



AGENDA

FOR THE REGULAR MEETING OF THE
LOS ANGELES COUNTY HOUSING ADVISORY COMMITTEE
WEDNESDAY, FEBRUARY 24, 2021, 12:00 PM

TELECONFERENCE CALL-IN NUMBER: (747) 200-6781
CONFERENCE ID: 928 734 548#

To join via phone, dial (747) 200-6781, then enter 928 734 548# when prompted.

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1. **Call to Order**

2. **Roll Call**

Ruthie Myers, Chair
Zella Knight, Vice Chair
James Brooks
Mary Canoy
Val Lerch
Takao Suzuki
Pamela Williams

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

Regular Meeting of January 27, 2021

4. **Report of the Executive Director**

5. **Presentations**

Annual Plan Presentation

6. **Public Comments**



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



Executive Director: Emilio Salas
Commissioners: Hilda L. Solis, Holly J. Mitchell, Sheila Kuehl, Janice Hahn, Kathryn Barger

Regular Agenda

7. Amendments to Janitorial Services Contracts (All Districts)

Recommend that the Board of Commissioners:

Find that the approval of amendments to the existing contracts for Janitorial services is exempt from the California Environmental Quality Act.

Authorize the Executive Director or his designee to amend two contracts with Master Janitorial Maintenance for janitorial services, to add COVID-19 decontamination cleaning services and increase the annual compensation by up to \$100,000 for Contract C and up to \$200,000 for Contract H, for a total of up to \$300,000, using program funds included in the LACDA's Fiscal Year 2020-2021 approved budget and Fiscal Year 2021-2022 proposed budget, for the remainder of the fourth and fifth years of the contract, to be effective following approval as to form by County Counsel and execution by all parties.

Authorize the Executive Director or his designee, upon his determination and as necessary and appropriate under the terms of the contracts, to amend or to terminate the contracts for convenience.

Authorize the Executive Director or his designee to amend the contracts to add or delete sites, add services, modify the Statement of Work, and increase the annual compensation by any County Minimum Wage or LACDA Living Wage Program Rate increase, and by up to 10% of the annual total as needed for unforeseen costs.

8. Annual Plan for the Los Angeles County Development Authority (All Districts)

Recommend that the Board of Commissioners:

Find that the activities in the Annual Plan are not subject to the provisions of the California Environmental Quality Act because they will not have the potential for causing a significant effect on the environment.

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

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

Authorize the Executive Director or his designee to execute all documents required to receive HUD allocated CFP funds which are estimated to be approximately \$7,000,000.

Authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2021.

9. Commissioner Comments or Suggestions for Future Agenda Items

Access to the agenda and supporting documents are available on the LACDA website. Agendas in Braille are available upon request. American Sign Language (ASL) interpreters, or reasonable modifications to Housing Advisory Committee meeting policies and/or procedures, to assist members of the disabled community who would like to request a disability-related accommodation in addressing the Commission, are available if requested at least four (4) business days prior to the meeting. Later requests will be accommodated to the extent possible. Please contact the Executive Office of the LACDA by phone at (626) 586-1855 from 8:00 a.m. to 5:00 p.m., Monday through Friday, or by e-mail at nick.teske@lacda.org.

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

Wednesday, January 27, 2021.

The meeting was convened via teleconference.

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

The meeting was called to order by Commissioner Myers at 12:03 p.m.

<u>Roll Call</u>	<u>Present</u>	<u>Absent</u>
James Brooks	X	
Mary Canoy	X	
Zella Knight	X	
Val Lerch		X
Ruthie Myers	X	
Takao Suzuki	X	
Pamela Williams	X	

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

On motion by Commissioner Brooks, seconded by Commissioner Williams, the minutes of the Regular Meeting of December 16, 2020 were approved as presented.

Agenda Item No. 4 – Report of the Executive Director

Executive Director Emilio Salas provided an update on legislative activity at both the State and Federal level. Emilio reported that Governor Newsom released his 2021-22 budget proposal on January 8, 2021. Governor Newsom urged the Legislature to take the unusual step of immediately approving an \$11 billion package to address COVID-19 and jumpstart California’s recovery. The Governor’s proposal represents a starting point for debate among the State’s policymakers. Though they usually avoid taking major actions until after the April tax returns, the urgency surrounding the pandemic’s effects, both on health and on the economy, will likely spur unusually quick decision-making from lawmakers. The Governor’s proposal for immediate action includes, among other items, \$600 checks to low-income workers, and an additional \$575 million in assistance for small businesses.

