



December 8, 2015

HONORABLE HOUSING AUTHORITY COMMISSION  
City of Long Beach  
California

**RECOMMENDATION:**

Request for authorization to open the Housing Authority Waiting List for the Section 8 Housing Choice Voucher Program (HCV). (Citywide)

**DISCUSSION**

The Housing Authority Waiting List for the HCV program was last opened in May 2003 and approximately 18,000 applications were received at that time. The majority of those applicants have been screened for eligibility and forwarded for voucher issuance. The few remaining will be processed before the new waiting list is in place.

Accordingly, authorization is requested to open the Waiting List. With authorization, it is anticipated that the Waiting List will open in mid-February 2016. The opening will be widely advertised and applications will be made available online only. Staff will be outreaching to local community organizations that serve Long Beach residents. Applicants will be given a period of not more than 14 days to complete and submit their applications. Applications received within the designated period will be randomly computer sorted; however, State and local preferences affect the order in which applicants are selected. Veterans, veterans' surviving spouses, and Long Beach residents (those who live or work in Long Beach) are selected before those applicants who are not. Other preferences include those with disabilities and the elderly (age 62 or older). Applicants claiming homelessness will be referred for certification of homelessness to the Coordinated Entry System (CES) for the City of Long Beach.

To ensure the Waiting List remains viable, and new applicants do not have to wait an extended period of time to apply, this list will expire five years from the date of closing. Any applications remaining on the Waiting List at that time will expire. The applicants will be notified and the process to reopen the Waiting List will begin.

This matter was reviewed by Deputy City Attorney Linda Vu and by Budget Management Officer Victoria Bell on November 18, 2015.

**TIMING CONSIDERATIONS**

Housing Authority Commission action is requested on December 8, 2015 for the Housing Authority to prepare to open the Waiting List in February 2016.

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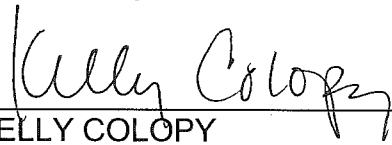
FISCAL IMPACT

Costs of software upgrades, advertising, equipment, materials and supplies are budgeted in the Housing Authority Fund (SR 151) in the Department of Health and Human Services (HE). There is no local job impact associated with the recommended action.

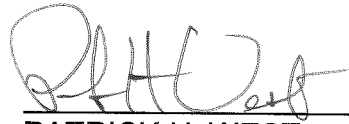
SUGGESTED ACTION:

Approve recommendation.

Respectfully submitted,

  
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KELLY COLOPY  
ASSISTANT EXECUTIVE DIRECTOR

APPROVED:

  
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PATRICK H. WEST  
EXECUTIVE DIRECTOR