RESOLUTION AUTHORIZING THE CHAIRPERSON & THE PRESIDENT AND CEO TO APPROVE
THE 2022 AGENCY PLAN FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT, APPROVING REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN.
AND APPROVING THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY
POLICY WITHOUT REVISIONS PURSUANT TO 24 CFR PART 903

Douglas Guthrie  
President & CEO

John H. King II  
Community Engagement Director

Carlos VanNatter  
Section 8 Director

Marisela Ucampo  
Housing Services Director

Purpose: To comply with HUD regulatory requirements and ensure the uninterrupted receipt of federal funds.

Reason:

Important changes in the operations and programs of public housing and tenant-based programs were made through the “Quality Housing Work Responsibility Act of 1990” (QHWRA). One of the most important changes was the introduction of the Public Housing Agency (PHA) Plan. HUD requires Housing Authorities to submit an Agency Plan, including a Five-Year Plan and an Annual Plan. The Five-Year Plan sets forth the Housing Authority’s long-range goals and objectives. The Annual Plan provides details about the Housing Authority’s operations, needs and strategies in the upcoming fiscal year. The submission deadline for Fiscal Year 2022 is October 16, 2021.

On June 25, 2021, the Housing Authority of the City of Los Angeles (HACLA) published notices announcing the availability of the draft 2022 Agency Plan for public review and made copies available to the Public Housing Resident Advisory Councils and Section 8 Advisory Committee members. Copies of the draft Agency Plan were available for review at 2600 Wilshire Boulevard and at http://www.hacla.org/publicdocs. Public housing residents and Section 8 participants were notified of the availability of the draft Agency Plan and the date, time and participation instructions for the Public Hearing.

Due to COVID-19, a total of two pre-publication and eight post-publication virtual meetings with residents were held with all large family developments and with the Public Housing Resident Advisory Boards. Three virtual meetings were held with Section 8 Advisory Committee members. The Board of Commissioners held the Public Hearing for the draft 2022 Agency Plan on August 12, 2021. There were extensive opportunities for public comment at all of these meetings.
HUD certifications to the 2022 Agency Plan will require execution by the Chairperson and the President & CEO for submission to HUD. The final 2022 Agency Plan will be transmitted electronically to HUD.

**Process Requirements:**

The regulatory requirements are:

1. *The PHA must publish a Notice in a newspaper advising of the availability of the document, the location where it can be inspected, and the date, time, and location of the Public Hearing. A copy of the draft Agency Plan must be available at the Central Office at least 45 days before the Public Hearing.*

On June 25, 2021, HACLA published a notice announcing the availability of the draft 2022 Agency Plan for public review in the Los Angeles Times. Notices also ran in seven local newspapers. Copies of the draft Agency Plan were mailed to Public Housing residents and Section 8 Advisory Committee members who requested them. Copies of the draft Agency Plan were available for review at 2600 Wilshire Boulevard and all large housing developments. As recommended by HUD, a copy of the draft Agency Plan was posted at our website at [www.hacla.org](http://www.hacla.org). The draft Agency Plan was available for public review and comment for 48 days. This exceeds the required 45-day comment period requirement.

Over sixty community advocacy groups were invited via e-mail to attend a scheduled pre-publication meeting on May 11, 2021, to discuss and receive suggestions on the draft Agency Plan. Additionally, after publication the same advocacy groups were also invited to a second virtual meeting held on July 27, 2021 to discuss the published draft Agency Plan.

2. *The Board of Commissioners shall conduct a Public Hearing relative to the draft Agency Plan.*

The Board of Commissioners held a virtual Public Hearing on August 12, 2021, to discuss the draft 2022 Agency Plan.

3. *Establish a Resident Advisory Board whose membership must reflect and represent the residents assisted by the PHA, including participants receiving tenant-based or project-based assistance. The PHA must consider the recommendations of the Resident Advisory Board in preparing the final Agency Plan and include a description of how the concerns were addressed.*

Three meetings were conducted with the Public Housing Resident Advisory Boards: 1) pre-publication on April 29, 2021 with the Housing Authority Resident Advisory Council (HARAC); 2) pre-publication on March 18, 2021 with the Resident Advisory Councils (RACs); and 3) post-publication a combined virtual meeting was held on July 15, 2021 for RAC and HARAC members. Additionally, five virtual meetings were held for all the fourteen large family developments from June 29th through July 20, 2021. Finally, three virtual regional meetings were held with Section 8 Advisory Committee members on July 27th, July 28th, and August 3, 2021.

HACLA considered all comments received.
4. *The regulations require the Agency Plan to be consistent with the City of Los Angeles’s Consolidated Plan.*

The City of Los Angeles Housing Department has certified that HACLA’s 2022 Agency Plan is consistent with the City’s Consolidated Plan.

**Final Agency Plan**

The final 2022 Agency Plan contains revisions to the Section 8 Administrative Plan for your approval. Such policy changes are listed in the final Agency Plan document as Attachment 2. Attachment 1 is reserved for changes to the Public Housing ACOP; this year, it is blank, as no changes are being made.

**Vision Plan:** The Vision Plan articulates HACLA’s mission and organizational values in terms of People, Place, and Pathways goals. People goals focus on improving resident well-being and ensuring residents live in safer, healthier communities with a broad range of programs and services. Place goals relate to affordable housing preservation and expansion, and Pathways goals emphasize internal capacity-building, staff accountability and innovation, and developing new community partnerships. The Agency Plan as a whole is consistent with these values. The sections of the Agency Plan addressing Revision of PHA Plan Elements and New Activities, along with the Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy, provide concrete examples of the numerous steps HACLA is taking in pursuit of these goals.

**Funding:** This approval requires no funds.

**Environmental Review:** Not Applicable.

**Section 3:** Not Applicable.

**Attachments:**

1. Resolution
2. Summary of Changes
3. Final 2022 Agency Plan and Attachments
RESOLUTION AUTHORIZING THE CHAIRPERSON & THE PRESIDENT AND CEO TO APPROVE THE 2022 AGENCY PLAN FOR SUBMISSION TO THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, APPROVING REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN, AND APPROVING THE PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY POLICY WITHOUT REVISIONS PURSUANT TO 24 CFR PART 903

WHEREAS, the Quality Housing Work Responsibility Act of 1998 (QHWRA) and Federal regulations require Public Housing Agencies to submit an Agency Plan to the U.S. Department of Housing and Urban Development (HUD);

WHEREAS, the Housing Authority of the City of Los Angeles (HACLA) completed a draft 2022 Agency Plan containing all of the required elements, including a Five-Year Plan and Annual Plan;

WHEREAS, HACLA published a notice in seven local newspapers on June 25, 2021 advising of the availability of the draft 2022 Agency Plan for public inspection and comment and the date, time, and location of the Public Hearing;

WHEREAS, copies of the draft 2022 Agency Plan were delivered to all Resident Advisory Council (RAC) offices;

WHEREAS, copies of the draft 2022 Agency Plan were available for review at 2600 Wilshire Boulevard, all large housing developments, the Asset Management Division office, and Section 8 offices;

WHEREAS, three meetings were conducted with the Public Housing Resident Advisory Boards: 1) pre-publication on March 18, 2021 with the Resident Advisory Councils (RACs); 2) pre-publication on April 29, 2021 with the Housing Authority Resident Advisory Council (HARAC); and 3) post-publication on July 15, 2021 with both RAC and HARAC members. Additionally, five virtual HACLA meetings were held for the fourteen large family developments from June 29, 2021 – July 20, 2021 and three regional virtual meetings were held with Section 8 Advisory Committee members on July 27th, July 28th, and August 3, 2021;

WHEREAS, two meetings were held with community advocacy groups on May 11, 2021, and July 27, 2021;

WHEREAS, HACLA’s Board of Commissioners held a Public Hearing on August 12, 2021 to discuss the draft 2022 Agency Plan;

WHEREAS, HACLA has considered the oral and written comments from all sources in the development of the final 2022 Agency Plan;

WHEREAS, the final 2022 Agency Plan includes no changes to the Public Housing Admissions and Continued Occupancy Policy (ACOP);

WHEREAS, the final 2022 Agency Plan includes changes to the Section 8 Administrative Plan in the following areas: Section 1.7 Relationship of the Section 8 Administrative Plan; 1.9 General Organization of the Housing Authority; 1.10 Organization of the Section 8 Department; 1.11 Code of Conduct and Ethical Standards; 2.1 Objective I: Outreach to Lower Income Families; 2.6 Objective VI: Promoting Equal Opportunity Employment Policies and Practices; 2.7 Objective VII: Training, Employment, and Contracting Opportunities For Businesses (Section 3/MBE/WBE/LSA); 2.7.1 Section 3/MBE/WBE/LSA Policy Statement; 2.7.2 Responsible
Proposer Requirements; 2.7.3 Good-Faith Efforts; 2.7.4 Outreach to Vendors; 2.7.5 Compliance with Section 3 of the Housing & Urban Development Act of 1968; 2.8 Objective VIII: Maintenance of Records; 2.8.1 Record Management Policy; 2.8.2 Employee Responsibilities; 2.8.3 Privacy; Restricted Access; 2.9 Objective IX: Providing Accessibility for Persons With Disabilities; 2.11 Objective XI: Providing Bilingual Services; 2.12 Objective XII: Expanding Housing Opportunities; 2.12.1 Areas of Minority Concentration; 2.12.2 Areas of Poverty Concentration; 2.12.3 Correlation with Rental Rates; 2.12.4 Interpretation of Data; 2.12.5 Actions of the HACLA to Expand Housing Opportunities; Chapter 3 APPLICATIONS, REFERRALS AND PROGRAMS; 3.2 Referrals; 3.2.1.2.8 Moving to Opportunity (MTO) Program (Demonstration Program); 3.2.1.2.10 Welfare to Work (WW) Vouchers; 3.3.4 Special Programs Which Do Not Use the HACLA’s Waiting List; 3.3.4.1. Programs with Owner Maintained Waiting Lists, 3.3.4.1.1 New Construction and Substantial Rehab Programs; 3.3.4.1.2 Community Investment Demonstration Program; 3.3.4.2 Special Programs Exempt From the PHA Waiting List; 3.3.4.2.1 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals (MRP-SRO); 3.3.4.2.2 Continuum of Care Program; 5.13 Determining U.S. Residency; 5.15 Admission Of Low Income Families – Special Eligibility Criteria; 5.17.1 Priority 1 Preference – Special Programs and Other Referrals; 5.20 PBV, MRP, MRP-SRO, HOPWA and Tenant-based Section 8 Screening; 5.22 Desirability of Family; 6.14.1 Proration at Initial Implementation of the Residency Rule; 6.16.1 Initial Implementation of the Residency Rule; 6.17.2 Allowable Absence from the Unit; 7.1 General Considerations; 7.2 Hierarchy and Methods of Verification; 7.2.2 Electronic Verification (EV); 7.2.3 Third Party Written Verification; 7.2.6 Document Review – Material Provided by the Family; 7.3.1 Verification for Participants; 7.4.2 Discrepancies with No Substantial Difference; Chapter 16. SPECIAL PROCEDURES FOR THE MODERATE REHABILITATION SINGLE ROOM OCCUPANCY PROGRAM FOR HOMELESS INDIVIDUALS (MRP-SRO); 16.1 Method for Selecting Owners - Request for Proposals Process; 16.1.1 Content of Proposals; 16.1.2 Tenant Outreach; 16.1.3 Temporary Relocation and Displacement; 16.1.4 Reservation of Rights; 16.1.5 Proposal Ranking and Recommendation Process; 16.2 Proposal Selection Process; 16.3 Selection of Contractor; 16.4 Tenant Outreach Procedures; 16.5 Temporary Relocation Policy; 16.6 Monitoring the Provision of Supportive Services; 16.7 Underhousing in MRP-SRO Units; 16.8 Requests for Reasonable Accommodation; 16.9 Rental Assistance Demonstration and Project Based Vouchers; 16.9.1. Eligible Units; 16.9.2. Relocation and Right to Return; 16.9.3 Site Selection and Neighborhood Standards; 16.9.4. Change in Unit Configuration; 16.9.5. Term of the RAD PBV Contract; 16.9.6. Initial Contract Rents; 16.9.7 Re-determining Rent to Owner - Rent Reasonableness; 16.9.8. Under-Occupied Units; 16.9.9. Limitation on Screening for Residents upon Conversion to RAD PBV; 16.9.10. Homeless Preference for SRO Conversion to RAD PBV; 16.9.11 Resident Notification; Chapter 17 Special procedure – Project Based Voucher Program; 16.47 Rental Assistance Demonstration and Section 8 Moderate Rehabilitation; 16.47.1. Eligible Units; 16.47.2. Relocation and Right to Return; 16.47.3 Site Selection and Neighborhood Standards; 16.47.4. Change in Unit Configuration; 16.47.5. Term of the RAD PBV Contract; 16.47.6. Initial Contract Rents; 16.47.7 Re-determining Rent to Owner - Rent Reasonableness; 16.47.8. Under-Occupied Units; 16.47.9. Limitation on Screening for Residents upon Conversion to RAD PBV; 16.47.10. Homeless Preference for SRO Conversion to RAD PBV; 16.47.11 Resident Notification; 17.47. Requests for Reasonable Accommodation; Deleting Chapter 18. SPECIAL PROCEDURES FOR THE CONTINUUM OF CARE PROGRAM; 18.1 Method for Selecting Grant Participants - Request for Proposals Process; 18.2 Additional Program Prerequisites and Selection Criteria; 18.3 Selection Process; 18.4 Procedures for Managing Funds Provided by HUD for the CoC Program; 18.4.1 HUD Advisory on Rent Reasonableness in the CoC Program; 18.4.2 Identification and Selection of Units; 18.4.3 Inspections; 18.4.4 Determining Which Unit the Participant Will Occupy; 18.4.5 Placement and Assistance in Finding Appropriate Housing; 18.4.6 Rent Calculations - Determining the Rental Assistance Payment; 18.4.7 Adjustment to Rents; 18.4.8 Change in the Number of Units; 18.4.9
Safeguards to Prevent Misuse of Funds; 18.5 Interjurisdictional Agreements; 18.6 Special Rules Governing All Components; 18.6.1 Outreach; 18.6.2 Screening for Criminal History and Grounds for Denials; 18.6.3 Mobility Options for Families with Tenant-Based Rental Assistance; 18.6.4 Supportive Service Match Requirement; 18.6.5 Reporting Requirements; 18.6.6 Family Absences; 18.6.7 Limitations on Moving; 18.6.8 Transfer Between Components; 18.6.9 Underhousing; 18.6.10 Requests for Reasonable Accommodation; 18.6.11 Family Obligations; 18.6.12 Terminating Participants; 18.6.13 Surviving or Remaining Members of a Family; 18.6.14 Referral to the Housing Choice Voucher Program; 18.7 Tenant-based Rental Assistance – CoC Component (TRA); 18.7.1 Initial Gross Rent; 18.7.2 Security Deposit; 18.7.3 Statement of Family Responsibility; 18.8 Project-based Rental Assistance (PRA) and Sponsor-based Rental Assistance (SRA) CoC Components; 18.8.1 Security Deposit; 18.8.2 Occupancy Agreement - Initial Term; 18.8.3 Tenant Caused Damages During Occupancy; 18.8.4 Authority Reimbursement for Unpaid Rent or Damages; 18.8.5 Payment for a Vacated Unit; 18.9 Sponsor-based CoC Component (SRA); 18.9.1 Location of Assisted Units; 18.9.2 Tenant Transfer Between Units; 18.10 Moderate Rehabilitation for Single Room Occupancy (SRO) Component; 18.10.1 Security Deposit; 18.10.2 Term of Lease; 18.10.3 Authority Reimbursement for Unpaid Rent or Damages; 18.10.4 Payment for Vacated Unit; Renumbering: Chapter 19 Use of Section 8 Administrative Fee Reserves, Chapter 20 Special Procedures – Section 8 Homeownership Program; and Chapter 21 Special Procedures – HUD-VASH; and

WHEREAS, the City of Los Angeles Housing Department has certified that HACLA’s 2022 Agency Plan is consistent with the City’s Consolidated Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners: 1) approve the 2022 Agency Plan for submission to the U.S. Department of Housing and Urban Development; 2) approve revisions to the Section 8 Administrative Plan; 3) approve the Public Housing Admissions and Continued Occupancy Policy without any revisions; and 4) authorize the Chairperson and the President & CEO to execute any and all certifications and/or documents required by HUD for the 2022 Agency Plan.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes the President and CEO, or delegate, to submit the 2022 Agency Plan to HUD.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately.

HOUSING AUTHORITY OF THE
CITY OF LOS ANGELES

By: __________________________
Chairperson Cielo Castro

APPROVED AS TO FORM:

BY: _________________________
General Counsel James Johnson

DATE ADOPTED:______________________
ATTACHMENT 2

Summary of Changes
2022 Agency Plan
Summary of Proposed Changes

2022 Agency Plan - Document Section

Updates were made to the following sections:

Page 1, removed Public Hearing information.
Page 6, updated number of Public Housing under the PHA Information Section.
Page 16, updated Capital Fund amount, under Financial Resources information.
Page 23, deleted Rose Hill Courts Phase I information.
Page 26, updated Development (project) number for Rancho San Pedro.
Page 27, updated Rancho San Pedro section adding description of the Transformation Plan and community outreach activities that include the development of a relocation plan.
Page 29, updated to December 31, 2026 for Jordan Downs, the projected end date under the Demolition/Disposition Activity Description section.
Page 30, updated Rose Hills Courts Financing Plan information for Phase II.
Page 31, updated Development (project) number for Rose Hills Courts.
Page 32, updated Development (project) number for Rancho San Pedro.
Page 33, updated Development (project) number for Jordan - Scattered.
Page 36, updated PIC Development ID number.
Page 40, updated reference to the City of Los Angeles Housing Department.

Public Housing
(Attachment 1)

There are no ACOP changes for next year.
The proposed changes are as follows: (same as in Draft version)

**In various sections**

- In various sections of the Section 8 Admin Plan, deleting sections that do not need to be included in the Section 8 Admin Plan, clarifying language, making technical corrections that include references to new or renamed sections including PIH Notices, and removing references to the Section 8 Manual of Policy and Procedure and in some cases replacing with reference to HACLA Memos and Directives.

**General Organization of the Housing Authority**

- Removing language referring to other departments and the Section 8 Director and what he oversees.
- Removing description of the various Departments and staffing responsibilities.
- Removing the Code of Conduct and Ethical Standards, Procurement and Contracting, Prohibition on Gifts and Gratuities, Contract Provisions since such policies are under the Human Resource Department.

**Objective I: Outreach to Lower Income Families**

- Deleting section describing outreach to lower income families as part of the application process.

**Objective VI: Promoting Equal Opportunity Employment Policies and Practices**

- Deleting sections on Promoting Equal Opportunity Employment Policies and Practices because such policies are under the HACLA’s Human Resource Department.
Objective VIII: Maintenance of Records

- Deleting sections on Maintenance of Records because such policies are under the HACLA's Human Resource Department.

Objective XI: Providing Bilingual Services

- Deleting section.

Objective XII: Expanding Housing Opportunities

- Removing reference to Supplemental Owner Outreach Programs and reference to 2010 Census information regarding clear racial/ethnic majority.

Actions of the HACLA to Expand Housing Opportunities

- To clarify sections, removing section heading and removing reference to Random Digit Dialing surveys, requirement to every other year analyze census date for area exception rents, and at least every other year (if supported by census data), request from HUD area exception rents or payment standards.

Chapter 3 APPLICATIONS, REFERRALS AND PROGRAMS


Referrals

- For clarification, renaming section to Referrals to the Waiting List and adding Housing Choice Voucher to the waiting list reference.

Moving to Opportunity (MTO) Program (Demonstration Program), Welfare to Work (WtW) Vouchers

- For clarification, adding that these programs are no longer taking applications. And removing from the Welfare to Work section of the Waiting List information since it is no longer applicable in various other sections.
Admission Of Low Income Families - Special Eligibility Criteria

- Removing reference to Chapter 18, Special Procedures for the CoC Program since the section is being removed.

Priority 1 Preference - Special Programs and Other Referrals

- For clarification and emphasis adding “on the HCV waiting list” and removing outdated references or updating section references.

On Section PBV, MRP, MRP-SRO, HOPWA and Tenant-based Section 8 Screening and Desirability of Family

- Removing from section references to MRP, MRP-SRO, and HOPWA and language referring to the Continuum of Care program.

Allowable Absence from the Unit

- Removing from section references to the Continuum of Care program.

Hierarchy and Methods of Verification

- Modifying hierarchy to include Upfront Income Verification (UIV) using non-HUD system as instructed by PIH Notice 2018-18 and removing Document Review.

Third Party Written Verification

- Adding for clarification and emphasis that it is illegal to reproduce a U.S. Treasury check and that HACLA does not allow reproduction of State checks. When third party verification has failed staff is instructed to document by completing form RE-35, Verification of Income – Check Witnessed.
Document Review - Material Provided by the Family

- Removing section.

Chapter 16. SPECIAL PROCEDURES FOR THE MODERATE REHABILITATION SINGLE ROOM OCCUPANCY PROGRAM FOR HOMELESS INDIVIDUALS (MRP-SRO)

- Removing outdated information.

Chapter 17 Special procedure - Project Based Voucher Program

- Renaming Chapter 16 Special procedure - Project Based Voucher Program and adding information on Rental Assistance Demonstration (RAD) and Section 8 Moderate Rehabilitation, including Eligible Units, Relocation and Right of Return, Site Selection and Neighborhood Standards, Change in Unit Configuration, Term of the RAD PBV Contract, Initial Contract Rent, Re-determining Rent to Owner – Rent Reasonableness, Under-Occupied Units, Limitation on Screening for Residents upon Conversion to RAD PBV, Homeless Preference for SRO Conversion to RAD PBV, and Resident Notification.

Chapter 18. SPECIAL PROCEDURES FOR THE CONTINUUM OF CARE PROGRAM

- Removing chapter because the Continuum of Care is not a Section 8 program.

Chapter 19 Use of Section 8 Administrative Fee Reserves

- Renumbered to Chapter 17.

Chapter 20 Special Procedures - Section 8 Homeownership Program

- Renumbered to Chapter 18.

Chapter 21 Special Procedures - HUD-VASH

- Renumbered to Chapter 19.
Attachment 3
Response to Comments

- Included in the Final Draft & Final versions of the document.

Attachment 4
Certification Forms

- Included in the Final Draft & Final versions of the document.

Attachment 5
Residents Rights Under Rental Assistance Demonstration (RAD)

- This is an attachment that provides information on RAD that includes Residents Rights under RAD.
ATTACHMENT 3

Final Draft Agency Plan and Attachments
Housing Authority of the City of Los Angeles
Year 2022 Agency Plan

FINAL DRAFT AGENCY PLAN

- Annual Plan for Fiscal Year 2022
- 5 Year Plan for Fiscal Years 2020 - 2024

September 23, 2021
Board of Commissioners
Cielo Castro, Chairperson
Daniel Tenenbaum Vice-Chairperson
Noramay Cadena
Lucelia Hooper
Delfino De La Cruz Jr.
Ana Bryan
Taelor Bakewell

President & Chief Executive Officer (CEO)
Douglas Guthrie

Chief Administrative Officer (CAO)
Marlene Garza

Chief Programs Officer (CPO)
Margarita Lares

Chief Strategic Development Officer (CSDO)
Jenny Scanlin

Senior Staff
Howard Baum, Deputy General Counsel
Eric Brown, Intergovernmental Relations and Communications Director
James Johnson, General Counsel
Patricia Kataura, Finance Director
John R. King II, Community Engagement Director
Annie Markarian, Labor and Employee Relations Director
Marisela Ocampo, Housing Services Director
Goeffrey Moen, Development Services Director
Tina Smith-Booth, Asset Management Director
Carlos Van Natter, Section 8 Director
Luis Yataco, Information Technology Director

Prepared by:
Juan A. Garcia, Systems & Procedures Supervisor

Housing Authority of the City of Los Angeles (HACLA)
2600 Wilshire Blvd
Los Angeles, CA 90057
www.hacla.org
Contents

EXECUTIVE SUMMARY .............................................................................................................. 4

A. PHA INFORMATION .............................................................................................................. 6
   A. 1 GENERAL INFORMATION .............................................................................................................. 6

5-YEAR PLAN INFORMATION .................................................................................................... 7
   MISSION ........................................................................................................................................... 7
   GOALS AND OBJECTIVES .................................................................................................................... 7
   VIOLENCE AGAINST WOMEN ACT (VAWA) GOALS .................................................................................. 10
   RESIDENT ADVISORY BOARD (RAB) COMMENTS .................................................................................... 10
   CERTIFICATION BY STATE OR LOCAL OFFICIALS ...................................................................................... 11
   PHA PLAN ELEMENTS & AGENCY PLAN AVAILABILITY: ............................................................................. 11
   PHA INVENTORY ................................................................................................................................... 12

B. ANNUAL PLAN ELEMENTS ............................................................................................... 13
   B.1 REVISION OF PHA PLAN ELEMENTS. .............................................................................................. 13
      I. STATEMENT OF HOUSING NEEDS ................................................................................................ 13
      DECONCENTRATION AND OTHER POLICIES GOVERNING ELIGIBILITY, SELECTION AND ADMISSIONS. ...................... 14
      FINANCIAL RESOURCES ................................................................................................................... 16
      RENT DETERMINATION. ....................................................................................................................... 17
      SAFETY AND CRIME PREVENTION (VAWA) ........................................................................................... 18
         a) Safety and Crime Prevention: .......................................................................................... 18
         b) Violence Against Women Act Implemented Changes .......................................................... 19
      PET POLICY ....................................................................................................................................... 20
      SIGNIFICANT AMENDMENT/SUBSTANTIAL DEVIATION ............................................................................... 20
   B.2 NEW ACTIVITIES. ........................................................................................................ 21
      I. HOPE VI OR CHOICE NEIGHBORHOODS (CN) IMPLEMENTATION GRANTS .............................................. 21
      MIXED FINANCE MODERNIZATION OR DEVELOPMENT: .............................................................................. 27
      DEMOLITION AND/OR DISPOSITION .................................................................................................... 27
      CONVERSION OF PUBLIC HOUSING ...................................................................................................... 33
         a) Conversion of Public Housing to Project Based Assistance under RAD ........................................ 33
      PROPERTY RETENTION ....................................................................................................................... 39
      VOLUNTARY COMPLIANCE AGREEMENT (VCA), ORDERS, AND RULINGS CERTIFICATION: ....................... 40
      PROJECT-BASED VOUCHERS STATEMENT: ............................................................................................. 40
      OTHER CAPITAL GRANT PROGRAMS .................................................................................................... 45
   B.3 PROGRESS REPORT ..................................................................................................... 45
   B.4 MOST RECENT FISCAL YEAR AUDIT. ........................................................................... 46

C. OTHER DOCUMENT AND/ OR CERTIFICATION REQUIREMENTS. .................................... 47
   C.1 CERTIFICATION LISTING POLICIES AND PROGRAMS THAT THE PHA HAS REVISED SINCE SUBMISSION OF ITS LAST ANNUAL PLAN ................................................................. 47
   C.2 CIVIL RIGHTS CERTIFICATION .......................................................................................... 47
   C.3 RESIDENT ADVISORY BOARD (RAB) COMMENTS ............................................................................. 47
   C.4 CERTIFICATION BY STATE OR LOCAL OFFICIALS. .............................................................................. 47

D. STATEMENT OF CAPITAL IMPROVEMENTS...................................................................... 48
   D.1 CAPITAL IMPROVEMENTS. .......................................................................................... 49
Executive Summary

[24 CFR Part 903.7 9 (r)]

The Housing Authority of the City of Los Angeles (HACLA) has prepared the following Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements. This Agency Plan contains an update to the Annual Agency Plan and five-year plan. Listed below are some of the primary goals that HACLA currently plans to pursue in the upcoming year and on the new 5-Year Plan:

- Maintain Effective Housing Authority Housing Programs in Conformance with HUD and Industry Standards;
- Finance the Redevelopment and Rehabilitation of the Public Housing Assets and Apply Asset Management Techniques to Preserve the Public Investment;
- Improve the Public Housing Community Environment through a Public Safety Approach that Focuses on Analysis and Prevention;
- Maintain Comprehensive Economic Development and Self-Sufficiency Opportunities for Extremely-Low, Very-Low and Low-Income Residents and Program Participants;
- Preserve and increase the supply of affordable housing in perpetuity, strengthen communities in which those housing units are located, and increase access to supportive programs and services;
- Establish a multi-layered framework for achieving long-term financial and organizational sustainability and create a value system that guides every decision and action HACLA takes;
- Invest in leadership, community health and wellness, public safety, and trauma-informed service delivery to enhance residents’ well-being and overall quality of life;
- Build sustainable neighborhoods that incorporate green design, high-efficiency standards, and enhanced access to needed goods and services. Central to these activities will be minimizing displacement of current residents and developing a contract/charter for right to return.
- Value human capital as a key to success, capitalize on HACLA’s expertise, and maximize leverage of HACLA’s investments and funding.
- Tap into innovative thinking, internally and externally. Develop organizational infrastructure for a 21st century approach to public housing.
HACLA’s Annual Plan is based on the premise that accomplishing the above 5-year goals and objectives will move HACLA in a direction consistent with its mission. The ability of HACLA to accomplish the above goals will be dependent on appropriate funding from the U.S. Congress and HUD that is commensurate with regulations that HACLA must meet. The plans, statements, budget summary, policies, etc. set forth in this Annual Plan all lead towards the accomplishment of HACLA’s goals and objectives. Taken as a whole, they outline a comprehensive approach towards HACLA’s goals and objectives and are consistent with the City of Los Angeles Consolidated Plan. Below are a few highlights from HACLA’s Annual Plan:

- **Update of HACLA’s Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy (ACOP);**
- **Emphasis on Public Housing Revitalization and Redevelopment;**
- **Certification of Consistency with the City of Los Angeles Consolidated Plan; and**
- **Profile of Current HACLA Resources.**
A. PHA Information

A. 1 General Information

PHA Name: **Housing Authority of the City of Los Angeles**
PHA Code: **CA004**
PHA Type: ☐ Small  ☑ High Performer
PHA Plan for Fiscal Year Beginning: **January 2022**
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
Number of Public Housing (PH) Units: **6,488**
Number of Housing Choice Vouchers (HCVs): **51,141**
Other S8 Housing Assistance Programs: **6,002**
Total Combined: **57,143**  PHA Plan Submission Type: ☑ 5-Year Plan Submission
☐ Revised 5-Year Plan Submission

**Availability of Information.** In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

☐ PHA Consortia: **N/ A**

<table>
<thead>
<tr>
<th>Participating PHAs</th>
<th>PHA Code</th>
<th>Program(s) in the Consortia</th>
<th>Program(s) not in the Consortia</th>
<th>No. of Units in Each Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lead PHA:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

PH | HCV
5-Year Plan Information

Mission

HACLA will collaborate with residents and public, non-profit and private entities to create viable, healthy communities and to empower able residents to achieve financial independence. We will achieve the above while maintaining strong internal controls and developing and maintaining a strong culture of mutual respect, fiscal responsibility, and ethical behavior by our employees, residents and other key stakeholders.

Goals and Objectives

In an effort to improve its properties, HACLA will pursue all available federally assisted housing opportunities, and seek private and other public resources – this includes the option for debt-leveraged financing opportunities or Choice Neighborhoods Initiative (CNI) and other HUD programs. HACLA will explore and evaluate other options and programs that may assist in this effort including the Rental Assistance Demonstration (RAD) program.

HACLA will strive to continue to maintain its designation of “High Performer” under the Section Eight Management Assessment Program (SEMAP) and the Public Housing Assessment System (PHAS). It will work to improve the specific factors listed below:

For Public Housing, improve or work toward the following goals:

- Improve resident quality of life and promote self-sufficiency through the implementation of various human capital development initiatives
- Target capital expenditures to those capital needs identified by recent Physical Needs Assessments (PNA)
- Prepare portfolio wide strategy for the long-term viability of HACLA affordable housing stock
- Explore the feasibility of public housing or homeownership programs within the context of revitalization activity. Due to insufficient federal and other funds, HACLA has had to reduce the amount of services that are available to residents.
- Implement a community engagement process with public housing residents and other stakeholders on the public housing budget development process.
For Section 8, improve or work toward the following goals:

- Apply for additional vouchers if made available by HUD
- Seek partnerships with entities to further the goal of creating additional housing opportunities
- Explore all available avenues to de-concentrate low income families with the goal of expanding mixed income communities
- Review voucher payment standards and revise as necessary
- Apply for additional Veterans Affairs Supportive Housing (VASH) vouchers if they become available
- Expand the Family Self-Sufficiency (FSS) program and the homeownership program by seeking additional HUD funding
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Project-base up to 4,500 Section 8 tenant-based vouchers
- Explore the possibility of increasing the number of employed persons in assisted families
- Explore the possibility to provide or attract supportive services to improve assistance to recipients’ employability
- Provide or attract supportive services to increase independence for the elderly or persons with disabilities

For both programs:

- Offer automated and streamlined service options, including: Automated Clearing House (ACH) direct deposit for Housing Assistance Payments (HAP) to landlords and the Walk-in Payments (WIPs) system and Rent Café portal for public housing residents. These changes are being implemented to expedite payments, reduce the agency’s environmental footprint, decrease fraud, and adhere to current industry best practices.
- Provide ongoing staff training on annual reviews, rent collections, rent calculations, verification, and PHAS and SEMAP performance standards
- Implement regulatory changes on a timely basis
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender expression, gender identity, age, medical condition, disability, genetic information, marital status, familial status, disability, or source of income.

- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, ancestry, sex, sexual orientation, gender, gender expression, gender identity, age, medical condition, disability, genetic information, marital status, familial status, disability, or source of income.

- Undertake affirmative measures to ensure accessible housing to persons with disabilities regardless of unit size required.

HACLA will participate in any of the following initiatives or funding opportunities if they help meet HACLA's goals and mission:

- Choice Neighborhoods Initiative Funding (CNI)
- Rental Assistance Demonstration (RAD)

HACLA will participate in such initiatives if they meet most of the following criteria:

- Provide one-for-one replacement
- Represent no significant negative impact to resident/participant
- Increase and/or preserve affordable housing stock
- Provide additional revenues for HACLA

HACLA will conduct outreach meetings with the community prior to participation or submission of any application for any program that meets the criteria outlined above.

Progress Report

- In 2016, HACLA received HUD approval for its Jordan Downs Multi-phased Demolition and Disposition Application to demolish and dispose of 630 Public Housing units within the Jordan Downs AMP. HACLA also previously received approval for RAD conversion of 70 units in Jordan Downs AMP and in FY2017 and FY2018, achieved closing of the initial two phases of the Jordan Downs redevelopment that included these 70 RAD units. In 2016, HACLA also received a Multi-phase award for 120 additional RAD units to be converted in future phases. Any of the additional units converted under RAD will be relinquishing their Section 18 Demo/Dispo approval. In 2019, HACLA received a Commitment to Enter into a HAP (CHAP) for 101 units that will be developed in four of the next phases.
In 2017, HACLA received CHAP award for RAD conversion of 11 units at Rose Hill Courts. HACLA will seek Section 18 Demo/Dispo approval for the remaining 89 units.

In FY2017, HACLA submitted a $1.3 million Choice Neighborhoods (CN) Planning and Action Grant application for the Rancho San Pedro public housing site. In early 2018, HACLA was awarded the HUD CN grant, which will help finance planning and community engagement activities and limited community and economic development activities.

In order to improve the Agency's capacity to preserve and expand its role in producing and supporting deeply affordable housing and healthy communities, HACLA developed and adopted a twenty-five (25) year Vision Plan in FY2018.

In FY2019, HACLA submitted a $35 million Choice Neighborhoods Initiative (CNI) Implementation Grant application for the Jordan Downs site. In April 2020, HACLA was awarded the HUD CNI grant, which will help redevelop conversion of distressed public housing into mixed income housing and revitalize the surrounding neighborhood of Watts.

In FY2020, HACLA received Section 18 demolition and disposition approval from HUD for 89 units of the Rose Hill Courts project and entered into a Converting Awaiting Transfer (“CAT”) agreement for the early demolition and conversion of 7 vacant RAD units located in the Phase I footprint.

In FY2020, HACLA received CHAP award for the RAD conversion of the public housing units at Pueblo Del Sol Phase I and Phase II and achieved resyndication/RAD conversion/PBV conversion of eligible Tax credit units for the Pueblo Del Sol Phase I project.

In FY2021, HACLA achieved the resyndication/RAD conversion/PBV conversion of eligible Tax credit units for the Pueblo Del Sol Phase II project. HACLA achieved Section 18 Disposition approval for the disposition of a few small non-dwelling properties originally associated with the prior Aliso Village project to be conveyed to the Los Angeles Unified School District as part of a land exchange.

Violence Against Women Act (VAWA) Goals

➢ See section Safety and Crime Prevention (VAWA).

Significant Amendment or Modification

➢ See section on Significant Amendment

Resident Advisory Board (RAB) Comments

➢ See Attachment 3 of the Final and Final Draft
Certification by State or Local Officials

- See Attachment 4 of the Final and Final Draft

PHA Plan Elements & Agency Plan Availability:

Copies of the 2021 Draft Agency Plan and past Agency Plans are made available for review in English and Spanish at [http://www.hacla.org/About-Us/Public-Documents/Agency-Plans](http://www.hacla.org/About-Us/Public-Documents/Agency-Plans) and at:

- Public Housing Development Management Offices
- Asset Management Department Offices
- RAC Offices
- Section 8 Offices
  - South
  - Valley
- HACLA’s central office located on the first-floor lobby at 2600 Wilshire Blvd., Los Angeles, CA 90057

Please note that at the time of publication, due to COVID-19, HACLA’s offices are currently closed to the public. If you wish to order a hard copy of this document, please contact Juan Garcia at (213) 252-1855 or email your request to Juan.Garcia@hacla.org and a copy will be mailed to you. As stated previously, if you wish to get an electronic version, you can go to [http://www.hacla.org/About-Us/Public-Documents/Agency-Plans](http://www.hacla.org/About-Us/Public-Documents/Agency-Plans).

Eligibility, Selection and Admissions Policies including Deconcentration and Waitlist Procedures are included for the Section 8 program in the Section 8 Administrative Plan and for the Public Housing program in the Admission and Continued Occupancy Policy (ACOP). HACLA’s policies and procedures adhere to the Code of Federal Regulations and all applicable state and local laws. These documents include policies and procedures governing resident or tenant eligibility, selection and admission including applicable preferences for both programs. Additionally, the ACOP describes unit assignment policies for public housing.

Both the Section 8 Administrative Plan & the ACOP include the procedures for maintaining waitlists for admission.
PHA Inventory

**HUD Programs Under PHA Management**

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Units or Families Served at Year Beginning 2021</th>
<th>Expected Annual Turnover</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Housing</td>
<td>6,682</td>
<td>260</td>
</tr>
<tr>
<td>S8 Vouchers &amp; Portability</td>
<td>30,066</td>
<td>1,203</td>
</tr>
<tr>
<td>HUD-VASH(^1)</td>
<td>2,719</td>
<td>281</td>
</tr>
<tr>
<td>Non-Elderly Disabled</td>
<td>286</td>
<td>11</td>
</tr>
<tr>
<td>Family Unification Program</td>
<td>237</td>
<td>9</td>
</tr>
<tr>
<td>Tenant Protection</td>
<td>1,037</td>
<td>41</td>
</tr>
<tr>
<td>Mainstream Year 5</td>
<td>117</td>
<td>5</td>
</tr>
<tr>
<td>Welfare to Work</td>
<td>205</td>
<td>8</td>
</tr>
<tr>
<td>Project-Based Voucher</td>
<td>4,352</td>
<td>174</td>
</tr>
<tr>
<td>WL Limited Preference Homeless</td>
<td>3,885</td>
<td>155</td>
</tr>
<tr>
<td>WL Limited Preference TBSH(^2)</td>
<td>633</td>
<td>25</td>
</tr>
<tr>
<td>WL Limited Preference HVI(^3)</td>
<td>156</td>
<td>6</td>
</tr>
<tr>
<td>S8 Homeownership</td>
<td>32</td>
<td>1</td>
</tr>
<tr>
<td>Public Housing Drug Elimination Program (PHDEP)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>HOPE VI</td>
<td>(242 Units included in Public Housing Numbers Above)</td>
<td>216</td>
</tr>
<tr>
<td>Continuum of Care</td>
<td>3,644</td>
<td>187</td>
</tr>
<tr>
<td>Section 8 Moderate Rehabilitation</td>
<td>1,091</td>
<td>44</td>
</tr>
<tr>
<td>HOPWA(^4)</td>
<td>227</td>
<td>9</td>
</tr>
<tr>
<td><strong>Total Expected Turnover</strong></td>
<td></td>
<td><strong>2,422</strong></td>
</tr>
</tbody>
</table>

\(^1\) VASH – Veterans Affairs Supportive Housing Program  
\(^2\) TBSH - Tenant Based Supportive Housing Program  
\(^3\) HVI – Homeless Veterans Initiative  
\(^4\) HOPWA - Housing Opportunities for Persons With AIDS Program
B. Annual Plan Elements.

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?

