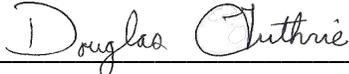


Report of the President &amp; CEO

December 16, 2021

**RESOLUTION AUTHORIZING THE CHAIRPERSON AND THE PRESIDENT AND CEO TO ADOPT  
REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN**




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Douglas Guthrie  
President & Chief Executive Officer




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Carlos Van Natter  
Director of Section 8

**Purpose:** To comply with HUD requirements.

**Issues:** In response to the COVID-19 Emergency, HUD issued PIH Notice 2021-14 dated May 4, 2021 to provide Housing Authorities statutory and regulatory flexibility to adjust program operations where necessary to continue program operations while preventing the spread of COVID-19 and mitigating the risks posed to PHA staff, applicant/participant families, and landlords.

HUD allowed Housing Authorities to revise their S8 Administrative Plans on a temporary basis without Board approval through September 30, 2021. Any informally adopted revisions under this waiver authority must be formally adopted no later than December 31, 2021.

HACLA exercised this waiver authority to add/revise two sections to the S8 Administrative Plan, Section 3.2.1.2.16 Emergency Housing Vouchers and Section 11.6.2.2 Documents Required of All Owners and Payees.

HACLA was awarded 3,365 Emergency Housing Vouchers (EHVs) to be effective July 1, 2021. Based on HUD's operating requirements (PIH Notice 2021-15), the EHV program must be included in a PHA's HCV administrative plan. This section is added.

HUD issued guidance to clarify documents required for all owners and payees indicating that to be an eligible HCV landlord at a minimum the landlord must meet the following requirements for approval of an assisted tenancy:

- Verification of property ownership
- Owner may not have any unpaid debt to the Housing Authority; and
- A valid property management agreement if there is a party acting as an agent for a landlord.

The revision to this section removes the requirement for a copy of a valid government issued photo identification card for each owner and authorized signatory as that has become an unnecessary hurdle to owner participation in the program.

**Vision Plan:** The Vision Plan articulates HACLA’s mission and organization 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 revisions to the Section 8 Administrative Plan 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. Section 8 Administrative Plan Revisions

**RESOLUTION NO. \_\_\_\_\_**

**RESOLUTION AUTHORIZING THE CHAIRPERSON AND THE PRESIDENT AND CEO TO ADOPT REVISIONS TO THE SECTION 8 ADMINISTRATIVE PLAN**

**WHEREAS**, in response to the COVID-19 Emergency, HUD issued PIH Notice 2021-14 dated May 4, 2021 to provide Housing Authorities statutory and regulatory flexibility to adjust program operations where necessary to continue program operations while preventing the spread of COVID-19 and mitigating the risks posed to PHA staff, applicant/participant families, and landlords;

**WHEREAS**, HUD allowed Housing Authorities to revise their S8 Administrative Plans on a temporary basis without Board approval through September 30, 2021. Any informally adopted revisions under this waiver authority must be formally adopted no later than December 31, 2021; and

**WHEREAS**, HACLA exercised this waiver authority to add/revise two sections to the S8 Administrative Plan: Section 3.2.1.2.16 Emergency Housing Vouchers and Section 11.6.2.2 Documents Required of All Owners and Payees.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Commissioners approves the revisions to add Section 3.2.1.2.16 Emergency Housing Vouchers and revise the Section 11.6.2.2 Documents Required of All Owners and Payees to the Section 8 Administrative Plan.

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

APPROVED AS TO FORM

HOUSING AUTHORITY OF THE  
CITY OF LOS ANGELES

By: \_\_\_\_\_  
James Johnson, General Counsel

By: \_\_\_\_\_  
Cielo Castro, Chairperson

DATE ADOPTED: \_\_\_\_\_

Add Section 3.2.1.2.16 Emergency Housing Vouchers to read as follows:

(Strikeout = deleted text. ***Bold italics*** = added text)

### ***3.2.1.2.16 Emergency Housing Vouchers***

***HACLA was awarded 3,365 Emergency Housing Vouchers (EHVs) to be effective July 1, 2021. The American Rescue Plan Act of 2021 authorized the funding for this housing assistance program (Public Law 117-2).***

***After September 30, 2023, the Housing Authority will not reissue any previously leased EHV, regardless of when the assistance for the formerly assisted family ends or ended. All EHV's under lease on or after October 1, 2023, will not under any circumstances be reissued to another family when the participant leaves the program for any reason. The funds appropriated for the EHV program are available for obligation by HUD only until September 30, 2030.***

***The administrative policies adopted in the Section 8 Administrative Plan apply to EHV unless such policies conflict with the requirements of the American Rescue Plan (ARP), the requirements of PIH Notice 2021-15 dated May 5, 2021, or the alternative requirements outlined below.***

#### ***Eligibility***

***The Housing Authority must partner with the Continuum of Care (CoC) or other homeless or victim services providers to assist qualifying families through a direct referral process. EHV waiting list is based on direct referrals.***

