

RESOLUTION NO. H.A. 02-12

A RESOLUTION OF THE HOUSING AUTHORITY  
OF THE CITY OF LONG BEACH, CALIFORNIA,  
AMENDING CHAPTER 4, SECTION D OF THE  
ADMINISTRATIVE PLAN, RELATIVE TO EXPANDING THE  
PREFERENCE FOR HOMELESS FAMILIES TO INCLUDE  
REFERRALS FROM THE DEPARTMENT OF HEALTH AND  
HUMAN SERVICES FAMILY PRESERVATION PROGRAM

WHEREAS, the U. S. Department of Housing and Urban Development  
("HUD") requires that housing authorities receiving grants from the federal government  
adopt an administrative plan for the Section 8 Housing Assistance Payments Program  
operated by housing authorities (the "Administrative Plan"); and

WHEREAS, Chapter 4 was added to the Administrative Plan and adopted  
on October 10, 1995 as Resolution H.A. 5-95, designating the manner in which the  
waiting list is maintained for the Housing Authority's rental assistance programs as well  
as establishing how preferences will be used to prioritize eligible applicants on the waiting  
list; and

WHEREAS, the Housing Authority of the City of Long Beach, California  
desires to revise Chapter 4, Section D of the Administrative Plan, to expand preferences  
for homeless families to include referrals from the Department of Health and Human  
Services Family Preservation Program;

NOW, THEREFORE, the Housing Authority of the City of Long Beach,  
California resolves as follows:

Section 1. The administrative plan adopted October 10, 1995 as  
Resolution H.A. 5-95 ("Administrative Plan") and amended from time to time is further  
amended by replacing Chapter 4 in its entirety with Exhibit "A" attached to this resolution.

Section 2. The Administrative Plan, as revised herein, shall continue to be the policy of the Housing Authority of the City of Long Beach, California for the Section 8 Housing Assistance Payments Program.

Section 3. The Clerk will certify to the passage of this resolution by the Housing Authority of the City of Long Beach, California, and it will immediately take effect.

I certify that the foregoing resolution was adopted by the Housing Authority of the City of Long Beach, California, at its meeting of October 9, 2012, by the following vote of the qualified members of the Authority:

Ayes: Commissioners: O'Donnell, Andrews, Johnson, Austin,  
Neal, Tanzer, Lowenthal, Garcia.

Noes: Commissioners: None.

Absent: Commissioners: DeLong, Schipske.



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City Clerk

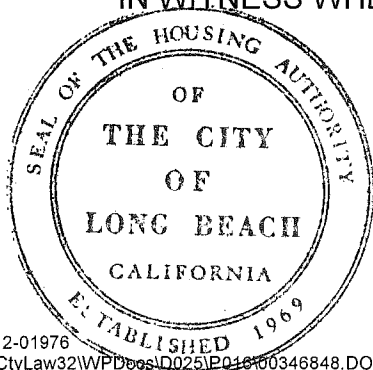
CERTIFICATE OF RECORDING OFFICER

I, the undersigned, the duly qualified and acting Clerk of the Housing Authority of the City of Long Beach, California, do certify:

1. That the attached resolution is a true and correct copy of a resolution as finally adopted by a duly called meeting of the Housing Authority of the City of Long Beach, California held on October 9, 2012 and duly recorded in the official records of the Governing Body; that the resolution has not been amended, modified, or rescinded, and is now in full force and effect;

2. That the meeting was duly convened and held in all respects in accordance with law; that to the extent required by law, due and proper notice of the meeting was given; that a legal quorum was present throughout the meeting and that a legally sufficient number of members of the Housing Authority of the City of Long Beach, California voted in the proper manner for adoption of the resolution; that all other requirements and proceedings under the law incident to the proper adoption or passage of the resolution, including publication, if required, have been duly fulfilled, carried out, and otherwise observed; that I am authorized to execute this Certificate; and that the seal affixed below constitutes the official seal of the Housing Authority of the City of Long Beach, California and this Certificate is executed under that official seal.

