep in mind safety concerns when reopening waiting lists in areas of high demand. PHAs can use various strategies to avoid application intake procedures that may cause a safety concern for the public and PHA staff. Offering only one central location to submit applications under such circumstances is not advisable. PHAs may consider the use of a lottery or other random choice technique to select which applicants will be placed on the waiting list. In making this determination, PHAs should consider whether this is a reasonable approach in their jurisdiction. This approach would be reasonable for PHAs located in areas where the volume of applications is high enough that placing each eligible applicant on the waiting list would result in an unrealistic waiting period for housing.

PHA Policy

The PHA will use an online application process to accept applications during the period of the open waiting list. Applications can be submitted from any location with internet access. Paper applications may be accepted for special admissions or during a Federal, State or County declared disaster or emergency.

The PHA will use a lottery system to select applicants to be placed onto the waiting list. After all complete and unduplicated applications are received during the waiting list opening; the PHA will conduct a random lottery to select the applicants. Applicants will be randomly assigned a number, and the applicants will be placed on the waiting list in order of the assigned numbers and according to the PHA reference(s)(Preference/Lottery Method). PHA may utilize date and time method when accepting applications from involuntarily displaced families or during federal, state or local disaster declarations.

The PHA has determined that this is a reasonable approach due to the high volume of applications anticipated. Placing all applications on the waiting list would create an unrealistic waiting period for housing. Use of the lottery system is a fair way to create a waiting list with realistic waiting periods. The online application process also protects the safety of all that apply and allows for multiple locations for completing applications. The lottery process also promotes safety as there is no rush to be first, since date and time of the application is not considered, as long as the application was completed during the waiting list opening.

Applications/pre-applications must be fully completed in order to be accepted by the PHA for placement on the waiting list. Incomplete or duplicate applications/pre-applications WILL NOT be accepted and will not be returned for corrections.

The lottery drawing will be random and will be conducted electronically. The PHA will maintain documentation and records of the lottery process. Families will login to the application site/portal to receive notification of whether they have been selected or not. Families that are not selected in the lottery will not be placed on the waiting list and do not have the right to appeal this decision

4-I.C. ACCESSIBILITY OF THE APPLICATION PROCESS

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

The PHA must take steps to ensure that the application process is accessible to those people who might have difficulty complying with the normal, standard PHA application process. This could include people with disabilities, certain elderly individuals, as well as persons with limited English proficiency (LEP). The PHA must provide reasonable accommodation to the needs of individuals with disabilities. The application-taking facility and the application process must be fully accessible, or the PHA must provide an alternate approach that provides full access to the application process. Chapter 2 provides a full discussion of the PHA's policies related to providing reasonable accommodations for people with disabilities.

Limited English Proficiency

PHAs are required to take reasonable steps to ensure equal access to their programs and activities by persons with limited English proficiency [24 CFR 1]. Chapter 2 provides a full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP).

4-I.D. PLACEMENT ON THE WAITING LIST

When the PHA's waiting list is open, the PHA will accept applications through the internet application process. All complete, unduplicated and valid applications received while the waiting list is open will be entered into a lottery. Before opening the waiting list, the PHA will announce the number of applicants that will be drawn through the lottery process. Once the waiting list is closed, the PHA will complete the lottery selections.

The PHA must review each complete application received and make a preliminary assessment of the family's eligibility. The PHA must accept applications from families for whom the list is open unless there is good cause for not accepting the application (such as denial of assistance) for the grounds stated in the regulations [24 CFR 982.206(b)(2)]. Where the family is determined to be ineligible, the PHA must notify the family in writing [24 CFR 982.201(f)]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

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)].

Eligible for Placement on the Waiting List

PHA Policy

Placement on the waiting list does not indicate that the family is, in fact, eligible for assistance. A final determination of eligibility will be made when the family is selected from the waiting list.

Applicants will be placed on the waiting list using a lottery system. Once each application has been randomly assigned a number, the applications will be placed on the waiting list in order of the assigned numbers and according to local preferences as described in Section 4-III.c

For the PBV program, applicants will be placed on the waiting list according to any project based preference(s) for which they qualify, and the date and time their complete application is received by the PHA.

PART II: MANAGING THE WAITING LIST

4-II.A. OVERVIEW

The PHA must have policies regarding various aspects of organizing and managing the waiting list of applicant families. This includes opening the list to new applicants, closing the list to new applicants, notifying the public of waiting list openings and closings, updating waiting list information, purging the list of families that are no longer interested in or eligible for assistance, as well as conducting outreach to ensure a sufficient number of applicants.

