

### C. OPENING/CLOSING OF THE WAITING LIST

1. When the HACN ~~closes or~~ opens the waiting list for any program, the HACN will advertise through public notice in ~~the local~~ newspapers of general circulation, minority publications, ~~and other suitable media entities outlets and on its website, radio, the local Public Access Television programs,~~ Outreach regarding the opening of the waiting list will include efforts to reach populations considered least likely to apply for assistance and to reach persons with disabilities. This will include targeted outreach to local nonprofit service providers.

2. The notice will contain the dates, times, ~~and locations where~~ process for how families may apply, the programs for which applications will be taken, a brief description of the program and when the waiting list will be closed. The notice will provide information which includes any preferences the waiting list opening is limited to, the HACN address and telephone number, how to submit an initial application, and information on eligibility requirements. The notice will include a statement that upon written request, a person with a disability may have additional time of up to fourteen (14) days for submission of an initial application after the closing deadline as an ~~accommodation~~ reasonable accommodation.

3. The HACN will add new applicants to its the waiting list through a waitlist lottery which shall be conducted by separating the new applicants into groups based on preferences and ranking applicants within each group by a drawing or other random choice technique. Households selected through the lottery for the waitlist will then be added to the waiting list based on the order selected in the lottery.

4. When the waiting list is open, any family who asks asking to be included in the lottery placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an initial submit an application unless the HACN has adopted criteria defining what which families may apply for assistance under a public notice, in which case only those families who meet the specified criteria may submit an application. When the initial application is selected by lottery is submitted to the HACN, it establishes the family's date and time of application. Households who applied to the waiting list previously before the lottery system was implemented, shall be added based on date and time of application. Households who are added to the waiting list through the lottery shall be added in the order selected through the lottery (i.e. the first name pulled shall be added to the waiting list before the next name pulled prior to applying preference categories).

53. The HACN may stop accepting applications and close its waiting list if there are enough applicants to fill anticipated openings for the next twenty-four (24) months. ~~The waiting list may will not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.~~ The HACN will announce the closing of the waiting list by public notice in the newspapers of general circulation, ~~and~~ minority publications, other suitable media outlets and on its website.

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~~4. The HACN will add new applicants to the waiting list by separating the new applicants into groups based on preferences and ranking applicants within each group by date and time of application.~~

~~5. When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an initial application. When the initial application is submitted to the HACN, it establishes the family's date and time of application for placement order on the waiting list.~~

### A. WAITING LIST [24 CFR 982.204]

The HACN uses a single waiting list for admission to its Section 8 tenant-based rental assistance programs. Except for Special Admissions and Targeted Funding Programs, applicants will be selected from the HACN waiting list in accordance with policies, preferences, and income targeting requirements defined in this Administrative Plan. The HACN will maintain applicant information that permits proper selection from the waiting list.

1. The waiting list contains the following information for each applicant listed:

- a. applicant name
- b. date and time of application
- c. disability status
- d. qualification for any local preference
- e. racial ~~or~~ and ethnic designation of the head of household
- f. gender
- g. family unit size

### B. SPECIAL ADMISSIONS [24 CFR 982.54~~(D)~~ ~~(E)~~, 982.203]

1. Special Admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the waiting list. The HACN maintains separate records of these admissions. Applicants who are admitted under Special Admissions are identified by codes in the automated system and are not maintained on separate waiting lists.

2. The HACN receives a HUD award of program funding that is targeted for specifically named families; the HACN will admit these families under a Special Admissions procedure.

3. The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- a. a family displaced because of demolition or disposition of a public or Indian housing project;
- b. a family residing in a multifamily rental housing project when HUD sells, forecloses, or demolishes the project;
- c. a family living in housing covered by the Low-Income Housing Preservation and the Resident Home-Ownership Act of 1990;
- d. a family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term; or
- e. a non-purchasing family residing in a HOPE 1 or HOPE 2 project.

**C. WAITING LIST PREFERENCES [24 CFR 982.207]**

1. HACN will select applicants from the waiting list based upon the HACN local preference point system set forth in subsection D below. Each preference will receive an allocation of points. The more preference points an applicant has, the higher the applicant's place on the waiting list. Among applicants with equal preference points, the waiting list will be organized by date and time of application.

