



Louisiana Housing Corporation

March 31, 2025

Administrative Plan changes

A new section added to Chapter 2 as follows:

Emergency Housing Voucher Section

Page 14-17: Added General Information Section for Emergency Housing Voucher (EHV)

Overview

EMERGENCY HOUSING VOUCHERS (EHV)

Overview

On March 11, 2021, President Biden signed the American Rescue Plan Act of 2021 (ARP) (P.L. 117-2). Section 3202 of the ARP appropriated \$5 billion for the creation, administration, and renewal of new incremental emergency housing vouchers (EHVs) and other eligible expenses related to COVID-19.

On May 5, 2021, HUD issued Notice PIH 2021-15, which described HUD's process for allocating approximately 70,000 EHVs to eligible Public Housing Authority (PHA)s and set forth the operating requirements for Public Housing Authority (PHA)s who administer them. Based on criteria outlined in the notice, HUD notified eligible Public Housing Authorities (PHA)s of the number of EHVs allocated to their agency, and Public Housing Authority (PHA)s were able to accept or decline the invitation to participate in the program.

Louisiana Housing Authority (LHA) may not project-base Emergency Housing Vouchers (EHVs). EHVs are exclusively tenant-based assistance. All applicable nondiscrimination and equal Opportunity requirements apply to the EHV program, including requirements that Louisiana Housing Authority (LHA) grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

This chapter describes HUD regulations and Louisiana Housing Authority (LHA) policies for administering (Emergency Housing Vouchers (EHVs) and HUD requirements, the general requirements of the Housing Choice Voucher (HCV) program apply to EHVs.

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the costs of administering Emergency Housing Vouchers (EHVs) and other eligible expenses defined in Notice PIH 2021-15. These fees may be used exclusively for EHV administration and other eligible expenses and must not be used for or applied to other Louisiana Housing Authority (LHA) programs or vouchers. Louisiana Housing



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Authority (LHA) must maintain separate financial records from its regular Housing Choice Voucher (HCV) funding for all EHV funding.

2A.1 Overview of Emergency Housing Vouchers

This chapter describes LHA's policy for administering the Emergency Housing Voucher program. Emergency Housing Vouchers (EHVs) are tenant-based vouchers funded through the American Rescue Plan (ARP) Act of 2021 to assist the individuals and families who meet one or more of the following qualifying criteria:

- Experiencing homelessness
- At-risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking
- Were recently homeless

LHA follows program requirements for the EHV program established by HUD and set forth in Notice PIH 2021-15. All applicable nondiscrimination and equal opportunity requirements for the HCV program will also apply to the EHV program, including requirements that the LHA grant reasonable accommodations to persons with disabilities, effectively communicate with persons with disabilities, and ensure meaningful access for persons with limited English proficiency (LEP).

Except as addressed by this chapter and as required under federal statute and HUD requirements, the general requirements of the HCV program apply to EHVs.

2A.2 Partnering Agencies

LHA is required by HUD to partner with the local Continuum of Care (CoC) to administer the EHV program. In addition to the CoC, LHA may enter into other partnerships with qualified organizations, in accordance with the parameters set forth in Notice PIH 2021-15.

2A.3 Continuum of Care

The Continuum of Care is responsible for the homeless response system within the Parishes they serve. The Continuum of Care manages and operates the local Coordinated Access system used by partnering service providers to assess and refer homeless individuals and families to housing assistance. Accordingly, LHA and the Continuum of Care have entered a Memorandum of Understanding (MOU), an agreement which defines the roles and responsibilities of LHA, and partnering service providers.

2A.4 Referrals

As outlined in the MOU, the primary responsibilities of the Continuum of Care are to determine if the family or individual qualifies for an EHV and to refer those qualifying families and individuals to LHA. The Continuum of Care must determine if the individual or family qualifies for EHV assistance, meeting at least one of the qualifying criteria outlined in Notice PIH 2021-15, before the family can be referred to LHA. To that end, individuals and families cannot submit an application for the EHV program directly to LHA. If a family contacts LHA to request EHV assistance, LHA will refer the family to the Continuum of Care for intake, assessment, and possible referral.



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LHA will inform the Continuum of Care when vouchers are available under the EHV program and request that the Continuum of Care refer qualified applicants.