In addition, HUD imposes requirements on how a PHA may structure its waiting list and how families must be treated if they apply for assistance from a PHA that administers more than one assisted housing program.

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

The PHA's HCV waiting list must be organized in such a manner to allow the PHA 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:

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

HUD requires the PHA to maintain a single waiting list for the HCV program unless it serves more than one county or municipality. Such PHAs are permitted, but not required, to maintain a separate waiting list for each county or municipality served.

PHA Policy

The PHA will maintain a single waiting list for the HCV program.

HUD directs that a family that applies for assistance from the HCV program must be offered the opportunity to be placed on the waiting list for any public housing, project-based voucher or moderate rehabilitation program the PHA operates if 1) the other programs' waiting lists are open, and 2) the family is qualified for the other programs.

HUD permits, but does not require, that PHAs maintain a single merged waiting list for their public housing, Section 8, and other subsidized housing programs.

A family's decision to apply for, receive, or refuse other housing assistance must not affect the family's placement on the HCV waiting list, or any preferences for which the family may qualify.

PHA Policy

The PHA will not merge the HCV waiting list with the waiting list for any other program the PHA operates.

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

Closing the Waiting List

A PHA is permitted to close the waiting list if it has an adequate pool of families to use its available HCV assistance. Alternatively, the PHA may elect to continue to accept applications only from certain categories of families that meet particular preferences or funding criteria.

PHA Policy

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.

Reopening the Waiting List

If the waiting list has been closed, it cannot be reopened until the PHA publishes a notice in local newspapers of general circulation, minority media, and other suitable media outlets. The notice must comply with HUD fair housing requirements and must specify who may apply, and where and when applications will be received.

PHA Policy

The PHA will announce the reopening/open period 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 in suitable media outlets in accordance with affirmative marketing requirements.

In the event of a major disaster displacing large numbers of individuals and families, the PHA will, at its discretion, accept applications from and provide HCV assistance on a preferred selection basis to evacuees and/or victims of disasters, and will follow guidance established by HUD, FEMA, State and County officials, if any, or the PHA may, in its discretion follow its own discretionary preference policies for involuntary displacement. Such disasters include presidentially declared disasters, as well as those declared by State and County officials occurring within six (6) months prior to verification for the preference.

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

The PHA must conduct outreach as necessary to ensure that the PHA has a sufficient number of applicants on the waiting list to use the HCV resources it has been allotted.

Because HUD requires the PHA to admit a specified percentage of extremely low-income families to the program (see Chapter 4, Part III), the PHA may need to conduct special outreach to ensure that an adequate number of such families apply for assistance [HCV GB, p. 4-20 to 4-21].

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

- Analyzing the housing market area and the 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

PHA 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:

- Submitting press releases to local newspapers, including minority newspapers
- Developing informational materials and flyers to distribute to other agencies
- Providing application forms to other public and private agencies that serve the low income population
- Developing partnerships with other organizations that serve similar populations, including agencies that provide services for persons with disabilities

PHA Policy

The PHA will monitor the characteristics of the population being served and the characteristics of the population as a whole in the PHA's jurisdiction. Targeted outreach efforts will be undertaken if a comparison suggests that certain populations are being underserved.

4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES

PHA Policy

While the family is on the waiting list, the family must immediately inform the PHA of changes in contact information, including current residence, mailing address, email address and phone number. Changes must be submitted in writing. The changes may be submitted by email, fax, hand-delivery, U.S. Mail, or through the "Assistance Connect" link on the PHA website located at www.dethousing.org.

Changes in an applicant's circumstances while on the waiting list may affect the family's qualification for a particular family unit size or stated preference. When an applicant reports a change that affects their placement on the waiting list, the waiting list will be updated accordingly.

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

HUD requires the PHA to establish policies to use when removing applicant names from the waiting list.

Purging the Waiting List

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

PHA Policy

The waiting list will be updated as needed to ensure that all applicants and applicant information is current and timely.

To update the waiting list, the PHA will send an update request via email to each family on the waiting list to determine whether the family continues to be interested in, and to qualify for, the program. This update request will be sent to the last email address that the PHA has on record for the family. The update request will provide a deadline by which the family must respond and will state that failure to respond will result in the applicant's name being removed from the waiting list.

The family's response must be in writing and may be delivered in person, by mail, by email, or by fax. Responses should be postmarked or received by the PHA not later than 15 business days from the date of the PHA letter.

If the family fails to respond within 15 business days, the family will be removed from the waiting list without further notice.

If the notice is returned by the post office with no forwarding address, the applicant will be removed from the waiting list without further notice.

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 15 business days to respond from the date the letter was re-sent.

