

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.¹ 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

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.

Eligibility Categories A and D High Concentrations of Voucher Holders in Poor, Low-opportunity Neighborhoods, Sorted by PHA							
PHA Code	PHA Name	Does PHA Meet Eligibility Criteria of voucher concentration in poor, low - opportunity neighborhoods?	Number of HCV Households	Number of HCV Households in "Poor, Low- Opportunity Neighborhoods"	Percent of HCV Households in "Poor, Low- Opportunity Neighborhoods"	PHA percentile rank for number of HCV Households in "Poor, Low- Opportunity Neighborhoods"	PHA percentile rank for percent of HCV Households in "Poor, Low- Opportunity Neighborhoods"
AK901	Alaska Housing Finance Corporation	Yes	7,186	1,161	16%	82	18
AL001	Housing Authority of the Birmingham District	Yes	5,604	3,954	71%	96	82
AL002	MOBILE HOUSING BOARD	Yes	4,190	2,718	65%	93	75
AL004	ANNISTON HA	Yes	284	217	76%	38	88
AL005	PHENIX CITY HOUSING AUTHORITY	Yes	871	625	72%	68	83
AL006	Housing Authority of the City of Montgomery	Yes	3,483	2,044	59%	90	67
AL007	Housing Authority of the City of Dothan	Yes	1,125	805	72%	74	83
AL008	Selma Housing Authority	Yes	787	765	97%	72	98
AL011	Housing Authority of the City of Fort Payne	No (fewer than 100 HCV families with children)	137	61	Fewer than 100 HCV families with children	Fewer than 100 HCV families with children	Fewer than 100 HCV families with children

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

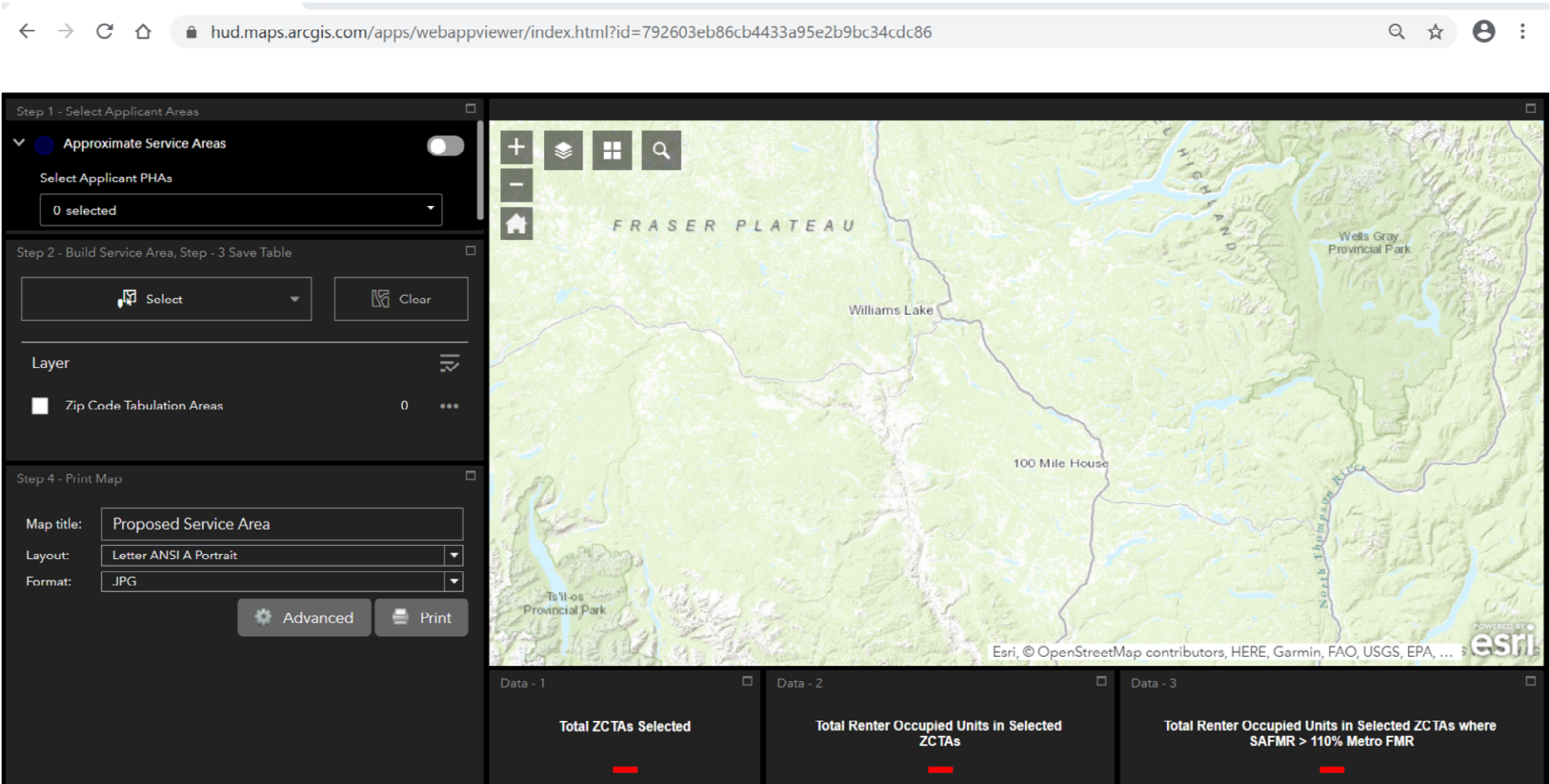
If you run into issues accessing the GIS tool, please consider the following:

- **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.

The screenshot shows a web browser window with the URL `hud.maps.arcgis.com/apps/webappviewer/index.html?id=792603eb86cb4433a95e2b9bc34cdc86`. The browser's menu is open, and the 'Zoom' option is highlighted with a red rectangle. The zoom level is set to 90%, and the 'Full Screen' icon is visible. The GIS application interface is visible in the background, showing a map of the Fraser Plateau area with labels for Williams Lake, 100 Mile House, and Tsil'as Provincial Park. The application has a dark theme and includes a sidebar with steps: Step 1 - Select Applicant Areas, Step 2 - Build Service Area, Step 3 - Save Table, and Step 4 - Print Map. The bottom of the application shows three data panels: Data - 1 (Total ZCTAs Selected), Data - 2 (Total Renter Occupied Units in Selected ZCTAs), and Data - 3 (Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR).

