



# UPDATE TO HOUSING CHOICE VOUCHER ADMINISTRATIVE PLAN APPLICATION, WAITING LIST AND TENANT SELECTION POLICIES

Housing Authority  
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# HCV Administrative Plan

- The Administrative Plan is the major policy document for the Housing Choice Voucher Program
- Certain agency-specific procedures are also identified in the Administrative Plan
- Revisions to Plan are reviewed and adopted through a public meeting
- Chapter 4 of the Administrative Plan covers the Application, Waiting List and Tenant Selection policies and procedures

# Waiting List Procedures

- Applications for the Waiting List lottery are now submitted primarily online
- Paper applications are still available for households who do not have access to or are unable to use electronic systems
- Language revisions in the Administrative Plan identify and explain the online application process
- No policy changes, only procedure

# Waiting List Limited Preference

- Waiting List currently has one general and two limited preferences
- The Limited Preference for families who lost housing in the 2017 wildfires is being eliminated because those vouchers have been fully utilized and the referring agency disbanded
- A language revision under the Limited Preference for People Experiencing Homelessness is necessary to clarify referral process; the referring agency continues to be Sonoma County Continuum of Care

# Recommendation

It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, adopt revisions to the Housing Choice Voucher Program Administrative Plan Chapter 4 – Application, Waiting List and Tenant Selection policies to update the procedures to apply for the Housing Choice Voucher Waiting List, eliminate the limited preference for households affected by the 2017 wildfire disaster, and update the referral mechanism for the limited preference for people experiencing homelessness.