

**4-III.B. SELECTION METHOD**

PHAs must describe the method for selecting applicant families from the waiting list, including the system of admission preferences that the HACB will use.

**Local Preferences [24 CFR 960.206]**

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 HACB to establish other local preferences, at its discretion. Any local preferences established must be consistent with the HACB plan and the consolidated plan and must be based on local housing needs and priorities that can be documented by generally accepted data sources [24 CFR 960.206(a)].

HACB Policy

Families can claim eligibility for any local preference any time from the date they applied up until the time their name is selected from the waiting list. Preference claims will be verified once they have been selected from the waiting list during the interview process. If HACB is unable to verify a preference claim, the family will be placed back on the waiting list without the preference.

HACB will open the waiting list or leave the waiting list open for certain preference groups as needed to meet the preference caps listed below.

Preference	Points
Homeless: An individual or family who lacks a fixed, regular, and adequate nighttime residence or any individual or family who is fleeing, or is attempting, to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; has no other residence; and, lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.	40
Families in Public Housing required to transfer from their unit due to permanent involuntary displacement as a result of a project’s conversion of assistance under the Rental Assistance Demonstration (RAD).	40

HACB will give preference to families living in a HACB owned Public Housing property, Project Based Voucher, or PBV-RAD who are victims of domestic violence, dating violence, sexual assault, or stalking and meet the eligibility requirements outlined in HACB’s VAWA Emergency Transfer Move Plan.	40
Families who are victims of a Presidential declared disaster or during a local emergency that has been declared by the Chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety.	30
Families who reside in housing that have been condemned by the City of Brownsville	30
Families, residents of the city of Brownsville, whose homes (owned or rented), have been destroyed by fire and have been referred by the Red Cross for assistance.	30
Families in Public Housing who were required to transfer from their unit due to PHA action involving rehab of unit or emergency conditions that make the unit uninhabitable while undergoing repairs	30
Families that include victims of domestic violence, dating violence, sexual assault, or stalking who have either been referred by a partnering service agency or consortia.	15
Veterans that have been honorably discharged from the Armed Forces of the United States.	15
Working families whose head or spouse is currently employed and to include families whose head of household or spouse is sixty-two years (62) years of age or disabled.	10

The HACB will work with the following partnering service agencies:

*Friendship of Women, Inc*  
*Good Neighbor Settlement House*

The applicant must certify that the abuser will not reside with the applicant unless the HACB gives prior written approval.

**Homeless Preference:** HACB will give preference to homeless applicants meeting all of the following criteria:

- a) Meet the HUD definition of homeless. See definition of “homeless on page 4-11 herein.
- b) Are referred to HACB by Good Neighbor Settlement House with whom HACB has executed a Memorandum of Understanding (MOU) outlining the provider’s responsibilities

referred household.

While a referral from the Good Neighbor Settlement House is required for this preference, use of the GNSH supportive services is not a requirement. The choice of the applicant to refuse the offered services will not jeopardize any housing assistance for which they are eligible. HACB will execute a Memorandum of Understanding with one entity representing a coalition of homeless service providers that will serve as the primary point of contact for communicating homeless referrals to HACB. HACB reserves the right to establish additional MOUs as necessary to ensure that homeless applicants have the opportunity to apply for housing assistance under this preference.

Identifying Homeless eligible families currently on HACB's Public Housing (PH) waiting list. Upon receipt of the homeless families referred by Good Neighbor Settlement House (GNSH), HACB will compare the names with those families already on HACB's PH waiting list. Any family currently on the PH waiting list that matches the referral family, will be coded as Homeless, and will be granted a preference for Homeless.

If it is determined that an applicant referred by a homeless service provider, as described above, does not meet the criteria described therein, the applicant will not receive the preference.

If HACB denies an applicant's homeless preference claim, HACB will notify the applicant and referring service provider in writing, including the reason(s) for the preference denial. Applicants have the right to appeal the denial of eligibility for the homeless preference using the established process for informal hearings.

### **Income Targeting Requirement [24 CFR 960.202(b)]**

HUD requires that extremely low-income (ELI) families make up at least 40 percent of the families admitted to public housing during the HACB'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 number is higher [*Federal Register* notice 6/25/14]. To ensure this requirement is met, the HACB may skip non-ELI families on the waiting list in order to select an ELI family.