Step 1 - Select Applicant Areas

Approximate Service Areas

Select Applicant PHAs

0 selected

Step 2 - Build Service Area, Step - 3 Save Table

Select Clear

Layer

Zip Code Tabulation Areas 0

Step 4 - Print Map

Map title: Proposed Service Area

Layout: Letter ANSI A Portrait

Format: JPG

Advanced Print

FRASER PLATEAU

Williams Lake

100 Mile House

Tsil'as Provincial Park

Esri, © OpenStreetMap contributors, HERE, Garmin, FAO, USGS, EPA, ...

esri

Data - 1

Total ZCTAs Selected

Data - 2

Total Renter Occupied Units in Selected ZCTAs

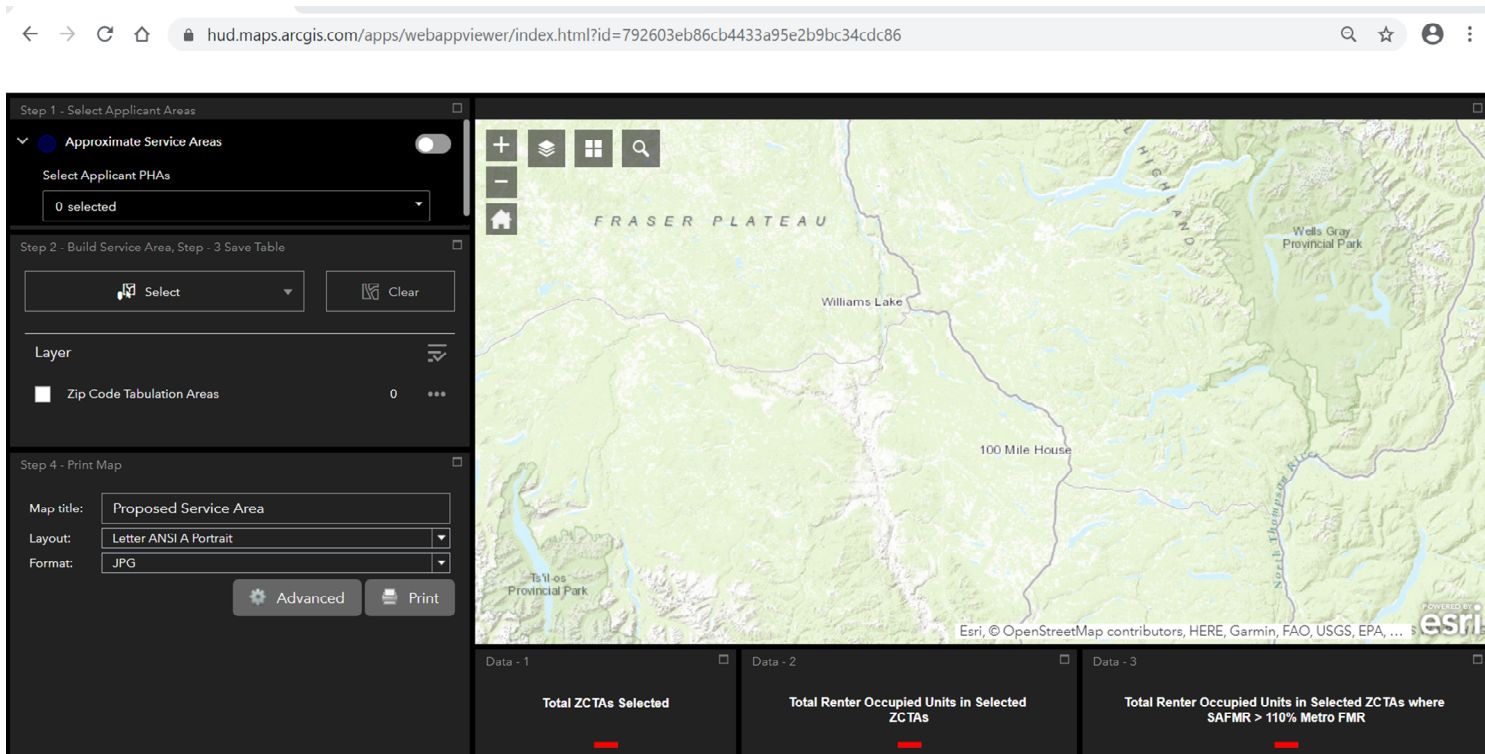
Data - 3

Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR

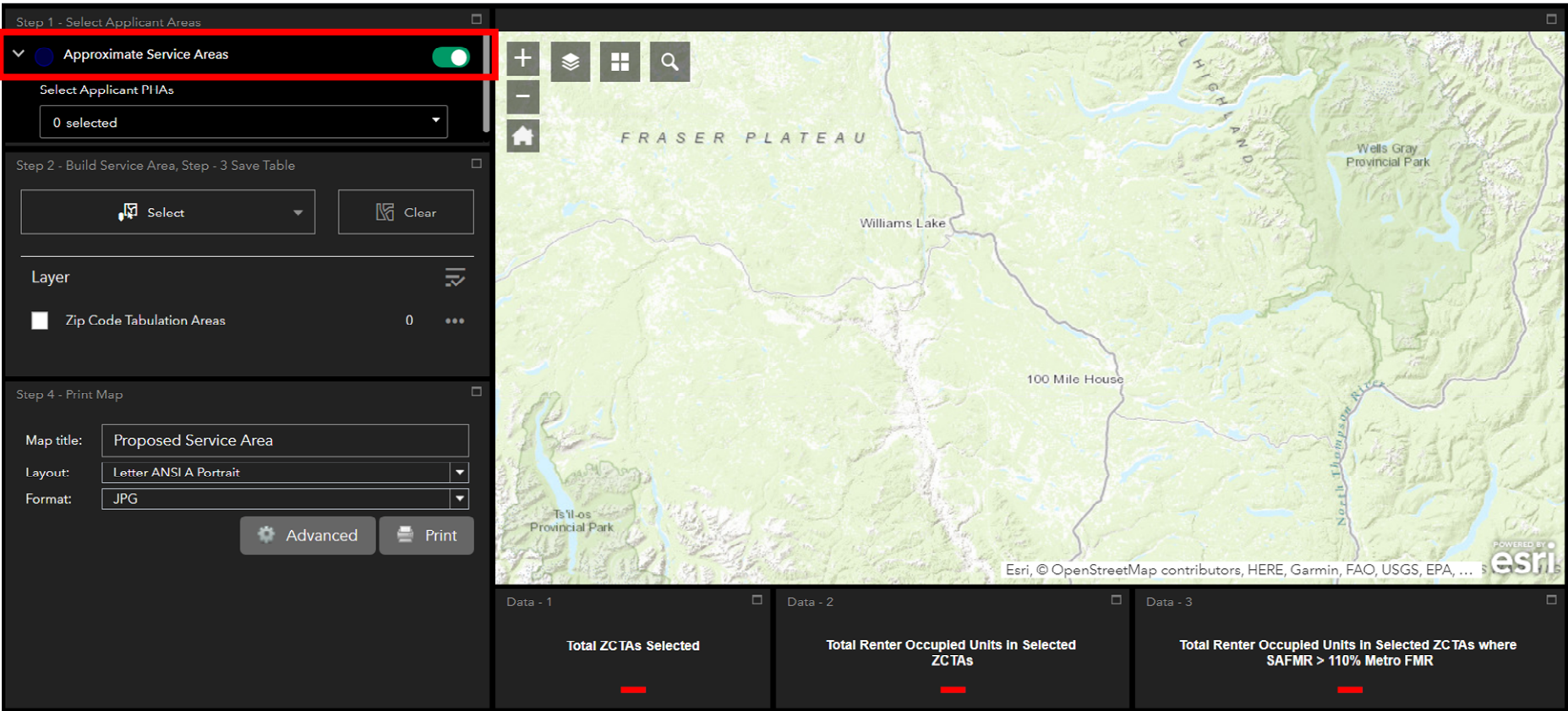
Zoom - 90% +

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.

