Housing Choice Voucher Mobility Demonstration

Background and Instructions for Use of Category A and D Eligibility Tools

Please note this document may be updated as we work to ensure the instructions are as clear as possible for PHAs.

HUD will be conducting a webinar on these tools on August 5 at 2 pm EDT. You can join the webinar [here](#) at that time. If you are unable to join live, a recording of the webinar will be made available on the [HCV mobility demonstration website](#).

**Background**

In Section VIII Application Format, Part K of PHA’s Funding Application Form HUD-52515, joint and single PHA applicants must indicate which eligibility category they meet and submit supporting documentation. For PHAs applying under Category A (PHA Partnerships) or Category D (Single PHA), applicants must demonstrate that they:

- Serve areas with high concentrations of voucher holders in poor, low-opportunity neighborhoods
  
  and

- Have an adequate number of moderately priced rental units in high-opportunity areas.

HUD has created two tools for applicants to use to determine whether they meet the criteria. One tool is a PDF spreadsheet, located on the [mobility demonstration website](#), that PHAs can use to see if they “serve areas with high concentrations of voucher holders in poor, low-opportunity neighborhoods.” The other tool is a GIS mapping application, located [here](#), that PHAs can use to see if they “have an adequate number of moderately priced rental units in high-opportunity areas.” Applicants are only eligible under Category A and D if they can demonstrate eligibility for both criteria.

**Voucher Concentration Spreadsheet for Category A and D Applicants**

The “Voucher Concentration Spreadsheet for Category A and D Applications” PDF should be used by PHAs applying under Category A or D to determine if PHAs “serve areas with high concentrations of voucher holders in poor, low-opportunity neighborhoods.” HUD has already calculated this on behalf of PHAs based on the definitions provided in the Notice, and the results are provided in the spreadsheet.

As the Notice describes in Section VIII, Application Format, Part K of PHA’s Funding Application Form HUD-52515, for the purposes of this demonstration, census tracts are considered “poor, low-opportunity neighborhoods” if they

(i) Have greater than 25 percent poverty

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1 PHAs located within a metropolitan area for which HUD has designated the use of mandatory SAFMRs, and all of the PHAs that are applying have implemented the SAFMRs, do not need to use these tools. Instead of using these tools, these PHAs must provide documentation in Part K on their implementation the SAFMRs.
or

(ii) Are designated as a qualified census tract under the LIHTC program

To demonstrate that the PHA qualifies under this portion of the definition, the PHA must have a percentile score of 60 or above in at least one of two categories:

- Percentage of voucher holder concentration in poor, low-opportunity neighborhoods compared to all PHAs with 100 more voucher families with children
- Number of voucher holders in poor, low-opportunity neighborhoods compared to all PHAs with 100 or more voucher families with children

As shown in the sample below, PHAs can see whether they qualify under this criterion. If the PHA sees a “yes” in the column “Does PHA Meet Eligibility Criteria of voucher concentration in poor, low-opportunity neighborhood?” they qualify under this criterion. If the PHA sees a “no” in this column, they do not qualify under this criterion. PHAs can also see the underlying data elements HUD used to make this determination.
Adequate Number of Moderately Priced Rental Units Tool for Category A and D Applicants

Purpose of the tool

The GIS data tool should be used by PHAs applying under Category A or D to determine whether they serve “have an adequate number of moderately priced rental units in high-opportunity areas.” HUD has already done much of this complex calculation on behalf of PHAs in the backend of the GIS tool based on the definitions provided in the Notice, in Section VIII, Application Format, Part K of PHA’s Funding Application Form HUD-52515, and the results are provided in the spreadsheet. However, to complete this calculation, PHAs must use the GIS tool to provide their service area for the demonstration in zip code tabulation areas (ZCTAs).

HUD recognizes this is a complex calculation and has attempted to make the process as simple as possible using a GIS data tool rather than asking PHAs to complete the full calculation themselves. However, to make the use of GIS application as easy as possible, PHAs are strongly encouraged to read these instructions carefully and follow them to ensure the tool works properly. HUD also strongly encourages PHAs to begin using the GIS tool and completing their calculations sooner rather than later.

Additionally, HUD recommends that PHAs experiencing challenges using the tool 1) read the Notice, especially Part K, in its entirety 2) read these instructions in their entirety 3) join the webinar on August 5 where HUD will demo the tool and answer questions (or watch the demonstration later). If PHAs still have challenges using the tool, please contact HUD at hcvmobilitydemonstration@hud.gov for additional help.

Data elements in the tool

The GIS data tool has the following data elements pre-loaded into it:

- All PHAs
- An estimated service area for each PHA
- All zip code tabulation areas (ZCTAs) in the country
- The number of total rental units in the ZCTAs
- The number of rental units in the selected ZCTAs renting at less than 110% of the SAFMR where the SAFMR is more than 110% of the Metropolitan Area FMR

Using the tool for submitting an application

PHAs use this data tool to click on the ZCTAs that they are defining as the PHA’s service area in the demonstration. Once the PHA has selected all of the ZCTAs that are part of the PHA’s service area, the tool will show:

- The total number of ZCTAs selected by the PHA
- The number of total rental units in the ZCTAs selected by the PHAs
• The number of standard-quality-rental-stock units in the selected ZCTAs renting at less than 110% of the SAFMR where the SAFMR is more than 110% of the Metropolitan Area FMR

PHAs then will use these data points to calculate whether at least 20 percent of the standard-quality-rental-stock within the combined service area is renting at less than 110 percent of SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. The PHA will only qualify under this part of Category A and D if at least 20 percent of the standard-quality-rental-stock within the combined service area is renting at less than 110 percent of SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. In their applications, the PHAs must submit the calculation as well as the full listing of ZCTAs that represent their service areas.

