



AGENDA

FOR THE REGULAR MEETING OF THE LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE WEDNESDAY, MARCH 19, 2025, 12:00 PM

Primary location:

LACDA Headquarters
700 West Main Street
Alhambra, California 91801

Alternate location (teleconference only):

West Hollywood Library
Study Room C
652 N San Vicente Blvd
West Hollywood, California 90069

To join via phone, dial **(747) 200-6781**, then enter **525 710 562#** when prompted.

[Click here to join the meeting](#)

1. **Call to Order**

2. **Roll Call**

Zella Knight, Chair
Ruthie Myers, Vice Chair
Tara Barauskas
James Brooks
Mary Canoy
Crystal Clark
Renee Contreras
Connor Lock
Takao Suzuki
Anna Swett
Pamela Williams



lacda.org

Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898

Executive Director: Emilio Salas

Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger



3. **Reading and Approval of the Minutes of the Previous Meeting**

Regular Meeting of February 19, 2025

4. **Report of the Executive Director**

5. **Presentations**

Family Self-Sufficiency Program

Agency Plan

6. **Public Comments**

Regular Agenda

7. **Agency Plan (All Districts)**

Recommend that the Board of Commissioners:

Find that approval of the Agency Plan is not subject to the provisions of the California Environmental Quality Act (CEQA), because it will not have the potential for causing a significant effect on the environment.

Approve the Agency Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Los Angeles County Development Authority's (LACDA) program goals, major policies, and financial resources, including the Admissions and Continued Occupancy Policy for the Public Housing Program (ACOP), and the Housing Choice Voucher Program (HCV) Administrative Plan.

Adopt and instruct the Chair to sign a Resolution approving the Agency Plan for submission to HUD and authorize the Executive Director or designee to take all actions required for the implementation of the Agency Plan.

Authorize the Executive Director or designee to execute all documents required to receive HUD-allocated 2025 CFP grant funds.

Authorize the Executive Director or designee to incorporate into the Agency Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Agency Plan to HUD by April 17, 2025.

8. Commissioner Comments or Suggestions for Future Agenda Items

Access to the agenda and supporting documents are available on the LACDA website. Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Advisory Committee meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least four business days prior to the meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the LACDA by phone at (626) 586-1855 from 8:00 a.m. to 6:00 p.m., Monday through Thursday, or by e-mail at nick.teske@lacda.org.

**MINUTES FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
HOUSING ADVISORY COMMITTEE**

Wednesday, February 19, 2025

The meeting was convened at LACDA headquarters, located at 700 West Main Street in Alhambra, California.

Digest of the meeting. The Minutes are being reported seriatim.

The meeting was called to order by Commissioner Knight at 12:14 p.m.

<u>Roll Call</u>	<u>Present</u>	<u>Absent</u>
James Brooks	X	
Renee Contreras	X	
Mary Canoy	X	
Zella Knight	X	
Kelli Lloyd	X	
Connor Lock		X
Ruthie Myers	X	
Takao Suzuki		X
Anna Swett	X	
Pamela Williams		X

Agenda Item No. 3 – Reading and Approval of the Minutes of the Previous Meeting

On motion by Commissioner Brooks, seconded by Commissioner Myers, with Commissioner Barauskas abstaining, the minutes of the Regular Meeting of December 18, 2024, were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Executive Director Emilio Salas provided an update on the LACDA’s response to the January 2025 wildfires. LACDA staff proactively reached out to assisted families living within the burn scar and surrounding area:

- 814 calls were performed to families living within 15 Cities.
- 71 Families mentioned they were impacted, but only 60 were evacuated.
- 394 Families responded that they were not impacted.
- 349 Families were not reachable despite 2 separate attempts, leaving voicemails if available. Eventually, some of those families returned our calls; others had their phones disconnected.

LACDA did receive confirmation of 29 families that lost their unit, all in the Altadena area. Of these, 26 families have already been issued vouchers, and there were three voucher issuances pending as of this meeting.

LACDA staff also reviewed applicants on the waitlist to determine if they had been impacted in anticipation of gaining approval to issue Housing Choice Vouchers. In Supervisorial District 3, there are 543 families on the waiting list, but none living within the burn scar area. In Supervisorial District 5, there are 558 families on the waiting list, and five lost their units.

Emilio reported that no LACDA public housing sites were damaged during the fires. Foothill Villa in La Crescenta was very close to the burn scar and was evacuated. Emilio thanked Melvin Batrezchavez, Maintenance Supervisor, and Sandra Sanchez, Resident Manager, for their assistance in evacuating residents.

Orchard Arms in Santa Clarita was under evacuation watch and we also had a team there that went door to door to tell residents to prepare their go back and be ready. Emilio thanked the team in North County for their actions.

LACDA also had developments in Santa Monica and West Hollywood that were under evacuation warnings. Emilio thanked the Housing Operations team who looked out for residents and monitored the Office of Emergency Management websites for the latest updates.

Emilio reported that one affordable housing development, Altadena Vistas, did sustain damage and was evacuated. The building is still yellow tagged. The Business Technology Center in Altadena survived but surrounding homes burned. LACDA staff put out vegetation fires at the site.

Emilio reported that in the aftermath of the fires, the LACDA immediately submitted a series of waiver requests to HUD. These included HUD's "Mega Waiver" of pre-approved waivers that were made available. We simply had to go online and select all of the specific categories. We selected all of them to ensure maximum flexibility. Waivers were for programs to include Continuum of Care (CoC), Housing Opportunities for Persons with AIDS (HOPWA), Community Development Block Grant (CDBG), HOME Investment Partnerships, Emergency Solutions Grant (ESG), and a select few others. For CDBG, the waiver removes the required comment period for a Consolidated Plan amendment, and allows new construction as an eligible activity, but does not provide any new money. The waivers make HOME funds easier to use for Tenant Based Rental Assistance, suspends the 10% cap on administrative costs, suspends the 15% of grant set aside for Community Housing Development Organizations, and allows use for self-certification of income. For ESG, the waiver eliminates restriction to fair market rents and eliminates minimum habitability standards for housing as well as shelters. For CoC, the waiver removes the 24-month limit on rapid rehousing and eliminates the requirement for a one-year lease and limit on moving costs.

Separate from the Mega Waiver, the LACDA submitted an individual waiver request to HUD to create a super preference of 50 Housing Choice Vouchers for families who lost their homes in the fires. The LACDA received both Board of Commissioners and HUD approval for this request. As of this meeting, no other local public housing agencies have followed suit. The Housing Authority of the City of Los Angeles (HACLA) is in shortfall, and Pasadena indicated they plan to take a similar action in the future. The LACDA is working with local providers to allocate the vouchers via a referral system.

Emilio reported that he was asked to head the County's Housing Task Force, which has been meeting weekly since late January to address short- and long-term housing needs in the aftermath of the fires. Task Force efforts were focused initially on helping to find housing solutions for the hundreds of households in Red Cross Shelters. As of this meeting, there were still nearly 200 households in shelters.

