

**ATTACHMENT I
(CHHA HCVP ADMINISTRATIVE PLAN)**

MAINSTREAM HOUSING CHOICE VOUCHER PROGRAM
(24 CFR §982.207, 24 CFR 982.204(e), (Notice PIH 2020-01), (NOFA, FR-6300-N-43))

INTRODUCTION

The County of Humboldt Housing Authority (CHHA) must ensure compliance with federal laws, regulations and notices and must establish policy and procedures to clarify federal requirements and to ensure consistency in program operation. This amendment to CHHA's HCVP Administrative Plan describes HUD regulations and CHHA policies related to the Mainstream Housing Choice Voucher Program (MHCVP) in six (6) parts.

Part I: The Mainstream Housing Choice Voucher Program. This part includes program background information and a description of the purpose of the MHCVP, the awarding of vouchers, general eligibility, and working with local partners.

Part II: Eligibility. This part describes the general eligibility requirements and definitions for Mainstream Voucher applicants. In addition, this section discusses non-discrimination & fair housing and the denial of assistance.

Part III: Waiting List & Preference Administration. This part describes HUD regulations and CHHA policies that govern the waiting list and new preferences added.

Part IV: Opening the Waiting List & Applicant Selection. This part describes the HUD regulations and CHHA policy for opening the waiting list, notifying the public, and selecting applicants for Mainstream Vouchers.

Part V: Mainstream Voucher Utilization. This section describes HUD regulations and CHHA policy on the leasing, continued occupancy, income determination, verification, and portability of Mainstream Voucher holders.

Part VI: Administering the Mainstream Housing Choice Voucher Program. This part describes HUD regulations for administering and reporting on the MHCVP to HUD, including SEMAP.

PART I: THE MAINSTREAM HOUSING CHOICE VOUCHER PROGRAM

I-A. BACKGROUND, PROGRAM OVERVIEW (Notice PIH 2020-01, PIH REAC: PHA – Finance Accounting Brief #25, PIH-Notice 2013-15, NOFA, FR-6300-N-43)

The Mainstream Voucher Program, (previously referred to as the Mainstream 5-Year Program and/or the Section 811 Voucher Program) was originally authorized under the National Affordable Housing Act of 1990 (Pub.L. 101-625). The Mainstream Voucher Program provides tenant-based assistance to persons with disabilities. Until the passage of the Frank Melville Supportive Housing Investment Act of 2010 (Pub.L. 111-374) (Melville Act), the program operated as a separate program distinct from the regular tenant-based Housing Choice Voucher Program. The Melville Act converted the Mainstream 5-Year Program to the Housing Choice Voucher (HCV) Program under 8(o) of the U.S. Housing Act of 1937.

Under the Melville Act, except for serving a specific population, Mainstream Vouchers are to be treated the same as regular voucher assistance. In other words, the same regulations at 24 CFR Part 982 (Section 8 Tenant-Based Assistance: Housing Choice Voucher Program) apply to Mainstream Vouchers. There is no authority to treat families that receive a Mainstream Voucher differently from other applicants and participants of the HCV program.

The Consolidated Appropriations Act, 2018 and the Consolidated Appropriations Act, 2019 (“2019 Act”) provided funding for incremental Mainstream Vouchers for non-elderly persons with disabilities, in addition to renewal and administrative fee funding.

In 2020, due to the Coronavirus and resulting COVID-19 outbreak, HUD made \$150 million in Mainstream vouchers available to PHAs for COVID-19 relief efforts. CHHA applied to participate in the Mainstream Housing Choice Voucher Program after issuance of HUD Notice PIH 2020-22. In December 2020 CHHA was awarded seventy-five (75) Mainstream Vouchers. Additional Mainstream Vouchers may be available through future NOFAs.

I-B. PURPOSE OF PROGRAM (Notice PIH 2020-01, PIH-Notice 2013-15).

The purpose of the Mainstream Housing Choice Voucher Program (MHCVP) is to provide funding to housing agencies to assist non-elderly persons with disabilities, particularly those who are transitioning out of institutional or other separated settings; at serious risk of institutionalization; currently experiencing homelessness; previously experienced homelessness and currently a client in a permanent supportive housing or rapid rehousing project; or at risk of becoming homeless.

The MHCVP encourages partnerships with local health and human service agencies with a demonstrated capacity to coordinate voluntary services and support to enable individuals to live independently in the community.