~~2. An applicant will not be granted any local preference if any member of the family has been evicted from housing assisted under a 1937 Housing Act program during the past five (5) years because of drug-related criminal activity. The HACN may grant an exception to such a family if the responsible member has successfully completed a rehabilitation program or the evicted person clearly did not participate in or know about the drug-related activity.~~

~~2.3.~~ If an applicant makes a false statement in order to qualify for a local preference, the HACN will deny admission to the program.

**D. LOCAL PREFERENCES [24 CFR 982.207]**

1. The HACN uses the following local preference point system to select applicants from the waiting list for non-Targeted Funding program vouchers (with the exception of vouchers issued through the limited preference categories as described under Subsections 8D.9 and 8D.10 below):

CATEGORY	POINTS
Federal disaster	20 points
Families <u>with children or elderly or disabled individuals</u> who live, <u>work, or have been hired to work in Napa County</u>	<u>10 points</u> <del>10 points</del>
Veterans or surviving spouses of veterans	<u>54 points</u>
Families with children or elderly or disabled individuals	15 points

2. HACN applies the residency preference for families who live, work, or have been hired to work in Napa County to ~~only 75% of its Section 8 new admissions of the applicants selected from the waiting list for eligibility determination and voucher issuance.~~ Therefore, if 100 ~~vouchers are available applicants are processed from the waiting list~~, 75 applicants will be selected who live, work, or have been hired to work in Napa County and 25 applicants will be selected who do not live or work in Napa County.

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3. Because the HACN residency preference described in subsection D(1)(b) above is only applied to 75% of the applicants selected from the Section 8 waiting list~~new admissions~~, the residency preference will not delay or deny admission to the program based upon race, color, ethnic origin, gender, religion, creed, national or ethnic origin, familial status, marital status, handicap, or disability, sexual orientation, gender identity, or age of any applicant family members.

4. The HACN residency preference described in subsection D(1)(b) above is not based on how long an applicant has resided or worked in Napa County.

5. Singles Preference - Single persons who are elderly or disabled will receive preference over other single persons. (24 CFR 100.80)

6. Determination of Preference. An applicant's certification that they qualify for a preference may be accepted without verification at the initial application with the exception of applicants claiming a veteran's preference. Applicants claiming a veteran's preference will be asked to provide written verification of veteran status. When the applicant is selected from the waiting list for the final determination of eligibility, preferences will be verified.

7. Final Verification of Preference - Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACN will obtain updated verifications of preference at the interview and by third party verification.

8. Preference Denial - If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be notified in writing within ten (10) days of the date that the preference has been denied. The HACN will offer the applicant a meeting to discuss the preference denial before the applicant is returned to the waiting list without the local preference. The difference between a meeting and a review or hearing is that the meeting can be conducted by the person who decided that the preference was denied.

### 9. Homeless Admissions Limited Preference

The HACN administers a limited homeless preference of 15 (fifteen) Housing Choice Vouchers and 451 (forty-one) Project Based Vouchers. The preference is restricted to referrals from through the Napa County Continuum of Care coordinated entry system a partnering homeless service agency.

The HACN will prioritize households referred through the Napa Continuum of Care coordinated entry in two ways. First, when appropriate support services are available for clients, the HACN will prioritize households that are assessed through the Napa County Continuum of Care coordinated entry system as having being the highest need for permanent supportive housing using the Vulnerability Index Service Prioritization Assessment Tool (VI-SPDAT). The VI-SPDAT is the community adopted housing assessment tool for the Continuum of Care coordinated entry system. Referrals to

the HACN for Housing Choice Vouchers will come directly from the coordinated entry system. Secondly, the HACN will prioritize households who are currently living in permanent supportive housing but who no longer need intensive case management. HACN will transition permanent supportive housing households onto Housing Choice Vouchers only when:

a) households have appropriate supports to succeed in less service intensive housing and

b) turnover permanent supportive housing units are then targeted to households prioritized through the coordinated entry system.

The HACN will allow the Napa County or its partnering homeless service agency to verify the individual or family meets the preference qualification, and the Napa County or its partnering homeless service agency will verify the preference qualification before the individual or family is referred to the HACN.

### 10. Non-Elderly Persons with Disabilities who are Homeless or at Risk of Homelessness Limited Preference

40The HACN administers a limited preference of eleven (11) Housing Choice Vouchers for non-elderly person with disabilities, who are homeless or at risk of becoming homeless, preference of eleven (11) Housing Choice Vouchers. This preference applies to any household that includes one or more non-elderly person with disabilities and is who are homeless or at risk of becoming homeless as defined in the 2017 Mainstream program definitions.