The screenshot displays a web application interface with a dark theme. On the left, a sidebar contains four sections: 'Step 1 - Select Applicant Areas' with a toggle for 'Approximate Service Areas' and a dropdown menu for 'Select Applicant PHAs' (showing '0 selected'); 'Step 2 - Build Service Area, Step - 3 Save Table' with 'Select' and 'Clear' buttons and a layer selection for 'Zip Code Tabulation Areas'; and 'Step 4 - Print Map' with fields for 'Map title' (Proposed Service Area), 'Layout' (Letter ANSI A Portrait), and 'Format' (JPG), along with 'Advanced' and 'Print' buttons. The main area features a map of the Fraser Plateau region, showing Williams Lake, 100 Mile House, and various parks. A red rectangle highlights the 'Select Applicant PHAs' dropdown in the sidebar. At the bottom, three data panels are visible: 'Data - 1' (Total ZCTAs Selected), 'Data - 2' (Total Renter Occupied Units in Selected ZCTAs), and 'Data - 3' (Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR).

Step 5b: Select the applicant PHAs by PHA code using the drop down menu.

Step 1 - Select Applicant Areas

Approximate Service Areas

Select Applicant PHAs

0 selected

Search

☐ AK001

☐ AK901

☐ AI 001

☐ AL002

☐ AL004

☐ AL005

☐ AL006

☐ AL007

☐ AL008

☐ AL009

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FRASER PLATEAU

Williams Lake

100 Mile House

Wells Gray Provincial Park

Island of Skye Provincial Park

North Thompson River

Esri, © OpenStreetMap contributors, HERE, Garmin, FAO, USGS, EPA, ...

POWERED BY

esri

Data - 1

Total ZCTAs Selected

Data - 2

Total Renter Occupied Units in Selected ZCTAs

Data - 3

Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR

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 1 - Select Applicant Areas

Approximate Service Areas ☒

Select Applicant PHAs

1 selected

Step 2 - Build Service Area, Step - 3 Save Table

Select Clear

Layer

☒ Zip Code Tabulation Areas 0 ...