Emilio reported on the ESG-RUSH grant that HUD provided to current ESG recipients LA County, LA City, Long Beach, Pasadena, Pomona, Glendale. The State of California also received \$3M which they are sending to the LACDA to deploy. We will work with the Los Angeles Homeless Services Authority (LAHSA) to address pre-disaster unhoused populations in impacted areas.

Emilio provided an update on federal funding, including the Office of Management and Budget's (OMB) announcement of freeze on federal funds and subsequent rescindment. Emilio reported that the Department of Government Efficiency (DOGE) has been deployed to HUD and we're now starting to hear of retirement announcements of key staff. The stated goal of DOGE is to cut staffing by 50%. LACDA relies heavily on HUD staff and their expertise to successfully administer our programs.

Emilio reported that the federal government was still operating under a Continuing Resolution until March 14, 2025. Appropriators had hoped at least to reach a topline spending agreement for defense and domestic accounts by the beginning of February, but everything was thrown off by the OMB funding freeze memo. Absent a final Federal Fiscal Year (FFY) 2025 agreement by March 14, 2025, Congress will need to enact another Continuing Resolution to extend Federal funding and avoid a partial shutdown of the Federal government. Congress will have until the end of April to reach a final FFY 2025 agreement; under the Fiscal Responsibility Act of 2023, failure to enact final FFY 2025 spending bills will result in mandatory, across-the-board spending cuts, known as "sequestration."

Emilio reported that House Republicans were actively working on a bill that would extend expiring tax cuts and want to use a Reconciliation Bill to accomplish this. Such a bill would put further strain on funding for benefit programs because the lost revenue has to be made up somewhere. Republicans were planning on moving the bill through a process known as "budget reconciliation," which speeds up the legislative process by limiting debate time on a bill and allowing the bill to pass through the Senate with a simple majority of 51 votes rather than the 60 votes usually required. Because Republicans control both

chambers of Congress and the White House, they can enact a reconciliation package without bipartisan support.

Emilio reported on two State bills related to housing including that were recently introduced. AB 239 (County of Los Angeles Disaster Housing Task Force) was modeled after a hurricane-response plan in Texas, and aims to speed up housing recovery by coordinating Federal, State, and local responses through a State-led task force to address the Palisades and Eaton Fires. That group would appoint a state disaster housing coordinator to oversee the distribution of money, coordinate efforts between different levels of government, and report housing recovery progress in the impacted areas to the legislature quarterly. If passed and signed into law, it would go into effect immediately. Los Angeles County has already established a short-term housing task force, specifically for wildfire recovery, led by the LACDA. We are also engaging with different property owners and apartment associations to get the word out about the need for rental housing within a 10-mile radius of the wildfire zones.

AB 246 (State of Emergency: Residential Rent Increases: County of Los Angeles: Price Gouging: Enforcement by District Attorney) would prohibit an owner of residential real property from increasing the rental rate for a dwelling or a unit in Los Angeles County more than the rental rate for the dwelling or unit charged on January 7, 2025. The bill would authorize the District Attorney to enforce these provisions and subject a violation to a civil penalty of not more than \$10,000. The bill would remain in effect until 12 months after the State of Emergency, proclaimed by the Governor on January 7, 2025, and would be repealed as of that date.

Emilio reported on the LACDA's implementation of Small Area Fair Market Rents as mandated by HUD, and some of the feedback received so far from landlords. The LACDA plans to request a waiver of this implementation.

Emilio reported on the projected shortfall for the Housing Choice Voucher program and deficit in the Housing Operations Division. Staff is going through each program and will need to make difficult decisions about some programs like the Community Policing Program.

Finally, Emilio reported that Norma Clarke was appointed as the permanent Administrative Manager in the Housing Operations Division effective December 30, 2024.

Agenda Item No. 5 - Presentations

None

Agenda Item No. 6 – Public Comments

None

Agenda Item No. 7 – Commissioner Comments or Suggestions for Future Agenda Items

Commissioner Barauskas requested ongoing updates on fire recovery efforts and the impacts of Trump administration actions on LACDA operations.

Commissioner Myers requested an update on the South Bay Gardens parking lot renovation, and assistance with the South Bay Gardens Resident Council.

Commissioner Knight requested a presentation about the Family Self-Sufficiency Program, and a presentation on building capacity for Resident Councils.

The meeting was adjourned at 1:29 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas", written in a cursive style.

EMILIO SALAS
Executive Director
Secretary-Treasurer



March 19, 2025

TO: Housing Advisory Committee
 FROM: Medina Johnson-Jennings, Director
 Housing Assistance Division

RE: **FSS PROGRAM UPDATE –FEBRUARY 1, 2025**

The Family Self-Sufficiency (FSS) Program is a HUD initiative intended to assist Housing Choice Voucher and Public Housing participants achieve economic independence and self-sufficiency.

ACTIVITIES

NUMBER CURRENTLY ENROLLED	321	As of March 1, 2025 , there were 286 Housing Choice Voucher (HCV) and 35 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	2	(2) Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
CONTRACTS EXPIRED	12	(12) FSS contracts expired for Housing Choice Voucher (HCV) (12) and (0) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	474 451 348 218 244 412 718 83 6 90 0 9	Job Referrals Work Source/Job Fairs Educational/Vocational/Job Training Financial Literacy Home Ownership Counseling Credit Repair Other/Utility/Legal Aid Covid-19/Childcare Services Computer Training Small Business Youth Services IDA Free Tax Prep Pop-up Sites
OUTREACH & COMMUNITY EVENT	3	Voucher Issuance FSS Presentation, Financial Literacy Workshop at Nueva Maravilla, Partnership Meeting at HACLA
GRADUATIONS	3	(3) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).

If you have any questions, please feel free to contact me at (626) 586-1670.



March 19, 2025

Housing Advisory Committee
Los Angeles County Development Authority
700 West Main Street
Alhambra, California 91801

Dear Commissioners:

**AGENCY PLAN FOR THE LOS ANGELES COUNTY DEVELOPMENT AUTHORITY
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of the Los Angeles County Development Authority's Agency Plan which consists of an Annual Plan for Fiscal Year 2025-2026 and a Five-Year Plan for Fiscal Years 2025-2030 ("Agency Plan"). The Agency Plan is comprised of the LACDA's program goals, major policies, and financial resources. The Agency Plan is a strategic planning document that identifies the Los Angeles County Development Authority's goals for the next five years. Submission of the Agency Plan is required by the U.S. Department of Housing and Urban Development for receipt of Capital Fund Program (CFP) funds, operating funds for the Public Housing Program, and administrative fees for the Housing Choice Voucher Program.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that approval of the Agency Plan is not subject to the provisions of the California Environmental Quality Act (CEQA), because it will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the Agency Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the Los Angeles County Development Authority's (LACDA) program goals, major policies, and financial resources, including the Admissions and Continued Occupancy Policy



Administrative Office
700 West Main Street, Alhambra, CA 91801
Tel: (626) 262-4511 TDD: (626) 943-3898



Executive Director: Emilio Salas

Commissioners: Hilda L. Solis, Holly J. Mitchell, Lindsey P. Horvath, Janice Hahn, Kathryn Barger

- for the Public Housing Program (ACOP), and the Housing Choice Voucher Program (HCV) Administrative Plan.
3. Recommend that the Board of Commissioners adopt and instruct the Chair to sign a Resolution approving the Agency Plan for submission to HUD and authorize the Executive Director or designee to take all actions required for the implementation of the Agency Plan.
 4. Recommend that the Board of Commissioners authorize the Executive Director or designee to execute all documents required to receive HUD-allocated 2025 CFP grant funds.
 5. Recommend that the Board of Commissioners authorize the Executive Director or designee to incorporate into the Agency Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Agency Plan to HUD by April 17, 2025.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On October 21, 1998, the Quality Housing and Work Responsibility Act (QHWRA) mandated Public Housing Agencies to submit an Agency Plan every five years to HUD and provide HUD an update as an Annual Plan every year.

