

City of Los Angeles

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April 22, 2025

Honorable Members of the City Council Budget & Finance Committee

% Holly L. Wolcott, City Clerk

200 North Spring Street, Room 395

Los Angeles, CA 90012

**RE: LAHD COMMENTS ON THE FISCAL YEAR 2025-2026 PROPOSED BUDGET**

The Los Angeles Housing Department (LAHD) appreciates the opportunity to respond to the Mayor's Fiscal Year 2025-2026 Proposed Budget (Proposed Budget). LAHD's core mission is to produce and preserve affordable housing in Los Angeles, ensuring that this housing is maintained in a safe, healthy, and financially viable manner, and to support Angelenos in becoming and remaining stably housed.

The Proposed Budget continues funding for critical LAHD programs, and in a few key areas, it expands LAHD services. LAHD greatly appreciates the additional position in our Code Enforcement Division, which will enable more efficient management of our inspection work. The additional 10 positions to staff our telephone hotline will help reduce wait times, which have significantly increased since the City adopted new and expanded tenant protections over the past few years. The 11 positions in the Asset Management Division will provide the necessary staffing to manage our \$3.1 billion loan portfolio, which covers 51,395 units, and will enable enhanced monitoring of potentially troubled housing assets. Additionally, the Proposed Budget continues to fund the Accessible Housing Program (AChP), which will maintain current staffing levels and allocate \$12 million to fund accessibility retrofits of existing covered housing developments. This funding could result in approximately 100 certified accessible units that count towards the City's obligation to provide 3,100 (out of 4,031) accessible units through retrofits under the Voluntary Compliance Agreement (VCA) with the US Department of Housing and Urban Development (HUD).

As you know, LAHD is primarily grant and fee funded, which reduces the impact of the City's budget deficit on the Department. Nevertheless, the Proposed Budget includes the deletion of 11 positions, seven of which are currently filled. As described in more detail below, we believe that four of the filled positions could be shifted to an alternate, eligible funding source to allow the positions to remain with LAHD. LAHD has sufficient special-funded vacancies in other parts of the Department

that can absorb the incumbent employees from the remaining three filled positions as necessary. The other four positions proposed for deletion are currently vacant, and LAHD will adjust our teams to absorb that work.

### **Request to Change Funding Source for Positions in the Technical Services Division**

#### ***Requested Change***

LAHD is requesting that four currently filled positions in the Technical Services Division of the Housing Development Bureau be preserved by changing the funding source to better align with the work those positions perform. The alternative funding sources to the General Fund are the *Housing Production and Revolving Fund (HPRF Fund No. 240)*, which receives fees assessed by LAHD's Prevailing Wage Unit, and *Proposition HHH Permanent Supportive Housing Loan Program Revenue Fund (HHH Program Income Fund No. 66H)*. The four positions and the proposed alternate funding sources are shown in the table below:

<b>Position/Division</b>	<b>Current Funding Source</b>	<b>Proposed Funding Source</b>	<b>GF Savings of Proposed Change</b>
Management Assistant Technical Services Support Unit	General Fund	HHH Program Income/Fund 66H - 100%	The new proposed funding saves the same amount of GF: \$45,104
Management Analyst Technical Services Support Unit	General Fund	HHH Program Income/Fund 66H - 100%	The new proposed funding saves the same amount of GF: \$67,639
Management Analyst Prevailing Wage Unit	General Fund	HPRF/Fund 240 - 100%	The new proposed funding saves the same amount of GF: \$67,639
Rehabilitation Construction Specialist I Construction Services Unit*	General Fund	HPRF/Fund 240 - 100%	The new proposed funding saves the same amount of GF: \$61,323

*\*Although assigned to the Construction Services Unit, this position currently performs necessary Prevailing Wage Unit services, making the work eligible for HPRF funding and critical to ensuring mandated compliance monitoring.*

#### ***Background***

These positions are crucial for LAHD to make timely construction progress payments and to perform mandated prevailing wage compliance monitoring. In fact, the Technical Services Division was created in FY 2022-2023 in direct response to the challenges the Department faced in making timely

payments and enforcing prevailing wage requirements, which caused financial stress to affordable housing projects throughout the City.