Step 4 - Print Map

Map title: Proposed Service Area

Layout: Letter ANSI A Portrait

Format: JPG

Advanced Print

Data - 1

Total ZCTAs Selected

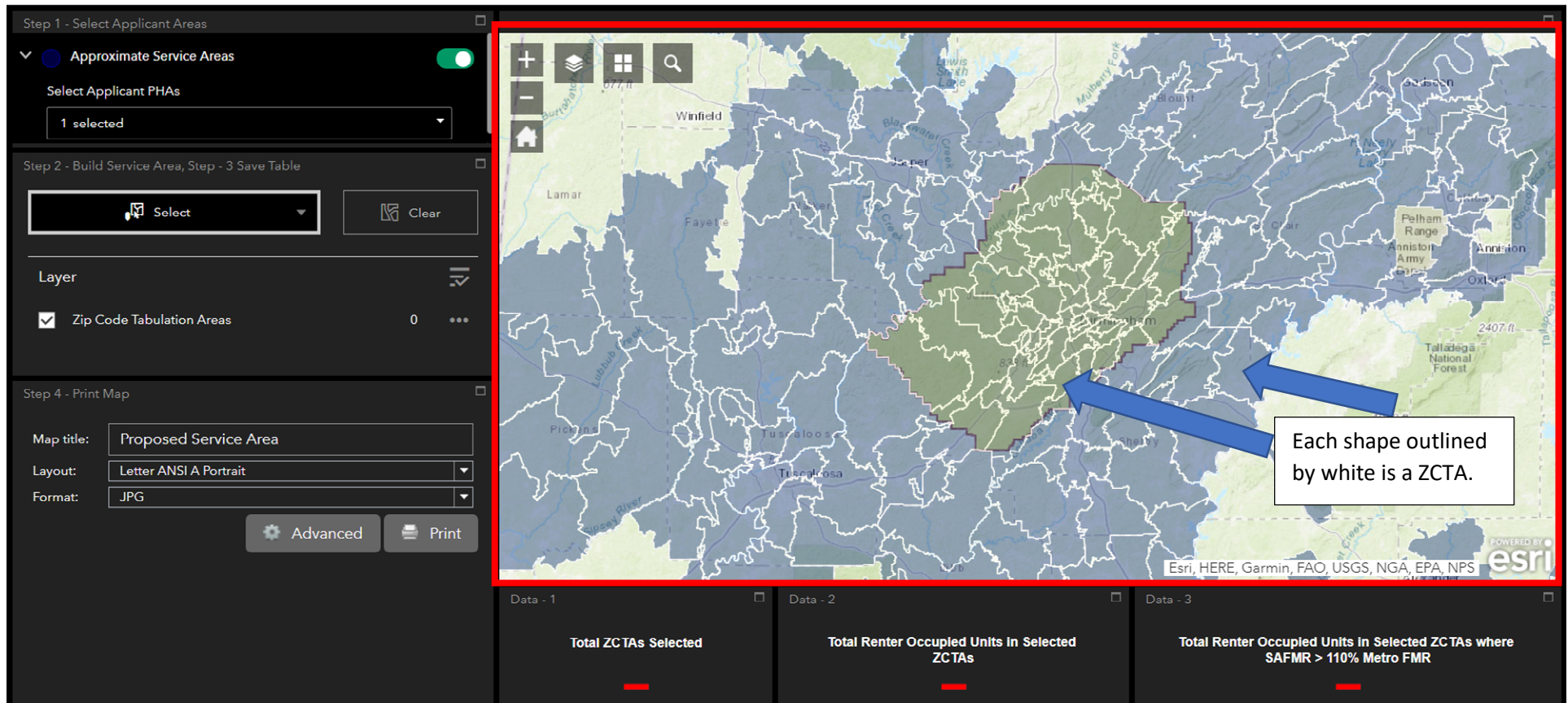
Data - 2

Total Renter Occupied Units in Selected ZCTAs

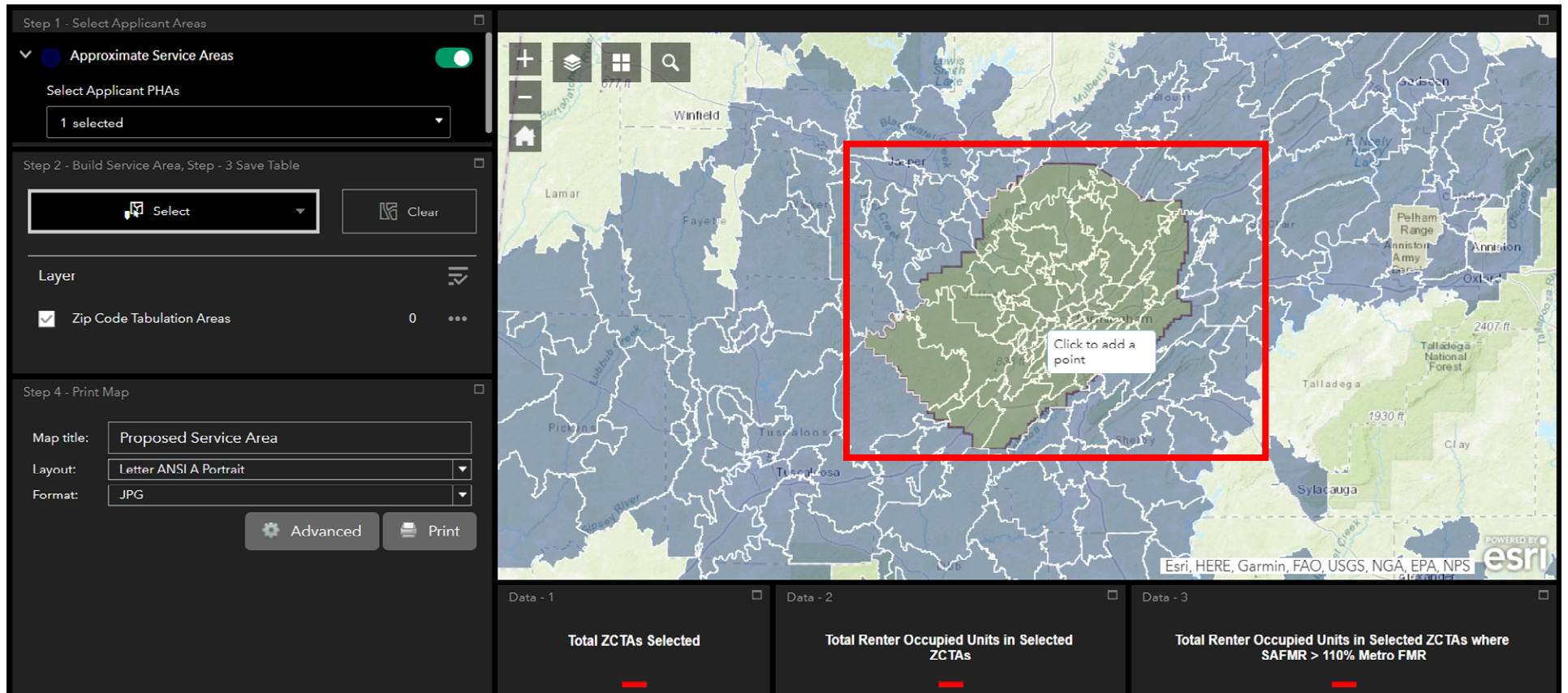
Data - 3

Total Renter Occupied Units in Selected ZCTAs where SAFMR > 110% Metro FMR

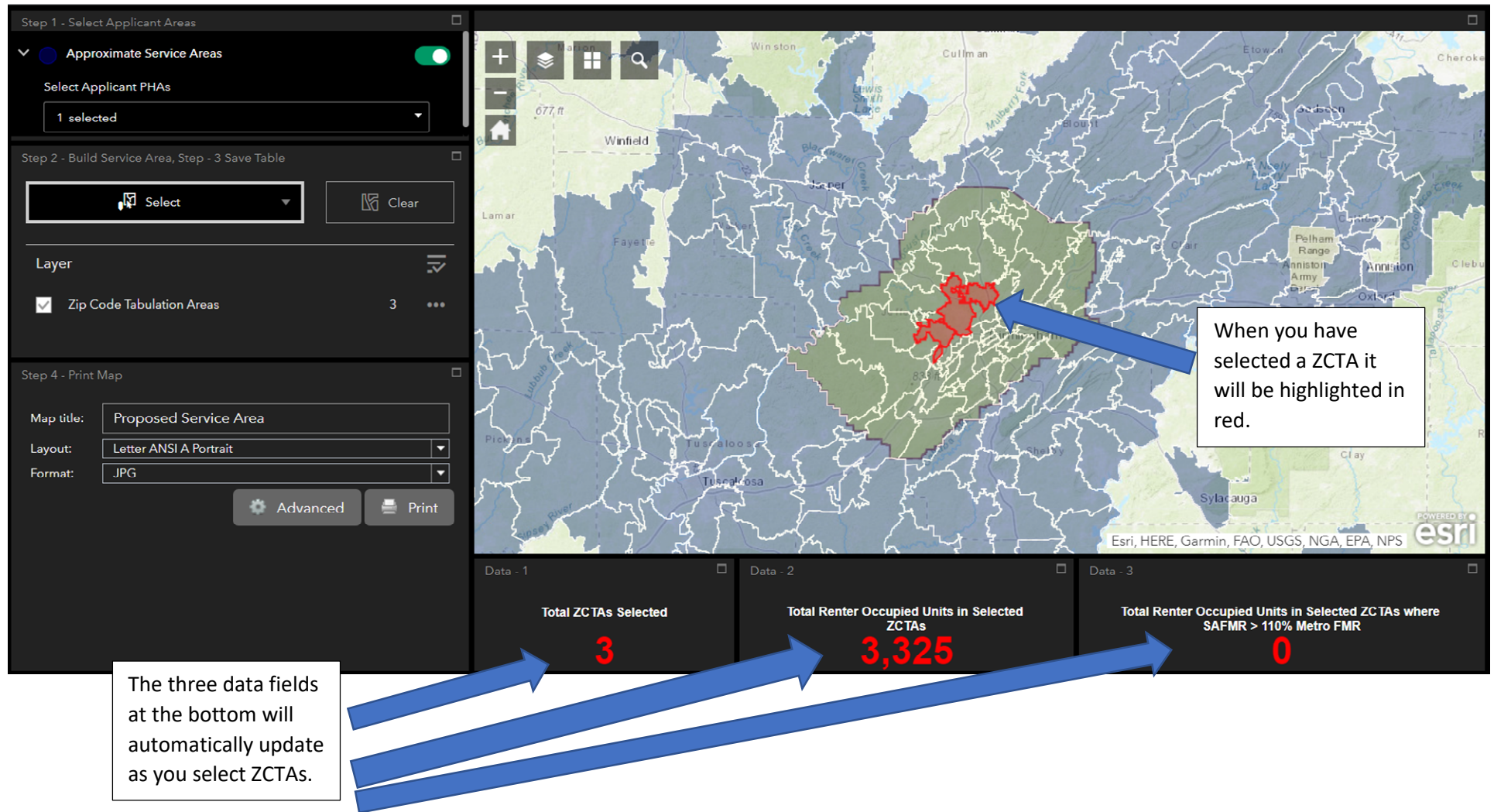
Step 7: Confirm the location/geography of the PHA(s) selected match the map that is displaying on your screen. The shapes surrounded by white lines are the zip code tabulation areas (ZCTAs). Note the yellow-green shaded ZCTAs are the approximate service area for the PHA(s) selected. The blue shaded ZCTAs are shown on the map because they are close to the selected PHA.



