

**Louisville Metro Housing Authority**  
**Beecher Terrace - Choice Neighborhoods Initiative**  
**PBV WAITING LIST POLICY**  
**REPLACEMENT HOUSING**

This Louisville Metro Housing Authority (LMHA) Project-Based Waiting List Policy for the Beecher Terrace Choice Neighborhoods Initiative is established pursuant to Section 17.E.2 of the LMHA Housing Choice Voucher Administrative Plan (“Administrative Plan”) adopted and effective April 17, 2019. As part of the LMHA’s Choice Neighborhoods Initiative Grant, LMHA is obligated to replace the 758 public housing units demolished at Beecher Terrace on a one-for-one basis. Currently, 316 replacement units will be rebuilt on the former Beecher Terrace site (“On-Site Units”) and 442 replacement units will be developed throughout the Louisville Metro Area through agreements with private owners pursuant to the Housing Choice Voucher (“HCV”) Project-Based Voucher (“PBV”) program (“Off-Site Units”). All replacement housing units will be assisted by the PBV program and, therefore, governed by this waiting list policy.

LMHA maintains a permanent record or “roster” of residents who resided at Beecher Terrace on or after June 28, 2016, pursuant to a lease with LMHA. The roster includes both residents who were relocated by LMHA and residents who left in good standing after the submission of the Choice Neighborhoods Implementation Grant, but prior to their Initiation of Negotiations (ION) date (“Original Residents”). Any Original Residents who were subsequently evicted from public housing or terminated from the HCV program pursuant to HUD regulations<sup>1</sup> and the Administrative Plan will be removed from this roster. Original Residents who were not evicted from public housing or terminated from the HCV program in accordance with the HUD regulations and the Administrative Plan are considered for purposes of this policy to be in “good standing” and are considered eligible residents for Beecher Terrace On- and Off-Site Units (“Original Residents in Good Standing”). Original Residents in Good Standing have a lifetime preference for returning to the replacement units.

This policy explains the process that LMHA will utilize to establish the waiting list for replacement housing, as well as the process LMHA will follow to notify Original Lease-Compliant Residents of the replacement housing options as they arise.

**ESTABLISHING THE WAITING LIST**

1. LMHA will send a pre-application and marketing materials identifying locations of all soon-to-be available on- and off-site PBV units to potentially eligible Original Residents who are Lease-Compliant (“Applicants”). Applicants will be given 30 days from the original date of mailing to return the pre-application along with their selection of PBV locations.
2. LMHA will date-stamp pre-applications to record the date they are received. LMHA will review all pre-applications for completion. Incomplete pre-applications will be mailed back to applicants with instructions to complete the missing information.

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<sup>1</sup> 24 CFR 982.552 or successor regulation.

3. All applicants who meet the initial deadline with a complete pre-application, will be randomly sorted via a computerized lottery system to assign their places on the Beecher Terrace Replacement Housing waiting list ("Waiting List"). Applicants whose complete pre-applications arrive after the initial deadline will be placed on the Waiting List in subsequent positions based on the date and time it was received.
4. LMHA will screen applicants following their position on the Waiting List and per the criteria set out in LMHA's Right to Return Policy.

## **NOTIFICATION OF AVAILABLE UNITS**

1. Owners must notify LMHA as soon as they become aware of replacement housing units that are or will become available.
2. Contact information for eligible applicants at the top of the Waiting List will be forwarded to the Owner. The Owner will provide LMHA copies of all letters or documentation of attempts to contact applicants along with documentation of the status of applications, i.e. leased-up, not interested, etc.
3. Applicants who do not reach the top of the Waiting List, or who reach the top, but a suitable unit is no longer available, will remain on the list and be offered units that become available in the future.
4. In accordance with the Right to Return Policy, once all Original Residents in Good Standing who were the head of household on the original lease with LMHA have been housed, LMHA will notify any newly created second household ("Secondary Applicant") of any units that are available. If no units are available, then the Secondary Applicant will be moved to the top of the Waiting List.
5. Applicants and Secondary Applicants who do not reach the top of the Waiting List, or who reach the top, but a suitable unit is no longer available, will remain on the list and be offered units as they become available in the future. The Owners will notify the Applicants and Secondary Applicants that all units have been leased-up and provide LMHA's contact information to discuss other replacement housing opportunities.
6. If no Applicants or Secondary Applicants remain on the Waiting List, LMHA will offer units to households on the Housing Choice Voucher waiting list ("HCV Household"). Owners may also offer available units to other income-eligible households on their owner-maintained site-based waiting list.
7. As new PBV replacement units become available, a notice of the availability of replacement housing along with a letter of interest and a postage-paid envelope will be sent to potential applicants. Applicants interested in living at the new location must return the letter of interest to LMHA so that their location preferences are updated.

## **ACCESSIBLE UNITS**

1. When an accessible unit becomes available, the unit will first be offered to an Applicant or Secondary Applicant with a disability that requires the accessibility features of the accessible unit.
2. After providing notice to all Applicants, Secondary Applicants, HCV Households with a disability that require accessibility features of the unit (“LMHA Disabled Households”) and no LMHA Disabled Households accept the unit, Owners may offer the accessible units to an eligible household with a disability requiring the accessibility features of the unit from the owner-maintained site-based waiting list. If there are no households who require the accessible features of the unit, or accept the unit, then the Owner shall offer the unit first to Applicants and Secondary Applicants who do not require the accessible features of the unit. If such households do not accept a unit, LMHA will offer the unit to HCV households. The Owner may also select an applicant who does not require the accessible features of the unit from the owner-maintained waiting list. Any household that does not require the accessible features of a unit but accepts the accessible unit must sign a lease addendum agreeing to vacate the unit if it is later needed by a household that requires the accessibility features.

## **REFUSAL OF UNITS**

Applicants and Secondary Applicants who refuse two offers for re-occupancy to replacement housing will be moved to the bottom of the waiting list unless the units were refused for good cause.

Examples of good cause are:

1. A unit lacks accessibility features required by a person with disabilities.
2. A unit is not convenient to public transportation or childcare needed for the family to work.
3. A serious illness, hospitalization, or death of a family member.
4. A unit is in a senior site for persons age 55+.

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