

**EXHIBIT 17-1**

**Administrative Plan Amendment  
Relating to the Medford Housing Authority's  
Application Process  
for the Project Based Voucher Program**

CONTENTS

I. INTRODUCTION TO THE PROJECT BASED VOUCHER WAITING LIST..... 1

II. TYPE OF PROJECT BASED VOUCHER WAITING LIST ..... 2

III. OPENING AND CLOSING OF THE PROJECT BASED VOUCHER WAITING LIST 3

IV. ACCEPTANCE OF PROJECT BASED VOUCHER APPLICATIONS ..... 4

V. SELECTION FROM THE PROJECT BASED VOUCHER WAITING LIST..... 5

VI. DETERMINATION OF PROJECT BASED VOUCHER ELIGIBILITY ..... 6

VII. DETERMINATION OF PROJECT BASED VOUCHER INELIGIBILITY..... 6

VIII. WAITING LIST PLACEMENT AND OWNER REJECTION ..... 7

IX. CONFLICT AND GRANT OF AUTHORITY ..... 7

X. HEADINGS..... 7

XI. EFFECTIVE DATE ..... 8

## I. INTRODUCTION TO THE PROJECT BASED VOUCHER WAITING LIST

The Medford Housing Authority has elected to utilize MA NAHRO to administer its Section 8 Project Based Voucher (PBV) Waiting List. The Preliminary Application process is generally described in the Administrative Plan Amendment entitled, Administrative Plan Amendment Relating to the Medford Housing Authority's Application Process and Use of a Centralized Housing Choice Voucher Waiting List (HCV Amendment) which has been adopted by the Medford Housing Authority for use with the Section 8 Housing Choice Voucher (HCV) waiting list. The contents of that Amendment are expressly incorporated herein and shall govern unless it is a matter addressed herein, it is a matter specific to tenant based HCVs or applicable law requires otherwise.

This Amendment will address areas in which the PBV and HCV waiting list administration differ and where the PBV program has additional waiting list obligations. PBV regulations can be found at 24 CFR 983 (1998). This Amendment is intended to address the PHA's maintenance of the Waiting List and order of selection from said list for referral to PBV owners.

The PHA's Administrative Plan also addresses these policies at Chapter 17 p. 17-37 through 17-44.

This Amendment does not address the procedures after such time as the family is referred to the owner. These policies are set for the within the PHA's Administrative Plan and Owner's Tenant Selection Plan.

Further to the extent that this is PBV under the Rental Assistance Demonstration (RAD) program, any special provisions inconsistent with what is set forth herein or in the HCV Amendment if applicable are set forth in the PHAs Administrative Plan at: Chapter 18 p. 18-20 through 18-27 and/or within applicable RAD Notices and guidance.

## II. TYPE OF PROJECT BASED VOUCHER WAITING LIST

The PHA has elected the following option for the PBV Waiting List(s): (PHA must elect one)

- Single PBV Waiting List
- Use of Existing HCV Waiting List
- Site Based Waiting Lists for individual projects or buildings or for sets of such units as specifically described in the PHA's Section 8 Administrative Plan at Chapter 17 p. 17-37 through 17-44.

When the PHA is not using the Existing HCV list, the PHA offers to place applicants who are listed on the waiting list for tenant-based assistance also on the waiting list for PBV assistance. The manner of such offer may be contacting such applicants by text message or e mail or notification in newspaper of general circulation and minority media and/or general notification on the GoSection8 web site.

### III. OPENING AND CLOSING OF THE PROJECT BASED VOUCHER WAITING LIST

#### A. Public Notice of Opening

Where new PBV projects enter the PHA's portfolio the individual PHA gives the public notice by publication in a local newspaper of general circulation, and also by minority media and/or other suitable means. GoSection8 may also provide notice by notifying families on the HCV Centralized Waiting List and any other waiting lists administered by GoSection8 for the participating PHAs via text message, and/or e mail and/or notification on the website.

#### B. For PHAs with Site Based Waiting Lists

To the extent that the PHA determines that the existing PBV waiting list contains an adequate pool it may close a particular Site Based Waiting List.

#### C. For PHAS with a Single PBV Waiting List

To the extent that the PHA determines that the existing PBV waiting list contains an adequate pool it may close the PBV Waiting List. Further, the PHA may accept only preliminary applications meeting specific criteria or preferences for a particular PBV project(s). If the PBV Site Based or PBV Waiting List remains open to only certain categories of families, this information will be contained in a public notice of closure.