The Agency Plan is a strategic planning document that identifies the LACDA's goals for the next five years. On June 23, 2020, the Board approved the current Five-Year Plan for Fiscal Years 2020-2024.

The Annual Plan identifies major program policies and financial resources and updates information on housing needs, waiting lists, housing strategies, program policy changes, and other program and management data. The Annual Plan must be updated each year and was last approved by the Board on April 9, 2024.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. Upon Board approval of the Agency Plan, the LACDA will submit the 2025 CFP grant funds agreement to HUD for management improvements, administrative costs, and housing rehabilitation for the Public Housing Program. Operating funds for the Public Housing Program and administrative fees for the HCV Program will be approved through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

Included as part of the Agency Plan are the updated CFP Annual Statement, ACOP, and the HCV Program Administrative Plan. Significant changes to these documents are discussed below.

CAPITAL FUND ANNUAL STATEMENT

The 2025 Capital Fund Annual Statement summarizes the LACDA's plan to use modernization funds for management improvements, administrative costs and to rehabilitate housing units at Public Housing Program developments.

As authorized by HUD, the Executive Director may amend the CFP Annual Statement as necessary to respond to needs such as housing emergencies, to safeguard property or protect health and safety, or to implement other changes that are in the interests of the LACDA and Public Housing residents. The Executive Director may also implement changes to the CFP Annual Statement in response to changes in federal funding.

Admissions and Continued Occupancy Policy for the Public Housing Program

The purpose of the ACOP for the Public Housing Program is to set guidelines to determine eligibility for admission and continued occupancy. The revised Public Housing ACOP reflects the following changes:

1. Preference for Homeless Families

Currently, the LACDA provides a countywide waiting list preference for homeless families. The preference is limited to 30% of the number of vacant general occupancy Public Housing units available on July 1 of each fiscal year. The family must consist of two (2) or more persons, with one (1) member being under the age of 18 or a single elderly and/or disabled person. Victims of domestic violence, dating violence, sexual assault, or stalking receive the same admissions preference as homeless families.

Effective July 1, 2025, the LACDA will provide an expanded waiting list homeless preference, limited to three (3) households per fiscal year, for each of the family housing developments at Carmelitos, Nueva Maravilla, and Harbor Hills.

To qualify for this preference, homeless families may be referred by a Joint Powers Authority (JPA), County agencies or Community Based Organizations (CBOs) with a contract or Memorandum of Understanding (MOU) in place with the LACDA; or the family may self-certify homeless status. The LACDA will verify the family's self-certification in accordance with the Verification of Preference Status within this ACOP. The referring agency must provide a certification of the family's homeless

status pursuant to Section 103 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11302).

The LACDA will evaluate the results of admitting limited number of homeless families to determine necessary program adjustments in support of the long-term success of homeless families and LACDA communities.

2. Site-Based Waiting Lists (SBWL)

Currently, there are 13 SBWLs, of which seven (7) are designated for elderly families. The elderly designated SBWL are:

Carmelitos Senior	Long Beach, CA
East County Senior	East Los Angeles, CA
Foothill Villa Senior	La Crescenta, CA
Marina Manor Senior	Marina Del Rey, CA
Orchard Arms Senior	Valencia, CA
South Bay Gardens	South Los Angeles, CA
West Knoll/Palm	West Hollywood, CA

Effective July 1, 2025, the Palm Senior Apartments and West Knoll Senior Apartments will be separate SBWLs and will no longer be combined. In addition, Francisquito and Whittier Manor Senior Apartments will be separate SBWLs and will no longer be combined with East County Senior SBWL. This will increase the number of elderly designated SBWLs from seven (7) to ten (10), for a total of 16 Public Housing SBWLs (combined senior and family):

Carmelitos Senior	Long Beach, CA
East County Senior	East Los Angeles, CA
Foothill Villa Senior	La Crescenta, CA
Francisquito Villa	La Puente, CA
Marina Manor Senior	Marina Del Rey, CA
Orchard Arms Senior	Valencia, CA
Palm Senior	West Hollywood, CA
South Bay Gardens	South Los Angeles, CA
West Knoll	West Hollywood, CA
Whittier Manor	Whittier, CA

3. Tenant Payment Agreements (TPA)

Currently, the LACDA usually asks that the household pay an initial lump sum (in an amount determined by the LACDA), with the remaining balance to be paid in equal payments over a period of time not to exceed 12 months for amounts under \$2,400 or 24 months for any amount in excess of \$2,400.

Effective July 1, 2025, the LACDA will not enter into a Settlement Agreement with the assisted family when the repayment balance debt exceeds \$2,400; however, LACDA may enter into a repayment agreement if the balance can be paid within 12 months of the contract execution date for amounts under \$1,200 or within 24 months for any amounts in excess of \$1,200 but not to exceed \$2,400. The LACDA will pursue termination of housing assistance and take legal proceedings for possession of the unit if the family does not meet the eligibility criteria for repayment plans or is in breach of the Agreement.

The LACDA reserves the right to waive the balance debt limit and to increase the repayment timeframe on a case-by-case basis, depending on the reason the household owes that debt. In such cases, the LACDA will document the reason for waiving the balance debt limit in the household's file.

4. Community Service and Self-Sufficiency Requirement (CSSR): Tenant Reporting Timeframe

Currently, when an exempt individual becomes non-exempt during the 12-month lease term, the family is responsible for reporting this change to the LACDA within five (5) business days.

Effective July 1, 2025, adult resident(s) must report within ten (10) calendar days changes in their circumstances that affect the CSSR non-exempt/exempt status (i.e., public assistance recipient, employment, student, disability status, etc.) during the 12-month lease term.

5. CSSR: Staff Turnaround Timeframe

Currently, within ten (10) calendar days of a family reporting such a change or the LACDA determining such a change is necessary, the LACDA will provide written notice of the effective date of the requirement and a documentation form on which the family member may record the activities performed and number of hours contributed.

Effective July 1, 2025, the LACDA will give the family written notice within 30 calendar days of receiving the reported change.