If a family is removed from the waiting list for failure to respond, the PHA may reinstate the family if it is determined that the lack of response was due to PHA error, or to circumstances beyond the family's control, as a result of a family member's disability, or as a direct result of status as a victim of domestic violence, dating violence, sexual assault, stalking, or human trafficking, including an adverse factor resulting from such abuse.

Removal from the Waiting List

PHA Policy

If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance (see Chapter 3), the family will be removed from the waiting list.

If a family is removed from the waiting list because the PHA has determined the family is not eligible for assistance, a notice will be sent to the family's address of record as well as to any alternate address provided on the initial application. The notice will state the

reasons the family was removed from the waiting list and will inform the family how to request an informal review regarding the PHA's decision (see Chapter 16) [24 CFR 982.201(f)].

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 are selected from the waiting list depends on the selection method chosen by the PHA and is impacted in part by any selection preferences for which the family qualifies. The availability of targeted 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 such families whether or not they are on the waiting list, and, if they are on the waiting list, without considering the family's position on the waiting list. These families are considered non-waiting list selections. 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. In order to assist families within a targeted funding category, the PHA may skip families that do not qualify within the targeted funding 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:

Non-Elderly Disabled (NED) Vouchers

HUD-Veterans Affairs Supportive Housing (VASH) Vouchers

Foster Youth To Independence Initiative Vouchers

Emergency Housing Vouchers (sunset 9/30/2023)

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

The PHA will select families from the waiting list as follows:

Families can claim eligibility for any local preference any time from the date they applied up until the time their name is drawn off the waiting list. Preference claims will be verified once they have been drawn off the waiting list during the interview process. If the PHA is unable to verify a preference claim, the family will be placed back on the waiting list in the position it would have without the preference. Applications are accepted onto the waiting list by preference/lottery method; if it is determined at verification that applicant provided false information on their original application, the application will be denied. The PHA will open the waiting list or leave the waiting list open for certain preference groups as needed to meet the preference caps listed below.

PHA Policy

The PHA will offer a preference to any family that has been terminated from its HCV program due to insufficient program funding.

Victims of Domestic Violence.

The PHA will offer a preference to families that include victims of domestic violence, dating violence, sexual assault, stalking, or human trafficking who have either been referred who have either been referred by a partnering service agency or consortia, or a religious organization, and are seeking an emergency transfer under VAWA from other covered housing programs operated by the PHA.

The applicant must certify that the abuser will not reside with the applicant unless the PHA gives prior written approval.

Weight: 1000 points

Involuntary Displacement.

The PHA may open a waiting list for Involuntary Displacement in the event of a federal, state or local declaration for natural disaster, national emergency other federal or state or local declared disaster. When the PHA opens such waiting list, the PHA will at its discretion, offer assistance to families who have been displaced as a priority above other waiting list applicants. The PHA will follow criteria established in 4-II.C. To be eligible for assistance, the applicant must have proof at the time of application that they qualify for the preference. This preference is available only when an Involuntary Displacement Waiting List is open.

Weight: 1500 points

Emergency Housing Voucher Participants.

The PHA may open its waiting list to transition families participating in the PHA's Emergency Housing Voucher (EHV) Program, which sunset on 9/30/2023, so that EHV families do not experience a loss or gap in housing assistance and can remain in their assisted units. The PHA will at its discretion, offer assistance to families who are currently participants of the EHV Program as of 10/01/2025, whose assistance is at risk of termination due to lack of program funding, as a priority above other waiting list applicants.

The waiting list for families who are current participants of the EHV Program as of 10/01/2025, is open through 9/30/2026.

Weight: 3000 points

Foster Youth To Independence Initiative.

The PHA will issue up to 25 youth(s) Foster Youth to Independence (FYI) Vouchers. The PHA will enter into an agreement with a Public Child Welfare Agency (PCWA) to assist the youth in achieving self-sufficiency. The agreement will establish timeframes (no more than 36 months) for Youths transitioning out the foster care system. The PHA will offer a voucher to applicants who meets all the following criteria:

1. Has attained at least 18 years and not more than 24 years of age;
2. Left foster care, or will leave foster care within 90 days, in accordance with a transition plan described in section 475(5)(H) of the Social Security Act;
3. Is homeless or is at risk of becoming homeless at age 16; and
4. Are referred to DETCOG by a Public Child Welfare Agency (PCWA) with whom DETCOG has executed a Memorandum of Understanding outlining the provider's responsibility to provide supportive services for the referred youth.

The waiting list for FYI vouchers is continually open for referrals from a Public Child Welfare Agency (PCWA) with whom DETCOG has executed a Memorandum of Understanding as long as there are FYI vouchers available.

