

Santa Cruz County Housing Choice Voucher Administrative Plan

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#	Section	Page	Proposed Wording	Explanation
1	Table of Contents	2	<u>Project Based Voucher Program</u>	This section has been added to provide more specific guidance related to the PBV program and to align with the most current regulations under HOTMA.
2	<u>I. Selecting Applicants from the Waiting List, Targeting, Preference s, Closing and Opening Waiting List</u>	8	<p>8. Graduates of the Continuum of Care (CoC) Shelter Plus Care (S+C), and Youth Homeless Demonstration Program (YHDP) Permanent Supportive Housing (PSH) Programs, and Family Unification Program (FUP) Youth in Project Based Voucher units.</p> <p><u>The Housing Authority provides a preference within the HCV voucher program for Family Unification Program Youth in Project Based Voucher units, wherein they may graduate into the regular HCV voucher program when they have reached the maximum period of assistance under FUP and are in good standing with the program.</u></p>	Added to reflect HUD requirements for establishing a preference in order to transition FUP Youth from time-limited PBV-based FUP units to HCV units.
3	<u>IV. Occupancy Policies</u>	16	_____	Removed to align with current practice. Previous policy regarding “other household members” who were not considered for increases in voucher size reflect cost saving measures adopted during federal sequestration.
3	<u>IV. Occupancy Policies</u>	17	<p><u>Definition of a Guest</u> A guest is a person temporarily staying in the assisted unit with the consent of the family <u>and landlord</u>. No guest may stay in the assisted unit for more than 30 cumulative days during any twelve-month period.</p>	Revises the definition of a guest to reflect that it is a person temporarily staying in the unit with consent of both family and landlord .
4	<u>IX. Subsidy Standards:</u>	19	1. The Housing Authority will review each household composition to determine voucher size . An unborn child will not be counted as a person,	Cleanup of language and removal of other household member.

Deleted: Definition of Other Household Member¶
Other household members are those persons who have been approved by the Housing Authority to reside in the assisted unit, but who will not be considered for the purpose of determining voucher size, and who are not eligible to receive the voucher in the event that the family breaks up. Other household members may not reside in the assisted unit if their presence results in overcrowding. Income received by other household members is included in the household’s income calculation¶

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			unless the pregnant woman is the only person in the household. A family that consists of a pregnant woman only will be treated as a two-person family for the purposes of determining family unit size. Temporary household members, guests, <u>and</u> family members of live-in aides, (as defined above) will not be counted for the purpose of determining voucher size.	
5	IX. Subsidy Standards	22	Household members of the live-in aide may share a bedroom with the live-in aide under the following conditions:	Removed unnecessary language that is not applicable to this policy.
6	XI. How to Determine Who Remains in the Program if a Family Breaks Up	23	<p><u>Persons who may NOT receive the voucher</u></p> <ol style="list-style-type: none"> 1. No person may receive the voucher in the case of a family break up unless he/she has been a member of the family living in the household for at least the three consecutive prior years. Cases where the family has been on the program for less than three years will be forwarded to the Director of <u>the Housing Programs Department</u> for review on a case-by-case basis. 2. Neither a live-in aide nor any family members of a live-in aide may receive the voucher. 3. No temporary family member <u>or guest</u> may receive the voucher. 	Update to reflect the correct title of the person who will review cases, and removal of reference to “other household member.”
7	XV. The Method for Determining that Rent to Owner Is a Reasonable Rent	27	4. if directed by HUD. Reasonable rent is determined using information produced by <u>Affordable Housing.com</u> , a national rent reasonableness system, via the <u>AffordableHousing.Com</u> database. <u>The AffordableHousing.com database</u> meets HUD regulatory requirements for rent comparisons based on comparable unassisted units, including information about each unit’s location, size, type, age, quality/condition, utilities, maintenance (including special services) and amenities.	Reflects a change in the name of the database used to determine rent reasonableness. “Go Section 8” has changed their name to “Affordable Housing.com”.
8	XVI. Policies Regarding Special Housing Types	27	<u>Shared Housing in the Project Based Voucher Program</u> <u>Shared Housing is not allowable in the Project Based Voucher Program per HUD Regulations</u>	Added to clarify that shared housing is not allowed in the PBV program.
9	XVI. Policies Regarding Special	28	<p><u>Additional Limitations for Shared Housing</u></p> <ol style="list-style-type: none"> 3. An existing household currently living together (whether they are assisted, on the waiting list, etc.) cannot split themselves into two <u>or more</u> households <u>as a way to avoid counting the other family member’s income</u> and live in shared housing. 	New language to prevent families from splitting into two or more households to avoid counting the other family member’s income and live in shared housing.