6. Resident Unit Transfer Request

Currently, the beneficiary of a transfer must repay any debts owed to the LACDA related to the pre-transfer unit. To assure that a Resident who is the beneficiary of a transfer satisfies any debts owed to the LACDA related to their pre-transfer unit, the transferring resident shall enter into a repayment agreement that will be an Addendum to the Lease Agreement of the new residence.

Effective July 1, 2025, the LACDA will not approve or authorize a resident-initiated unit transfer when the family has an outstanding balance due to the LACDA.

Except for emergency or LACDA mandatory transfers, under these circumstances, the transferring resident shall enter into a repayment agreement that will be identified as "Repayment Agreement Addendum to the Los Angeles County Development Authority Public Housing Lease Agreement." The failure of the transferring Resident to pay the debts owed to the LACDA related to their pre-transfer unit shall be a material breach of the Lease Agreement for the new residence.

7. Resident Request to Transfer Process

Currently, resident-initiated transfers, whether to another unit or development, require submitting a Resident Request to Transfer Form (RRTF) to the site Management office. Within ten (10) calendar days, the Property Manager will review the request and determine if the resident is in good standing with the LACDA, has met the 24-month residency requirement, and has not transferred within the last four (4) years.

Effective July 1, 2025, Public Housing resident(s) must submit a completed Resident Request to Transfer Form (RRTF) to their respective site Management Office. The LACDA will provide a written response within 30 calendar days from receipt of the RRTF. Except for emergency or LACDA mandatory transfers, the resident must be in good standing with the LACDA, have met the 24-month residency requirement, and have not transferred within the last four (4) years.

8. Criminal Background Check

Currently, the LACDA conducts criminal background screening for applicants and new member add-ons during the suitability and eligibility process.

Effective July 1, 2025, the LACDA will complete a criminal background check and registered sex offender screening when member(s) declare that they have been cited, charged, arrested, and/or convicted for any drug-related, violent, sex-related, or other criminal activity between annual reexaminations. The LACDA will pursue the necessary action delineated in the current LACDA policies.

9. Preference for Tenant-Based and Project-Based Voucher (PBV) Families Displaced Due to Housing Quality Standards (HQS) Non-Compliance

Currently, there is no preference in the Public Housing waitlist for LACDA HCV families displaced due to the termination of Housing Assistance Payment (HAP) Contracts between the LACDA and the owner. HAP Contract terminations result

from HQS deficiencies noted on the unit and the owner fails to make the repairs within the period established by the LACDA in the notice of abatement.

Effective immediately, if a LACDA HCV family is unable to lease a new unit within the period provided by the LACDA, the LACDA will offer the family a place on the Public Housing waitlist(s) with a selection preference for the appropriate-size public housing unit. If the family accepts the offer, they will be granted the preference and must qualify based on the ACOP's suitability and eligibility criteria.

Below are the proposed policy changes for the Public Housing program based on the Voluntary Compliance Agreement (VCA).

10. LACDA Staff Trainings

Currently, the ACOP does not explicitly state training criteria for staff.

Effective July 1, 2025, LACDA's respective staff shall complete an annual Fair Housing Training (e.g., HUD or other Vendor training). Newly hired staff who become involved in any stage of the application, screening, and leasing process must complete a mandatory Fair Housing Training within 30 days of their hire date.

The training shall include Staff's obligations under Title VI, the Violence Against Women Act, the Fair Housing Act, and other civil rights requirements.

LACDA shall provide HUD with a written certification stating the training date and the name and position of each employee who attended and completed it.

11. Waiting List Registration Guidance

Currently, the LACDA provides guidance to registrants when requested, but it was not explicitly stated in the ACOP.

Effective July 1, 2025, The LACDA will provide registrants guidance on properly completing the initial registration, particularly for listing a residence, including a mailing address if the registrant is experiencing homelessness. The guidance shall also include information on how to update their residential/ mailing address, including family composition. The LACDA will also inform the registrant on what to expect in future correspondences with the LACDA and how the LACDA plans to send future communications and notices to the registrant/ applicant. The ACOP will be revised accordingly.

12. Waiting List Information

Currently, the waiting list contains preliminary information entered by registrants, including the family's address, social security number, date of birth, income, family composition, and disability status.

Effective July 1, 2025, the waiting list will now request from registrants and house the following information for each applicant listed:

- Residential, mailing, and/or employment address (if applicable) of the head of household;
- Name, date of birth, and social security number of head of household, co-head/marital type partner, and each additional member;
- Household's gross annual income;
- Referral from an Agency;
- Disability status for each member;
- Veteran status;
- Homeless status;
- VAWA status;
- Accessibility requirement, if any (need for an accessible unit with specific features);
- Date and time of registration and registration/confirmation number;
- Admission preference, if any;
- Race and ethnicity of the head of household;
- The specific Public Housing waitlist(s) selected;
- Email address and contact number;
- Preferred designated contact method; and
- If applicable, a point of contact (i.e., emergency number, social services contact person, etc.).

13. Updating the Waiting List

Currently, to update the waiting list, the LACDA will send an update request via first-class mail to each family on the waiting list to determine whether the family continues to be interested in and qualifies for the program.

Effective July 1, 2025, the LACDA shall utilize a variety of contact methods when attempting to communicate with an applicant who indicates in any initial registration material(s) that they are experiencing homelessness within the LACDA's jurisdiction, including, but not limited to mail notification, email, phone calls, and contact with a designated point of contact, such as a family member or a social service agency. The LACDA shall keep a record of attempts to contact an applicant.

14. Removal from the Waiting List

Currently, should an applicant fail to respond within the established due date, they will be removed from all selected waiting lists. If a letter is returned by the U.S. Postal Office with a forwarding address, it will be considered as 'returned undeliverable,' and the applicant will be subject to removal from all selected waiting lists.

Effective July 1, 2025, applicants who fail to respond by the established due date will be removed from all selected waiting lists. If a letter is returned by the U.S. Postal Office and no contact has been established via mail notification, email, phone calls, or contact with a designated point of contact, the applicant will be subject to removal from all selected waiting lists.

15. Registrants Indicating Homelessness

Currently, all registrants must submit verification(s) to support their preference(s).

Effective July 1, 2025, registrants experiencing homelessness within the LACDA's jurisdiction will not require residency verification until selected from the waitlist. Whenever a registrant has indicated homelessness and has not been referred to the LACDA by a Community-Based Organization (CBO), the LACDA will assign the registrant the Homeless Preference and verify the homeless status during the selection process.

16. Verification of Preference Status

Currently, the LACDA has expanded the acceptable verifications for families claiming homelessness as well as residency.

Effective July 1, 2025:

1. Homeless families: May qualify for this preference via a referral by a Joint Powers Authority (JPA), County agencies, or CBOs with a contract or Memorandum of Understanding (MOU) in place with the LACDA. Additionally, the LACDA will require partner agencies to use a Coordinated Entry System for homeless referrals. The referring agency must provide a certification of the family's homeless status.

