

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).

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

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 the PHA will accept applications. The PHA must include Form HUD 92006, Supplement to Application for Federally Assisted Housing, as part of the PHA's application.

PHA Policy

The "initial" application for assistance is referred to as a pre-application. Families who wish to apply for the PHA's HCV program must complete either an electronic or written pre-application form when the pre-application-taking process is open. Applications will be made available in an accessible format upon request for a person with a disability.

The format that the PHA has established for accepting applications at the time of the waiting list opening will determine where applications will be made available and submitted. If pre-applications are to be accepted on-line, the applicant will submit a pre-application through the PHA-established, on-line portal as directed in the public notice announcing the opening of the HCV waiting list. If the applicant does not have access to a computer, the PHA will have a designated computer in-house which an applicant may use to submit a pre-application. If the PHA establishes a written format for pre-applications, completed applications must be returned to the PHA by mail or submitted in person during normal business hours.

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. 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]. A full discussion on the PHA's policies related to ensuring access to people with limited English proficiency (LEP) is available.

PLACEMENT ON THE WAITING LIST

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)].

Ineligible for Placement on the Waiting List

PHA Policy

Incomplete or applications with errors will not be accepted, and where possible, the application will be returned in person, by e-mail, mail, or web portal site. Where appropriate, applicants will be allowed to resubmit application. One application per family will be accepted. Duplicate applications will be denied.

Eligible for Placement on the Waiting List

PHA Policy

All eligible pre-applicants will receive a receipt at the time of application verifying that they have successfully submitted a pre-application to the HCV waiting list. No determination of eligibility is made at the time of receipt of the application. 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 who submit a completed pre-application during the open period will be placed on the waiting list based on a randomly-assigned process.

MANAGING THE WAITING LIST

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.

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, if supplied.

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.

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

The PHA will close the waiting list when the estimated waiting period for housing assistance for applicants on the list exceeds 24 months for the most-current applicants. 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 of the waiting list at least ten business days before the date applications will first be accepted. The notice will provide potential applicants with the information that includes the PHA address and telephone number, how to submit an application, information on eligibility requirements, how and when applications may be submitted, and when they will be notified of their placement on the waiting list. The notice will also include the date and time the application process will close. 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 including, but not limited to: The Olympian. The PHA will also provide public notice to public and private agencies that serve the low-income population.

Placement of Applications

PHA Policy

When the HCV waiting list is open, pre-applications will be accepted during the open period of no less than two weeks as if all applications were received at the same date and time. After the waiting list has closed, pre-applicants will be pulled randomly through a lottery process. The number of randomly pulled applications will be adequate to cover projected turnover and new allocations over the next 24 months. The assignment on the waiting list will be based on the order pre-applicants are randomly pulled from all eligible applications.

Pre-applicants will be notified via mail or e-mail of their placement on the waiting list. The notice will include information stating that, based on PHA experience, the applicant is likely to be pulled for eligibility determination within the next 24 months.

All eligible applicants will receive a receipt verifying that they have successfully submitted a pre-application to the HCV waiting list. The notice will inform the applicant that placement on the waiting list will be done by random selection. The notice will also state that selected applicants will be notified within ten days of waiting list closure by mail or by e-mail that their application was placed on the HCV waiting list. The notice sent to pre-applicants who were not pulled during the random selection will include information regarding an opportunity to reapply when the waiting list opens again in approximately two year.

The purpose of the pre-application is to permit the PHA to preliminarily assess family eligibility or ineligibility for the lottery selection process. Duplicate applications will not be accepted.

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, 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.

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, and phone number. The changes must be submitted in writing.

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

If an applicant fails to respond to a mailing from the PHA within ten (10) days, they will be removed from the waiting list. An extension will be considered an accommodation if requested by a person with a disability. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file.

If a letter is returned with a forwarding address, the application will be canceled for failure to notify the PHA of change of address as required.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless they contact the PHA within 30 days of the date of removal.

