

## FISCAL YEAR 2022 ADMINISTRATIVE PLAN: POLICY CHANGES



Every year, the Los Angeles County Development Authority (LACDA) submits an Administrative Plan to its Board of Commissioners and the U.S. Department of Housing and Urban Development (HUD) for approval as an attachment to its Annual Plan. The Administrative Plan governs the administration of the Section 8 Housing Choice Voucher (HCV) Program. The Fiscal Year (FY) 2022 Administrative Plan has been approved and the updates below are effective July 1, 2022.

### 1. Setting and Applying Payment Standards

- The Administrative Plan now includes the LACDA's policies and procedures for when there are changes in the payment standard.
- When the LACDA revises the payment standard during the term of the Housing Assistance Payments (HAP) contract for a family's rental unit, the LACDA will apply the payment standard in accordance with HUD requirements.

### 2. Rent Reasonableness Determinations

- To streamline the Request for Tenancy Approval (RTA) process, the LACDA will no longer require an owner to submit an entire rent roll/ledger when the subject rental unit is in a building with two or more rental units. Instead, when the rental unit in question is located in a multifamily property, defined by HUD as consisting of five or more units on the premises, the owner will be required to provide information on their three most recently leased unassisted rental units of like or similar characteristics to the subject rental unit.

- To help with the collection of this information, the LACDA will require that owners submit the necessary information via the LACDA's RTA form for new contracts and the RTA form (online or physical form) for continuing tenants.

### 3. Conducting Annual Reexaminations Online

- The LACDA will now strongly encourage families to complete their annual reexamination online via the LACDA's online Rent Cafe Portal.
- For families who have language barriers and/or need assistance in accessing the online system, the LACDA will provide accommodations as necessary to ensure that the family can submit the required information and documents through the online system.
- For families limited by a disability, the LACDA will engage in any necessary discourse to identify other reasonable alternatives to address the needs of the person that is limited by the disability to ensure that the annual reexamination requirement is fulfilled.

### 4. Family Unification Program

- The LACDA administers its Family Unification Program (FUP) in partnership with the Los Angeles County Department of Children and Family Services.
- To bring transparency to the FUP's administration, the LACDA has now included the following FUP clarifications and policies in Chapter 18 of its Administrative Plan:
  - Waiting List Administration;
  - Eligibility;
  - Denial of Participation;
  - Voucher Issuance; and
  - Termination of Assistance and Tenancy.

The Administrative Plan can be accessed on the LACDA website at: <https://www.lacda.org/section-8/shared-info/public-documents>.



# PROPERTY OWNERS

# YOU ARE THE KEY!

## TO HOUSING STABILITY

## HAVE AVAILABLE UNITS? CHECK OUT THESE INCENTIVES:

### OPEN DOORS

Open Doors benefits property owners financially and provides enhanced customer services to increase the number of rental units available to subsidized families in Los Angeles County's highly competitive rental housing market.

**Property owner assurances include:**

- Sign On Bonus
- Vacancy Loss Payments
- Damage Mitigation
- Peace Of Mind

Questions?  
(626) 586-1984

## EMERGENCY HOUSING VOUCHER PROGRAM INCENTIVES

If you rent your unit to an Emergency Housing Voucher (EHV) family, you may be eligible to receive the following incentives:

- Up to \$5,000 One-Time Reimbursement for New Contract Inspection Repairs;
- \$2,500 Signing Bonus for Each EHV Leased; and
- Reliable Monthly Payments.

*\*Funds available for EHV families who may be required to pay for Utility Fees.*

*\*Funds may be available for EHV families that will be responsible under the Lease for a utility but may be in need of a deposit payment to establish service or an arrear payment to re-establish utility service. Payments will be made directly by the LACDA to the utility company.*

The LACDA welcomes rental units located in the following Public Housing Agencies' service areas:

- Los Angeles County Development Authority
- Housing Authority of the City of Los Angeles
- City of Pasadena
- City of Norwalk
- Redondo Beach
- City of Glendale

For more information, please contact:  
[LACDAincentives@lacda.org](mailto:LACDAincentives@lacda.org).