If the HACB also operates a housing choice voucher (HCV) program, admissions of extremely low-income families to the HACB's HCV program during a HACB fiscal year that exceed the 75 percent minimum target requirement for the voucher program, shall be credited against the HACB's basic targeting requirement in the public housing program for the same fiscal year. However, under these circumstances the fiscal year credit to the public housing program must not exceed the lower of: (1) ten percent of public housing waiting list admissions during the HACB fiscal year; (2) ten percent of waiting list admissions to the HACB's housing choice voucher program during the HACB fiscal year; or (3) the number of qualifying low-income families who commence occupancy during the fiscal year of HACB public housing units located in census tracts with a poverty rate of 30 percent or more. For this purpose, qualifying low-income family means a low-income family other than an extremely low-income family.

### HACB Policy

The HACB will monitor progress in meeting the ELI requirement throughout the fiscal

**7-II.H. VERIFICATION OF PREFERENCE STATUS**

The HACB must verify any preferences claimed by an applicant that determined his or her placement on the waiting list.

HACB Policy

Preference	Verification Method
<p>Homeless: An individual or family who lacks a fixed, regular, and adequate nighttime residence or any individual or family who is fleeing, or is attempting, to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual’s or family’s primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; has not other residence; and, lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing.</p>	<p>Meet the HUD definition of homeless and referred to HACB by Good Neighbor Settlement House with whom HACB has executed a Memorandum of Understanding (MOU) outlining the provider’s responsibilities with respect to the provision of housing search assistance and supportive services for the referred household.</p>
<p>Families in Public Housing required to transfer from their unit due to permanent involuntary displacement as a result of a project’s conversion of assistance under Rental Assistance Demonstration RAD.</p>	<p>Referral from Public Housing program</p>
<p>HACB will give preference to families living in a HACB owned Public Housing property, Project Based Voucher, or PBV-RAD who are victims of domestic violence, dating violence, sexual assault, or stalking and meet the eligibility requirements outlined in HACB’s VAWA Emergency Transfer Move Plan.</p>	<p>Any of the following three forms of documentation: (1) A completed and signed HUD-approved certification form (HUD-5382, Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking), (2) Referral letter from family violence organization, and (3) a copy of police report</p>
<p>Families who are victims of a Presidential declared disaster or during a local emergency that has been declared by the Chief elected official of the responsible entity who has proclaimed that there is an immediate need for public action to protect the public safety.</p>	<p>Proof of residence in location of Presidential declared disaster area or local emergency area</p>
<p>Families who reside in housing that have been condemned by the City of Brownsville</p>	<p>Referral letter from the City of Brownsville</p>

---

## GLOSSARY

---

**Homeless:** Homeless: An individual or family who lacks a fixed, regular, and adequate nighttime residence or any individual or family who is fleeing, or is attempting, to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; has not other residence; and, lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing. HUD Notice PIH 2013-15(HA) is hereby incorporated by reference as if fully set forth herein.

**Household.** A household includes additional people other than the family who, with the PHA's permission, live in an assisted unit, such as live-in aides, foster children, and foster adults.

**Housing agency (HA).** See *public housing agency*.

**HUD.** The U.S. Department of Housing and Urban Development.

**Imputed asset.** An asset disposed of for less than fair market value during the two years preceding examination or reexamination.

**Imputed asset income.** The PHA-established passbook rate multiplied by the total cash value of assets. The calculation is used when net family assets exceed \$5,000.

**Imputed welfare income.** An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family's annual income and therefore reflected in the family's rental contribution.

**Income.** Income from all sources of each member of the household, as determined in accordance with criteria established by HUD.

**Income-based rent.** A tenant rent that is based on the family's income and the PHA's rent policies for determination of such rents.

**Income information** means information relating to an individual's income, including:

- All employment income information known to current or previous employers or other income sources
- All information about wages, as defined in the state's unemployment compensation law, including any social security number; name of the employee; quarterly wages of the employee; and the name, full address, telephone number, and, when known, employer identification number of an employer reporting wages under a state unemployment compensation law
- Whether an individual is receiving, has received, or has applied for unemployment compensation, and the amount and the period received
- Unearned IRS income and self-employment wages and retirement income
- Wage, social security, and supplemental security income data obtained from the Social Security Administration.

**Individual with handicaps.** See *person with disabilities*.

**Jurisdiction.** The area in which the PHA has authority under state and local law to administer the