The Governor’s budget includes a \$750 million in one-time general fund for the rehabilitation of housing including motels, hotels, and vacant apartment buildings for permanent supportive housing. The administration is requesting that an additional \$250 million be approved to continue these efforts as well. For the LACDA, as Los Angeles County continues to purchase additional sites, it is also expected that there be an additional need to apply for Project-Based Vouchers to support the additional units.

Governor Newsom's budget includes over \$8 billion in housing resources and \$2 billion in homelessness resources, and commits another \$500 million for the State Low Income Housing Tax Credit Program, a primary funding source for building affordable housing in California.

In August 2020, AB 3088 was enacted to help California prevent waves of evictions due to the COVID-19 pandemic. Many provisions of AB 3088 will expire on January 31, 2021. The Governor's budget includes \$2 million to conduct outreach education campaigns, housing surveys, and prosecute violations of anti-housing discrimination laws. This is good for our participants who may need to obtain legal assistance regarding a housing discrimination matter.

Emilio reported that the 117th Congress began on January 3, 2021, with members being sworn in and the election of Nancy Pelosi as the Speaker of the House. House Republicans reelected Kevin McCarthy as Minority Leader. President-elected Biden released his \$1.9 trillion legislative proposal for a comprehensive COVID-19 relief package, including essential resources and protections for America's lowest-income renters and people experiencing homelessness. The proposal includes an extension of the Federal eviction moratorium through September 2021, \$30 billion in emergency rental and utility assistance, \$1,400 stimulus checks, and \$5 billion to address the health and housing needs of people experiencing homelessness.

Emilio reported on the LACDA's ongoing Rent Relief program using funds from the Coronavirus Aid, Relief, and Economic Security (CARES) Act; the funding now expires in December 2021. Of the \$100 million we received, we had expended just over \$40 million as of December 31, 2020. Originally, we had a two-tiered system with up to \$7,500 for households at 30%-50% of Area Median Income (AMI) and up to \$10,000 for those under 30% of AMI. We found that many households had found ways to pay rental arrears for previous months, and 70% of assisted households did not qualify for the maximum grant. The program has been redesigned with a maximum of \$10,000 for anyone who qualifies. We can also do direct-to-tenant payments rather than payments to landlords only. Those who did not qualify for the full amount initially can receive additional funds as needed up to the \$10,000 maximum. We expect to expend the remainder of the \$100 million in the next 2-3 months.

Emilio reported that that the LACAD received additional \$160 million for rent relief, with more restrictive rules. We hope to deploy this new program in February 2021. The LACDA is doing this primarily with temporary workers. There could be additional money available from the State, which could require the LACDA to comply with their program design, leading to the LACAD administering three different rent relief programs simultaneously. The State's proposal would provide 80 cents on the dollar to landlords, or 25% of rent direct to tenants; this 25% threshold is the minimum to prevent eviction, with the remaining 75% converting to consumer debt. The LACDA has engaged tenant advocates and property owner associations and will present our recommendations to the Board on the State program.

Emilio reported that the LACDA received 500 new Veterans Affairs Supportive Housing (VASH) vouchers, which was essentially the entire allocation for the Los Angeles region. We still have unused vouchers, so we need to engage with the VA to increase referrals. The LACDA also received 100 mainstream vouchers. The LACDA is also working to transition households funded with time-limited Measure H funds to Section 8 vouchers.

Emilio reported on his upcoming virtual Sacramento and Washington DC trips. The LACDA plans to advocate with HUD to change the funding formula so as not to penalize public housing agencies that choose to focus on those experiencing homelessness.

Agenda Item No. 5 - Presentations

- Veterans Affairs Supportive Housing (VASH) Program Update
- Community Policing Program Update

Agenda Item No. 6 - Public Comments

None

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

Commissioner Myers requested information on protections and continuing education for tenants regarding COVID-19. She also requested information on resources available for households at risk of falling into homelessness.

The meeting was adjourned by Commissioner Knight at 1:35 p.m.