As part of affordable housing project development, LAHD is responsible for processing payment requests for the distribution of City-allocated funding during project construction and for enforcing compliance with prevailing wage requirements. In 2022, affordable housing developers and the contractors who build their projects expressed strong concern to the City about the delays in construction progress payments. At that time, the payment process had extended from an average of eight weeks to more than 16 weeks, vastly exceeding the target timeline of 30 days. The contractors were financially stressed, and the City Council responded by approving additional staff necessary to expedite the payment process. With the addition of staff, LAHD established the Technical Services Division. This new division was able to better focus on construction payments and prevailing wage compliance, while also streamlining processes to speed up payments. Since then, construction payment times have improved significantly. For comparison, in September 2022, only 7% of draws were processed in under 30 days. In the last six months, an average of 52% of draws processed by the Technical Services Division were processed in under 30 days.

### ***Necessity of the Positions and Justification of Funding Source Change***

These positions have been instrumental in improving the timeliness of payments and the enforcement of prevailing wage requirements. The Management Analyst and Management Assistant assigned to the Technical Services Support Unit support both the Prevailing Wage Unit (PWU) and Construction Services Unit (CSU) to ensure the overall compliance of LAHD-funded projects in construction. In 2024, the Technical Services Division processed 739 construction draw payments, and these two positions were involved with processing every one of them. These positions coordinate the submission of complete draw packages from contractors building affordable housing, and track those draw packages until payments are made. Without this support, there would be substantial delays in making payments to contractors. As before, the City would be at risk of contractors stopping work on affordable housing projects due to the financial stress of untimely payments.

These positions are currently funded by the General Fund, because they are working on Proposition HHH-funded projects that are now in the construction phase of the development process. Within the next couple of years, projects funded by United to House LA (ULA) resources will enter the construction phase, and ULA administrative funding could cover the cost of this work. In the meantime, for FY 2025-2026, LAHD requests that Proposition HHH Permanent Supportive Housing Loan Program Revenue (Fund No. 66H) be used to fund the positions to enable the timely payment of construction draws for pending HHH-funded projects.

The Management Analyst and Rehabilitation Construction Specialist I (RCS I) assigned to the PWU and CSU, respectively, are both currently working on mandated prevailing wage compliance monitoring for pending construction projects. California State law requires that all onsite employees

be paid the appropriate prevailing wage every week while working on government-funded development projects. Each staff member performing prevailing wage work can monitor eight projects at any given time without creating the potential for delays that affect the construction monitoring and payment processes. There are currently five staff members in the PWU (including the RCS I), and with 52 pending construction projects, those staff are already assigned more than the target number of projects. Therefore, losing any positions in this unit would have damaging impacts on the ability to perform the necessary monitoring in compliance with state and federal prevailing wage requirements. Failure to perform the full spectrum of review creates the risk of losing state or federal funding and significantly delaying construction payments to affordable housing developers.

These positions are currently funded by the General Fund because they are working on Proposition HHH-funded projects. However, their work is appropriately funded by the Housing Production and Revolving Fund (HPRF Fund No. 240). Therefore, LAHD requests that the funding for these positions be changed to HPRF to enable the prevailing wage compliance work to continue uninterrupted.

### **Conclusion**

LAHD understands the challenges the City is facing in the upcoming fiscal year, and we appreciate the chance to bring our requested changes to your attention. If approved, the changes detailed above would allow LAHD to ensure the timely completion of affordable housing development projects across the City.

Please do not hesitate to contact me at [tiena.hall@lacity.org](mailto:tiena.hall@lacity.org) if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Tiena Johnson Hall", written in a cursive style.

Tiena Johnson Hall  
General Manager

cc: Matt Hale, Deputy Mayor  
Dr. Etsemaye Agonafer, Deputy Mayor  
Bernyce Hollins, Senior Budget Director, Office of the Mayor  
Matthew Szabo, City Administrative Officer  
Sharon Tso, Chief Legislative Analyst