Applications meeting the requirements of FYI will be accepted on a referral basis provided there is funding available.

If HUD awards DETCOG Regional Housing Authority FYI vouchers, DETCOG will use the assistance for FYI-eligible youth only. DETCOG will maintain records showing that the youth was admitted with HUD-targeted assistance.

Youth not identified and referred as eligible by the PCWA are not eligible to receive assistance under FYI.

Weight: 2000 points

Youth Leaving Foster Youth To Independence Initiative (FYI).

Preference will be given above other preferences to assist youth leaving FYI that are at-risk of homelessness.

Weight: 2000 points

Homeless Preference.

Limited preference will be given specifically for persons who are homeless. Persons who are homeless must be referred by a partnering homeless services organization or consortium.

Weight 200 points

Residency Preference.

Families whose head, co-head or spouse live, work, or have been hired to work in The PHA jurisdiction will be given a preference. The PHA will require formal proof of employment or residence in the jurisdiction at the time of eligibility interview including, a driver's license, utility bill, lease, hire letter or pay stub with the HOH's name and address on it.

Weight: 100 points

Veterans and Veterans' Families.

Veteran families will be given a preference. The PHA defines "veteran" as a head of household that was honorably discharged or who is currently on active duty with the following branches of service: Army, Navy, Air Force, Marines, Coast Guard and the National Guard (if deployed during war). This definition also includes the spouse of a veteran who is currently on active duty, or the widow of a veteran who was killed in action. Documentation from the Department of Defense or Veterans Affairs will be required to confirm veteran status.

Weight: 5 points

Disabled Preference.

The PHA will give preference to disabled families.

Weight: 5 points

A. Special Admissions

Admission to Special Programs with Separate Waiting Lists

The PHA maintains separate waiting lists for the following special programs:

1. **Project-Based Vouchers:** The PHA uses a separate waiting list for admission to its Project-Based Voucher Program. To establish the PBV waiting list, the PHA offered to place applicants who were listed on the tenant-based assistance waiting list on the project-based assistance waiting list.
 - a. The PHA may establish separate waiting lists for PBV units in individual projects or buildings (or for sets of such units) or may use a single waiting list for the whole PBV program. In either case, the waiting list may establish criteria or preferences for occupancy of particular units.
 - b. In selecting families, the PHA will give preference to disabled families who need services offered at a particular project in accordance with HUD regulations.
 - c. In selecting families for PBV units that serve for homeless individuals, the PHA will give preference for families who qualify as homeless as described above in Section B. the PHA may utilize other preferences for individual PBV developments, including homeless preferences other than those described in Section B, provided that these preferences are approved by the PHA as part of the review and approval of the projects tenant selection plan. the PHA may accept referrals directly from PBV project owners and may, subject to inclusion in the project's tenant selection plan, require applicants to have their eligibility for a PBV project's preference reviewed and certified by the project owner or other authorized representative. In such cases, the applicant will be referred to the PBV project for initial determination of preference status. The PBV owner will provide documentation to the PHA of the applicant's preference eligibility determination for PBV applicants.

The waiting list for families eligible to participants in any of these special programs (Moderate Rehab, Family Unification, Mainstream Program, Project-Based Vouchers) may be opened by the Authority following a public notice.

If the PHA's waiting list for tenant-based assistance is open when an applicant is placed on the waiting list for the PHA's public housing program, project-based voucher program or moderate rehabilitation program, the PHA will offer to place the applicant on its waiting list for tenant-based assistance.

Continuously Assisted Families

The PHA will also consider special admission for families that have lost assisted housing or are about to lose assisted housing because a private owner receiving project-based Section 8 assistance opts out of, chooses not to renew the HAP contract, or fails quality inspections, requiring that the HAP contract be cancelled. A family qualifies for special admission when they receive notice that they will have to move for the reason cited above. Eligible families will be issued vouchers in an order based on the date on which they receive notice to move.

Special Purpose/Targeted Vouchers

When HUD awards the PHA assistance for a specified category of families on the waiting list, the PHA will select families in the specified categories. The PHA will carefully observe the tenant selection and eligibility requirements for targeted vouchers as indicated in the Notice of Funding Available (NOFA), HUD award letter, and HUD regulations. Depending on funding awards and agency designation, the PHA's special purpose/targeted vouchers may include:

1. HUD-Veterans Affairs Supportive Housing (VASH). The PHA accepts VASH applicants as referrals in the order received from the Veterans Administration.
2. Non-Elderly Disabled: the PHA has an allocation of 50 Non-Elderly Disabled (NED) vouchers which enable non-elderly disabled families to lease affordable private housing of their choice. Only income eligible families whose head of household, spouse or co-head is nonelderly (under age 62) and disabled may receive a NED voucher. Families with only a minor child with a disability are not eligible. the PHA will select from the Tenant-based Assistance Waiting List.