I-C. WORKING WITH LOCAL PARTNERS (Notice PIH 2020-01, HUD, Mainstream Program Implementation FAQs 3.22.2019,)

A major aspect of the administration of the Mainstream Voucher Program is the PHAs commitment to work with local partners to expand opportunities for individuals and families to access quality affordable rental housing.

CHHA has a history of collaborating with local partners including the Humboldt County Department of Health and Human Services (DHHS), Arcata House Partnership (AHP), the City of Eureka, the City of Arcata, and the county Continuum of Care, Humboldt Housing and Homeless Coalition, which utilizes community resources to work toward preventing and ending homelessness in the City of Eureka. CHHA currently administers a voucher referral program based on HUD's "Moving-On" Initiative, with DHHS and AHP (see Chapter 4, Applications, Waiting List and Tenant Selection, 4-III.C. Selection Method).

In administering the MHCVP, CHHA will work directly with local partners who will be assisting with coordinating outreach and referral of eligible persons that meet the PHA's waiting list preference criteria, as well as, assist persons with disabilities to apply to and obtain acceptance in housing programs. In addition, CHHA and local partners will work together to provide ongoing behavioral health and social services to CHHA's Mainstream Voucher holders (on a voluntary basis).

CHHA Policy

CHHA will meet regularly with local agencies to ensure that partnerships remain viable. These local agency partners include but are not limited to Humboldt County Department of Health and Human Services (DHHS), the City of Eureka, and the county Continuum of Care, Humboldt Housing and Homeless Coalition (HHHC). Meetings will be held to develop plans and discuss potential referrals (as vouchers are available), continued case management, and available services for Mainstream Voucher holders.

PART II ELIGIBILITY

II-A. ELIGIBLE FAMILY & DISABILITY (24 CFR §982), (Notice PIH 2020-01), (HUD, Mainstream Program Implementation FAQs 3.22.2019)

The eligible population for vouchers awarded under the Mainstream Program are families that include a non-elderly person (under age 62) with disabilities.

CHHA Policy

CHHA has been approved for one (1) of the newly available mainstream preferences, limited to 50 total active vouchers (approved by CHHA board of commissioners 1/11/2021): currently a client in a permanent supportive housing/rapid rehousing project. CHHA will use the following definitions when discussing Mainstream Voucher Program eligibility (see following section for preferences being added for the Mainstream Program):

1. Eligible Family: A family composed of one or more non-elderly persons with disabilities, which may include additional members who are not non-elderly persons with disabilities.
2. Disability: CHHA will use the definition of disability which is used in the Housing Choice Voucher Program (42 U.S. Code §423) for Mainstream eligibility.
3. A Mainstream eligible non-elderly disabled family is:
 - a. A person 18 years of age or older and less than 62 years of age, and who has a disability and is determined, pursuant to HUD regulations, to have a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration and:
 - i. Substantially impedes his or her ability to live independently, and;
 - ii. Is of such a nature that the ability to live independently could be improved by more suitable housing conditions or;
 - iii. Has a development disability as defined in 42 U.S.C. 6001.
4. Persons who are currently a client in Permanent Supportive Housing & Rapid Rehousing Projects/programs:
 - Permanent Supportive Housing (PSH) is built on the premise that housing and services need to be connected in order to ensure the stability of housing for those experiencing homeless. Permanent Supportive Housing Programs assist individuals and families experiencing homelessness by providing services needed to obtain greater self-sufficiency thus helping individuals and families move into permanent housing, with the goal of long-term stability (McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a), Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act of 2009).
 - Rapid Re-Housing programs rapidly connect families and individuals experiencing homelessness to permanent housing through a tailored package of assistance that may include the use of time-limited financial assistance and targeted supportive services. Rapid rehousing programs help families and individuals living on the streets or in emergency shelters

solve the practical and immediate challenges to obtaining permanent housing while reducing the amount of time they experience homelessness, avoiding a near-term return to homelessness, and linking to community resources that enable them to achieve housing stability in the long-term (Continuum of Care (CoC) Program interim Rule – Federal Register April 1, 2017).

II-B. ELIGIBILITY, NON-DISCRIMINATION & FAIR HOUSING (CHHA HCVP Administrative Plan, Chapter 2, Fair Housing and Equal Opportunity)

Federal laws require that CHHA treat all applicants and participants equally, providing the same quality of service, regardless of family characteristics and background. Federal law prohibits discrimination in housing on the basis of race, color, religion, sex, national origin, age, familial status, and disability. CHHA will comply fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including:

- Title VI of the Civil Rights Act of 1964
- Title VIII of the Civil Rights Act of 1968 (as amended by the Community Development Act of 1974 and the Fair Housing Amendments Act of 1988)
- Executive Order 11063
- Section 504 of the Rehabilitation Act of 1973
- The Age Discrimination Act of 1975
- Title II of the Americans with Disabilities Act (to the extent that it applies, otherwise Section 504 and the Fair Housing Amendments govern)
- Violence Against Women Reauthorization Act of 2005 (VAWA)
- When more than one civil rights law applies to a situation, the laws will be read and applied together.
- Any applicable state laws or local ordinances and any legislation protecting individual rights of tenants, applicants, or staff that may subsequently be enacted.