LOS ANGELES HOUSING DEPARTMENT (LAHD) ORGANIZATION BY BUREAU AND PROGRAM			
DIVISION DESCRIPTION AND HIGHLIGHTS	PERSONNEL	ACTIVE PERSONAL SERVICE CONTRACTS	IMPACT OF FY25-26 BUDGET
<b>HOUSING DEVELOPMENT BUREAU (HDB)</b>			
<b>Development and Finance Division</b>			
<p>The Development and Finance (D&amp;F) Division is responsible for producing and preserving affordable housing. D&amp;F key roles include implementing LAHD's Notice of Funding Availability (NOFA) processes, underwriting proposed projects for feasibility, and preparing and executing loans for multifamily affordable housing financing. D&amp;F is responsible for the following production and preservation sources/processes:</p> <ul style="list-style-type: none"> <li>• <b>United to House LA (ULA):</b> Coordinates the ULA Multifamily New Construction and ULA Acquisition/Rehab Preservation programs to finance new construction and preservation of affordable housing.</li> <li>• <b>Conduit Bond Program:</b> The primary issuer of multifamily tax-exempt housing bonds administered and allocated through the state, often paired with 4% low-income housing tax credits.</li> <li>• <b>Affordable Housing Managed Pipeline:</b> Manages the 9% Low Income Housing Tax Credits (LIHTC) geographic set-aside.</li> <li>• <b>Proposition HHH Permanent Supportive Housing Loan Program:</b> Oversees the \$1.2 billion General Obligation bonds (GO bonds) to finance the development of supportive housing and affordable housing.</li> <li>• <b>Affordable Housing Preservation Program:</b> Utilizes various federal, state, and local funding to finance properties with expiring covenants at risk of losing their affordability and to assist projects that are experiencing financial distress.</li> </ul>	<p>(1) Community Housing Programs Manager (1) Director Of Housing (11) Finance Development Officer I (5) Finance Development Officer II (2) Financial Development Officer I (3) Management Analyst (6) Management Assistant</p> <p><b>Total: 29</b></p>	<p>\$2,245,000</p>	<ul style="list-style-type: none"> <li>• There is no negative impact to D&amp;F services, and there is General Fund savings resulting from positions being moved.</li> <li>• Four positions (one Housing Program Manager, two Financial Development Officer Is, and one Management Analyst) in the HHH program were moved to the Bond Unit.</li> </ul>

Asset Management Division		
<b>Occupancy Monitoring Section</b> <ul style="list-style-type: none"> <li>• Occupancy Monitoring (OM) Section annually monitors over 51,000 covenanted affordable rental housing units in the City.</li> <li>• OM monitors and enforces compliance with regulatory agreements, affordability covenants, and federal, state, and local requirements, and resolves compliance-related disputes.</li> <li>• OM confirms income eligibility of households occupying covenanted/restricted units and that tenants do not pay more rent than is allowed.</li> </ul> <b>Loan Portfolio Section</b> <ul style="list-style-type: none"> <li>• The Loan Portfolio Section services multifamily and single-family loans in the portfolio; identifies assets that are experiencing financial and/or operational difficulties and are at risk for default (troubled assets); and recommends and processes various loan workouts to stabilize the assets.</li> <li>• Loan Portfolio requested additional staff to address the rapid expansion of the multifamily portfolio and the increase in troubled assets. The additional staff would remove silos and reorganize the work of the Transactions and Troubled Assets Units into one unit charged with maintaining the Multifamily Portfolio.</li> </ul> <b>Land Use Section</b> <ul style="list-style-type: none"> <li>• Issues Replacement Unit Determinations (RUDs) in compliance with state and local laws to determine the number of affordable existing units that need to be replaced on a proposed development project.</li> <li>• Drafts and records Land Use Covenant agreements between developers and the City, restricting units as affordable for a period of typically 55 or 99 years in exchange for various incentives and/or entitlements and/or to satisfy RUD replacement requirements.</li> </ul>	(1) Director Of Housing (1) Secretary (2) Administrative Clerk (1) Finance Development Office (1) Housing Planning and Economic Analyst (1) Management Aide (9) Management Analyst (1) Management Assistant (2) Senior Administrative Clerk (1) Senior Housing Planning and Economic Analyst (1) Finance Development Officer I (3) Finance Development Officer II (2) Financial Development Officer I (2) Administrative Clerk (4) Finance Development Officer I (1) Financial Development Officer I (3) Management Analyst (1) Senior Administrative Clerk (1) Administrative Clerk (2) Finance Development Officer I (1) Finance Development Officer II (1) Management Analyst (2) Management Assistant (1) Rehabilitation Construction Specialist III (6) Management Analyst (7) Management Assistant (3) Project Assistant (1) Senior Administrative Clerk (3) Senior Management Analyst I (1) Senior Management Analyst II  <b>Total: 66</b>	\$2,659,391
<ul style="list-style-type: none"> <li>• There is a positive impact to Asset Management services. Loan Portfolio services will be improved.</li> <li>• There are 11 new positions added for Loan Portfolio services. The Department will be able to address troubled assets/ properties at risk of defaulting in order to prevent the City from losing affordable housing units in the housing portfolio and bring in more revenue from loan repayments.</li> </ul>		