Removal from the Waiting List

PHA Policy

All applications will remain in the "active" file unless:

- If at any time an applicant family is on the waiting list, the PHA determines that the family is not eligible for assistance 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. 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 [24 CFR 982.201(f)].
- The application is withdrawn at the applicant's request.
- The applicant declines the offer of assistance under the voucher program unless the reason is for good cause and it is approved by the Rental Assistance Program Manager or designee.

Examples of good cause related to an applicant's willingness to accept an offer of assistance, but are unable to continue with the application process at the time of the offer include:

- Health professional verifies temporary hospitalization or recovery from illness of the principal household member, other household members (each as listed on final application) or live-in aide necessary to the care of the principal household member;

- The family head, spouse or sole member is serving on an impaneled jury.
- Applicant in a lease and unable to accept the offer of housing assistance without breaking lease. Applicant must submit verification of lease. Upon receipt of verification of lease, applicant's application will be placed inactive. Applicant will have the responsibility of contacting HATC when lease term is ended to be considered for the next eligible voucher. Applicant must contact the HATC within 12 months of being placed inactive due to being in a lease. No further outreach will be made to applicant. Applicants will be allowed to deny opportunity for housing due to lease requirements only one time.

It is the responsibility of each applicant to inform the PHA of any change of status, address, telephone number, etc.

Unless otherwise stated, an application will be filed inactive in any of the above events. Re-application will be necessary if the family wishes to be again considered for housing assistance.

PHA's decision to withdraw from the waiting list the name of an applicant family that includes a person with disabilities is subject to reasonable accommodation (24 CFR part 8). If the applicant did not respond to the PHA's request for information or updates because of the family member's disability, the PHA will reinstate the applicant in the family's original position on the waiting list within 12 months from date of termination.

SELECTION FOR HCV ASSISTANCE

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)].

SELECTION AND HCV FUNDING SOURCES

Special Admissions [24 CFR 982.203]

HUD may award funding for specifically designated 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. 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: from the waiting list
- Five Year Mainstream: from the waiting list
- Project Access: by referral
- Family Unification: from the waiting list and by referral
- VASH - HUD-VA Supportive Housing Program from the waiting list and by referral

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 selection policies.

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.

All types of households are eligible for the Housing Choice Voucher program as long as the family meets income requirements. The following types of households will receive preference over other qualified households:

PHA Policy

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

Residency Preference

Households that live (at the time of pre-application or eligibility) or work within Thurston County and are able to provide appropriate documentation/verification of home or work address will be given first preference. The use of the residency preference will not have the purpose or effect of delaying or denying admission to the program based on the race, color, ethnic origin, gender, religion, disability, or age of any member of an applicant family.

Households that meet the residency preference will be served with priority given to the following households:

- Elderly
- Disabled
- Near Elderly: 50 and over
- Families with minor or disabled adult children and single pregnant women
- Single individuals or couples who are victims of DV or hate crimes
- Single individuals or couples who are victims of a declared natural disaster
- Families who are homeless

If there are no households remaining on the waiting list who meet one of the above priorities, households who meet the residency preference will be served first over other household who do not meet the residency preference but may meet one of the above priorities.

Applicants who do not meet the residency preference and one of the designated priorities may remain on the waiting list until they meet the residency preference and one of the designated priorities or the waiting list has been exhausted of these households.

