



## **PHA ANNUAL PLAN REVISED ELEMENTS**

### **ADMINISTRATIVE PLAN**

#### **4-II.E. REPORTING CHANGES IN FAMILY CIRCUMSTANCES**

##### HACSB Policy

While the family is on the waiting list, the family must inform the HACSB, within 10 business days, of changes in family size or composition, preference status, or contact information, including current residence, mailing address, and phone number. The changes must be submitted in writing by going to the applicant portal on [hacityventura.org](http://hacityventura.org) and using their update code to update the information previously submitted.

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

#### **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.

##### HACSB Policy

HACSB will select families from the waiting list as follows:

1. Families who are permanently displaced due to local (within HACSB's jurisdiction) government action will be selected first from the waiting list.
2. Families of federally declared disasters who are Section 8 voucher holders or public housing residents in another jurisdiction will be selected second from the waiting list.

3. Families that have been terminated from HACSB's HCV program due to insufficient funding will be selected third from the waiting list.
4. Current Public Housing residents living in units proposed for disposition through RAD Conversions that request a voucher

After families identified above are selected from the waiting list, HACSB will select families based on the total number of points families receive when the following preferences are applied. Families with the highest number of points will be selected first. Among families with equal points, families with the earliest date and time of application will be selected first. A family can earn no more than a maximum of 4 points.

Applicant families consisting of one individual who is elderly or disabled in the HACSB's jurisdiction will be given a selection priority over all "other Single" applicants.

One (1) point will be given to a family that is:

- An Elderly Family (head of household, spouse, or co-head is 62 years of age or older); or,
- A family that contains a disabled family member; or,
- A family whose head of household is a U.S. Veteran (unless they received a dishonorable discharge); or,
- A family whose head of household is a surviving spouse of a Veteran; or
- A family with two or more members in the household.

One (1) point will be given to families:

- That contain minor children who meet the definition of "homeless" and are referred by a partnering referral agency, particularly those who qualify as "chronically homeless".

One (1) point will be given to families who qualify for the Residency Preference.

In order to qualify for the residency preference, the head of household, spouse, or co-head must:

- Hold legal residence within HACSB's jurisdiction; or
- Work within HACSB's jurisdiction; or
- Have been hired to work within HACSB's jurisdiction.

One (1) point will be given to families who qualify for the Working Preference.

In order to qualify for the working preference, the head of household, spouse, or co-head must meet one of the following criteria:

- Be currently working, and have worked a minimum of 20 hours a week for the last three months; or
- Be currently enrolled and fully participating in the educational program as a full-time student in school or in a qualified training program; or
- Be currently working and have worked a minimum of 16 hours a week for the last three months AND be currently enrolled at least part-time in school or in a qualified training program.

*The HACSB defines training program as “a learning process with goals and objectives, generally having a variety of components, and taking place in a series of sessions over a period to time. It is designed to lead to a higher level of proficiency, and it enhances the individual’s ability to obtain employment. It may have performance standards to measure proficiency. Training may include, but is not limited to: (1) classroom training in a specific occupational skill, (2) on-the-job training with wages subsidized by the program, or (3) basic education” [expired Notice PIH 98-2, p. 3].*

- Be a qualified and approved participant in the California Work Opportunity and Responsibility to Kids (CALWORKS) welfare reform program. Must be an active participant in good standing and in compliance with identified welfare-to-work program requirements.
- Be currently receiving unemployment benefits and actively seeking work
- Be a family where the head of household is either elderly or disabled (if there is no spouse or co-head); or
- Be a family where the head of household and the spouse/co-head is either elderly or disabled (if there is a spouse or co-head).

Example 1: Head of household is elderly and the spouse is elderly. The family would receive benefit of the working preference.

- Example 2: The head of household is disabled. The spouse is neither elderly nor disabled. This family would not receive benefit of the working preference. In order to receive such preference, the spouse would need to meet the working or school requirements as outlined above.

The PHA administers vouchers targeted to serve homeless and non-elderly disabled families to support the families in their efforts to become stably housed. Because non-elderly disabled and homeless families / individuals are not easily served with a waiting list, vouchers administered for this purpose may be filled via referral from a partnering service agency. Waiting lists for these vouchers are not open to the public but are open to receiving referrals from partnering service agencies.

## **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)].

### HACSB Policy

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

## **Order of Selection**

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

### HACSB Policy

Families will be selected from the waiting list based on preference. Applicants either hold a preference (which may be the residency preference, the Veteran's preference, or both), or do not hold a preference.

#### *Group 1: Applicants holding a preference*

These families will be selected **first**, based on first-come, first-served according to the date and time their complete application is received by the HACSB.

#### *Group 2: Applicants with no preference*

These families will be selected **next**. Selection will be based on first-come, first-served (as compared to other non-preference holding applicants) according to the date and time their complete application is received by the HACSB.

## Chapter 17

### PROJECT-BASED VOUCHERS

#### **B. PROPOSAL SUBMISSION AND SELECTION**

##### **Request for Proposals Process**

PHA will select PBV proposals through a public Request for Proposals (RFP) process.

PHA's PBV RFP will be advertised in a manner to provide broad public notice of the opportunity to offer PBV proposals for consideration by PHA. The public notice procedures will include publication of the general notice in The Ventura County Star and other local and regional newspapers if appropriate to achieve general circulation.