CHHA Policy

CHHA will treat all Mainstream applicants and voucher holders with the same services, laws, and regulations as all other CHHA HCV applicants and participants.

II-C. REASONABLE ACCOMMODATION (CHHA HCVP Administration Plan, Chapter 2, Fair Housing and Equal Opportunity)

Request for an Accommodation

If an applicant or participant in any Federal housing program administered by CHHA, including the Mainstream Voucher Program, indicates that an exception, change, or adjustment to a rule, policy, practice, or service is needed because of a disability, HUD requires that the CHHA treat the information as a request for a reasonable accommodation, even if no formal request is made [Joint Statement of the Departments of HUD and Justice: Reasonable Accommodations under the Fair Housing Act].

The family must explain what type of accommodation is needed to provide the person with the disability full access to CHHA's programs and services.

If the need for the accommodation is not readily apparent or known to CHHA, the family must explain the relationship between the requested accommodation and the disability. There must be an identifiable relationship, or nexus, between the requested accommodation and the individual's disability.

CHHA Policy

CHHA will follow all regulations and policies governing reasonable accommodation listed in the current HCVP Administrative Plan, Chapter 2, Fair Housing and Equal Opportunity, Part II: Policies Related to Persons with Disabilities.

II-D. ELIGIBILITY VERIFICATION

Mainstream "eligible families" must meet the same HUD eligibility verification requirements as any other tenant-based voucher applicant.

To be eligible for the Mainstream Housing Choice Voucher Program:

- The applicant family (single or multiple household members) must:
 - Qualify as a family as defined by HUD and CHHA.
 - Have income at or below HUD-specified income limits.
 - Qualify on the basis of citizenship or the eligible immigrant status of family members
 - Provide social security number information and birth certificates for family members as required.
 - Complete all required paperwork and consent to CHHA's collection and use of family information as provided for in CHHA provided consent forms

CHHA Policy

When determining the eligibility of Mainstream applicants, CHHA will follow the regulations and policies governing the verification of eligibility which is listed in detail in the current HCVP Administrative Plan, Chapter 3 Eligibility.

II-E DENIAL OF ASSISTANCE

CHHA Policy

CHHA will follow the regulations and policies governing the denial of assistance as listed in in the current HCVP Administrative Plan, Chapter 3, Eligibility, Part III.

**PART III: WAITING LIST, APPLICANT SELECTION & PREFERENCE
ADMINISTRATION**

III-A. THE WAITING LIST (Notice PIH 2020-01), (24 CFR §982.204, 207), (HUD Mainstream Program Implementation FAQ, 3.22.2019)

The PHA must maintain one waiting list for all tenant-based voucher assistance. This includes applicants for the Mainstream Housing Choice Voucher Program (MHCVP). In addition, the PHA must follow its waiting list policies and select eligible families in the order they appear with respect to any applicable preferences.

CHHA Policy

CHHA will maintain only one tenant-based voucher assistance waiting list from which Mainstream Program applicants will be pulled. CHHA will apply all required HUD regulations governing the administration of CHHA's Housing Choice Voucher waiting list to the MHCVP.

III-B. WAITING LIST APPLICANT SELECTION & PREFERENCES (24 CFR 982.204, 207, Notice PIH 2020-01, HUD Mainstream Program Implementation FAQ, 3.22.2019)

PHAs may use preferences that allow families that meet Mainstream Voucher criteria to move up the waiting list. However, these newly added preferences are available to all applicable HCV waiting list applicants, not only Mainstream eligible families. The PHA must describe in their administrative plan, the method for selecting applicant families from the waiting list, including the system of admission preferences that the CHHA will use [24 CFR 982.202(d)]. The PHA must also have a policy for how families with the same preference will be selected – either in order by the date and time of their application or a random choice technique (24 CFR §982.207(c)).