<table>
<thead>
<tr>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</td>
<td>✓</td>
</tr>
<tr>
<td>Financial Resources.</td>
<td>□</td>
</tr>
<tr>
<td>Rent Determination.</td>
<td>□</td>
</tr>
<tr>
<td>Homeownership Programs.</td>
<td>□</td>
</tr>
<tr>
<td>Safety and Crime Prevention.</td>
<td>□</td>
</tr>
<tr>
<td>Pet Policy.</td>
<td>□</td>
</tr>
<tr>
<td>Substantial Deviation.</td>
<td>□</td>
</tr>
<tr>
<td>Significant Amendment/Modification</td>
<td>□</td>
</tr>
</tbody>
</table>

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

i. Statement of Housing Needs

HACLA contributes to the development of the Housing Element which is produced by the Los Angeles Department of City Planning. The Housing Element of the City of Los Angeles addresses the housing needs of the City's residents based on a comprehensive overview of the City's population, household types, housing stock characteristics, and special needs. Among other findings, the analysis indicates that the City's residents experience high rates of housing cost burdens, low home ownership rates, and loss of existing low-rent housing. These issues inform the policies and programs of the City in coordination with HACLA and other agencies to relieve these housing pressures for the City's residents. Chapter 1 Housing Needs Assessment, of the Housing Element provides a thorough assessment of the housing needs in Los Angeles. You may access this document on the internet by going to:

http://cityplanning.lacity.org/HousingInitiatives/HousingElement/TOCHousingElement.htm
Deconcentration and other Policies Governing Eligibility, Selection and Admissions.

Section 8 - Rental Rate Data

Data indicates that affordable rental rates are a key element in providing expanded housing opportunities and efforts at deconcentration. High rental rates impede mobility out of areas of poverty and minority concentration. HUD Fair Market Rents (FMRs), established using a formula indexed to the 40th percentile rent (the dollar amount below which 40% of standard quality units are rented), do little to improve mobility. To encourage the participation of owners of units located outside areas of poverty and minority concentration in the tenant-based program, the voucher payment standard must be set at a level which will allow tenant-based families to rent in these areas and allow a fair market return to participating owners. This key factor drives HACLA’s actions for expanding housing opportunities and deconcentration.

Public Housing - Admission & Deconcentration Policy

1. Annually, HACLA analyzes the incomes of families residing in each of the developments, the income levels of the census tracts in which the developments are located, and the income levels of families on the waiting list.

2. Based on this analysis, HACLA will determine the level of marketing strategies and which deconcentration incentives to implement.

3. HACLA will affirmatively market its housing to all eligible income groups.

   Applicants will not be steered to a particular site based solely on the family’s income.

4. The deconcentration policy, and any incentives adopted in the future, will be applied in a consistent and non-discriminatory manner.

5. HACLA shall provide in its Annual Plan an analysis of Deconcentration and Income Mixing for each fiscal year. The analysis will identify those sites whose average incomes are below 85% and above 115% HACLA’s average income for covered properties. Incomes that are above 115% of HACLA’s average but still below 30% of the area median income shall not be considered “higher income.” The analysis shall provide explanations as to why sites are outside of the 85% - 115% range and strategies HACLA will implement to address if needed.

In accordance with the Quality Housing and Work Responsibility Act of 1998 (QHWRA), 40% of all new admissions to the public housing program are at or below 30% of the AMI. Additionally, 40% of new admissions are at or below 50% AMI, and the remaining 20% cannot exceed 80% AMI per federal regulations. Given these restrictions, the term “higher-income” within public housing is a slight misnomer.
HACLA operates a community-wide wait list and applicants are offered up to three locations once they are certified for eligibility to the program. Units offered are based on the available vacancies on the day of offer. All offers made are “blind” offers - there is no consideration or factoring of the applicant’s race, ethnicity, or any other protected classification (outside of basic eligibility criteria). Due to the size of the wait list (over 70,000), HACLA will update the waitlist by notifying all currently on the list as of May 31st to respond by July 2, 2021 indicating their interest to remain on the list. Additionally, effective July 3rd, the wait list will be closed for families requesting a one (1) bedroom size unit. This is due to the number of families on the list for one bedrooms and the unlikelihood that they will ever be housed in a reasonable timeframe. It is hoped that once the wait list has been updated there will be an improvement in the rate in applicants who respond to initial eligibility interview appointments. The current show rate is approximately 50%.

Based on the analysis of January 2021 income levels at the 12 family developments subject to this, most are “income neutral” falling between 85% of the HACLA average and 30% of the AMI. Only two sites are “low” income and three sites are higher income with incomes exceeding 115% of the HACLA average.

HACLA encourages families to move towards and achieve self-sufficiency through a collection of efforts. HACLA has adopted a robust Section 3 Policy and Compliance plan to ensure that contractors undertaking HACLA projects meet or exceed HUD labor hour benchmarks, commit to and provide jobs, trainings and other economic opportunities to the residents. A dedicated Section 3 Compliance Administrator monitors contractors for compliance to ensure that commitments are fulfilled and that residents are provided with jobs and resources to achieve their career and educational goals. HACLA operates Work Source Centers, Computer Learning Centers, and a policy of no interim increases between reviews (unless there was an interim for a decrease). Many HACLA residents have been successful in achieving self-sufficiency and becoming true higher income earners in their communities. The success in encouraging families to move towards higher income and remain in the communities to act as stabilizers and role models may be jeopardized by recent legislative changes, such as the Housing Opportunity Through Modernization Act (HOTMA), that place restrictions on the ability for “over-income” households to remain as residents of public housing. HACLA is now required to begin to notify those higher income households of their “over-income” status. HUD has not provided guidance on how rents for these families are to be set following the two-year window they have once they have been formally notified of their over income status.
## Financial Resources

### Planned Sources and Uses

<table>
<thead>
<tr>
<th>Sources</th>
<th>Planned $</th>
<th>Planned Uses</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Federal Grants (FY 2021 grants)</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Public Housing Operating Fund</td>
<td>$23,052,374</td>
<td>Operations</td>
</tr>
<tr>
<td>b) Public Housing Capital Fund</td>
<td>$20,345,808</td>
<td>Capital Improvements</td>
</tr>
<tr>
<td>c) Annual Contributions for Section 8 Tenant-Based Assistance</td>
<td>$672,231,882</td>
<td>Housing Assistance</td>
</tr>
<tr>
<td><strong>2. Other Federal Grants</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) HOPWA, New Construction, Moderate Rehab, Shelter Plus Care, Continuum of Care, Supportive Housing, Family Self-Sufficiency</td>
<td>$60,643,427</td>
<td>Housing Assistance</td>
</tr>
<tr>
<td>b) MultiFamily Service Coordinators</td>
<td>$365,964</td>
<td>Resident Services</td>
</tr>
<tr>
<td>c) WIOA Cluster (Adult, Youth, Dislocated Worker)</td>
<td>$978,724</td>
<td>Workforce Training</td>
</tr>
<tr>
<td><strong>3. Public Housing Dwelling Rental Income</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$36,527,123</td>
<td>Operations</td>
</tr>
<tr>
<td><strong>4. Non-Federal Sources</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a) Payment in Lieu of Taxes</td>
<td>$2,794,978</td>
<td>Resident Services and Safety</td>
</tr>
<tr>
<td>b) AB 1913 Housing Based Day Supervision</td>
<td>$528,793</td>
<td>Resident Youth</td>
</tr>
<tr>
<td><strong>Total Resources</strong></td>
<td><strong>$817,469,073</strong></td>
<td></td>
</tr>
</tbody>
</table>
Rent Determination.

Rent Determination

Rent determination policies and procedures are found in the Section 8 Administrative Plan & the Public Housing ACOP for their respective programs. The HACLA has no rent ceiling rents and there are no plans to adopt any discretionary deductions or exclusions. Both Public Housing and the Section 8 program have a $50 minimum rent that will continue to remain in effect. As required by the regulations financial hardship provisions are made available to residents and participants of both programs who qualify.

In accordance with the 2015 Appropriation Bill and subsequent HUD PIH Notice, HACLA sets its Flat Rent for Public Housing at the 80th percentile of the Small Area Fair Market Rent (SAFMR).

Voucher Payment Standards

At least annually, HACLA assesses its voucher payment standards to ensure they are adequate and reviews current HUD guidance regarding payment standards to determine actions available to establish appropriate payment standards.

Section 8 may request exception payment standards (in excess of the PHA’s allowable “basic range” as defined by HUD) to increase housing opportunities for assisted families by allowing them to move out of more challenged neighborhoods and into neighborhoods that are closer to supportive services, if needed.

Homeownership Capacity Statement

In accordance with 24 CFR 982.625, “Homeownership Option: General”, the HACLA supports programs and activities that support self-sufficiency for its clients. To meet this objective, HACLA exercises the option under the Section 8 regulations (24 CFR 982.625 et seq.) to allow the use of Section 8 vouchers for homeownership. Due to the dictates of the Los Angeles real estate market, Section 8 homeownership is primarily feasible in conjunction with first time homebuyer programs. Therefore, the program may initially be limited by the availability of first time homebuyer programs. HACLA may limit homeownership to a maximum number of searching families at any time, reduce the program size, or suspend the program at its discretion. [Section 8 Administrative Plan, Section 20.1, Program Purpose]
Safety and Crime Prevention (VAWA)

a) Safety and Crime Prevention:

Public Housing

Site security and safety were rated as high concerns from the residents that participated in HACLA’s Vision Plan process. To address these concerns HACLA remains committed to the implementation and maintenance of safety and security measures which can be of assistance to law enforcement in reduction of criminal activity. HACLA has replaced a costly and outdated camera systems at those sites that currently have surveillance equipment (Imperial Courts, Nickerson Gardens, Jordan Downs, Avalon Gardens, Estrada Courts, Pico Gardens/Las Casitas and Mar Vista Gardens) HACLA will be utilizing PILOT and LOMOD funds to expand and continue upgrading the camera systems at 12 of its 14 large public housing sites with the exclusion of Jordan Downs and Rose Hills Courts due to those sites undergoing redevelopment projects. HACLA will also continue to apply for additional grants and funding sources to expand its security and ensure the safety of its residents.

In 2011, HACLA implemented the Community Safety Partnership (CSP) with the Los Angeles Police Department (LAPD) at four public housing sites: Nickerson Gardens, Jordan Downs, Imperial Courts and Ramona Gardens to improve public safety, foster police-community relationships, enrich resident quality of life and increase community engagement.

Since then it has grown to include four additional sites, expanding first to Avalon Gardens and Gonzaque Village in 2015, then to Pueblo Del Rio in 2016 and, most recently, in October 2019 to San Fernando Gardens. There are now eight developments served by the CSP Program, deploying seventy Police Officers and seven supervising Sergeants citywide.

In December 2014, HACLA’s Board of Commissioners (BOC) approved a 5-Year Memorandum of Agreement (MOA) with LAPD to operate the CSP Program (Resolution 9177). The BOC subsequently approved 4 amendments to the extant MOA: first, in 2016, to expand the CSP Program to the Pueblo Del Rio public housing development. Second, in October 2019, to expand the CSP Program to the San Fernando Gardens public housing development. Third, in November 2019, to extend the existing MOA for six months from January 1 to June 30, 2020. The fourth and final amendment was approved in June 2020, providing a further six-month extension from July 1 to December 31 2020.

HACLA and LAPD agreed to a new 5-Year Memorandum of Agreement (MOA) in December 2020. The MOA’s term runs from January 1 2021 to December 31 2025 and seeks to re-envision CSP program operations and services in the community, drawing on stakeholders’ mutual experience over the past several years. The agreement draws on and reflects two recent program assessments conducted by independent researchers at the Urban Institute and UCLA, respectively.
**b) Violence Against Women Act Implemented Changes**

HACLA in response to the Violence Against Women Act (VAWA) has implemented changes to the Section 8 Administrative Plan and the Public Housing ACOP and lease. Such changes include:

- Bifurcation of the Public Housing lease for victims of domestic violence, dating violence, stalking or sexual assault.

- That an applicant or participant is, or has been, a victim of domestic violence, dating violence, stalking or sexual assault, is not an appropriate basis for denial or termination of program assistance, or for denial of admission to any assisted housing program, if the applicant otherwise qualifies for assistance or admission.

- HACLA may not terminate assistance to a participant in any assisted housing program on the basis of an incident or incidents of actual or threatened domestic violence, dating violence, stalking or sexual assault against that participant.

- Vouchers shall not be cancelled for a member or members of a family who move out in violation of the lease due to a threat or perceived threat of domestic violence dating violence, stalking, or sexual assault. Portability benefits remain unaffected.

- Criminal activity directly relating to domestic violence, dating violence, stalking or sexual assault shall not be considered a serious or repeated violation of the lease by the victim or threatened victim of that criminal activity or justify termination of assistance to the victim or threatened victim.

For more detail, language changes please refer to the Public Housing Lease Agreement and Section 8 Administrative Plan Sections:

- 6.19.4 Actual or Threatened Physical Violence
- 6.19.5 Certification of Domestic Violence
- 8.3 Denial of Portable Voucher for Moves in Violation of the Lease
- 12.2.2 Exceptions to Limitations on Moving
- 13.5.1 Domestic Violence, Dating, Stalking and Sexual Assault
- 13.8.1 Serious or Repeated Violation of the Lease
- 13.8.9 Eviction from Assisted Housing
- Public Housing Lease Agreement

HACLA will work with non-profit organizations to apply for grants to provide additional services for victims of domestic violence.

Residents who find themselves in a domestic violence situation are provided the 1-800 Hot Line Numbers (1-800-799-7233) to best access the appropriate local resources for her/him.
Pet Policy

HACLA has not revised its Keeping of Animal Policy since the last Agency Plan. Residents are allowed to own common (non-exotic) household birds and/or fish. The ownership of dogs and cats as a “pet” is restricted to seniors per State Law. Residents are able to have an animal for a disability related need if the need is verified. The HACLA Keeping of Animal Policy was developed with the input of residents and the Resident Advisory Board.

Significant Amendment/Substantial Deviation

**Significant Amendment/ Substantial Deviation**

As mandated by the U.S. Department of Housing and Urban Development, HACLA must define what is a substantial change to the Agency Plan. For the purpose of this definition, “substantial” shall mean the same as “significant”. If a proposed change to the Agency Plan is considered a substantial change it must undergo a public process that includes: consultation with the Resident Advisory Board, a public comment period, public notification of where and how the proposed change can be reviewed, and approval by the HACLA Board of Commissioners. Therefore, HACLA defines significant changes to the Agency Plan to be:

- Changes to tenant/resident admissions policies;
- Changes to the Section 8 termination policy;
- Changes to the tenant/resident screening policy;
- Changes to public housing rent policies;
- Changes to the organization of the waiting list;
- Changes in the use of replacement reserve funds under the Capital Fund;
- Changes in regard to demolition, disposition, designation, or conversion activities.

An exception to this definition will be made for any of the above that are adopted to reflect changes in HUD regulatory requirements as well as Congressional statues; such changes will not be considered significant amendments by HUD.

Additionally, the following RAD specific items do not constitute a Substantial Deviation or Significant Amendment/Modification to the Agency Plan:

a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and

c. Changes to the financing structure for each approved RAD conversion.

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA’s current Fiscal Year?

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Y  N

- Hope VI or Choice Neighborhoods (CN) Implementation Grant.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities) Grants or Emergency Safety and Security Grants.

(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

<table>
<thead>
<tr>
<th>PROJECT</th>
<th>ADDRESS</th>
<th>TOTAL HACLA UNITS</th>
<th>TARGET POPULATION</th>
<th>ESTIMATED COMPLETION DATE/ HAP EXECUTION DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>649 Lofts</td>
<td>649 S. Wall St.</td>
<td>18</td>
<td>Veterans - HUD PIH</td>
<td>3/5/2021</td>
</tr>
<tr>
<td>Best Western NoHo (HOMEKEY)</td>
<td>11135 Burbank Boulevard</td>
<td>69</td>
<td>Homeless/At-Risk</td>
<td>4/30/2021</td>
</tr>
<tr>
<td>Broadway Apartments</td>
<td>301 W. 49th St.</td>
<td>34</td>
<td>Veterans</td>
<td>4/30/2021</td>
</tr>
<tr>
<td>Community Name</td>
<td>Address</td>
<td>Unit Count</td>
<td>Occupancy Type</td>
<td>Date</td>
</tr>
<tr>
<td>----------------</td>
<td>---------</td>
<td>------------</td>
<td>---------------------------------</td>
<td>----------</td>
</tr>
<tr>
<td>Cadence (formerly 11408 S. Central Ave.)</td>
<td>11408 S. Central Ave.</td>
<td>63</td>
<td>Individuals &amp; Families</td>
<td>11/15/2021</td>
</tr>
<tr>
<td>Casa de Rosas Campus</td>
<td>2600 Hoover St.</td>
<td>18</td>
<td>Veterans</td>
<td>7/1/2021</td>
</tr>
<tr>
<td>Emerson Apartments (Melrose Apts)</td>
<td>4766 W. Melrose Ave.</td>
<td>21</td>
<td>Veterans</td>
<td>6/18/2021</td>
</tr>
<tr>
<td>Hartford Villas</td>
<td>445-449 Hartford Ave.</td>
<td>100</td>
<td>Individuals &amp; Veterans - HUD PIH</td>
<td>8/31/2021</td>
</tr>
<tr>
<td>Jordan Downs Area H</td>
<td>9901 S. Alameda St.</td>
<td>49</td>
<td>Non-Homeless</td>
<td>11/30/2021</td>
</tr>
<tr>
<td>Marian Place</td>
<td>2213 S. Marian Place</td>
<td>8</td>
<td>Individuals &amp; Families</td>
<td>12/31/2021</td>
</tr>
<tr>
<td>McCadden Campus Senior Housing</td>
<td>1118 N. McCadden Pl.</td>
<td>25</td>
<td>Seniors</td>
<td>6/1/2021</td>
</tr>
<tr>
<td>Missouri Place Apartments</td>
<td>11950 W. Missouri Ave</td>
<td>44</td>
<td>Families &amp; Individuals</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>PATH Villas Montclair</td>
<td>4220 W. Mont Clair St.</td>
<td>45</td>
<td>Individuals</td>
<td>8/25/2021</td>
</tr>
<tr>
<td>Rise Apartments</td>
<td>4050 S. Figueroa St.</td>
<td>56</td>
<td>Veterans</td>
<td>4/15/2021</td>
</tr>
<tr>
<td>Rosa de Castilla</td>
<td>4208 E. Huntington Dr. S.</td>
<td>63</td>
<td>Veterans &amp; Seniors</td>
<td>6/30/2021</td>
</tr>
<tr>
<td>SP7</td>
<td>513 E. 7th St. &amp; 647 S. San Pedro St.</td>
<td>81</td>
<td>Individuals &amp; Veterans</td>
<td>5/15/2021</td>
</tr>
<tr>
<td>Super 8 (HOMEKEY)</td>
<td>7631 Topanga Canyon Boulevard</td>
<td>51</td>
<td>Homeless/At-Risk</td>
<td>4/30/2021</td>
</tr>
<tr>
<td>West Third Apartments</td>
<td>1900 W. Third St.</td>
<td>136</td>
<td>Veterans</td>
<td>9/30/2021</td>
</tr>
<tr>
<td>Western Avenue Apartments</td>
<td>5501 S. Western Ave.</td>
<td>32</td>
<td>Veterans</td>
<td>4/15/2021</td>
</tr>
</tbody>
</table>
HOPE VI or Choice Neighborhoods (CN) Implementation Grants

The Choice Neighborhoods Initiative (CNI) differs from its predecessor, the HOPE VI program in that it is open to more than public housing agencies and properties. The goal is to begin positive transformation not only to the selected property, but the surrounding neighborhood as well. The three goals of the CNI program are to transform distressed housing, support positive outcomes for families in the targeted neighborhood, and to transform neighborhoods of poverty into viable mixed-income neighborhoods with access to well-functioning services. CNI parameters include the requirement of one-for-one replacement, resident involvement, right-to-return if lease compliant, activities and services to promote self-sufficiency, and the inclusion of energy-efficient design principles.

There are two types of Choice Neighborhoods grants. Smaller "Planning" grants to help selected communities create a plan for transformation and to build community support. "Implementation" grants are for those communities who already have a plan and community support and have proven the capacity to leverage additional financial resources and resources to be able to begin the transformation of the community. HACLA reserves the right to apply for Choice Neighborhoods Planning or Implementation grants for all Public Housing sites and surrounding neighborhoods, including the Central San Pedro neighborhood incorporating the Rancho San Pedro site and the area around William Mead. HACLA has received a Choice Neighborhoods Planning grant for Rancho San Pedro, and has received a Choice Neighborhoods Implementation grant for the Watts Rising neighborhood incorporating the Jordan Downs site.

William Mead

Preliminary conversations have taken place with the William Mead Resident Advisory Council and the Council Office regarding the feasibility of applying for a CNI Planning Grant. In 2021, HACLA engaged a consultant to assist in the preparation of an application for a planning grant. Should a final decision be made to pursue CNI funding, or if the agency decides to begin a planning process without HUD CNI funding, HACLA will initiate a robust community engagement and education process to obtain input from residents and community stakeholders. Furthermore, we believe the Transformation Plan process established by HUD is a “best practice” approach and HACLA is committed to following the process, which establishes a plan for People, Housing and Neighborhood. We will connect fully with residents, business and neighborhood stakeholders as we establish the parameters of investment and opportunity for William Mead, its residents and the surrounding neighborhood. We will build off existing planning processes and undertake an approach that is comprehensive and inclusive in nature, keeping in mind the highest outcome is the improvement of the lives of the people we serve. As part of the redevelopment planning for William Mead over the coming year, HACLA may submit a RAD application to HUD to maximize resources for RAD conversion of some of the units on the site.
The vision for the revitalization of Jordan Downs was initiated in 2008 with the full support of Congresswoman Maxine Waters and then-Mayor Antonio Villaraigosa. It also garnered a broad backing from Jordan Downs residents, community members and stakeholders. In that year, HACLA purchased an adjacent 21-acre vacant property which would allow for the redevelopment and expansion of Jordan Downs using a Build-First model intended to minimize the long-term displacement of its current residents. All residents in good standing will be afforded the right to return and move into a newly constructed Project unit. Residents may elect to receive a tenant-based Section 8 voucher and move to a comparable and appropriately sized replacement unit in a community of their choice, or they may choose to move to an available comparable public housing unit within a different public housing development owned by HACLA, if a unit is available at the time of their relocation.

In early 2009, HACLA launched a comprehensive planning process which solicited input from a wide range of community members and stakeholders. This effort produced a Community-Based Master Plan (Plan) which calls for replacement of the existing 60-year old 700-unit housing community with up to 1,800 new affordable and market-rate homes. HACLA will maintain its firm commitment for a one-for-one replacement of existing units and housing of current public housing residents in good standing including extremely low income families and they will have the opportunity to return to a unit in the new redevelopment. The Plan also includes the addition of ample green space, a community center and much needed neighborhood retail and commercial uses.

The Jordan Downs redevelopment Plan is also accompanied by a comprehensive Human Capital Plan to provide family support, job training and community programs to empower families towards self-sufficiency.

In August of 2012, HACLA selected a Master Developer partner comprised of The Michaels Organization and BRIDGE Housing to help implement the redevelopment Plan.

In 2013, HACLA secured land-use entitlements from the City of Los Angeles which includes a Specific Plan outlining the zoning and development guidelines for the redevelopment Plan.

In March 2015, the 21-acre property was annexed from the County of Los Angeles into the City of Los Angeles. Environmental remediation of this property started in May 2015 and by November 2016, the Department of Toxic Substances Control (DTSC) issued a Remedial Action Completion Certificate (RACR) confirming the finalization of all soil-related remediation activities. The Remedial Action Plan was finalized and approved by DTSC in July 2017. A small portion of the commercial site at Alameda and 97th Street is impacted by off-site soil vapor gas and in April 2018, DTSC and HACLA negotiated, finalized and recorded a Land Use Covenant outlining the allowable development uses on the commercial site. In May 2018, DTSC approved a set of Design
Documents and an Operations & Maintenance manual to establish the standard for construction of a vapor intrusion mitigation system within the foundation of selected commercial structures and to guide the future operations and maintenance of that system.

Phase 1A of the redevelopment project, comprising 115 units, achieved financial closing in March 2017 and commenced construction in May 2017. Construction completion and full occupancy was achieved in October 2019.

Phase 1B achieved financial closing in June 2018 and construction began shortly thereafter. This phase includes 133 affordable units and 2 manager units. Construction was completed by November 2020 and full occupancy should be achieved by June 2021.

Phase 1C is a 115,000 square-foot neighborhood retail center. HACLA worked with an experienced urban commercial retail developer, Primestor Development, Inc., on development of this phase. Phase 1C achieved financial closing in June 2018 and began construction shortly thereafter. Construction of the structures (“shell”) were completed in July 2019, while interior tenant improvements for all major retailers was completed by Fall 2020. Operations by some retailers began in January 2020, with the grand opening of Smart and Final grocery store and Blink Fitness followed by the lease up of Ross Dress for Less, Nike, Bright Now Dental, LA Nails, The Habit, Starbucks, One West Bank, and Southern Girl Deserts. The retail center is approximately 90% leased up.

Phase Area H is an 80 units comprised of 1, 2, 3 & 4 bedroom units. Phase Area H achieved financial closing in January 2020 and construction began shortly thereafter. This phase will include 79 affordable units and 1 manager units. Construction is projected to be completed by November 2021 while occupancy is projected to begin starting in December 2021.

Phase S2 of the redevelopment is an 81 units project consisting of 63 PBV units, 17 RAD units and one manager's unit. S2 will be funded with 4 % federal and state tax credits in addition to Transformative Climate Communities (TCC) that will be primarily used for gap financing. S2 was recently awarded a $2,000,000 infill infrastructure grant award and will have a financial closing in Summer 2021.

Phase S3 achieved financial closing in March 2020 and construction began shortly thereafter. This phase will include 91 affordable units and 1 manager unit. Construction is projected to be completed by January 2022 while occupancy is projected to begin starting in February 2022. Phase S3 of the redevelopment is a 92-unit project consisting of 48 PBV units, 25 RAD units, 18 tax credit units and one manager's unit. S3 is funded with federal and state tax credit and AHSC for primary gap financing in addition to a 9% LIHTC and conventional financing.

In 2020 HACLA entered into an agreement with Primestor Inc to develop the community center and installation of its new central parks. This effort will include the redesign and reprogramming of the existing center as well as providing green space to the new community. Homeownership opportunities are also being vetted within the community as well as its permanent placement.

As part of the redevelopment project and to ensure the success of the overall new community, HACLA worked with various City departments to extend the existing Century Boulevard artery. This approximately ½-mile road will serve as a main spine through the redeveloped Jordan Downs
community and will help reconnect the housing community to the larger community of Watts. The City of Los Angeles Bureau of Engineering (BOE) led the roadway design process and retained a qualified contractor to implement the plans. BOE issued a Notice to Proceed on May 1, 2017 and completed the roadway extension project in September 2018. Since then six additional new streets have been built out by the development team as arterial roadways off Century Boulevard.

In April 2020, HACLA was awarded a $35 million Choice Neighborhoods Initiative (CNI) Implementation Grant for the Jordan Downs project which will help redevelop conversion of distressed public housing into mixed income housing and revitalize the surrounding neighborhood of Watts.

**Rancho San Pedro**

<table>
<thead>
<tr>
<th>Name of Development</th>
<th>Rancho San Pedro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Number</td>
<td>CA004000404</td>
</tr>
<tr>
<td>Number of Units</td>
<td>478</td>
</tr>
</tbody>
</table>

In 2015, HACLA, with the support of Council District (CD) 15, conducted a Feasibility Study of Rancho San Pedro on the market conditions and possible development scenarios for revitalizing Rancho San Pedro. In 2017, HACLA began working with the residents and community stakeholders in furtherance of a long-term plan for Rancho San Pedro. The residents and community stakeholders have been engaged through a series of visioning exercises to assist in preparing a Transformation Plan, which will include a community benefits plan and principles for the redevelopment of Rancho San Pedro, as well as to provide guidance for the revitalization of the public and/or assisted housing units and surrounding neighborhood.

In FY2017, HACLA released a two stage Request for Proposal seeking compelling proposals from developers to transform the Rancho San Pedro (RSP) public housing site into a vibrant mixed-income/mixed-use community that interconnects with the neighborhood. In late August, 2017, HACLA BOC approved the selection of the Richman Group (Richman) and their One San Pedro Collaborative partners for the Rancho San Pedro Redevelopment and authorized HACLA to enter into a 90-day Exclusive Right to Negotiate a Master Development Agreement with Richman, that could be extended by two 90-day periods, if need be. HACLA and City Council District 15 organized a series of meetings with city partners, community stakeholders and the Rancho San Pedro RAC to kick off these redevelopment planning activities and has set up a Rancho San Pedro Community Advisory Committee and a new Community Coach Program for public housing residents as part of the community engagement process. To further garner resources for the transformation effort, in FY2017, HACLA submitted a $1.3 million Choice Neighborhoods (CN) Planning and Action Grant application for the Rancho San Pedro public housing site. In early 2018, HACLA was awarded the HUD CN grant, which will help finance planning and community engagement activities and limited community and economic development activities. Through the CN process, HACLA identified over 30 partners that serve on the Alliance, an organized group of human capital providers and our Community Advisory Committee, which guides the entire Transformation Plan.
In early 2019 HACLA began engaging the community around Action Activities, in conjunction with the neighborhood planning process. The implementation of the Action Activities Plan will help to create continued momentum throughout the planning process and build upon the neighborhood needs outlined in the Transformation Plan that was approved by HUD in March 2020. The Action Activity Plan implementation is underway with execution of Memorandum of Understanding (MOU) in April 2021 with HACLA and The City of Los Angeles Harbor Department (The Port of LA) to coordinate on the Harbor Boulevard Improvements Project as part of the Action Activity Plan. In addition, the Development team has continued to actively engage and further its reach into the community with the opening of the One San Pedro Collaborative office located in downtown San Pedro in May 2019. The development team and HACLA continue to work cohesively on the continued planning efforts of Rancho San Pedro with local government agencies to assist with the drafting the Specific Plan and the CEQA and NEPA process.

In addition, as of February 2021, HACLA and the development team are working with residents on the creation of a relocation plan for Rancho San Pedro. The team has also begun to identify additional sites near the property that may be acquired to be used for replacement housing as part of the redevelopment.

**Mixed Finance Modernization or Development:**

**Miscellaneous**

HACLA is continuing to explore opportunities for entering into debt-leveraged financing arrangements with private partners to redevelop, revitalize, or remodel selected properties. Debt-leveraging activity will be in accordance with HUD & State regulations.

**Demolition and/or Disposition**

**Jordan Downs Redevelopment**

In June 2016, HACLA received HUD approval for its Jordan Downs Multi-phased Demolition and Disposition Application to demolish and dispose of 630 Public Housing units within the Jordan Downs AMP in accordance with the phasing plan of the overall redevelopment; with the balance of 70 units already incorporated in the Rental Assistance Demonstration Program. Prior to the submission, HACLA carried out extensive consultation with the residents of Jordan Downs, the Jordan Downs Agency-wide Resident Council, the Resident Advisory Board, and the Jordan Downs Advisory Committee through a series of meetings in October and November 2015 in compliance with all required federal regulations.

The Demolition/Disposition application excluded the 70 Rental Assistance Demonstration (RAD) units that have a Commitment to Enter into a Housing Assistance Payment (CHAP) award and are undergoing RAD conversion under a separate process. The Demo/Dispo application also excludes 14 single-family scattered site units.
1a. Development name: **Jordan Downs**  
1b. Development (project) number: **CA004000416**

2. Activity type: Demolition ✕ Disposition ✖

3. Application status (select one)  
   - Approved ✕  
   - Submitted, pending approval ✖  
   - Planned application ✖

4. Date application approved, submitted, or planned for submission:  
   - Submitted - 3/14/2016  
   - Approved - 6/3/2016

5. Number of units affected: **630**

<table>
<thead>
<tr>
<th>Bedroom Type</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Bedroom</td>
<td>74</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>233</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>253</td>
</tr>
<tr>
<td>Four Bedroom</td>
<td>50</td>
</tr>
<tr>
<td>Five Bedroom</td>
<td>20</td>
</tr>
</tbody>
</table>

None of these units are UFAS units.

6. Coverage of action (select one)  
   - Part of the development - ✖  
   - Total development(s) - (phase demo/dispo per phasing plan)

7. Timeline for activity:  
   a. **Actual** or projected start date of activity: **05/01/2017**  
   b. Projected end date of activity: **12/31/2026**
Rose Hill Courts

Rose Hill Courts is a 100-unit public housing development built in the 1940’s.

In 2014, HACLA selected Related Companies of California (Related) through a Request for Qualifications (RFQ) to evaluate the viability of redeveloping or rehabilitating the Rose Hill Courts public housing site and if viable, to undertake the planning, entitlement, community outreach, funding and other related activities associated with the efforts.

In September 2017, HACLA obtained approval from its Board to examine the option of demolition and new construction including adding density to the development. Under this option, HACLA and Related propose to demolish the existing 100 units of public housing and replace them with up to 185 units of newly built rental affordable housing. The new units will be built in two phases; Phase I will consist of up to 89 units and is being designed to accommodate existing residents currently living onsite. Phase II will consist of up to 96 units and will provide new affordable family units.

In 2017, HACLA entered into a Memorandum of Understanding (“MOU”) with the City of Los Angeles (Department of City Planning) (“City”), to designate HACLA as the lead agency under the California Environmental Quality Act (“CEQA”). In 2019, the Board of Commissioners (BOC) certified the Environmental Impact Report (“EIR”) prepared in full compliance with California Environmental Quality Act (“CEQA”) and the State CEQA Guidelines for the teardown of the existing 100-unit Rose Hill Courts public housing site and its redevelopment into 185 units with supporting amenities. The BOC also adopted CEQA Findings of Fact, a Statement of Overriding Considerations, and the Mitigation Monitoring and Reporting Program (“MMRP”) and approved the Project. The Authority worked with the Housing & Community Investment Department (HCID/LA), the Responsible Entity, on a Part 58 NEPA review for the Project and prepared a Final Environmental Impact Statement (FEIS). In 2020, after completion of the public review period, HCID/LA published the Record of Decision and Request for Release of Funds (RROF) for a 15 day public comment period following which the RROF was executed and the submitted to HUD for approval. HUD provided HACLA with the Authority to Use Grant funds for the federal funds for this redevelopment. HACLA also completed the Section 106 process with the State Historic Preservation Office (“SHPO”) and HCID/LA, and the AB52 consultation with Native American Tribes that culminated in HACLA entering into a Programmatic Agreement (“PA”) with SHPO and HCID/LA.

In 2019, the Los Angeles City Planning Commission as the Responsible Agency under CEQA, considered the EIR and adopted the CEQA Findings of Fact and Statement of Overriding Considerations, and acknowledged the Mitigation Monitoring and Reporting Program, adopted Conditions of Approval, and approved the entitlement requests including public benefit project with alternate compliance and density bonus project with off-menu incentives.

The Relocation Plan for the new construction option was prepared in accordance with the requirements of the Uniform Relocation and Real Property Acquisition Policies Act of 1970, as Amended and Corresponding Relocation Requirements at 49 CFR Part 24, HUD Handbook 1378, California Government Code 7260, and Title 25 of the California Code of Regulations. The BOC
adopted the Relocation Plan in 2019. All existing tenants in the Phase I footprint were relocated between December 2020 and February 2021 in accordance with the Relocation Plan. Over the past five years, HACLA and Related conducted several meetings with residents of Rose Hill Courts and other community members to understand their needs and concerns and incorporate them into the redevelopment concept. All residents have received RAD Information Notices (RIN). Residents and community stakeholders were also informed about the plans to study the New Construction option. Numerous interactive design charrette and open houses were held with residents and the larger community to show the planning and conceptual design for the new construction project and to solicit feedback which were then incorporated in the revised design. HACLA also maintains ongoing communication with the LA32 Neighborhood Council and provides regular updates to CD14 staff.

In FY2016, HACLA submitted an application for RAD Conversion for 11 of the 100-units of housing at Rose Hill Courts. In FY2020, HACLA applied and received approval from HUD for the multi-phase Section 18 Disposition and Demolition of 89 units in Rose Hill Courts. The Project also received award for 13 Tenant Protection Vouchers and will be eligible for applying for another 76 TPVs prior to the relocation of the residents in the second phase.

By April 2021 HACLA completed the Abatement and Demolition of Admin Building & 6 Residential buildings in Phase I. In mid-2021, after receiving all the necessary Federal, State and Local funding, the Phase I project comprising 89 units of which 11 Rental Assistance Demonstration ("RAD") units and 77 non-RAD Section 8 Project Based Voucher ("PBV") units and a manager unit achieved financing closing. All 88 units are replacement units and will be made available to tenants of Rose Hill Courts based on seniority and with a preference for those households required to move off-site in order to construct Phase I.

HACLA and its Development partner, Related CA are working on the Financing Plan for Rose Hill Courts Phase II project. Based on funding availability, HACLA anticipates closing by end of FY2023 and will begin the construction of 96 affordable apartments on the remaining land of which 95 units will be regular PBV units. HACLA entered into a First Amendment to the Disposition and Development Agreement ("DDA") with Related for Rose Hill Courts Phase II Project to remove approximately 0.33 acres of land that will be improved as central open space from the Phase II ground lease area. HACLA intends to amend the Phase I land area and add the open space to that Ownership phase once improvements are complete. The DDA Amendment will impose obligations upon the Phase II ownership to construct the central open space improvements. Both Phase I and Phase II ownership will enter into a shared use agreement for the common areas. HACLA will seek HUD approval for modification of the multi-phase Section 18 Disposition and Demolition approval.
**Demolition/Disposition Activity Description**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1a. Development name: <strong>Rose Hill Courts</strong></td>
<td>1b. Development (project) number: <strong>CA004000401</strong></td>
</tr>
<tr>
<td>2. Activity type:</td>
<td>Demolition  Disposition</td>
</tr>
<tr>
<td>3. Application status (select one)</td>
<td>Approved  Submitted, pending approval  Planned application</td>
</tr>
<tr>
<td>4. Date application approved, submitted, or planned for submission:</td>
<td><strong>Approval - 09/23/2020</strong></td>
</tr>
<tr>
<td>5. Number of units affected: up to</td>
<td><strong>89</strong></td>
</tr>
<tr>
<td>6. Coverage of action (select one)</td>
<td>Part of the development - Total development(s) -</td>
</tr>
</tbody>
</table>
| 7. Timeline for activity: | a. Actual or projected start date of activity: **11/01/2020**  
  b. Actual end date of activity: **2024** |

**Rancho San Pedro**

As the Rancho San Pedro initiative progresses, it may become necessary to make an application to HUD for Section 18 Demolition/Disposition. HACLA remains firmly committed to one for one replacement of these housing units and will ensure there is an equivalent low income, subsidized housing unit to replace each and any unit that may be converted, disposed, or demolished in connection with this project.
### Demolition/Disposition Activity Description

<table>
<thead>
<tr>
<th>1a. Development name:</th>
<th>Rancho San Pedro</th>
</tr>
</thead>
<tbody>
<tr>
<td>1b. Development (project) number:</td>
<td>CA004000404</td>
</tr>
</tbody>
</table>

2. Activity type: Demolition ✗ Disposition ✓

3. Application status (select one)
   - Approved □
   - Submitted, pending approval □
   - Planned application ✓

1. Date application approved, submitted, or planned for submission:
   - Planned for Submission - 9/1/2022

5. Number of units affected: 478
6. Coverage of action (select one)
   - Part of the development - □
   - Total development(s) - ✗ (phase demo/dispo per phasing plan to be determined)

7. Timeline for activity:
   - a. Actual or **projected** start date of activity: 7/01/2023
   - b. Actual end date of activity: not available

---

**Potential Watts Acquisition Section 18 Disposition/Transfer to HACLA Asset Management**

Between late 2010 and 2013, HACLA added to its Public Housing stock by purchasing a total of twenty-nine (29) Townhomes/Duplex properties comprising thirty-four (34) units in the Watts community. Many of these properties were purchased from Restore Neighborhoods Los Angeles (RNLA), which initially acquired the properties using HUD Neighborhood Stabilization Program (NSP) funds allocated by the Los Angeles Housing + Community Investment Department (HCID), while other properties were purchased from private developers using HUD Replacement Housing Factor funds.