IN WITNESS WHEREOF, I have set my hand on October 9, 2012.



*[Handwritten Signature]*

(Signature)  
**LARRY HERRERA**  
CITY CLERK

# EXHIBIT “A”

## **Chapter 4**

### **ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST**

#### **INTRODUCTION**

It is the HA's objective to ensure that families are placed in the proper order on the waiting list so that an offer of assistance is not delayed to any family, or made to any family prematurely. This chapter defines the eligibility criteria for the ranking preferences which the HA has adopted to meet local housing needs and explains the HA's system of applying them. By maintaining an accurate waiting list, the HA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

#### **A. APPLICATION POOL**

The waiting list will be maintained in accordance with the following guidelines:

1. The application will be a permanent file, subject to the City's retention schedule.
2. All applicants in the pool will be maintained in order of preference. Applications equal in preference will be maintained by date and time and lottery determined sequence.
3. All applicants must meet "Very Low Income" eligibility requirements (which is 50% of the median income for the region) as established by HUD. All exceptions to these requirements, other than those outlined in Chapter 2, "Eligibility for Admission," must have been approved previously by the HUD Field Office.

Note: HUD requires that 75% of new lease-ups be occupied by families defined as "extremely low-income", that is, 30% of median income for the HUD-defined statistical area.

#### **B. RANKING PREFERENCES**

Ranking preferences are used to prioritize eligible applicants on the waiting lists. The following applicant categories receive a ranking preference:

Residency Preference - Families who live or work in Long Beach or have been hired to work in Long Beach.

Veteran Preference - Members of the US armed forces, and veterans or their surviving spouses.

Elderly Households - A family whose head or sole member is at least 62 years old.

Disabled Households - A family whose head or sole member is a person with a disability or handicap as defined in the Social Security Act.

Families - Two or more persons residing together or intending to reside together whose incomes are available to meet the family's needs.

Other singles – One-person households in which the individual member is not elderly, disabled, or displaced by government action.

### **Applicants With Preference Over “Other Singles”:**

Applicants who are elderly or disabled households (whether single or not), “families” and single persons displaced by government action will be given a selection priority over all “other single” applicants.

“Other Singles” denotes a one-person household in which the individual member is not elderly, disabled, or displaced by government action. Such applicants will be placed on the waiting list in accordance with their ranking preferences, but cannot be selected for assistance before any elderly family, disabled, family or displaced single.

### **Points Assigned to Ranking Preferences**

The HACLB has assigned the following points to the tenant –based waiting list and order ranking preferences:

Live or work in Long Beach	8 points
Veterans	6 points
Elderly/disabled/family	4 points
Other singles	1 points

### **Project Based Vouchers, Set-Aside, Targeted, and Special Programs**

Families who qualify for Project Based Voucher developments, Set-Aside, Targeted, or Special Programs administered by the Housing Authority may have additional ranking preferences based on the target population of each project. See Chapter 21. Local Preferences section of this Plan

## **C. ORDER OF SELECTION**

The order of selection is based on the HA's point system for weighing preferences and the HUD requirement that elderly and disabled families and displaced singles will always be selected before other singles. The following illustrates the HA's Waiting List rankings:

### **Lives or works in Long Beach**

1. Head of household or spouse is a Veteran (or family of a Veteran).
2. Head of household or spouse is elderly, disabled, and "families".
3. Other singles, a one-person household in which the individual member is neither, elderly or disabled.

### **Does not Live or work in Long Beach**

4. Head of household or spouse is a Veteran (or family of a Veteran).
5. Head of household or spouse is elderly, disabled, and "families".
6. Other singles, a one-person household in which the individual member is neither, elderly or disabled.

### **Applicants with Equal Preference Status**

The waiting list will be organized by date and time of application among applicants with equal preference status.

Under the singles rule, elderly and disabled families and displaced singles will always be selected before other singles without regard to preference status.

## **D. INITIAL DETERMINATION OF RANKING PREFERENCE QUALIFICATION**

At the time of application, an applicant's entitlement to a Ranking Preference may be established on the basis of an applicant's certification that they qualify for the preference without verification. When the family is selected from the waiting list for the final determination of eligibility, the preference will be verified.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list and ordered without the Ranking Preference.