CHHA Policy

CHHA has added one preference to the HCV waiting list that will facilitate the selection of “non-elderly disabled” applicants eligible for the Mainstream Voucher Program. This preference is:

- 1) *A non-elderly and disabled person/household that is currently a client in a permanent supportive housing or rapid rehousing project, referred to CHHA through a Continuum of Care participating agency and subject to CHHA's referral eligibility checklist; this preference is limited to 50 total active vouchers.*

For this limited preference, CHHA will select applicants first by preference and then, if applicants have the same preferences, by date and time of the application submitted to CHHA. For the remaining 25 vouchers, CHHA will pull from the waitlist consistent with CHHA and HUD policies (mainstream eligible, income targeting in order to reach 75% ELI's for new admissions, and date/time of application).

III-C. UPDATING THE WAITING LIST (24 CFR §982.204, 207, Notice PIH 2020-01, HUD Mainstream Program Implementation FAQ 3.22.2019)

Waiting list administration is up to the PHA and there is no requirement to open the waiting list to administer Mainstream Vouchers if it is confirmed that there is a suitable amount of Mainstream Voucher eligible families on the waiting list that meet the preference category claimed.

CHHA Policy

CHHA will not open the tenant-based HCV waiting list if it is confirmed that there is a suitable amount of Mainstream Voucher eligible families on the waiting list or referrals that meet the preference category: a client in a permanent supportive housing program/residence or rapid rehousing project (see CHHA Policy, section III-B above).

If the waiting list does not have a suitable number of Mainstream Voucher eligible applicants the PHA may update the waiting list.

Updating Waiting List for change in eligible population: PHAs may choose to do a full waiting list update if there is not a suitable number of Mainstream eligible applicants. A full update may be done regardless of whether a PHA will be opening the waiting list or not.

A ***Full Waiting List Update*** is performed on the entire existing waiting list to determine if all current applicants meet the eligibility criteria for Mainstream Vouchers and the new preference that was adopted. This also ensures that the PHA is offering the opportunity for current applicants on the waiting list who qualify for the Mainstream preferences to receive the benefit of the preference and move up on the waiting list accordingly.

CHHA Policy

When performing a full waiting list update, CHHA will notify all currently active tenant-based HCV waiting list applicants that new preferences have been added. The notice will include information on how to successfully apply and establish their preference status. In addition, CHHA will provide with each notice, a preference update form which may be directly (in office) or indirectly (mail, email) submitted to CHHA.

CHHA will also make available preference update forms for partnering agencies that CHHA may be working with in order to identify current waiting list applicants eligible for newly adopted Mainstream preferences.

PART IV: OPENING THE WAITING LIST

IV-A. OPENING THE WAITING LIST (Notice PIH 2020-01, 24 CFR §982.204, 207, NOFA, HUD Mainstream Program Implementation FAQ 3.22.2019)

The PHA may adopt criteria defining what families apply for assistance when opening its waiting list (24 CFR §982.206(b)(1)). For example, with respect to eligible applicants under the Mainstream Program, if the PHA opens its waiting list for solely these applicants, the PHA must provide public notice that it is opening its waiting list specifically for non-elderly persons with disabilities who are eligible for at least one Mainstream specific preferences.

CHHA Policy

If there is not a suitable amount of Mainstream Voucher eligible families on the waiting list that meet the preference categories, CHHA will open its waiting list specifically for non-elderly disabled applicants who are claiming Mainstream preferences. CHHA will comply with the requirements for opening the waiting list under 24 CFR §982.206, including the requirement to provide public notice and to accept applications from families for whom the list is open.

When CHHA opens the waiting list, CHHA will provide public notification to our local social services partners (and ask that they post the notification) and will provide notification at the following locations:

- CHHA web site
- CHHA's main office
- Local partnering agencies

PART V: MAINSTREAM VOUCHER UTILIZATION

V-A. VOUCHER UTILIZATION (Notice PIH 2020-01, HUD Mainstream Program Implementation FAQ 3.22.2019)

Once a Mainstream eligible applicant is pulled from the waiting list they are subject to the same regulations and policies governing all tenant-based housing choice applicants and voucher holders. This includes but is not limited to verification of eligibility, voucher utilization, leasing, income/subsidy determination & verification, annual re-examinations, and all other regulations and policies that are applied to tenant-based voucher holders in this Plan (CHHA, HCVP Administrative Plan), unless noted otherwise.

Once a Mainstream voucher is issued to a non-elderly, disabled Mainstream eligible family, they cannot “age-out” of the Mainstream subsidy.