Homeless families may qualify for this preference whenever a registrant has indicated in the initial registration materials living in homelessness and has not been referred to the LACDA by a JPA, County agency, or CBO; the LACDA agrees to assign this applicant the Homeless Families Preference. These applicants will go through a flexible system of allowable methods for verifying eligibility for this preference during the selection/application stage. The flexible verification methods include:

- a. Third-Party Verification (“TPV”) from JPA, County agency, or CBOs with which the LACDA has an established contract or an executed Memorandum of Understanding; and/or,
 - b. TPV from landlord/lessee, utility company, employer, school, DMV, State of California (voter registration, state-issued identification), credit reporting agency, financial institution, U.S. Postal Service, medical institution/provider, faith-based organization, social service organization, housing/transitional shelter, IRS, or California Franchise Tax Board.
2. Residency preference: Include families that live, work, or have been hired to work in the LACDA's jurisdiction.
- The range of documentation and information considered in verifying all applicants' eligibility for the Residency Preference at the selection stage has been updated to increase opportunity and flexibility. Acceptable third-party documentation is deemed current if they are dated within 120 days and includes the following:
- a. Current rent receipts, leases, utility bills, employer or agency records, school records, driver's licenses, voter registration records, credit reports, and statements from a household where the family resides. At the LACDA's discretion, verification of residency may also include other documents, certifications, or declarations as needed to verify that a family lives or works in the jurisdiction;
 - b. Utility bill includes cellular phones or internet or any utility service contract, statement, or payment receipts; financial statements, including credit card bills or bank statements;
 - c. Mail received at residency address (must be verified with U.S. Postal Service certification);
 - d. Employer records, including documentation such as paystubs or communications;
 - e. Documentation or a written statement from a faith-based organization;
 - f. Documentation or a written statement from a social service organization;
 - g. Documentation or a written statement from a housing/transitional shelter or any housing assistance servicing agency;
 - h. Internal Revenue Service (IRS) or California Franchise Board (FTB) return;
 - i. Any document issued by an entity, office, or authority governing over a country, state, county, city, municipality, district, agency, department, or any other political subdivision of a country or state that is typed and contains the agency name, department name, state seal, or is on official letterhead;
 - j. DMV vehicle registration; and/or,
 - k. Valid State-issued identification.

For purposes of this section, a credit report or a statement from a financial institution, such as a bank, cannot be used by themselves to demonstrate or deny eligibility for the Residency Preference. A credit report and/or statement from a financial institution may be used with other items on this list to verify residency.

17. Record Keeping

Currently, the LACDA maintains a written record of every termination and/or eviction in accordance with its record retention policy.

Effective July 1, 2025, the LACDA shall retain files of all applicants denied the Homeless Families Preference or the Residency Preference. These files must include the applicant's initial registration, final application, results of any informal hearings, and all documentation submitted to the LACDA. This documentation should also detail the reason for denial and include any materials used in this determination.

The LACDA shall submit these files to the HUD annually upon request. Within 30 days of receipt of these files, HUD will inform the LACDA of any dispute with the determination, along with an explanation of the dispute. If HUD makes a final determination that an applicant was wrongfully denied, the LACDA agrees to reinstate the applicant to "Active" on the waiting list with the original application date and time and preferences claimed, and/or offer the applicant housing. If the LACDA does not agree with HUD's determination, the LACDA agrees to provide HUD an explanation for their reasoning in writing within 30 days.

At HUD's discretion, HUD may request a meeting with the LACDA to discuss the disagreement for a final resolution.

Housing Choice Voucher (Section 8) Program Administrative Plan

The purpose of the HCV (Section 8) Program Administrative Plan is to set forth the policies and procedures that govern the LACDA's administration of its rental assistance programs. This upcoming year, the LACDA will present changes with two effective dates: 1) Changes that are mandated to be in the Administrative Plan no later than June 6, 2025, by the additional streamlining Housing Opportunity Through Modernization Act of 2016 (HOTMA) changes released via a federal register on May 7, 2024; and 2) the LACDA's adopted policies for FY 2025-2026 effective July 1, 2025.

Effective June 1, 2025, the following changes will be incorporated into the LACDA's Administrative Plan to comply with HOTMA's mandated implementation date:

Housing Choice Voucher (HCV) Program

1. Information When a Family is Selected – Voucher Issuance

Currently, language access flyers are specific to tenant annual recertification packets.

Effective June 1, 2025, to meet HUD's requirements and address recommendations from community organizations, the LACDA will provide a Babel notice to families when they receive a voucher, request a reasonable accommodation, or during the application and recertification processes. This notice will inform families about available language access resources. Furthermore, information about language access will be accessible on the LACDA's website.

2. Manufactured Home Space Rentals – HAP Calculation

Currently, the LACDA does not specify how HAP is calculated for families who own a manufactured home and lease the space in its Administrative Plan.

Effective June 1, 2025, in accordance with HUD guidelines, the LACDA will revise its Administrative Plan to include language addressing the following:

1. Housing Assistance Payment: The HAP for a manufactured home space under the HCV Program will be the lower of the payment standard minus the Total Tenant Payment (TTP) or the family's eligible housing expenses minus the TTP.
2. Eligible Housing Expenses: A family's eligible housing expense will be the total of:
 - a. The rent charged by the owner for the manufactured home space.
 - b. Charges for maintenance and management of the space.
 - c. The monthly payments made by the family to amortize the cost of purchasing the manufactured home established at the time of application to a lender for financing the purchase of the manufactured home if monthly payments are still being made, including any required insurance and property taxes included in the loan payment to the lender.

The amortization cost does not include increases in debt service or changes to the loan term due to refinancing after a home purchase. Debt service from installation charges may be included in monthly payments. If payments are ongoing, installation charges incurred before a family receives assistance can also be part of the amortization cost.

3. Distribution of HAP: If the LACDA's HAP exceeds the portion of the monthly rent due to the owner, the LACDA will pay the balance of the HAP to the family.

3. Definition of Inspection Types – Extraordinary Circumstances

Currently, the LACDA does not have language in the Administrative Plan relating to inspections during extraordinary circumstances.

Effective June 1, 2025, in accordance with HUD, the LACDA will revise its current policy to state that in extraordinary circumstances, such as when a unit is located in a presidentially declared disaster area, HUD may grant an exception to the 24-hour inspection requirement for life-threatening deficiencies and the 15-day inspection requirement for non-life-threatening deficiencies until an inspection can be conducted.

4. Tenant Relocation due to HQS Abatement

Currently, when a family receives a voucher due to an owner's failure to correct HQS deficiencies, they are given a 60-day voucher term and an automatic 60-day extension. The LACDA does not offer the family a selection preference for Public Housing if the family is unable to locate a unit within the voucher term.