HOUSING STRATEGIES AND SERVICES PROGRAM		
<p><b>Land Development Unit</b></p> <ul style="list-style-type: none"> <li>Facilitates development of City-owned sites for affordable housing, working with selected developers to ensure project feasibility, execution of ground leases or sale of site, provide technical assistance in development process.</li> <li>Manage initiatives such as the “Small Lots, Big Impacts” project with the Mayor’s office and the “Scaling Up Housing Development on City-Owned Land Project with the Southern California Association of Governments.</li> </ul> <p><b>Homekey Unit</b></p> <ul style="list-style-type: none"> <li>Leads the selection process for California Department of Housing and Community Development (HCD) NOFAs for Project Homekey funding, reviews and underwrites submitted projects to provide recommendations, assists in selecting developers for Homekey projects, and assists with applications.</li> <li>Monitors project progress and troubleshoots issues that occur during the acquisition, construction, or rehabilitation process.</li> </ul> <p><b>AHSC Unit</b></p> <ul style="list-style-type: none"> <li>Leads the selection process for projects that intend to apply to the HCD NOFA for the Affordable Housing and Sustainable Communities (AHSC) program.</li> <li>Works with infrastructure departments to ensure is a feasible transit and infrastructure component for the project</li> <li>Monitors the progress of the City’s responsibility for projects in Rounds 3 to 7.</li> </ul> <p><b>Homeownership Unit</b></p> <ul style="list-style-type: none"> <li>Administers programs offering purchase assistance loans to eligible first-time, low- and moderate-income homebuyers seeking to purchase homes in the City, and, subject to funding availability, manages the citywide Mortgage Credit Certificate (MCC) Program,</li> </ul>	<p>(1) Director Of Housing (2) Finance Development Officer I (1) Finance Development Officer II (1) Financial Development Officer I (1) Housing Planning/Economic Analyst (2) Management Analyst (1) Rehabilitation Project Coordinator I (1) Rehabilitation Project Coordinator II (1) Senior Project Coordinator (2) Finance Development Officer I (1) Finance Development Officer II (2) Financial Development Officer I (1) Management Analyst (1) Rehabilitation Construction Specialist II (1) Senior Administrative Clerk (1) Finance Development Officer I (1) Finance Development Officer II (1) Financial Development Officer I (5) Management Analyst (1) Management Assistant (1) Senior Administrative Clerk</p> <p><b>TOTAL: 29</b></p>	<p>\$9,320,887</p> <ul style="list-style-type: none"> <li>There are significant reductions to Land Development contracts (Site Development, Paralegal Services, and Financial Services) proposed for FY 26 that would negatively impact Housing Strategies and Services Division operations.</li> <li>Request to reappropriate savings from FY 25 currently pending in the last Financial Status Report to maintain current service levels for developing affordable housing on City-owned properties.</li> </ul>

<p>which provides a federal tax credit of 20% of annual mortgage interest.</p> <p><b>Additional Programs</b></p> <ul style="list-style-type: none"> <li>• <b>Accessory Dwelling Unit (ADU) Accelerator</b>  <b>Program:</b> Pairs housing-insecure older adults with homeowners willing to rent ADUs at affordable rates to create more affordable housing options and test homeless prevention strategies, and provides subsidies to extremely low-income senior tenants living in ADUs.</li> <li>• <b>710 Gateway Project:</b> Facilitates development of vacant properties from the unbuilt portion of the 710 Freeway into affordable housing, and monitors the El Sereno 710 Freeway properties to ensure long-term affordability.</li> <li>• <b>USC Housing Fund:</b> Facilitates development of affordable housing in the USC area to help reduce tenant displacement resulting from gentrification impacts and rising rents.</li> <li>• <b>NOAH Program:</b> Administers program to preserve non-covenanted properties that already serve low-income tenants, and assists mission-driven affordable housing providers to acquire, moderately rehabilitate, and maintain smaller multifamily properties as affordable housing.</li> </ul>			
<b>Housing Technical Services Division</b>			
<p>The Technical Services Division is responsible for providing technical services to HDB including construction monitoring, state Prevailing Wage and federal Davis Bacon compliance monitoring, relocation compliance monitoring, and environmental reviews. Technical Services Division is also responsible for ensuring timely payment of construction progress draws for LAHD-funded affordable housing projects in development.</p> <ul style="list-style-type: none"> <li>• <b>Construction Services Unit:</b> Monitors the construction of all LAHD-funded affordable housing projects and serves as a primary point of contact for contractors and developers.</li> </ul>	<p>(2) Accounting Clerk  (4) Administrative Clerk  (1) Architectural Associate IV  (1) Community Housing Programs Manager  (1) Construction Estimator  (1) Director Of Housing  (1) Environmental Affairs Officer  (1) Environmental Specialist I  (2) Environmental Specialist II  (1) Environmental Supervisor I  (1) Housing Programs Manager</p>	\$6,385,674	<ul style="list-style-type: none"> <li>• The proposed position deletions would have significant negative impacts on the operations of the Technical Services Division and result in challenges for processing constructions in a timely manner and for meeting the mandated prevailing wage monitoring requirements.</li> <li>• Four filled positions are proposed for deletion. These</li> </ul>