The following households who meet the residency preference and a priority will be placed on the waiting list even when the waiting list is closed and will be given top priority over those applicants already on the waiting list:

- A family that has been granted a temporary suspension of assistance to accommodate a disability.
- Persons eligible for Project Access – a non-elderly person with a disability exiting a Nursing Home or a medical facility- these are King County HA administered vouchers and do not come out of our pool (Up to 15 vouchers).
- Households referred by the Division of Children and Family Services who qualify for the Family Unification Program (up to 73 vouchers).
- The Family Unification Program (FUP) has been vital to the solution of transitioning children in foster care back to their families where housing is the barrier to their return and assisting youth aging out of foster care in obtaining and keeping stable housing. To keep this asset available to the community after the FUP is fully leased, the Housing Authority of Thurston County will transition up to two (2) FUP participants a month to a general Housing Choice Voucher (HCV). The FUP vouchers released will be made available to the Division of Children and Family Services for new referrals. To be transitioned to a general HCV, the FUP family must have completed at least one year of tenancy under the FUP. In the cases of youth aging out of foster care, the youth must have completed 18 months under FUP program and be determined by the FUP assigned Housing Program Specialist to be unlikely to sustain self-sufficient housing without continue HCV rental assistance support.
- Households referred by the VA (American Lake) who qualifies for the VA Supportive Housing (VASH) Program (up to 73 vouchers).
- Homeless families with children who are residing in a short or long-term homeless supportive housing program and are receiving case-managed supportive services-by referral
- The PHA will give a preference for a tenant-based voucher over other project-based to tenant-based voucher requests to participants residing in project-based voucher-assisted properties Pear Blossom Place and Pear Street Apartments. This preference is being offered as part of the Continuum of Care to end homelessness for families with children and children aging out of foster care. Pear Blossom Place with seven units is the only permanent housing with intensive case management for homeless families with children in Thurston County. Pear Street Apartments with six units is the only permanent housing with intensive case management for youth aging out of foster care in Thurston County.
- Persons with HIV-AIDS up to 8 slots-by referral.
- Persons who face displacement by a HOME-funded project where the issuance of a voucher would offset the relocation costs to the project.
- The PHA will accept referrals for families with an honorably discharged Veteran family member where the family qualifies as an extremely low-income family or demonstrates and verifies a housing need as defined under “Income Targeting Requirements” in the HCV Administrative Plan. This preference is limited to a maximum of 15 vouchers at any given time, per calendar year and is dependent on availability of vouchers.- Eligible households are referred by:
 - * Thurston County Public Health & Social Services Department
 - * Washington State Department of Veterans Affairs
 - * United State Department of Veterans Affairs.
 - * Or other applicable agencies.

- Formerly homeless families who are residing in a short or long-term homeless housing program who are determined to need long-term rental assistance. By referral from agencies participating in Thurston County's Coordinated Entry system or other homeless intake system as approved by the Director of Rental Assistance Programs.

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 is higher. To ensure that 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.

Families who do not meet the qualification as ELI must demonstrate a need for assistance.

Need may be defined and verified in at least one of the following categories:

- Be a displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed because of a disaster declared or otherwise formally recognized under Federal disaster relief laws.
- Be a tenant in the Moderate Rehabilitation Program or other subsidized unit who are required to move, and who comply with the terms of their lease and who cannot be placed in another unit.
- Be a tenant who is rent-burdened for at least 90 days. (Families who are paying more than 40% of their adjusted monthly income for rent and utilities. In determining the rent burden, the gross income will be adjusted by the deductions used to determine benefit calculations for program participants and shall also be adjusted by alimony or child support, repayment of school loans, and 15% of gross wages for employed persons.)
- Be an eligible household that is living in substandard housing, including overcrowded (more than two persons per bedroom), who are doubled up with other families for financial reasons, or who are homeless.
- Be an eligible household that is current in rent but who are being asked to vacate their current dwelling because the housing unit is being sold or because of a change of use or extensive rehabilitation or demolition by private action.
- Be an eligible household who is a victim of domestic abuse or a hate crime in the current unit and needs to move away from the violence. A person meeting this criterion can also be a single person younger than 50 who is not disabled.
- Be an eligible household that is living in subsidized housing where at least one member has a medical need to move to alternate housing or is overcrowded and there is no suitable unit available.
- Be an eligible household that is living in subsidized housing who can demonstrate a need to move to be closer to a family member who requires the daily assistance of the applicant.