2A.5 Funding

The American Rescue Plan Act of 2021 (ARP) provides administrative fees and funding for the cost of administering EHV and other eligible expenses. LHA will use administrative fees, Housing Assistance Payments, and other funding for the EHV program in accordance with Notice PIH 2021-15 and any successor notices. Fees will not be used for or applied to other LHA programs or vouchers. Accordingly, LHA will maintain separate financial records for all EHV funding.

- **Housing Assistance Payments (HAP)**

The EHV Housing Assistance Payments (HAP) may only be used for eligible EHV HAP expenses (i.e., rental assistance payments). EHV HAP may not be used for EHV administrative expenses or for other eligible uses under the EHV services fee.

2A.6 Family Eligibility

LHA and the Continuum of Care will share responsibility for screening individuals and families for admission to the EHV program. The Continuum of Care (or the partnering service provider) will screen the family to determine if they meet the qualifying criteria for the EHV program, and LHA will screen the family to determine that they meet all other eligibility criteria.

2A.7 Screening Conducted by the Continuum of Care

As noted above, the Continuum of Care is responsible for screening individuals and families to determine if they meet one of the following criteria for the EHV program:

- Homeless
- At risk of homelessness
- Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or Human Trafficking
- Recently homeless

The Continuum of Care must provide LHA a signed certification that the family has met at least one of the above criteria.

2A.8 Verification

Generally, LHA will follow HCV policies regarding income verification at admission. However, LHA may consider self-certification as the highest form of income verification at admission, if obtaining third-party verification would significantly delay or prevent the applicant from leasing. Any self-certification must be made in a format acceptable to LHA and must be signed by the family member whose information is being verified.



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If LHA elects to accept self-certification of income, LHA will review HUD's Enterprise Income Verification (EIV) Validation Tool (IVT) reports to confirm and validate self-reported income information within 90 days of the Public Indian Housing PIH Information Center (PIC) submission. LHA will print and maintain copies of the EIV and IVT Income reports in the participant's file and resolve any income discrepancy with the family within 60 days of the obtaining the reports.

LHA will generally follow HCV policies for all other screening elements, including the verification of Social Security numbers, citizenship status, age, and disability status. However, on a case by case basis, LHA may accept self-certification of Social Security numbers and citizenship status during the initial eligibility determination for documented extenuating circumstances. In such cases, LHA will require that the EHV applicant provide third-party verification within 90 days of admission or verify the information in EIV.

2A.9 Denials

LHA will deny applicants to the EHV program for the following:

- If any household member has ever been convicted of drug-related criminal activity for the manufacture or production of methamphetamine on the premises of federally assisted housing.
- If any household member is subject to a lifetime registration requirement under a state sex offender registration program.
- If the head of household and adult family members have failed to sign and submit consent forms for LHA to obtain the required information.

2A.10 Family Briefing

Applicants who are screened and determined to be eligible for the EHV program will be required to complete a voucher briefing. The LHA will provide a briefing packet to the applicant.

The briefing packet will describe the services and assistance available to the EHV applicant during the leasing process. In accordance with Notice PIH 2021-15, the briefing will also discuss the impact a portability move may have on EHV services. The briefing packet will include a written notice that LHA will assist the family with moves under portability.

For limited English proficient (LEP) applicants, LHA will provide interpretation services in accordance with the policies set forth in the Language Assistance Plan & Limited English Proficiency Policy.

2A.11 Initial Voucher Term

EHV applicants who are issued a voucher will have 120 calendar days to locate a suitable unit and notify LHA of their intent to enter into a lease with an owner.

EHV applicants will be subject to HCV policies for voucher extension and suspension.

2A.12 Initial Lease Term

EHV applicants enter into an initial lease term of 12 months.

JEFF LANDRY
GOVERNOR



KEVIN J. DELAHOUSSEY
LHC EXECUTIVE DIRECTOR

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2A.13 Payment Standards

LHA will generally follow HCV payment standard policies.

- **Rent Reasonableness**

HCV rent reasonableness requirements will apply to units leased in the EHV program.

- **Increases in Payment Standards**

LHA will apply an increase if requested by the Owner, using the payment standard in effect at the family's first annual recertification.

2A.14 Termination of Vouchers

If a family receiving EHV assistance leaves the EHV program before September 30, 2023, or after October 1, 2023, LHA will not re-issue the EHV.

2A.15 Use of Funds, Reporting, and Financial Records

LHA will follow all applicable requirements for the use and reporting of EHV funding in the Voucher Management System

Sincerely,

A handwritten signature in blue ink, appearing to read "Kevin J. Delahoussaye".

Kevin J. Delahoussaye
LHC Executive Director