HACLA is exploring the long term options of transferring these properties to HACLA Asset Management for administration via third party management and carrying out a Section 18 Disposition under a HACLA non-profit instrumentality ownership and third party property management. Before taking any steps, HACLA would conduct resident meetings to discuss the plans and secure approval from the Board of Commissioners.
### Demolition/Disposition Activity Description

1a. Development name: **Jordan - Scattered**  
1b. Development (project) number: **CA004000999**

2. Activity type: Demolition [ ] Disposition [x]

3. Application status (select one)  
   - Approved [ ]  
   - Submitted, pending approval [ ]  
   - Planned application [x]

2. Date application approved, submitted, or planned for submission: **Planned for Submission - 10/1/2021**

5. Number of units affected: **34**

6. Coverage of action (select one)  
   - Part of the development - [ ]  
   - Total development(s) [x]

7. Timeline for activity:  
   a. Actual or **projected** start date of activity: **10/01/2021**  
   b. Actual end date of activity: TBD

---

**Conversion of Public Housing**

a) Conversion of Public Housing to Project Based Assistance under RAD

The Department of Housing and Urban Development created the Rental Assistance Demonstration (RAD) program to preserve public housing and enhance housing choice for residents. Under this program, public housing agencies would have the option of converting current public housing Annual Contributions Contracts into long-term project-based voucher or project-based rental assistance contracts. This conversion enables PHAs to secure financing from private and not-for-profit partners to repair and renovate their property, including energy-efficient upgrades. Subject to the availability of RAD, HACLA reserves the right to participate in this program if compatible with HACLA’s needs and objectives.
Jordan Downs

<table>
<thead>
<tr>
<th>Name of Development</th>
<th>Jordan Downs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Number</td>
<td>CA004000416</td>
</tr>
<tr>
<td>Number of Units to be converted to RAD</td>
<td>246</td>
</tr>
</tbody>
</table>

Although HACLA’s FY2013, FY2015 CNI applications were denied, HUD reserved HACLA’s request for 70 Rental Assistance Demonstration (RAD) units and 120 RAD units within these applications respectively. HACLA successfully applied for these RAD units as a component of the overall mix of the Jordan Downs Redevelopment Plan. Additionally, HACLA plans to submit a Multi-phase award for up to 60 more Rental Assistance Demonstration units for future phases of Jordan Downs and is currently reviewing the financial feasibility of this approach.

HACLA received a Commitment to enter into a Housing Assistance Payments (CHAP) contract for the 70 units which has been subsequently split and amended into two CHAPs with 32 units developed as part of Sub-phase 1A and 38 units developed as Sub-phase 1B respectively.

The conversions of the 70 RAD units were part of the initial redevelopment phases which include replacement of 157 existing public housing units with 250 new units comprised of RAD units, Section 8 Project Based Vouchers and, Low Income Housing Tax Credits units that are deed restricted to between 30% and 50% of AMI. The 250 new units were constructed on the adjacent remediated vacant land. Families, depending on their preference, were given the choice to move into the replacement units within these developments or be provided with a tenant-based Section 8 voucher and move to a comparable and appropriately sized replacement unit in a community of their choice, or to move to an available comparable public housing unit within a different public housing development owned by HACLA, if a unit was available at the time of their relocation. HACLA closed on the Phase 1A RAD transaction in March 2017 and on the Phase 1B RAD transaction in June 2018.

In 2015, HACLA received a multi-phased RAD award for another 120 RAD units. These RAD conversions will take place as part of the Phase II and Phase III redevelopment of Jordan Downs.

Within the 120 RAD multi-phase award, in January 2017, HACLA made RAD applications for Phases 2A (also known as S3) and 2B (also known as Area H) and received the Commitment to enter into HAP (CHAP) awards for these two projects. HACLA has requested HUD to transfer 13 units from the Phase 2A (S3) CHAP to Phase 2B’s CHAP and made RAD applications for expanding Phase 2A (S3) RAD authority, Phase Area H2a and H2b (formerly known as Area G).

On September 5, 2019, HUD notified HACLA, the Multi-Phase award of 190 RAD units received in 2016 was being converted to a Portfolio Award with 451 RAD units. The portfolio award was expanded to all conversion sites and has been exhausted.

In October 2020, HACLA was awarded a $35 million CNI implementation grant from HUD. The revised Housing Plan approved by HUD, specifies 214 RAD units allocated between Phase 1B through Phase S7. An additional 32 RAD units was converted for Phase 1A and not shown on the HUD CNI Housing Plan.
Of the 214 RAD units, HACLA has converted 38 RAD units in Phase 1B, and has a CHAP for an additional 95 units for Area H, S3, S2, and H2A and H2B. HACLA will submit a RAD application in FY 2021 for the remaining 81 RAD units for the future phases of Jordan Downs redevelopment project, which will include, S4, S5, H3, S6, and S7.

Below, please find specific information related to the Public Housing Development selected for the remaining 176 RAD Units that will be converted as part the Jordan Downs redevelopment:

<table>
<thead>
<tr>
<th>Name of Public Housing Development: Jordan Downs</th>
<th>PIC Development ID: CA004000416</th>
<th>Conversion Type: Project Based Vouchers (PBV)</th>
<th>Transfer of Assistance: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units: 176</td>
<td>Pre-RAD Unit Type: Family</td>
<td>Post-RAD Unit Type if different: Family</td>
<td>Capital Fund allocation of Development: (Annual Capital Fund Grant for Jordan Downs multiplied by total number of units in project) $3,001.19 * 176 = $ 528,209</td>
</tr>
<tr>
<td><strong>Bedroom Type</strong></td>
<td><strong>Number of Units Pre-Conversion</strong></td>
<td><strong>Number of Units Post-Conversion</strong></td>
<td><strong>Change in Number of Units per Bedroom Type and Why:</strong> (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</td>
</tr>
<tr>
<td>One Bedroom</td>
<td>20</td>
<td>14</td>
<td>Unit reconfiguration*</td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>64</td>
<td>64</td>
<td>Unit reconfiguration*</td>
</tr>
<tr>
<td>Three Bedroom</td>
<td>69</td>
<td>80</td>
<td>Unit reconfiguration*</td>
</tr>
<tr>
<td>Four Bedroom</td>
<td>16</td>
<td>16</td>
<td>Unit reconfiguration*</td>
</tr>
<tr>
<td>Five Bedroom</td>
<td>6</td>
<td>2</td>
<td>Unit reconfiguration*</td>
</tr>
</tbody>
</table>

If performing a Transfer of Assistance: NA

Note:

HACLA will provide additional information as it becomes available in future Agency Plans or through an amendment process.

HACLA shall comply with all applicable requirements of PIH Notice 2012-32, REV-2, REV-3, REV-4 as may be amended from time to time (the “RAD Notice”) and PIH 2016-17 (HA), as may be amended from time to time (the “RAD Relocation Notice”). HACLA has included the Resident Rights, Participation, Waiting List and Grievance Procedures provisions of these notices for reference as an attachment, and each notice shall be deemed to be fully incorporated herein, but in the event of a conflict, the applicable provisions of the RAD Notice and RAD Relocation Notice shall control.

HACLA certifies that all phases of the Jordan Downs Redevelopment Project comply with the Site selection requirements set for at 24 CFR § 983.57, the Fair Housing Act, Title VI of the Civil Rights Act of 1968, and Section 504 of the Rehabilitation Act of 1973.
Act of 1964, including implementing regulations at 24 CFR § 1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR § 8.4(b)(5), and the Americans with Disabilities Act. HACLA certifies that the sites selected are suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and HUD regulations issued pursuant thereto.

HACLA will continue to monitor and evaluate HUD's proposed Rental Assistance Demonstration (RAD) program. HACLA will participate in RAD if it is found to be financially feasible and meets the needs of HACLA and our residents.

**Lankershim/ 87th Street/ The Manchester Apartments**

In August 2018, HACLA submitted the RAD application for Lankershim/87th. In November 2018, HACLA was awarded a Commitment to enter into a Housing Assistance Payments Assistance (CHAP) contract with HUD for 55 units. The CHAP was subsequently amended and split into two CHAPs, with 29 units to be converted as part of CA004000851A for Lankershim Apartments and 26 units to be converted as CA004000851B to The Manchester Apartments (also known as 87th).

HACLA shall comply with all applicable requirements of PIH Notice 2012-32, REV-3 as may be amended from time to time (the “RAD Notice”). Both properties underwent substantial rehabilitations which were completed in 2010, and, therefore, no rehabilitation or tenant relocation is necessary for this conversion, which is intended to be a program conversion only.

HACLA hosted several informational meetings to inform residents of the upcoming conversion, answer any questions and provide update on the status.

The RAD conversion of Lankershim Apartments was completed in November 2019. The RAD conversion of the Manchester is expected to complete in June 2021. HACLA will provide additional information as it becomes available in future Agency Plans or through an amendment process.

Below, please find information for Lankershim Apartments
<table>
<thead>
<tr>
<th>Name of Public Housing Development: Lankershim Apartments</th>
<th>PIC Development ID: CA0040000851</th>
<th>Conversion Type: Project Based Vouchers (PBV)</th>
<th>Transfer of Assistance: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-RAD Unit Type: Senior &amp; Disabled</td>
<td>Post-RAD Unit Type if different: Same as Pre-RAD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Fund allocation of Development: (Annual Capital Fund Grant for Lankershim Apartments multiplied by total number of units in project) $1,030.47 * 30 = $30,914</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bedroom Type</td>
<td>Number of Units Pre-Conversion</td>
<td>Number of Units Post-Conversion</td>
<td></td>
</tr>
<tr>
<td>One Bedroom</td>
<td>24</td>
<td>23</td>
<td></td>
</tr>
<tr>
<td>1 unit is non-dwelling unit and will not be converted as it's designated for onsite management staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Two Bedroom</td>
<td>6</td>
<td>6</td>
<td></td>
</tr>
<tr>
<td>NA</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>If performing a Transfer of Assistance:</td>
<td>NA</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Below, please find information for the Manchester Apartments
<table>
<thead>
<tr>
<th>Name of Public Housing Development: The Manchester Apartments</th>
<th>PIC Development ID: CA004000851B</th>
<th>Conversion Type: Project Based Vouchers (PBV)</th>
<th>Transfer of Assistance: No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Units: 27</td>
<td>Pre-RAD Unit Type: Senior &amp; Disabled</td>
<td>Post-RAD Unit Type if different: Same as Pre-RAD</td>
<td>Capital Fund allocation of Development: (Annual Capital Fund Grant for The Manchester Apartments multiplied by total number of units in project) $1,030.47 * 27 = $27,823</td>
</tr>
<tr>
<td>Bedroom Type</td>
<td>Number of Units Pre-Conversion</td>
<td>Number of Units Post-Conversion</td>
<td>Change in Number of Units per Bedroom Type and Why: (De Minimis Reduction, Transfer of assistance, Unit Reconfigurations, etc.)</td>
</tr>
<tr>
<td>One Bedroom</td>
<td>27</td>
<td>26</td>
<td>1 unit is non-dwelling unit and will not be converted as it’s designated for onsite management staff</td>
</tr>
<tr>
<td>If performing a Transfer of Assistance: NA</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Potential Watts Acquisition RAD Conversion/ Transfer to HACLA Asset Management**

<table>
<thead>
<tr>
<th>Name of Development</th>
<th>Jordan – Scattered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Number</td>
<td>CA004000999</td>
</tr>
<tr>
<td>Number of Units to be converted to RAD</td>
<td>34</td>
</tr>
</tbody>
</table>

HACLA is exploring the long term options of either transferring these properties to HACLA Asset Management for administration via third party management, a RAD conversion, or Section 18 Demolition/Disposition under a HACLA non-profit instrumentality ownership and third party property management. For either change, HACLA would conduct resident meetings to discuss the plans, prepare written responses to resident comments, and secure approval from the Board of Commissioners.
Other Properties

HACLA may submit a RAD application for Rancho San Pedro in FY2020.

<table>
<thead>
<tr>
<th>Name of Development</th>
<th>Rancho San Pedro</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Number</td>
<td>CA004000404</td>
</tr>
<tr>
<td>Number of Units to be converted to RAD</td>
<td>478</td>
</tr>
</tbody>
</table>

HACLA may submit a RAD application for William Mead Homes in FY2021.

<table>
<thead>
<tr>
<th>Name of Development</th>
<th>William Meade Homes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Number</td>
<td>CA004000406</td>
</tr>
<tr>
<td>Number of Units to be converted to RAD</td>
<td>Up to 416</td>
</tr>
</tbody>
</table>

Prior to making any RAD application, HACLA will conduct any required resident meetings to discuss conversion plans and prepare comprehensive written responses to resident comments.

HACLA certifies that all properties converting under RAD complies with the site selection requirements set for at 24 CFR § 983.57, the Fair Housing Act, Title VI of the Civil Rights Act of 1964, including implementing regulations at 24 CFR § 1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR § 8.4(b)(5), and the Americans with Disabilities Act. HACLA certifies that the sites selected are suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, Executive Order 11063, and HUD regulations issued pursuant thereto.

Property Retention

In connection with the redevelopment of Aliso Village, HACLA entered into a long-term ground lease of several acres to the Los Angeles Unified School District that is now the site of the Mendez High School. The property, however, is still under public housing use restrictions (Declaration of Trust). HUD and HACLA staffs preliminarily have determined that the best way to resolve title issues and assure compliance with HUD requirements would be for HACLA to submit an application to HUD to retain this property that, if approved, would result in HUD’s release of the Declaration of Trust. The ground lease, which requires use of the property for school purposes, would remain in place.
Voluntary Compliance Agreement (VCA), Orders, and Rulings Certification:

HACLA is currently subject to the following VCAs:

- **Obakhume, Jennifer v. Housing Authority of the City of Los Angeles**, HUD Case Nos. 09-18-3937-8, 09-18-3937-4, 09-18-3937-D
- **Yuryeva v. Housing Authority of the City of Los Angeles**, HUD Case No. 09-19-6401-8
- **Fox v. Housing Authority of the City of Los Angeles**, HUD Case No. 09-17-8899-8, DFEH Case No. 908967-296187
- **Westbrook v Housing Authority of the City of Los Angeles**, HUD Case Nos. 09-19-5786-8 & 09-19-5786-4
- **Muhammad v. Housing Authority of the City of Los Angeles**, HUD Case No. 09-17-7184-8
- **Rosso v. Housing Authority of the City of Los Angeles, et al.**, HUD Case No. 09-20-0547-8, DFEH Case No. 201910-08054325

In accordance with the requirements of H-2019-09/PIH-2019-23 (HA), Rental Assistance Demonstration REV-4, Attachment 1D, Paragraph 5, HACLA certifies that compliance with the above referenced Voluntary Compliance Agreements will not be negatively impacted by HACLA’s current RAD conversion activities. HACLA also certifies that it is not currently subject to a consent order or consent decree, final judicial ruling, or administrative ruling or decision.

Project-Based Vouchers Statement:

HACLA, subject to approval by its Board of Commissioners, may project-base up to 5,000 tenant-based vouchers over the next five years. The location of project-based assistance will be consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities in accordance with HUD regulations and the Section 8 Administrative Plan.

Project-basing is consistent with HACLA’s Agency Plan, its strategies for addressing community needs, and its stated goals to increase the availability of decent, safe and affordable housing, increase housing choices, improve community quality of life and economic vitality.

Project-basing is being pursued to increase the utilization of vouchers in the current Los Angeles housing market which has been characterized by low vacancy rates, a history of increasing rents, the reluctance of owners to participate in the tenant-based Housing Choice Voucher Program, and the lack of production of affordable housing units.

HACLA has awarded 6,573\(^5\) vouchers in support of the City of Los Angeles Permanent Supportive Housing Program (PSHP) which consolidates the efforts of various City departments to assist in the provision of supportive housing for the homeless population of the City of Los Angeles. Additional vouchers may be awarded depending on the response to the City of Los Angeles Housing Department Notice of Funding Availability for the PSHP and the needs of the community.

HACLA will determine whether to convert these sites to project based vouchers. HACLA reserves the right to request HUD waivers of project basing requirements as may be needed to increase

\(^5\) Homeless Initiatives as of March 2021
the availability of decent, safe and affordable housing and to expand housing and economic opportunities within its jurisdiction.

**Jordan Downs**

HACLA shall seek Section 8 project-based vouchers (PBV) to be developed as replacement housing and additional affordable housing for Jordan Downs. HACLA has received an allocation of 587 relocation and replacement Tenant Protection vouchers from HUD, the maximum allowable under the Demolition/Disposition approval, subject to HUD rules and regulations and annual appropriation. As units are removed from PIC, HACLA will make annual requests for draw down of its Tenant Protection Vouchers and returning tenants will be provided with these replacement vouchers.

HACLA projects the Jordan Downs redevelopment to require approximately 650 PBV units, comprising replacement and non-replacement units. The PBVs will be administered as replacement TPVs and through HACLA’s own PBV authority.

**Rose Hill Courts**

HACLA shall require Section 8 project-based vouchers (PBV) to be utilized as replacement housing for Rose Hill Courts. Under the Section 18 Demolition/Disposition approval, HACLA is eligible for 89 Replacement Tenant Protection vouchers that will be made available first to assist displaced residents and remaining replacement TPVs will be project based. HACLA projects the Rose Hill Courts revitalization project to require up to 172 PBV units, with Phase I needing 77 PBVs and Phase II requiring 95 PBVs.

**Pueblo Del Sol**

HACLA has converted up to 224 public housing units in Pueblo Del Sol Phase I and Phase II to the RAD Section 8 PBV platform and 18 units with eligible families to non–RAD PBVs under the allowable de minimis reduction. Of the 18 non–RAD PBV units, 8 units are in Phase I and 10 units are in Phase II. The de minimis reduction will allow HACLA to apply rents in accordance with the Section 8 Voucher Payment Standard (“VPS”) without adversely affecting the resident’s portion of the rent.

The Authority also intends to add Section 8 PBV overlay to the eighty (80) Tax Credit only units in PDS-I and fifty-three (53) Tax Credit only units in PDS-II. The Authority intends to initially attach PBVs only to 31 units in Phase I and 19 units in Phase II that house families who will not experience any increase in rents. Upon tenant turnover or changes to the tenant circumstance that will cause them to benefit from an income-based rent, the Authority will attach PBVs to these units. Therefore, HACLA will allocate a total of up to eighty-eight (88) non-RAD Section 8 Project Based Vouchers (“PBV”) for Phase I and up to sixty-three (63) Section 8 PBVs for Phase II.
**Rancho San Pedro**

HACLA shall require Section 8 project-based vouchers (PBV) to be utilized as replacement housing for Rancho San Pedro. Upon receiving HUD Disposition approval, HACLA shall also seek Tenant Protection vouchers from HUD and returning tenants shall be provided with replacement vouchers. HACLA projects the Rancho San Pedro revitalization project to require 400 to 478 PBV units for replacement housing and possibly more if the replacement requirement exceeds one-for-one.

**Units Selected based on Non-competitive Selection to Attach PBV to PHA-Owned Projects (former Public Housing Units)**

HACLA will add the following former public housing units in this manner:

<table>
<thead>
<tr>
<th>Project</th>
<th>HACLA Role</th>
<th>PBVs added</th>
<th>Work Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>a)  Jordan Downs Area H</td>
<td>Ground Lessor</td>
<td>49</td>
<td>Area H is the third project of the Jordan Downs Redevelopment. This 9% LIHTC new construction project is a 80-unit affordable residential development with a total of 49 Section 8 PBV units, 30 RAD units and 1 Manager Unit. Hard costs are projected at approximately $360,000 per unit.</td>
</tr>
<tr>
<td>(New Construction)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>b)  Jordan Downs Phase S3</td>
<td>Ground Lessor/Managing General Partner of the</td>
<td>48</td>
<td>S3 is the fourth project of the Jordan Downs Redevelopment. This 9% LIHTC new construction project is a 92-unit affordable residential development with a total of 48 Section 8 PBV units, 25 RAD units, 18 Tax Credit only units and 1 Manager Unit. Hard costs are projected at approximately $430,000 per unit.</td>
</tr>
<tr>
<td>(New Construction)</td>
<td>Limited Partner Ownership</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c)  Jordan Downs Phase S2</td>
<td>Ground Lessor/Managing General Partner of the</td>
<td>58</td>
<td>S2 is the fifth project of the Jordan Downs Redevelopment. This 4% LIHTC new construction project is a 81-unit affordable residential development with a total of 58 Section 8 PBV units, 22 RAD units and 1 Manager Unit. Hard costs are projected at approximately $315,000 per unit.</td>
</tr>
<tr>
<td>(New Construction)</td>
<td>Limited Partner Ownership</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jordan Downs Phase</td>
<td>Ground Lessor/Managing General Partner of the Limited Partner Ownership</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>-------------------</td>
<td>---------------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>d)</td>
<td>H2A (New Construction)</td>
<td>66</td>
<td>H2A is the sixth project of the Jordan Downs Redevelopment. This 9% LIHTC new construction project is a 195-unit affordable residential development with a total of 66 Section 8 PBV units, 9 RAD units, 8 Tax Credit only units, 13 unrestricted units and 1 Manager Unit. Hard costs are projected at approximately $402,000 per unit.</td>
</tr>
<tr>
<td>e)</td>
<td>H2B (New Construction)</td>
<td>45</td>
<td>H2B is the seventh project of the Jordan Downs Redevelopment. This 4% LIHTC new construction project is a 119-unit affordable residential development with a total of 45 Section 8 PBV units, 14 RAD units, 13 Tax Credit only units, 19 unrestricted units and 1 Manager Unit. Hard costs are projected at approximately $410,000 per unit.</td>
</tr>
<tr>
<td>f)</td>
<td>S4 (New Construction)</td>
<td>48</td>
<td>S4 is the eighth project of the Jordan Downs Redevelopment. This 4% LIHTC new construction project is a 90-unit affordable residential development with a total of 48 Section 8 PBV units, 17 RAD units, 14 Tax Credit only units, and 10 market rate units and 1 Manager Unit. Hard costs are projected at approximately $473,000.</td>
</tr>
<tr>
<td>g)</td>
<td>S5 (New Construction)</td>
<td>32</td>
<td>S5 is the ninth project of the Jordan Downs Redevelopment. This 9% LIHTC new construction project is an 84-unit affordable residential development with a total of 32 Section 8 PBV units, 12 RAD units, 31 Tax Credit only units, and 8 market rate units and 1 Manager Unit. Hard costs are projected at approximately $452,000.</td>
</tr>
<tr>
<td>h)</td>
<td>Rose Hill Courts Phase I (New Construction)</td>
<td>77</td>
<td>This project is the first phase of the Rose Hill Courts Redevelopment. This 4% LIHTC new construction project is a 89-unit affordable residential development with a total of 77 Section 8 PBV units, 11 RAD units and 1 Manager Unit. Hard costs are projected at approximately $409,000 per unit.</td>
</tr>
<tr>
<td></td>
<td>Project Name</td>
<td>Ground Lessor/Managing General Partner of the Limited Partner Ownership</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>--------------------------------------------------</td>
<td>--------------------------------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>i)</td>
<td>Rose Hill Courts Phase II (New Construction)</td>
<td>Ground Lessor/Managing General Partner of the Limited Partner Ownership</td>
<td>95</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>j)</td>
<td>Pueblo Del Sol Phase I (Rehabilitation)</td>
<td>Ground Lessor/Managing General Partner of the Limited Partner Ownership</td>
<td>88</td>
</tr>
<tr>
<td>k)</td>
<td>Pueblo Del Sol Phase II (Rehabilitation)</td>
<td>Ground Lessor/Managing General Partner of the Limited Partner Ownership</td>
<td>63</td>
</tr>
</tbody>
</table>
HACLA may also decide to allocate PBVs to the future redevelopment of William Mead, which is beginning a planning process this year.

PBV projects on former public housing sites are exempt from both the 20% cap on authorized voucher units assisted by PBV and the cap on PBV units per project required by 24 CFR 983.56.

**Other Capital Grant Programs**

**B.3 Progress Report**

Provide a description of the PHA’s progress in meeting its Mission and Goals described in the PHA 5-Year Plan.

**Vision Plan**

HACLA, while a critical component of the City’s affordable housing solution, has been vulnerable to external forces, notably erratic and declining federal funding. Despite national recognition as a HUD “High Performer”, current funding is insufficient to prevent deterioration, much less address physical needs within HACLA’s portfolio of public housing assets. In order to improve the Agency’s capacity to preserve and expand its role in producing and supporting deeply affordable housing and healthy communities, HACLA developed a twenty-five (25) year Vision Plan called Build HOPE (Housing Opportunity People Excellence).

Development of the plan began in February 2016, when the Board of Commissioners held an all-day retreat to discuss its capital needs and propose a responsible path towards improving its housing stock, increasing permanent affordable housing opportunities in the City of Los Angeles, and developing strong pathways to economic resiliency for the residents and surrounding neighborhoods. At the following February Board meeting, HACLA’s Board of Commissioners approved the underlying Goals, Founding Principals and Strategies for the development of an agency wide Vision Plan and recommended the President and CEO to initiate a public process to develop a vision plan for HACLA to address the needs of its public housing portfolio, preserve and expand affordable housing, and improve economic and social outcomes for the households and communities it serves. After over two years of community engagements, evaluation and internal vetting, the Vision Plan was adopted by the Board of Commissioners and published January 2019.

The Vision Plan Goals are:

- Preserve existing deeply affordable housing
- Net new affordable units
- Improve outdated housing stock & affordable housing models
- Revitalize communities and enhance livability
- Improve economic & social outcomes for affordable housing residents
- Strengthen and grow strategic partnerships
HACLA developed a detailed data-driven matrix to compare and evaluate key aspects of its public housing and asset portfolio and current programs to guide the revitalization strategy and prioritize sites for different types and levels of investment. Comparison research on organizational and financial models are included which will inform the implementation strategy for the Vision Plan and a database of community organizations creates a roadmap for future partnerships.

Since then, HACLA has initiated staff training and plan implementation of the strategies and actions set forth for year one and beyond. The Vision Plan will be revisited every five years for updates and re-evaluation. However, regular reports on progress against key objectives and indicators in the plan is provided to the Board of Commissioners on at least an annual basis.

B.4 Most Recent Fiscal Year Audit.

(a) Were there any findings in the most recent FY Audit?  Y ☒ N ☐

(b) If yes, please describe:

Financial Statements Findings - None

Federal Award Findings and Questioned Costs - 2 Findings

1. 2019-001: Housing Voucher Cluster (CFDA 14.871/14.879): Qualified Opinion and Material Weakness in Internal Control over Compliance in Eligibility: Questioned Costs $7,092 – Auditors noted that HACLA did not always perform the annual reexamination of family income within the required one-year period. Corrective Actions have included enhanced review and utilization of existing reporting tools to aide in monitoring and completing annual reexaminations timely.

2. 2019-002: Housing Voucher Cluster (CFDA 14.871/14.879): Qualified Opinion and Material Weakness in Internal Control over Compliance in Special Tests and Provisions - Selection from the Waiting List - Auditors noted that HACLA did not document written approval to authorize designees to select applicants from the waiting list. Corrective Actions have included amendment to the 2021 Section 8 Administrative Plan to ensure the authority to conduct draw-downs will automatically accrue to the appropriate incumbent. Auditors noted that designees who performed the applicant selections did not follow established procedures and applicants were skipped over during the selection process from the waiting list. Corrective Actions have included refresher training and enhanced review procedures to ensure that measures that have been in place to preserve selection integrity and existing internal quality control processes are effectively utilized.
C. Other Document and/or Certification Requirements.

C.1 Certification Listing Policies and Programs that the PHA has revised since Submission of its Last Annual Plan Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan. (See Attachment 4 in Final & Final Draft)

C.2 Civil Rights Certification Form 50077-ST-HCV-HP, Certification of Compliance with PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan. (See Attachment 4 in Final & Final Draft)

C.3 Resident Advisory Board (RAB) Comments

(a) Did the RAB(s) provide comments to the PHA Plan? Y ☑ N ☐

If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. (See Attachment 3 in Final & Final Draft Document)

C.4 Certification by State or Local Officials.

Form HUD 50077-SL, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan. (See Attachment 4 in Final & Final Draft)
D. Statement of Capital Improvements.

Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).

**Capital Fund Update:**

Capital Grant priorities are determined by the Housing Services Department (administration, maintenance supervisor, residents and the managers) who are the most knowledgeable about site needs in consultation with the residents. Needs identified by Housing Services are compared to and/or matched to those items identified in the most recent physical needs assessment (PNA). Utmost priority is given to improvements dealing with the health and safety of the residents. Through the Agency Plan process, comments are received and considered which help identify additional needs and their priorities.

The following are planned activities for the upcoming fiscal year:

For the 2021 Capital Grant funding year, the Housing Authority projects receiving $20,000,000 in Capital Grant funds. HACLA will transfer 25% of its award to public housing operations to supplement the ordinary maintenance and operations of the public housing developments. Another 9% of the grant will be used for the administrative costs of managing the Capital Fund program. Costs include capital project management and reporting and to support department costs.

Another $500,000 will be set aside to fund the activities of the Resident Advisory Council (RAC) Support unit, including RAC elections, training and staffing.

The Authority will budget $3,150,000 for improvements at all the public housing sites, including $1,500,000 for ADA accommodations, $1,000,000 for asbestos abatement, $350,000 for the repair of fire damaged units, and $300,000 for equipment purchases, including stoves and refrigerators.

The balance of $9,555,000 will be used for major capital projects including: upgrade of plumbing systems (gas, water and sewer lines), upgrade of electrical systems (wiring, panels and outlets). Also included will be window replacements and lead based paint abatement of the sites and the demolition, disposition and relocation activities associated with Jordan Downs redevelopment. Included in the $9.55 million is the reservation of $355,000 for architectural, environmental, and relocation fees associated with these capital projects.

Unforeseen emergencies may require the reprogramming funds identified above.

For many years, the Housing Authority has been prioritizing outstanding needs with the limited funds provided by HUD based on health and safety, accessibility, reducing vacant units, and modernizing the public housing sites. However, in order to comprehensively address the severe funding gap, HACLA will clearly have to look for other funding beyond the Capital funding provided by HUD.
Towards that goal, HACLA plans on creating a Capital Management Plan to identify priorities and strategies for the long term health and viability of HACLA’s affordable housing portfolio by working with the Mayor’s Office and building a broad coalition of affordable housing stakeholders.

The Plan will analyze the availability and leveraging of both private funds and public funding from other sources including but not limited to non PH HACLA funds, HUD, State of California, and the City of Los Angeles. Throughout this process, HACLA will engage with the residents and other stakeholders to solicit their feedback and address their concerns in arriving at feasible long term strategies.

D.1 Capital Improvements.

Capital Improvements.

The current 5-Year Action Plan from 2021 through 2025 was approved by HUD on May 20, 2021.

Note: Supporting Documents

All supporting documents for FY 2021 Agency Plan can be viewed at HACLA’s Central offices located at:

2600 Wilshire Blvd. 3rd Floor
Community Engagement Department
Los Angeles, CA. 90057
# YEAR 2022 FINAL DRAFT AGENCY PLAN ATTACHMENTS

<table>
<thead>
<tr>
<th>Attachment Number</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Changes to the Public Housing Admission and Continued Occupancy Policy</td>
</tr>
<tr>
<td>2</td>
<td>Changes to the Section 8 Administrative Plan</td>
</tr>
<tr>
<td>3</td>
<td>Response to Comments (only in Final &amp; Final Draft Versions)</td>
</tr>
<tr>
<td>4</td>
<td>Certification Forms (only in Final &amp; Final Draft Versions)</td>
</tr>
<tr>
<td>5</td>
<td>Residents Rights under Rental Assistance Demonstration (RAD)</td>
</tr>
</tbody>
</table>
ATTACHMENT 1

Changes to the Public Housing Admission & Continued Occupancy Policy (ACOP)
There are no ACOP changes for FY2022.
ATTACHMENT 2

Changes to the Section 8 Administrative Plan
1.7 Relationship of the Section 8 Administrative Plan to \textit{HACLA the Section 8 Manual of Policy and Procedure and Other Memos and Directives}

The Section 8 Administrative Plan contains the approved policy for administration of the Section 8 and other assisted housing programs indicated herein.

In case of any conflict between the provisions of the Section 8 Administrative Plan and any provisions of the Section 8 Manual of Policy and Procedure, or any policy or procedure memos, or any other written or oral directives issued to Section 8 staff, the requirements of this Plan shall control.

[However, see Section 1.3, \textit{Relationship of the Section 8 Administrative Plan to Regulations}, above for more information.]

* * *

1.9 General Organization of the Housing Authority

A Board of Commissioners, appointed by the Mayor and approved by the Los Angeles City Council, comprised of seven members representing the City of Los Angeles’ business and community leaders and HACLA tenants, governs the operations and defines the general policy directions of the HACLA.

The President and CEO is responsible for the HACLA’s overall program and personnel administration.

\textit{Directors and Officers for Asset Management, Communications and Program Development, Development Services, Finance, Human Resources, Intergovernmental Affairs, Information Technology, and Public Housing oversee departments that provide support services required to achieve the HACLA’s objectives.}

The Section 8 and other Program Directors oversee and are responsible for all activities within their respective programs.

* * *

1.10 Organization of the Section 8 Department

The Section 8 Director oversees all programs and operations within the Section 8 Department and has direct supervision of the Assistant Section 8 Directors.

\textit{Applications, Processing, Issuance and Contracting}

The Assistant Section 8 Director for Applications, Processing, Issuance and Contracting (APIC) has direct supervision over the Applications, Processing and Operations Manager, the Voucher
Issuance and Contracting Manager, the Re-Contracting Manager, the Incoming Portability Unit, the Owner/Tenant Education Unit, the Applications Manager, and ombudspersons.

The Applications, Processing and Operations (APO) Office is responsible for maintaining current information on waiting list applicants; for mailing, receiving and processing applications; and for managing the waiting list.

The Issuance and Contracting Office conducts briefing sessions and issues vouchers to eligible waiting list applicants and to re-vouchered participant families and processes initial Housing Assistance Payments (HAP) Contracts, with the exception of Section 8 Valley participants who are served by the Valley Office.

The Re-Contracting Office issues vouchers for Section 8 participants who want to move. This office verifies income for participants, issues vouchers, and processes the initial HAP Contract for participant families, with the exception of Section 8 Valley and Section 8 South families who are served by their respective offices.

The Incoming Portability Unit issues vouchers and conducts briefing sessions for families who are porting in from other housing authorities; processes initial Housing Assistance Payments (HAP) Contracts, and bills initial housing authorities, when applicable.

Owner/Tenant Education Unit staff work in concert with the Owner Council—a working group of owners and staff who meet regularly to discuss owner concerns, assist in the implementation of new policies and collaborate on issues that affect the program at the local and national levels. Staff also produces a monthly newsletter for distribution to owners and works on strategies to educate applicants and participants on Section 8 initiatives.

Special Programs Operations and Administration

The Assistant Section 8 Director for Special Programs Operations and Administration (SPOA) has direct supervision of the Special Programs Operations Manager, the Special Programs Administration Manager, and the Special Programs ombudsperson.

The Special Programs Operations (SPO) Office determines eligibility for the Project Based Assistance (PBA) Programs, processes initial contracts and handles all participant and owner activities which include reexaminations, contract rent adjustments, contract cancellations and terminations. SPO determines eligibility and processes new contracts for the Homeless, Housing Conversion and Veterans Affairs Supportive Housing (VASH) programs, along with any new voucher funded programs that may be instituted or reinstated. In addition, this office conducts informal reviews as requested by its applicants and pre-hearing conferences for its participants.

The Special Programs Administration (SPA) Office processes applications, determines eligibility and completes initial contracting for the following programs: Continuum of Care (CoC), Housing Opportunities for Persons with Aids (HOPWA), Moderate Rehabilitation Program (MRP), Moderate Rehabilitation Single Room Occupancy (MRS), Disaster Housing Assistance Program (DHAP) and Homeownership (HO). SPA handles all participant and owner activities, which include reexaminations, contract rent adjustments, contract cancellations and terminations, for the CoC, HO, MRP and MRS programs. SPA converts HOPWA certificate contracts to Housing Choice
Voucher Program contracts after the initial periods end. The office performs all administrative duties, such as processing grant agreements, renewals, contracts, annual progress reports and RFPs, for the above referenced programs as well as the Homeless and PBA programs. The office oversees case management activities for the Family Self Sufficiency (FSS) program and administration of the New Construction program. In addition, this office conducts informal reviews as requested by its applicants and pre-hearing conferences for its participants.

**Administrative Services**

The Assistant Director for Administrative Services has oversight of the Administrative Services Department.

Administrative Services staff generate Board of Commissioner Reports, establish program goals and workload indicators, provide ongoing contract maintenance, interact with auditors, respond to audit findings, conduct quarterly program reporting, oversee the program budget, generate and distribute management reports, provide legislative and program analysis, provide policy and procedure guidance to line staff and coordinate legal issues with the City Attorney’s office.

Within Administrative Services is the Support Services Department that provides general support to program staff in the areas of training, quality control and compliance. The Owner Services unit processes payee and ownership changes, conducts owner outreach and training sessions and publishes the owner newsletter. The Quality Control unit reviews work conducted by the Service Delivery offices and assists in identifying areas of training need. The Training unit coordinates training to develop the professional capacity of staff and to insure consistency in following department procedures and program requirements. The Technical Support unit coordinates move requests and resolves computer and floor access concerns with other support departments for program employees. The Outgoing Portability Unit monitors applicants and participants who port to other housing authorities and processes all billing arrangements, reexaminations, adjustments and terminations as reported by the receiving housing authority.

**Service Delivery**

The Assistant Director for Service Delivery has direct supervision of the Managers of Service Delivery Offices, the Section 8 Investigations Unit and the Service Delivery ombudspersons.

Service Delivery Offices provide a full range of services to participants and owners and perform all mandated program functions including: processing annual, interim and special re-examinations; processing rent adjustments; processing requests to move by preparing files for voucher issuance; processing vacates; administering the abatement process; processing terminations for owner and tenant non-compliance with Housing Quality Standards and tenant non-compliance with re-examinations; conducting investigations of owner/tenant program abuse and HUD OIG Hotline complaints and processing resulting terminations; preparing informal hearing files and presenting the case during the informal hearing; maintaining the integrity of the tenant files and the data base for all program participants and providing customer service for Section 8 owners and program participants.

The Section 8 Investigations Unit (SIU) is an investigative entity charged with promoting integrity, efficiency and effectiveness of the HACLA’s programs and operations. This includes preventing,
detecting and prosecuting waste, fraud and abuse. With the assistance of anonymous tips and fraud referrals, SIU aims to effectively fulfill its mission.

The Service Delivery ombudspersons resolve owner and tenant problems and disputes; prepare correspondence to owners, tenants and public officials; train owners in monthly Owner Orientation sessions; make presentations to tenant and owner groups and process requests for Reasonable Accommodations.

**Inspections**

The Assistant Section 8 Director for Inspections has oversight over the Section 8 Inspections Department and the Inspections Office Manager. The Director is responsible for insuring that the process for planning, organizing, directing and controlling the inspections operation meets the organization’s objectives, safeguards resources, and provides internal controls for measuring, reporting and monitoring program performance. The Director insures that inspection staff understands all laws, regulations, enforcement codes, policies and procedures applicable to their area of responsibilities.

The Inspection Office is responsible for all inspection functions for the Section 8 offices including: scheduling and conducting initial, annual and complaint inspections and re-inspections; scheduling and conducting Quality Control Inspections; inspecting all new and existing units under Section 8 contract to obtain the features, characteristics and amenities for use in determining rent reasonableness; ensuring that, for all existing units under Section 8 contract, all Housing Quality Standards (HQS) deficiencies are corrected within the prescribed time period, and that, unless an extension is granted, the Housing Assistance Payment (HAP) is abated.

The Inspection Office has full responsibility for maintaining the third party vendor database used in determining rent reasonableness and for providing comparable rents in those instances in which the third party vendor system does not provide adequate comparable rents.

* * *

**1.11 Code of Conduct and Ethical Standards**

**1.11.1 Code of Conduct – Federal Requirements**

The HACLA maintains written standards of conduct covering conflicts of interest and governing the actions of HACLA officers, employees and agents engaged in the selection, award and administration of contracts as required by 2 CFR 200.318(c)(1)).

The HACLA maintains written standards of conduct covering conflicts of interest and governing the actions of HACLA and its contractors and subcontractors as required by 24 CFR 982.161.

**1.11.2 Conflict of Interest – State Requirements**

HACLA maintains a written Conflict of Interest Code that prohibits its officers, employees and agents from participating in any decision related to the selection, award or administration of contracts if that individual has a prohibited conflict of interest arising
from California’s conflict of interest laws, including those set forth in the Political Reform Act (Government Code sections 81000—91014) and its implementing regulations (2 Cal. Code of Regs. §§ 18110—18997).

1.11.3 Procurement and Contracting

The HACLA has adopted a Procurement Policy that governs the acquisition of supplies, equipment, and materials, construction and maintenance work, and personal and professional services in accordance with and subject to applicable federal and state laws and regulations, including the following, as the same may be amended or superseded from time to time:

- Annual Contributions Contract (ACC) with the U.S. Department of Housing and Urban Development (HUD)
- 2 CFR at Part 200, particularly sections 200.318 through 200.326 (procurement standards)
- Cal. Labor Code sections 1720-1861 (Public Works)
- Various provisions of the Cal. Government Code
- Title 2 of the California Code of Regulations at sections 18110—18997 (Conflicts of Interest)
- Title 8 of the California Code of Regulations at sections 16000-16403 (Payment of Prevailing Wages upon Public Works)

1.11.4 Prohibition on Gifts and Gratuities

The HACLA maintains written standards of conduct prohibiting its officers and employees from soliciting and/or accepting either directly or indirectly any form of earned or unearned gift, gratuity, contribution, favor, loan, discount, credit, perk or any other such benefit of monetary value from HACLA’s active or prospective contractors, vendors and/or tenants from which it reasonably could be substantiated that the gift was intended to influence the officer or employee in his/her official duties, or was intended as a reward for any official actions performed by the official or employee.

Employees or officers who violate the written standards of conduct are subject to disciplinary action pursuant to applicable personnel rules and/or labor agreements. Disciplinary action may range from a reprimand to discharge.

1.11.5 Contract Provisions

The HACLA includes in its contracts such language as is required by applicable laws and regulations regarding conflict of interest and prohibitions on gifts and gratuities. The HACLA may take any action allowable under law against contractors, subcontractors and agents for failure to abide by contract terms.