The public notice of the PBV RFP will specify the submission deadline. The public notice will inform owners or developers seeking project-based assistance of the availability of the full RFP document at PHA's main offices.

The full RFP document will provide detailed information about proposal submission and selection procedures and will be available upon request of interested parties at PHA's main offices.

Property owners may submit PBV proposals in accord with the proposal submission guidelines stated in the full RFP document. Proposals will be selected according to explicit criteria specified in the full RFP document, following the selection criteria stated below. Under no circumstances will PHA's RFP selection criteria limit proposals to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.

The PHA, PHA-affiliates, or developers engaged by the PHA to redevelop PHA property, may submit PBV proposals and be awarded vouchers under any RFP published by the PHA or be awarded vouchers if the proposed project was competitively selected under another federal, state, or local housing assistance program in accordance with 24 CFR 983.51(b)(2). Proposals submitted by the PHA, an PHA-affiliate, or developer engaged by the PHA to redevelop public housing, must conform to the submission guidelines stated in the full RFP document and shall be evaluated under the same selection criteria as all other proposals. No PHA, or PHA-affiliate, employee responsible for preparing the response to the RFP shall be involved in the evaluation

or selection of proposals or the award of the vouchers. Provided, however, that any selection process for PHA-owned units shall be approved by HUD in accordance with 24 CFR Part 983.

### **Alternative Competitive Processes**

In lieu of the above RFP process, HUD regulations permit PHA to select a PBV proposal for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals, where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance, or in other circumstances as allowed by the regulations or other PBV requirements.

Proposals for PBV assistance which have been independently selected for housing assistance as described above may be submitted to PHA on a rolling basis. Additionally, the PHA may also directly contact specific owners that have already been selected for federal, state or local housing assistance based on a previously held competition to inform them of available PBV assistance.

PHA's selection of proposals under the alternative competitive processes may be contingent upon the owner providing additional information required according to PHA's selection requirements and HUD and PHA requirements for PBV assistance. PHA will inform owners of any additional requirements at the time their proposals are submitted. Housing owned by PHA, a PHA-affiliate, or a developer engaged by PHA may also be awarded vouchers under this Section. Provided, however, that any selection process for PHA-owned units shall be approved by HUD in accordance with 24 CFR Part 983.

### **Selection Criteria**

Proposals will be selected according to the following selection criteria:

- The housing must promote one of PHA's priorities for its PBV program;
- The proposal must comply with all HUD program regulations and requirements;
- The property must be eligible housing in accordance with 24 CFR 983.53 and 983.54.
- The proposal must comply with the HUD cap on PBV units per building at 24 CFR 983.56;
- The housing site must meet the site selection standards detailed at 24 CFR 983.57;
- Proposals for new construction or rehabilitation projects must demonstrate capacity, experience, and successful outcomes in prior projects that indicate their ability to complete the construction work effectively and within the proposed schedule;

- Proposals for all housing must demonstrate capacity, experience, and successful outcomes in property management, particularly management of housing targeted to low income persons and families;
- Proposals for supportive housing must demonstrate the capacity, experience, and successful outcomes of the supportive services provider that indicate its ability to effectively provide sufficient supportive services. More detailed information about minimum supportive services guidelines is provided later in this addendum.
- Proposals must provide evidence of sufficient financing commitments (for construction, operations, and supportive services if applicable) to demonstrate the project's long-term viability.
- The owner is in good standing with HUD and PHA.

PHA reserves the right to reduce the number of project-based units that have been requested.

### **Public Notice and Review of PHA Proposal Selection**

PHA will provide public notice of PBV proposal selections, including publication of public notice in a local newspaper of general circulation, such as the Ventura County Star, and other means designed and actually operated to provide broad public notice.

PHA will make documentation available for public inspection regarding the basis for PHA's selection of a PBV proposal.

Additionally the PHA may add units to an existing PBV HAP Contract without engaging in a competitive process in order to preserve funding or provide additional resources to a PBV development.

The PHA intends, where applicable to apply a project-based voucher to a unit of housing owned by the PHA, but not receiving HUD assistance. The PHA may replace public housing property that it controls and has an ownership interest in without using a competitive process.

### **H. TENANT SELECTION**

When notified of a vacancy in a PBV unit, PHA will refer tenants in the following order:

First, applicants that meet the site-based preferences based on time and date of application

Second, applicants that meet the tenant-based assistance preferences as set forth in this Administrative Plan based on time and date of application

Third, all other applicants based on the time and date of the application

The PHA shall select families who are participants in the PHA's tenant-based voucher program that meet the site-based preferences prior to selecting unassisted applicants, provided they have applied for the applicable site-based waiting list.

Applicants may either apply while the PHA site-based waiting list is open, or they may be referred to the waiting list by an agency serving homeless families. When a site-based PBV waiting list has been exhausted, the PHA will fill vacant units with families referred to the waiting list by the site's owner / manager.

The PHA has developed and expects to periodically issue Requests for Proposals (RFPs) for project-based vouchers to serve homeless families where services are provided at / in close proximity to the site to support the families in their efforts to become stably housed. Because homeless families / individuals are not easily served with a waiting list, vacant units at the PBV site developed / awarded for this purpose may be filled via referral from a partnering service agency. Waiting lists for these properties are not open to the public but are open to receiving referrals from partnering service agencies.