



# **Board of Directors**

## **Agenda Item # 9**

**Resolution to approve and authorize the staff of the LHC to proceed with the issuance of a Notice of Funding Availability (“NOFA”) of the Flood Rapid Rehousing (“FRR”) funds; and providing for other matters in connection therewith.**

**July 12, 2017**

## LOUISIANA HOUSING CORPORATION

The following resolution was offered by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ :

### RESOLUTION

**A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the issuance of a Notice of Funding Availability (NOFA) of the Flood Rapid Rehousing (FRR) funds; and providing for other matters in connection therewith.**

**WHEREAS**, the Restore Louisiana Task Force was formed by JBE Executive Order Number JBE 2016-65 to ensure that redevelopment in response to the Great Flood of 2016 was conducted to the highest standards of integrity and quality; and

**WHEREAS**, the Louisiana Housing Corporation and the State of Louisiana, Division of Administration, Office of Community Development (OCD) are partnering agencies under the Restore Louisiana Task Force (Task Force) of the Governor and are implementing the directives of the Task Force; and

**WHEREAS**, the Community Development Block Grant Funds (CDBG) are provided by the U. S. Department of Housing and Urban Development (HUD) and administered by the Louisiana Housing Corporation; and

**WHEREAS**, HUD allocated sixteen million dollars (\$16,000,000) of CDBG funds for the Flood Rapid Rehousing; and

**WHEREAS**, the Corporation has prepared a Notice of Funding Availability to award the funding to units of local government; and

**NOW THEREFORE, BE IT RESOLVED** by the Board of Directors of the Louisiana Housing Corporation (Board), acting as the governing authority of said Corporation, that:

**SECTION 1.** The Corporation is hereby authorized to proceed with the issuance of the Notice of Funding Availability.

**SECTION 2.** The Corporation staff and legal counsel are authorized and directed to prepare the forms of such notices, documents, and/or agreements as may be necessary to award the funding allocated by the U.S. Department of Housing and Urban Development.

**SECTION 3.** The Chairman, Vice Chairman, Executive Director, and/or Secretary of the Corporation are hereby authorized, empowered, and directed to execute any forms and/or documents required to be executed on behalf of and in the name of the Corporation, the terms of which are to be consistent with the provisions of this resolution.

This resolution having been submitted to a vote, the vote thereon was as follows:

**YEAS:**

**NAYS:**

**ABSENT:**

And the resolution was declared adopted on this, 12<sup>th</sup> day of July 2017.

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Chairman

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Secretary

**STATE OF LOUISIANA  
PARISH OF EAST BATON ROUGE**

I, the undersigned Secretary of the Board of Directors of the Louisiana Housing Corporation (Board), do hereby certify that the foregoing two (2) pages constitute a true and correct copy of a resolution adopted by said Board on July 12, 2017, "A resolution to approve and authorize the staff of the Louisiana Housing Corporation (LHC or Corporation) to proceed with the issuance of a Notice of Funding Availability (NOFA) of the Flood Rapid Rehousing (FRR) funds; and providing for other matters in connection therewith."

**IN FAITH WHEREOF**, witness my official signature and the impress of the official seal of the Corporation on this, the 12<sup>th</sup> day of June 2017.

(SEAL)

Secretary

## Rapid Rehousing Program Louisiana Housing Authority (LHA)

### **Purpose:**

The purpose of the Rapid Rehousing Program is to provide assistance to households affected by the Great Floods of 2016 flooding to obtain housing quickly.

### **Eligibility:**

Eligible Households are those:

- Displaced by the Great Floods of 2016.
- Earning less than 80% AMI

Priority for the assistance is given to those who are currently residing in Red Cross Shelters, FEMA Temporary Shelter Stay Placements (TSA), renters living in distressed homes or doubled with family/friends since the Great Floods of 2016.

### **Application:**

Households meeting the eligibility criteria and wishing to apply for assistance should obtain and complete a Common Application for Housing from their Disaster Case Manager or the Louisiana Housing Authority. As part of the application process all applicants must sign a release form authorizing the provider to obtain and verify all information necessary for processing the application.

The application should be submitted to the Louisiana Housing Authority. Application will be reviewed to make sure the household meets the eligibility and priority criteria. Eligibility determination should be completed within five calendar days after receipt of the application. If approved the family will be issued a Rapid Rehousing Voucher and Unit Approval Form.

The receipt of Rapid Rehousing Assistance is conditioned upon:

- (a) Selecting a housing unit within 60 days of receipt of the voucher;
- (b) Completing the steps necessary to lease up and move into the selected unit; and
- (c) Signing the Rapid Rehousing Notice of Rental Subsidy Terms and Conditions.

Families not determined to be eligible will be provided a Notice of Denial of Eligibility.