Effective June 1, 2025, to comply with HUD requirements, the LACDA will modify its Administrative Plan to state that if a family's HAP contract is terminated due to the owner's failure to address HQS deficiencies, resulting in a unit abatement, the family will receive a 90-day voucher term with an automatic 90-day extension. The LACDA will continue its regular extension policy beyond the initial 180 days granted to the family, except that any extension granted will be for a minimum of 90 days. If the family is unable to lease a new unit within this time, the LACDA will offer the family a preference for an appropriate Public Housing unit that first becomes available after the voucher period expires.

5. HAP Contract Execution – Extenuating Circumstances

Currently, the LACDA may not execute a HAP contract more than 60 calendar days after the commencement of the lease term, and no payments will be made until the contract is executed.

HUD has provided clarification regarding the execution of the HAP contract. Effective June 1, 2025, the LACDA will update its Administrative Plan to indicate that in extenuating circumstances that prevent or prevented the LACDA from meeting the 60-day HAP contract execution deadline, the LACDA may submit a request for an extension to the HUD field office. The request must be submitted no later than two weeks after the 60-day deadline and include an explanation of the

extenuating circumstances and any supporting documentation. HUD will determine if the extension request is approved at its sole discretion.

6. “Household” Members

Currently, the LACDA’s Administrative Plan states the requirements for including a foster child, foster adult, or live-in aide are authorized as part of the family’s household composition. However, it does not indicate the rules for continued occupancy for foster children and foster adult(s) who exit the foster care system.

Effective June 1, 2025, the LACDA will update its Administrative Plan to comply with HUD's mandate. This update will establish a process for following up with families that have a foster household member who has turned age 18 and continues to live in the home. In these situations, the LACDA will contact the family to determine whether the foster member is still under legal guardianship or custody of the state or county. If the member remains under such guardianship or custody and provides proper verification, they will continue to be classified as a foster household member within the LACDA's system. However, if it is determined that the member is no longer under legal guardianship or custody, the family will have the option to reclassify the member from a foster household member to a family member. Should the family choose to make this change, all program rules and regulations will apply to the entire family.

7. HAP Termination Due to Insufficient Funding

Currently, the LACDA will consider program funding insufficient if it is determined that the projected year-end subsidy falls short of the authorized budget amount. In these circumstances, proper documentation must be completed before making the decision to terminate HAP contracts due to insufficient funding. If necessary, the LACDA will determine how many families need contract termination and present a plan of action to the Board of Commissioners. After notifying the Board and HUD, the LACDA will terminate contracts, except those related to elderly and disabled families. Terminated families will be placed on the waiting list with a preference for future assistance.

Effective June 1, 2025, to align with the HUD mandate, the LACDA will update its Administrative Plan to enhance the factors considered when terminating HAP contracts due to insufficient funding. In addition to exempting elderly and disabled families, the LACDA will evaluate the administrative costs associated with housing a family, the length of a family’s program participation, and a family’s overall good standing within the program.

Project-Based Voucher (PBV) Program

1. Definitions

Currently, the PBV chapter of the Administrative Plan does not contain definitions specific to PBV.

Effective June 1, 2025, to comply with HUD's requirement, the LACDA will include a definition of "Project" in its Administrative Plan. A "Project" is defined as a single building, multiple contiguous buildings, or multiple buildings on contiguous parcels of land. "Contiguous" in this definition includes "adjacent to," as well as touching along a boundary or a point. "Building" is defined as a structure with a roof and walls that contains one or more dwelling units.

2. Eligible Housing for PBV Assistance

Currently, a single-family building is not identified as being eligible for PBV assistance.

Effective June 1, 2025, to be consistent with HUD's expanded list of eligible projects, the Administrative Plan will be revised to indicate that PBV assistance may be a multifamily building or single-family building, provided that all projects are of the same housing type (existing, rehabilitated, or newly constructed).

3. Impact Analysis

Currently, an impact analysis is not required.

Effective June 1, 2025, to comply with HUD's requirement, the Administrative Plan will be updated to state that if units under the cap plus units exempt from the cap exceed 50% of the total baseline, an analysis must be completed before selecting a project for PBV assistance. The analysis should consider the ability of the LACDA to meet the needs of the community across its tenant-based and project-based voucher portfolio, including the impact on, among others, families on the waiting list and eligible PBV families that wish to move after their 1 year of PBV tenancy.

The analysis performed by the PHA must be available as part of the public record.

Additionally, the requirement of notifying the HUD field office before a Request for Proposal (RFP) was issued or a selection was made without issuing an RFP, has been removed. However, HUD must be notified when a HAP contract is executed, amended, or extended.

4. Units Subject to the Percentage Limitation

All PBV units which the LACDA has selected (from the time of the proposal or project selection date) or which are under an Agreement or HAP contract for PBV assistance count toward the 20 percent maximum or increased cap, as applicable, except units that are excluded from the program or project cap.

5. Increase Program Cap

Currently, the program cap is up to 20 percent of the amount of budget authority allocated to the LACDA by HUD in the voucher program. An additional 10 percent, (as adjusted for units excluded from the program cap) of the LACDA's vouchers may be project-based if the units are specifically made to house individuals or families that meet the definition of homeless, units are specially made available to families that include a veteran, units that provide supportive housing to persons with disabilities or to elderly persons, and/or units located in a census tract with a poverty rate of 20 percent or more.

These units must have been part of a HAP contract executed on or after April 18, 2017, or added on or after that date to any current HAP contract, including a contract entered prior to April 18, 2017.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to indicate that units that are exclusively made available to eligible youth also qualify for the higher program cap. Units that are exclusively made to serve eligible youth must be part of a HAP contract executed on or after December 27, 2020, or the units must have been added on or after that date to an existing HAP Contract, including a contract entered into prior to December 27, 2020.

Additionally, the Administrative Plan will be updated to replace the statement that if a project is located *in a census tract with a poverty rate of 20 percent or more* with a project that is located in an *area where vouchers are difficult to use*, count towards the additional 10 percent program cap. An *area where vouchers are difficult* is defined as:

1. A census tract with a poverty rate of 20 percent or less, as determined by HUD;
2. A ZIP code area where the rental vacancy rate is less than 4 percent, as determined by HUD or
3. A ZIP code area where 90 percent of the Small Area FMR is more than 110 percent of the metropolitan area or county FMR

The provisions that units made specifically to house individuals or families that meet the definition of homeless, units that are specially made available to families

that include a veteran, and/or units that provide supportive housing to persons with disabilities or elderly persons remain unchanged.

6. Higher Project Cap

Currently, the project cap is 25 percent of the total number of dwelling units (assisted or unassisted) in the project. Assistance may be provided to the greater of 25 units or 40 percent of the number of dwelling units (assisted or unassisted, as adjusted by exceptions to the project cap) if the project is located in a census tract with a poverty rate of 20 percent or more.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to replace the statement that if a project is located *in a census tract with a poverty rate of 20 percent or more* with a project that is located in an *area where vouchers are difficult to use*. An *area where vouchers are difficult* is defined as:

1. A census tract with a poverty rate of 20 percent or less, as determined by HUD;
2. A ZIP code area where the rental vacancy rate is less than 4 percent, as determined by HUD; or
3. A ZIP code area where 90 percent of the Small Area FMR is more than 110 percent of the metropolitan area or county FMR.

