

**Proposed Changes to the Rutland Housing Authority Section 8 Program
Administrative Plan for Public Review and Hearing on July 27, 2022**

**SECTION 8 HCV ADMINISTRATIVE PLAN – CHAPTER 4 – PLACEMENT ON
WAITING LISTS**

Eligibility for Placement on Waiting Lists

RHA-Specific Policy

RHA will send written notification of the preliminary eligibility determination generally within 10 business days of receiving a complete application.

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

Applicants will be placed on the waiting list according to any preference(s) or targeted funding for which they qualify, and the date and time their complete application is received by RHA. (See Part III: Selection for HCV Assistance for details regarding targeted funding.) These preferences consist of:

- **Income Targeting**

The Housing Quality and Work Responsibility Act of 1998 requires that 75% of all new admissions shall be families whose income at the time of admission does not exceed 30% of the area median income. In the event that this targeting goal is not being met, RHA shall choose families with an income below 30% of median over other eligible families until the target is met.

- **Residency Preference**

Residents of Vermont will be given a preference over all other applicants on waiting lists. A resident is an applicant who currently resides (has a domicile or legal residency) in Vermont or expects to reside in Vermont as a result of documented current employment in Vermont or a documented offer of employment for at least 20 hours a week.

- **Types of Applicants with Preference Over "Other Singles" [24 CFR 5.405(b)]**

Elderly, disabled, and displaced individuals and families with two or more members will be given a preference over all "Other Single" applicants. "Other Singles" denotes a one-person household in which the individual member is not elderly, disabled, or displaced by government action. Such applicants will be placed on an "Other Singles" waiting list(s).

- **Preference for Program Participants Residing in PBV Units**

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After a year of occupancy in a housing unit with a RHA-funded PBV, a program participant who is in full compliance with the Statement of Family Responsibilities will be eligible to apply for a Section 8 tenant-based Housing Choice Voucher and will be given a preference over other applicants on the Waiting List.

- **Local Preferences**

In addition to the above waitlist preferences awarded at the time of application, RHA also utilizes a system of Local Preferences. See Section III – Selection for HCV Rental Assistance for further information regarding Local Preferences and related preference-related hierarchy in providing rental assistance.

- **Preferences at Properties with PBVs**

Owners of properties which have PBVs tied to some or all units (including RHA-owned units) may establish property-specific preferences in addition to RHA’s overarching preferences outlined above. Please see applicable Tenant Selection Policies for each such property to learn details.

Targeted Funding

RHA administers the following types of targeted funding:

- **Mainstream Housing Vouchers–**

Applicants with a non-elderly disabled family member are eligible for a Mainstream Voucher as well as a Regular Housing Choice Voucher.

- **Regular PBVs –**

Applicants interested in and qualified for a particular development which has PBVs will be placed on that particular development’s waiting list, in accordance with any preferences or priorities established for that waiting list.

- **RAD PBVs –**

Applicants interested in and qualified for an elderly/disabled or family development which has PBVs because of a HUD Rental Assistance Demonstration (RAD) program conversion will be placed on the appropriate RAD PBV Waiting List, in accordance with any preference or priorities established for that waiting list.

Regular HCV Funding

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Regular HCV funding may be used to assist any eligible family on the waiting list. Families are selected from the waiting list according to the policies provided in Section 4-III.C.

4-III.C. SELECTION METHOD

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the PHA will use [24 CFR 982.202(d)].

Local Preferences [24 CFR 982.207; HCV p. 4-16]

PHAs are permitted to establish local preferences, and to give priority to serving families that meet those criteria. HUD specifically authorizes and places restrictions on certain types of local preferences. HUD also permits the PHA to establish other local preferences, at its discretion. Any local preferences established must be consistent with the PHA plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources.

RHA-Specific Policy

RHA will use the following local preference system:

For up to fifty percent (50%) of lease-ups in every fiscal year, RHA's HCV tenant-based voucher programs, RHA elects to extend consideration for a Local Preference to:

- **Vulnerable applicants (families with extremely low income who are homeless or at risk of homelessness) for whom a supported housing opportunity is available to help them obtain and/or retain permanent housing.**
- **Applicants transitioning from programs affiliated with RHA, including but not limited to, the Domestic Violence Transitional Housing Program, Rutland Area Bridge Housing and Rutland Area Mentor Connector/ VCRHYP Transitional Housing Program**
- **Applicants whose individual circumstances are determined by the RHA Executive Director to be an emergency housing situation not resulting from the family's actions or inaction, including but not limited to:**
 - **displacement by state or local government.**
 - **currently a client in a permanent supportive housing or rapid rehousing project ready to graduate,**
 - **displacement due to extensive structural damage as a result of a disaster.**
 - **harassment against a family in a protected class;**
 - **victims of domestic violence; or**

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- for purposes of witness protection

Local preference decisions by the Executive Director will be documented in the family's file. The Section 8 Program Manager will monitor the number of preferences awarded each year, to ensure that Local Preference decisions comply with the 50% of lease up limit.

RHA will offer public notice when changing its preference system. The notice will be publicized using the same guidelines followed to amend its Administrative Plan or to open/close its waiting lists.

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)].

RHA-Specific 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 RHA's hierarchy of preferences. Within each targeted funding or preference category, families will be selected on a first-come, first-served basis according to the date and time their complete application is received by RHA. Documentation will be maintained by RHA as to whether families on the list qualify for targeted funding. If a higher placed family on the waiting list is not qualified for targeted funding, there will be a notation made to that effect.

Among applicants with equal preference status, the waiting list will be organized by date and time. Applicants with local preference status will be served before families without local preference status.

RHA will treat both types of local preferences (i.e., housing emergency and case management preferences) equally.