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	Housing Types			
10	XVII. Project Based Voucher Program	30	<p><u>XVII. Project Based Voucher Program</u></p> <p><u>The Project-Based Voucher (PBV) program is a rental assistance program where the assistance is attached to the unit rather than to the family occupying the unit. The PBV program allows PHAs that already administer a tenant-based voucher program to use a limited number of its program authorized vouchers and attach funding to specific units rather than using it for tenant-based assistance.</u></p>	<p>New section in the Administrative Plan describing in detail the Project Based Voucher Program.</p>
11	XVII. Project Based Voucher Program	30	<p><u>1. Project Definition</u></p> <p>The Housing Authority defines a project as <u>a single building, multiple contiguous building, or multiple buildings on contiguous parcels of land</u>, with the exception of single-family scattered sites.</p>	<p>Project definition updated to align with HUD definition of a PBV Project.</p>
12	XVII. Project Based Voucher Program	31	<p><u>2. Project-Basing Special Voucher Types</u></p> <p><u>The Housing Authority may choose to make PBVs available from any special population designated voucher or waiting list preference permitted under HUD regulations.</u></p>	<p>Clarifies that a PHA may choose to make PBVs available from any special population designated voucher or waiting preference permitted under HUD regulations.</p>
13	XVII. Project Based Voucher Program	31	<p><u>3. Project-Based Vouchers Per Complex (Income-Mixing Requirements or Project Cap)</u></p> <p><u>The Housing Authority follows HUD's Income Mixing (Project Cap) requirements. Unless units are designated as Excepted Units per HUD regulations, the limitation on the number of PBVs in a project is the greater of twenty-five (25) units or twenty-five percent (25%) of the units in a project.</u></p> <p><u>For units in projects that are in a census tract with a poverty rate of twenty percent (20%) or less, the limitation on the number of PBVs in a project is the greater of twenty-five (25) units or forty percent (40%) of the units in a project.</u></p> <p><u>The following units are excluded from the 25 percent or 25-unit Project Cap:</u></p> <ul style="list-style-type: none"> a) <u>Units exclusively serving elderly families (aged 62+);</u> b) <u>Units housing households eligible for supportive services. Services must be continually available to all families receiving PBV assistance in the project.</u> 	<p>Provides clear description of the Project Cap for developers. Describes the number and percentage cap, and under what circumstances units may be excepted from the Project Cap.</p>

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14	XVII. Project Based Voucher Program	31	<p><u>4. Services offered in PBV Supportive Services Excepted Units</u> <u>In order for the supportive services exception to apply to a unit, the project must make supportive services continuously available to all eligible families in the project, and the family must be eligible for one or more of the services. The family may, but is not required to, participate in the services. Types of supportive services available to assist families in the project-based voucher program may include education, employment, health-related, transportation, personal assistance, housekeeping, money management, and other services designed to help the eligible family live in the community as independently as possible. These services will be continuously available to all residents at project-based voucher assisted projects. Services will be designed to help the families in the project achieve self-sufficiency or live in the community as independently as possible.</u></p>	<p>Clarifies what the requirements are for Supportive Services provision when a project includes “Supportive Services” Excepted units.</p>
15	XVII. Project Based Voucher Program	31	<p><u>5. Small Area Fair Market Rents for Project Based Voucher Programs</u> The Housing Authority <u>does not</u> use Small Area Fair Market Rents in Project-Based Voucher programs.</p>	<p>PHAs must state in their Administrative Plan whether they will or will not use SAFMR in the PBV program.</p>
16	XVII. Project Based Voucher Program	31	<p><u>6. Open Request for PBV Proposal</u> The Housing Authority will continually maintain an open request for proposals (RFP) for project-based vouchers. Interested parties may submit proposals at any time during the year. The RFP will remain posted on the Housing Authority website.</p>	<p>Clarifies that the PHA maintains an Open Request for Proposal (RFP) for PBVs.</p>
17	XVII. Project Based Voucher Program	31-32	<p><u>7. Conflict of Interest</u> <u>Neither the Housing Authority nor any of its contractors or subcontractors may enter into any contract or arrangement in connection with the HCV or PBV program in which any of the following classes of persons has any interest, direct or indirect, during tenure or for one year thereafter:</u></p> <p><u>a) Any present or former member or officer of the Housing Authority;</u> <u>b) Any employee of the Housing Authority, or any contractor, subcontractor or agent of the Housing Authority, who formulates policy or who influences decisions with respect to the programs;</u> <u>c) Any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; or</u></p>	<p>This language has been added to reflect steps the PHA will take to ensure potential conflict(s) of interest are disclosed and considered when a developer is responding to the RFP for project-based vouchers.</p>