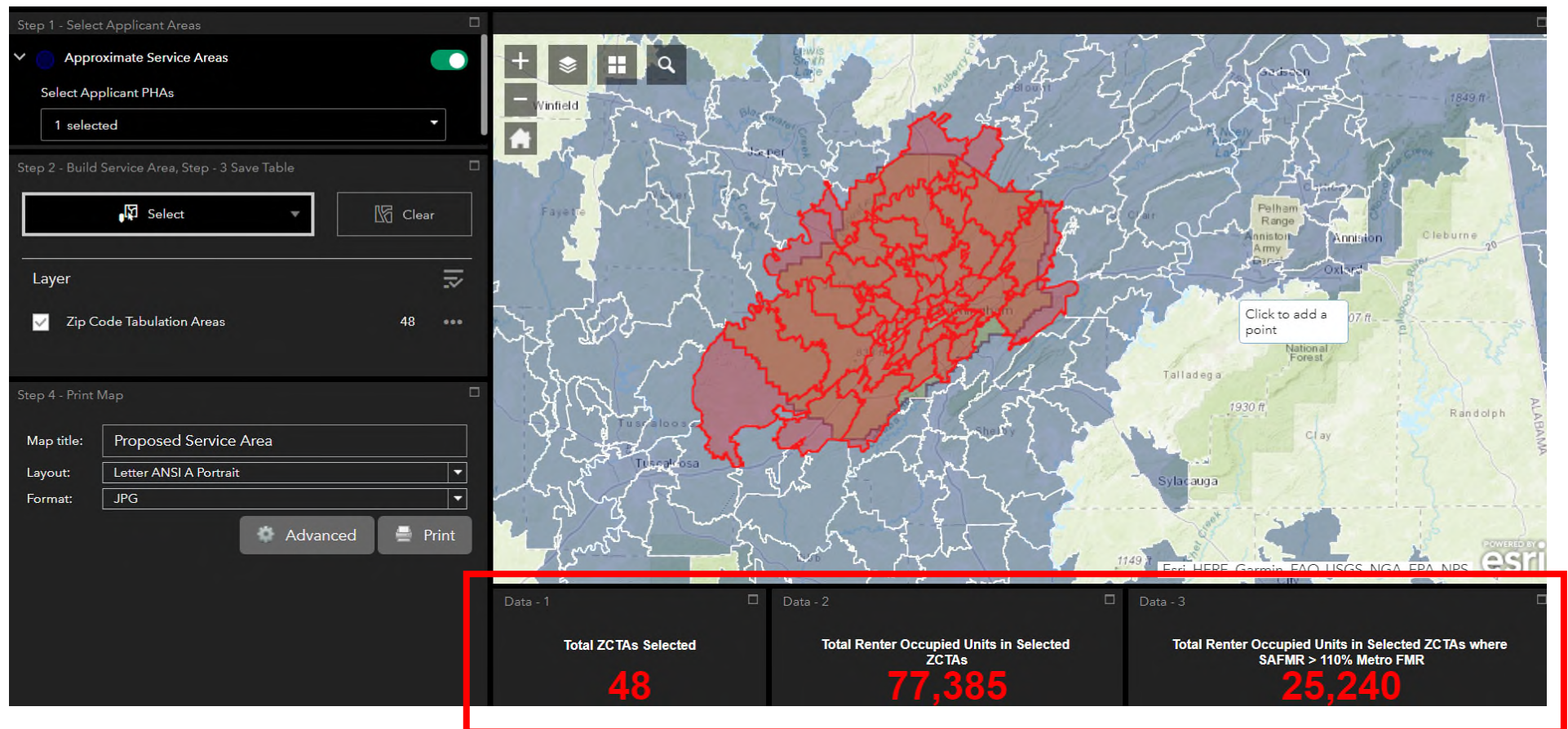
Step 8: Toggle the mouse over the map to begin selecting the ZCTAs for the PHA(s) service area.



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.