- Be an eligible household that has a disabled member, and the current rental unit does not accommodate their needs.

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

Families will be selected from the waiting list based on the targeted funding or selection preference(s) for which they qualify, and in accordance with the PHA's hierarchy of preferences, if applicable. Within each targeted funding or preference category, families will be selected based on a families ranking on the HCV waiting list. Ranking of pre-applications will be determined by random lottery pull. The random lottery pull will occur at the end of each waiting list opening. Pre-applicants will be assigned a permanent ranking number. The pre-applicants will be pulled from the waiting list based on the applicants ranking number. The lowest ranking number will be the next pre-applicant pulled. 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.

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

- Deadline for the receipt of the full application and notice of termination if the paperwork is not received by the deadline.
- Documents that must be provided to document the legal identity of household members, including information about what constitutes acceptable documentation, income verification, picture identification, social security cards and other verifications needed to determine eligibility.

If a notification letter is returned to the PHA with no forwarding address, the family will be removed from the waiting list. No further notice is sent. If the family fails to return the requested paperwork in the time allotted, a notice of denial will be sent to the family's address of record.

If the paperwork is returned and a review indicates that the applicant is not eligible, a notice of denial is sent to the family, which includes the reason for the denial and the right to a review of the determination.

If the paperwork is returned and a review indicates that the applicant appears to be eligible, a letter is sent for an interview. The letter will include:

- Date, time, and location of the scheduled application interview, including any procedures for rescheduling the interview
- Who is required to attend the interview

- Other documents and information that should be brought to the interview.

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 2012-10]. All applicants and applicant household members must disclose SSN at time of application but do not have to verify SSN until pulled from the waiting list.

Note: These requirements do not apply to noncitizens who do not contend eligible immigration status.

PHA Policy

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

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

The head of household and the spouse/co-head will be strongly encouraged to attend the interview together. However, either the head of household or the spouse/co-head may attend the interview on behalf of the family. Verification of information pertaining to adult members of the household not present at the interview will not begin until signed release forms are returned to the PHA.

The head of household or spouse/co-head must provide acceptable 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 ten business days.

All applicants and household members must disclose their social security numbers at the time of application. Pending documentation of household social security numbers, the PHA will allow the family to retain its place on the waiting list until the applicant is pulled for eligibility review. Applicant must supply documentation of SSNs before scheduling of eligibility interview. If all household members have not provided documentation of their SSNs at the time the PHA is ready to schedule eligibility interviews, the PHA will move to the next eligible applicant family on the waiting list.

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 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 ten business days of the interview. 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.

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 interpretive 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.

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

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 until the list is purged (Notice PIH 2010-3).

COMPLETING THE APPLICATION PROCESS

The PHA must verify all information provided by the family. Based on verified information, the PHA must make a final determination of eligibility 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 ten 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.

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 PHA will notify the family in writing that it has been returned to the waiting list, and will specify the reasons for it.

SELECTION OF PBV PROGRAM PARTICIPANTS [24 CFR 983.251(c)]

The PHA may establish a separate waiting list for PBV units, or it may use the same waiting list for both tenant-based and PBV assistance. The PHA may also merge the PBV waiting list with a waiting list for other assisted housing programs offered by the PHA. If the PHA chooses to offer a separate waiting list for PBV assistance, the PHA must offer to place applicants who are listed on the tenant-based waiting list on the waiting list for PBV assistance.

If a PHA decides to establish a separate PBV waiting list, the PHA may use a single waiting list for the PHA's whole PBV program, or it may establish separate waiting lists for PBV units in particular projects, buildings, or sets of such units.

PHA Policy

In our case, the PHA will have project-specific established waiting lists. Applicants to the PHA's tenant-based waiting list are given a referral guide to all the project-based programs and are encouraged to place their names on all the project waiting lists for which they would qualify. The following projects collect applications and co-maintain waiting lists with the PHA.