* * *
2.1 Objective I: Outreach to Lower Income Families

To inform the greatest number of low-income persons about the availability of its Housing Choice Voucher tenant-based, and project-based programs, the HACLA takes the following actions prior to and during the opening of an application period:

2.1.1 Participant Outreach Campaign Through the Formal Media

The Housing Authority advertises in both print and broadcast media, including the Internet, to publicize the opening of the application period for the above programs.


All local radio and television stations (from the list of the Southern California Broadcasters Association) broadcasting in the Los Angeles area are sent public service announcements.

2.1.2 Supplemental Participant Outreach Campaign

The HACLA sends notices and flyers to State and local public officials, public and private service agencies, civic centers, community-based organizations (especially those that serve low income families, seniors, persons with disabilities and the homeless), owners' associations and property owners who are currently participating in the Section 8 and other assisted housing programs.

Information about open application periods and methods of applying to the waiting list will be posted on the HACLA Internet site at www.hacla.org.

2.1.3 Target Participant Groups

The HACLA has identified Hispanics, Asians and American Indians as the racial and ethnic groups who are less likely to apply for Section 8 assistance because, historically, the number of applications received from these groups is not proportionate to other groups in relation to the racial and ethnic composition of the City's population. In addition, working families and families with members who have a disability seem to be underrepresented.

The HACLA targets other persons with special needs in its outreach efforts through its Special Programs. [See Section 3.2.1, Referrals to Special Programs, of this Administrative Plan.]

2.1.4 Special Outreach to Target Participant Groups

To ensure that the Housing Authority's roster of Section 8 participants reflects the racial...
and ethnic composition of the City’s population and that housing assistance is made accessible to the above target groups, the following special outreach activities are conducted:

1. An educational outreach program provides speakers and brochures for community agencies which service the targeted groups;

2. Paid advertisements are placed in newspapers, magazines and community publications written in languages other than English;

3. Press releases and informational flyers are sent to various religious organizations and to organizations which represent the disabled.

2.1.5 Special Outreach to Persons Expected to Reside in the Area

The HACLA cooperates with other Public Housing Agencies in effecting tenant-based portability and other forms of transfer assistance.

* * *

2.6 Objective VI: Promoting Equal Opportunity Employment Policies and Practices

To promote equal employment opportunity practices within the HACLA, an Affirmative Action Policy (Appendix 1) has been in effect since June 1977. This policy commits the HACLA to promote equal opportunity and details the actions being undertaken to achieve this objective. The Affirmative Action Policy includes the requirement that all HACLA contractors also be equal opportunity/affirmative action employers.

2.7 Objective VII: Training, Employment, and Contracting Opportunities For Businesses (Section 3/MBE/WBE/LSA)

Consistent with Presidential Executive Orders 11625, 12138, 12432, Title VI of the Civil Rights Act of 1968, and Section 3 of the Housing and Urban Development Act of 1968, as amended, the HACLA makes efforts to ensure that small, minority-owned business enterprises (MBEs) and women-owned business enterprises (WBEs), labor surplus area (LSA) businesses, and individuals or firms located in, or owned in substantial part by persons residing in the area of a HACLA public housing development, and Section 3 Residents and Section 3 Business Concerns are used when possible. Such efforts include, but are not limited to:

1. Including such firms, when qualified, on solicitation mailing lists;

2. Encouraging the participation of such firms through direct solicitation of bids or proposals whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;

5. Using the services and assistance of the Small Business Administration, the Minority Development Agency of the Department of Commerce, and the City of Los Angeles Mayor's Office of Economic Development;

6. Including in contracts funded from sources covered by Section 3, the Section 3 clause prescribed at 24 CFR 135.38, which sets forth Section 3 preference requirements and compliance goals for employment and training of Section 3 residents and for contracting and subcontracting with businesses owned by public housing residents or which otherwise meet the criteria of a Section 3 business concern. Pursuant to 24 CFR 135.36, efforts shall be directed to award Section 3 covered contracts, to the greatest extent feasible, to Section 3 business concerns in the order of priority, as prescribed in 24 CFR Part 135.34;

7. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in 1 through 6 above.

2.7.1 Section 3/MBE/WBE/LSA Policy Statement

It is the policy of the HACLA to utilize Section 3, Minority Business Enterprises (MBEs), Women-owned Business Enterprises (WBEs) and Labor Surplus Area Businesses (collectively, Section 3/MBE/WBE/LSA) to the extent reasonably possible.

2.7.2 Responsible Proposer Requirements

Proposers are required to make sufficient "good-faith" efforts by conducting outreach to Section 3/MBEs/WBEs/LSAs for subcontract or supply opportunities related to the contract, to the extent reasonably possible. All proposers are required to complete and submit with their proposals the Declaration of Compliance with Vendor Diversity Outreach Requirements and Section 3 documentation as applicable.

2.7.3 Good-Faith Efforts

Proposers' "good-faith" efforts may include, but are not limited to, the following:

1. Attend pre-bid or pre-proposal meetings scheduled by the HACLA to inform Section 3/MBEs/WBEs/LSAs of contracting and subcontracting opportunities.

2. Advertise subcontracting opportunities in general circulation, trade association and minority-focus media.

3. Notify a reasonable number of specific Section 3/MBEs/WBEs/LSAs that their interest is being solicited. This should be done in sufficient time to allow the Section 3/MBEs/WBEs/LSAs to participate effectively.

4. Follow up initial solicitations.
5. Select portions of work to be performed by Section 3/MBEs/WBEs/LSAs in order to increase the likelihood of meeting Section 3/MBE/WBE/LSA goals including, where appropriate and logical, breaking down contracts into economically feasible units to facilitate Section 3/MBE/WBE/LSA participation.

6. Provide interested Section 3/MBEs/WBEs/LSAs with adequate information about the plans, specifications and requirements of the contract.

7. Negotiate in good faith with Section 3/MBEs/WBEs/LSAs and not reject Section 3/MBEs/WBEs/LSAs as unqualified without sound reasons based on a thorough investigation of their capabilities.

8. Assist interested Section 3/MBEs/WBEs/LSAs in obtaining bonding, lines of credit, or insurance. Use minority community organizations; minority contractor groups; local, state and federal minority business assistance offices; and organizations that provide assistance in the recruitment and placement of Section 3/MBEs/WBEs/LSAs.

2.7.4 Outreach to Vendors

The General Services Department of the HACLA maintains a list of organizations that serve minority and women business constituencies. Notices of Request for Proposals and Invitations for Bid are sent to these organizations to share the procurement information with their memberships.

The HACLA participates in business outreach events with partner organizations to increase Section 3/MBE/WBE/LSA participation in our contracting. Together with our partners, such as US Small Business Administration, City of Los Angeles, County of Los Angeles, Black Business Association, Regional Hispanic Chamber of Commerce, among others, HACLA conducts outreach and assists Section 3/MBE/WBE/LSA businesses in understanding HACLA’s contracting process and provides resources and guidance to effectively bid and/or submit proposals in response to contracting opportunities.

Additionally, the HACLA has developed on-site vendor workshops to assist vendors and Section 3/MBE/WBE/LSA businesses to understand and participate in the contracting process.

2.7.5 Compliance with Section 3 of the Housing & Urban Development Act of 1968

It is the intent and policy of the HACLA to fully comply with Section 3 and to require its contractors undertaking contracts to which Section 3 applies to demonstrate good faith effort to comply, to the greatest extent feasible, with Section 3.

HACLA’s Section 3 Guide and Compliance Plan (the “Plan”), as approved by HACLA Board of Commissioners helps effectuate HUD Section 3 requirements. The purpose of the Plan is to assist contractors in understanding their Section 3 obligations so that they can be
successful in meeting these responsibilities. This purpose is accomplished through the
guidance and instruction provided in the Plan, in other Section 3 materials and publications
provided by HACLA, and assistance provided by HACLA’s Section 3 Compliance
Administrator.

Additionally HACLA ensures that solicitations for bids include the Section 3 requirements
as applicable and that the Section 3 contract clause is included in all covered contracts.
The HACLA requires that its contractors to make good faith efforts to provide employment
and other economic opportunities to Section 3 Residents and Section 3 Businesses to the
extent feasible.

The HACLA makes the same efforts described in Sections 2.7.3 and 2.7.4 above to ensure
that Section 3 residents and Business Concerns are used on Section 3 covered projects in
accordance with 24 CFR Part 135 and HACLA’s Section 3 Plan.

2.8 Objective VIII: Maintenance of Records

The Record Retention and Disposition Policy (“Records Policy”) as governed by HACLA Manual
of Policy and Procedures Chapter 116:1 and the related HACLA Record Retention and
Disposition Schedule (“Records Schedule”) establishes guidelines, policies and procedures for
the retention and disposition of the HACLA’s Records in accordance with applicable law and
their administrative, legal, fiscal and historical value.

2.8.1 Record Management Policy

The HACLA’s records management policies are to:

1. Preserve records that document the HACLA’s functions, programs, policies,
decisions, procedures, and essential transactions in full compliance with all
applicable laws, regulations, guidelines, policies and procedures or the terms and
conditions of any grant award or contract;

2. Ensure the identification, retention and timely disposition of transitory and
temporary records and the identification and retention of permanent records in
accordance with the Records Schedule; and

3. Provide a safeguard for maintaining an environment of quality, integrity and
security of critical information resources.

2.8.2 Employee Responsibilities

The Records Official or designee is responsible for the following:

• Maintaining the Records Schedule in compliance with the Records Policy and all
applicable laws, regulations, guidelines, policies and procedures or the terms and
conditions of any grant award or contract;

• Coordinating the transfer of records to storage and maintaining a detailed current
inventory of all stored records;

• Developing appropriate records management training;

• Overseeing the timely disposition of records in accordance with the Records Policy
and the Records Schedule;
• Making recommendations to the Board when substantive amendments to the Records Policy become necessary or advisable; and
• Developing such policies, procedures and guidelines as are necessary to implement the Records Policy.

Employee responsibilities for record management are to:
1. Treat records in their custody as property of HACLA and follow all applicable laws, regulations, guidelines, policies and procedures concerning protection of records against damage, unauthorized access, and unlawful removal, destruction, mutilation, transfer, disposal or misuse.
2. Notify their superiors of any actual or threatened unlawful removal, destruction, mutilation, transfer, disposal or misuse.
3. Work with their supervisor to identify and preserve records having significant administrative or historical value or the potential for significant administrative or historical value.
4. Ensure that the retention Schedule assigned to the records they maintain comply with applicable laws, regulations, guidelines, policies and procedures or the terms and conditions of any applicable grant award or contract and make recommendations to their supervisor when compliance requires amendment of the Records Policy or the Records Schedule;
5. If designated by their superiors, preserve or arrange for the timely disposition of records in accordance with the Records Policy, the Records Schedule and such policies, procedures and guidelines as may be adopted by the Board or developed by the Records Official.

2.8.3 Privacy; Restricted Access

It is the policy of the HACLA to comply with state and federal laws with respect to privacy. Personnel and resident/participant data shall be secured in such a manner so as to restrict access to only personnel authorized by the Records Official or his or her designee, and at no time shall such Records, regardless of format, be made available for public inspection, except as required by law. At all times EIV ("Enterprise Income Verification") data will be protected in accordance with HUD requirements.

* * *

2.9 Objective IX: Providing Accessibility for Persons With Disabilities

* * *

See the HACLA Manual of Policy and Procedure Chapter 125:1, Nondiscrimination on the Basis of Disability and Reasonable Accommodation Policy and Procedures, Appendix 3 of this Administrative Plan, for additional information on reasonable accommodation.

* * *

2.11 Objective XI: Providing Bilingual Services

The HACLA provides Spanish and other translations of essential documents used in its Section 8 and other assisted housing programs and has designated employees with second language skills as interpreters (spoken word) and translators (written translations) for Spanish and other
languages.

During open application periods, the HACLA provides information to foreign language news media and to agencies and organizations which service non-English speaking communities in the City of Los Angeles. The HACLA provides information in languages other than English and Spanish in its written announcements, and requests the assistance of outside agencies in publicizing its application periods and in assisting the non-English speaking populace in completing application and other forms.

* * *

2.12 Objective XII: Expanding Housing Opportunities

[See also Section 2.2.2, Supplemental Owner Outreach Programs, of this Administrative Plan and Appendix 2, Areas of Minority and Poverty Concentration.]

Information based on the 2010 U.S. Census indicates that the City of Los Angeles does not have a clear racial/ethnicity majority of any one group. The Census shows the racial/ethnicity make-up of the City of Los Angeles as follows: Hispanic/Latino – 48.5%; White non-Hispanic – 28.7%; Black non-Hispanic – 9.2%; Asian-non-Hispanic – 11.1%; and American Indian and Alaska Native non-Hispanic – 0.2%.

2.12.1 Areas of Minority Concentration

The HACLA identifies an area as having a high concentration of minorities if a designated minority population of a Community Plan Area is higher than 110 percent of the citywide average. See Appendix 2, Areas of Minority and Poverty Concentration, for a map of the Community Plan Areas and a summary chart.

Designated racial/ethnic minorities are: African-American, Latinos, Native Americans, Asians and Pacific Islanders. No area of Los Angeles has a minority concentration of Native Americans.

The HACLA designates the following Community Plan Areas as having minority concentrations:


2.12.2 Areas of Poverty Concentration

Areas of poverty concentration were developed from 2000 census data for the City of Los Angeles. The poverty rate was 22.1 percent. Mapping using census data revealed a close correlation between minority concentrations and poverty concentration.

The HACLA considers the following Community Plan Areas to be areas of poverty concentration. Area names are followed by their numerical designation in the Consolidated Plan.

Northeast (1), Boyle Heights (2), Southeast (3), West Adams-Baldwin Hills-Leimert Park (4), South Central (5), the eastern half of Wilshire (6), Hollywood (7), Silverlake-Echo Park (8), Westlake (9), Central City (10), Central City North (11), North Hollywood (13), Arleta/Pacoima (14), Van Nuys (15), Panorama City (16), Sun Valley (17), Wilmington-Harbor City (33), East San Pedro (34) and Harbor Gateway (35).

2.12.3 Correlation with Rental Rates

The 2000 Census data also provides data on the median rents in the City of Los Angeles by census tract. A comparison of the variances above and below the median rent of the City of Los Angeles shows a high correlation between areas of combined poverty and minority concentration and areas renting below the median rent. An examination of tenant-based contracts in force indicates extreme concentration of tenant-based contracts in areas renting below the median rent especially in areas of poverty concentration.

2.12.4 Interpretation of Data

Data indicates that a key element in providing expanded housing opportunities and efforts at deconcentration is the affordable rental rate. High rental rates impede mobility out of areas of poverty and minority concentration. The Fair Market Rents, established at the 40th percentile rent (the dollar amount below which 40% of standard quality units are rented), further impede mobility. To encourage the participation of owners of units located outside areas of poverty and minority concentration in the tenant-based program, the voucher payment standard must be set at a level which will allow tenant-based families to rent in these areas and allow a fair market return to participating owners. This key factor drives the HACLA's actions for expanding housing opportunities and deconcentration.

2.12.5 Actions of the HACLA to Expand Housing Opportunities

The HACLA discusses with the family the benefits of living in areas of low poverty and low minority concentration when providing vouchers and extensions.

To encourage the participation of owners of units located outside areas of poverty and minority concentration in the tenant-based program, the HACLA takes the following actions:

1. Annually reviews the proposed FMRs published by HUD and estimates whether, based on facts on the ground, the FMR may be set too low for the HACLA jurisdiction.
2. Conducts Random Digit Dialing surveys when the proposed FMR appears too low for the HACLA jurisdiction.

3. At least every other year, analyzes available census data to determine whether census data will support requests for area exception rents or payment standards to HUD (for prospective payment standard areas in excess of the PHA’s allowable basic range as defined by HUD) using the median rent method.

4. At least every other year, if supported by census data, requests of HUD area exception rents or payment standards (in excess of the PHA’s allowable “basic range” as defined by HUD) for rental areas that are administratively feasible.

2. 5. At least annually, reviews its voucher payment standards to assure they are adequate and reviews current HUD guidance regarding payment standards to determine actions available to establish appropriate payment standards.

3. 6. Publicizes to Section 8 owners and tenant-based participants all areas of the City for which exception voucher payment standards have been approved.

4. 7. Includes in its owner briefings and owner orientation sessions information on areas of the City which have exception voucher payment standards or rent standards.

5. 8. Assists in the retention, to the extent possible, of housing which has provided Federal rental subsidies outside of areas of minority and poverty concentration by participating in HUD’s preservation program which provides enhanced vouchers for families affected by owner prepayment of HUD mortgages and owner opt-outs of project-based properties; and encourages those owners to actively participate in the tenant-based program.

6. 9. Accepts and solicits invitations to explain the Housing Choice Voucher Program to owners, Realtors, landlords and management companies with properties located outside of areas of poverty and minority concentration.

7. 10. Provides voucher holders a list of portability offices for neighboring PHAs which includes the names & phone numbers of contact persons.

* * *

Chapter 3 APPLICATIONS, REFERRALS AND PROGRAMS

For information on waiting lists, preferences, and removal from the waiting list see Chapter 5, Managing the Applicant Waiting List. For information on denials see Chapter 13, Terminations and Denials. For information on reasonable accommodations see Section 2.10, Objective X: Providing Reasonable Accommodation, of this Administrative Plan and the HACLA Manual of Policy and Procedure Chapter 125:1, Nondiscrimination on the Basis of Disability and Reasonable Accommodation Policy, Appendix 3 of this Administrative Plan.

* * *
3.2 Referrals to the Waiting List

Families are added to the Housing Choice Voucher waiting list by referral in the following circumstances.

* * *

3.2.1.2.8 Moving to Opportunity (MTO) Program (Demonstration Program)

* * *

This program is no longer taking applications.

* * *

3.2.1.2.10 Welfare to Work (WtW) Vouchers

* * *

This program is no longer taking applications.

* * *

3.3 Special Programs Which Do Not Use the HACLA’s Waiting List

3.3.4 Programs with Owner-Maintained Waiting Lists

Applicants for the following programs are not placed on the HACLA’s waiting list. In accordance with HUD regulations, applications and waiting lists are maintained by the owner of the project who also determines program eligibility. The HACLA acts as Contract Administrator for these project owners.

3.3.4.1 New Construction and Substantial Rehab Programs

The original program was enacted in 1974 and repealed in 1983. The program encouraged owners and housing developers to rehabilitate or to construct new rental developments for rental to low income families. The HACLA is the Contract Administrator for approximately 37 privately owned complexes in the New Construction Program and provides program oversight.

Property owners are responsible for maintaining waiting lists, determining eligibility and screening applicants. The HACLA may refer families from its waiting list to the owner if there are no eligible applicants on the owner’s waiting list.

The HUD Secretary has established a minimum rent of $25.00 for families that participate in these programs. 24 CFR Part 5 provides program guidance on how the minimum rent is to be administered.

3.3.4.1.2 Community Investment Demonstration Program
The Section 8 Community Investment Demonstration Program was authorized by the HUD Demonstration Act of 1993 and utilizes the same admission procedures as the original New Construction/Substantial Rehabilitation Program.

The HUD Secretary has established a minimum rent of $25.00 for families that participate in this program. 24 CFR Part 5 provides program guidance on how the minimum rent is to be administered.

3.3.4.2 Special Programs Exempt From the PHA Waiting List

Applicants for the following McKinney Act Programs are not placed on the HACLA’s waiting list. In accordance with HUD’s guidance and technical assistance, HACLA will transition to the following applicant referral process using a phased-in approach that takes into account existing partner waitlists and contracts.

3.3.4.2.1 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals (MRP-SRO)

MRP-SRO program objectives are to provide rental assistance for homeless individuals in rehabilitated SRO housing as authorized by the Stewart B. McKinney Homeless Assistance Act, and to insure access to supportive services for participants in the program.

The HACLA selects prospective owners through an open, competitive Request for Proposals process. After HUD approval of the HACLA's application, but prior to the inception of any rehabilitation work, the HACLA executes an Agreement to Enter into a Housing Assistance Payments Contract (HAP) with the owner. The final HAP Contract is for 10 years, with an option for the HACLA to renew for another 10 years if HUD exercises its option to extend the ACC. The Contract requires the owner to rent the contracted units to eligible very low income individuals.

The HACLA does not maintain a waiting list for the MRP-SRO Program. Owners of MRP-SRO buildings must engage in outreach efforts to locate homeless individuals to be brought into the program. Owners may ask appropriate organizations for assistance in locating eligible homeless individuals. The HACLA oversees and monitors program outreach and determines the eligibility of referrals from participating owners. [See also Chapter 16, Special Procedures for the Moderate Rehabilitation—Single Room Occupancy Program for Homeless Individuals, of this Administrative Plan.]

3.3.4.2.2 Continuum of Care Program

This program is designed to link rental assistance to supportive services for homeless persons with disabilities (primarily chronic mental illness, substance abuse and AIDS) and their families. The rental assistance can be provided through one of four assistance programs: tenant-based assistance, project-based assistance, sponsor-based assistance or MRP-SRO based assistance.
The HACLA does not maintain a waiting list for the homeless in the Continuum of Care program. In accordance with HUD’s guidance and technical assistance the CoC Program uses the Coordinated Entry System to fill vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA. The CoC contracted Community Based Organizations (CBOs), Non-Profit Organizations (NPOs) or government agency must provide to the participants supportive services which have a value at least equal to the value of the rental assistance.

The HACLA monitors the performance of participating organizations to ensure, by means of quarterly and annual reports, that appropriate levels of service are being provided.

Upon the recommendation of the CoC Provider and with the approval of the family, eligible families with no or very low supportive service needs may be added to the Section 8 tenant-based waiting list with a local preference of Priority 1.

[See Chapter 18, Special Procedures for the Continuum of Care (CoC) Program, of this Administrative Plan.]

* * *

5.13 Determining U.S. Residency

If the applicant meets income requirements, the HACLA determines whether the applicant also meets residency (citizenship and immigration status) requirements in accordance with HUD policy and using procedures as set forth in the HACLA Manual of Policy and Procedure and in procedural bulletins or memoranda.

* * *

5.15 Admission Of Low Income Families – Special Eligibility Criteria

The HACLA provides tenant-based assistance to otherwise eligible low income families in the categories listed below.

1. Families who are displaced or about to be displaced due to the action of government agencies or school districts. Such families must be certified as being displaced or about to be displaced by the government agency or school district or by a local agency operating under agreement with the government agency or school district responsible for the displacement.

2. Participant families in the HOPWA program who are eligible to transition into the Section 8 tenant-based program in accordance with Section 3.2.1.3.1, Housing Opportunities for Persons with AIDS (HOPWA) Program and HOPWA Fast Track Program.
3. Participant families in the Continuum of Care Programs in accordance with the requirements set forth in Chapter 18, Special Procedures for the CoC Program, of this Administrative Plan.

* * *

5.17.1 Priority 1 Preference – Special Programs and Other Referrals

Families who are referred to and qualify for the HACLA’s Special Programs receive a Priority 1 preference on the HCV waiting list. [For information and a list of programs see Section 3.2.1, Referrals to Special Programs, of this Administrative Plan.] This preference entitles the eligible applicant to be serviced and admitted to the Special Program for which it qualifies ahead of all other eligible applicants on the waiting list.

Families who qualify for admission due to Special Circumstances receive the identical Priority 1 preference. [See also Section 3.2.2, Referrals Due to Special Circumstances, of this Administrative Plan.]

In determining the order of service among applicants who qualify for a Priority 1 preference, the following ranking criteria is used. The ranking criteria follows the hierarchy noted and is based on the applicant having applied for admission under one of the programs listed under Section 3.2.1, Referrals to Special Programs, and Section 3.2.2, Referrals Due to Special Circumstances, of this Administrative Plan and have met any additional programmatic requirements, including, in some cases, certification by an agency accredited by HACLA to participate in the special programs:

1. Referrals from HACLA Owned Units (Section 3.2.2.1 of this Administrative Plan).
2. HOPWA to Housing Choice Voucher (Section 3.2.1.3.1 of this Administrative Plan).
3. Victims of Declared Disasters (Section 3.2.2.2 of this Administrative plan).
4. Displacement Due to Government Actions (Section 3.2.2.3 of this Administrative Plan).
5. Underhousing in MRP-SRO Units (Section 16.7 of this Administrative Plan).
6. Underhousing in Continuum of Care Components: TRA, PRA, and SRA (Section 18.6.9 of this Administrative Plan).
7. LAHSA Supportive Housing Program to Housing Choice Voucher (Section 3.2.1.2.13 Transitional Housing Conversion of this Administrative Plan).
8. PBV transfer to Housing Choice Voucher (Section 17.39 of this Administrative Plan).
9. Readmissions and Reasonable Accommodations (Section 6.18 of this Administrative Plan).
10. HUD-VASH to Housing Choice Voucher (Section 21.4.3 of this Administrative Plan).
11. Continuum of Care Referral to the Housing Choice Voucher Program (Section 18.6.14 of this Administrative Plan).
12. Family Unification Program – Eligible Youth to Housing Choice Voucher (Section 3.2.1.2.2 of this Administrative Plan).
13. Continuum of Care Surviving or Remaining Members of a Family (Section 18.6.13 of this Administrative Plan).

* * *
5.20 PBV, MRP, MRP-SRO, HOPWA and Tenant-based Section 8 Screening

The HACLA screens all applicants and referrals to its PBV, MRP, MRP-SRO, HOPWA and tenant-based Section 8 programs and all proposed additions to an existing household in these programs by requiring each adult member of the proposed household to sign a consent form which authorizes a check of criminal history records.

The HACLA does not screen applicants to the Continuum of Care (CoC) program for criminal history. For admission criteria for the CoC program see Section 18.6.2, Screening for Criminal History and Grounds for Denials. For referrals to the HUD-VASH program see Chapter 21 for special screening requirements.

* * *

5.22 Desirability of Family

Except as indicated in Section 5.20, PBV, MRP, MRP-SRO, HOPWA and Tenant-based Section 8 Screening, and Section 5.22, Additional Project-based Screening, above, the HACLA does not make any determinations regarding a family’s behavior or suitability for tenancy. Landlords and owners in the assisted housing programs are solely responsible for selecting tenants and for determining whether a family is suitable for tenancy. [See also Section 11.1, Information to Prospective Owners, of this Administrative Plan.]

* * *

6.14.1 Proration at Initial Implementation of the Residency Rule

In accordance with HACLA policy the provisions of the Housing Authority Manual of Policy and Procedure, Part II, Chapter 201:8 Restrictions on Housing Assistance To Noncitizens, at the time of the first regular re-examination of income after October 2, 1995, all current Section 8 participants were required to submit evidence of citizenship or eligible immigration status or to elect not to contend that one has eligible immigration status. Where applicable, the HAP for such families was prorated in accordance with Chapter 201:8 and 24 CFR Part 5, subpart E - Restrictions on Assistance to Noncitizens.

* * *

6.16.1 Initial Implementation of the Residency Rule

At the time of their first regular re-examination after October 2, 1995, families that were participants in Section 214 programs (listed at 24 CFR 5.500) received either continued assistance, deferral of termination of assistance or proration of housing assistance in accordance with the federal regulations and HACLA policy as per Housing Authority Manual of Policy and Procedure, Part II, Chapter 201:8 Restrictions on Housing To Noncitizens. Actual termination of families that thereby received deferrals of termination of assistance was subject to approval of the Planning and Economic Development Department.

* * *
6.17.2 Allowable Absence from the Unit

A participant family may be absent from the unit for any reason for up to 30 consecutive days. Periods of absence between 31 days and 90 consecutive days are termed “extended absence” and require the prior approval of the HACLA.

Extended absence may be approved by an appropriate supervisor for reasons of health, rehabilitation, convalescence, incarceration, situations arising because of domestic violence, dating violence, stalking, or other personal needs of the family.

Any absence, including an anticipated absence, beyond 90 consecutive days, whether determined prior to or after the start of the absence, will result in termination of the HAP Contract.

Exceptions to the 90-day limitation may be made if the family is required to temporarily relocate due to primary renovation of the unit in accordance with Section 11.19.4, City RSO - Primary Renovation Program. Such exceptions shall be granted only at the Manager level or higher and shall in no case exceed 180 consecutive days.

See also Chapter 18 of this Administrative Plan for Special Procedures for the Continuum of Care Program relating to allowable absences from the unit. In the Continuum of Care program absences may be allowed for up to 180 days.

* * *

7.1 General Considerations

The HACLA uses the definitions of annual income, income limits and exclusions or deductions from income required by HUD. Methods of verifying income are contained in the Section 8 Annual Income Guidebook and in procedural bulletins and memoranda. The HACLA requires Upfront Income Verification (Electronic Verification) wherever possible and third party verification of annual income, medical expenses, childcare expenses, and other allowable deductions and expenses. The HACLA requires third party verification of excluded income insofar as required by HUD.

Access to and use of Electronic Verification data is governed by the HACLA Manual of Policy and Procedure (MPP), Chapter 127:1. If there is a discrepancy between the provisions of Chapter 127:1 and the Section 8 Administrative Plan, the provisions of Chapter 127:1 shall prevail.

* * *

7.2 Hierarchy and Methods of Verification

The HACLA verifies information using the six methods of verification acceptable to HUD in the following order of preference in accordance with PIH Notice 2018-18 dated October 26, 2018.

1. Upfront Income Verification (UIV), also called Electronic Verification (EV)
2. Upfront Income Verification (UIV) using non-HUD system
3. Written Third Party Verification
4. Written Third Party Verification Forms
5. Oral Third Party Verification
6. Document Review
7. Tenant Certification

* * *

7.2.2 Electronic Verification (EV)

Electronic Verification (EV) must be used whenever it is available for staff use. HACLA staff shall access HUD’s Enterprise Income Verification (EIV) system every time income verification is required for a participant family including all reexaminations of income, voucher issuances and re-contracting events. A copy of the EIV results shall be placed in the client’s file including EIV queries that result in “no record.” Access to and use of EV data is governed by Chapter 127:1 of the HACLA Manual of Policy and Procedure.

At present the following sources of EV are available to Section 8 staff:

- HUD’s Enterprise Income Verification (EIV) System (This system includes Social Security Administration and New Hire data),
- “The Work Number,”
- Data matching from the Los Angeles County Department of Public Social Services (DPSS),
- The California Employment Development Department (EDD) for current unemployment and State Disability Payment information.

The HACLA may pursue other computer matching agreements with federal, state and local agencies or provide access to other data bases at a later date.

If the HACLA does not have access to Electronic Verification for a particular type of income, written third party verification should be used. Staff must document the unavailability of EV on the Section 8 Verification Hierarchy form.

In accordance with Chapter 127:1 of the HACLA Manual of Policy and Procedure, and PIH Notice 2018-18, Administrative Guidance for Effective and Mandated Use of the Enterprise Income Verification (EIV) System dated October 26, 2018, EV can be used as the sole source of income verification only when there is no contradictory information, the client does not dispute use of the data and the EV data comes from a source that updates data monthly. Such sources are:

* * *

7.2.3 Third Party Written Verification

If EV information cannot be accessed, third-party written verification is used to verify information. HUD defines acceptable written third party verification as an original or authentic document generated by a third party source dated within the 60 day period preceding the reexamination or
HACLA request date. Such documentation may be in the possession of the participant (or applicant), is commonly referred to as tenant-provided documents, and may be delivered to HACLA by the participant (or applicant).

Examples of acceptable tenant-provided documentation (generated by a third party source) include, but are not limited to:

- Pay stubs (a minimum of two current and consecutive pay stubs),
- Payroll summary report,
- Employer notice/letter of hire/termination,
- SSA benefit verification letter,
- Bank statements,
- Child support payment stubs,
- Welfare benefit letter and/or printouts,
- Unemployment benefit notices,
- Pension benefit statements,
- Temporary Assistance to Needy Families (TANF) award letter, and
- Unemployment insurance or worker’s compensation material.

Staff must evaluate the authenticity of tenant-provided documentation, reject any documents that appear fraudulent and follow up directly with the source to obtain necessary verification if any information appears questionable or altered.

If third-party written verification is not used, staff must document the reason(s) for not using it on the Section 8 Verification Hierarchy form.

Third-party written verification is not required when EV is authorized as a sole source.

* * *

7.2.6 Document Review — Material Provided by the Family

If EV, written third party, written third-party form and oral third-party verification are unavailable, or if staff did not receive third-party information after sending a verification request and following up with three telephone attempts as required above, staff may review original documents provided by the family to verify reported income.

In accordance with Chapter 127:1 of the HACLA Manual of Policy and Procedure, staff may use material provided by the family to support or confirm EV data that does not update monthly, or to substantiate a change in circumstances that contravenes information obtained through an EV data source, or to challenge EV data.
All documents provided by the family including HACLA forms must be date-stamped on receipt. For all non-HACLA forms, staff must photocopy the verification document(s), initial the photocopy and indicate on the photocopy the date of receipt.

If a family-provided document (including a HACLA form) contains material that was completed manually, the information must be verified telephonically with the source. Such information must not be used without telephonic verification unless over a 5-day period staff has documented three unsuccessful telephonic queries in accordance with the third-party oral verification methods in Section 7.2.5, Oral Third Party Verification, above.

Staff must staple the family-provided HACLA form or photocopied document to the Section 8 Verification Hierarchy form used to record written and oral third-party verification attempts. Staff must indicate on the Section 8 Verification Hierarchy form why document review is being used in place of third-party written form or oral third-party verification and/or whether the documentation is being used in conjunction with EV data to determine annual income.

Examples of some acceptable family-provided documents are:

- HACLA forms delivered or mailed to HACLA by the family (if verified orally), or
- Tax returns.

It is illegal to reproduce (photocopy) a U.S. Treasury check. In addition, the HACLA does not allow reproduction of a State check. If third party verification has failed and information from such checks must be used as verification, staff must complete an RE-35, Verification of Income — Check Witnessed. Staff will document why this method of verification is being used on the Section 8 Verification Hierarchy form and will staple it to all attempts at verification.

* * *

7.3.1 Verification for Participants

Once the HACLA has established Section 8 access to HUD’s EIV system a HUD EIV query must be the primary method of verifying Social Security and SSI income for all participants. The results of the HUD EIV query, or a print-out that indicates no record, must be filed in the client folder. If HUD EIV had no record, staff must use tenant-provided Social Security or SSI income verification [See Section 7.2.3, Third Party Written Verification of this Administrative Plan]. The family must obtain this written verification by using the Social Security toll-free number (1-800-772-1213) or requesting a verification over the Internet website www.socialsecurity.gov. [See PIH Notice 2018-24 Verification of Social Security Numbers (SSNs), Social Security (SS) and Supplemental Security Income (SSI) Benefits; and Effective Use of the Enterprise Income Verification (EIV) System’s Identity Verification Report dated November 27, 2018 2010-03, Guidance—Verification of Social Security Numbers (SSNs), Social Security (SS) and Supplemental Security Income (SSI) Benefits, dated January 20, 2010]

* * *
7.4.2 Discrepancies with No Substantial Difference

For smaller discrepancies between EV and other forms of verification, staff uses the higher dollar amount of the EV or other verification to calculate the anticipated annual income unless:

1) the applicant or participant disputes the higher amount, in which case third-party verification is required, or
2) the applicant or participant provides HACLA with documentation of a change in circumstances (i.e. changes in employment, reduction in hours, etc.).

If the family provides verification (such as a hand-carried HACLA form) that was completed manually, it must be verified by third-party written form or oral third-party verification. If the information cannot be verified by third-party written form or oral third-party oral verification and the information differs from EV information, the most current verification of income will be used. Staff will document on the Section 8 Verification Hierarchy form the receipt of the family-provided information and the use of the most current verification of income in accordance with Chapter 127:1 of the HACLA Manual of Policy and Procedure (e.g., “used most current verification in accordance with MPP 127:1 D. IV.”)

* * *

Chapter 16. SPECIAL PROCEDURES FOR THE MODERATE REHABILITATION SINGLE ROOM OCCUPANCY PROGRAM FOR HOMELESS INDIVIDUALS (MRP-SRO)

16.1 Method for Selecting Owners—Request for Proposals Process

Immediately after the HACLA has decided to compete for any HUD Notice of Funding Availability (NOFA) for the MRP-SRO program, the HACLA will prepare and publish a Request for Proposals (RFP) in accordance with the standards for publication and notification required by the procurement policy established by the HACLA’s General Services Department.

The RFP is advertised on Los Angeles Business Assistance Virtual Network (LABAVN). Additionally, the General Services Department maintains a list of organizations that serve minority and women business constituencies and the RFP notification is e-mailed to these organizations. Proposals are also solicited from agencies which assist and service the homeless, from any list of SRO owners maintained by the Los Angeles Housing Department and from entities which have expressed an interest to the Section 8 Department.

In accordance with the policy set forth in Section 2.7, Objective VII: Training, Employment and Contracting Opportunities for Businesses (MBE/WBE & Section 3 Requirements), of this Administrative Plan, the HACLA conducts outreach to minority owned business enterprises (MBEs), women-owned business enterprises (WBEs) and Section 3 Business Concerns in its RFP process.

The proposals are evaluated, rated and ranked in accordance with the technical, price and other factors specified in the RFP.
16.1.1 Content of Proposals

In addition to completed application forms, proposers are required to submit project information to support the application. The specific information required for proposals is subject to change based on the requirements of the NOFA and other HUD requirements. However, the following information will generally be required:

1. Owner and building identification;
2. The number and bedroom sizes of proposed units;
3. The proposed scope of rehabilitation;
4. Tenant information and whether the proposer anticipates that either temporary relocation or permanent displacement of tenants will be necessary;
5. The proposer’s plans for managing and maintaining the units under the proposal;
6. A plan for financing the proposed rehabilitation, if known;
7. The proposer’s qualifications and experience in locating and dealing with homeless individuals or the proposer’s affiliation with groups or agencies with demonstrable experience in locating and serving the homeless;
8. The proposer’s ability to comply with the requirements of the program regarding displacement, temporary relocation and relocation assistance;
9. Plans for any supportive services to be provided including the means of delivery, funding sources, and any history of prior service provision or affiliation with service providers; and
10. Any other information required by Federal regulation or by the Notice of Funding Availability or determined by the HACLA to be necessary for the selection process or to further local objectives specified in the RFP.

16.1.2 Tenant Outreach

To ensure that proposers are capable of properly locating, screening and assisting the homeless, the proposer’s qualifications and experience in locating and dealing with homeless individuals or the proposer’s affiliation with groups and agencies with such qualification and experience will be evaluated and considered a basic criterion for participation in the MRP-SRO program. The proposer must identify the procedures that he or she intends to use to make the availability of the program known to homeless individuals and must demonstrate an ability to reach homeless individuals of all races, colors, religion, sex, age, national origin and those with mental, developmental or physical disabilities who may qualify for admission to the program. Contracted agencies for this program use the Coordinated Entry System to fill vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health...
Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA.

16.1.3 Temporary Relocation and Displacement

During the selection process, proposals with vacant units or structures shall be given preference over those which are occupied and which would require temporary relocation or displacement of tenants. Proposals that require temporary relocation are accepted only if the proposer can reasonably demonstrate the availability of and the proposer’s ability to secure adequately sized decent, safe and sanitary housing for families during the entire period of temporary displacement. The proposer must demonstrate that he or she can comply with the requirements of the program regarding displacement, temporary relocation and relocation assistance. The proposer must demonstrate that resources are available for any associated costs.

16.1.4 Reservation of Rights

If the first published RFP does not generate a sufficient number of proposals or proposals of sufficient quality, the HACLA reserves the right to extend the deadline for submission of proposals, to issue another RFP or to select proposals for inclusion in its NOFA application through another method allowable under the HUD NOFA and program regulations.

16.1.5 Proposal Ranking and Recommendation Process

The RFP process is conducted in accordance with the HACLA’s procurement policy as established by the General Services Department.

The Section 8 Department establishes a panel which evaluates the proposals in accordance with the selection criteria specified in the RFP and the results of any inspection, feasibility study or other analysis as may be required by program regulations. The panel ranks the proposals and prepares a recommendation for the HACLA’s Board of Commissioners.

16.2 Proposal Selection Process

The HACLA notifies proposers of the recommendations which will be presented to the Board of Commissioners, including the anticipated date when the Board will take action on the recommendations.

The HACLA coordinates its selections with other organizations as required by the HUD competitive process and local priorities.

The HACLA submits its application containing the final Board approved proposals to HUD for its approval, and notifies owners of HUD’s acceptance or of any modifications required by HUD.
No contract may be executed, no expenditure of funds or obligation of funds may be incurred, and no program implementation may begin without the prior approval of the HACLA Board of Commissioners.

16.3 Selection of Contractor

The owner is responsible for selecting the contractor. Only licensed contractors are allowed.

All contractors and subcontractors must comply with the HACLA’s affirmative action policy for Minority-owned Business Enterprises (MBE), for Women-owned Business Enterprises (WBE) and with the requirements of Section 3 of the Housing and Urban Development act of 1968 as set forth in Section 2.7, Objective VII: Training, Employment and Contracting Opportunities For Businesses (MBE/WBE & Section 3 Requirements), of this Administrative Plan.

If necessary, owners may bid out the construction. In such cases the owner must distribute bid packages to the City of Los Angeles Office of Contract Compliance and Public Works Affirmative Action.