<ul style="list-style-type: none"> <li>● <b>Prevailing Wage Unit:</b> Responsible for monitoring LAHD-financed affordable housing projects for compliance with federal &amp; state prevailing wage requirements.</li> <li>● <b>Relocation Unit:</b> Reviews and approves the relocation plans and monitors the relocation process and payments to tenants displaced by LAHD-funded projects.</li> <li>● <b>Architectural Services Unit:</b> Conducts architectural design reviews (including construction cost estimates) for projects that are requesting funding from LAHD for the development of housing units.</li> <li>● <b>Environmental Unit:</b> Oversees compliance with federal, state, and local government requirements for environmental clearance of all affordable housing projects and other non-housing projects supported through the City's Consolidated Plan.</li> <li>● <b>Handyworker Program:</b> Helps seniors and those living with disabilities live independently for longer and age in place. by partnering with licensed general contractors to perform minor home repairs and accessibility improvements at no cost to eligible participants.</li> </ul>	<p>(5) Management Analyst (3) Management Assistant (1) Materials Testing Technician I (3) Project Assistant (1) Project Coordinator (9) Rehabilitation Construction Specialist I (5) Rehabilitation Construction Specialist II (1) Rehabilitation Construction Specialist III (3) Senior Administrative Clerk (1) Senior Management Analyst I  <b>Total: 48</b></p>	<p>positions are critical for ensuring that affordable housing developers receive timely payments during the construction process and that contractors are complying with all applicable prevailing wage requirements.</p> <ul style="list-style-type: none"> <li>● Deletion will jeopardize the ability to make timely payments for affordable housing projects currently under construction and the City's ability to comply with mandated prevailing wage compliance monitoring.</li> <li>● The funding sources for the four filled positions can be swapped to eliminate General Fund reliance while maintaining the positions.</li> <li>● One Management Analyst and one Rehabilitation Construction Specialist I can be funded by the Housing Production and Revolving Fund (Fund No. 240).</li> <li>● One Management Analyst and one Management Assistant can be funded by the Proposition HHH Permanent Supportive Housing Loan Program Revenue Fund (Fund 66H)</li> </ul>
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REGULATORY CODE & COMPLIANCE BUREAU (RCCB)			
Rent Stabilization Division			
<p><b>Rent Stabilization (Rent) Division</b> administers and enforces the Rent Stabilization Ordinance (RSO), which applies to about 656,000 rental units built before 1979 that house approximately 2 million renters. The Rent Division also administers the new Just Cause for Evictions ordinance that establishes eviction protection and relocation assistance for approximately 400,000 additional rental units. Rent has the following units and sections:</p> <ul style="list-style-type: none"> <li>• <b>Customer Service and Information:</b> Consists of telephone hotline and 4 Public Information Counters to respond to public inquiries regarding the RSO and related housing issues, intake complaints of Rent/Code violations, process RSO registration, and accept payments (at counters).</li> <li>• <b>Landlord Declarations Unit:</b> Processes No-fault evictions, Eviction Filing Notices, Re-rental applications (Ellis Act), Relocation Assistance Monitoring, Demolition Clearances, and RSO Exemptions for Affordable Housing and Residential Hotels with Affordable Housing Covenants.</li> <li>• <b>Rent Registry:</b> Processes Annual Rent Registry Forms, Mailing Notifications to Tenants and Landlords, appeals from landlords, and reviews tenant reported rent disputes.</li> <li>• <b>Rent Adjustments:</b> Processes landlord cost recovery applications (rent increases) for the following six programs: (1) Capital Improvement Program, (2) Primary Renovation Program, (3) Seismic Retrofit, (4) Rehabilitation Work Program, (5) Just &amp; Reasonable Rent Increase (NOI Review), and (6) Luxury Exemptions</li> <li>• <b>RSO &amp; Just Cause Ordinance (JCO)</b>  <b>Determinations:</b> Investigates whether properties are subject to the RSO or JCO, identifies RSO Replacement Units after a Demolition (Ellis Act), and reviews exemptions for Affordable Housing and</li> </ul>	<p>(47) Administrative Clerk  (1) Communications Information Representative I  (16) Communications Information Representative II  (1) Communications Information Representative III  (1) Director Enforcement Operations  (1) Director of Housing  (41) Housing Investigator I  (7) Housing Investigator II  (2) Housing Planning/Economic Analyst  (1) Management Aide  (19) Management Analyst (3)  Management Assistant  (1) Office Trainee Administrative Clerk  (1) Principal Clerk  (1) Principal Inspector  (1) Secretary  (13) Senior Administrative Clerk  (5) Senior Housing Inspector  (6) Senior Housing Investigator I  (2) Senior Housing Investigator II  (1) Senior Management Analyst I  (1) Senior Management Analyst II</p> <p><b>TOTAL 172</b>  <i>(Includes positions for the new Tenant Protections and Homelessness Prevention Division, described below)</i></p>	<p>\$131,120,047</p>	<ul style="list-style-type: none"> <li>• There is a positive impact to Rent Stabilization Division services.</li> <li>• The Proposed Budget results in service improvement for Angelenos.</li> <li>• There are 10 additional positions for the LAHD hotline to reduce wait times. The City has implemented several programs for Citywide tenant protections over the last couple of years including the Just Cause Ordinance, Tenant Anti-Harassment Ordinance, and Eviction Prevention, and this has led to a significant increase on hotline call volume without any additional staff provided to field questions at the time the ordinances were adopted.</li> </ul>