Respectfully submitted,



EMILIO SALAS
Executive Director
Secretary–Treasurer



February 24, 2021

TO: Housing Advisory Committee

FROM: Tracie Mann, Director
Housing Assistance Division

RE: **FSS PROGRAM UPDATE – JANUARY 2021**

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

ACTIVITIES

NUMBER CURRENTLY ENROLLED	406	As of February 1, 2021, there were 345 Housing Choice Voucher (HCV) and 62 Public Housing (PH) FSS participants.
NEW ENROLLMENTS	3	(3) FSS participants enrolled for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
CONTRACTS EXPIRED	4	(4) FSS contracts expired for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).
DIRECT ASSISTANCE REFERRALS	1305	Job Referrals
	432	Work Source/Job Fairs
	128	Educational/Vocational/Job Training
	265	Home Ownership Counseling
	261	Credit Repair
	256	Financial Literacy
	233	Other/Utility/Legal referrals/Food Drive
	64	Computer Training
	0	Youth Services
	0	Scholarship
	3	LACDA Home Ownership Program
	1	Small Business
OUTREACH & COMMUNITY EVENT	0	
GRADUATIONS	4	(4) Request for Graduation for Housing Choice Voucher (HCV) and (0) for Public Housing (PH).

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

Attachment

FAMILY SELF-SUFFICIENCY (FSS) GLOSSARY OF TERMS

Listed below are brief descriptions of each category in the monthly FSS Report.

1. **Number Currently Enrolled** – Current number enrolled in the FSS program as of the date the FSS Report is presented.
2. **New Enrollments** - The number of Participants enrolled in the FSS program with an effective date in the month the FSS Report is presented.
3. **Contract Expired** – The number of participant contracts that expired at the end of the month prior to the FSS Report presented.
4. **Direct Assistance Referrals** – Referrals sent to FSS participants based on their requests and or the participant's goals needed to be accomplished prior to successfully completing the program.
5. **Outreach and Community Events** – Information that was shared with FSS participants and or events or meetings the FSS Coordinators attended.
6. **Graduations** – FSS participants that graduated last month.
7. **Pending Graduations** – FSS participants who have requested to graduate and are pending review of successful completion of goals.



February 24, 2021

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

Dear Commissioners:

**AMENDMENTS TO JANITORIAL SERVICES CONTRACTS
(ALL DISTRICTS)**

SUBJECT

This letter recommends approval of amendments to the Los Angeles County Development Authority's (LACDA) two existing contracts with Master Janitorial Maintenance for janitorial services, to add COVID-19 decontamination cleaning services and increase the annual contract amount by an aggregate amount of up to \$300,000 for the remainder of the fourth and fifth years of the contracts.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the approval of amendments to the existing contracts for Janitorial services is exempt from the California Environmental Quality Act (CEQA), for the reasons stated in this Board letter and the record of the project.
2. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend two contracts with Master Janitorial Maintenance for janitorial services, to add COVID-19 decontamination cleaning services and increase the annual compensation by up to \$100,000 for Contract C and up to \$200,000 for Contract H, for a total of up to \$300,000, using program funds included in the LACDA's Fiscal Year 2020-2021 approved budget and Fiscal Year 2021-2022 proposed budget, for the remainder of the fourth and fifth years of the contract, to be effective following approval as to form by County Counsel and execution by all parties.



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3. Recommend that the Board of Commissioners authorize the Executive Director or his designee, upon his determination and as necessary and appropriate under the terms of the contracts, to amend or to terminate the contracts for convenience.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to amend the contracts to add or delete sites, add services, modify the Statement of Work, and increase the annual compensation by any County Minimum Wage or LACDA Living Wage Program Rate increase, and by up to 10% of the annual total as needed for unforeseen costs.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 1, 2017, the Board approved a one-year contract (Contract H) between the Housing Authority of the County of Los Angeles (HACoLA) and Master Janitorial Maintenance for janitorial services, in the amount of up to \$477,000, with the option to extend up to four additional years at the same annual amount. Separately, the Community Development Commission entered into a one-year contract (Contract C) with Master Janitorial Services in the amount of up to \$100,000, also with the option to extend up to four additional years. In May 2019, HACoLA and the Community Development Commission merged into a single entity, the LACDA, which assumed both contracts. Under these contracts, Master Janitorial Maintenance has provided janitorial services for LACDA public housing developments and administrative buildings. Both contracts have been extended, and are currently in the fourth year of a maximum five-year term.