All contracts must stipulate that any change in the contract or work write-up must be in writing and must be approved by the HACLA. All contracts and subcontracts must comply with, and contain the language required by the Agreement to Enter Into Housing Assistance Payments Contract.

16.4 Tenant Outreach Procedures

Contracted agencies for this program use the Coordinated Entry System to fill at vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA.

In addition to individuals located by the owner, the HACLA may locate eligible individuals which have been referred to the HACLA by agencies involved in its homeless program.

The HACLA maintains and analyzes statistics on the individuals served by the MRP-SRO program to determine whether any target groups may be under-served and to insure that the program is made known to homeless persons regardless of race, color, religion, age, sex, national origin, or mental, developmental or physical handicap or disability.

16.5 Temporary Relocation Policy

Proposals with vacant units or structures are given preference over those which will require either temporary relocation or permanent displacement of tenants. [See also Section 16.1.3, Temporary Relocation and Displacement, above:]

The HACLA will ensure the owner’s compliance with the requirements of the MRP-SRO program with regard to temporary relocations and permanent displacements and will monitor compliance with these requirements.
16.6 Monitoring the Provision of Supportive Services

Proposers are required to specify and describe in their proposals the supportive services they will provide to homeless clients. The selected owner’s performance in this area will be monitored by the HACLA as part of its on-going review and supervision. On a periodic basis the HACLA requires participating owners to provide specific reports regarding the types and amount of services provided.

16.7 Underhousing in MRP-SRO Units

If additions to the household are approved (whether due to birth, marriage or other reasons) that would cause more than one person to reside in the SRO unit, the HACLA shall provide tenant-based assistance to the approved family provided funding is available. The family cannot be forced to move and housing assistance payments under the HAP Contract cannot be terminated unless the family rejects, without good reason, the offer of a unit which the HACLA judges to be acceptable.

16.8 Requests for Reasonable Accommodation

If the HACLA approves a reasonable accommodation that would require the family to move to another unit, the family may be transferred between SRO units within the same building or under the management of the same MRP-SRO owner without losing the family’s Section 8 subsidy. If an accommodation is required but the owner does not have a suitable unit available, the family may then be transferred to an SRO unit managed by another owner participating in the MRP-SRO program without losing its Section 8 subsidy. If no adequate MRP-SRO unit is available, the HACLA may issue the family a tenant-based Housing Choice Voucher as a reasonable accommodation if funding is available.

16.9 Rental Assistance Demonstration and Project Based Vouchers

Where the Housing Authority chooses to convert Section 8 Moderate Rehabilitation projects (Mod-Rehab), including Single Room Occupancy (SRO) units to Rental Assistance Demonstration (RAD) Section 8 Project Based Voucher (PBV) the provisions of this section and its subsections will apply.

16.9.1 Eligible Units

For RAD PBV conversions, all units that are occupied at the time of expiration or termination of the Mod-Rehab – SRO contract are eligible for conversion under RAD.

The HACLA makes the final determination of eligibility to be included on the PBV HAP; this includes a determination that the household is income eligible for the PBV program and that the tenant’s total payment (TTP) of rent does not exceed the contract rent at the project.
16.9.2. Relocation and Right to Return

Under RAD, any resident residing in the property prior to conversion has a right to remain in, or in the event that rehabilitation will result in the relocation of residents, return to an assisted unit at the Covered Project.

16.9.3 Site Selection and Neighborhood Standards

Where an owner is planning to convert assistance under RAD, the owner must comply with all applicable site selection requirements, including those of the PBV-24 CFR § 983.57, the Fair Housing Act and Title VI of the Civil Rights Act of 1964, including implementing regulations at 24 CFR § 1.4(b)(3), and of Section 504 of the Rehabilitation Act of 1973, including implementing regulations at 24 CFR § 8.4(b)(5).

16.9.4. Change in Unit Configuration

Owners may change the unit configuration following conversion (e.g., combine SRO units into efficiencies or one-bedroom apartments, however the Owner must ensure that the change in bedroom distribution will not result in the involuntary permanent displacement of any resident (see Section 16.9.2 of this Administrative Plan) and will not result in discrimination based on race, color, national origin, religion, sex, disability, or familial status. For SRO projects that are converting, such changes will require a letter of support from the Continuum of Care (CoC) in which the project participates.

16.9.5. Term of the RAD PBV Contract

The initial contract will be for a period of at least fifteen (15) years. Upon expiration of the initial contract, at the HACLA’s sole option, the RAD PBV Contract may be extended, but always contingent upon the future availability of appropriated funds and the contractor’s satisfactory RAD PBV program performance, for such periods as the HACLA deems appropriate and in accordance with HUD regulations and instructions. HACLA must determine that the extension of the contract is appropriate to achieve long-term affordability of the housing or to expand housing opportunities. HACLA may renew PBV contracts in five years increments up to an aggregate total of 15 years.

16.9.6. Initial Contract Rents

The initial rent to owner shall be determined in accordance with 24 CFR Part 983 Subpart G. Initial contract rents cannot exceed the lower of:

(a) the reasonable rent,
(b) an amount determined by the HACLA, not to exceed 110 percent of the applicable FMR minus any utility allowance, or
(c) the rent requested by the owner.

For RAD conversions, HUD is waiving 24 CFR § 888.113(f)(2) and establishing the alternative requirement that the applicable FMR used for SRO units for initial and re-determined rents shall be the zero bedroom (efficiency) FMR.
16.9.7 Re-determining Rent to Owner—Rent Reasonableness

The rent-to-owner will be re-determined in accordance with 24 CFR 983.302. The rent-to-owner may be re-determined at the owner’s request for a rent increase at the annual anniversary date of the HAP contract. The rent-to-owner is also re-determined at such time when there is a five percent or greater decrease in the published FMR. Re-determined rents may result in a downward adjustment in certain circumstances, however, PHAs may elect in the HAP contract to establish the initial contract rent as the rent floor as described in 24 CFR 983.30(c)(2).

16.9.8 Under-Occupied Units

Otherwise-eligible households of two or more individuals occupying a unit determined by the Housing Authority under HUD regulations to be under-occupied shall, upon conversion to PBV, be allowed to remain in those units until such time as an appropriate-size unit becomes available in the project. This protection also extends to single elderly and disabled individuals regardless of the unit size. When an appropriate-size unit becomes available, the family living in the oversized unit must move to the appropriate-size unit within a reasonable time, as determined by the Housing Authority. If the unit size required by the family does not physically exist at the project, the family shall remain in its current unit unless and until a more appropriate-size unit is available. If or when a smaller-size unit becomes available, the family must move to the smaller-size unit.

16.9.9 Limitation on Screening for Residents upon Conversion to RAD-PBV

At conversion, current households are new admissions into the PBV program. However, as a condition of participation in the Demonstration, the Housing Authority may only screen households for the mandatory screening requirements established by statute and may not apply any other discretionary screening requirements.

16.9.10 Homeless Preference for SRO Conversion to RAD-PBV

The preference for the homeless must apply to individuals or families that fall within the definition for homeless established by the McKinney-Vento Homeless Assistance Act as amended by the HEARTH Act and contained in the Continuum of Care Interim Rule at 24 CFR § 578.3, unless the CoC provides a letter of support to cover a homeless population not included in that definition.

16.9.11 Resident Notification

The owner is required to notify residents in writing of its intent to participate in the Demonstration and to hold two meetings with residents.

* * *

Chapter 16 Chapter 17 Special procedure - Project Based Voucher Program

* * *
16.47 Rental Assistance Demonstration and Section 8 Moderate Rehabilitation

Where the Housing Authority chooses to convert Section 8 Moderate Rehabilitation projects (Mod-Rehab), including Single Room Occupancy (SRO) units to Rental Assistance Demonstration (RAD) Section 8 Project Based Voucher (PBV) the provisions of this section and its subsections will apply.

16.47.1. Eligible Units

For RAD PBV conversions, all units that are occupied at the time of expiration or termination of the Mod-Rehab - SRO contract are eligible for conversion under RAD.

The HACLA makes the final determination of eligibility to be included on the PBV HAP; this includes a determination that the household is income eligible for the PBV program and that the tenant’s total payment (TTP) of rent does not exceed the contract rent at the project.

16.47.2. Relocation and Right to Return

Under RAD, any resident residing in the property prior to conversion has a right to remain in, or in the event that rehabilitation will result in the relocation of residents, return to an assisted unit at the Covered Project.

16.47.3 Site Selection and Neighborhood Standards

Where an owner is planning to convert assistance under RAD, the owner must comply with all applicable site selection requirements, including those of the PBV 24 CFR § 983.57, the Fair Housing Act and Title VI of the Civil Rights Act of 1964, including implementing regulations at 24 CFR § 1.4(b)(3), and of Section 504 of the Rehabilitation Act of 1973, including implementing regulations at 24 CFR § 8.4(b)(5).

16.47.4. Change in Unit Configuration

Owners may change the unit configuration following conversion (e.g., combine SRO units into efficiencies or one-bedroom apartments, however the Owner must ensure that the change in bedroom distribution will not result in the involuntary permanent displacement of any resident (see Section 16.9.2 of this Administrative Plan) and will not result in discrimination based on race, color, national origin, religion, sex, disability, or familial status. For SRO projects that are converting, such changes will require a letter of support from the Continuum of Care (CoC) in which the project participates.
16.47.5. Term of the RAD PBV Contract

The initial contract will be for a period of at least fifteen (15) years. Upon expiration of the initial contract, at the HACLA’s sole option, the RAD PBV Contract may be extended, but always contingent upon the future availability of appropriated funds and the contractor’s satisfactory RAD PBV program performance, for such periods as the HACLA deems appropriate and in accordance with HUD regulations and instructions. HACLA must determine that the extension of the contract is appropriate to achieve long-term affordability of the housing or to expand housing opportunities. HACLA may renew PBV contracts in five years increments up to an aggregate total of 15 years.

16.47.6. Initial Contract Rents

The initial rent to owner shall be determined in accordance with 24 CFR Part 983 Subpart G. Initial contract rents cannot exceed the lower of:
(a) the reasonable rent,
(b) an amount determined by the HACLA, not to exceed 110 percent of the applicable FMR minus any utility allowance, or
(c) the rent requested by the owner.

For RAD conversions, HUD is waiving 24 CFR § 888.113(f)(2) and establishing the alternative requirement that the applicable FMR used for SRO units for initial and re-determined rents shall be the zero bedroom (efficiency) FMR.

16.47.7 Re-determining Rent to Owner - Rent Reasonableness

The rent to owner will be re-determined in accordance with 24 CFR 983.302. The rent to owner may be re-determined at the owner’s request for a rent increase at the annual anniversary date of the HAP contract. The rent to owner is also re-determined at such time when there is a five percent or greater decrease in the published FMR. Re-determined rents may result in a downward adjustment in certain circumstances, however, PHAs may elect in the HAP contract to establish the initial contract rent as the rent floor as described in 24 CFR 983.30(c)(2).

16.47.8. Under-Occupied Units

Otherwise-eligible households of two or more individuals occupying a unit determined by the Housing Authority under HUD regulations to be under-occupied shall, upon conversion to PBV, be allowed to remain in those units until such time as an appropriate-size unit becomes available in the project. This protection also extends to single elderly and disabled individuals regardless of the unit size. When an appropriate-size unit becomes available, the family living in the oversized unit must move to the appropriate-size unit within a reasonable time, as determined by the Housing Authority. If the unit size required by the family does not physically exist at the project, the family shall remain in its current unit unless and until a more appropriate-size unit is
available. If or when a smaller-size unit becomes available, the family must move to the smaller-size unit.

16.47.9. Limitation on Screening for Residents upon Conversion to RAD PBV

At conversion, current households are new admissions into the PBV program. However, as a condition of participation in the Demonstration, the Housing Authority may only screen households for the mandatory screening requirements established by statute and may not apply any other discretionary screening requirements.

16.47.10. Homeless Preference for SRO Conversion to RAD PBV

The preference for the homeless must apply to individuals or families that fall within the definition for homeless established by the McKinney-Vento Homeless Assistance Act as amended by the HEARTH Act and contained in the Continuum of Care Interim Rule at 24 CFR § 578.3, unless the CoC provides a letter of support to cover a homeless population not included in that definition.

16.47.11 Resident Notification

The owner is required to notify residents in writing of its intent to participate in the Demonstration and to hold two meeting with residents.

16.48 17.47. Requests for Reasonable Accommodation

* * *

Chapter 18. SPECIAL PROCEDURES FOR THE CONTINUUM OF CARE PROGRAM

The HEARTH Act consolidates the three separate McKinney Vento homeless assistance programs, including the Supportive Housing Program, Shelter Plus Care Program, and Section 8 Moderate Rehabilitation SRO Program into a single grant program known as the Continuum of Care (CoC) Program. The former Shelter Plus Care (S+C) Program provides rental assistance in connection with matching supportive services. The CoC Program provides a variety of permanent housing choices, accompanied by a range of supportive services funded through other sources.

As of December 31, 2017 all awards made to the Housing Authority under Shelter Plus Care were renewed under the Continuum of Care Program.

In the Continuum of Care (CoC) program, rental assistance may be provided through four components, Tenant-based Rental Assistance (TRA), Project-based Rental Assistance (PRA), Sponsor-based Rental Assistance (SRA), or Single Room Occupancy (SRO) dwellings.

In accordance with Section 3.3.4.2.2, Continuum of Care Program, of this Administrative Plan, the HACLA receives referrals from the Coordinated Entry System, an alternate, equivalent comprehensive assessment system or partnering agencies to fill vacancies for this program. Accordingly, Chapter 3, Applications, Referrals and Programs, and Chapter 5, Managing the Applicant Waiting List, of this Administrative Plan generally do not apply to the CoC program.
In accordance with 24 CFR 582.5, an eligible person is a homeless person with disabilities (primarily persons who are seriously mentally ill; have chronic problems with alcohol, drugs, or both; or have AIDS and related diseases) and, if also homeless, the family of such a person. Only very low income families are eligible for assistance except that low income families may be assisted under the SRO component. Income eligibility is determined in accordance with 24 CFR 5-subpart F.

The Continuum of Care Manual of Policy and Procedure outlines overall procedures for administering the Continuum of Care Program.

18.1 Method for Selecting Grant Participants—Request for Proposals Process
Immediately after the HACLA has decided to compete under a HUD Notice of Fund Availability (NOFA) for the Continuum of Care (CoC) Program, the HACLA uses a Request for Proposals (RFP) procedure to solicit organizations who may wish to participate in the program.

The RFP is conducted in accordance with the procurement policies as determined by the HACLA General Services Department. The RFP procedure is contained in Section 16.1, Method for Selecting Owners—Request for Proposals Process, of this Administrative Plan which is modified by Section 18.2 below.

The HACLA may publish a consolidated RFP which simultaneously requests proposals for all components of the CoC program and for the non-CoC Moderate Rehab—SRO Program.

18.2 Additional Program Prerequisites and Selection Criteria
The HACLA may add to or delete from the selection criteria and proposal content set forth in Section 16.1.1 through Section 16.1.3 as may be needed to conform with HUD requirements. The HACLA may establish criteria for proposers based on other needs of the agency and of the community including the proposer’s responsiveness to local objectives specified by the HACLA in the RFP.

18.3 Selection Process
The HACLA notifies proposers of the recommendations for selected proposals which will be presented to the HACLA Board of Commissioners, including the anticipated date when the Board will take action on the recommendations.

The HACLA coordinates its selections with other organizations as required by the HUD competitive process and local priorities.

The HACLA submits its application containing the selected proposals to HUD for its approval.

The HACLA notifies proposers of HUD’s acceptance thereof or of any required modifications to a proposal.

The HACLA enters into a contract with the successful proposers, hereafter called Contractors, setting forth the mutual obligations of the parties in accordance with HUD regulations and in a form approved by the legal counsel of the HACLA.
No contract may be executed, no expenditure of funds or obligation to spend funds may be incurred and no program implementation may begin without prior approval of the HACLA Board of Commissioners.

18.4 Procedures for Managing Funds Provided by HUD for the CoC Program

18.4.1 HUD Advisory on Rent Reasonableness in the CoC Program

In a letter responding to a query from the HACLA’s President and CEO, dated 23 March, 1998, HUD’s Office of Community Planning and Development advised that while the rent for a sponsor/tenant/project-based unit must be reasonable, there is no requirement that the rent meet a particular FMR limit. However, administrative fees, payments for vacancies, damage payments, and rent increases can only be provided when the grant amount reserved for the rental assistance period exceeds the amount that will be required to pay the actual costs of rental assistance. If the reasonable rent is set at or above the FMR at which funds were reserved, the HACLA may be denying itself funds for these items.

See also Section 18.4.7, Adjustments to Rents, with regard to making full use of grant funds.

18.4.2 Identification and Selection of Units

For the Project-based, Sponsor-based and SRO-based components, proposers identify site locations in the context of the RFP process. For the Tenant-based component, the CoC participant locates the unit consistent with any constraints on location imposed by the Contractor and approved by the HACLA.

18.4.3 Inspections

Units are inspected and must pass a Housing Quality Standards inspection prior to the start date of any assisted lease and at least annually thereafter. Inspections are performed by the HACLA in accordance with existing Section 8 program requirements. [See Chapter 11, Owners, Contracts, Inspections, Claims, of this Administrative Plan.]

18.4.4 Determining Which Unit the Participant Will Occupy

Except in the Tenant-based component, the Contractor is responsible for determining which unit a participant will occupy in accordance with HUD’s Housing Quality Standards (HQs), the HACLA’s subsidy standards and the Contractor’s unit availability.

In the Tenant-based component, the participant is responsible for selecting his or her own unit subject to the HACLA’s approval of the unit and the rental amount in accordance with HUD regulations. The Contractor may, with the HACLA’s prior approval, require a tenant-based participant to live within a specific area where necessary to facilitate the coordination of supportive services so long as the area is not defined in such a way as to violate the Fair Housing Act or the Rehabilitation Act of 1973.

18.4.5 Placement and Assistance in Finding Appropriate Housing

The Contractor is responsible for placement and for providing assistance in finding appropriate housing in accordance with the terms of its contract with the HACLA. In the Tenant-Based component, the Contractor is responsible for providing the same assistance it provides to other members of its tenant-based programs in locating housing.

Page 35 of 44
18.4.6 Rent Calculations—Determining the Rental Assistance Payment

The HACLA determines applicant eligibility for all Continuum of Care components and performs regular, special and interim determinations of income and rent in accordance with HUD regulations for the Continuum of Care and Section 8 programs as described in this Administrative Plan.

18.4.7 Adjustment to Rents

The HACLA may make adjustments to rents charged for assisted units in accordance with the terms of the HACLA Contract with the Contractor, subject to HUD requirements and regulations, and subject to the availability of funds. Under no circumstances may an adjustment to rent result in the servicing of fewer clients by a Contractor than is required under the terms of the HACLA Contract, or of the Grant Agreement as approved by HUD. [See also 18.4.1, HUD Advisory on Rent Reasonableness in the CoC Program, of this Administrative Plan.]

To fully use grant funds, the HACLA may, at its sole discretion, annually increase the contract rent to Contractors participating in project-based, sponsor-based and SRO-based components up to a rent level even, if it is higher than the published Fair Market Rent for each unit size so long as the rents remain reasonable and so long as there are sufficient funds in the grant to support the increase.

18.4.8 Change in the Number of Units

With the prior written approval of the HACLA, and subject to HUD requirements and funding availability, and subject to the units passing a HACLA inspection, a Contractor may substitute units on a one for one basis or increase (or decrease) the number of units or clients to be served under the CoC Grant Agreement and the HACLA Contract. However, any change in the number of units or clients to be served may not result in the Contractor serving fewer clients than agreed upon in the original HACLA Contract and under the terms of the original Grant Agreement.

18.4.9 Safeguards to Prevent Misuse of Funds

Unless otherwise required by HUD, the HACLA employs the same safeguards to prevent misuse of funds in the Continuum of Care program as it does in its Section 8 programs.

18.5 Interjurisdictional Agreements

The HACLA may enter into agreements with other agencies, including other local Public Housing Agencies (PHAs), to administer all, or portions of, their HUD approved Continuum of Care programs.

Any such agreement must be in writing and must receive the prior approval of the HACLA’s Board of Commissioners.

The agreement shall set forth the responsibilities of the parties, any amounts or manner of compensation to be provided by the parties and any Board-approved variations to the policies and procedures set forth in this Administrative Plan regarding the administration of the HACLA’s CoC program.
By its approval of any such agreement, the Board of Commissioners thereby incorporates the specific policies and procedures expressed in the agreement into this Administrative Plan as if it were originally set forth herein.

### 18.6 Special Rules Governing All Components

#### 18.6.1 Outreach

In accordance with HUD’s guidance and technical assistance, HACLA will transition to the following applicant referral process using a phased-in approach that takes into account existing partner waitlists and contracts. The CoC Program uses the Coordinated Entry System to fill all vacancies. Alternate, equivalent comprehensive assessment systems, including but not limited to the Department of Health Services internal assessment or the 10th decile triage tool, may also be used with approval of the HACLA. Remaining vacancies are filled with referrals received from contractors who have an MOU or contract with the HACLA to submit referrals. HACLA will evaluate the referral process and make changes to the process in order to meet program and utilization objectives. Contractors participating with the HACLA are required to perform outreach to the homeless. The HACLA monitors the outreach activities of the Contractor to ensure compliance with regulatory requirements.

#### 18.6.2 Screening for Criminal History and Grounds for Denials

The HACLA does not screen applicants to the CoC program for criminal histories.

An applicant to the CoC program is denied assistance for the following reasons:

1. The applicant does not meet the homeless definition established by HUD;
2. The applicant does not meet the disabled definition;
3. The applicant is ineligible due to income;
4. The applicant is ineligible due to U.S. citizenship or immigration status requirements;
5. The applicant fails to provide true and complete information to HACLA;
6. The applicant fails to provide information requested by HACLA necessary in the administration of the program;
7. The applicant has engaged in or threatened abusive or violent behavior toward any HACLA employee;
8. The applicant currently owes rent or other amounts to the HACLA or to any other Public Housing Agency (PHA) in connection with Section 8 or public housing assistance and refuses to enter into a repayment agreement for amounts owed;
9. The applicant breached a previous repayment agreement and refuses HACLA’s offer to enter into a new agreement to pay amounts owed to a PHA or amounts paid to an owner by a PHA.

#### 18.6.3 Mobility Options for Families with Tenant-Based Rental Assistance

All participants in the HACLA’s CoC Program are required to reside within Los Angeles Continuum of Care (LA CoC) geographic area as a condition of participation. Participant families receiving assistance under the Tenant-Based Rental component may move outside of the LA CoC’s geographic area and continue receiving housing assistance under the LA CoC program if the following conditions are met:

1. The decision of the participant family to move to housing outside of the LA CoC’s geographic area is made in consultation with the sponsor agency and the HACLA.
2. The sponsor agency ensures that supportive services will be provided to the family.
3. The HACLA conducts HQS inspections and reexaminations of the family’s income, and ensures the participant is reported in the Homeless Management Information System (HMIS) of the LA CoC.

The sponsor agency and/or the HACLA can deny a family’s request to choose housing or move outside of the LA CoC’s geographic area if either party will not be able to meet its statutory and regulatory program requirements.

18.6.4 Supportive Service Match Requirement
HUD requires that the aggregate amount of supportive services provided to participants by the sponsor at least equal in value the aggregate amount of rental assistance paid on behalf of those participants under the grant agreement for the term of the grant agreement. HUD has directed the HACLA to abate all, or a portion of, the rental assistance payments to the sponsor if they are not in compliance with this requirement, until the issue is resolved to HACLA and HUD’s satisfaction.

18.6.5 Reporting Requirements
The HACLA requires that participating Contractors submit periodic reports to the HACLA regarding the dollar value of supportive services provided to program participants. The HACLA may require other information which may be deemed necessary to the operation of the program. Failure of the Contractor to submit reports or to provide the matching services required by program regulations will be a breach of contract provisions.

18.6.6 Family Absences
Rental Assistance Payments may only be paid to the owner during the lease term and while the family is residing in the unit. The family may, however, be absent from the unit for brief periods.

A participant in the CoC Program may be absent from a unit for any reason for up to 30 consecutive days. Periods of absence between 31 and 180 consecutive days are termed “extended absence.”

The Contractor is required to report to the HACLA any extended absence or anticipated extended absence of the CoC participant from the unit and the reason for the absence. Extended absence may be approved by the HACLA for reasons of health, rehabilitation, convalescence, incarceration or the personal needs of the family.

Any absence (including an anticipated absence) beyond 180 days, whether the absence is determined prior to or after its start, will result in termination of the Rental Assistance Payments (RAP) subsidy for the assisted unit.

The HACLA may inspect the unit or require the Contractor to inspect the unit to determine whether a participant is absent. In cases of unexplained absence, the HACLA may, at any time, require a Contractor to post a Notice of Abandonment and to take possession of the unit following expiration of the notice.
18.6.7 Limitations on Moving
The limitations on moving as set forth in Section 12.2, Limitations on Moving, of this Administrative Plan, do not apply to CoC participants except those in the Tenant-based component of CoC.

18.6.8 Transfer Between Components
A participant may transfer or be transferred between components of the CoC program managed by the same Contractor or transfer or be transferred to an approved CoC unit managed by another Contractor only with the mutual agreement of the participant, the Contractor(s) and the HACLA. Except in the Tenant-based component, the CoC program does not create any right of the participant to move from a unit assisted under CoC with continued assistance.

18.6.9 Underhousing
If there is a change in the family composition that results in the family being underhoused, the CoC Contractor must attempt to house the family in an available CoC unit of appropriate size in any of their grants. If such a unit is not available, the HACLA must attempt to provide assistance through another CoC Contractor's grant. If a unit in CoC is not available, the HACLA must issue the family a tenant-based Section 8 voucher if funding is available.

18.6.10 Requests for Reasonable Accommodation
If the HACLA approves a reasonable accommodation that would require the family to move to another unit, the family may be transferred between components in accordance with Section 18.6.8, Transfer Between Components, above or, if such an accommodation is not available, may be issued a Continuum of Care tenant-based certificate. If CoC Tenant-based Rental Assistance is unavailable, the HACLA must issue the family a tenant-based Section 8 voucher if funding is available.

In the case of moves between contractors, the Contractor losing the family need not agree to a move approved and required by the HACLA as a reasonable accommodation.

18.6.11 Family Obligations
The family shall be required to sign and be responsible for the following:
- In the Tenant-based component, the Continuum of Care Tenant Based Family Obligations;
- In the Project-based or Sponsor-based component, the Statement of Family Responsibility—Project Based Assistance Program;
- In the SRO component, the Section 8 Moderate Rehabilitation Program Statement of Family Responsibility.

18.6.12 Terminating Participants
The HACLA provisions contained in Chapter 14, Complaints and Hearings, of this Administrative Plan apply to participants in all components of the CoC program.

Contractors in the CoC Project-based, Sponsor-based and SRO components are encouraged to exercise judgment and examine all extenuating circumstances in
determining whether lease or program violations are serious enough to warrant termination.

If during the course of participation on the program, the HACLA becomes aware that a participant is subject to a lifetime sex offender registration requirement in any State, the HACLA will look at the date of that requirement. If it occurred prior to admittance to the CoC program, the participant is grandfathered in and will not be terminated from the program.

Hearing officers must examine all extenuating circumstances in determining whether lease or other program violations are serious enough to warrant termination from the program. The hearing officer may require the family to sign an agreement to participate in specific supportive services as a condition of continued participation. A participant’s assistance should be terminated only in the most severe cases.

18.6.13 Surviving or Remaining Members of a Family
In accordance with 24 CFR 582.5 if the person with disabilities who qualified the family for assistance under the Continuum of Care dies or leaves the assisted household, the right to rental assistance for surviving members ends at the end of the grant period under which the deceased member was a participant. At the end of the grant period, the Housing Authority will use one of its own vouchers, if available, to continue assisting this family. The surviving family members will be referred to the HACLA for placement on the Section 8 tenant-based waiting list with a local preference of Priority 1.

18.6.14 Referral to the Housing Choice Voucher Program
Upon the written recommendation of the Continuum of Care Contractor, eligible families with no or very low supportive service needs may be referred to the HACLA for placement on the Section 8 tenant-based waiting list with a local preference of Priority 1. Such families become subject to the screening requirements for criminal history of the tenant-based program in accordance with Section 5.20, PBA, MRP, MRP-SRO, HOPWA and Tenant-based Section 8 Screening.

Placement on the waiting list is at the sole discretion of the HACLA and is subject to the following:
1. The Contractor agrees to continue to provide appropriate supportive services to the family or to locate and refer the family to other providers of equivalent supportive services that are affordable to the family.
2. The family must agree to be referred to supportive services, if needed.
3. The family agrees with the Contractor’s recommendation, understands the nature of the tenant-based program, and provides a written request for Housing Choice Voucher assistance.
4. The family is a low income family and otherwise eligible for the Housing Choice Voucher Program.
5. The family has received assistance under the Continuum of Care Program for at least two years.
6. The family is currently in compliance with Continuum of Care regulations, including, but not limited to, being in compliance with their supportive service plan.
7. The family is in compliance with current lease, including, but not limited to, paying
their rent on time each month.
8. The average monthly dollar value of the Contractor’s services match over the last three months has been less than 25 percent of the monthly Rental Assistance Payment (RAP) for the unit for those CoC grants in their initial periods, and less than 10 percent for CoC grants in their renewal periods.
9. The Contractor’s performance has been satisfactory to HACLA per Section 3.3.4.2.2, Continuum of Care Program, of this Administrative Plan.

18.7 Tenant-based Rental Assistance – CoC Component (TRA)
For the Tenant-based component of CoC, the HACLA follows the regulations established by HUD for the tenant-based program and the policies incorporated into this Administrative Plan except as noted below. Where there is a conflict between regulations for the tenant-based program and the CoC regulations, the CoC regulations prevail.

18.7.1 Initial Gross Rent
To operate the TRA component within the grant amount established by 24 CFR 582.105 and to comply with the rent reasonableness requirements of 24 CFR 582.305, the HACLA uses its voucher payment standards to determine the maximum Gross Rent allowable for the initial tenant-based contract in a unit. The initial Gross Rent for the unit may not exceed the lower of the voucher payment standard for the family size or the voucher payment standard for the actual bedroom size of the unit.

18.7.2 Security Deposit
Upon written request of the participant, the HACLA will pay to the landlord an amount equal to one month’s contract rent on behalf of the participant toward the security deposit required by the landlord. This payment may be made only for the unit initially leased by the participant under the program. The participant is under no obligation to repay the HACLA upon vacating the unit. The return of the security deposit to the participant is governed by State and local law.

18.7.3 Statement of Family Responsibility
In addition to the Family Obligations form, the participant and the Contractor’s representative are required to sign a Statement of Family Responsibility requiring the participant to take part in the supportive services required by the Contractor as a condition of continued participation in the Continuum of Care program. The Contractor’s representative by his or her signature agrees to notify the HACLA of the failure of the participant to take part in any required supportive services.

18.8 Project-based Rental Assistance (PRA) and Sponsor-based Rental Assistance (SRA) CoC Components
For the Project-based and Sponsor-based components of CoC, the HACLA follows the policies incorporated into this Administrative Plan except as noted below. Where there is a conflict between the CoC regulations and this Administrative Plan, the CoC regulations prevail.

18.8.1 Security Deposit
The security deposit collected by the Contractor may not exceed one month’s rent. The Contractor may collect a security deposit from the participant or from other sources.
18.8.2 Occupancy Agreement—Initial Term
The initial Occupancy Agreement (lease) shall be for a term of at least one month and automatically renewable upon expiration.

18.8.3 Tenant Caused Damages During Occupancy
The owner is required to maintain the assisted units so that they comply with Housing Quality Standards. The HACLA does not terminate the family from the CoC program due to tenant caused deficiencies in the unit. The owner may terminate the assisted tenancy in accordance with the terms of the lease.

If the HACLA notifies the Contractor that a unit is not in decent, safe and sanitary condition, and the Contractor does not take corrective action (including corrective action with respect to a participant where the condition of the unit is the fault of the participant) within the time prescribed in the notice, the HACLA may exercise any of its rights and remedies under the terms of the Contract including termination, abatement or reduction of Rental Assistance Payments, even if the participant continues to reside in the unit. The HACLA may also terminate the subsidy for any unit(s) determined by the HACLA not to be in decent, safe and sanitary condition in accordance with Housing Quality Standards.

18.8.4 Authority Reimbursement for Unpaid Rent or Damages
After the participant moves from the assisted unit, if the security deposit is insufficient for reimbursement, or if the Contractor did not collect a security deposit, the Contractor may claim reimbursement for unpaid rent or for damages from the HACLA for an amount not to exceed the lesser of:

1. The amount owed the Contractor; or
2. One month’s contract rent less, in either case, the greater of the security deposit actually collected, or the maximum amount permitted under HUD regulations. Any reimbursement so provided is applied first toward any unpaid resident rent and then to other amounts owed by the participant. The Contractor may not claim reimbursement from the HACLA for unpaid resident rent for the period after the participant moves from the assisted unit.

18.8.5 Payment for a Vacated Unit
If a participant moves from the contracted unit before the expiration of the Occupancy Agreement (lease), the Contractor shall be paid the Rental Assistance Payment (RAP) due under the Contract for so much of the month as the unit remains vacant.

If the unit continues to remain vacant, the Contractor shall be paid the RAP for a vacancy period not exceeding 30 days beyond the end of the month in which the unit was vacated.

If the Contractor evicts the participant prior to the expiration of the Occupancy Agreement (lease), the Contractor is not entitled to any payment for vacancy unless the HACLA determines that the Contractor complied with all the requirements of the Contract and all applicable State and local laws.

The Contractor is not entitled to any payment for the vacated unit unless the Contractor (a) immediately upon learning of the vacancy has notified the HACLA of the vacancy, (b)
has taken and continues to take all reasonable actions to fill the vacancy, and (c) has not rejected any eligible person except for grounds acceptable to the HACLA.

The Contractor shall not be entitled to any payment for a vacated unit to the extent that the Contractor is entitled to payment from other sources.

The unit is not considered vacant in the event that the participant is away from the unit for brief periods of inpatient care or for other reasons approved by the HACLA, not to exceed one hundred eighty days for each occurrence. [See Section 18.6.7, Family Absences, above.]

18.9 Sponsor-based CoC Component (SRA)
In addition to the policies applicable to the Sponsor-based component set forth in Section 18.8, Project-based (PRA) and Sponsor-based (SRA) CoC Components, above, the contents of this section apply to the SRA component.

18.9.1 Location of Assisted Units
The street address location (site) of the potential assisted units for a Contractor approved under this component is specified in the HACLA Contract. The HACLA may approve an assisted lease for any unit located at an approved site provided that the unit passes a Housing Quality Standards inspection. The Contractor may request revision to the approved sites which may be approved by the HACLA in accordance with Continuum of Care regulations.

18.9.2 Tenant Transfer Between Units
Once approved by HACLA, the Contractor may, if it is deemed in the best interests of the participant, or necessary to management of the units under the HACLA Contract, or to enable appropriate provision of services including supervision of the participant, require the participant to move from one assisted unit to another assisted unit under the control of the Contractor and approved under the HACLA Contract. The Contractor must abide by the terms of the assisted lease in effecting any such transfer. All units must pass a HQS inspection prior to the approval of an assisted lease.

18.10 Moderate Rehabilitation for Single Room Occupancy (SRO) Component
For the Single Room Occupancy (SRO) component of Continuum of Care (CoC) the HACLA follows the regulations established by HUD for the SRO program and the policies incorporated into this Administrative Plan except as noted below. Where there is a conflict between regulations for the SRO program and the CoC regulations, the CoC regulations prevail.

18.10.1 Security Deposit
The security deposit collected by the Contractor may not exceed the amount established by HUD for the Moderate Rehabilitation Single Room Occupancy program. The Contractor may collect the security deposit from the participant or from other sources.

18.10.2 Term of Lease
The initial lease between the participant and the owner must be for at least one year.
18.10.3 Authority Reimbursement for Unpaid Rent or Damages
The HACLA follows the regulations of the MRP/SRO program as set forth in 24 CFR Part 882, Subpart H—Section 8 Moderate Rehabilitation Single Room Occupancy Program for Homeless Individuals, and allows the Contractor to receive payment for unpaid rent and damages, where so claimed by the owner and verified by the HACLA, but in an amount not to exceed that provided in 24 CFR Part 578—Continuum of Care Program.

18.10.4 Payment for Vacated Unit
The HACLA makes payment for a vacated unit in the CoC SRO component in accordance with Section 18.8.5, Payment for a Vacated Unit, above.

Chapter 17 Chapter 19 Use of Section 8 Administrative Fee Reserves

Chapter 18 Chapter 20 Special Procedures – Section 8 Homeownership Program

Chapter 19 Chapter 21 Special Procedures – HUD-VASH
ATTACHMENT 3

Response to Comments
(only in Final & Final Draft Versions)
RESPONSE TO COMMENTS

SEPTEMBER 23, 2021
Dear Residents and Program Participants:

The Housing Authority of the City of Los Angeles (HACLA) is pleased to respond to comments received on HACLA’s Fiscal Year 2022 Draft Agency Plan. The Agency Plan Resident Advisory Boards, residents and Section 8 program participants, and interested parties have submitted comments to the Draft Agency Plan. The Housing Authority is committed to responding and addressing all the issues raised by these comments. Copies of these responses will be distributed to 14 different Housing Authority sites and offices throughout Los Angeles and will also be made available to interested parties and members of the public who request them. The Agency Plan of which this document is part of is available at www.hacla.org.

BACKGROUND

The “Quality Housing Work Responsibility Act of 1998” (QHWRA) contains a provision whereby PHAs must submit an Agency Plan. The Department of Housing and Urban Development (HUD) published the Agency Plan final rule on October 21, 1998. The rule was effective on November 22, 1999.

The Agency Plan has two elements, a Five-Year Plan and an Annual Plan. The Agency Plan submission process is a continuing planning process, tailored after the Consolidated Plan process. The Housing Authority must submit an Annual Plan every year. Residents, program participants, and the public must have an opportunity for input before each submission to HUD.

REQUIREMENTS OF THE CODE OF FEDERAL REGULATIONS FOR RESIDENT PARTICIPATION IN THE AGENCY PLAN PROCESS

The Code of Federal Regulations (CFR) provisions are as follows:

- Section 903.13, (a) states: “...The role of the Resident Advisory Board...is to participate in the PHA planning process and to assist and make recommendations regarding the PHA plans.”
• Section 903.13, (c) states: “The PHA must consider the recommendations of the Resident Advisory Board or Boards in preparing the final Agency Plan. In submitting the final plan to HUD for approval, the PHA must include a copy of the recommendations made by the Board or Boards and a description of the manner in which the PHA addressed these recommendations.”

• Section 903.17 sets forth the public notification requirements: The Board of Commissioners “must conduct a public hearing to discuss the PHA plan...and invite public comment on the plan(s). The hearing must be conducted at a location that is convenient to the residents served by the PHA”.

• The regulations also states: Not later than 45 days before the public hearing is to take place, the PHA must:
  1) Make the proposed plan(s) and all information relevant to the public hearing to be conducted available for inspection by the public at the principal office of the PHA during normal business hours; and
  2) Publish a notice informing the public that the information is available for review and inspection, and that a public hearing will take place on the plan, and the date, time, and location of the hearing.”

THE HOUSING AUTHORITY AGENCY PLAN PUBLIC PROCESS

The Housing Authority has made the Agency Plan submission/approval process a public process. HACLA has a history of going beyond the letter of the law for resident participation requirements. The public process for the Agency Plan began on March 18, 2021 and continued into August 12, 2021. The events, communications and activities relevant to the Housing Authority’s Agency Plan public process include:

• Held Agency Plan Pre-Draft and post publication meetings:
  o With Resident Leaders on March 18, 2021, and July 15, 2021
  o With the Housing Authority Resident Advisory Council (HARAC) on April 29, 2021 and July 15, 2021
- Conducted two advocate meetings, one on May 11, 2021 during the development of the Draft Agency Plan, and another on July 27, 2021 after the draft was published.

- Translated the Draft Agency Plan into Spanish.

- Made the Draft Agency Plan available at www.hacla.org, made electronic copies available at 14 sites, including the Conventional public housing development offices, Section 8 and Property Management offices, and the Authority’s Central office.


- Conducted five virtual meetings for all 14 public housing developments and three virtual Section 8 meetings with residents and participants to present the Agency Plan. Comments and feedback were obtained at each of these meetings.

- The Housing Authority Board of Commissioners conducted a virtual Public Hearing regarding the Draft Agency Plan on August 12, 2021. The Public Hearing was held virtually this year due to COVID-19. Everyone was able to provide comments for the Public Hearing.

- At the virtual public hearing there were language interpretation services available for Spanish, Korean, Vietnamese, Russian, Cambodian, and Armenian for Public Hearing attendees.

The Housing Authority has more than met the minimum requirements. There was an extensive flow of information, and extensive presentation of the information. The Housing Authority considered public comment, not only from the Resident Advisory Board, but also from other residents, program participants, and interested parties.