Troubleshooting

If you run into issues accessing the GIS tool, please consider the following:

• **Internet speed** – if the application is running slow, check your internet connection. HUD encourages PHAs to begin working on this portion of the application as early as possible so as to not overload the application in the weeks before the due date.

• **Glitches loading the map** – If the application seems glitchy, try clearing the internet browser cache or cookies. Also consider using either Chrome or Firefox for best results. And finally, check the screen zoom (see step 2) and adjust it to 80% or less.

Step-by-Step Instructions

Further instructions on how to navigate the GIS data tool are included in the following pages.
Step 1: Go to the GIS Tool [here](#). We recommend using Chrome or Firefox for best results. Before using the GIS tool, applicant PHAs should know the PHA code for all PHAs that will be part of the application. For joint PHA applicants, all participating PHAs must be included in this tool. In this example, however, we show an example with only one PHA applicant.
Step 2: Check the “zoom” setting on your browser. For best results, the zoom setting should be at least 80% or lower. The GIS application uses a lot of the available screen window, and having the screen zoomed out more prevents the screen from resetting itself unexpectedly.
Step 3: Get familiar with the GIS tool.

- The initial GIS screen will default to display a map of “Fraser Plateau.”
  - As you begin selecting your PHA specific information, the map will update to the geography you select.
- On the left-hand side of the screen, you’ll see where you can select the:
  - Approximate service area
  - Applicant PHAs
  - The addition of the “zip code tabulation areas (ZCTAs)”
  - Print map
- At the bottom center of the screen you’ll see the ongoing tabulation of:
  - The total ZCTAs selected
  - The total number of renter occupied units in the selected ZCTAs
  - The total number of renter occupied units in the selected ZCTAs where the rent is lower than 110 percent of SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR.
Step 4: Click on the “Approximate Service Area” toggle button. This will tell the GIS tool to pull in the estimated service area for the PHAs selected. The estimated service area is based on data from PIC.
**Step 5a: Select the applicant PHAs by PHA code using the drop down menu.** The tool has functionality to select the applicant PHAs by searching for the PHA or by scrolling down to find the PHA.
Step 5b: Select the applicant PHAs by PHA code using the drop down menu.
Step 6: Turn on the “Zip Code Tabulation Areas” layer by clicking the box next to the text. After you click the box, the map to the right should display a map with two different colored layers.
Step 7: Confirm the location/geography of the PHA(s) selected match the map that is displaying on your screen. The shapes surrounded by white lines are the zip code tabulation areas (ZCTAs). Note the yellow-green shaded ZCTAs are the approximate service area for the PHA(s) selected. The blue shaded ZCTAs are shown on the map because they are close to the selected PHA.
Step 8: Toggle the mouse over the map to begin selecting the ZCTAs for the PHA(s) service area.
Step 9: Press and hold the SHIFT key and using your mouse, click on the ZCTAs on the map the PHA is selecting as part of the service area. Tip: You must press SHIFT before and while clicking on the ZCTAs.

When you have selected a ZCTA it will be highlighted in red.

The three data fields at the bottom will automatically update as you select ZCTAs.
Step 10: Press and hold the SHIFT key and using your mouse, complete selecting all of the ZCTAs for the PHA(s) service area. Tips: You must press SHIFT before and while clicking on the ZCTAs. If you accidentally add a tract you can hold down the CTRL key to remove the census tract.
Step 11: Calculate whether the PHA(s) service area has an adequate number of moderately priced rental units in high-opportunity neighborhoods. In this example, the PHA has 77,385 renter occupied units in their service area. The PHA also has 25,240 renter occupied units within the service area renting at less than 110 percent of SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. In this example, the PHA has 32.6% of its renter occupied units within the service area renting at less than 110 percent of the SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. This PHA would meet the “adequate number of moderately priced rental units in high-opportunity neighborhoods” eligibility criterion for the Category A and D definitions as described in, and required by, the Notice.

Step 12a: Begin generating a CSV file. Click on the three dots to the right of the “zip code tabulation areas.”
Step 12b: Generate a CSV file. Scroll down to select “Export to CSV file.” Once selected, the CSV file will generate and download.
**Step 12c: View and save the CSV file.** Open the CSV file and view the information. Confirm it contains all of the ZCTAs. Save the CSV file. In the screen shot below, you see a sample CSV file output. The column headers are described in the table following the screen shot of the CSV file.

<table>
<thead>
<tr>
<th>Column Headers and Descriptions of CSV File</th>
</tr>
</thead>
<tbody>
<tr>
<td>Column Name</td>
</tr>
<tr>
<td>----------------</td>
</tr>
<tr>
<td>GEOID</td>
</tr>
<tr>
<td>METRO_2BR_FairMarketRent</td>
</tr>
<tr>
<td>SAFMR_2BR_FairMarketRent</td>
</tr>
<tr>
<td>Ratio_SAFMR_to_METRO</td>
</tr>
<tr>
<td>Total_RO_Units_ZCTA</td>
</tr>
<tr>
<td>ROS_Units_ZCTA_110pct</td>
</tr>
<tr>
<td>STATE</td>
</tr>
<tr>
<td>PRIMARY_COUNTY</td>
</tr>
<tr>
<td>pctZipPopCNTY</td>
</tr>
</tbody>
</table>
Step 13a: Click Print to begin saving a map of the service area.
Step 13b: Notice the loading bar and wait for a jpg to be created. The map will be created based on your current map view.
Step 13c: Open the JPG. The map will complete loading and be available to view. Click on the icon labeled “proposed service area.”
**Step 13d: Save the JPG map.** After you click on the icon, a new window will appear with the selected service area. The PHA(s) should save this file, it will be submitted with the PHA(s) application.