## **E. INCOME TARGETING [24 CFR 982.201(2)]**

1. In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the HACN will reserve a minimum of seventy-five percent (75%) of its Section 8 new admissions for extremely low-income families, whose income does not exceed thirty percent (30%) of the area median income. The HACN will admit families who qualify under the extremely low-income limit to meet the income targeting requirement, regardless of preference. The annual income (gross income) of a participant family is used for determination of income- eligibility.

2. If the family's verified annual income, at final eligibility determination, does not fall under the extremely low-income limit and the family was selected for income targeting purposes before families with a higher preference, the family will be returned to the waiting list with their original date and time.

3. The HACN's income targeting requirement does not apply to low-income families continuously assisted as provided for under the 1937 Housing Act and low-income or moderate income families entitled to preservation assistance under the tenant-based program as a result of a mortgage prepayment or opt-out.

### F. TARGETED FUNDING [24 CFR 982.203]

When HUD awards special funding for certain family types, families who qualify are not placed on the regular waiting list. Applicants who are admitted under targeted funding which are not identified as Special Admission applicants are identified by codes in the automated system. Applications will continue to be accepted for special purpose vouchers. These targeted programs require participating households be referred to the Housing Authority by the County and other participating social service agencies. Participation in the special purpose voucher programs is limited to households with special needs.

The HACN has the following "Targeted" Programs:

#### 1. Veterans Affairs Supportive Housing (VASH)

The HUD-VASH program is a special allocation of housing choice vouchers for homeless veterans that is combined with case management and clinical services provided by the Department of Veterans Affairs (VA). VA provides these services at VA medical centers and community based outreach clinics. VA may also offer services on-site for projects which include VASH project based vouchers. VA VASH case managers refer VASH eligible individuals or families to the HACN for the issuance of vouchers.

#### 2. Family Unification Program

Family Unification Program (FUP) vouchers are made available to families for whom the lack of adequate housing is a primary factor in the separation, or threat of imminent separation, of children from their families or the delay in the discharge of the child, or children, to the family from out of home care. FUP vouchers will also be used for a period not to exceed 36 months, otherwise eligible youths who have attained at least 18 years and not more than 24 years of age and who have 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, and is homeless or is at risk of becoming homeless at age 16 or older.

The participants for the program are referred by Napa County Health & Human Services Agency Child Welfare Services who screens and ranks referrals from community agencies that currently provide case management services to the families.

The HACN will identify and ensure the certification of FUP-eligible families and/or FUP-eligible youth that are on the waiting list and ensure that the family and/or youth will maintain their original position on the waiting list after they are certified. The HACN will also place all FUP-eligible families and/or FUP-eligible youth that have been referred from the Child Welfare Services Division (CWS) of Napa County Health & Human Services Agency on the HACN waiting list in the order of first come, first served.

#### 3. Mainstream Vouchers (pre-2017 Mainstream Vouchers)



Mainstream program vouchers enable families having a person with disabilities to lease affordable private housing of their choice. Mainstream program vouchers also assist persons with disabilities who often face difficulties in locating suitable and accessible housing on the private market.

The HACN administers thirty (30) Mainstream vouchers for qualifying disabled participants and eleven (11) Mainstream vouchers for households that are homeless or at-risk of homelessness that include a disabled household member who is under 62 years of age. Community agencies ~~that have referred clients to this program will~~ provide ongoing case management as needed. Mainstream vouchers shall be issued to eligible households through the HACN's waiting list. The County's partner homeless service agency shall verify each household qualifies as homeless or at-risk of homelessness for the HACN.

#### ~~4. Homeless Admissions Preference~~

~~The HACN administers a limited homeless preference of 15 (fifteen) Housing Choice Vouchers and 41 (forty-one) Project Based Vouchers. The preference is restricted to referrals from a partnering homeless service agency.~~

~~The HACN will prioritize households in two ways. First, when appropriate support services are available for clients, the HACN will prioritize households that are assessed as being the highest need for permanent supportive housing using the Vulnerability Index Service Prioritization Assessment Tool (VI-SPDAT). The VI-SPDAT is the community adopted housing assessment tool for the Continuum of Care coordinated entry system. Referrals to the HACN for Housing Choice Vouchers will come directly from the coordinated entry system. Secondly, the HACN will prioritize households who are currently living in permanent supportive housing but who no longer need intensive case management. HACN will transition permanent supportive housing households onto Housing Choice Vouchers only when:~~