Due to an unanticipated surge in COVID-19 cases in the County of Los Angeles in recent months, the LACDA must be prepared to provide COVID-19 decontamination cleaning on any given notice to the various LACDA housing development sites and administrative buildings throughout the County. The COVID-19 decontamination cleaning services will ensure a decontaminated, safe and sanitary environment for the LACDA public housing development residents and administrative buildings staff.

Therefore, the LACDA is seeking authority to amend the contracts with Master Janitorial Maintenance to add COVID-19 decontamination cleaning services and increase the annual compensation amount for the remainder of the fourth and fifth years of the janitorial services contracts by up to \$100,000 for Contract C and up to \$200,000 for Contract H. The additional annual compensation amount is based on the cleaning guidelines recommended by the Centers for Disease Control and Prevention (CDC), including but not limited to cleaning and disinfecting facility (hard surfaces, soft surfaces, and electronics, etc.) for frequently touched surface areas (office area, kitchenette/kitchen, lobby area, hard floor surfaces, carpet floor, restroom areas, elevators, etc.), steam and dry-clean services, and proper disposal of regulated waste.

FISCAL IMPACT/FINANCING

There is no impact on the County General Fund. The additional aggregate annual contract amount of up to \$300,000 for the remainder of the fourth and fifth years of the contracts will be comprised of program funds included in the LACDA's approved Fiscal Year 2020-2021 budget and to be included in the proposed budget for Fiscal Year 2021-2022.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed services are primarily federally funded and are not subject to the requirements of the Greater Avenues for Independence (GAIN) Program or the Greater Relief Opportunity for Work (GROW) Program implemented by the County of Los Angeles. Instead, Master Janitorial Maintenance must comply with Section 3 of the Housing and Community Development Act of 1968, as amended, which requires that employment and other economic opportunities generated by certain U.S. Department of Housing and Urban Development (HUD) assistance be directed to low and very low-income persons, particularly to persons who are recipients of HUD housing assistance. Master Janitorial Maintenance will also comply with the LACDA Living Wage Program requirements, which requires the current Living Wage Program Rate payments to employees for janitorial services.

ENVIRONMENTAL DOCUMENTATION

This action is exempt from the provisions of the National Environmental Policy Act pursuant to 24 Code of Federal Regulations, Part 58, Section 58.35 (b)(3) because it involves maintenance activities that will not alter existing environmental conditions. This action is exempt from CEQA. The maintenance activities are within a class of projects that have been determined not to have a significant effect on the environment and which meets the criteria set forth in section 15301 of the State CEQA Guidelines and Class 1 of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G.

IMPACT ON CURRENT PROJECT SERVICES

The proposed contract amendments will allow the LACDA to provide COVID-19 decontamination services at various housing development sites and administrative buildings.

Respectfully submitted,



EMILIO SALAS
Executive Director



February 24, 2021

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

Dear Commissioners:

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

SUBJECT

This letter recommends approval of the Los Angeles County Development Authority's (LACDA) Annual Plan for Fiscal Year 2021-2022 (Annual Plan). The Annual Plan updates the LACDA's program goals, major policies, and financial resources. Submission of the Annual Plan is required by the U.S. Department of Housing and Urban Development for receipt of Capital Fund Program funds, operating funds for the Public Housing Program, and administrative fees for the Housing Choice Voucher (HCV) Program.

IT IS RECOMMENDED THAT THE COMMITTEE:

1. Recommend that the Board of Commissioners find that the activities in the Annual Plan, as described herein, are not subject to the provisions of the California Environmental Quality Act (CEQA), because they will not have the potential for causing a significant effect on the environment.
2. Recommend that the Board of Commissioners approve the Annual Plan, as required by the U.S. Department of Housing and Urban Development (HUD), to update the LACDA's program goals, major policies and financial resources, including the Capital Fund Program (CFP) Annual Statement, the Admissions and Continued Occupancy Policy for the Public Housing



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Program (ACOP), and the Housing Choice Voucher Program (HCV) Administrative Plan.

