

**HOUSING AUTHORITY OF NEW ORLEANS  
BOARD OF COMMISSIONERS  
REGULAR MEETING  
MARCH 26, 2013**

**RESOLUTION NO. 2013-13**

**WHEREAS**, the Housing Authority of New Orleans (HANO) is required to establish and implement an Administrative Plan applicable to the Housing Choice Voucher Program; and,

**WHEREAS**, HANO is required to periodically update and revise the Administrative Plan to reflect applicable HUD requirements and regulations and allowable HANO discretionary policies; and,

**WHEREAS**, HANO proposed to amend and revise certain tenant-based and project based-waiting list policies as referenced in Exhibit A; and,

**WHEREAS**, On March 4, 2013, the Administrative Receiver approved certain amendments to the tenant based and project based waiting list policies as outlined in Exhibit A, and approved staff implementation of the amendments.

**THEREFORE, BE IT RESOLVED**, that the HANO Board of Commissioners hereby ratifies the Administrative Receiver's previous action to take any and all actions necessary to implement the amendments and revisions to the HCVP Administrative Plan.

Executed this 26<sup>th</sup> day of March, 2013

APPROVAL:

  
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DAVID GILMORE,  
ADMINISTRATIVE RECEIVER  
CHAIRMAN, BOARD OF COMMISSIONERS



**March 26, 2013**

**MEMORANDUM**

**To: David Gilmore  
Administrative Receiver  
Chairman, Board of Commissioners**

**From: Valerie Pruitt  
Director, Housing Choice Voucher Program**

**Re: Ratification of amendments and revisions to the Housing Authority of New Orleans's (HANO) Housing Choice Voucher Program Administrative Plan related to certain tenant-based and project-based waiting list policies**

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HANO seeks the ratification of the amendments and revisions to the HANO Housing Choice Voucher Program (HCVP) Administrative Plan related to certain tenant-based and project-based waiting list policies. The policy revisions have been summarized and are attached hereto as (Exhibit A).

The previous waiting list policy provided that waiting list opening dates and rules be made public through various media across the City of New Orleans for a minimum of 14 calendar days prior to commencement of acceptance of applications. The regulations at 24 CFR 982.206, which apply to tenant based as well as project based programs, state "the PHA must give public notice that families may apply for tenant-based assistance", but does not provide for a minimum number of days. In order to give HANO flexibility to open the waiting on shorter notice when and if unanticipated vacancies occur, HANO amended the Plan and removed the 14 day minimum requirement for advance notice. HANO will continue to ensure that wait list openings are conducted in compliance with HUD Fair Housing requirements

HANO received prior Board approval to adopt site-based waiting lists (SBWL) for the Project-Based Voucher Program. To ensure and improve administrative efficiency, HANO adopted policies related to applicant removal from PBV site-based waiting lists under certain named circumstances. Specifically, HANO shall remove applicants from all PBV site-based waiting lists once they are housed in a PBV property. If the applicant refuses an offer of PBV assistance without good cause, the applicant will be removed from the SBWL of the property of the refused unit; however, the applicant will retain his or her spot on all other HANO waiting lists. Good cause is defined as medical/legal/family emergency. The applicant's position on the tenant-based waiting list will remain unchanged.

In order to provide HANO with greater flexibility for ordering the wait list, the policy was amended to provide for the use of date and time of application, or a drawing or other random choice techniques to determine placement on the wait list. The specific method utilized will be stated in the public notice.

To assist HANO in ensuring administration of the PBV site-based waiting lists and unit offers are conducted in accordance with fair housing and regulatory requirements and agency policy, HANO will require that owners maintain records of all wait list outreach, offers of housing and reasons for rejection. Such records must be made available to HANO upon request.

In a Decision Memo dated March 4, 2013, the Administrative Receiver approved the amendments to the HCVP Administrative Plan as described in Exhibit A. This action allowed for HANO to announce the opening on March 8, 2013, and then open on March 12, 2013 certain PBV site based waiting lists, specifically all properties designated as elderly and one property designated as disabled. HANO hereby seeks ratification by the Board of Commissioners of the actions of the Administrative Receiver.

