


**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF STATE FINANCIAL ASSISTANCE**

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DATE: October 5, 2023

TO: Sponsors, Borrowers and Management Agents of Rental Projects Directly Funded by HCD

FROM: Lindy Suggs, Branch Chief 
Asset Management and Compliance
California Department of Housing and Community Development

RE: **Housing Authority of the City of Los Angeles (HACLA) and Los Angeles County Development Authority (LACDA) HUD Waiver Approval for Homeless Populations**

The Department of Housing and Urban Development (HUD) granted approval of a HUD waiver ("HUD Waiver") to the Housing Authority of the City of Los Angeles (HACLA) and the Los Angeles County Development Authority (LACDA) in order to streamline and reduce barriers to entry for unhoused populations seeking entry into housing projects with tenant or project-based assistance under the Housing Choice Voucher (HCV) program. The HUD Waiver approval is effective August 21, 2023 and expires on August 17, 2024.

The HUD Waiver applies only to homeless applicants receiving tenant-based assistance or projects with project-based assistance from select programs administered by HACLA or LACDA within the City and County of Los Angeles.

The Department of Housing and Community Development (HCD) has reviewed the HUD Waiver and is providing the following guidance to owners and property managers of HCD funded projects. Please note that HCD's decision to allow conditional eligibility by self-certification under the HUD Waiver does not change or amend HCD verification requirements and standards.

1. **Self-certification of Social Security Number (SSN)** – HCD loan programs do not require an SSN for admittance to an HCD funded property. This waiver does not impact HCD program requirements. No action is necessary.
2. **Self-certification of date of birth** – HCD will allow self-certification of date of birth for conditional eligibility for entry into an HCD-assisted unit, provided the provisions of the HUD waiver are met and the owner agrees to the terms outlined below.
3. **Self-certification of disability** – HCD will allow self-certification of disability for conditional eligibility for entry into an HCD-assisted unit. If self-certification is used, the Housing Sponsor must obtain a higher level of verification within 90 days of admission. If not, the Sponsor must take immediate steps to remedy any resulting non-compliance issues.

In documenting verification, Sponsors should consider that many HCD programs targeting individuals with disabilities do carry with them a higher bar of requirement for certification, including the No Place Like Home, Veterans Housing and Homelessness Prevention, and Supportive Housing Multifamily Housing Programs as well as certain legacy programs monitored by HCD. Specifically, the No Place Like Home Program Guidelines Sections 303 (f) and 206 (b) describe the disability verification requirements requiring a qualified mental health worker to certify the disability, following of the procedures used by the local Coordinated Entry System (CES), or following the procedures designed by the Alternative Process County and approved by the local Continuum of Care. These processes were designed to provide a high level of flexibility for verification and address barriers to eligibility tied to documentation and self-identification of disabilities.

4. **Self-certification of applicant income** – HCD will allow self-certified applicant income as conditional eligibility for entry into an HCD-assisted unit, provided the provisions of the HUD waiver are met and the required and the owner agrees to the terms outlined below.
5. **Validity of income verifications up to 120 days of the date received** – This waiver does not impact HCD loan programs. No action is necessary.

Any household that is granted a HUD Waiver for entry into an HCD-assisted unit must have documentation in their tenant files that includes (1) a conditional tenant income certification using the self-certified information signed by the household, and (2) a copy of the HUD Waiver. Once all required income verifications have been obtained, an updated tenant income certification should be completed and placed in the tenant file. This updated, fully-verified income certification must be completed within 60 days from either the move-in date or the Housing Assistance Program (HAP) contract for the unit with the HUD Waiver.

If the waiver's self-certification process results in compliance issues under the HCD regulatory agreement, HCD will provide up to 24 months, provided that good-faith efforts are made by the Sponsor to abate the issue, to cure findings and suspend negative points related to HUD Waiver inconsistencies where households who were granted entrance to an HCD-assisted unit and were determined to be ineligible under HCD program requirements upon review of verification documentation. After 24 months, negative points will apply until the project is brought back into compliance under the HCD program regulatory agreement.

Changes to stated policies or procedures in this memo may be revised, as needed, should there be any changes or extensions to the HUD Waiver and its implementation.

The Department looks forward to continuing in partnership with the City and County of Los Angeles.

If you have any question regarding the policies or information noted above, you may contact Joanna Nguyen, Occupancy Compliance Section Chief, at Joanna.nguyen@hcd.ca.gov or (916) 809-5604.