7. Exceptions to the Project Cap

Currently, units exclusively made available for elderly families or units for households eligible for supportive services do not count towards the project cap.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to state that units exclusively made available to eligible youth will also not count towards the project cap.

HAP contracts in effect prior to December 27, 2020, when the exception of units made available to eligible youth came into effect, are governed by those HAP contracts' terms concerning the number and type of excepted units in a project. The owner must continue to designate the same number of contract units and assist the same number and type of excepted units as provided under the HAP contract during the remaining term of the HAP contract and any extension.

The owner and the LACDA may mutually agree to change the requirements for excepted units under the HAP contract to comply with the new and revised excepted unit requirements, however, any change to the HAP contract may only be made if the change does not jeopardize an assisted family's eligibility for continued assistance at the project.

The provisions that units that are exclusively available for elderly families or units for households eligible for supportive services continue to be excluded from the project cap.

Units excluded from program cap are also excluded from the project cap.

8. Units Excluded from the Program Cap

Currently, PBV units under the RAD program, HUD-VASH PBV set-aside vouchers, and units subject to certain federal rent restrictions or were receiving another type of long-term housing subsidy provided by HUD do not count towards the program cap.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to expand that units that are being rehabilitated or built to replace existing units already excluded from the program or project cap will continue to be excluded.

Additionally, units that previously qualified for the Low-Income Housing Tax Credit program are now considered as units that have had federally required rent restrictions and, therefore, also excluded from the program cap.

The new exclusion may only be made available to HAP contracts entered into on or after April 18, 2017.

9. Project Record Retention

Currently, HUD does not have a project record retention policy.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to specify the LACDA must maintain the following records throughout the HAP contract term and for three years thereafter:

1. Records to document the basis for PHA selection of the proposal, if the selection is competitive, or project, if the selection is noncompetitive, including records of the PHA's site selection determination and records to document the completion of the review of the selection process in the case of PHA-owned units and copies of the written notice of proposal selection and the response of the appropriate party;
2. The analysis of impact, if applicable;
3. The subsidy layering determination, if applicable;
4. The environmental review record, if applicable;
5. The Agreement to enter into a HAP contract, if applicable;
6. Evidence of completion, if applicable;
7. The HAP contract and any rider and/or amendments, including amendments to extend the term of the contract;

8. Records to document the basis for PHA determination and redetermination of rent to owner;
9. Records to document HUD approval of the independent entity or entities, in the case of PHA-owned units;
10. Records of the accessibility features of the project and each contract unit; and
11. Other records as HUD may require.

10. Environmental Review

Currently, all selected projects require an environmental review.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to specify that for existing housing, proposals selected in accordance with the site selection standards in effect on or after June 6, 2024, no environmental review is required before entering into a HAP contract, except to the extent a Federal environmental review is required by law or regulation relating to funding other than PBV housing assistance payments.

11. Term of the HAP Contract

Currently, the HAP contract may only be extended within 24 months of its expiration date.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to specify the PBV HAP contract may be extended at any time during its life. However, the maximum term of the contract may not be more than 40 years.

12. PBV HAP Contract Termination or Expiration

Currently, the LACDA is not required to specify in the Administrative Plan that a tenant-based voucher had to be issued to families residing in a project where the owner terminated the HAP contract or declined to renew the HAP contract.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to specify that unless a termination or expiration without extension occurs due to insufficient funding or other extraordinary circumstances determined by HUD, the LACDA shall issue a tenant-based voucher to each family occupying a contract unit.

13. Family Rejection of the Unit or Owner Rejection of the Family

Currently, the Administrative Plan allows for removing the family from the site-based waiting list if the family rejects the unit or the owner denies the family.

Effective June 1, 2025, to be consistent with HUD's updated regulation, the Administrative Plan will be updated to specify this requirement is now a must unless the family has good cause.

Good cause is defined as:

1. The family determines the unit is not accessible to a household member with a disability or otherwise does not meet the member's disability-related needs.
2. The unit has HQS deficiencies.
3. The family is unable to accept the offer due to circumstances beyond its control (e.g., hospitalization, temporary economic hardship, or natural disaster).
4. The family determines whether the unit presents a health or safety risk to a household member who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking.

Effective July 1, 2025, the following changes are incorporated into the LACDA's Administrative Plan:

1. Homeless Preference

Currently, the LACDA, under its homeless preference, commits 100% of expected annual voucher attrition to assist Los Angeles County-based homeless persons and families.

To qualify for the program, homeless individuals and families must be referred through the Continuum of Care (CoC), Coordinated Entry System (CES), or partner agencies contracted with the LACDA. These partner agencies must participate in homeless initiatives and may include those providing transitional or permanent supportive housing. The referring agency must verify the homeless status of those referred. Families already on the waiting list who claim homelessness but lack a referral must obtain certification from a CoC CES or a partner agency. The number of families eligible for this preference will be determined annually by the LACDA. Admission is on a first-come, first-served basis and subject to funding availability.

Moving forward, the LACDA will commit 50% of the expected annual voucher attrition to assist Los Angeles County-based homeless persons and families. The qualification criteria under the LACDA's homeless preference remain unchanged. The change in voucher attrition commitment to homeless persons and families will allow the LACDA to assist other vulnerable populations needing housing through its waiting list.

2. Violence Against Women Act (VAWA)

Currently, the LACDA's Administrative Plan states that form HUD-5380, titled "Notice of Occupancy Rights Under VAWA," and form HUD-5380, titled "Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, and Alternate Documentation," must be provided when a family is denied housing assistance and admission, specifically when applicants are briefed for a voucher.

Moving forward, the LACDA will add clarifying language in its Administrative Plan stating that families will receive HUD-required VAWA forms when they are denied admission and when they are admitted to the program, specifically when a family is leased up, and the HAP contract has been established with the owner, as well as when adult members are added to the program after the family has been admitted.

3. Letter of Authorization for HAP Contract Execution

Currently, the LACDA's Administrative Plan states that once the agency has received the appropriate authorization to enter a HAP contract with an owner, this letter of authorization will remain in effect until it is replaced by another authorization or until the HAP contract is terminated.

Moving forward, the LACDA will update the language in its Administrative Plan to clarify that once proper authorization has been obtained to enter a HAP contract with an owner, the letter of authorization will remain valid for the specified unit or building as detailed in the letter. This authorization will continue until it is terminated by the owner or replaced by a different authorization.

4. Voucher Issuance

Currently, the LACDA's Administrative Plan allows families to request a waiver to rent a unit with fewer bedrooms than their voucher size, provided that the unit does not exceed the maximum occupancy requirements.

Moving forward, the LACDA will update its Administrative Plan to clarify that families are not required to request a waiver to lease an otherwise acceptable unit that complies with the maximum occupancy requirements.

The Administrative Plan and ACOP include additional language changes that are statutory, regulatory, and/or clarify existing policy.

