

Effective HCV Program Management for SEMAP Success

**MODULE 3: Intake and
Eligibility**





Module 1: Introduction

Module 2: Overview of Indicators

Module 3: Intake & Eligibility

Module 4: Leasing

Module 5: HQS, SPV, VMS & Summary



Managing Intake

Indicators 1 & 13

HUD 2-year Tool: Maximizing Leasing (Indicator 13)



- Ensure readiness for SEMAP reviews - analyze, reconcile, and assess leasing numbers regularly throughout the year.
- Use the HUD Two Year Tool to track all the factors that impact leasing, such as:
 - Unit months allocated
 - Unit months leased
 - Allocated budget authority
 - Expended budget authority
 - Percent of turnover (EOPs)
 - Success rates
 - Percentages of families that lease up over time
- Tool pre-populated with VMS data for prior periods
- Use the tool to manipulate scenarios to create leasing strategies to achieve maximum SEMAP points for lease-up

Determining Voucher Utilization Rate (Indicator 13)



- HUD will determine the utilization rate
 - indicates the percentage of units leased or budget authority expended during the last completed calendar year
- HUD will determine the PHA's SEMAP score using the method which results in the higher lease up utilization percentage

Determining Voucher Utilization Rate (Indicator 13)



To determine the Voucher Utilization Rate:

- Percent of Units Leased Method
 - Total number of unit months leased during the CY and divide by the number of unit months available based on the baseline number of units available at the beginning of the CY
- Percent of Budget Authority Expended Method
 - Total amount of budget authority expended during the CY and divide by the budget authority authorized at the beginning of the CY

Determining Voucher Utilization Rate (Indicator 13)



Exclusions from Calculating the Voucher Utilization Rate:

- Litigation units and funding
- New unit/funding increments are excluded for 12 months from the effective date on the ACC
- VASH units

Project-based units and homeownership units are included in this indicator

Selection from the Waiting List (Indicator 1)



- Administrative Plan must describe how families will be placed on the Waiting List and in what order they will be selected from the Waiting List.
 - Can place families on the waiting list in date and time of application order, through a lottery or other random process.
 - Can select families from the waiting list on a first-come, first-served basis or by applying preferences to households in certain categories.
- Families may also be selected based upon rules for specific voucher funding
 - Example: PHA may receive VASH vouchers. VASH program participants are selected from referrals from the Veterans Administration.
 - Other examples:
 - Family Unification
 - Mainstream
 - Non-Elderly Disabled (NED)

Waiting List Preferences (Indicator 1)



- Preferences affect the order in which a family is selected from the Waiting List, but do not determine eligibility.
- Common preferences include:
 - Families displaced by government action or a natural disaster
 - Individual emergencies; and
 - Victims of domestic violence
- PHAs may not establish preferences that would violate fair housing and equal opportunity laws.
- During the verification process, if the PHA determines that the family does not qualify for the claimed preference, the family is returned to the waiting list to the position it would have had if the family had not claimed the preference in the first place.

Income Limits (Indicator 1)



- Income Limits apply only at admission to the HCV program
- HUD publishes income limits for counties and metropolitan areas. Three separate income limit schedules are published:
 - Low Income Limit (LI): 80% of the AMI
 - Very low Income Limit (VLI): 50% of the AMI
 - Extremely low Income Limit (ELI): 30% of the AMI

Income Targeting (Indicator 1)



- ELI limit is used only for income targeting; it is never used for eligibility determination.
- HUD requires PHAs to make sure that at least 75% of the families admitted to the HCV program have incomes that do not exceed the Extremely Low Income Limit.
 - A PHA may not skip over an ELI household that has reached the top of the waiting list.
- The 75% requirement is for the combined HCV and Project-Based Housing Choice Voucher (PBV) programs administered by a PHA.
- Most programs meet this threshold without difficulty. When a PHA is unable to meet this requirement, HUD allows certain exceptions.
- A PHA may admit less than 75% of families meeting the ELI limit if:
 - The PHA has opened its Waiting List for a reasonable period of time
 - The PHA provided appropriate notices and outreach to attract ELI households
 - There are not enough ELI households to meet the 75% requirement
 - Admitting more Very Low Income households addresses the worst case housing needs for their area.

Indicator 1 – Tool Box



Administrative Plan Provision(s)

- Selection from Waiting List
- Waiting List at FYE
- Waiting List Pulls for FY
- New Admissions for FY

Items to QC Review

- Original Application
- Waiting List Selection Notice
- Waiting List Eligibility
 - Voucher and HAP Contract
- Waiting List Denial Notice



Determining Eligibility & Continued Eligibility

Indicators 3 & 10

Definition of Annual Income



- PHAs are required annually to recertify participants' income.
- The annual family income used in calculations is an adjusted income including deductions of certain costs and may include certain types of exclusions.

Income Inclusions



Three types of income are included in calculations of adjusted family income:

- Unearned Income
 - Periodic Benefits
 - Payments in lieu of earnings
 - Welfare assistance
 - Periodic and determined allowances
- Earned Income
- Income from assets

Income Exclusions



The following are some of the types of income that are excluded from calculations:

- Child earnings
- Payments for care of foster child or adult
- Live-in aide earnings
- Training stipends
- Adoption assistance
- Other federally excluded amounts

Assets



PHAs must verify assets annually

- The PHA must verify and include in Annual Income, the greater of:
 - Actual income from assets;
 - An imputed income from assets, which is calculated using an interest rate published by HUD.
- Imputed isn't real income, but assigned income for purposes of the annual income calculation

Expenses



- Certain expenses can be deducted from declared earnings in order to obtain adjusted annual income, including:
 - Unreimbursed medical expenses in excess of 3% of gross income
 - Unreimbursed childcare expenses enabling a family member to work or pursue education
 - Unreimbursed attendant care and auxiliary apparatus expenses for disabled family members

Indicator 3 – Tool Box



- Administrative Plan Provision - Verifications
- Listing of Assisted Families
- Utility Allowance Schedule and Payment Standard Schedule – Current & Prior FY
- File Review Checklist (each file)



**End of
Module 3**