

11.8 PBRA Choice-Mobility Plan Template (Addendum to PHA Plan and Housing Choice Voucher Administrative Plan)

Implementation of resident Choice-Mobility rights in RAD PBRA developments

All existing residents of properties converted under the Rental Assistance Demonstration (RAD) using Project-based Rental Assistance (PBRA) have a right to request a tenant-based Housing Choice Voucher (HCV). This document sets out housing authority's policies and procedures for implementing these Choice-Mobility rights.

A. Statement of resident Choice-Mobility rights

1. Residents of RAD properties may obtain a Housing Choice Voucher the later of 24 months from the effective date of the HAP contract or 24 months after the move-in date.
2. Residents retain the right to request a Housing Choice Voucher at any point after 24 months of occupancy for as long as they live at the property.
3. If an eligible resident receives a Choice-Mobility voucher but does not succeed in leasing a rental unit on the open market, they retain the right to stay in their current unit so long as the resident has not yet provided notice to vacate to the owner.
4. Eligible residents who request a Housing Choice Voucher have priority, along with residents of the PHA's PBV projects, to receive a Housing Choice Voucher, except as limited by any cap described below.

B. Notice to residents

1. [PHA] will give plain language notice (attached) to all residents of Choice-Mobility rights and procedures at multiple points in time of the RAD conversion, including at closing/conversion of the RAD property, as well as written and oral notice at any resident meetings. The property owner will provide the plain language notice to residents at the RAD lease signing and four months prior to when they first become eligible for a voucher. After the first year, the property owner will provide the notice to all existing residents at least annually, including at recertification, and to new residents as part of their initial briefing.
2. [PHA] will maintain a plain language webpage explaining Choice-Mobility, including prominent links to this policy, PDF of the plain language notice, and a Choice-Mobility voucher request form that can be either printed or filled out online.
3. [PHA] will offer in person meetings at least twice a year with RAD residents to explain the Choice-Mobility option, and to provide access to training opportunities set out in section D.1 below.
4. All notices, request forms and web-based materials on Choice-Mobility (as well as any other communications with residents concerning Choice-Mobility) will be translated and made available in other languages pursuant to HUD's LEP requirements and [PHA]'s language access plan (if one has been developed). This same information will also be effectively communicated to persons with disabilities.

C. Processing Choice-Mobility requests

1. [PHA] will provide a plain language request form (attached) to any resident who asks for one. [PHA] will provide clear guidance to the resident regarding how to obtain a request form and the process for submitting it.
2. Any resident who satisfies the 24-month waiting period is eligible to request a Housing Choice Voucher.
3. Once a request is received, [PHA] will confirm whether the resident has lived in the property for the period required to be eligible. If the resident is eligible, they will either be placed on the HCV program waitlist and issued a voucher if [PHA] has one available or will be notified that they have been placed on a Choice-Mobility Priority List in the order that requests were received. [PHA] will send the resident an acknowledgment of the receipt of the request and placement onto the list. [PHA] will promptly issue the next available voucher for residents on the list. Note, however, that in the case of PBRA the resident must be on both the HCV program waitlist and the Choice-Mobility Priority List if the lists are separate; this is because PBRA residents must be newly admitted to the HCV program from the waitlist (unlike PBV residents, who are not new admissions upon accepting a tenant-based HCV).
4. When a resident reaches the top of the Choice-Mobility Priority List and the PHA has an available turnover voucher, [PHA] will promptly schedule a meeting with them. At the meeting, [PHA] staff will explain how the Housing Choice Voucher program works, schedule when the voucher will be issued, and go over the basic requirements of the HUD portability rule (explaining the benefits of living in a low poverty area, explaining the PHA's area of operation and the resident's portability rights, and providing access to apartment listings that include lower poverty neighborhoods, etc.), and [PHA] should refer the resident to available housing mobility counseling services, if available. [PHA] should also explain the steps that residents must complete when making the transition from the PBRA to the HCV program and will coordinate between departments to facilitate the transition.
5. [Optional provision for PHAs that implement turnover voucher inventory cap:] [PHA] is voluntarily choosing to adopt a turnover voucher inventory cap. [PHA] is not required, in any year, to provide more than one-third of its turnover vouchers to residents of Covered Projects. [PHA insert specific information about limitation the PHA has adopted here.] [PHA] will create and maintain a Choice-Mobility Priority List in the order in which the requests from eligible households were received.
6. [Optional provision for project owner and PHAs that implement a project turnover cap:] [PHA] is voluntarily choosing to adopt a project turnover cap for [project(s)]. [Project owner] and [PHA] agree to limit the number of Choice-Mobility moves exercised by eligible households to 15 percent of the assisted units in [project(s)]. [PHA and project owner insert specific information about limitation the PHA has adopted here.] [PHA] will create and maintain a Choice-Mobility Priority List in the order in which the requests from eligible households were received.
7. Choice-Mobility HCV families will have the same rights to extend their search times as any other HCV family, but if they fail to find a unit within the maximum allowable search time, they will retain all their rights as a resident in the RAD property.

8. Residents who receive a voucher but fail to use it may request again, if they are still living in the RAD property.
9. [PHA] must maintain a written agreement with the project owner describing how the Choice-Mobility option will be administered and the process by which households may request a voucher.

D. Maximizing the potential of Choice-Mobility

1. Experience with housing mobility programs around the country has shown that advance preparation and training expands the ability of families with Housing Choice Vouchers to access units in high opportunity areas. To improve the success of families who may be interested in Choice-Mobility, [PHA] will offer all interested residents in RAD properties access to training sessions on financial management/credit repair, basics of conducting a housing search and applying for private housing, and fair housing/landlord-resident rights.
2. Housing search time limits can greatly affect the ability of families to use a voucher, especially in harder-to-rent areas. To increase the chances of securing housing, [PHA] will approve requests to expand search times.
3. Comprehensive housing mobility services have been shown to significantly expand access to lower poverty, high opportunity communities for families with Housing Choice Vouchers. Although [PHA] does not currently have funding for comprehensive mobility services, we will apply for funding for such services as soon as funding becomes available from HUD. In the meantime, [PHA] will provide the following assistance to RAD residents who request Choice-Mobility:
 - a. Provide all information required by HUD's portability rule to all HCV families.
 - b. On a weekly basis, scan rental listings for available units in low poverty neighborhoods in the housing market that are within the HCV payment standards, and disseminate listings to HCV families searching for units.
 - c. [Optional]: Funds permitting, PHA will also provide [insert security deposit, moving fees or other expenses authorized by Notice PIH 2022-18(HA)].