V-B. PORTABILITY

Portability is a required feature of the Housing Choice Voucher Program (§8(r) of the U.S. Housing Act of 1937). Applicants where the head, co-head, or spouse did not have legal domicile in the PHA’s jurisdiction at the time the family first submitted their application do not have the right to portability until they have leased a unit in the jurisdiction for 12 months, however, the PHA may choose to allow portability during this period (CFR §982.353(c)(2)). PHAs must keep in mind that persons with disabilities may request a reasonable accommodation to port out before meeting the one-year residency requirement if there is a nexus between the person’s disability and their need to move out of the jurisdiction.

If a Mainstream Voucher participant ports to another PHA and the receiving PHA chooses to bill the initial PHA, then the voucher will remain a Mainstream Voucher. If the PHA chooses to absorb the voucher, the voucher will be considered a regular Housing Choice Voucher, or a Mainstream Voucher if the receiving PHA has a Mainstream Voucher available, and the Mainstream Voucher at the initial PHA will be freed up to lease to another Mainstream-eligible family.

CHHA Policy

CHHA will not permit Mainstream Voucher portability for voucher holders where the head, co-head, or spouse did not have legal domicile in the PHA’s jurisdiction at the time the family first submitted their application until they leased a unit in the jurisdiction for at least twelve (12) months.

CHHA may allow portability for Mainstream Voucher holders as a reasonable accommodation before the twelve (12) month period on a case-by case basis.

PART VI: ADMINISTERING THE MAINSTREAM PROGRAM

VI-A. VOUCHER ALLOCATION, UTILIZATION & LEASING (Notice PIH 2020-01; PIH REAC: PHA – Finance Accounting Brief #25; HUD Mainstream Program Implementation FAQs 3.22.2019; NOFA FR-6300-N-43)

In October 2020 CHHA applied for and was awarded seventy-five (75) mainstream vouchers. CHHA may have the opportunity to apply for additional mainstream vouchers via HUD grants in the future. HUD expects that PHAs will make every effort to utilize at least 80% of awarded vouchers within the first year of receiving them. After the first year of program administration, HUD reserves the right to recapture and reallocate funding if the PHA does not comply with the terms of an 80% leasing rate. In addition, if the PHA does not maintain a leasing rate of at least 80% after the first year, HUD may recapture and reallocate the funding.

VI-B. HUD PIC & VOUCHER MANAGEMENT SYSTEM (VMS) REPORTING (Notice PIH 2020-01; HUD PIH-REAC: PHA Finance Accounting Brief #25; HUD Mainstream Program Implementation FAQ)

PIC Management

Mainstream Voucher assistance will use the HUD-50058 to submit tenant information to PIC just as it does for all other vouchers. However, to distinguish the Mainstream Vouchers from regular tenant-based vouchers, the PHA must code Section 2 of the HUD-50058 differently. In addition, for PIC to receive and count the HUD-50058 for the Mainstream Voucher transaction, at least one family member who is non-elderly (under 62 years of age) and disabled must be indicated on the 50058.

PHAs must use line 4c “Homeless at admission? (Y or N)” of the HUD-50058 to accurately report whether the family being admitted to the program was homeless at the time of admission.

In cases of portability, the initial PHA must include “MS5”, as applicable, on the HUD-50058 Family Report sent to the receiving PHA. Receiving PHAs must maintain the “MS5” code on their Family Reports for the duration of the family’s participation in the Mainstream Voucher Program if the receiving PHA is billing the initial PHA. ***The PHA should not code more families than the number of Mainstream Vouchers awarded.***

VMS Management

In order to indicate the allocation of Mainstream Vouchers, HUD requires the PHA to include the number of Mainstream Vouchers in the Voucher Management System (VMS). This includes any additional Mainstream Vouchers that may be allocated via NOFA in the future. In the case of portability, if the PHA chooses to absorb the voucher, the voucher will be considered a regular voucher and the Mainstream Voucher at the initial PHA will be freed up to lease to another.

**VI- C. SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM (SEMAP)
Indicator 13 (Lease-up)**

For the Section Eight Management Assessment Program (SEMAP), Mainstream Vouchers, excluding all new awards for the first year, must be included in the utilization rate for the purposes of determining the PHA's overall utilization under Indicator 13. PIC's calculation of the Lease-up indicator incorrectly excludes Mainstream Vouchers from consideration. The Financial Management Center (FMC) determines the Indicator 13 utilization rate for all PHAs using VMS reported expenses and leasing and sends the calculations to the appropriate Field Office to distribute to the PHA. Using VMS, PHAs can approximate their overall utilization rate for SEMAP by adding the Mainstream 5-Year data to the overall HCV program data.