**COMMENTS ON HACLA’s DRAFT AGENCY PLAN**

During the 48-day Agency Plan comment period, oral and written comments on the Draft Agency Plan were received and documented at the virtual site meetings, through internet comment cards and through direct mail to HACLA’s CEO and Board of Commissioners.
Written Comments

Written comments were received via email and HACLA’s website. HACLA will continue to conduct regular meetings with advocate groups to discuss policies, programs and recommendations. Moreover, HACLA staff continues to attend Resident Advisory Council meetings on a regular, if not monthly basis. Additionally, Site Managers conduct Quarterly meeting with residents to address site and resident concerns.

In an effort to provide additional information and to continue the dialogue on some suggestions, HACLA will continue to engage the advocacy agencies and the community to decide on future policy changes that fall under the purview of Significant Amendments.

Oral Comments

Oral comments on the Draft Agency Plan were received during the following virtual Agency Plan-related activities/meetings; all comments are responded to in the Response to Comment Section:

- March 18, 2021  Pre Agency Plan Resident Leaders Meeting
- April 29, 2021  Pre Agency Plan HARAC Meeting
- May 11, 2021  Pre Agency Plan Advocates Meeting
- July 15, 2021  Post Publication Resident Leaders Meeting
- July 15, 2021  Post Publication HARAC Meeting
- June 29, 2021 -- August 3, 2021  Five virtual meetings for all public housing sites & two virtual Section 8 Meetings
- July 27, 2021  Post Publication Advocate Meeting
- August 12, 2021  Board of Commissioners Public Hearing

Oral comments on the 2022 Draft Agency Plan were recorded via digital recordings, handwritten notes, email and the website. The responses to these comments are grouped by issue. They also include the Housing Authority’s response and the CEO’s and Board of Commissioners recommendations, where appropriate, on making changes in the Final Agency Plan.

DISCUSSION OF COMMENTS

During virtual meetings held for all developments, when possible, present at the meetings were the site manager or the assistant manager and the Maintenance Supervisor for the site. Issues related to the Capital Fund program are included in this discussion of
comments. Comments relating to everyday maintenance issues were forwarded to the Manager and Maintenance Supervisor of the site either to be addressed during the meeting or to follow up with the resident’s concerns. Ordinary maintenance issues are not included in this discussion.

When residents feel that their site is not being maintained properly, they are asked and encouraged to make their site manager aware of the issue. If they do not see any improvements in a reasonable time (one week from reporting), they are instructed to contact the Assistant Director of Housing Services for the site. If the Assistant Director is unavailable, the resident is asked to contact the Director of Housing Services. Both the Assistant Director and Director may be reached at: (213) 252-1820.

Maintaining the properties in decent, safe, and sanitary condition is a priority for HACLA. It is also a challenge given the age of the properties. Emergency Work Order calls are to be addressed within 24 hours. Non-emergency calls are to be addressed within a reasonable time. If residents place a call for maintenance and it has not been addressed in a reasonable time, they are asked to call the Work Order Center again, and let the manager know as well. Ninety-Nine percent of all emergency work orders are addressed within 24 hours. On average, it takes 15 days for non-emergency work orders to be completed.

THE FOLLOWING COMMENTS WERE RECEIVED:

The Housing Authority would like to thank all the Resident Advisory Boards (HARAC & Resident Leaders), advocates, housing partners, and community members who actively participated in the comment period through the Section 8 and advocate meetings, the public hearing, and through letters and direct phone calls. With your participation we were able to evaluate proposed changes with your concerns in mind.

Agency Plan Comments

The following comments and recommendations were received at all the outreach meetings prior to, during and post publication of the 2022 Draft Agency Plan including those made at the Public Hearing. Comments and their responses are arranged by topic unless they pertain only to a specific development. As previously stated, the comments below include those made by the RABs (Resident Advisory Councils & HARAC), residents and advocacy groups at all outreach meetings. RAB comments or questions have been identified by an “*”. The following organization provided comments on the Agency Plan Draft:

Bold Communities
Legal Aid Foundation of Los Angeles (LAFLA)
People Organized for Westside Renewal (POWER)
Agency Plan Process

*Comment:* it is important to submit it to public comments and consult with the RAC, and Organizations, since the RAC is in favor when HACLA does things for the wellbeing of the residents. The changes regarding the activities of demolition, disposition, designation or conversion these issues are very important to bring them to public view and have several topics of ideas to improve the lifestyle of residents, also see their cultures as well. How they will be impacted with the modernist concepts of housing. HACLA needs to take into account the cost and coexistence with family and friends.

**Response:** HACLA regularly includes such topics in the Agency Plan presentations. Additionally, these topics are regularly covered at meetings held at sites where such activity is occurring as well as at the Resident Leadership meetings held throughout the year.

- **Agency Plan Participation - Cell Phones**

*Comment:* HACLA should donate smart phones for people to participate in the Agency Plan process via their phones. Have good WIFI. Zoom increases Participation, HACLA should show residents how to use them.

**Response:** HACLA does not have the funding to provide such services to residents. There are numerous cell phone companies that participate in the Federal Lifeline Assistance Program. Qualifying individuals can be eligible for a cellular device as well as data, cell, and texting minutes. The following are just a few of the links to explore: [https://www.assurancewireless.com](https://www.assurancewireless.com), or safelinkwireless.com as well as the State of California’s Public Utilities Commission’s website: [https://www.cpuc.ca.gov/lifeline](https://www.cpuc.ca.gov/lifeline).

- **Agency Plan Outreach Meetings**

*Comment:* The Agency Plan process should be done some via Zoom and possibly some in person when the pandemic is over.

**Response:** HACLA will look to implement a hybrid process that includes using virtual meeting platforms, such as Zoom, as well as in person outreach meetings, in future years once the pandemic is over.

- **Board of Commissioners (BOC) Public Hearing**

*Comment:* In 2020 we were not able to see the presentation. It is easier for residents when the meetings are in Zoom. The Board of Commissioners should also be in Zoom, so people can see and participate. Have the Public Hearing on Zoom so that people can see the presentation.
**Response:** HACLA agrees that the use of virtual meetings is a way to include those members of the public who many not be able to attend meetings in person and will look into ways to integrate such options into future public outreach once the pandemic restrictions are lifted.

**BIPOC (Black, Indigenous and other People of Color) Incentives**

**Comment:** Please consider incorporating a BIPOC developer scoring incentive and/or funding / voucher apportionment set-aside into the annual HACLA voucher NOFA (and any other go-forward NOFAs) released by HACLA. - This will serve to advance the organization's commitment to diversity, equity and inclusion and objectives outlined in HACLA's Racial Equity Plan dated September 16, 2020; and - Facilitate streamlining regulations across the various affordable housing funding agencies (i.e. HCD, CDLAC, CTCAC, [each of which have a BIPOC funding set aside and/or scoring incentive] etc.), the lack of which has proven to impose an undue cost burden on the development of LIHTC affordable housing projects

**Response:** HACLA's PBV and other NOFAs include a Minority Owned Business Enterprise/Women Owned Business Enterprise (MBE/WBE) scoring component to increase MBE/WBE participation when possible, in conformity with 2 CFR Section 200.321.

**Determination of US Residency Section 5.13**

**Comment:** I would like you to explain about the income requirements of people who do not have an Immigration Status in this matter means that people who do not have an immigration status will no longer be able to apply. This rhetoric of removing or people who do not have documents is still valid for HUD in this new agency plan, this must be annulled since the policy of removing people without public housing documents was annulled in the United States Congress because HUD it is in effect in this agency plan.

**Response:** Individual family members who do not have eligible immigration status will not be removed from assisted unit as long as they comply with program requirements. However, HUD's requirements that at least one family has eligible immigration status to receive housing assistance remains in place and housing assistance payments will be prorated based on the household composition. See 24 CFR § 5.520 Proration of assistance. Additionally, the income limits set forth by HUD for initial eligibility determination is the same for all families regardless of the make-up of the family composition.
**Internet**

*Comment:* HACLA should provide free internet to the residents.

**Response:** HACLA is not an internet provider but has been working with companies such as Starry to provide low-cost internet service to the public housing communities. Currently federal law and regulations do not include the cost of internet connectivity into the makeup of the utility allowance that is used as part of the rent calculation.

---

**Jordan Downs Redevelopment**

- **Electric Bills & Gas Appliances**

*Comment:* The bills at Jordan Downs are very high because everything is electrical in the units and the bills are $400 to $700. They should have kept gas appliances.

**Response:** The City of Los Angeles requires all new buildings constructed in the City to be all electric under the new code requirements. HACLA understands the new buildings have additional amenities and appliances and overuse of these can result in higher utility bills than our public housing units. HACLA and the property owners and managers are working individually with residents to help them apply for a variety of discount programs offered by LADWP that they are eligible for. These programs can assist with reducing utility costs as well as practicing conservation of use of amenities like air conditioning, dishwashers, etc.

- **Green Spaces**

*Comment:* The redevelopments don't look like they have green space or community areas for people to do things. I don't see parking. People like the garden type apartment.

**Response:** Plans for the new Jordan Downs will increase available public open space by tenfold. The build out of Jordan Downs includes 9- acres of new park space and a 50,000 square foot community center. In addition, each development includes its own private open space for residents and individual open space, which can include courtyards and balconies. Parking at Jordan Downs will increase from the existing 581 spaces available for permits to 1,278 private spaces; providing 120% more parking. Additionally, many of the buildings will have secure parking in garages that can only be accessed by residents.
Moving and Deposit

Comment: We are seeing many families from Jordan Downs who want to move to non-privatize developments. Residents were only given two days to move and had to pay a deposit.

Response: To date, of those that have been relocated at Jordan Downs: 86% or one hundred fifty-seven (157) households have selected the option to stay on site and have moved into the new units at Phases 1A and 1B; 12% or twenty-two (22) households have chosen to take a Section 8 voucher and relocated off-site; and 2% or three (3) households have opted to relocate to another public housing development. In compliance with the adopted Relocation Plan for Jordan Downs, residents are given 90-days’ notice and in many cases have been provided with a much longer period of time to work with the relocation consultant to determine their selection preference and plan for their move on or off-site.

Three-bedroom Units

Comment: They are eliminating three-bedroom units.

Response: Three-bedroom units are not being eliminated. The unit mix in each phase of development is determined by the demographics of the residents in the footprint that will be occupying the new units. The typical units mix in each phase includes 1, 2, 3, 4 and 5 bedroom. The original Jordan Downs had 262 three-bedroom units. The new development of Jordan Downs will include 498 three-bedroom units. This represents an actual doubling of three-bedroom units in the new development.

Waiting List

Comment: People on the waiting list the existing 700, some of them went to section 8 and they are no longer here. When are you going to move them in? And what about the other 200 because they did not come back. And how are you going to house units of families that left to sections 8?

Response: No one at Jordan Downs has been moved off-site. All residents have remained on-site until they are offered a new unit. At that time, they are also given a choice to take a Section 8 voucher or move to another public housing site if an appropriately sized unit is available. HACLA is tracking all households who left Jordan Downs as a result of VAWA if they were in receipt of a RAD/General Information Notice and will follow up with those households after all existing Jordan Downs residents are provided a new unit to offer them the opportunity to move back to Jordan Downs.

All replacement housing units, if not initially occupied by a Jordan Downs resident, will be made available to households on the Public Housing and Section 8 wait lists. All non-
replacement housing units that have a project-based voucher at Jordan Downs are leased to households from HACLA’s Section 8 Wait List. All non-replacement tax-credit only units, have individual site-based wait lists and house residents who have applied for the wait list and are income qualified.

**Notice of Funding Availability (NOFA)**

**Comment:** When will the next NOFA come out? And for how many units.

**Response:** The latest PBV NOFA was issued 8/31/21 for 700 PBVs.

**Resident Advisory Council (RAC)**

- **RAC Meetings**

**Comment:** When will the RAC meetings resume?

**Response:** HACLA will continue to observe the latest public health guidance from the CDC and the Los Angeles County Public Health Department. At this time, indoor public meetings continue to be prohibited.

- **RAC Stipend**

**Comment:** The Mar Vista Gardens RAC stipend is $46.66 per month per member payed quarterly. It is very little to me since past years it was $75.00 that was requested by the RAC president and it was authorized by HACLA and then something happened and they lowered it to $46.66. I ask you to increase the difference to $75 dollars per month since the work we do is hard and dangerous and this would show that you appreciate what we do to help our community because we are at risk during this pandemic.

**Response:** Pursuant to 24 CFR §964.150 and subject to federal appropriations, Governing Board members may receive monthly stipends. The specific amount and conditions for receipt of such stipends shall be determined after consultation with HACLA. To ensure that funding is made available for activities which benefit the residents, the total amount of funds utilized each year for the stipends for the entire Board should not exceed an amount equal to $5 per unit per year. To clarify, this represents 33% of the $15 allocated per unit. The total annual stipend for the Mar Vista Gardens is $738.75 each RAC member is eligible to receive $147.75 a quarter resulting in each member receiving $49.25 a month.
**Rental Assistance Demonstration (RAD) Conversion**

- **Mar Vista Gardens**

**Comment:** Is Mar Vista Garden on the list for Disposition/Demolition?

**Response:** In Appendix B of HACLA’s 2019 Adopted vision plan, Build HOPE, Mar Vista Gardens is evaluated against the criteria set forth to prioritize capital investments and approaches on all public housing and asset management properties. Mar Vista Gardens is slated as a site that is appropriate for Significant Rehabilitation. Of the four public housing sites in this category, Mar Vista Gardens has the lowest score, meaning as a result of current and recent investments the site is in fair condition and would be 4th in priority order for Significant Rehabilitation.

- **RACs**

*Comment:* How will RACs be formed under different private management companies at the redevelopment sites? Residents need to be kept informed.

**Response:** RAD residents have the right to establish and operate a resident organization that addresses issues related to the living environment, including the terms and conditions of residency, and activities related to housing and community development. Resident organizations are independent from management, can meet regularly, operate democratically, and represent all residents. Owners must allow residents and outside resident organizers to conduct activities that include distributing leaflets, knocking on doors, and otherwise making contact with residents. Owners must reasonably make available on-site space for resident meetings, which must be accessible to people with disabilities. Finally, Owners must make available at least $25 per unit per year for resident participation activities, including resident education, organizing around tenancy issues, and training. At least $15 per unit per year must be made available to the resident organization for eligible activities. In January 2021, with the assistance of the League of Women Voters, HACLA conducted the election for the first Pueblo del Sol Resident Advisory Council (RAC) and installed the Resident Advisory Council (RAC). HACLA also provided assistance to the RAC by drafting the bylaws, virtual training of the RAC officers and hosting regular virtual meetings with the community. At Jordan Downs, HACLA still supports an active, existing RAC and is working with the RAC and residents to establish new rules and bylaws for a site-wide and potentially building specific leadership councils or RACs.

- **RAD Conversion William Mead**

**Comment:** In the previous meeting, they want new William Mead but don't agree with the condition. Mixed income will make people have to wait longer. It is going to push back the people who are not working and become homeless.
Response: We have not determined the number of units that might be developed at William Mead or the variety of incomes that will be served. HACLA will be working with the community and will undergo a number of site-related and financial studies to inform the final unit mix. HACLA’s mission is to expand opportunities for affordable housing in the City of Los Angeles. It can be expected that the final unit mix will include more affordable units on site than exist at William Mead today.

Comment: How many units and floor levels will there be?

Response: We don’t know yet. HACLA will be undergoing a planning process with the community’s input to create a plan for any new build out of William Mead. That planning process is expected to take at least one- to two-years to complete.

Comment: We do have a need to upgrade units. Better sound proofing. Need comprehensive transitional program to get employed and increase income for residents.

Response: At Jordan Downs we have an employment training program and employment for construction and permanent jobs. We will do the same at William Mead. It is expected that any new units developed will meet or exceed current building code standards, which includes improvements to insulation among many other things.

Rent

*Comment: You say that the rent will not change but after the first year you will increase their rent and remove them.

Response: This is simply untrue. HACLA layers RAD and Project-based vouchers on all units that are replacement housing for current public housing units. These subsidy programs function exactly like public housing and provide similar calculations for the tenant-portion of rent. There is a similar grievance process established for all redeveloped units, the leases and house rules in the new developments are based on existing public housing leases, and households cannot be evicted without cause.

*Comment: I believe all RAC leaders should check out the new proposals about Section 8 because we will all be converted to Section 8 and be expected to pay market rate. The section 8 vouchers will end soon and what will happen then? You will have increased evictions.

Response: There are no plans at the Federal level to end the Section 8 Program. In fact, the federal government has expanded the Section 8 program over the past few decades. In addition, the majority of new housing being developed has tax credits attached, which requires the units be covenanted for 55-years at affordable rents. The units cannot become market rate.
Rent Calculations

Comment: Regarding rent calculations, you say Adjusted and Gross income. How does the eviction moratorium apply in Section 8?

Response: Section 8 rental assistance is calculated based on a participant family's adjusted income. There has been no recent change in how Section 8 calculates rental assistance. The City and State eviction moratoriums apply to participants of the Section 8 program. For more information on the State's moratorium, please visit: https://housing.ca.gov/tenant/protection_guidelines.html.

For more information on the City’s moratorium, please visit https://hcidla2.lacity.org/covid-19/renter-protections. In addition, if you are a Section 8 participant and have experienced a change in income, you may request an interim examination to determine whether you qualify for additional rental assistance.

Residents Rights Under RAD Attachment 5 Phase in of Tenant Rent Increases

Comment: I am very concerned over the Phase in of Tenant Rent Increases since this is an increase year after year until the fifth year when the residents pay the rent in full. I remind the commissioners that you are here to serve the poor not corporations and I would like a debate on the issue.

Response: HACLA, through redevelopment using RAD and Section 8, ensures that tenants will not have rent increases. Under the RAD program, current and future residents never pay more than 30% of their adjusted gross income (total income minus allowable deductions) in rent. However, if your income changes at the time you move or you are a mixed status family and there is an increase in your rent, RAD offers additional protections wherein if your rent changes by more than 10% and requires you to pay more than $25 per month in additional rent your new rent will be phased in over a 3 or 5 year period.

Comment: Will the infrastructure affect your plans. In Chicago it was a disaster.

Response: Assuming this comment refers to the pending federal Infrastructure bill, there do not appear to be any appropriations that directly affect the public housing program. However, some components, such as wider broadband services, would benefit public housing residents, and HACLA will continue to monitor the legislation for any benefits to our residents.
Section 8 Program

Comment: Is the Section 8 voucher temporary or permanent?

Response: Section 8 vouchers are permanent. If a family chooses to take a tenant-based voucher instead of moving into a new unit, they can use that voucher for a unit in the City of Los Angeles or ask to port the voucher to another jurisdiction. The voucher stays with that household as long as they income-qualify. Any household who moves into a project-based voucher unit in a new development is also eligible for a tenant-based voucher after staying in the housing for at least one year.

Temporary vouchers are occasionally used for limited relocations, if HACLA cannot accommodate the household on site or at another public housing site during construction of the new units or a significant rehabilitation project. These vouchers are used by households during the period they are living off-site. Once a new unit is made available and the household returns, they return the Section 8 voucher to HACLA.

Rent Calculation - Full Time Students

Comment: Some children that go to school out of state, do they have to pay rent here and pay at the other place?

Response: All but the first $480 of a full-time student's income is excluded when calculating the adjusted income for the household's rent calculation.

Section 8 Voucher

Comment: How much does the voucher cover in rent?

Response: The Housing Authority shall pay a monthly housing assistance payment on behalf of the family that is equal to the lower of: (1) The payment standard for the family minus the total tenant payment; or (2) The gross rent minus the total tenant payment.

Violence Against Women Act (VAWA)

*Comment: You didn't mention anything about VAWA regarding sexual harassment and domestic violence because the HACLA process internally is not clear and they take sides. It should be independent from housing with people who are trained to investigate and are psychologists. It is very important that the law be used but with respect and not
abuse of power as some people want to do. We demand that defamers also be investigated and punished along with those who make false statements.

**Response:** There were no changes for next year regarding VAWA. Both the Section 8 and the Public Housing program adhere to the federal guidelines regarding VAWA.

**Waiting List**

**Comment:** You were talking about that we have a waiting list of 70,000 for the housing sites and that you have been calling people and they have not been returning the call or unable to be reached. Do you have a number that they can call to find about their case? Maybe they lost their case number?

**Response:** Applicants can send an email to application.help@hacla.org or call 1-833-HACLA-4-U (833-422-5248) to find out their position on the waiting list.

**Comment:** Will seniors not be able to get a one-bedroom unit anymore?

**Response:** Applicants on the waitlist who are eligible for a one-bedroom unit will still be offered units as they become available. The waitlist was closed to adding more to the 1-bedroom list due to the limited number of 1-bedroom units that become available and the unrealistic wait time for people on the list to get housed.

**Waiting List - One Bedroom Units**

**Comment:** Is it true that you are not going to have one bedroom unit?

**Response:** HACLA, when undergoing redevelopment, assesses the needs of the existing households and the City’s affordable housing needs, in general. Based on information collected through the City’s Housing Element and a review of our public housing and Section 8 Wait lists, we are aware there is a high need for one-bedroom units. When we have the ability to build new units, we take this into consideration. For instance, at Jordan Downs, the current public housing has 77 one-bedrooms and the redevelopment plan will include 318 one-bedroom units.

**Yard / Vending Sales**

*Comment:* The vending/yard sales need to be included in the Agency Plan.
Response: Residents are required to adhere to the City’s Municipal Codes Section 12.03 regarding such sales as well as the Rental Agreement that prohibits them from creating nuisances and disturbing the peaceful enjoyment of the property for other residents. This includes the blocking of walkways, driveways, and other common areas.

Site Specific Comments

Gonzaque Village

Management Communications

*Comment: Management needs to give more support to the RAC and be better listeners.

Response: Please reach out to the Assistant Director for your site if you feel that the site management is not responsive or supportive of the RAC. You may call 213-252-1820 to reach the Assistant Director.

Imperial Courts

- Capital Funds

Comment: Fix the playgrounds.

Response: Playgrounds sustain more wear and tear during summer months. Imperial staff has assessed all the playgrounds and will complete needed repairs by the end of September. Currently there no immediate plans to rehabilitate the playgrounds at Imperial Courts although RedEye, the service provider at the gym, is raising funds to replace the larger playground immediately adjacent to the gym and will be working with the community to get input on future designs. In terms of capital improvements, the focus for the last several years has been on upgrading the infrastructure of the public housing sites. This includes the plumbing and electrical systems at the sites which are severely outdated and past their useful life.

Mar Vista Gardens

- Capital Funds - Bathroom

*Comment: Redo bathrooms in the units with Capital Funds.
Response: Currently the bathrooms are not on the capital improvement list for Mar Vista. Over the past 10 years, the following capital improvements have been completed to ensure the long-term viability of the structures: new roofs, exterior painting, new windows, and water lines.

- Capital Funds - Cameras & Lights

*Comment: Install more Cameras and lights to increase safety.

Response: HACLA was awarded a $250,000 grant to install lighting and security cameras at five public housing sites. Mar Vista was one of the five sites that received the grant.

*Comment: You need to keep the camera footage longer.

Response: Due to limitation of space to archive such footage, the current life-span is 30-days.

- Capital Funds - Community Gardens

Comment: On the Capital Fund information for Mar Vista Gardens, I like the plans. Above all that importance be given to security, parking, drainage, public lighting, gas and I would like to see an expansion of the community gardens since they are very small.

Response: Due to the limited funding provided and the large amount of capital needs throughout the public housing inventory, we will not be using Capital Funds for community gardens. HACLA has been able to apply for and or work with outside organizations to support such efforts and will continue to do so.

- Capital Funds - Painting

Comment: You should paint the development.

Response: Mar Vista Gardens was painted in 2011. It is scheduled to be painted and have new signage in 2023.

- Capital Funds - Parking & Parking Study

Comment: Improve and expand the parking area it is tough to find parking due to residents having multiple vehicles and our parking lots are very saturated. Please focus on better parking and a parking lot expansion. Recently management has added more handicapped parking spaces but has not done anything to fix the parking issue for the
residents that are not handicapped. Parking permits should be checked regularly and/or you should get a parking security guard.

The residents want to continue the towing of cars that do not have registration in MVG. We don't have parking at Mar Vista because people are subleasing their units. There are also mechanics who use up the parking. Seniors are concerned about the parking what will HACLA do to work on this? We need to remodel the parking lots at Mar Vista Gardens.

There was a parking study that was completed in 2016 and a large amount of money was allocated to complete the study but nothing resulted from it, so my question is what happened with that money and what were the results?

**Response:** Parking at all HACLA sites is a challenge as the properties were built at a time when car ownership was not as prevalent, especially multiple cars per household. During the pandemic and the subsequent shutdowns and stay-at-home orders that ensued, parking throughout the city became a challenge, as the City was not enforcing parking restrictions. With the City reinitiating parking enforcement throughout the city, HACLA Management is working with the Department of Transportation (LADOT) to ticket and tow abandoned and other nuisance vehicles parked on the streets in the developments.

- Capital Funds – Speed Bumps, Towing & Speed Limit Signs

**Comment:** There were numerous comments regarding the city streets, including: We need speed bumps, bigger bumps and speed limit signs; They tow and ticket our relative's cars and the caretakers of the elderly that don't have parking permits; Some residents are saving parking - need to put time limit. What happened to the street cleaning? Need new street signage and signage in the parking lots.

**Response:** At most developments, such as at Mar Vista Gardens, the streets are City streets and HACLA is not able to make changes to them - such as by adding speed bumps and certain signage. As previously mentioned, during the stay-at-home orders of the pandemic, LADOT was not enforcing parking violations throughout the city, nor was street sweeping happening as scheduled. With the reopening, LADOT has resumed such enforcement and HACLA management is working with them to clear out abandoned and nuisance vehicles. If residents see abandoned or other nuisance vehicles, they can call 3-1-1 to report them or let the management office know. Site management will reach out to the Bureau of Street Services to find out when street sweeping will begin again at the site. Site managers are ordering new parking signs for the HACLA parking lots as well as updating restriping as needed.

- Car Blocking Entrance

**Comment:** The car giving free food is blocking access to the parking lot.
**Response:** Residents need to notify site management when such violations occur. Blocking access to parking lots, trash receptacles, walkways, handicapped access, or other public right-of-ways is cause for immediate towing, regardless if the vehicle has a valid HACLA parking permit.

- Cement Repairs

**Comment:** There were numerous comments regarding the construction work occurring at the sites as part of the gas line replacement. Most of the comments focused on the following themes: Will they be tearing up all the cement? They are not cleaning up or putting the dirt leveled, there are dips on the grass. The workers are loud in the morning.

**Response:** We apologize for any inconvenience the work around the replacement of the gas lines to the building may cause residents. Please direct these concerns and the exact location to the site management to address.

- Community Gardens

**Comment:** Regarding the Community Garden by building 18. The community garden in Building 18 was made to motivate our young people to cultivate, and to have a decent job and their vision and mission was respect and peace and fellowship and that changed into envy arrogance possession selfishness. The Organization America Friends service committee, Roots for Pace. Has become a private garden only for certain residents who are from a board of directors. Also, you do not see the movement of lists with different names. Since it is also directed by certain people for more than 6 years. If you are not a friend of her, you cannot become part of the Community Garden since the people who lead are not being supervised in their work in sharing it with the people of Mar Vista Garden. Many people complain that they are not included or part of the benefits that the members of the Garden receive. Cooperative is not well used since cooperatives are talking about a lot of planting area and there it is not very big and the residents complain that it is a lot of work to do and the harvest is very little because it has to be shared. Commissioners and CEO President, we ask for the opening of said Garden and new agreements with the Organization America Friends. They says that it benefits the residents that is a total lie, it only benefits certain people and we ask to take action since the lands are federal and are for the residents that we pay taxes and it is fair that it is for everyone. The garden is called the Jardin de Maria Sanchez.

**Response:** Community gardens are generally assigned to resident volunteers for the duration of one year. Near the end of the year term, if there are no other interested residents, existing volunteers may renew for another year term. If you are interested in volunteering or know someone who is, please let your site manager know.
Doors for Disabled

Comment: You should replace doors with accessible doors for the disabled.

Response: HACLA will make physical modifications to a unit upon the request of the Resident if the modification is necessary to provide a person with a disability in the household with greater access to the use of the unit. Please contact your site management for more information on this process.

Doors/Gates

*Comment: The doors/gates in Mar Vista Garden were removed without making any community consultation or notifying the RAC, or the HARAC as established in federal law that any change that is made in the public housing sites must be notified to the RAC or HARAC since it is affecting many people’s sense of security and emotional stability since at this time there is a lot of crime. If you do a study of how many child rapists there are in our area there are many and homeless people are entering our parks and they are making camp. And crime by gangs that walk in to kill the boys. I know that this project wants to make a link with the KDI project since they bring the idea of opening our community and making walking to our parks more accessible, but the gates were built to protect residents of many rival gang attacks. Also, our backyards are open without any defense. We want our doors closed and with more control over them.

Response: The pedestrian doors were no longer serving their function as security barriers since these doors were often left ajar, unlocked, or tampered with to prevent proper closure. As a result of this reality, ADA considerations, and resident complaints regarding the inconveniences of these doors, the doors were removed.

Nickerson Gardens

Parking

Comment: Some people have more than one car or have visitors parking at their spots without a permit. Does HACLA have a plan for that? They do sweeps along the main street but not the side streets.

Response: Parking at all HACLA sites is a challenge as the properties were built at a time when car ownership was not as prevalent, especially multiple cars per household. During the pandemic and the subsequent shutdowns and stay-at-home orders that ensued, parking throughout the city became a challenge, as the City was not enforcing parking restrictions. With the City reinitiating parking enforcement throughout the city, HACLA Management is working with the Department of Transportation (LADOT) to ticket
and tow abandoned and other nuisance vehicles parked on the streets in the developments.

- **Security - Los Angeles Police Department (LAPD) Patrols**

**Comment:** Are we going to have security like before? Will LAPD patrol?

**Response:** Nickerson Gardens is among the sites with the Community Safety Partnership (CSP) program. There are dedicated officers who patrol the property and work with the community to identify issues of concern.

- **Water Use**

**Comments:** Been more than six years at Nickerson and I cannot use the water from the front of the units to water the grass in the front, will that be fixed? (111th Street Unit 435)

**Response:** Please call in a work order (1-833-422-5248) for the water spigot to be repaired.

**Pico Gardens - Las Casitas**

- **Capital Funds - Internet**

* **Comment:** Provide internet for Pico Gardens.

**Response:** HACLA is not an internet provider but has been working with companies such as Starry to provide low-cost internet service to the public housing communities. HACLA and Starry Internet have established a $15/month internet program for Pico Gardens since the beginning of 2021. If you have not signed up for the service and want more information, please contact your Public Housing Management office.

Currently federal law and regulations do not include the cost of internet connectivity into the makeup of the utility allowance that is used as part of the rent calculation.

**Pueblo Del Sol**

- **Application**

**Comment:** We got an application for Section 8; do we have to complete it?
Response: In an effort to increase affordability, residents that reside in tax-credit only units were afforded an opportunity to apply to Section 8 to have their rent subsidized. Yes, please complete all the documents that are sent by the management office so they can ensure you are placed in the correct program for your unit and provided the maximum available subsidies to reduce your tenant-portion of rent. Residents whose income are determined too high or if the rent would be increased with Section 8, may remain as a tax-credit only residents, with an opportunity to apply again if their income changes.

- Capital Funds

Comment: I wanted to ask about the repairs, about the millions you have. Why don’t you come to the communities to ask about what they need? It would be a better vision of what the residents needs are from the residents themselves.

Response: HACLA in partnership with the new Ownership that includes Related CA, have carried out a financing closing of the resyndication of the two Pueblo Del Sol phases after securing necessary financing including Low Income Tax Credit equity and tax exempt financing. As part of the resyndication, the projects will undergo needed renovations to update and upgrade the buildings, improve energy efficiency, and extend the useful life of the buildings. HACLA and Related have committed to incorporating resident input in the building improvements and resident services to the extent possible. During the predevelopment stage we have held seven (7) in-person resident meetings and over nine (9) tele-conferences over the past two year. Over 80% of the Pueblo del Sol households responded to a survey which provided resident information and feedback on needs of the community. HACLA and Related carried out a design charrette which provided an opportunity for residents to vote on design elements such as unit design, finishes, and materials, to indicate priorities for improvements, to pinpoint on a map the areas of concern for safety and make suggestions for improvements. HACLA and Related were able to incorporate many of the suggestions and desires into the plans. There were some parts of the process and design that are dictated by regulations, laws, funding, or other requirements that cannot be changed and therefore we were not able to incorporate all resident suggestions but it was our intent to make this as inclusive a process as possible. HACLA and Related continued to engage residents in the process, and encourage participation in meetings and surveys. A few examples of improvements that we have solicited resident feedback include voting for the exterior paint colors/schemes, property management building cabinet color schemes. HACLA and Related will continue to survey residents to obtain additional information on the needs of the community.

- Community Service

Comment: Do families under RAD have to do community service?

Response: No, families under RAD do not have to do community service.
Document Translation

*Comment:* We since July 2, 2021 have submitted a petition to HACLA and the new property manager RELATED so they would translate important documents. One is the Fair Housing Laws and the other is the fourth version of the implementation of RAD. Residents need to have the tools to understand what the conversion means and the foundation to claim their rights. The initial privatization did not go well.

**Response:** HACLA is committed to providing translations of documents that are critical or vital to ensuring meaningful access by beneficiaries generally and Limited English Proficient (LEP) persons specifically. HACLA will make every effort, while also being mindful of resource constraints, to continue to go beyond what is required, and distribute information, make available for residents to view, or provide effective, alternative means for providing information contained in letters, notices, flyers, some plans and schedules, and other documents relevant or appropriate for residents, in English, Spanish, and Korean. Please notify the management office if a document is requested in a specific language.

RAD Conversion

**Comment:** How do I know if I am being converted?

**Response:** All Public housing units are being converted under the RAD program and will have received a 30 day notice of termination of public housing lease and offer of new lease. All families who were in the Public Housing program have entered into new leases. All others who were in other program such as Tax Credit will continue to be tax credit only residents and will sign a new lease during their recertification with management. In an effort to increase affordability, residents that reside in tax-credit only units were afforded an opportunity to apply to Section 8 to have their rent subsidized. All families who have been determined to be eligible for Section 8 will enter into a lease addendum and their unit will be included under a PBV HAP contract. Please notify the on-site management office regarding specific question regarding program and lease. No one will be kicked out they will be in one program or another.

Rent

*Comment:* How will their rent be calculated? And will they be able to come back?

**Response:** Rent is calculated based on the program they are in, RAD, PBV or Tax Credit. If you have any questions about your rent, ask on-site management staff for an explanation. Yes, all residents will be able to come back, people will mostly be temporarily relocated temporarily while their units are being rehabbed.
Comment: If there is an income change, good or bad, does that effect the qualifications to stay at Pueblo Del Sol?

Response: Income change will not impact their right to stay at Pueblo Del Sol. California Tax Credit Allocation Committee (“CTCAC”) regulations as well as RAD and Section 8 allow existing tenants to be “grandfathered” even if their income has increased since time of initial occupancy.

❖ Section 8 Participation

Comment: As a Pueblo Del Sol resident, do I have to apply for Section 8?

Response: Applying for Section 8 will enhance the economic security of eligible families in today’s environment when many families have experienced loss in income. So we strongly encourage tax credit families to apply for Section 8. For many households, having Section 8 will reduce your tenant-portion of rent.

Comment: There have been letters sent out to Pueblo Del Sol residents to convert to Section 8. Do we have to sign them? What if we don't want to convert to Section 8?

Response: Residents that were in Public Housing units prior to conversion will be converted to a RAD or PBV Section 8 contract. These new contracts provide the subsidy for the unit. There are no alternative options for Public Housing units to remain subsidized. In an effort to increase affordability, residents that reside in tax-credit only units were afforded an opportunity to apply to Section 8 to have their rent subsidized. Units in which the resident was approved for Section 8, the unit was added to a PBV HAP contract. Units in which residents whose income were too high or if the rent would be increased with Section 8, will not be converted to Section 8, and will remain as a tax-credit only residents, with an opportunity to apply again if their income changes. Therefore, there are no negative impacts to residents if they apply for Section 8.

Comment: I'm already in Section 8. I received an application packet in the mail to convert to Section 8. Why do I have to submit the application again?

Response: This application packet is for the Project Based Voucher (PBV) program which will provide rental subsidies for units in a Property under a PBV contract. Any resident who is in the Section 8 program is in the tenant based Section 8 program. To be accepted into the PBV Section 8 program, the family will need to surrender their tenant base voucher. However, after 1 year of living in the Pueblo Del Sol community, the tenant if they choose to leave, will have the ability to convert to a tenant-based voucher and move to a different property/area.
Tax Credit to RAD

Comment: There is no change in my rent. How can I lower my rent? My income is under $1000 a month.

*Response:* Please contact the management office to get more information on your rent status.

Ramona Gardens

- Capital Funds

Comment: Fix the gas pipes there is gas smell.

*Response:* The gas lines at Ramona Gardens were replaced five years ago. If you smell gas please contact the gas company at (800) 427-2200 and call the Work Order Center at 1-833-HACLA-4-U (833-422-5248).

Rancho San Pedro

- Redevelopment

Comment: Are they going to start moving us at Rancho San Pedro? Because they said it could start in December 2023. Are they going to start moving us from certain areas?

*Response:* It is possible that we could start resident relocation in 2024. The counselors are giving you their best estimate. No, we are not moving everyone at the same time and the goal is to move households to other units on-site and reduce any off-site moves. If any household is required to move off-site temporarily, HACLA has assured the households that we will work with the relocation consultants to keep your household in the same elementary school jurisdiction if you prefer to stay close by in San Pedro. The first phase of Rancho San Pedro is expected to be built on properties that are primarily public space, like the central ball field so there is less relocation required and HACLA can follow its Build First plan.
ATTACHMENT 4

Certification Forms
(only in Final & Final Draft Versions)
Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan or State Consolidated Plan

I, _____________ Ann Sewill ____________, the ______________ General Manager ___________,

Official’s Name

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the City of Los Angeles

PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of Impediments (AI) to Fair Housing Choice of the

City of Los Angeles

Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State Consolidated Plan and the AI.

The PHA Plan aligns with the goals of the Consolidated Plan, including to develop affordable housing, to preserve affordable housing and to prevent and reduce homelessness.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Ann Sewill

Title

General Manager

Housing + Community Investment Department

Signature

Date

7/26/2021
Housing Authority of the City of Los Angeles

Program/Activity Receiving Federal Grant Funding

2022 Agency Plan (including Capital Fund)

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

<table>
<thead>
<tr>
<th>Name of Authorized Official</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Douglas Guthrie</td>
<td>President &amp; CEO</td>
</tr>
</tbody>
</table>

**Signature**

**Date (mm/dd/yyyy)**

Previous edition is obsolete

form HUD 50071 (01/14)
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Type of Federal Action:</td>
<td>2. Status of Federal Action:</td>
<td>3. Report Type:</td>
</tr>
<tr>
<td></td>
<td>na</td>
<td>na</td>
</tr>
<tr>
<td>a. contract</td>
<td>a. bid/offer/application</td>
<td>a. initial filing</td>
</tr>
<tr>
<td>b. grant</td>
<td>b. initial award</td>
<td>b. material change</td>
</tr>
<tr>
<td>c. cooperative agreement</td>
<td>c. post-award</td>
<td></td>
</tr>
<tr>
<td>d. loan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>e. loan guarantee</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f. loan insurance</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Name and Address of Reporting Entity:</td>
<td>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>□ Prime</td>
<td>□ Subawardee</td>
</tr>
<tr>
<td></td>
<td>Tier _____, if known:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Congressional District, if known:</td>
<td>Congressional District, if known:</td>
</tr>
<tr>
<td></td>
<td>4c</td>
<td></td>
</tr>
<tr>
<td>6. Federal Department/Agency:</td>
<td>7. Federal Program Name/Description:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>CFDA Number, if applicable: _____________</td>
</tr>
<tr>
<td>8. Federal Action Number, if known:</td>
<td>9. Award Amount, if known:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</td>
<td>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.</td>
<td>Signature: ____________________________</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Print Name: Douglas Guthrie</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Title: President &amp; CEO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Telephone No.: (213) 252-1810 Date: __________</td>
<td></td>
</tr>
</tbody>
</table>

Federal Use Only:

Authorized for Local Reproduction

Standard Form LLL (Rev. 7-97)
INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

    (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.
Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the X 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2022, hereinafter referred to as “the Plan”, of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA certifies that the following policies, programs, and plan components have been revised since submission of its last Annual PHA Plan (check all policies, programs, and components that have been changed):
   ___ 903.7a Housing Needs
   ___ 903.7b Deconcentration and Other Policies Governing Eligibility, Selection, Occupancy, and Admissions Policies
   X 903.7c Financial Resources
   ___ 903.7d Rent Determination Policies
   ___ 903.7h Demolition and Disposition
   ___ 903.7k Homeownership Programs
   ___ 903.7r Additional Information
   ___A. Progress in meeting 5-year mission and goals
   ___B. Criteria for substantial deviation and significant amendments
   ___C. Other information requested by HUD
       ___1. Resident Advisory Board consultation process
       ___2. Membership of Resident Advisory Board
       ___3. Resident membership on PHA governing board

The PHA provides assurance as part of this certification that:
   (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
   (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
   (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
8. For a PHA Plan that includes a policy for site based waiting lists:
   • The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;

Adoption of site-based waiting lists would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;

The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;

The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.


11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.

15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.

18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).