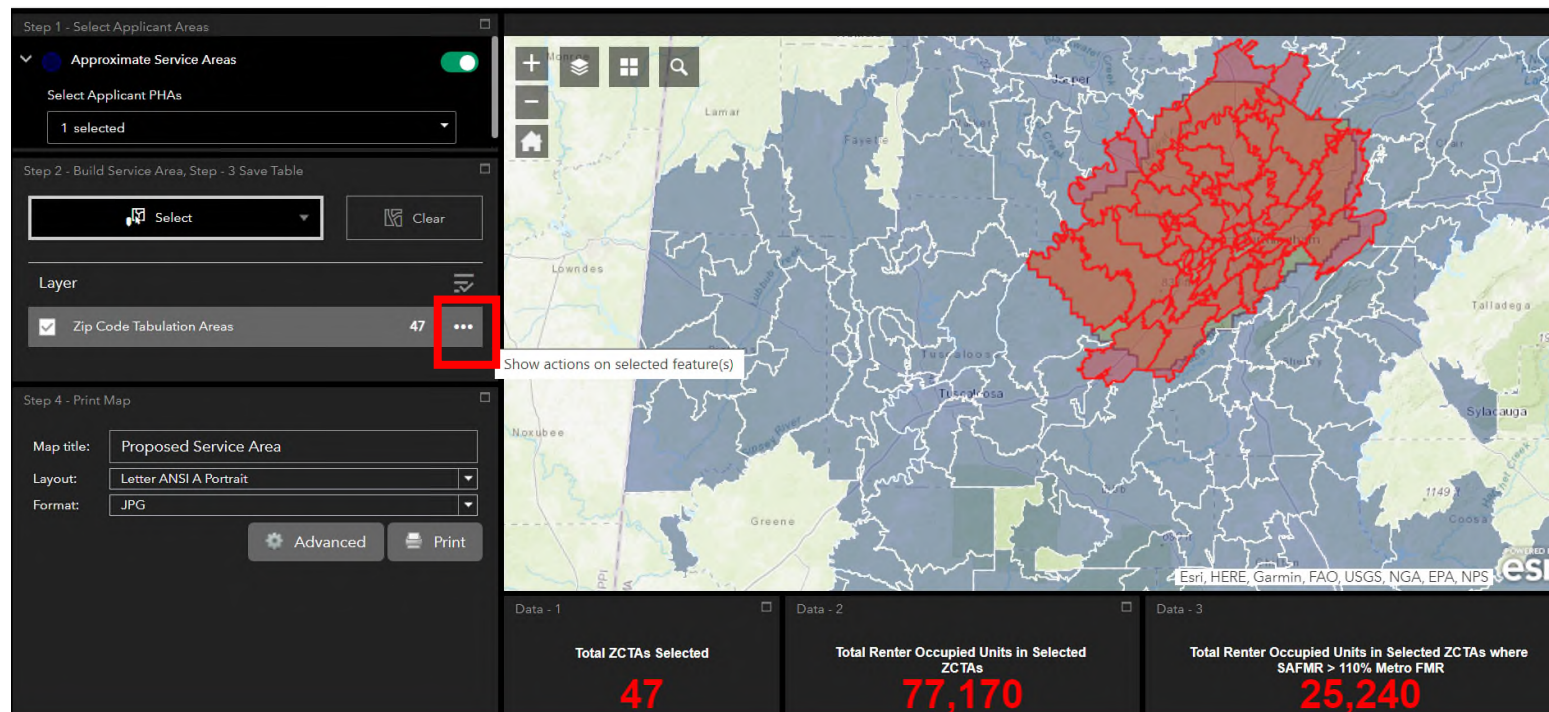


Step 10: Press and hold the SHIFT key and using your mouse, complete selecting all of the ZCTAs for the PHA(s) service area. Tips: You must press SHIFT before and while clicking on the ZCTAs. If you accidentally add a tract you can hold down the CTRL key to remove the census tract.

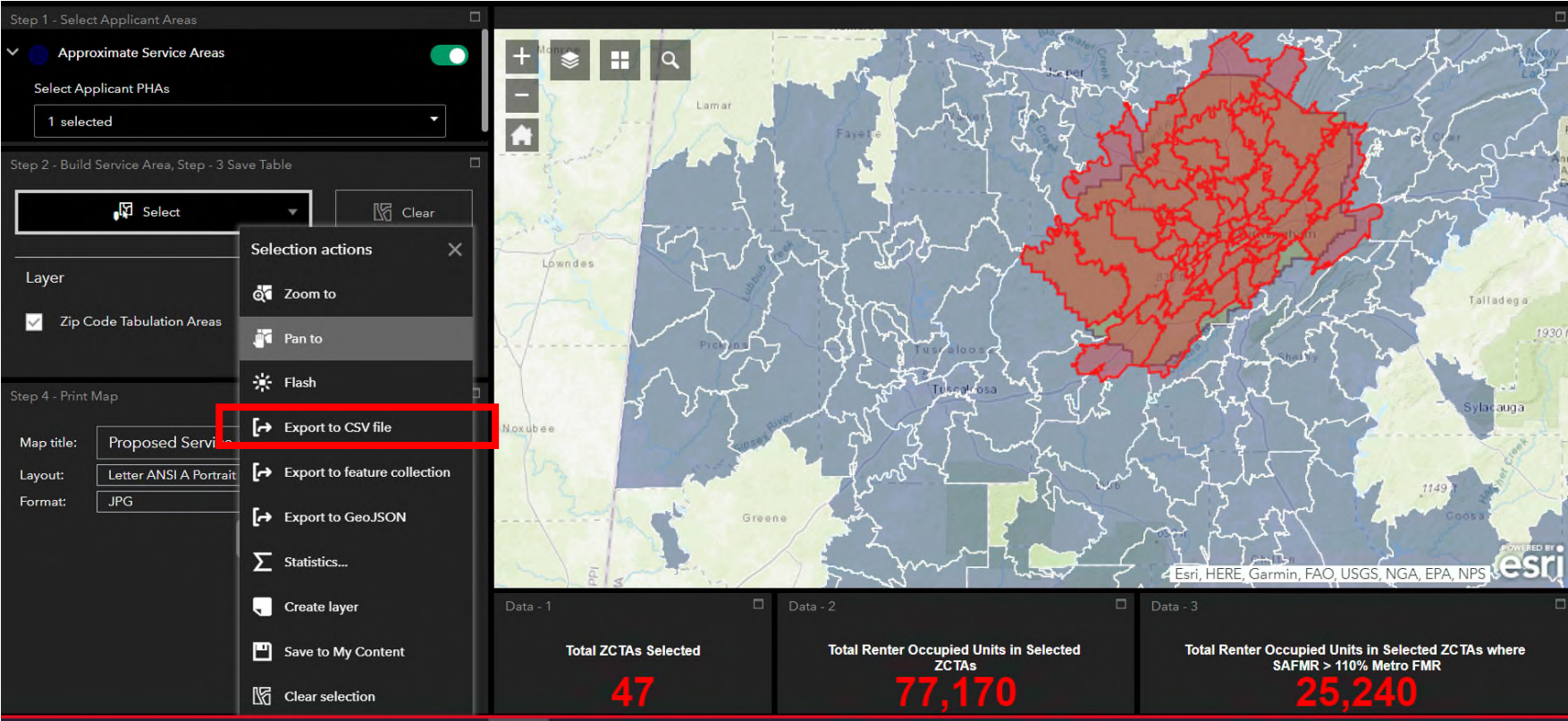


Step 11: Calculate whether the PHA(s) service area has an adequate number of moderately priced rental units in high-opportunity neighborhoods. In this example, the PHA has 77,385 renter occupied units in their service area. The PHA also has 25,240 renter occupied units within the service area renting 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.