***In order to be eligible for an EHV, an individual or family must meet one of four eligibility categories:***

- 1. Homeless***
- 2. At risk of homelessness***
- 3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking***
- 4. Recently homeless and for whom providing rental assistance will prevent the family's homelessness or having high risk of housing instability.***

***The Continuum of Care (CoC) or another partnering agency that makes direct referrals to the Housing Authority conducts the verification that the individual or family meets one of these four eligibility categories.***

***The CoC or other direct referral partner must provide supporting documentation to the Housing Authority that the family meet one of the four eligible categories for EHV assistance.***

***The income targeting requirements of section 16(b) of the United States Housing Act of 1937 and § 982.201(b)(2) are waived and do not apply for EHV families. The Housing Authority can***

***effectively serve individuals and families in all the eligibility categories under the ARP who may be at a variety of income levels, including low-income families.***

### ***Grounds for Denial of Admission***

***HUD requires HACLA to prohibit admission to EHV applicants under the following circumstances:***

- (1) if any household member has ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.***
- (2) if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.***

***Unlike regular HCV admissions, the Housing Authority may not deny an EHV applicant admission regardless of whether:***

- Any member of the family has been evicted from federally assisted housing in the last five years***
- A Housing Authority has ever terminated assistance under the program for any member of the family.***
- The family currently owes rent or other amounts to the Housing Authority or to another Housing Authority in connection with Section 8 or public housing assistance under the 1937 Act.***
- The family has not reimbursed any Housing Authority for amounts paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease.***
- The family breached an agreement with the Housing Authority to pay amounts owed to a Housing Authority, or amounts paid to an owner by a Housing Authority.***
- The family would otherwise be prohibited admission under alcohol abuse standards established by the Housing Authority in accordance with §982.553(a)(3).***
- The PHA determines that any household member is currently engaged in or has engaged in during a reasonable time before the admission, drug-related criminal activity.***

***Similar to the HUD-Veterans Affairs Supportive Housing (HUD-VASH) program, HUD is eliminating the Housing Authority's permissive prohibitions for EHV admissions for drug-related criminal activity.***

### ***Initial Search Term***

***The initial term for an EHV must be at least 120 days. Any extensions, suspensions, and progress reports will remain under the policies in the Section 8 Administrative Plan but will apply after the minimum 120-day initial search term.***

### ***Services Fee***

***The Services Fee has four main components:***

1. ***Housing Search Assistance. The Housing Authority will use the service fee funding to provide housing search assistance to EHV families during their initial housing search.***
2. ***Security Deposit/Utility Deposit/Rental Application/Holding Fee. At the discretion of the Housing Authority and based on the availability of funds, this fee may be used for:***
  - ***Application fees/non-refundable administrative or processing fees/refundable application deposit assistance.***
  - ***Holding fees.***
  - ***Security deposit assistance.***
  - ***Utility deposit assistance/utility arrears.***
3. ***Owner-related. At the discretion of the Housing Authority and based on the availability of funds, this fee may be used for:***
  - ***Owner recruitment and outreach.***
  - ***Owner incentive and/or retention payments.***
4. ***Other eligible uses. At the discretion of the Housing Authority and based on the availability of funds, this fee may be used for:***
  - ***Moving expenses (including move-in fees and deposits).***
  - ***Tenant-readiness services.***
  - ***Essential household items.***
  - ***Renter's insurance if required by the lease.***

#### ***Voucher Payment Standard***

***On October 16, 2018, HUD approved a waiver to allow HACLA to apply the current payment standard to the HAP calculation at the time it approves a rent increase requested by the landlord that occurs before the family's regular reexamination.***

***This waiver request applies under the following circumstances:***

- ***HACLA has adopted increased payment standards for its program;***
- ***The contract rent for the family's unit increased;***
- ***The contract rent increase occurs prior to the family's next annual reexamination; and The family would bear the burden of the contract rent increase due to an increased TTP.***

Revise Section 11.6.2.2 Documents Required of All Owners and Payees to read as follows:

(~~Strikeout~~ = deleted text. ***Bold italics*** = added text)

~~The~~ HACLA verifies the following documents of all owners and payees:

- A copy of the property's ***title or*** vesting ***documents*** that establishes ownership of the rental property that is consistent with information provided by the owner in the
- Request For Tenancy Approval (RFTA) packet, or a copy of the recorded Grant Deed for the assisted property (a Deed of Trust is not an acceptable replacement);
- A copy of a signed, completed IRS form W-9, Request for Taxpayer Identification Number and Certification for each owner entity;
- A copy of a signed, completed IRS form W-9, Request for Taxpayer Identification Number and Certification for any payee if different from the owner entity; ***and***

- A letter of authorization signed by all owners if there will be a designated signatory for the HAP contract;
- ~~A copy of a valid government issued photo identification card for each owner and authorized signatory, if applicable.~~