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- ~~Services will be tailored to assist each family with their identified needs for support to maintain stable housing in the project-based voucher program. When a family successfully completes the supportive services objectives by integrating the services into their daily lives, the unit will continue to be an excepted unit under this category for as long as the family resides in the unit.~~
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d) Any member of Congress of the United States.

Any member of the classes described in (a) through (d) of this section must disclose their interest or prospective interest to the Housing Authority when responding to the RFP for project-based vouchers. In some cases, the PHA may request a waiver from HUD to consider allowing such a conflict. The conflict-of-interest must be disclosed to HUD, and the prohibition under this section may only be waived by the HUD field office for good cause.

18	XVII. Project Based Voucher Program	32-33	<p><u>8. Project-Based Voucher Selection.</u></p> <p><u>The Housing Authority will consider many factors including site location, project design, project amenities, services to be provided to residents, target population, and any other relevant information in determining the extent to which the PBV proposal furthers the Housing Authority’s mission and whether the public interest is best served by converting tenant-based vouchers into project-based vouchers based on scoring criteria established by the PHA Board of Commissioners.</u></p> <p><u>Prior to award of Project Based Vouchers, the Housing Authority will score all proposals to determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project-based vouchers, that the proposal complies with the cap on the number and percentage of project-based units per project, and that the proposal meets site selection standards.</u></p> <p>Project-based assistance for housing at any selected site must be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. When determining the extent to which a site meets this standard, the Housing Authority will consider the following:</p> <ol style="list-style-type: none"> Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition. <u>Whether the project is located in a census tract with a poverty rate of twenty percent (20%) or less.</u> If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate. Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization. Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement. Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area. Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located. 	The language in this section clarifies the factors the PHA will take into consideration when reviewing responses to the open RFP for PBV units, and how proposals are reviewed.
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- Deleted:** The Project-Based Voucher Program (PBV) allows housing authorities that already administer a tenant-based voucher program to use a limited number of its voucher program authorized units and attach funding to specific units rather than using it for tenant-based assistance.
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- Deleted:** The Housing Authority may use its discretion to define a project within HUD statute.
- Deleted:** Selection of PBV Proposal¶
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- Deleted:** based on the written, objective criteria established in the most recent RFP. The RFP will specify a minimum score required for selection of a proposal. Before selecting any project-based voucher proposal, the Housing Authority will also