AutoSave

features (1).csv - Excel

Search

Bell, Alison E

FileHomeInsertDrawPage LayoutFormulasDataReviewViewHelpNuanice PDF

Paste

Clipboard

Calibri11

B I U

Font

Wrap Text

Alignment

General

Number

Conditional Formatting

Format as Table

Cell Styles

Styles

Insert

Delete

Format

Cells

Sort & Filter

Find & Select

Editing

Ideas

Ideas

A1

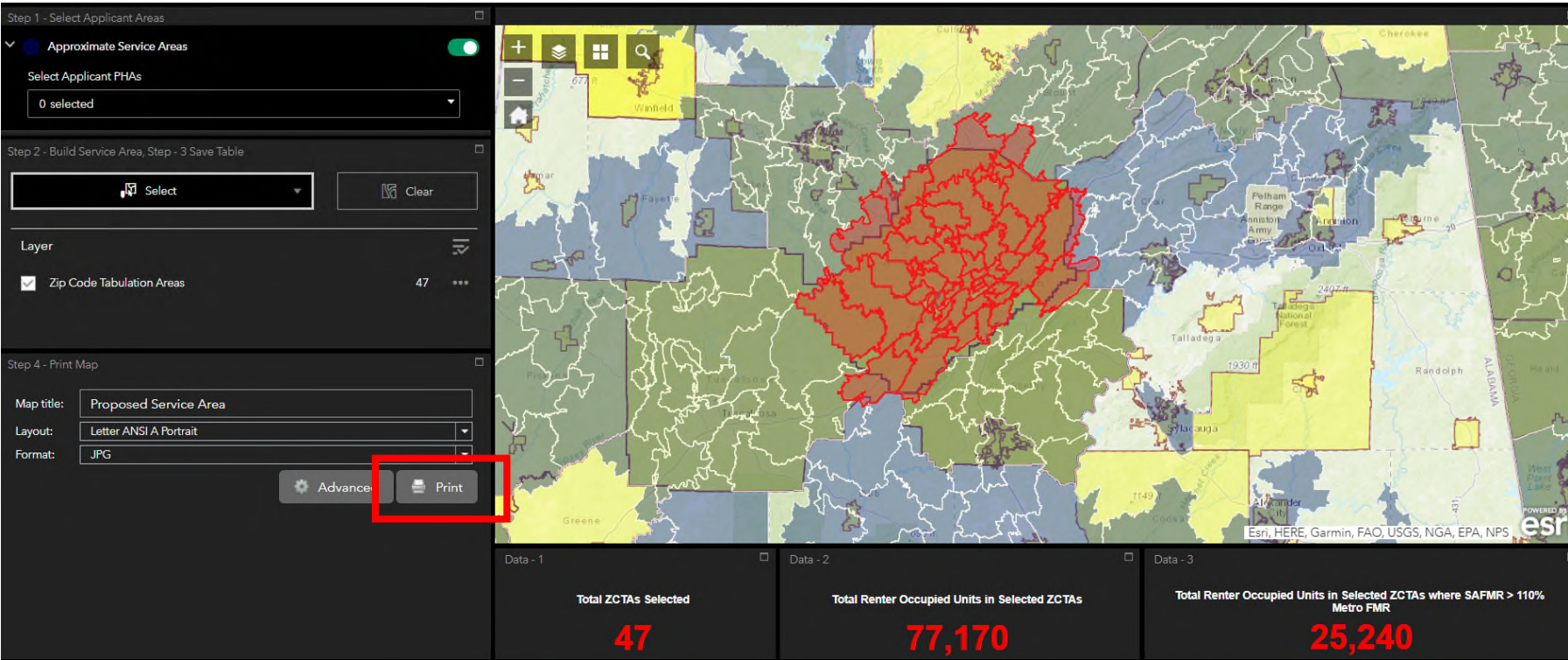
OBJECTID

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	OBJECTID	GEOID	Metro 2-b 2-Bedroom Small Area	Fair Market Rent	Total Rent	Total Renter Occupied Units	COUNTY	Percent of FIPS	COU	Shape_A	Shape_Lex							
2	2459	35005	986	960	0.973631	565	0 AL	Jefferson	100	1073	1.3E+08	86737.95						
3	2460	35006	874	960	1.098398	145	0 AL	Jefferson	98	1073	3.83E+08	170886.9						
4	2536	35020	986	840	0.851927	4020	0 AL	Jefferson	100	1073	70836307	83388.07						
5	2803	35022	986	1020	1.034483	1375	0 AL	Jefferson	96	1073	2.45E+08	160499.3						
6	2880	35023	986	930	0.943205	1940	0 AL	Jefferson	100	1073	3.43E+08	163155						
7	4297	35204	986	790	0.801217	2530	0 AL	Jefferson	100	1073	18168826	35496.64						
8	4318	35210	986	980	0.993915	1405	0 AL	Jefferson	100	1073	96023066	75369.57						
9	4599	35206	986	920	0.933063	3110	0 AL	Jefferson	100	1073	38380385	34323.06						
10	4716	35203	986	920	0.933063	1285	0 AL	Jefferson	100	1073	7547305	17238.54						
11	4802	35180	986	790	0.801217	540	0 AL	Jefferson	55	1073	3.36E+08	189101.1						
12	5038	35207	986	790	0.801217	1300	0 AL	Jefferson	100	1073	39007414	39968.26						
13	5361	35208	986	1010	1.024341	2240	0 AL	Jefferson	100	1073	13195282	24896.33						
14	5646	35173	986	1230	1.247465	790	790 AL	Jefferson	88	1073	2.42E+08	150940.2						
15	5921	35172	986	790	0.801217	225	0 AL	Blount Co	72	1009	1.09E+08	64341.97						
16	5945	35209	986	1150	1.166329	6490	6490 AL	Jefferson	100	1073	35091497	42782.24						
17	6229	35211	986	820	0.831643	5360	0 AL	Jefferson	100	1073	65989898	55917.2						
18	6254	35212	986	790	0.801217	2750	0 AL	Jefferson	100	1073	21934096	33803.41						
19	6255	35213	986	1330	1.348884	1265	1265 AL	Jefferson	100	1073	23744896	37678.12						
20	8888	35243	986	1280	1.298174	2775	2775 AL	Jefferson	100	1073	45936101	38325.42						