Admissions and Continued Occupancy Policy (ACOP) and Administrative Plan Proposed Joint Policies

The LACDA implemented major joint policy changes for the Public Housing and Section 8 tenant-based rental assistance programs. The revised Public Housing ACOP and the Section 8 Administrative Plan jointly reflect the following changes:

1. Waiting List Purge

Currently, the LACDA's policy allows the purging of the Public Housing and Housing Choice Voucher (HCV) waiting lists at least once a year by a mailing to all applicants to ensure that the waiting list is current and accurate.

Effective July 1, 2025, the LACDA will purge its waiting lists at least once every three (3) years by a mailing and email blast to all registrants to ensure that the waiting lists are current.

2. Waiting List Registration

Currently, when a family registers for the LACDA waiting list, preliminary information is collected, including the family's address, social security number, date of birth, income, family composition, and disability status.

Effective July 1, 2025, the LACDA will expand the information collected during a family's registration process. Additionally, registrants can update any changes in their circumstances or information at any time by reporting in writing or updating their online portal account in the LACDA's HARP system.

During the registration process, whether through the application phone line or website, the LACDA will obtain the following information:

- Residential, mailing, and/or employment address (if applicable) of the head of household;
- Name, date of birth, and social security number of head of household, co-head/marital type partner, and each additional member;
- Household's gross annual income;
- Referral from an Agency;
- Disability status for each member;
- Veteran status;
- Homeless status;
 - Registrants experiencing homelessness within LACDA's jurisdiction will not require residency verification until they are selected from the waitlist. Once selected, verified homeless registrants living within the LACDA's jurisdiction will qualify for the local preference.
- VAWA status;

- Accessibility requirement, if any (need for an accessible unit with specific features);
- Date and time of registration and registration/confirmation number;
- Admission preference, if any;
- Race and ethnicity of the head of household;
- The specific Public Housing waitlist(s) selected;
- Email address and contact number;
- Registrants preferred designated contact method; and
- If applicable, a point of contact (i.e., emergency number, social services contact person, etc.).

The Administrative Plan, and ACOP include language changes that are statutory, regulatory, and/or clarify existing policy.

Section 24 of the Code of Federal Regulations, Part §903.17, requires a public hearing to approve the Agency Plan. Copies of the Agency Plan were made available for review and comment during a public review and comment period from December 30, 2024, to February 13, 2025, at twelve housing developments, LACDA administrative offices, and the LACDA website. Notices of the availability of the documents and the Board meeting date were also published in newspapers of general circulation during the public comment period. On March 19, 2025, the Housing Advisory Committee recommended approval of the Agency Plan.

The Summary of Public Outreach regarding the Agency Plan and a list of the eight (8) Public Housing Program developments are provided as Attachments A and B, respectively.

At the conclusion of the Public Review and Comment period, the LACDA will provide to the Board all public comments pertaining to the Agency Plan. Public comments received are included in the Board-approved Agency Plan and are submitted to HUD.

ENVIRONMENTAL DOCUMENTATION

Approval of the Agency Plan is exempt from the provisions of the National Environmental Policy Act (NEPA) pursuant to 24 Code of Federal Regulations, Part 58, Section 58.34 (a)(1), because it involves planning activities that will not have a physical impact on or result in any physical changes to the environment. The activities are also not subject to the provisions of CEQA pursuant to State CEQA Guidelines 15060(c)(3) and 15378, because they are not defined as a project under CEQA and do not have the potential for causing a significant effect on the environment.

Prior to implementation of any particular project, an Environmental Service Request will be submitted to the LACDA's Environmental Services Unit for review. Each project will receive an environmental clearance in accordance with CEQA Guidelines and NEPA regulations before proceeding with the project.

Housing Advisory Committee

March 19, 2025

Page 24

IMPACT ON CURRENT PROGRAMS

Submission of the Agency Plan is required by HUD for the receipt of CFP funds and for the continuation of the Public Housing and HCV Programs.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Emilio Salas". The signature is written in a cursive style with a large initial "E" and a long, sweeping tail.

EMILIO SALAS
Executive Director

Enclosures

Attachment A

Summary of Public Outreach

Section 511 of the QHWRA instructs every Public Housing Agency to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Agency Plan, as well as on any significant amendments or modifications. Residents of the Public Housing Program and Section 8 HCV Program, including participants of the Project-Based Program, were invited to join the RAB to learn about the programs outlined in the Agency Plan and to provide their input.

Summary of RAB Activities

Public Housing Program

The LACDA's regular annual RAB meetings were held virtually and in community rooms at our properties. This new format is to accommodate residents who do not have a means of transportation. This also assisted in providing peace of mind for residents due to the ongoing health concerns surrounding various diseases.

In addition to limited in-person meetings, individual telephone calls and an email blast with details and instructions were made to inform RAB members of the RAB meeting.

Section 8 Program

To accommodate the LACDA's RAB members, the LACDA held two RAB meetings via a ZOOM conference call. An email with details and instructions was sent out to RAB members and calls were made in advance to ensure RAB members would be able to attend the RAB meeting remotely.

Other Outreach Activities

- Overall, the RAB was content with the Agency Plan goals, as they are in line with Los Angeles County's housing needs. Given the uncertainty of the mandated HUD policy changes to the programs, there were no comments from the RAB. This has been noted under Section C.2 of the 5-Year PHA Plan (Form HUD-50075-5Y).
- As needed, translators are made available during the Public Housing and Section 8 RAB meetings.
- In December 2024, a public notice was posted to all Public Housing residents notifying them of the Public Review and Comment Period.
- In December 2024, an email to stakeholders and participating cities was sent announcing the commencement of the Public Review period and inviting them to comment.
- In December 2024, a public notice announcing the Public Review and Comment Period was published in the Los Angeles Times, La Opinion, the Daily News, Los Angeles Sentinel, the Daily Breeze, and the Long Beach Press Telegram.

- During the Public Review and Comment Period, the Agency Plan was made available at eight (8) housing developments, the LACDA Administrative Office in Alhambra, the Section 8 Palmdale office, and the LACDA website.
- Summaries of the Agency Plan were available during the Public Review and Comment Period in Russian and Spanish at the above locations and on the LACDA's website (<https://www.lacda.org/section-8/shared-info/public-documents>).

Attachment B

<u>Housing Development</u>	<u>Address</u>	<u>District</u>
1. Nueva Maravilla	4919 E. Cesar Chavez Los Angeles, CA 90022	1
2. South Scattered Sites Management office	10901 Vermont Ave. Los Angeles, CA 90044	2
3. South Bay Gardens	230 E 130 th St Los Angeles, CA 90061	2
4. Marina Manor	3405 Via Dolce Marina Del Rey, CA 90292	2
5. Kings Road Apartments	800 N Kings Road West Hollywood, CA 90069	3
6. Carmelitos Family	700 Via Wanda Long Beach, CA 90805	4
7. Harbor Hills	26607 S. Western Avenue Lomita, CA 90717	4
8. Orchard Arms	23520 Wiley Canyon Rd Valencia, CA 91355	5