3. Recommend that the Board of Commissioners adopt and instruct the Chair to sign the Resolution approving the Annual Plan for submission to HUD and authorize the Executive Director or his designee to take all actions required for implementation of the Annual Plan.
4. Recommend that the Board of Commissioners authorize the Executive Director or his designee to execute all documents required to receive HUD allocated CFP funds which are estimated to be approximately \$7,000,000.
5. Recommend that the Board of Commissioners authorize the Executive Director or his designee to incorporate into the Annual Plan all public comments received and approved for inclusion by the Board; and authorize the Executive Director or his designee to submit the Annual Plan to HUD by April 17, 2021.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On October 21, 1998, the QHWRA mandated Public Housing Agencies to submit an Annual Plan every year and a Five Year Plan every five years to HUD.

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

The Annual Plan identifies major program policies and financial resources. It updates information on housing needs, waiting lists, housing strategies, program policy changes and other program and management data. The Annual Plan must be updated each year and was last approved by the Board on June 23, 2020.

FISCAL IMPACT/FINANCING

There is no impact on the County general fund. Upon approval of the Annual Plan, the LACDA will receive approximately \$7,000,000 in CFP funds from HUD for management improvements, administrative costs and housing rehabilitation for the Public Housing Program, Operating funds for the Public Housing Program and administrative fees for the HCV Program will be approved through the annual budget process.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

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

Capital Fund Annual Statement

The Fiscal Year 2021-2022 Capital Fund Annual Statement summarizes the LACDA's plan to use modernization funds for management improvements, administrative costs and to rehabilitate 1,771 housing units at seventeen (17) Public Housing Program developments. Included are proposed work items, estimated costs, and an implementation schedule for the work to be completed.

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

Admissions and Continued Occupancy Policy and Lease Agreement for the Public Housing Program

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

1. Interims for Income Increase

Currently, the LACDA only processes interims (income adjustments taking place in between regularly scheduled reexaminations) for income increases under the following circumstances: Start of, or phase in period, for Earned Income Disregard (EID); the increase was the result of temporary loss of income; the family is considered a zero-income family; receipt of a deferred payment in a lump sum which represents the delayed start of a periodic payment such as unemployment or social security benefits; change in family composition; or if the family requests it.

The LACDA will now additionally process interim increases under the following circumstances: a new source of income occurs; there is an increase in existing income of \$200/month or more; a change in allowable deductions occurs (i.e., childcare, disability, citizenship eligible immigration status and full-time student status), including anticipated out of pocket (not reimbursed) medical expenses and/or auxiliary expenses.

2. Increasing the number of homeless families served at the largest Public Housing properties.

The LACDA currently has a homeless preference for all Public Housing properties limited to 30% of the number of vacant general occupancy units available on July 1 of each fiscal year. For the family properties located specifically in the South Los

Angeles County area, the LACDA provides an expanded waiting list homeless preference by first offering any unit that becomes available to a homeless family.

The LACDA will now provide an expanded waiting list homeless preference to allow for three (3) additional households per year at each of the LACDA's largest Public Housing properties, Carmelitos, Nueva Maravilla, and Harbor Hills.

To qualify for this preference, homeless families must be referred by a Joint Powers Authority, County agency or Community Based Organization with a contract or Memorandum of Understanding (MOU) in place with the LACDA. Additionally, the LACDA will require partner agencies to use a Coordinated Access System for homeless referrals. The referring agency must provide a certification of the family's homeless status.

3. Elderly Homeless Preference for Francisquito Villa

Currently, the LACDA has an Elderly homeless preference for the Carmelitos and Nueva Maravilla "Rosas" senior designated properties.

For the Elderly-only property, Francisquito Villa in the East Los Angeles County Area, the LACDA will expand its homeless preference by offering 25% of anticipated annual vacancies to homeless elderly families. Elderly families must be referred by a partnering agency with a contract or MOU in place with the LACDA. The referring agency must provide a certification of the elderly family's homeless status. An elderly family is a household whose head, co-head, spouse, or sole member is a person who is at least 62 years of age. It may include two or more persons who are at least 62 years of age living together, or one or more persons who are at least 62 years of age living with one or more live-in aides.