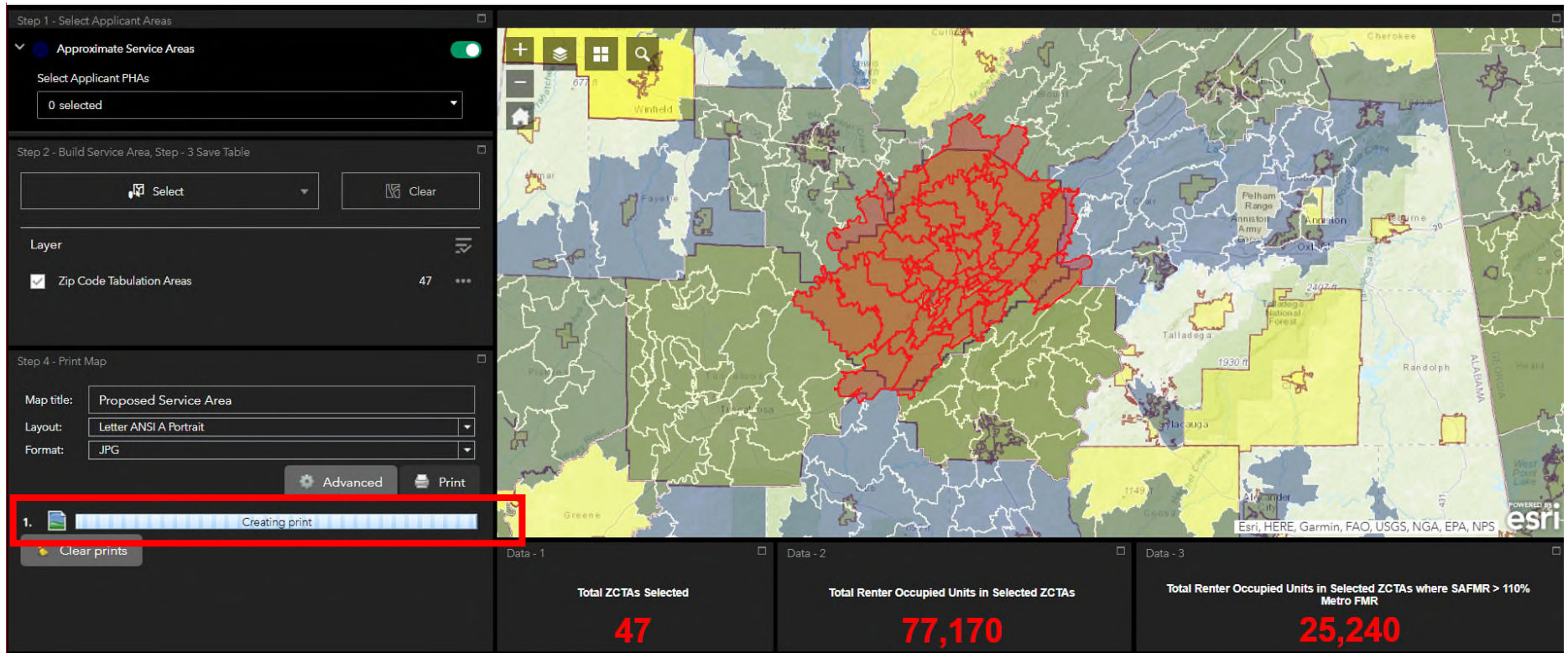
features (1)

Column Headers and Descriptions of CSV File	
Column Name	Column Description
GEOID	Geographic identifier of the feature
METRO_2BR_FairMarketRent	Calculated Fair Market Rent (FMR) of a 2-bedroom housing unit in the METRO area that the Zip Code Tabulation Area (ZCTA) falls within
SAFMR_2BR_FairMarketRent	Calculated Small Area Fair Market Rent (SAFMR) of a 2-bedroom housing unit that the ZCTA falls within
Ratio_SAFMR_to_METRO	Ratio of the 2-bedroom SAFMR with the METRO 2-bedroom FMR
Total_RO_Units_ZCTA	Total Renter Occupied Units in the ZCTA
ROS_Units_ZCTA_110pct	Total Renter Occupied Units in the ZCTA where the SAFMR of a 2-bedroom housing unit is greater than 110% of the METRO FMR of a 2-bedroom housing unit
STATE	State abbreviation
PRIMARY_COUNTY	Primary county for which the Zip Code Tabulation Area is located.
pctZipPopCNTY	Percent of the Zip Code population located in the primary county.

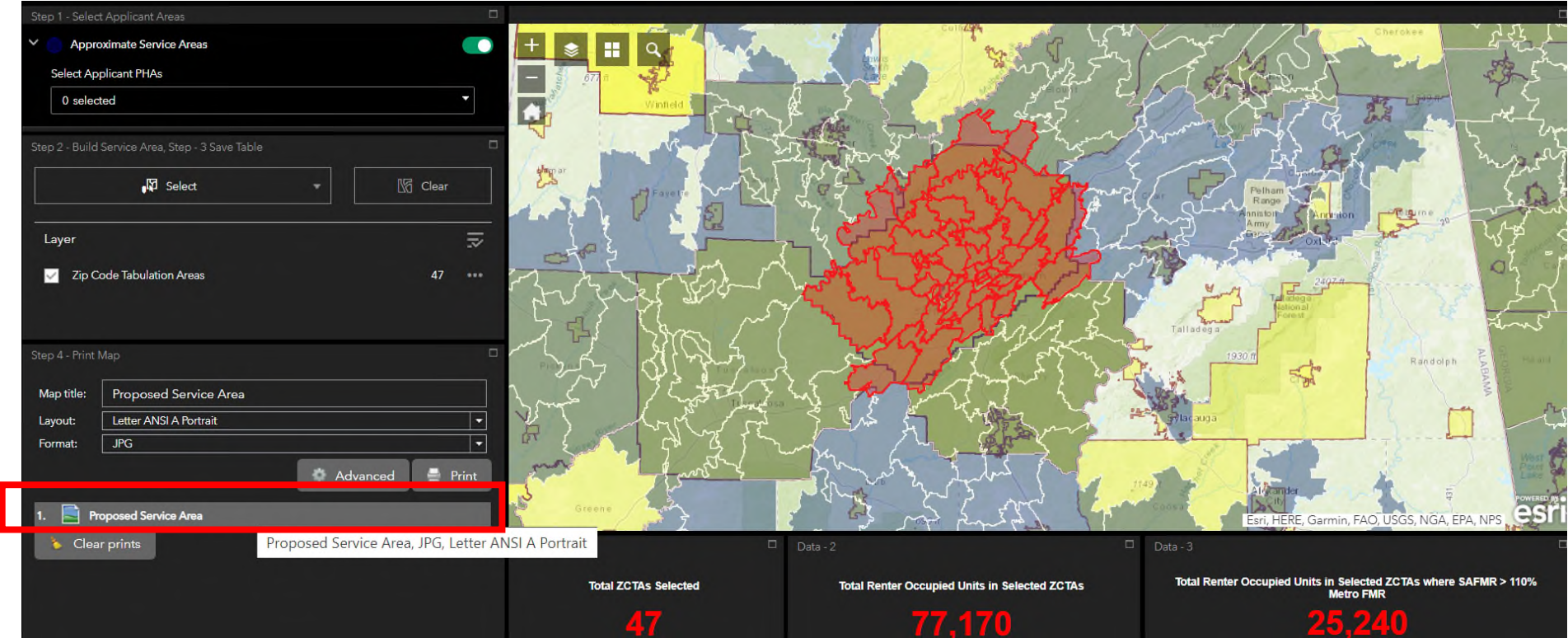
Step 13a: Click Print to begin saving a map of the service area.



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.