~~a) households have appropriate supports to succeed in less service intensive housing and~~

~~b) turnover permanent supportive housing units are then targeted to households prioritized through the coordinated entry system.~~

~~The HACN will allow the partnering homeless service agency to verify the individual or family meets the preference qualification and the agency will verify the preference qualification before the individual or family is referred to the HACN.~~

## **G. REMOVAL FROM WAITING LIST [24 CFR 982.204(C)]**



## **ATTACHMENT 2**

1. The HACN waiting list may be purged not more than one time each year by a mailing to all applicants or, at the HACN'S option, to all applicants who have been on the waiting list more than three years, to ensure that the waiting list is current and accurate. The mailing will request confirmation of continued interest. Mailings to the applicant that require a response will state that failure to respond within thirty (30) days from the date of the letter will result in the applicant's name being dropped from the waiting list.

If the applicant fails to respond within (30) thirty calendar days, a second notice will be sent to the applicant allowing a grace period of (30) additional days. Any applicant who responds during this grace period will be reinstated on the waiting list to their original date and time of application. Failure to respond to the second notice will result in an applicant's name being removed from the waiting list.

2. 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 the HACN request for information or updates because of a claim of a family member's disability, the HACN may reinstate the applicant in the family's former position on the waiting list when written documentation is provided verifying the claim.

3. If a letter is returned to the HACN 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 applicant's file.

4. If an applicant is removed from the waiting list for failure to respond, the HACN may reinstate the applicant if the HACN determines the lack of response was due to HACN error, or to circumstances beyond the applicant's control.

### **H. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]**

1. Applicants are required to provide written notification to the HACN of changes in address or any other change in circumstances. Applicants are also required to respond to requests from the HACN to update information on their waiting list information and to determine their continued interest in assistance. Failure to respond to update requests within the time period specified on the request will result in the removal of the applicant from the waiting list.

2. If, after a review of the initial application, the family is determined to be preliminarily eligible, they will be placed on the waiting list. If, after a review of the initial application, the family is determined to be ineligible, the HACN will notify the family in writing (in accessible format upon request as a reasonable accommodation), state the reason(s), and inform the family of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation.

### **I. TIME OF SELECTION [24 CFR 982.204]**

## **ATTACHMENT 2**

1. When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, or family unit size (subject to income targeting requirements). When funding is insufficient for the family at the top of the list, the HACN will not admit any other applicant until funding is available for the first applicant.
2. Families will be notified by letter when their name comes to the top of the waiting list and funding is available. If they are unable to attend the application interview due to a disability, HACN will make reasonable accommodations.
3. After the verification process is completed, the HACN will make a final determination of eligibility. If the family is determined to be eligible, a briefing will be scheduled for the issuance of a voucher and the family's orientation to the housing program.

**CONTINUOUSLY ASSISTED** - An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

**DEPENDENT** - A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a disabled person or handicapped person or is a full-time student 18 years of age or over.

**DISABILITY ASSISTANCE EXPENSE** - Anticipated costs for care aides and auxiliary apparatus for disabled family members which enable a family member (including the disabled family member) to work.

**DISABLED FAMILY** - A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

**DISPLACED PERSON/FAMILY** - A person or family displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under federal disaster relief laws.

**DRUG-RELATED CRIMINAL ACTIVITY** - The illegal manufacture, sale, distribution, use, or the possession with intent to manufacture, sell distribute or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802).

**ECONOMIC SELF-SUFFICIENCY PROGRAM** - Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families

**ELDERLY – A person who is 62 years of age or older.**

**ELDERLY FAMILY** - A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

**ELIGIBLE FAMILY** - A family is defined by the PHA in Chapter Four of the Administrative Plan.

**EXCESS MEDICAL EXPENSES** - Any medical expenses incurred by elderly or disabled families only in excess of 3% of annual income which are not reimbursable from any other source.

**EXTREMELY LOW-INCOME FAMILY** - A family whose annual income does not exceed thirty (30) percent of the median income for the area, as determined by HUDFAIR HOUSING ACT. Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.)

**FAIR MARKET RENT (FMR)** - The rent including the cost of utilities (except telephone) that would be required to be paid in the housing market area to obtain privately owned existing decent, safe, and sanitary rental housing

**FAMILY RENT TO OWNER** -The portion of the rent to Owner paid by the family.