Order of Selection – Special Purpose Vouchers

When HHA resumes voucher issuance after a funding shortfall, HHA will first issue vouchers to special purpose families (FUP, NED, and HUD-VASH) until HHA is assisting the required number of 24 special purpose families.

Income Targeting Requirement [24 CFR 982.201(b)(2)]

HUD requires that extremely low-income (ELI) families make up at least 75 percent of the families admitted to the HCV program during the PHA's fiscal year. ELI families are those with annual incomes at or below the federal poverty level or 30 percent of the area median income, whichever number is higher. 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 income targeting 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 based on local preferences according to the date and time of application or by a random selection process (lottery) [24 CFR 982.207(c)]. If a PHA does not have enough funding to assist the family at the top of the waiting list, it is 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

Except for special admissions, all voucher program participants will be selected from the Tenant-Based Housing Choice Voucher Program waiting list.

Order of Selection from the Tenant-Based Assistance Waiting List:

Lottery applicants are randomly assigned a lottery number and placed on the waiting list in number order and according to the PHA preferences. Lottery applicants are selected from the waiting list in numerical order from lowest to highest.

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.D. NOTIFICATION OF SELECTION

When a family has been selected from the waiting list, the PHA must notify the family [24 CFR 982.554(a)].

PHA Policy

The PHA will notify the family by email 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
- All documents that must be provided at the interview, including information about what constitutes acceptable documentation

If the notice is returned by the post office with a forwarding address, the notice will be re-sent to the address indicated. The family will have 10 business days to respond from the date the letter was re-sent.

If a notification letter is returned to the PHA 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, as well as to any known alternate address.

A notice of denial (see Chapter 3) will be sent to the family's address of record.

4-III.E. THE APPLICATION INTERVIEW

HUD recommends that the PHA obtain the information and documentation needed to make an eligibility determination through a face-to-face interview with a PHA representative [HCV GB, pg. 4-16]. Being invited to attend an interview does not constitute admission to the program.

Assistance cannot be provided to the family until all SSN documentation requirements are met. However, if the PHA determines that an applicant family is otherwise eligible to participate in the program, the family may retain its place on the waiting list for a period of time determined by the PHA [Notice PIH 2018-24].

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

PHA Policy

Families selected from the waiting list are required to participate in an eligibility interview.

The head of household and remaining adults on the lease must attend the interview together. Verification of information pertaining to adult members of the household will not begin until signed release forms are returned to the PHA.

The head of household or spouse/cohead must provide acceptable documentation of legal identity. (Chapter 7 provides a discussion of proper documentation of legal identity.) If the family representative does not provide the required documentation at the time of the interview, he or she will be required to provide it within 10 business days.

Pending disclosure and documentation of social security numbers, the PHA will allow the family to retain its place on the waiting list ninety (90) days. If not all household members have disclosed their SSNs at the next time the PHA is issuing vouchers, the PHA will issue a voucher to the next eligible applicant family on the waiting list.

If the family is claiming a waiting list preference, the family must provide documentation to verify their eligibility for a preference (see Chapter 7). If the family is verified as eligible for the preference, the PHA will proceed with the interview. If the PHA determines the family is not eligible for the preference, the interview will not proceed, and the family will be placed back on the waiting list at the position it would have without the preference. Applications are accepted onto the waiting list by preference/lottery method; if it is determined at verification that applicant provided false information on their original application, the application will be denied. The PHA will use the lowest number of points selected by preference/lottery to make this determination.

The family must provide the information necessary to establish the family's eligibility and determine the appropriate level of assistance, and must complete required forms, provide required signatures, and submit required documentation. If any materials are missing, the PHA 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 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.

Interviews will be conducted in English. For limited English proficient (LEP) applicants, the PHA will provide translation services in accordance with the PHA's LEP plan.

If the family is unable to attend a scheduled interview, the family should contact the PHA in advance of the interview to schedule a new appointment. In all circumstances, if a family does not attend a scheduled interview, the PHA will send another notification letter with a new interview appointment time. Applicants who fail to attend two scheduled interviews without PHA 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.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 funding 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. If it is determined at verification that an applicant did not qualify for the preference(s) claimed on the original application and those preferences caused the application to be selected by lottery (preference/lotter method) onto the waiting list when it otherwise would not have been selected, the application will be denied. The PHA will notify the family that it has been either returned to the waiting list or denied as appropriate 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.