Housing Choice Voucher (Section 8) Program Administrative Plan

The purpose of the HCV (Section 8) Program Administrative Plan is to set forth the policies and procedures that govern the LACDA's administration of its rental assistance programs. The revised Section 8 Program Administrative Plan reflects the following changes:

1. Housing Choice Voucher Program, Waiting List Local Preferences

HUD allows the LACDA to establish HCV Program local admission preferences and to give priority to serving families that meet those criteria. Any local preference established must be consistent with regulatory requirements, the LACDA's Agency Plan, the Consolidated Plan, and must be based on local housing needs and priorities.

Therefore, as of July 1, 2021, the LACDA's Administrative Plan (section 4.4 Local Preferences) will now include the regulatory requirement found under 24 CFR 983.260(b), which mandates the LACDA give priority for continued tenant-based assistance to a project-based family that chooses to terminate their lease after the first year of occupancy. To be eligible for the priority, the family must have given the owner advanced written notice of their intent to vacate, have notified the LACDA, and requested to move with continued tenant-based assistance, prior to moving. The family must be in good standing with the project-based unit owner.

Further, the LACDA will now include a local preference category for LACDA rental assistance program transfers approved by the Director of Housing Assistance for the following programs: the Continuum of Care (CoC); the Family Unification Program; and Housing Opportunities for Persons with AIDS. To be eligible for program transfer consideration, certain criteria must be met for each program.

Under the CoC Program, families must be currently served by the LACDA in a CoC funded, Permanent Supportive Housing (PSH) project and no longer need supportive services to maintain housing stability. The current participant must be in good standing in the PSH project. The sponsor agency providing services to the participant family must provide written certification that the family does not require PSH services to maintain housing stability.

Under the Family Unification Program (FUP), the participant must be a transition aged youth that is currently served in the FUP administered by the LACDA. To be eligible to transfer to the HCV Program, the youth participant's FUP voucher must be expiring due to its 36-month statutory time limit. A written certification must be received from the Los Angeles County Department of Children and Family Services (DCFS). DCFS must certify that the youth will lack adequate housing as a result of the FUP voucher expiration and needs a tenant-based voucher to ensure uninterrupted housing assistance.

Under the Housing Opportunities for Persons with AIDS (HOPWA), the family must be currently served with the LACDA's HOPWA funding.

All program transfer preference applicants must meet the eligibility requirements for the HCV Program in accordance with HUD and the Administrative Plan. Implementation of the LACDA rental assistance program transfer preference makes these very limited targeted program certificates available to the special populations who desperately need them.

2. Verification of Legal Identity During a Declared Disaster or Emergency

The LACDA's Administrative Plan requires applicants to furnish verification of legal identity for all family members during program admission.

As a result of the COVID-19 pandemic, as of July 1, 2021, the Administrative Plan (section 7.11.1 Verification of Legal Identity) will now include a Declared Disaster or Emergency situation clause. Often, acceptable verification of legal identity documents is not available during a declared disaster or emergency, whether it be a natural calamity (e.g., earthquake), civil disturbance, public health emergency, or other cause recognized by the Local, State or Federal government. For these instances, the LACDA will now have the flexibility to use a certified statement and/or documentation that the family has undertaken actions to obtain proper documentation for the initial leasing process. The LACDA will obtain acceptable verification of legal identity at the time of processing the annual reexamination.

3. Verification of Social Security Number During a Declared Disaster or Emergency

HUD and the LACDA's Administrative Plan require applicants and participants to disclose and document the Social Security Numbers (SSNs) of all family members, except ineligible noncitizens, as a condition of admission and continued assistance. Since disclosure and documentation of SSNs are conditions of eligibility for the HCV Program, an applicant family cannot be admitted to the program until the requirement is met. While the Public Housing Agency can extend time allowed to meet this obligation at the intake stage, failure to disclose and document SSNs as required, ultimately, results in denial of the family's application.

As a result of the COVID-19 pandemic, as of July 1, 2021, the Administrative Plan (section 7.11.8 Verification of Social Security Numbers) will now include a Declared Disaster or Emergency situation clause that will permit the LACDA the flexibility, during the initial leasing process, to use a certified statement and/or documentation that the family has undertaken actions to obtain proper documentation to satisfy HUD SSN verification requirements. The LACDA will make any corrections or adjustments to a SSN after the Family Report (HUD form 50058) has been validated by HUD through their monitoring systems or at the time of processing the family's annual reexamination, whichever is first.