			<p><u>Designated Housing Authority staff will review all proposals received before selecting units. They will determine whether proposals are responsive to and in compliance with the information requested in the RFP. Housing Authority staff will assure that the project meets PBV goals, civil rights requirements, and HQS site standards. All units (whether existing, rehabilitated or newly constructed) shall be inspected for HQS before the family moves in. The Housing Authority may not execute the HAP contract until the units fully comply with HQS. The Housing Authority may, at its discretion, select one or more of the proposal(s) submitted, or none of the proposals submitted.</u></p>	
19	XVII. Project Based Voucher Program	33	<p>9. <u>Non-Competitive Process</u> <u>The Housing Authority may provide PBV assistance to improve, develop, or replace units in a public housing property or property that it controls or has an ownership interest in without using a competitive process.</u></p> <p><u>The PHA has recently converted 234 units of public housing property currently owned by the PHAs affiliated nonprofit New Horizons. The PHA may apply project-based vouchers to these units without using a competitive process.</u></p> <p><u>Any existing PBV HAP contract may be amended to add units by mutual agreement of the Housing Authority and the owner without competitive selection in order to increase housing opportunities for existing voucher holders and special populations. The amendment is subject to all PBV requirements.</u></p>	PHAs may award PBV units <i>non-competitively</i> under certain circumstances and must state their intentions to do so in their Administrative Plan.
20	XVII. Project Based Voucher Program	33-34	<p><u>10. Competitive Selection Process for PBV Award to PHA-Owned Units</u> <u>If the Housing Authority wishes to project-base units at a property in which it has an ownership interest, the proposal in question will be scored by designated HA staff. If chosen to receive PBV, the selection will be forwarded to the HUD field office or a HUD-approved independent entity for review. The HUD field office, or designee, will review the proposal to determine if the Housing Authority-owned units were appropriately selected, based on the selection procedure specified in the Administrative Plan.</u></p> <p><u>If housing is selected for PBV where the Housing Authority has an ownership interest, an independent entity approved by HUD must:</u></p> <p>a) Determine initial rent to owner based on an appraisal by a third party;</p>	This language has been added to reflect HUD requirements when a PHA wishes to <i>competitively</i> apply for PBV units at PHA-Owned units.

		<p>b) <u>Determine reasonable rent based on a comparability analysis for other than initial rents;</u></p> <p>c) <u>Furnish a copy of the rent determination to the HUD field office; and</u></p> <p>d) <u>Complete all HQS inspections and provide a copy of the HQS inspections to the Housing Authority and to the HUD field office.</u></p> <p><u>The Housing Authority shall only compensate the independent entity from ongoing administrative fee income. The Housing Authority shall not charge the family any fee for the appraisal or for other services provided by the independent entity</u></p>	
XVII. Project Based Voucher Program	34	<p>11. <u>Waiting List and Tenant Selection</u></p> <p>For most Project Based Voucher sites, families will be offered assistance through the Project- Based Voucher (PBV) Program in the order of their date of placement or random number sequence lottery of their application on the Housing Choice Voucher (Section 8) waiting list. Additionally, existing Housing Choice Voucher holders may lease project-based units <u>that utilize the regular HCV waiting list</u>. Some complexes may have site-based waiting lists, as described in the Waiting List section above. When a Project-Based unit becomes available, the Housing Authority will send a letter to the top families in the HCV Waiting List. The letter will instruct interested families to contact the owner directly.</p>	This language clarifies that HCV holders may lease PBV units only when the PBV project utilizes the regular HCV waiting list.
XVII. Project Based Voucher Program	35	<p>↖</p>	This section has been replaced with the language under XVII. #3 - Project-Based Vouchers Per Complex (Income-Mixing Requirements or Project Cap)
XVIII. Payment by a Family to the Housing Authority	35	<p>A program participant who owes the Housing Authority money may not transfer to a new unit or port out to a new jurisdiction until the money is repaid or satisfactory arrangements have been made to repay the debt. Additionally, waiting list applicants who owe money to the Housing Authority may not be issued a voucher until the money is repaid <u>or until satisfactory arrangements have been made to repay the debt.</u></p>	Updates language to provide additional flexibility on issuing a voucher when working with waiting list applicants who owe money to the Housing Authority.

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Number of Project-Based Vouchers Per Complex¶
The Housing Authority follows HUDs limits of the number and percentage of units in a project that can be designated as project-based units, unless those units are designated as excepted units per 24 CFR 983.56 and as specified in Notice PIH 2017-21. Excepted units are those units that are either specifically made available for elderly and/or families eligible for supportive services. The Housing Authority may commit project-based units for Veterans as an exception to the percentage limitation. The Housing Authority may add PBV units to an existing PBV contract by mutual agreement with the owner.¶