**EXHIBIT A  
OUTLINE OF CHANGES TO THE ADMINISTRATIVE PLAN**

The following represent the substantive changes to the Administrative Plan

Item No	Subject Area	Rationale	Previous Administrative Plan	Policy/Plan Content Amendment or Revision
1.	Organizing the Wait List	In order to give HANO flexibility to open the waiting list on shorter notice when and if unanticipated vacancies occur, HANO removed the 14 day minimum requirement for advance notice. HANO will continue to ensure that wait list openings are conducted in compliance with HUD Fair Housing requirements.	<ul style="list-style-type: none"> <li>Wait list opening dates and rules will be made public through various media across the City of New Orleans for a minimum of 14 calendar days prior to commencement of acceptance of applications. In compliance with US Department of Housing and Urban Development Fair Housing requirements, notices will specify who may apply and how and when applications will be received. HANO will also provide notice to community stakeholders, the Resident Advisory Board (RAB), will post notice in all of its offices, and will post any information about the opening of the wait list on its website.</li> </ul>	<ul style="list-style-type: none"> <li>Wait list opening dates and rules will be made public through various media across the City of New Orleans prior to commencement of acceptance of applications. In compliance with US Department of Housing and Urban Development Fair Housing requirements, notices will specify who may apply and how and when applications will be received. HANO will also provide notice to community stakeholders, the Resident Advisory Board (RAB), will post notice in all of its offices, and will post any information about the opening of the wait list on its website.</li> </ul>
2.	Order of Selection	To include all options under the regulations for ordering the waiting list. The policy provides that HANO will announce the specific option employed, during any wait list opening, in the public notice.	<ul style="list-style-type: none"> <li>When the wait list is open only for a finite period of time, HANO will accept completed pre-application forms. Once the wait list is closed, HANO may conduct a lottery and create a wait list to determine each applicant's rank on the wait list.</li> </ul>	<ul style="list-style-type: none"> <li>HANO may use date and time of application or a drawing or other random choice technique to determine placement on the tenant-based waiting list. The specific method used for placement on the waiting list will be stated in the HANO's public notice. HANO will ensure that there is a clear audit trail to verify</li> </ul>

Item No	Subject Area	Rationale	Previous Administrative Plan	Policy/Plan Content Amendment or Revision
	Order of Selection (cont'd)			that each applicant has been selected in accordance with regulatory and agency requirements
<b>Chapter 22: Project-Based Voucher Program</b>				
3.	Eligibility for PBV Assistance	Include universe of applicants for PBV program	<ul style="list-style-type: none"> <li>Not in current plan</li> </ul>	<ul style="list-style-type: none"> <li>HANO may select families for the PBV program from those who are participants in HANO's tenant-based voucher program, from those who have applied for admission to the voucher program, from those who are owner referrals to a PB SBWL, and/or from those who have applied to the Project-Based program.</li> </ul>
4.	Organization of the Waiting Lists	Approved under prior Resolution, reworded and inserted into Plan document	<ul style="list-style-type: none"> <li>HANO uses the same wait list for both tenant-based and PBV assistance. With HANO's prior approval, an owner may elect to receive referrals from HANO's wait list or to use a site-based wait list for selection of tenants for a site.</li> </ul>	<ul style="list-style-type: none"> <li>On <b>December 15, 2013</b>, HANO established separate waiting lists for PBV units for each individual project/building. HANO notified applicants on the tenant-based waiting list of the opportunity to be placed on any/all PB waiting lists. When applicants on the tenant-based waiting list elected to have their name on the PBV waiting list they maintained their relative master waiting list sequence number.</li> </ul>
5.	Placement on Waiting Lists	To include all options under the regulations for ordering the waiting list. The policy provides that HANO will announce the specific option employed, during any wait list opening, in the public notice.	<ul style="list-style-type: none"> <li>Not in current plan</li> </ul>	<ul style="list-style-type: none"> <li>HANO may use date and time of application or a drawing and/or other random choice technique to determine placement on the PB SBWLs. The specific method used for placement on the SBWL will be stated in the HANO's</li> </ul>

Item No	Subject Area	Rationale	Previous Administrative Plan	Policy/Plan Content Amendment or Revision
	Placement of Waiting Lists (cont'd)			<p>public notice. HANO will ensure that there is a clear audit trail to verify that each applicant has been selected in accordance with regulatory and agency requirements.</p> <ul style="list-style-type: none"> <li>Applicants who have already applied to a PB SBWL may add their name to additional SWBLs at any time, provided that the applicable SBWLs are open. If an applicant submits multiple pre-applications, HANO will add the client to each waiting list in accordance with the date and time and/or the randomly selected order of the corresponding pre-application. For example, if the applicant submits a pre-application for Development 1 on 5/12/13 and Development 2 on 6/5/14, the applicant will have a different date and time of application for each development.</li> </ul>
6.	Offer of PBV Assistance	To ensure and improve administrative efficiency, HANO adopted policies related to removal from PBV site-based waiting lists under certain named circumstances.	<ul style="list-style-type: none"> <li>Not in current plan</li> </ul>	<ul style="list-style-type: none"> <li>HANO shall remove an applicant from the PBV SBWL when the applicant refuses an offer of housing and does not have a verifiable good cause for the refusal. In such cases, applicants will retain their position on all other site-based waiting lists to which they have applied. Good cause for a refusal includes but is not limited to,</li> </ul>

Item No	Subject Area	Rationale	Previous Administrative Plan	Policy/Plan Content Amendment or Revision
	Offer of PBV Assistance (cont'd)			family death, medical and/or legal emergencies. If an applicant has good cause for refusal, they will maintain their position on the SBWL. Once a PBV applicant is housed in a PB unit, the applicant's name will be removed from all other PBV site based waiting lists. The applicant's position on the tenant-based waiting list will remain unchanged.
7.	Filling Vacancies	To assist HANO in ensuring administration of the PBV site-based waiting lists and unit offers are conducted per fair housing and regulatory requirements and agency policy.	<ul style="list-style-type: none"> <li>• Not in current plan</li> </ul>	<ul style="list-style-type: none"> <li>• The owner shall maintain records of all wait list outreach, offers of housing and reasons for rejection. Such records must be made available to HANO upon request.</li> </ul>