- B and B Apartments
- Pear Street Apartments
- Drexel House, Phase I and II
- Evergreen Vista, Phases I and II
- Quixote Village
- Homes First

Krislen Apartments
Pear Blossom Place
Tumwater Cove
The Gardens
Billy Frank Jr. Place

Once PBV project manager approves an applicant for tenancy, paperwork is sent to the Housing Authority for voucher program eligibility and the process toward tenancy begins. The Housing Authority will co-manage the waiting lists with each PBV project.

SELECTION FROM THE WAITING LIST [24 CFR 983.251(c)]

Applicants who will occupy units with PBV assistance must be selected from the PHA's waiting list. The PHA may establish selection criteria or preferences for occupancy of particular PBV units. The PHA may place families referred by the PBV owner on its PBV waiting list.

Income Targeting [24 CFR 983.251(c) (6)]

At least 75 percent of the families admitted to the PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the waiting list must be extremely low-income families. The income-targeting requirement applies to the total of admissions to both programs.

Units with Accessibility Features [24 CFR 983.251(c) (7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, the PHA must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(d)]

The PHA may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or occupancy of particular PBV developments or units. The PHA must provide an absolute selection preference for eligible in-place families.

The PHA may establish a selection preference for families who qualify for voluntary services, including disability-specific services, offered in conjunction with assisted units, provided that preference is consistent with the PHA plan. The PHA may not, however, grant a preference to a person with a specific disability [FR Notice 1/18/17].

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

If the PHA has projects with “excepted units” for elderly families or supportive services, the PHA must give preference to such families when referring families to these units [24 CFR 983.261(b); FR Notice 1/18/17].

PHA Policy

The PHA will provide a selection preference when required by the regulation (e.g., eligible in-place families, elderly families, or units with supportive services or mobility-impaired persons for accessible units). The following additional preferences have been established for the following projects, buildings, or sets of units:

Evergreen Vista Apartments II and I

- Serving low-income families who qualify for one, two, and three bedroom apartments
- Set-aside units serving families who are homeless, or how have member with a disability, or who are victims of domestic violence

Krislen Apartments

- Serving individuals 62 and over or persons with developmental disabilities

Homesfirst

- Serving low-income individuals and families who are eligible for one, two, three, four, and five bedroom units
- Serving individuals with developmental disabilities who need intensive in-home supportive services

Pear Blossom Place

- Serving homeless families with children who may benefit from case managed services.
- Accessed through Thurston County’s Coordinated Entry System

Pear Street Apartments

- Serving homeless adults aging out of the foster care program who may benefit from case managed services
- Accessed through Thurston County’s Coordinated Entry System

Drexel House Apartments

- Serving single individuals who are homeless at the time of application and who may benefit from case managed services
- Accessed through Thurston County’s Coordinated Entry System

Drexel House Veteran’s Housing

- Serving single individuals who are chronically homeless at the time of application and who may benefit from case managed services
- Priority for honorably discharged veterans
- Accessed through Thurston County’s Coordinated Entry System

Quixote Village

- Serving single individuals who are chronically homeless at the time of application and who may benefit from case managed services
- Accessed through Thurston County’s Coordinated Entry System

Billy Frank Jr. Place

- Studio, one, and two bedroom units for homeless individuals and families who may benefit for case managed services. Access by referral through any Thurston County Coordinated Entry provider.
- Priority preference for veteran households.
- Accessed through Thurston County’s Coordinated Entry System

Tumwater Cove

- Serving persons with mental illness/disabilities who may benefit from case managed services
- By referral from Behavioral Health Resources

B and B Apartments

- Serving individuals with mental illness/disabilities who may benefit from case management services
- By referral from Behavioral Health Resources

Tumwater Gardens

- Serving homeless individuals with mental illness/disabilities who may benefit from case management services
- By referral from Behavioral Health Resources

OFFER OF PBV ASSISTANCE

Refusal of Offer [24 CFR 983.251(e) (3)]

The PHA is prohibited from taking any of the following actions against a family who has applied for, received, or refused an offer of PBV assistance:

- Refuse to list the applicant on the waiting list for tenant-based voucher assistance;
- Deny any admission preference for which the applicant qualifies;
- Change the applicant's place on the waiting list based on preference, date, and time of application, or other factors affecting selection under the PHA's selection policy;
- Remove the applicant from the tenant-based voucher waiting list.