19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

21. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the City of Los Angeles CA004

<table>
<thead>
<tr>
<th>PHA Name</th>
<th>PHA Number/HA Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>X 5-Year PHA Plan for Fiscal Years 2020 - 2024</td>
<td>Annual PHA Plan for Fiscal Year 2024</td>
</tr>
</tbody>
</table>

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Cielo Castro

Signature

Date

September 23, 2021
Civil Rights Certification

Annual Certification and Board Resolution

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official, I approve the submission of the 5-Year PHA Plan for the PHA of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the public housing program of the agency and implementation thereof:

The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990, and will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and working with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement and by maintaining records reflecting these analyses and actions.

Housing Authority of the City of Los Angeles CA004

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official
Cielo Castro

Title
Chairperson, Board of Commissioners

Signature

Date September 23, 2021
ATTACHMENT 5

Residents Rights under Rental Assistance Demonstration (RAD)
Resident Rights, Participation, Waiting List and Grievance Procedures applicable for conversion under Rental Assistance Demonstration (RAD)

Housing Authority of the City of Los Angeles (HACLA) projects that have received awards under the Rental Assistance Demonstration (RAD) Program are subject to the Resident Rights, Participation, Waiting List and Grievance Procedures applicable to RAD conversions, in accordance with the guidelines of PIH Notice 2019-23 (HA), Rev 4 and any successor notices.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HACLA with access to private sources of capital to redevelop its affordable housing assets. Upon conversion, HACLA’s Capital Fund Budget will be reduced by the pro rata share of Public Housing Units converted as part of the RAD.

Upon conversion of the units to RAD Project Based Vouchers, HACLA will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6.C & 1.6.D of PIH Notice 2019-23 (HA), REV-4. These resident rights, participation, waiting list and grievance procedures are listed in Section A below. Additionally, Attachment 1B to PIH Notice 2019-23 (HA), REV-4 regarding Resident Provisions and Section 6 of the Fair Housing and Civil Rights Requirements and Relocation Requirements (Notice H 2016-17/ PIH 2016-17 (HA)) are attached to this amendment.

A. Resident Rights and Participation

1. Right to Return. Any resident that may need to be temporarily relocated to facilitate rehabilitation or construction will have a right to return to an assisted unit at the Covered Project once rehabilitation or construction is completed. Permanent involuntary displacement of residents may not occur as a result of a project’s conversion of assistance, including, but not limited to, as a result of a change in bedroom distribution, a de minimis reduction of units, the reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery. Where the transfer of assistance to a new site is warranted and approved, residents of the Converting Project will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete. Residents will be provided the option to accept a unit in the Covered Project, move to another public housing site if a unit is available or utilize a Tenant Based Voucher to relocate to another assisted unit. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

2. No Re-screening of Tenants upon Conversion. Pursuant to the RAD statute, at conversion, current households cannot be excluded from occupancy at the Covered Project based on any rescreening, income eligibility, or income targeting provisions. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, Section 8(o)(4) of the 1937 Act and 24 CFR § 982.201, concerning eligibility and targeting, will not apply
for current households. Once that remaining household moves out, the unit must be leased to an eligible family. Further, so as to facilitate the right to return to the assisted property, HUD waives Section 8(o)(4) and 24 CFR § 982.201 to the extent necessary for this provision shall apply to current public housing residents of the Converting Project that will reside in non-RAD PBV units or non-RAD PBRA units placed in a project that contain RAD PBV units or RAD PBRA units. Such families and such contract units will otherwise be subject to all requirements of the applicable program, specifically 24 CFR §Part 983 for non-RAD PBV units and the PBRA requirements governing the applicable contract for non-RAD PBRA units.

3. Under-Occupied Unit. If a family is in an under-occupied unit under 24 CFR 983.260 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by HACLA, the administering Voucher Agency. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.260 is waived for current residents remaining or returning to the Covered Project. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

4. Phase-in of Tenant Rent Increases. If a tenant’s monthly rent increases by more than the greater of 10 percent or $25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. For each RAD transaction, HACLA shall specify prior to conversion whether the length of the conversion will be 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of “total tenant payment” (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases.

The below method explains the set percentage-based phase-in an owner must follow according to the phase-in period established. For purposes of this section “Calculated PBV TTP” refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the “most recently paid TTP” refers to the TTP recorded on line 9j of the family’s most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, HACLA should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP and the Calculated PBV TTP
- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 50% of difference between most recently paid TTP and the Calculated PBV TTP
Year 3: Year 3 AR and all subsequent recertifications – Full Calculated PBV TTP

Five Year Phase in:

• Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the Calculated PBV TTP

• Year 2: Year 2 AR and any IR prior to Year 3 AR – 25% of difference between most recently paid TTP and the Calculated PBV TTP

• Year 3: Year 3 AR and any IR prior to Year 4 AR – 33% of difference between most recently paid TTP and the Calculated PBV TTP

• Year 4: Year 4 AR and any IR prior to Year 5 AR – 50% of difference between most recently paid TTP and the Calculated PBV TTP

• Year 5 AR and all subsequent recertifications – Full Calculated PBV TTP

Please Note: In either the three year phase-in or the five-year phase-in, once the calculated PBV TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

5. Public Housing Family Self Sufficiency (PH FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs. Public Housing residents that are current FSS participants will continue to participate in HACLA’s FSS program, and HACLA will be allowed to use any PH FSS funds already awarded to serve those FSS participants who live in units converted by RAD. At the completion of the FSS grant, HACLA should follow the normal closeout procedures outlined in the grant agreement. If HACLA continues to run an FSS program that serves PH and/or HCV participants, HACLA will continue to be eligible (subject to NOFA requirements) to apply for FSS funding and may use that funding to serve PH, HCV and/or PBRA participants in its FSS program. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the subsequent Appropriation Acts), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, HACLA should note that until provisions of the Economic Growth, Regulatory Relief, and Consumer Protection Act are implemented, there are certain FSS requirements (e.g., escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a
public housing resident, and HACLA must follow such requirements accordingly. HACLA will administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, the participants’ contracts of participation, and the alternative requirements established in the “Waivers and Alternative Requirements for the FSS Program” Federal Register notice, published on December 29, 2014, at 79 FR 78100. Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.


Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future public housing ROSS-SC grants, nor will its residents be eligible to be served by future public housing ROSS-SC grants, which by statute can only serve public housing residents. At the completion of the ROSS-SC grant, HACLA should follow the normal closeout procedures outlined in the grant agreement. Please note that ROSS-SC grantees may be a non-profit or local Resident Association and this consequence of a RAD conversion may impact those entities. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

6. Resident Participation and Funding. In accordance with Attachment 1B (attached), residents of the Covered Project with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

7. Resident Procedural Rights. The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner’s lease, which includes the required tenancy addendum (HUD Form 52530-c) as appropriate.

a. Termination Notification. HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD and to non-RAD PBV units located at the Covered Project. In addition to the regulations at 24 CFR § 983.257, related to Project owner termination of tenancy and eviction, the termination procedure for RAD conversions to PBV will require HACLA to provide adequate written notice of termination of the lease which shall not be less than:

i. A reasonable period of time, but not to exceed 30 days:

   a. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
b. In the event of any drug-related or violent criminal activity or any felony conviction;

ii. Not less than 14 days in the case of nonpayment of rent; and

iii. Not less than 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.

b. Grievance Process. Pursuant to the requirements in the RAD Statute, HUD has established additional procedural rights to comply with the requirements of Section 6 of the Act.

For the termination of assistance and several other PHA determinations, PBV program rules require the PHA to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

i. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(v), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual’s lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident’s rights, obligations, welfare, or status.

a. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(v), the contract administrator will perform the hearing, as is the current standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).

b. For any additional hearings required under RAD, the Project Owner will perform the hearing.

ii. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or Contract Administrator.

iii. The Project Owner will give residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).

iv. The Project Owner will provide an opportunity for an informal hearing before an eviction.

Hearing procedures are outlined in the HACLA’s Section 8 Administrative Plan.
To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

8. **Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described above; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher Program, the EID exclusion is limited to only persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV Covered Project, the provision in section 5.617(b) limiting EID to only disabled persons is waived. The waiver and resulting alternative requirement only apply to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion (e.g., due to loss of employment); tenants that move into the property following conversion, etc.,) is covered by this waiver. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

9. **Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant relocation and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary’s discretion, choose to end the Jobs Plus program at that project. If the program is continued, the Project Owner must agree to continue to implement the program according to HUD’s program requirements. Jobs Plus target public housing projects must enroll public housing residents into the Jobs Plus rent incentive, JPEID, prior to conversion. Any resident of the Covered Project that had not enrolled prior to conversion is not eligible to enroll in JPEID but may utilize Jobs Plus services that predominantly benefit the former public housing residents who resided at the target project at the time of RAD conversion. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project may voluntarily utilize Jobs Plus services that predominantly benefit the former public housing residents who resided at the target project at the time of RAD conversion.

10. **When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, HACLA may only select an occupied unit to be included under the PBV HAP contract if the unit’s occupants are eligible for housing assistance payments (24 CFR § 983.53(c)). Also HACLA must remove a unit from the contract when no assistance has been paid for 180 days because the family’s TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent) (24 CFR § 983.258). Since the rent limitation may often result in a family’s TTP equaling or
exceeding the gross rent for the unit, for current residents (i.e., residents living in the public housing property prior to conversion and who will return to the Covered Project after conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds the Gross Rent. Further, HUD is establishing the alternative requirement that until such time that the family’s TTP falls below the gross rent, the rent to the owner for the unit will equal the lesser of (a) the family’s TTP, less the Utility Allowance, or (b) any applicable maximum rent under LIHTC regulations. During any period when the family’s TTP falls below the gross rent, normal PBV rules shall apply. As necessary to implement this alternative provision, HUD is waiving the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of this Notice. In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. The PHA is required to process these individuals through the Form 50058 submodule in PIC. To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

Unless a waiver is requested and approved as described below, any new admission to Covered Project must meet the eligibility requirements of 982.201 and require a subsidy payment at admission to the program, which means their TTP may not equal or exceed the gross rent for the unit at that time. Further, HACLA must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission’s TTP come to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that the HACLA must reinstate the unit after the family has left the property; and, if the project is partially assisted, the HACLA may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR § 983.207 or, where “floating” units have been permitted per Section 1.6.B.10 of the Notice.

HACLA may request a waiver from HUD for the Covered Project in order to admit otherwise eligible families whose TTP exceeds gross rent and to allow the units those families occupy to remain under the HAP contract even if the PHA has not made a housing assistance payment for a family in 180 days. For a Covered Project that consists of 100 percent RAD PBV units, HACLA must demonstrate that a waiver is necessary in order to avoid an undue concentration of poverty at the Covered Project. HACLA may evidence this by providing data showing, for example:

· how eligible income-certified applicants on the waiting list must be passed over because their incomes result in zero HAP at admission causing a higher concentration of poverty at the covered project; or

· how the income of newly admitted families is causing a markedly higher concentration of poverty than the PHA’s non-RAD PBV projects.

The resulting impact on the property must be compared with the concentration of poverty at non-RAD PBV projects in the PHA’s jurisdiction. If there are no non-RAD PBV projects in the PHA’s jurisdiction, the PHA may alternatively demonstrate that the median income
of families that could be admitted to the Covered Project is significantly lower than the median income of new admissions from the waiting list to HACLA’s HCV program since the time of the RAD conversion. For any other Covered Project, the PHA must demonstrate that the property contains specific units (e.g., units suitable for large families or accessible units) for which there are insufficient alternative housing opportunities. If the waiver is approved, the new admission[s] families covered under the waiver are participants under the program and all of the family obligations and protections under RAD and PBV apply to the family, and the unit is subject to all program requirements. Such waiver requests should be submitted to the PIH Field Office in accordance with Notice PIH 2018-16.

B. PBV: Other Miscellaneous Provisions

1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration. HACLA agrees to any reasonable HUD request for data to support program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV for reporting units in Form HUD-50058.

2. Ongoing PHA Board Review of Operating Budget. The HACLA’s Board must approve the operating budget for the Covered Project annually in accordance with HUD requirements.

The PHA’s Board must confirm that the Project Owner is making deposits into the Reserve for Replacement account in accordance with the RCC as well as assess the financial health of the Covered Project.

3. Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).

   **Davis-Bacon prevailing wages.** The Davis-Bacon prevailing wage requirements (prevailing wages, the Contract Work Hours and Safety Standards Act, and implementing regulations, rules, and requirements) apply to all Work, including any new construction, that is identified in the Financing Plan and RCC to the extent that such Work qualifies as development. “Development,” as applied to work subject to Davis-Bacon requirements on Section 8 projects, encompasses work that constitutes remodeling that alters the nature or type of housing units in a PBV or PBRA project, reconstruction, or a substantial improvement in the quality or kind of original equipment and materials, and is initiated within 18 months following the effective date of the HAP Contract. Development activity does not include replacement of equipment and materials rendered unsatisfactory because of normal wear and tear by items of substantially the same kind. Davis-Bacon requirements apply only to projects with nine or more assisted units.

   **Section 3 of the Housing and Urban Development Act of 1968 (Section 3).** Section 3 is codified at 12 U.S.C. 1701u and implemented by regulation at 24 CFR part 135 or successor part.
a. Pursuant to such requirements, all pre-development conversion costs funded by public housing program funds pursuant to Section 1.5.A are subject to 12 U.S.C. 1701u(c)(1) and (d)(1), which sets forth Section 3 requirements applicable to public housing activities.

b. While most RAD conversions do not utilize funding covered by Section 3, HUD has established the alternative requirement that any Work required by the conversion after the RAD Closing that involves housing rehabilitation or housing construction is subject to the Section 3 requirements applicable to housing and community development activities as set forth in 12 U.S.C.1701u(c)(2) and (d)(2) and the regulations derived from such provisions.

4. Establishment of Waiting List. 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions shall apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. The PHA shall consider the best means to transition applicants from the current public housing waiting list, including:

   i. Transferring an existing site-based waiting list to a new site-based waiting list. If the PHA is transferring the assistance to another neighborhood, and as a result of the transfer of the waiting list, the applicant would only be eligible for a unit in a location which is materially different from the location to which the applicant applied, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project’s waiting list.

   ii. Transferring an existing site-based waiting list to a PBV program-wide or HCV program-wide waiting list.

   iii. Transferring an existing community-wide public housing waiting list to a PBV program-wide or HCV program-wide waiting list.

   iv. Informing applicants on a public housing community-wide waiting list on how to transfer their application to one or more newly created site-based waiting lists.

For any applicants on the public housing waiting list that are likely to be ineligible for admission to a Covered Project converting to PBV because the household’s TTP is likely to exceed the RAD gross rent, the PHA shall consider transferring such household, consistent with program requirements for administration of waiting lists, to the PHA’s remaining public housing waiting list(s) or to another voucher waiting list, in addition to transferring such household to the waiting list for the Covered Project.
To the extent any wait list relies on the date and time of application, the applicants shall have priority on the wait list(s) to which their application was transferred in accordance with the date and time of their application to the original waiting list.

If the PHA is transferring assistance to another neighborhood and, as a result of the transfer of the waiting list, the applicant would only be eligible for a unit in a location which is materially different from the location to which the applicant applied, the PHA must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at other sites.

If using a site-based waiting list, PHAs shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on the PHA’s public housing community-wide waiting list have been offered placement on the converted project’s initial waiting list. In all cases, PHAs have the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, PHA resources, and admissions requirements of the projects being converted under RAD. A PHA may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area, informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency’s centralized public housing waiting list who wish to be placed onto the newly-established waiting list are done so in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and the obligation to provide meaningful access for persons with limited English proficiency (LEP).

When using a site-based waiting list, PHAs should consider waiting list and transfer policies that expand opportunities for tenants seeking an emergency transfer under, or consistent with, the PHA’s Emergency Transfer Plan. This includes allowing for easier moves between assisted properties.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, the PHA shall administer its waiting list for the Covered Project in accordance with 24 CFR § 983.251(c). To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same Covered Project shall be subject to the terms of this provision.

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations.

5. Mandatory Insurance Coverage. The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial
loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.

6. **Future Refinancing.** Project Owners must receive HUD approval for any refinancing or restructuring of permanent debt within the HAP contract term to ensure the financing is consistent with long-term preservation of the Covered Project. With respect to any financing contemplated at the time of conversion (including any permanent financing which is a conversion or take-out of construction financing), such consent may be evidenced through the RCC but HUD review of liens must be performed prior to execution.

7. **Administrative Fees for Public Housing Conversions during the Year of Conversion.** For the remainder of the Calendar Year in which the HAP Contract becomes effective (i.e., the “year of conversion”), RAD PBV projects will be funded with public housing funds. For example, if the project’s assistance converts effective July 1, 2015, the public housing ACC between the PHA and HUD will be amended to reflect the number of units under HAP Contract, but will be for zero dollars, and the RAD PBV HAP Contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses into VMS during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time.

HACLA operating HCV program typically receive administrative fees for units under a HAP Contract, consistent with recent appropriation act references to “section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Work Responsibility Act of 1998” and 24 CFR § 982.152(b). During the year of conversion mentioned in the preceding paragraph, these provisions are waived. HACLA will not receive Section 8 administrative fees for PBV RAD units during the year of conversion.

After the year of conversion, the Section 8 ACC will be amended to include Section 8 funding that corresponds to the units covered by the Section 8 ACC. At that time, the regular Section 8 administrative fee funding provisions will apply.

8. **Choice Mobility.** One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted lease at any time after the first year of occupancy in accordance with program requirements, the HACLA must offer the family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of the HACLA’s HCV program becomes PBV assistance, it is possible for most or all of the PHA’s turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for the PHA to still be able to use tenant-based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing the following alternative requirement for PHAs where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered
by the PHA exceeds 20 percent of the PHA’s authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that an eligible voucher agency would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of covered Projects. While a voucher agency is not required to establish a voucher inventory turnover cap, if such a cap is implemented, the voucher agency must create and maintain a waiting list in the order in which the requests from eligible households were received. In order to adopt this provision, this alternative mobility policy must be included in HACLA’s administrative plan. This alternative requirement does not apply to PBVs entered into outside of the context of RAD.

9. Reserve for Replacement. The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet project requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement. For all other transactions, Replacement Reserves shall be maintained in a bank account or similar instrument, as approved by HUD, where funds will be held by the Project Owner or mortgagee and may be drawn from the reserve account and used subject to HUD guidelines.

10. Initial Certifications and Tenant Rent Calculations. The Contract Administrator uses the family’s public housing tenant rent (reflected on line 10f of the family’s most recent HUD Form 50058) at the date of the conversion to calculate the PBV HAP and tenant rent until the effective date of the earlier of the family’s first regular or interim recertification following the date of conversion. At the earlier of the family’s first regular or interim recertification, the Contract Administrator will use the family’s TTP based on the recertification and the HCV utility allowance (or the PBV site specific utility allowance, if applicable) to determine the PBV HAP and tenant rent. This means that the family pays the same tenant rent as the family was paying under the public housing program until the earlier of first regular or interim reexamination following conversion, at which point the normally applicable PBV calculation for the tenant rent becomes effective. (Under the PBV program, the monthly HAP is the rent to owner minus the tenant rent, and the tenant rent is the family TTP minus the utility allowance.) To facilitate the uniform treatment of residents and units at a Covered Project, any non-RAD PBV units located in the same property as the Covered Project shall be subject to the terms of this provision. To effectuate this provision, HUD is waiving 24 CFR 5.601 and 983.3(c)(6)(iii).

Attachments:
   a. Attachment 1B to H-2019-09 PIH-2019-23 (HA), Rental Assistance Demonstration REV-4
   b. Section 6 of H 2016-17/ PIH 2016-17 (HA)
a. Attachment 1B to H-2019-09 PIH-2019-23 (HA), Rental Assistance Demonstration REV-4
Attachment 1B – Resident Provisions in Conversions of Assistance from Public Housing to PBRA and PBV

This Attachment contains two sections, describing:

1B.1 Summary of Resident Provisions
1B.2 Resident Participation and Funding

1B.1 Summary of Resident Provisions

The following is a summary of special provisions and alternative requirements related to tenants of public housing projects converting under RAD (including for those that will reside in non-RAD PBV units in the Covered project):

- Conversion will be considered a significant action requiring discussion in the PHA’s Five-Year Plan, Annual Plan or MTW Plan or requiring a significant amendment to a PHA Plan (see Section 1.5.E. of this Notice);
- Notification of proposed conversion, meetings during the conversion process, written response to residents comments on conversion, and notification of conversion approval and impact (see Section 1.8 of this Notice);
- No rescreening at conversion (see Section 1.6.C.1 of this Notice for conversions to PBV and Section 1.7.B.1. for conversions to PBRA);
- A right to return, which covers the right to return to the rent-assisted property after temporary relocation (when temporary relocation is necessary to facilitate rehabilitation or construction), or the right to occupancy of the new unit if the rental assistance is transferred to a new unit. (See Section 1.4.A.5. of this Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice.)
- Phase-in of tenant rent increases (see Section 1.6.C.3. of this Notice for conversions to PBV and Section 1.7.B.3. for conversions to PBRA);
- Relocation protections, including procedural rights, assistance with moving, and applicable relocation payments. (See Section 1.4.A.5 of this Notice and the RAD Fair Housing, Civil Rights, and Relocation Notice.)
- Continued participation in the ROSS-SC FSS and JobsPlus programs (see Sections 1.6.C.5 and 1.6.C.9 of this Notice, for conversions to PBV and Section 1.7.B.4 for conversions to PBRA);
- Continued Earned Income Disregard (see Section 1.6.C.8 of this Notice, for conversions to PBV and Section 1.7.B.7 for conversions to PBRA);
Attachment 1B: Resident Provisions in Conversions of Assistance from Public Housing

- Continued recognition of and funding for legitimate residents organizations (see Section 1.6.C.6 of this Notice for conversions to PBV, Section 1.7.B.5 of this Notice for conversions to PBRA, and below in Attachment 1B.2 for additional requirements for both programs);
- Procedural rights consistent with section 6 of the Act (see Section 1.6.C.7. of this Notice for conversions to PBV and Section 1.7.B.6. of this Notice for conversions to PBRA); and
- Choice-mobility option allowing a resident to move with a tenant-based voucher after tenancy in the Covered Project (see 24 CFR § 983.260 for conversions to PBV and Section 1.7.C.5 of this Notice for conversions to PBRA).

The foregoing is a summary of special provisions and alternative requirements relating to residents of public housing projects converting to RAD and does not attempt to capture all program requirements and details. For additional information, refer to the full text of this Notice and to the RAD Fair Housing, Civil Rights, and Relocation Notice (Notice H 2016-17; PIH 2016-17).
1B.2 Resident Participation and Funding

The following provisions contain the resident participation and funding requirements for public housing conversions to PBRA and PBV, respectively.

A. PBRA: Resident Participation and Funding

Residents of Covered Projects converting assistance to PBRA will have the right to establish and operate a resident organization in accordance with 24 CFR Part 245 (Tenant Participation in Multifamily Housing Projects). In addition, a Project Owner must provide $25 per occupied unit annually for resident participation, of which at least $15 per occupied unit shall be provided to the legitimate tenant organization at the covered property. Resident participation funding applies to all occupied units in the Covered Project as well as units which would have been occupied if not for temporary relocation. These funds must be used for resident education, organizing around tenancy issues, and training activities.

In the absence of a legitimate resident organization at a Covered Project, HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate resident organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization.

Project Owners must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner. Eligible uses of funds are the same as those permitted under “Guidance on the use of Tenant Participation Funds,” Notice PIH 2013-21. The Department strongly encourages residents and Project Owners to resolve questions concerning specific uses of resident participation funds directly. If a dispute over funding arises the resident organization or Project Owner may refer any disputes over funding to the HUD Field Office for intervention only after documented efforts to at direct resolution have proven unsuccessful.

B. PBV: Resident Participation and Funding

To support resident participation following conversion of assistance, residents of Covered Projects converting assistance to the PBV program will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living

98 For the purposes of this Attachment, HUD uses the term “Project Owner” to refer to the owner of a Converting Project or Covered Project, as applicable to the context.
environment, which includes the terms and conditions of their tenancy as well as activities related to housing and community development.

1. **Legitimate Resident Organization.** A Project Owner must recognize legitimate resident organizations and give reasonable consideration to concerns raised by legitimate resident organizations. A resident organization is legitimate if it has been established by the residents of a Covered Project, meets regularly, operates democratically, is representative of all residents in the project, and is completely independent of the Project Owner, management, and their representatives.

   In the absence of a legitimate resident organization at a Covered Project, HUD encourages the Project Owner and residents to work together to determine the most appropriate ways to foster a constructive working relationship, including supporting the formation of a legitimate resident organization. Residents are encouraged to contact the Project Owner directly with questions or concerns regarding issues related to their tenancy. Project Owners are also encouraged to actively engage residents in the absence of a resident organization.

2. **Protected Activities.** Project Owners must allow residents and resident organizers to conduct the following activities related to the establishment or operation of a resident organization:
   a. Distributing leaflets in lobby areas;
   b. Placing leaflets at or under residents' doors;
   c. Distributing leaflets in common areas;
   d. Initiating contact with residents;
   e. Conducting door-to-door surveys of residents to ascertain interest in establishing a resident organization and to offer information about resident organizations;
   f. Posting information on bulletin boards;
   g. Assisting resident to participate in resident organization activities;
   h. Convening regularly scheduled resident organization meetings in a space on site and accessible to residents, in a manner that is fully independent of management representatives. In order to preserve the independence of resident organizations, management representatives may not attend such meetings unless invited by the resident organization to specific meetings to discuss a specific issue or issues; and
   i. Formulating responses to Project Owner's requests for:
      i. Rent increases;
      ii. Partial payment of claims;
      iii. The conversion from project-based paid utilities to resident-paid utilities;
      iv. A reduction in resident utility allowances;
      v. Major capital additions; and
Attachment 1B: Resident Provisions in Conversions of Assistance from Public Housing

vi. Prepayment of loans.

In addition to these activities, Project Owners must allow residents and resident organizers to conduct other reasonable activities related to the establishment or operation of a resident organization.

Project Owners shall not require residents and resident organizers to obtain prior permission before engaging in the activities permitted in this section.

3. Meeting Space. Project Owners must reasonably make available the use of any community room or other available space appropriate for meetings that is part of the multifamily housing project when requested by:
   a. Residents or a resident organization and used for activities related to the operation of the resident organization; or
   b. Residents seeking to establish a resident organization or collectively address issues related to their living environment.

Resident and resident organization meetings must be accessible to persons with disabilities, unless this is impractical for reasons beyond the organization's control. If the project has an accessible common area or areas, it will not be impractical to make organizational meetings accessible to persons with disabilities.

Project Owners may charge a reasonable, customary and usual fee, approved by the Secretary as may normally be imposed for the use of such facilities in accordance with procedures prescribed by the Secretary, for the use of meeting space. A PHA may waive this fee.

4. Resident Organizers. A resident organizer is a resident or non-resident who assists residents in establishing and operating a resident organization, and who is not an employee or representative of current or prospective Project Owners, managers, or their agents.

Project Owners must allow resident organizers to assist residents in establishing and operating resident organizations.

5. Canvassing. If a Covered Project has a consistently enforced, written policy against canvassing, then a non-resident resident organizer must be accompanied by a resident while on the property of the project.
If a project has a written policy favoring canvassing, any non-resident resident organizer must be afforded the same privileges and rights of access as other uninvited outside parties in the normal course of operations. If the project does not have a consistently enforced, written policy against canvassing, the project shall be treated as if it has a policy favoring canvassing.

A resident has the right not to be re-canvassed against his or her wishes regarding participation in a resident organization.

6. **Funding.** Project Owners must provide $25 per occupied unit annually for resident participation, of which at least $15 per occupied unit shall be provided to the legitimate resident organization at the covered property.\(^99\) These funds must be used for resident education, organizing around tenancy issues, and training activities. Project Owners must make resident participation funds available to residents for organizing activities in accordance with this Notice. Residents must make requests for these funds in writing to the Project Owner. These requests will be subject to approval by the Project Owner. Eligible use of funds are the same as those permitted under “Guidance on the use of Tenant Participation Funds,” Notice PIH 2013-21. The Department strongly encourages residents and Project Owners to resolve questions concerning specific uses of resident participation funds directly. If a dispute over funding arises the resident organization or Project Owner may refer any disputes over funding to the Contract Administrator for intervention only after documented efforts to at direct resolution have proven unsuccessful.

---

\(^{99}\) Resident participation funding applies to all occupied units in the Covered Project as well as units which would have been occupied if not for temporary relocation.
b. Section 6 of Notice H 2016-17/ PIH 2016-17 (HA)

Right to Return and Relocation Assistance
SUBJECT: Rental Assistance Demonstration (RAD) Notice Regarding Fair Housing and Civil Rights Requirements and Relocation Requirements Applicable to RAD First Component – Public Housing Conversions.¹

¹ While this Notice addresses fair housing and civil rights requirements and relocation requirements, the fair housing and civil rights requirements are not limited to relocation issues.

² Consistent with PIH Notice 2012-32 (HA) REV-2 (PIH 2012-32 (HA) REV-2) (the “RAD Notice”), this Notice uses the term “PHA” to refer to the owner of the project prior to the RAD conversion and “Project Owner” to refer to the owner of the project after the RAD conversion.
SECTION 6. RELOCATION REQUIREMENTS

In some cases, as explained in this Section, the activities associated with the RAD transaction may require the relocation of residents. In the event of acquisition, demolition, construction or rehabilitation activities performed in connection with a RAD conversion, the PHA and/or Project Owner should plan such activities to reasonably minimize any disruption to residents’ lives, to ensure that residents are not exposed to unsafe living conditions and to comply with applicable relocation, fair housing and civil rights requirements. As discussed in Section 6.1, below, a written relocation plan is required in some circumstances and strongly encouraged for any conversion resulting in resident moves or relocation. Further, the obligations due to relocating residents under RAD are broader than URA relocation assistance and payments and RAD specifies requirements which are more protective of residents than standard URA requirements, including additional notices (see Section 6.6) and a right to return (see Section 6.2). This Notice requires that certain information be provided to all households, beginning prior to submission of the RAD application.

Any resident who moves as a direct result of acquisition, rehabilitation or demolition for an activity or series of activities associated with a RAD conversion may, depending on the circumstances and length of time of the relocation, be eligible for relocation assistance and payments under the URA. Additionally, Section 104(d) relocation and one-for-one replacement

66 Under the URA, the term “displacing agency” refers to the agency or person that carries out a program or project which will cause a resident to become a displaced person. Projects vary and, for any specific task described in this Notice, the displacing agency may be either the PHA or the Project Owner, as determined by the allocation of roles and responsibilities between the PHA and Project Owner.
housing requirements may also apply when CDBG- or HOME-funds are used in connection with a RAD conversion. The applicability of the URA or Section 104(d) to RAD conversions is fact-specific, which must be determined in accordance with the applicable URA and Section 104(d) regulations.67

Eligibility for specific protections under this Notice applies to any person residing in a Converting Project who is legally on the public housing lease, has submitted an application to be added to an existing lease, or is otherwise in lawful occupancy at the time of the issuance of the CHAP and at any time thereafter until conversion of assistance under RAD. All such residents of a Converting Project have a right to return and are eligible for relocation protections and assistance as provided by this Notice. The eligibility criteria set forth in this paragraph apply to the protections under this Notice regardless of whether residents or household members meet the statutory and regulatory requirements for eligibility under URA.68

6.1. Planning

If there is a possibility that residents will be relocated as a result of acquisition, demolition, or rehabilitation for a Converting Project, PHAs must undertake a planning process in conformance with the URA statutory and regulatory requirements in order to minimize the adverse impact of relocation (see 49 § C.F.R. 24.205). PHAs must also ensure that their relocation planning is conducted in compliance with applicable fair housing and civil rights requirements.

The PHA shall prepare a written relocation plan if the RAD conversion involves permanent relocation (including, without limitation, a move in connection with a transfer of assistance) or temporary relocation anticipated to last longer than one year. While a written relocation plan is not required for temporary relocation lasting one year or less, HUD strongly encourages PHAs, in consultation with any applicable Project Owners, to prepare a written relocation plan for all RAD conversions to establish their relocation process clearly and in sufficient detail to permit consistent implementation of the relocation process and accurate communication to the residents. Appendix II contains recommended elements of a relocation plan.

During the planning stages of a RAD transaction and based on the results of this planning process, a PHA must submit applicable portions of the Checklist described in Section 5.3(B) to HUD, together with any required backup documentation, as early as possible once the information covered in the applicable part is known.69 All parts of the Checklist must be submitted to HUD prior to submission of the Financing Plan. The Checklist will allow HUD to assist the PHA to comply, and to evaluate the PHA’s compliance, with relocation requirements, including civil rights requirements related to relocation.

68 A nonexclusive listing of persons who do not qualify as displaced persons under URA is at 49 C.F.R. 24.2(a)(9)(ii). See also, Paragraph 1-4(J) of HUD Handbook 1378. See Section 6.5 of this Notice for discussion of the date of “initiation of negotiations.”
69 The Checklist refers to the existing FHEO Accessibility and Relocation Checklist until a revised Checklist is approved for use pursuant to the Paperwork Reduction Act.
The following presents a general sequencing of relocation planning activities within the RAD conversion process for informational and planning purposes only. Specific requirements are set forth in the provisions of this Notice.

<table>
<thead>
<tr>
<th>Stage</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 1. Prior to submission of RAD application | - Determine potential need for relocation in connection with proposed conversion plans.  
- Meet with residents to discuss proposed conversion plans, communicate right to return, and solicit feedback.  
- Provide the *RAD Information Notice* (RIN) to residents as described in Section 6.6(A) of this Notice. |
| 2. After submission of RAD application | - Assess the need for relocation planning in connection with proposed conversion plans. Determine if technical assistance would be beneficial to ensuring compliance with relocation requirements.  
- Survey residents to inform relocation planning and relocation process.  
- Develop a relocation plan (see Appendix II for recommended content).  
- Prepare Significant Amendment to PHA Plan and engage with the Resident Advisory Board, residents and the public regarding Plan amendment.\(^70\) |
| 3. Following issuance of the CHAP, or earlier if warranted | - Provide the *General Information Notice* (GIN) to residents when the project involves acquisition, rehabilitation, or demolition as described in Section 6.6(B) of this Notice and relocation may be required. |
| 4. While preparing Financing Plan | - Discuss the outlines of the conversion plans and their impact on relocation with the HUD transaction manager.  
- Refine the plan for relocation and integrate the construction schedule into the relocation strategy; seek to minimize off-site or disruptive relocation activities.  
- Identify relocation housing options.  
- Budget for relocation expenses and for compliance with accessibility requirements.  
- Submit the Checklist and, where applicable, the relocation plan.  
- If the conversion involves acquisition, at the discretion of the Project Owner issue Notice of Intent to Acquire (NOIA).  
- If a NOIA is issued, at the discretion of the Project Owner provide residents with appropriate relocation notices as necessary. |

\(^70\) Alternatively, the PHA may submit a new PHA Five-Year or Annual Plan, especially if it is on schedule to do so. Under any scenario, the PHA must consult with the Resident Advisory Board and undertake the community participation process.
<table>
<thead>
<tr>
<th>Stage</th>
<th>Activities</th>
</tr>
</thead>
</table>
| 5. From RAD Conversion Commitment (RCC) to Closing | • Meet with residents to describe approved conversion plans and discuss required relocation.  
• The effective date of the RCC marks the date of “Initiation of Negotiations” (ION), as defined in the URA (49 § C.F.R. 24.2(a)(15)).  
• If no NOIA was provided while preparing the Financing Plan, provide residents with appropriate relocation notices as described in Section 6.6(C) through 6.6(E) of this Notice.  
• Resident relocation may begin following the effective date of the RCC, subject to applicable notice requirements. |

| 6. Post-Closing | • Ongoing implementation of relocation  
• Notify the residents regarding return to the Covered Project as described in Section 6.6(F) of this Notice  
• Implementation of the residents’ right to return |

### 6.2. Resident Right to Return

Any public housing or Section 8 assisted resident that may need to be relocated temporarily to facilitate rehabilitation or construction has a right to return to an assisted unit at the Covered Project once rehabilitation or construction is complete.\(^7\) Permanent involuntary displacement of public housing or Section 8 assisted residents may not occur as a result of a project’s conversion of assistance. The Project Owner satisfies the RAD right to return to a Covered Project if the Project Owner offers the resident household either: a) a unit in the Covered Project in which the household is not under-housed; or b) a unit in the Covered Project which provides the same major features as the resident’s unit in the Converting Project prior to the implementation of the RAD conversion. In the case of a transfer of assistance to a new site, residents of the Converting Project have the right to reside in an assisted unit meeting the requirements set forth in this paragraph at the Covered Project (the new site) once the Covered Project is ready for occupancy in accordance with applicable PBV or PBRA requirements.

If proposed plans for a Converting Project would preclude a resident from returning to the Covered Project, the resident must be given an opportunity to comment and/or object to such plans. Examples of project plans that may preclude a resident from returning to the Covered Project include, but are not limited to:

- Changes in bedroom distribution which decrease the size of units such that the resident would be under-housed;\(^7\)

---

\(^{7}\) The right to return is not a right to any specific unit in the Covered Project. Tenancies other than public housing or Section 8 assisted residents (such as commercial tenants) do not hold a right to return and are subject to standard relocation requirements applicable to such tenants under the URA.

\(^{7}\) See the RAD Notice for a description of the procedures that must be undertaken if a resident is over-housed.
• Where a) the PHA is reducing the number of assisted units at a property (if authorized to do so under Section 1.5.B of the RAD Notice) and b) the resident cannot be accommodated in the remaining assisted units;
• The imposition of income eligibility requirements, such as those associated with LIHTC or other program financing, under which the current resident may not be eligible;\(^{73}\) and
• Failure to provide reasonable accommodation to an individual with disabilities, in violation of applicable law, which reasonable accommodation may include installation of accessibility features that are needed by the individual with disabilities.\(^{74}\)

If the resident who would be precluded from returning to the Covered Project objects to such plans, the PHA must alter the project plans to accommodate the resident’s right to return to the Covered Project.

If the resident who would be precluded from returning to the Covered Project prefers to voluntarily and permanently relocate rather than object to the project plans, the PHA must secure informed, written consent to a voluntary permanent relocation in lieu of returning to the Covered Project and must otherwise comply with all the provisions of Section 6.10, below, regarding alternative housing options. The PHA cannot employ any tactics to pressure residents into relinquishing their right to return or accepting alternative housing options. A PHA may not terminate a resident’s lease if the PHA fails to obtain the resident’s consent and the resident seeks to exercise the right to return.

In the case of a multi-phase transaction, the resident has a right to return to the Covered Project or to other converted phases of the property which have converted and are available for occupancy at the time the resident is eligible to exercise the right to return. A relocated resident should get the benefit of improvements facilitated by the resident’s relocation and conversion and completion of future phases cannot be assured. In most cases, this means that the resident’s right to return must be accommodated within the Covered Project associated with resident’s original unit. However, in those cases where improvements to multiple phases of a site are occurring simultaneously, the PHA or Project Owner may treat multiple Covered Projects on the same site as one for purposes of the right to return. If the PHA or Project Owner seeks to have the resident exercise the right of return at a future phase, the PHA or Project Owner would need to secure the resident’s consent to such plan as an alternative housing option pursuant to Section 6.10, below.

In implementing the right of return, the Project Owner shall comply with all applicable fair housing laws and implementing regulations, including, but not limited to, the Fair Housing Act,\(^{73}\)

\(^{73}\) In these cases, a PHA may elect to exclude some units from the applicable financing program, for example, claiming LIHTC for a subset of the units and not claiming tax credits in connection with the units occupied by households over the LIHTC maximum eligibility of 60% of AMI.
\(^{74}\) Refer to the Joint Statement of the Department of Housing and Urban Development and the Department of Justice, Reasonable Modifications Under the Fair Housing Act (March 5, 2008), at http://www.hud.gov/offices/fheo/disabilities/reasonable_modifications_mar08.pdf for additional detail regarding applicable standards for reasonable accommodations and accessibility features which must be provided. If the resident has paid for installation of accessibility features in the resident’s prior unit, the PHA or Project Owner shall pay for the installation of comparable features in the new unit. Violations of law may also result in other sanctions.
Title VI of the Civil Rights Act, Section 504 of the Rehabilitation Act, and Titles II and III of the Americans with Disabilities Act.

6.3. Admissions and Continued Occupancy Requirements

Resident households may not be denied relocation housing or the right to return based on rescreening, income eligibility, or income targeting. PHAs may only offer housing options with screening, income eligibility or income targeting requirements if the impacted residents meet the admission and occupancy policies applicable to such housing. However, whether or not in a temporary relocation situation, the household remains subject to the applicable program policies regarding continued occupancy of an assisted unit by an incumbent resident of the unit.

6.4. Types of Moves and Relocation

Any time project plans require a resident to move from their current unit, the resident is eligible for assistance as described in this Notice. Assistance may vary depending on the options provided to residents, whether the relocation is temporary or permanent and, if applicable, the length of time the resident is in temporary accommodations. In all circumstances, the move or relocation must be in compliance with applicable requirements of this Notice and consistent with applicable fair housing and civil rights requirements. Each type of move is discussed below.