If, at the time the family applied, the preference claim was the only reason for placement of the family on the list and the family cannot verify their eligibility for the preference as of the date of application, the family will be removed from the list.

## **Exceptions for Special Admissions**

Special admissions families receive preferential placement to the top of the waiting list, even if the waiting list is closed. Special admissions to the program must meet all other eligibility criteria for the Section 8 rental assistance program.

Special admissions programs include:

Displaced through Government Action - Families who live in Long Beach and are displaced through government action, through no fault of their own.

Families who live in residential units in Long Beach in which the owner participates in the City of Long Beach Rental Rehabilitation Program.

Families who are living in affordable housing developments built or purchased with the assistance of the City of Long Beach, Redevelopment Agency, or Housing Authority bonds, who become displaced when the affordability conditions attached to those bonds are lifted prior to the original date of termination.

Homeless families or those at risk of homelessness are referred to the Housing Authority of the City of Long Beach case managers at the City of Long Beach Department of Health and Human Services' Multi-Service Center and/or Family Preservation Program. Each family will be referred by a case manager, having completed intake and assessment, and having an individual service plan.

Victims of domestic violence needing permanent housing assistance, referred by the City of Long Beach Multi-Service Center. Each family will be referred by a case manager, and must be separated from the abuser by a minimum of six months.

Special admissions for homeless families and victims of domestic violence will not exceed 30 in a calendar year from the Multi-Service Center. Special admissions for participants in the Family Preservation Program will not exceed 25 in a calendar year.

Targeted Funding - HUD provides additional funding to the HA targeted to assist families in specific situations (for a specified length of time). Targeted funding categories include:

- . Housing Opportunities for Persons with Aids (HOPWA) Program. The HA receives targeted funding through a consortium of Los Angeles County Housing Authorities to provide rental assistance to participants who reside in long beach and are HIV positive.
- . Displaced due to natural disaster - Targeted funding received from HUD to assist families that live in Long Beach and are displaced due to natural disaster.



Multifamily rental housing projects - Families residing in a multifamily rental housing project in Long Beach covered by a project-based Section 8 HAP contract when HUD sells, forecloses, refinances, or demolishes the project.

**Points assigned to special admissions to the program:**

All families admitted through the special admissions program receive 12 points while being processed through the waiting list.

**E. PREFERENCE ELIGIBILITY**

**Change in Circumstances**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify the HA in writing when their circumstances change. When an applicant claims an additional preference, s/he will be placed on the waiting list in the proper order of their newly claimed preference.

**Retention of Preference for HOME TBA participants**

If an applicant for Section 8 is assisted under the HOME program and was selected for the HOME program based on their position on the Section 8 waiting list, and funding under the HOME program has terminated, the applicant returns to the Section 8 waiting list with the status held at time of admission to the HOME program.

**F. FINAL VERIFICATION OF PREFERENCES**

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HA will obtain necessary verifications of preference at the interview and by third party verification.

**G. PREFERENCE DENIAL**

If the HA denies a preference, the HA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal hearing. If the preference denial is upheld as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference. Applicants may exercise other rights if they believe they have been discriminated against.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, he/she may be removed from the Waiting List, subject to an Informal Review.

**H. REMOVAL FROM WAITING LIST AND PURGING**

If an applicant fails to respond to a mailing from the HA, the applicant will be sent written notification and given 10 days to contact the HA. If they fail to respond within 10 days they will be removed from the waiting list. An extension will be considered an accommodation if

requested by a person with a disability. If a letter is returned by the Post Office without a forwarding address, the applicant will be removed without further notice, and the envelope and letter will be maintained in the file. If a letter is returned with a forwarding address, it will be re-mailed to the address indicated.

The waiting list will be purged every 5 years by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for current information and confirmation of continued interest.

The same guidelines will be used for failure to respond to this mailing. Notices will be made available in accessible format upon the request of a person with a disability.