Disapproval by Landlord [24 CFR 983.251(e) (2)]

If a PBV owner rejects a family for admission to the owner's units, such rejection may not affect the family's position on the tenant-based voucher waiting list.

Acceptance of Offer [24 CFR 983.252]

Family Briefing

When a family accepts an offer for PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on how the program works and the responsibilities of the family and owner. In addition to the oral briefing, the PHA must provide a briefing packet that explains how the PHA determines the total tenant payment for a family, the family obligations under the program, and applicable fair housing information.

Persons with Disabilities

If an applicant family's head or spouse is disabled, the PHA must assure effective communication, in accordance with 24 CFR 8.6, in conducting the oral briefing and in providing the written information packet. This may include making alternative formats available (see Chapter 2). In addition, the PHA must have a mechanism for referring a family that includes a member with a mobility impairment to an appropriate accessible PBV unit.

Persons with Limited English Proficiency

The PHA should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964 and Executive Order 13166 (see Chapter 2).

OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very-low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253(b)].

Leasing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the PHA from the PHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. The PHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

PHA Policy

The owner must go to the project waiting list when vacancies occur. Within five business days of being accepted for tenancy, the Project manager/owner will fax information on the prospective tenant to the PHA and the PHA staff will send eligibility paperwork and an appointment letter to the prospective tenant. All efforts on project and PHA staff will be made to reduce the vacancy on a unit that is ready to rent.

The PHA will continue to refer potential applicants to the Projects to get on the various waiting lists.

Reduction in HAP Contract Units Due to Vacancies [24 CFR 983.254(b)]

If any contract units have been vacant for 120 or more days since owner notice of the vacancy, the PHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (according to the bedroom size) that have been vacant for this period.

PHA Policy

If any contract units have been vacant for 120 days, (without a mutual agreement between the owner and the PHA), the PHA will give notice to the owner that the HAP contract will be amended to reduce the number of contract units that have been vacant for this period. The PHA will provide the notice to the owner within ten business days of the 120th day of the vacancy. The amendment to the HAP contract will be effective the 1st day of the month following the date of the PHA's notice.

TENANT SCREENING [24 CFR 983.255]

PHA Responsibility

The PHA is not responsible or liable to the owner or any other person for the family's behavior or suitability for tenancy. However, the PHA may opt to screen applicants for family behavior or suitability for tenancy and may deny applicants based on such screening.

PHA Policy

The PHA will not conduct screening to determine a PBV applicant family's suitability for tenancy.

The PHA must provide the owner with an applicant family's current and prior address (as shown in PHA records) and the name and address (if known by the PHA) of the family's current landlord and any previous landlords.

In addition, the PHA may offer the owner other information the PHA may have about a family, including information about the tenancy history of family members or about drug trafficking and criminal activity by family members. The PHA must provide applicant families a description of the PHA policy on providing information to owners, and the PHA must give the same types of information to all owners.

PHA Policy

This PHA will inform owners of their responsibility to screen prospective tenants and will provide owners with the required known name and address information, at the time of the turnover HQS inspection or before. The PHA will not provide any additional information to the owner, such as tenancy history, criminal history, etc.

Owner Responsibility

The owner is responsible for screening and selection of the family to occupy the owner's unit. When screening families, the owner may consider a family's background concerning the following factors:

- Payment of rent and utility bills;
- Caring for a unit and premises;
- Respecting the rights of other residents to the peaceful enjoyment of their housing;
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
- Compliance with other essential conditions of tenancy.