A) Moves within the same building or complex of buildings

Temporary or permanent moves within the same building or complex of buildings may be appropriate given the extent of work to be completed to permit phasing of rehabilitation or construction. Moves within the same building or complex of buildings are not considered relocation under RAD and a tenant generally does not become displaced under the URA. Whether permanent (i.e., the tenant will move to and remain in an alternative unit) or temporary (i.e., the tenant will move to another unit and return to their original unit), the PHA or Project Owner must reimburse residents for all reasonable out-of-pocket expenses incurred in connection with any move and all other terms and conditions of the move(s) must be reasonable. The final move must be to a unit which satisfies the right to return requirements specified in Section 6.2 of this Notice.

75 PHAs should note that the definitions of “permanent” vary between the URA and RAD. For example, “permanent displacement” under the URA includes moves from the original building or complex of buildings lasting more than one year. The RAD Notice, meanwhile, considers “permanent relocation” to be separation from the RAD-assisted unit upon completion of the conversion and any associated rehabilitation and construction. The duration of a temporary move may exceed one year. In the case of a transfer of assistance, it is not permanent relocation under RAD when the resident must move from the original complex of buildings to the destination site in order to retain occupancy of the RAD-assisted unit.

76 An example of relocation within the same building or complex of buildings would be if one floor of a multi-story building is vacant, and the PHA is moving residents from another floor to the vacant units.

77 Failure to reimburse residents for moving or other out-of-pocket expenses and any other terms and conditions of the move which may be unreasonable may result in the resident becoming a displaced person under the URA if the resident subsequently moves from the property.
B) **Temporary relocation lasting one year or less**

If a resident is required to relocate temporarily, to a unit not in the same building or complex of buildings, for a period not expected to exceed one year in connection with the RAD conversion, the resident’s temporarily occupied housing must be decent, safe, and sanitary and the resident must be reimbursed for all reasonable out-of-pocket expenses incurred in connection with the temporary relocation. These expenses include, but are not limited to, moving expenses, increased housing costs (e.g., rent and utilities), meals if the temporary housing lacks cooking facilities (e.g., during a short hotel stay, whether or not on an emergency basis) and other applicable expenses.\(^78\)

C) **Temporary relocation initially expected to last one year or less, but which extends beyond one year**

In the event that a resident has been temporarily relocated, to a unit not in the same building or complex of buildings, for a period which was anticipated to last one year or less but the temporary relocation in fact exceeds one year, the resident qualifies as a “displaced person” under the URA and as a result immediately becomes eligible for all permanent relocation assistance and payments as a “displaced person” under the URA, including notice pursuant to Section 6.6(E). This assistance would be in addition to any assistance the person has already received for temporary relocation, and may not be reduced by the amount of any temporary relocation assistance.

In such event, the PHA or Project Owner shall offer the resident the opportunity to choose to voluntarily permanently relocate with the offered URA assistance or to choose to remain temporarily relocated based on updated information from the PHA or Project Owner about when they can return to the completed RAD unit. The PHA or Project Owner must present this opportunity to the resident when the temporary relocation extends beyond one year and each time thereafter that the temporary relocation extends beyond the previously anticipated duration. In presenting such opportunity, the PHA or Project Owner must inform the resident in writing that his or her acceptance of voluntary permanent relocation, with the associated assistance, would terminate the resident’s right to return to the Covered Project. The PHA or Project Owner must provide the resident with at least 30 days to decide whether to remain in temporary relocation status or to voluntarily relocate permanently.

D) **Temporary relocation anticipated to last more than one year**

When the PHA anticipates that the temporary relocation, to a unit not in the same building or complex of buildings, will last more than one year, but the resident is retaining the resident’s right to return to the Covered Project, the resident is considered temporarily relocated under RAD and is eligible to receive applicable temporary relocation assistance and payments. Under the URA, the resident becomes eligible to receive applicable relocation assistance and payments as a “displaced person” when the temporary relocation period exceeds one year and each time thereafter that the temporary relocation extends beyond the previously anticipated duration, at

\(^{78}\) HUD Handbook 1378, Chapter 2, Section 2-7 governs activities subject to URA requirements and informs, but is not binding upon, any RAD activities not governed by the URA. PHAs may also refer to HUD Form 40030.
which time the PHA or Project Owner shall offer the resident the opportunity to choose to voluntarily permanently relocate or to remain temporarily relocated, as described in Section 6.4(C), above.

In order to allow residents to make the election earlier than required under the URA (thereby avoiding a year in temporary relocation housing prior to electing voluntary permanent relocation), if the PHA or Project Owner anticipates that temporary relocation will last more than one year, the PHA or Project Owner shall provide the resident with an initial option to (a) be temporarily relocated, retain the right to return to the Covered Project when a unit becomes available and receive assistance, including temporary housing and reimbursement for all reasonable out-of-pocket expenses associated with the temporary relocation, or (b) accept RAD voluntary permanent relocation assistance and payments equivalent to what a “displaced person” would receive under the URA. The PHA or Project Owner must inform the resident in writing that his or her acceptance of voluntary permanent relocation, with the associated assistance, would terminate the resident’s right to return to the Covered Project. The PHA or Project Owner must provide the resident with at least 30 days to decide whether to remain in temporary relocation status or to voluntarily relocate permanently.

E) Permanent moves in connection with a transfer of assistance

In cases solely involving a transfer of assistance to a new site, resident relocation from the Converting Project to the Covered Project is not, by itself, generally considered involuntary permanent relocation under RAD. However, the URA and/or Section 104(d) is likely to apply in most cases. In cases of a transfer of assistance to a new site where it has also been determined that the URA and/or Section 104(d) apply to the transfer of assistance, residents may be eligible for all permanent relocation assistance and payments for eligible displaced persons under the URA and/or Section 104(d). If the URA applies to a move of this type, the PHA or Project Owner must make available at least one, and when possible, three or more comparable replacement dwellings pursuant to 49 C.F.R. § 24.204(a). However, provided the transfer of assistance unit meets the URA definition of a comparable replacement dwelling pursuant to 49 C.F.R. § 24.2(a)(6), that unit could in fact represent the most comparable replacement dwelling as determined by the agency for purposes of calculating a replacement housing payment, if any, under 49 C.F.R. § 24.402.

Whether or not the URA and/or Section 104(d) apply, under RAD the residents are entitled to relocation assistance and payments, including counseling in preparation for the relocation, written notices of the relocation (including a 90-day RAD Notice of Relocation), and reimbursement for all reasonable out-of-pocket expenses, including moving expenses, incurred in connection with the move. It should be noted that the RAD relocation assistance and payments provided to transferring residents in this paragraph differ from those required under the URA and/or Section 104(d) as described above. Where both frameworks apply, the residents must receive the more extensive protections offered under either framework.

If HUD determines that the distance from the Converting Project to the site of the Covered Project is significant and the resident could not reasonably be required to move to the new site, then HUD will require the PHA to adjust project plans to accommodate the resident in an assisted unit (e.g., a public housing unit, some other project-based Section 8 unit or a market unit
with a housing choice voucher) within a reasonable distance of the site of the Converting Project. HUD will evaluate whether this requirement applies on a case by case basis, considering whether the distance would impose a significant burden on residents’ access to existing employment, transportation options, schooling or other critical services. Accommodating the resident may also be satisfied by the resident’s consent to an alternative housing option pursuant to Section 6.10. The requirement set forth in this paragraph is in addition to all protections, including, for example, the offer of comparable replacement dwellings, which are required in all instances where a transfer of assistance is subject to the URA and/or Section 104(d).

F) Voluntary permanent relocation

A resident may elect to relinquish their right of return and consent to voluntary permanent relocation pursuant to an alternative housing option offered and accepted according to the procedures described in Section 6.10, which Section specifies protections to ensure the resident’s decision is fully informed. By selecting voluntary permanent relocation, the resident is electing to receive RAD permanent relocation assistance and payments which are equivalent to the relocation payments and assistance required to be provided to a “displaced person” pursuant to the regulations implementing the URA.

6.5. Initiation of Negotiations (ION) Date

Eligibility for URA relocation assistance is effective on the date of initiation of negotiations (ION) (49 C.F.R. § 24.2(a)(15)). For Converting Projects, the ION date is the effective date of the RCC. The ION date is also typically the date when PHAs can begin to issue RAD Notices of Relocation (except in the case of acquisitions when the PHA can issue a Notice of Intent to Acquire and RAD Notices of Relocation prior to the ION date). Any person who is in lawful occupancy on the ION date is presumed to be entitled to relocation payments and other assistance.

PHAs and Project Owners should note that prior to the ION date, a resident may be eligible as a displaced person for permanent relocation assistance and payments under the URA if HUD determines, after analyzing the facts, that the resident’s move was a direct result of the project. However, resident moves taken contrary to specific instructions from the PHA or Project Owner (for example, contrary to instructions not to move if contained in a General Information Notice) are generally not eligible as a displaced person under the URA.

6.6. Resident Relocation Notification (Notices)

PHAs and Project Owners are encouraged to communicate regularly with the residents regarding project plans and, if applicable, the resulting plans for relocation. When residents may be relocated for any time period (including, without limitation, a move in connection with a transfer of assistance), written notice must be provided to the resident heads of households, including the notices listed below as applicable.\textsuperscript{79} PHAs and Project Owners are also encouraged to provide

---

\textsuperscript{79} The notices required under Sections 6.6(B) through 6.6(E) must be delivered in accordance with URA resident notification requirements, including the requirement that the notice be personally served or delivered by certified or registered first class mail return receipt requested. All notices must be delivered to each household (i.e., posting in
additional relocation notices and updates for the residents’ benefit as appropriate for the specific situation.

To ensure that all residents understand their rights and responsibilities and the assistance available to them, consistent with URA requirements at 49 C.F.R. § 24.5 and civil rights requirements, PHAs and Project Owners must ensure effective communication with individuals with disabilities, including through the provision of appropriate auxiliary aids and services, such as interpreters and alternative format materials. Similarly, PHAs and Project Owners are required to take reasonable steps to ensure meaningful access for LEP persons in written and oral materials. Each notice shall indicate the name and telephone number of a person to contact with questions or for other needed help and shall include the number for the telecommunication device for the deaf (TDD) or other appropriate communication device, if applicable, pursuant to 24 C.F.R. §8.6(a)(2).

The purpose of these notifications is to ensure that residents are informed of their potential rights and, if they are to be relocated, of the relocation assistance available to them. Two initial notices launch this effort and provide critical information regarding residents’ rights. The first, the RAD Information Notice, is to be provided at the very beginning of the RAD conversion planning process in order to ensure residents understand their rights, to provide basic program information and to facilitate residents’ engagement with the PHA regarding project plans. The GIN, meanwhile, provides information specifically related to protections the URA provides to impacted residents. Subsequent notices provide more detailed information regarding relocation activities specific to the household, including tailored information regarding eligibility and timelines for relocation.

PHAs should note that a resident move undertaken as a direct result of the project may be eligible to receive relocation assistance and payments under the URA even though the PHA has not yet issued notices to them. Sample notices which may be used as-is or modified to fit the peculiarities of each situation are provided on the RAD website at www.hud.gov/rad.

A) RAD Information Notice

The RAD Information Notice is to be provided to residents at the very beginning of the RAD conversion planning process in order to convey general written information on potential project plans and residents’ basic rights under RAD, and to facilitate residents’ engagement with the PHA regarding the proposed RAD conversion. The PHA shall provide a RAD Information Notice to all residents of a Converting Project prior to the first of the two meetings with residents required by the RAD Notice, Section 1.8.2, and before submitting a RAD Application. This RAD Information Notice shall be provided without regard to whether the PHA anticipates any relocation of residents in connection with the RAD conversion. The RAD Information Notice must do the following:

______________________________

common areas is insufficient) and methods of delivery (e.g., certified mail, U.S. mail, or hand delivery) must be documented in the PHA’s or Project Owner’s files.
• Provide a general description of the conversion transaction (e.g., the Converting Project, whether the PHA anticipates any new construction or transfer of assistance, whether the PHA anticipates partnering with a developer or other entity to implement the transaction);
• Inform the resident that the early conceptual plans are likely to change as the PHA gathers more information, including, among other items, resident opinions, analysis of the capital needs of the property and financing options;
• Inform the resident that the household has a right to remain in the unit or, if any relocation is required, a right to return to an assisted unit in the Covered Project (which may be at the new site in the case of a transfer of assistance);
• Inform the resident that they will not be subject to any rescreening as a result of the conversion;
• Inform the resident that the household cannot be required to move permanently without the resident’s consent, except in the case of a transfer of assistance when the resident may be required to move a reasonable distance, as determined by HUD, in order to follow the assisted unit;
• Inform the resident that if any relocation is involved in the transaction, the resident is entitled to relocation protections under the requirements of the RAD program and, in some circumstances, the requirements of the URA, which protections may include advance written notice of any move, advisory services, payment(s) and other assistance as applicable to the situation;
• Inform the resident that any resident-initiated move from the Converting Project could put any future relocation payment(s) and assistance at risk and instruct the resident not to move from the Converting Project; and
• Inform the resident that the RAD transaction will be completed consistent with fair housing and civil rights requirements, and provide contact information to process reasonable accommodation requests for residents with disabilities during the relocation.

B) General Information Notice (49 C.F.R. § 24.203(a))

The purpose of the General Information Notice (GIN) is to provide information about URA protections to individuals who may be displaced as a result of federally-assisted projects involving acquisition, rehabilitation or demolition. A GIN provides a general description of the project, the activities planned, and the relocation assistance that may become available.

A GIN shall be provided to any person scheduled to be displaced as soon as feasible based on the facts of the situation. In certain instances, such as when the PHA knows that a project will involve acquisition, rehabilitation or demolition, “as soon as feasible” may be simultaneous with issuance of the RAD Information Notice. For any RAD conversion involving acquisition, rehabilitation or demolition, “as soon as feasible” shall be no later than 30 days following the issuance of the CHAP. In instances where acquisition, rehabilitation or demolition is not anticipated at the time of the CHAP but project plans change to include such activities, pursuant to this Notice the PHA shall provide the GIN as soon as feasible following the change in project plans.
For RAD, the GIN must do at least the following:

- Inform the resident that he or she may be displaced for the project and generally describe the relocation payment(s) for which the resident may be eligible, the basic conditions of eligibility, and the procedures for obtaining the payment(s);
- Inform the resident that, if he or she qualifies for relocation assistance as a displaced person under the URA, he or she will be given reasonable relocation advisory services, including referrals to replacement properties, help in filing payment claims, and other necessary assistance to help the displaced resident successfully relocate;
- Inform the resident that, if he or she qualifies for relocation assistance as a displaced person under the URA, he or she will not be required to move without 90 days advance written notice;
- Inform the resident that, if he or she qualifies for relocation assistance as a displaced person under the URA, he or she cannot be required to move permanently unless at least one comparable replacement dwelling has been made available;
- Inform the resident that any person who is an alien not lawfully present in the United States is ineligible for relocation advisory services and relocation payments, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child (see 49 C.F.R. § 24.208(h) for additional information);
- Describe the resident’s right to appeal the PHA’s determination as to a resident’s eligibility for URA assistance; and
- Inform the resident that the RAD transaction will be completed consistent with fair housing and civil rights requirements, and provide contact information to process reasonable accommodation requests for residents with disabilities during the relocation.

Because of the potential confusion caused by evolving policy directions in the RAD program regarding delivery of the GIN, for actions taken prior to the issuance of this Notice, HUD will consider the facts and circumstances of each conversion, with emphasis on the underlying URA requirements, in monitoring and enforcing a PHA’s compliance with this requirement.

C) Notice of Intent to Acquire (49 C.F.R. § 24.203(d))

For conversions involving acquisition, the Project Owner (the “acquiring agency”) may provide to residents of the Converting Project a Notice of Intent to Acquire (NOIA). The NOIA may be provided no earlier than 90 days prior to the PHA’s reasonable estimate of the date of submission of a complete Financing Plan. While eligibility for URA relocation assistance is generally effective on the effective date of the RCC (the ION date), a prior issuance of a NOIA establishes a resident’s eligibility for relocation assistance and payments on the date of issuance of the NOIA and prior to the ION date.

D) RAD Notice of Relocation

If a resident will be relocated to facilitate the RAD conversion, the PHA shall provide written notice of such relocation by means of a RAD Notice of Relocation. The RAD Notice of

80 Acquisition includes a new ownership entity’s purchase of the Covered Project from the PHA, such as a purchase by a single purpose entity, an affiliate or a low-income housing tax credit ownership entity.
Relocation may not be issued until: 1) the effective date of the RCC (the ION date) if the conversion does not involve acquisition; or 2) the earlier of the issuance of the Notice of Intent to Acquire (see Section 6.6(C)) or the effective date of the RCC (the ION date) if the conversion involves acquisition. Prior to issuance of the RAD Notice of Relocation, PHAs and Project Owners should meet with each resident household to provide preliminary relocation advisory services and to determine their needs and preferences.  

A RAD Notice of Relocation is not required for residents who will not be relocated. As a best practice, PHAs or Project Owners should notify residents that they are not being relocated once that determination has been made if they were previously informed by the GIN and/or by other methods that relocation was a possibility. 

A RAD Notice of Relocation shall provide either: 1) 30-days’ notice to residents who will be relocated for twelve months or less; or 2) 90-days’ notice to residents who will be relocated for more than twelve months. The RAD Notice of Relocation must conform to the following requirements:

1. The notice must state the anticipated duration of the resident’s relocation.
2. The notice must specify which entity (the PHA or the Project Owner) is primarily responsible for management of the resident’s relocation and for compliance with the relocation obligations during different periods of time (i.e., before vs. after Closing).
3. For residents who will be relocated for twelve months or less:
   - The PHA or Project Owner must provide this notice a minimum of 30 days prior to relocation. PHAs or Project Owners may deem it appropriate to provide longer notice periods for persons who will be temporarily relocated.

---

81 PHAs and Project Owners should note the URA relocation advisory services requirement for personal interviews. See Section 6.7 of this Notice. In sequencing the RAD Notice of Relocation, PHAs and Project Owners wishing to offer alternative housing options pursuant to Section 6.10 should also note the additional complexity in the timeline of notices. Pursuant to Section 6.10(D), the resident can consent to an alternative housing option only after issuance of the NOIA or the effective date of the RCC and 30 days after presentation of the alternative housing options. In some cases, for example, when the resident would not otherwise be relocated for over twelve months, the RAD Notice of Relocation must include both the information described in Section 6.6(D)(3) and the information in Section 6.6(D)(4). The PHA or Project Owner should consider discussing the alternative housing options prior to issuing the RAD Notice of Relocation so that the RAD Notice of Relocation can be tailored to the resident’s situation.

82 The RAD program does not require a “notice of non-displacement,” which HUD relocation policy generally uses for this purpose.

83 The 90-day notice is required for residents relocated for more than twelve months, whether or not they intend to return to the Covered Project and whether or not they are eligible for assistance and payments as a displaced person under URA. Recipients of the 90-day notice would include those residents who have voluntarily accepted a permanent relocation option as well as those residents who are relocated within the same building or complex of buildings.

84 Note that residents may elect to move to the relocation housing before the 30 days have elapsed. However, a PHA may not require a resident to move prior to this time.
for an extended period of time (over 6 months), or if necessary due to personal needs or circumstances.

- The notice must explain that the PHA or Project Owner will reimburse the resident for all reasonable out-of-pocket expenses incurred in connection with any temporary move (including, but not limited to, increased housing costs and moving costs).
- The notice must explain the reasonable terms and conditions under which the resident may exercise the right to return to lease and occupy a unit in the Covered Project.

(4) For residents who will be relocated for more than twelve months, including for residents who may wish to voluntarily accept a permanent relocation option:

- The PHA or Project Owner must provide this notice a minimum of 90 days prior to relocation of residents.  
  PHA or Project Owner must provide this notice a minimum of 90 days prior to relocation of residents.  

- The notice must offer the choice to be temporarily relocated, thereby preserving the resident’s right to return, or the choice to be voluntarily permanently relocated pursuant to the procedures set forth in Section 6.10, together with guidance that the resident has at least thirty (30) days to consider the choice.
- For residents who voluntarily elect to be permanently relocated, the 90-day notice period may only begin once the PHA or Project Owner has made available at least one comparable replacement dwelling consistent with 49 C.F.R. § 24.204(a).
- The notice must describe the available relocation assistance, the estimated amount of assistance based on the individual circumstances and needs, and the procedures for obtaining the assistance. The notice must be specific to the resident and his or her situation so that the resident will have a clear understanding of the type and amount of payments and/or other assistance the resident household may be entitled to claim.
- The notice must comply with all requirements for a URA Notice of Relocation Eligibility as described in 49 C.F.R. § 24.203(b).

(5) The notice must inform the resident that the relocation will be completed consistent with fair housing and civil rights requirements, and it must provide contact information to process reasonable accommodation requests for residents with disabilities during the relocation.

For short-term relocations, the RAD Notice of Relocation may also contain the information required in the Notice of Return to the Covered Project (see Section 6.6(F)).

85 Note that residents may elect to move to the relocation housing before the 90 days have elapsed. However, a PHA may not compel a resident to move prior to this time.

86 PHAs should note that URA regulations also require, where possible, that three or more comparable replacement dwellings be made available before a resident is required to move from his or her unit.
E) *URA Notice of Relocation Eligibility – for residents whose temporary relocation exceeds one year (49 C.F.R. § 24.203(b))*

After a resident has been temporarily relocated for one year, notwithstanding a prior issuance of a RAD Notice of Relocation, the PHA or Project Owner must provide an additional notice: the notice of relocation eligibility in accordance with URA requirements (“URA Notice of Relocation Eligibility”). The URA Notice of Relocation Eligibility is not required if the resident has already accepted permanent relocation assistance.\(^{87}\)

The URA Notice of Relocation Eligibility must conform to URA requirements as set forth in 49 C.F.R. part 24 and shall:

- Provide current information as to when it is anticipated that the resident will be able to return to the Covered Project.
- Give the resident the choice to remain temporarily relocated based upon the updated information or to accept permanent URA relocation assistance at that time instead of exercising the right to return at a later time.

If the resident chooses to accept permanent URA relocation assistance and this choice requires the resident to move out of their temporary relocation housing, the URA requires that the PHA or Project Owner make available at least one, and when possible, three or more comparable replacement dwellings pursuant to 49 C.F.R. § 24.204(a), which comparability analysis is in reference to the resident’s original unit. The URA further requires that the resident receive 90 days’ advance written notice of the earliest date they will be required to move pursuant to 49 C.F.R. § 24.203(c).

---

\(^{87}\) To illustrate, consider the following examples.

- **Example 1**: The household is expected to be relocated for 11 months. The resident would receive a RAD Notice of Relocation offering only temporary relocation. Construction delays result in the extension of the relocation such that, in fact, it exceeds 12 months. When the temporary relocation exceeds 12 months, the resident must receive a URA Notice of Relocation Eligibility offering a choice between continuation in temporary relocation status and permanent relocation.
- **Example 2**: The household is expected to be relocated for 14 months. The resident would receive a RAD Notice of Relocation offering a choice between temporary relocation status and permanent relocation. If the household elects temporary relocation, the URA Notice of Relocation Eligibility is required as an additional notice following twelve months in temporary relocation status.
- **Example 3**: The household is expected to be relocated for 14 months. The resident would receive a RAD Notice of Relocation offering a choice between temporary relocation status and permanent relocation. If the household elects permanent relocation, the URA Notice of Relocation Eligibility is not required.
- **Example 4**: The household can be accommodated with temporary relocation of 3 months, but has been offered and seeks to accept permanent relocation pursuant to an alternative housing option. This resident would receive a RAD Notice of Relocation under Section 6.6(D)(4) offering a choice between temporary relocation status (the default option) and permanent relocation (the alternative housing option), instead of the RAD Notice of Relocation under Section 6.6(D)(3) which would be expected absent a permanent relocation option. The URA Notice of Relocation Eligibility is not required in either case because a temporary relocation exceeding 12 months was never anticipated nor experienced.
F) Notification of Return to the Covered Project

With respect to all temporary relocations, the PHA or Project Owner must notify the resident in writing reasonably in advance of the resident’s expected return to the Covered Project, informing the resident of:

- The entity (the PHA or the Project Owner) with primary responsibility for managing the resident’s relocation;
- The address of the resident’s assigned unit in the Covered Project and, if different from the resident’s original unit, information regarding the size and amenities of the unit;
- The date of the resident’s return to the Covered Project or, if the precise date is not available, a reasonable estimate of the date which shall be supplemented with reasonable additional notice providing the precise date;
- That the PHA or Project Owner will reimburse the resident for all reasonable out-of-pocket expenses incurred in connection with the return relocation; and
- The resident’s options and the implications of those options if the resident determines that he or she does not want to return to the Covered Project and wants to decline the right of return.  

Reasonable advance notice shall be 15% of the duration of the resident’s temporary relocation or 90 days, whichever is less. For short-term relocations, the PHA or Project Owner may include this information within the RAD Notice of Relocation.

6.7. Relocation Advisory Services

Throughout the relocation planning process, the PHA and Project Owner should be in communication with the residents regarding the evolving plans for relocation. Notwithstanding this best practice, certain relocation advisory services, described below, are required by the URA.

The URA regulations require the PHA or Project Owner to carry out a relocation assistance advisory program that includes specific services determined to be appropriate to residential or nonresidential displacements. The specific advisory services to be provided, as determined to be appropriate, are outlined at 49 C.F.R. § 24.205(c). For residential displacement under the URA, a personal interview is required for each displaced resident household to determine the relocation needs and preferences of each resident to be displaced. The resident household shall be provided an explanation of the relocation payments and other assistance for which the resident may be eligible, the related eligibility requirements, and the procedures for obtaining such assistance. Advisory counseling must also inform residents of their fair housing rights and be carried out in

---

88 If the resident declines to return to the Covered Project upon completion of the period of temporary relocation, the resident shall be considered to have voluntarily moved out of the property, without the benefit of further relocation assistance. For example, a PHA or Project Owner may have rented a market-rate apartment as a temporary relocation resource for a six-month period. In such a situation, the resident may decline to return to the Covered Project and choose to remain in the market-rate apartment at the expiration of the six-month period, but shall not be eligible for any further relocation assistance and payments (including rent differential payments) under this Notice, the URA or Section 104(d), if applicable, in connection with the resident’s decision to remain in the temporary housing and not return to the Covered Project.
a manner that satisfies the requirements of Title VI of the Civil Rights Act of 1964, the Fair Housing Act, and Executive Order 11063 (49 C.F.R. § 24.205(c)(1)). Such advisory services under the URA may include counseling to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them (49 C.F.R. § 24.205(c)). In addition, the PHA or Project Owner should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800-669-9777 (Voice) or 1-800-927-9275 (TDD) or at http://www.hud.gov.

6.8. Initiation of Relocation

PHAs and Project Owners may not initiate any involuntary physical relocation until both the RCC is in effect and the applicable RAD Notice of Relocation period has expired (i.e., after either 30 or 90 days’ notice as applicable depending on nature of the relocation, as described above). This prohibition applies to all types of RAD transactions, regardless of whether the RAD Notice of Relocation is provided after issuance of a NOIA (for conversions involving acquisition) or following the effective date of the RCC (for all other conversions). PHAs are advised to account for the required 30-day or 90-day written notice periods in their planning process, to ensure that notices which satisfy all applicable requirements are issued prior to taking any action to initiate relocation.

Neither involuntary nor voluntary relocation for the project shall take place prior to the effective date of the RCC, unless moves are authorized under Section 7, below (“Applicability of HCV and Public Housing Requirements”) or unless HUD provides explicit approval which will only be provided in extraordinary circumstances. The PHA must wait until the RAD Notice of Relocation period has expired before it may initiate any involuntary relocation. However, a resident may request to move voluntarily, and the PHA may honor a resident’s request to move, before the applicable 30-day or 90-day period has elapsed, provided that the PHA may not take any action to encourage or coerce a resident to make such a request. If a resident has elected an alternative housing option, PHAs are advised to ensure that any consent to voluntary permanent relocation does not expire prior to the date of the relocation, as described in Section 6.10.

HUD may use administrative data to identify and investigate projects where relocation may be occurring prior to RCC.

6.9. Records and Documentation; Resident Log

HUD may request from the PHA or Project Owner written records and documentation in order to evidence the PHA’s and/or Project Owner’s compliance, as applicable, with this Notice and the URA. HUD may request to review some or all of such records in the event of compliance

89 For example, under fair housing and civil rights laws, the PHA and Project Owner may be required to inform residents about and provide reasonable accommodations for individuals with disabilities, such as search assistance; take appropriate steps to ensure effective communication with individuals with disabilities, such as through the provision of auxiliary aids and services, such as interpreters and alternate format documents; provide advisory counseling services in accessible locations and in an accessible manner for individuals with disabilities; and take reasonable steps to ensure meaningful access for LEP persons. See Section 4 of this Notice for more information on these requirements.

90 Chapter 6 of HUD Handbook 1378 includes guidance on URA recordkeeping requirements.
concerns, in the event a project is identified for additional review based on administrative data, in the event of audits for purposes of monitoring the RAD program as a whole, upon selection of a random sample of projects and/or at other times at HUD’s sole discretion. The records shall include resident files for all households relocated in connection with RAD and a resident log as described in this Section.

As part of such written record, the PHA or Project Owner must maintain data sufficient to deliver to HUD a resident log of every household that resides at the Converting Project at the time of the first required resident meeting on the proposed conversion pursuant to Section 1.8 of the RAD Notice (the “First Resident Meeting”) and of every household that moves into the Converting Project after the First Resident Meeting and before the conversion of assistance under RAD. If any relocation is required, the log shall track resident status through completion of rehabilitation and construction, including re-occupancy after relocation. The resident log must include, but need not be limited to, the following information:

- Name of head of household
- PHA’s resident identification number and/or the last four digits of the head-of-household’s Social Security Number
- The head of household’s race and ethnicity as reported on the HUD Form 50058 or the HUD Form 50058 MTW (the “Form 50058”). For purposes of the resident log, all references to the Form 50058 shall be to the form most recently prepared at the time of the First Resident Meeting or, for residents who moved in after the First Resident Meeting, the form most prepared at the time of the resident’s initial occupancy.
- A Yes/No indication if there is any household member reported as having a disability on the Form 50058.
- A Yes/No indication if there is any household member reported as under the age of 18 on the effective date of action of the Form 50058;
- The household’s relevant unit address, unit size and household size at the following times:
  - The time of the First Resident Meeting or the time of a resident’s initial occupancy if after the First Resident Meeting
  - The time of the issuance of the CHAP or the time of a resident’s initial occupancy if after the issuance of the CHAP
  - Proximate and prior to the PHA or Project Owner having authority to initiate involuntary relocation activities (i.e., at the time of issuance of the RCC unless otherwise approved by HUD upon extraordinary circumstances)
  - Completion of the relocation process following construction or rehabilitation and with return of all households exercising the right of return
- The household’s residence status at the time of issuance of the RCC (e.g., in residence at the Converting Project, transferred to other public housing, moved out, evicted or other with explanation)
- The household’s residence status upon completion of re-occupancy (e.g., in residence at the Covered Project/never relocated, in residence at the Covered Project/temporarily relocated and returned, transferred to other public housing, moved out, evicted, permanently relocated or other with explanation)
- The following dates for each resident household, as applicable:
  - Date of the RAD Information Notice
- **The following information for each resident household, as applicable:**
  - The type of move (e.g., the types identified in Section 6.4, above)
  - The form of any temporary relocation housing (e.g., hotel, assisted housing, market-rate housing)
  - The address and unit size of any temporary relocation housing
  - Whether alternative housing options were offered consistent with Section 6.10, below
  - Any material terms of any selected alternative housing options
  - The type and amount of any payments for
    - Moving expenses to residents and to third parties
    - Residents’ out-of-pocket expenses
    - Rent differential payments or other payments for temporary or permanent rental assistance, together with the rent and utilities (if applicable) that were the basis for the calculations
    - Any other relocation-related compensation or assistance

### 6.10. Alternative Housing Options

Under the RAD Notice, “involuntary permanent relocation” is prohibited and each resident must be able to exercise his or her right of return to the Covered Project. A PHA or Project Owner is permitted to offer a resident alternative housing options when a resident is considering his or her future housing plans, provided that at all times prior to the resident’s decision, the PHA and Project Owner preserve the resident’s ability to exercise his or her right of return to the Covered Project.

#### A) Requirements for Any Offer of Alternative Housing Options

All residents who are similarly situated must be given the same offer of alternative housing options. If the PHA or Project Owner seeks to limit the number of households that accept the
offer of alternative housing options, the PHA or Project Owner shall determine a fair and reasonable method for selection among similarly situated residents.\textsuperscript{93}

In connection with any offer and acceptance of alternative housing options, the PHA or Project Owner must ensure that the residents’ decisions are: 1) fully informed; 2) voluntary; and 3) carefully documented. Any alternative housing option must include, at a minimum, all relocation assistance and payments required under this Notice, the URA and Section 104(d), as applicable, and may include other elements. Funds administered by HUD may not be used to pay any monetary elements not required under this Notice, the URA or Section 104(d).

Acceptance of an alternative housing option is considered voluntary permanent relocation and the accompanying RAD relocation assistance and payments for which the resident may be eligible must be administered in accordance with all requirements for an eligible displaced person under the URA and its implementing regulations and, where applicable, Section 104(d) and its implementing regulations.

PHAs may not propose or request that a displaced person waive rights or entitlements to relocation assistance under the URA or Section 104(d). The PHA must provide a written notice of URA or Section 104(d) relocation assistance and payments for which the resident may be eligible so that the resident may make an informed housing choice. The resident must be provided at least thirty (30) days to consider the offer of voluntary permanent relocation and the resident’s acceptance of the PHA’s offer of voluntary permanent relocation must be in writing signed by the head of the household for that unit.

\subsection*{B) Assisted Housing Options as Alternatives}

Alternative housing option packages may include a variety of housing options and PHAs and Project Owners shall take particular care to ensure program compliance with the regulations applicable to the alternative housing options. Examples of alternative housing options may include:

- Transfers to public housing
- Admission to other affordable housing properties subject to the program rules applicable to such properties
- Housing Choice Vouchers (HCVs) subject to standard HCV program administration requirements. PHAs must operate their HCV programs, including any HCVs offered as an alternative housing option, in accordance with their approved policies as documented in their Section 8 Administrative Plan and HUD regulations at 24 C.F.R. part 982. Any offer of an HCV as an alternative housing option must be made consistent with the

\textsuperscript{93} For example, if the RAD conversion is financed by LIHTC and a few residents would not meet LIHTC program requirements, the PHA and Project Owner may want to offer these household alternative voluntary permanent relocation options. However, they must offer the same alternative housing options to all such households. As a second example, if the PHA and Project Owner seek to create two on-site vacancies of a particular unit size in order to facilitate temporary relocation on-site, the PHA may offer an alternative housing option of a housing choice voucher to all residents of applicable sized units (assuming that to do so is consistent with the PHA’s voucher administration policies), and conduct a lottery to select the two households which will receive the vouchers.
PHA’s admission preferences and other applicable policies and procedures set forth in the Section 8 Administrative Plan.

- Homeownership programs subject to the applicable program rules
- Other options as may be identified by the PHA and/or Project Owner

**C) Monetary Elements Associated With Alternative Housing Options**

A PHA or a Project Owner may include a monetary element in an alternative housing option package, provided that:

- Any monetary element associated with the alternative housing option shall be completely distinct from and in addition to any required RAD, URA or Section 104(d) relocation payments and benefits for which the resident is eligible (“Required Relocation Payments”).
- No funds administered by HUD may be used to pay for any monetary element associated with the alternative housing option other than Required Relocation Payments.
- Any monetary element associated with the alternative housing option other than Required Relocation Payments must be the same amount offered to all similarly situated households.94
- Any alternative housing option package must comply fully with the disclosure and agreement provisions of this Notice.

**D) Disclosure and Agreement to Alternative Housing Options**

In providing an offer of alternative housing options to a resident, the PHA or Project Owner must inform the resident in writing of: a) his or her right to return;95 b) his or her right to comment on and/or object to plans which would preclude the resident from returning to the Covered Project; c) the requirement that if the resident objects to such plans, the PHA or Project Owner must alter the project plans to accommodate the resident in the Covered Project; and d) a description of both the housing option(s) and benefits associated with the right of return and the alternative housing options and benefits being offered. In the description of the available housing options and benefits, the PHA or Project Owner shall include a description of any temporary housing options associated exercising the right of return and a description of any permanent alternative housing options as well as a reasonable estimate of the financial implications of all temporary and permanent options on the resident long-term.

---

94 Monetary payments other than Required Relocation Payments are considered “temporary, nonrecurring or sporadic income” pursuant to 24 C.F.R. § 5.609(c)(9) and consequently are excluded from income for purposes of eligibility and assistance calculations under certain HUD programs. Residents should be reminded that monetary payments other than URA relocation payments may be taxable under the Internal Revenue Code, that monetary payments, including required relocation payments, may affect residents’ eligibility for other assistance programs and that the resident should seek knowledgeable guidance on these matters, including guidance on the taxation of monetary payments under state law.

95 In the case of a transfer of assistance to a new site a significant distance from the Converting Project as described in Section 6.4(E), the resident shall be informed of the resident’s right to return to the Covered Project at the new site and of the resident’s right to an assisted unit within a reasonable distance of the site of the Converting Project, as described in Section 6.4(E).
The written notification may request written consent from the resident to exercise the alternative housing option and receive permanent relocation assistance and payments pursuant to RAD, the URA and/or Section 104(d), as applicable, in addition to any benefits associated with the alternative housing option. As part of any voluntary consent, the resident head of household must acknowledge in writing that acceptance of such assistance terminates the resident’s right to return to the Covered Project. In order to ensure that the resident has sufficient time to seek advice and consider the alternative housing options, any consent to an alternative housing option executed within 30 days of the written presentation of the options shall be invalid.

Any offer of alternative housing options must be made in writing and the acceptance of the alternative must be voluntary and in writing. The offer of an alternative housing option must contain the following elements:

- The resident is informed of his or her right to return to the Covered Project and that neither the PHA nor the Project Owner can compel the resident to relinquish his or her right to return. The offer of alternative housing options must clearly state that acceptance of any alternative would relinquish the resident’s right to return to the Covered Project.
- The offer of an alternative housing option must be accompanied by identification of comparable housing units which the resident may use to understand the nature of housing options available to them and the rent and estimated utility costs associated with such housing options. This information must also be accompanied by a reasonable estimate of any replacement housing payment or “gap payment” for which the resident may be eligible.
- The offer of an alternative housing option must be accompanied by information regarding moving payments and assistance that would be available if the resident exercises the right of return and if the resident accepts the alternative housing option.
- Residents must be offered advisory assistance to consider their options.
- To be fully informed, the offer must outline the implications and benefits of each alternative housing option being made available (i.e., of accepting each alternative housing option as compared to exercising his or her right to return) as well as a reasonable estimate of when the resident’s relocation might occur. Implications and benefits include payment amounts, differences in rent calculations, differences in program rules, housing location, and potential long-term implications such as household housing expenses multiple years in the future.
- To be fully voluntary, the resident must have at least thirty (30) days following delivery of the written offer to consider their options. LEP persons must be provided a written translation of the offer and oral interpretation of any meetings or counseling in the appropriate language. In addition, PHAs must comply with their obligation to ensure effective communication with persons with disabilities.
- The resident cannot be asked to make a decision which will be implemented at a distant future time. Consequently, the resident may not provide written consent to an alternative housing option (and consequently, consent to voluntary permanent relocation) until after
the earlier of issuance of the NOIA or the effective date of the RCC. If a resident signs a written consent to accept an alternative housing option, that written consent is valid for 180 days. If relocation (after the applicable notice periods) has not occurred within this 180 day period, then the PHA or Project Owner must secure a new consent to accept an alternative housing option. New relocation notices are generally not required.

- The acceptance must be in writing signed by the resident head of household, including a certification of facts to document that the household is relinquishing its right to return and that the decision and the acceptance of the alternative housing option was fully informed and voluntary.
- Residents accepting alternative housing options to relinquish their right to return will be considered to have voluntarily and permanently relocated. Such residents are to be provided applicable RAD, URA and/or Section 104(d) relocation assistance and payments.

The information included with the offer of alternative housing options is to aid the resident in making decisions regarding the desirability of the alternative housing options and neither satisfies nor replaces the relocation notices and information required to be provided to residents pursuant to this Notice, the URA or Section 104(d).

While HUD does not require PHAs to submit documentation of alternative housing options offered to residents or the residents’ elections, PHAs must keep auditable written records of such consultation and decisions. HUD may request this documentation at any time, including as part of a review of the Checklist or if relocation concerns arise.

6.11. Lump Sum Payments

PHAs and Project Owners should note that certain relocation payments to displaced residential tenants may be subject to 42 USC § 3537c (“Prohibition of Lump-Sum Payments”) and must be disbursed in installments. The PHA or Project Owner may determine the frequency of the disbursements which must be made in installments. Handbook 1378, Chapter 3-7(D) provides guidance on the manner and frequency of disbursing payments subject to this requirement.

Any monetary element beyond Required Relocation Payments which may be associated with an alternative housing option described in Section 6.10, above, is not relocation assistance and is therefore not subject to the requirements regarding lump sum payments.

96 The PHA and Project Owner should note that securing resident consent to an alternative housing option may delay the issuance of the RAD Notice of Relocation. The RAD Notice of Relocation must be specific to whether the resident will be temporarily or permanently relocated.