#### D. Public Notice of Closure

In advance of closing of the PBV waiting the PHA will give the public notice by publication in a local newspaper of general circulation, and also by minority media and other suitable means. GoSection8 may also provide notice of the PHA's closure of a PBV waiting list by notifying families on the HCV Centralized Waiting List and any other waiting lists administered by GoSection8 for the participating PHAs via text message, e mail and/or notification on the GoSection8 website.

#### E. For PHAS that use a the Existing HCV Waiting List for PBV

PHAs that use the exiting HCV Waiting List cannot close the waiting list as this list is maintained as an open waiting list.

#### IV. ACCEPTANCE OF PROJECT BASED VOUCHER APPLICATIONS

The PBV Preliminary Application which is separate and distinct, will self-populate with information from the HCV Preliminary Application and elicit supplemental information as required by the particular PHA. The manner for acceptance of PBV Preliminary Applications shall be the same as that set forth in the HCV Administrative Plan Amendment.

## V. SELECTION FROM THE PROJECT BASED VOUCHER WAITING LIST

Preliminary PBV Applications are selected in the same manner as set forth in the HCV Administrative Plan Amendment with the following additions:

### A. Need for Accessibility Features

In selecting families to occupy PBV units with special accessibility features for persons with disabilities, the PHA will first refer families who require such accessibility features to the owner. See 24 CFR 983.251 (c)(7) (2018).

### B. In Place Families

In order to minimize displacement of in-place families, if the PHA awards assistance to an existing unit or one requiring rehabilitation and that unit is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the PHA's waiting list (if the family is not already on the list) and, once its continued eligibility is determined, given an absolute selection preference. (The PHA may deny assistance for the grounds specified in 24 CFR 982.552 and 982.553.) Admission of such families is not subject to income-targeting under 24 CFR 982.201(b)(2)(i), and although such families have an absolute preference they must nevertheless be referred to the owner from the PHA's waiting list. A PHA must give such families priority for admission to the PBV program. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date. See 24 CFR 983.251 (b)(2)(2018)

Other specific PHA policies which dictate the order of selection are described within the PHA's Section 8 Administrative Plan governing the PBV program Chapter 18.

#### VI. DETERMINATION OF PROJECT BASED VOUCHER ELIGIBILITY

Once a family has been selected from the PBV Waiting List in the manner set forth in the Medford Housing Authority's Administrative Plan for the PBV Program, eligibility determination shall be made according to federal law, regulations governing State law and any applicable procedures set forth in the Medford Housing Authority's Administrative Plan addressing the PBV Program.

If a family refuses the PHA's offer of PBV assistance, such refusal does not affect the family's position on the HCV Centralized waiting list for tenant-based assistance or placement on the PBV waiting list for other PBV projects.

Owner or PHA determinations relative to the PBV program including the family's acceptance or refusal of PBV assistance will not change the Centralized HCV waiting placement (date and time of HCV Preliminary Application).

#### VII. DETERMINATION OF PROJECT BASED VOUCHER INELIGIBILITY

The procedures set forth in the HCV Administrative Plan Amendment shall apply with PHA ineligibility determinations for the PBV program. However, in the case of a removal from a



waiting list said removal shall only apply to the PBV Preliminary Application and it shall only result in the removal of the application from the individual PHA's PBV Waiting List.

#### VIII. WAITING LIST PLACEMENT AND OWNER REJECTION

If a PBV owner rejects a family for admission to the owner's PBV units, such rejection by the owner does not affect the family's position on the HCV's Centralized waiting list for tenant-based assistance or placement upon the PBV waiting list for other PBV projects.

#### IX. CONFLICT AND GRANT OF AUTHORITY

To the extent that the contents of this Amendment conflicts with the PHA's Section 8 HCV Administrative Plan and/or another PHA PBV Amendment or the PHA's PBV Administrative Plan as applicable, with regard to Waiting List administration this PBV Amendment shall prevail. The PHA Executive Director, MassNAHRO and GoSection8 are authorized by the Board of Commissioners to modify and implement procedures to meet the requirements of this Amendment. The PHA Executive Director, MassNAHRO and GoSection8 are authorized by the Board of Commissioners to institute other changes as long as such changes are consistent with the authorizations granted herein.

#### X. HEADINGS

The headings in this Amendment are for reference. The body of the document should be used for interpretation of the document.

XI. EFFECTIVE DATE

This amendment shall become effective July 1, 2019.

Adopted by the Board of Commissioners this 12<sup>th</sup> day of June, 2019.