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

Section 24 of the Code of Federal Regulations, Part §903.17, requires a public hearing to approve the Annual Plan. Copies of the Annual Plan were made available for review and comment during a public review and comment period from December 29, 2020 to February 11, 2021 at 7 housing developments, LACDA administrative offices, and the

LACDA website. Notices of the availability of the documents and the public hearing were also published in newspapers of general circulation during the public comment period.

The Summary of Public Outreach regarding the Annual Plan and a list of the 7 Public Housing Program developments and the Annual Plan are provided as Attachments A and B, respectively.

At the conclusion of the Public Review and Comment period, the LACDA will provide to the Board all public comments pertaining to the Annual Plan. At the conclusion of the public hearing, public comments approved by the Board will be incorporated into the Annual Plan and submitted to HUD.

ENVIRONMENTAL DOCUMENTATION

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

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

IMPACT ON CURRENT PROGRAMS

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

Respectfully submitted,



EMILIO SALAS
Executive Director

Enclosures

Attachment A

Summary of Public Outreach

Section 511 of the QHWRA instructs every Public Housing Agency to convene one or more Resident Advisory Boards (RABs) to assist and make recommendations on the development of the Annual Plan, as well as on any significant amendments or modifications. Public Housing Program residents and HCV Program participants were invited to participate on the RAB to learn about programs included in the Annual Plan and to provide input.

Summary of RAB Activities

Public Housing Program

- In October 2020, the LACDA posted a notice inviting all Resident Councils to attend scheduled RAB meetings.
- 20 Resident Council members volunteered to participate in the development of the Annual Plan.
- Because of office closures and restrictions on gathering in Los Angeles County due to the Covid-19 pandemic, the LACDA's regular annual RAB meetings were not held in person. In lieu of the in-person meetings, and to accommodate the individual needs of the RAB members, individual telephone calls were made, and conversations held with RAB members

Section 8

- An ongoing RAB recruitment is published on the LACDA website.
- The June 2020 issue of Tenant Talk Newsletter advertised the RAB to all Section 8 program participants.
- 20 RAB members volunteered to participate in the development of the Annual Plan.
- Because of office closures and restrictions on gathering in Los Angeles County due to the Covid-19 pandemic, the LACDA's regular annual RAB meetings were not held in person. In lieu of the in-person meetings, and to accommodate the individual needs of the RAB members, individual telephone calls were made, and conversations held with RAB members.

Other Outreach Activities

- A summary of the RAB comments and LACDA responses are included in Attachment A of the Annual Plan.
- As needed, translators are made available during the Public Housing and Section 8 RAB meetings.
- In December 2020, a public notice was posted to all Public Housing residents notifying them of the Public Review and Comment Period.

- In December 2020, a public notice announcing the Public Review and Comment Period was published in the Los Angeles Times, La Opinion, the Daily News, Los Angeles Sentinel, the Daily Breeze, and the Long Beach Press Telegram.
- A letter was mailed to the RAB representing the Section 8 HCV program thanking each for their participation and informing each of the public comment period, hearing dates, and where to access the plan.
- During the Public Review and Comment Period, the Annual Plan was made available at 7 housing developments, the LACDA Administrative Office in Alhambra, the Section 8 Palmdale office and the LACDA website.
- Summaries of the Annual Plan were available during the Public Review and Comment Period in Russian, Spanish and Chinese at the above locations and on the LACDA's website.
- Information regarding the RAB and the Annual Plan is published annually in the Section 8 Tenant Talk newsletter.

Attachment B

<u>Housing Development</u>	<u>Address</u>	<u>District</u>
1. Nueva Maravilla	4919 E. Cesar Chavez Los Angeles, CA 90022	1
2. South Scattered Sites Management office	12721 Central Avenue Los Angeles, CA 90059	2
3. Orchard Arms	23520 Wiley Canyon Rd Valencia, CA 91355	5
4. Francisquito Villa	14622 Francisquito Ave La Puente, CA 91746	1
5. Marina Manor	3405 Via Dolce Marina Del Rey, CA 90292	3
6. Carmelitos Family	700 Via Wanda Long Beach, CA 90805	4
7. Harbor Hills	26607 S. Western Avenue Lomita, CA 90717	4