### **Provider Assignment:**

Approved families will be assigned to a Housing Support Provider immediately to engage with the family and assist in the housing search process. The Housing Support Provider will serve as the point of contact for LHA for all assigned families.

### **Unit Selection:**

Applicants are responsible for identifying an appropriate rental unit. The unit must pass the housing inspection required by LHA, not exceed the voucher amount, and be secured within the time frame identified on the voucher.

Rapid Rehousing assistance shall be provided only for housing units located within the (disaster impacted parishes), unless otherwise approved by LHA.

### **Lease Signing Process:**

Once an identified unit has passed inspection LHA will schedule a lease signing appointment with the landlord. This appointment will be communicated to the assigned Housing Support Provider to inform the approved household.

### **Rental Calculation:**

During the period of rental assistance, each household shall contribute toward the cost of housing no less than thirty percent (30%) of their adjusted annual income. This will be determined using the LHA Rental Calculation Form. Rental assistance shall be the difference between the cost of housing and the household contribution.

Receipt of Rapid Rehousing assistance is conditioned on the applicant household:

- (a) Selecting an approved housing unit in a timely manner and completing steps necessary to lease up and move into the selected unit within the time frame indicated on the voucher, absent a good cause reason for the delay.

- (b) Signing the Rapid Rehousing Notice of Rental Subsidy Terms and Conditions.
- (c) Timely payment of the participant's share of the monthly rent;
- (d) Participating in the case management services; and
- (e) Applying for all applicable public benefits and housing assistance for which the applicant is eligible, including applying for other housing assistance, if applicable.

**Reporting changes in income:**

Households receiving rental assistance shall be required to report to the Housing Support Provider any change in the household's monthly income as soon as possible but no later than ten (10) days after the change occurs.

Upon written notification by the household of a change in the household's monthly income, the Provider shall determine if there is a need to recalculate the amount of the household's housing cost contribution, based on the following:

- (a) If the household reports a decrease in monthly income of fifty dollars (\$50) or more, the Provider shall recalculate the household's contribution. Conversely, a household reporting a decrease in monthly income of less than fifty dollars (\$50) may request that a recalculation be conducted;
- (b) If the recalculation results in an increase in the amount of rental assistance, the change shall be effective the first day of the month or the next day that rent is due if different from the first of the month, whichever is first, following completion of the calculation. The recalculation shall be completed within five (5) business days of receipt of written notice by the household of the decrease in household income and any documentation necessary for the Provider's recalculation;

- (c) If the household is reporting an increase in monthly income of one hundred dollars (\$100) or more, a Provider shall conduct a recalculation;
- (d) If the recalculation results in a decrease in the amount of rental assistance, the change shall be effective on the first of the following month to allow for 30 days written notice of the increase to the household.

When a Provider calculates a change in rental assistance as a result of a reported change in income, the Provider shall give to the participant household a Notice of Change in Rental Assistance.

## **Case Management with the Rapid Rehousing Support Provider**

New participants will be assigned a to a Rapid Rehousing Support Provider when determined eligible for the program. Upon acceptance of a housing unit that meets the RRH program requirements and signing of the Rapid Rehousing Notice of Terms and Conditions, the following Case Management Requirements shall apply to the household.

### **All RRH participants are expected to:**

- (a) Develop a budget plan that indicates how the family will meet their monthly rental obligation for each of the twelve (12) months of the RRH Program.
- (b) Meet at least monthly with their RRH provider to evaluate progress, to share concerns about obstacles to goals, and to take advantage of the expertise of staff and their access to resources.
  - i. At these meetings, the budget plan will be reviewed, updated, and changes will be made in action steps required to meet goals if needed. Participants are required to actively participate in the evaluations with their RRH Provider.
  - ii. If the Participant fails to pay their share of the rental payment, the Participant shall be in danger of violating the household's lease with the landlord and face the consequences for

failure to pay rent, including eviction, set forth in the lease.

(c) Work expeditiously toward economic self- sufficiency in order to achieve their long-term permanent housing solution. The RRH Provider will assist with referrals to appropriate mainstream and community-based services that can support the family's efforts to become economically self- sufficient.

### **Education, Employment, or Employment Training**

- (a) Case managers will assist in identifying appropriate employment training programs.
- (b) Participants are expected to follow up on referrals to appropriate training programs, to participate in all scheduled classes in the chosen program, and to successfully complete the education or training program.

### **Financial Planning**

All participants will be encouraged to develop and follow a budget plan. The plan will include payment of the required rental payment each month and addressing credit issues that represent a barrier to maintaining housing.

### **Permanent Housing**

Participants who enter the program have the option of remaining in the same units as assigned upon program completion, but they then must pay the full market rate rent independent of the program.