<p>Residential Hotels with Affordable Housing Covenants.</p> <ul style="list-style-type: none"> <li>• <b>Tenant Buyout Notification Unit:</b> Regulates, monitors, and enforces voluntary vacancies of RSO rental units occurring pursuant to a Buyout Agreement. To promote fairness during buyout negotiations and agreements, landlords must inform tenants of their RSO rights before executing a Buyout Agreement.</li> <li>• <b>Rent Adjustment Commission (RAC) Support:</b> Supports RAC in preparation for and conducting public meetings.</li> </ul>			
Tenant Protections and Homelessness Prevention Division (TPHP)			
<p>Over the past few years, the City Council adopted several new and expanded tenant protections ordinances. This tenant protection work is organized under a new division in RCCB that focuses on eviction prevention for all rental units. TPHP administers programs that provide stronger tenant protections, safeguard renters from displacement, and promote housing and neighborhood stability, including the following work:</p> <ul style="list-style-type: none"> <li>• <b>Investigations and Enforcement:</b> Responsible for investigating tenant complaints of alleged violations of the RSO, Just Cause and other programs. Crucial to enforcing tenant protections to prevent displacement.</li> <li>• <b>Tenant Anti-Harassment Taskforce:</b> The Tenant Anti-Harassment Ordinance (TAHO) took effect in August 2021. To implement, LAHD established the TAHO Task Force consisting of experienced Housing Investigators and Senior Housing Inspectors working together to assess patterns and practices of harassment, seek compliance from bad actors, and refer non-compliant cases to the Office of the City Attorney for potential prosecution or citation.</li> <li>• <b>Eviction Defense Program (EDP) and Right to Counsel:</b> Administers the EDP and Right to Counsel program to ensure that eligible and impacted Angelees receive eviction prevention and defense services. Monitors and implements contract(s) with</li> </ul>		<p>New Division - contracts currently managed by the Rent Division</p>	<ul style="list-style-type: none"> <li>• There is a positive impact to operations and services.</li> <li>• The addition of one Project Assistant will help to ensure that eligible and impacted Angelees receive eviction prevention and defense services.</li> </ul>

legal services provider(s), such as the Legal Aid Foundation of Los Angeles (LAFLA), to provide legal assistance and educational workshops to keep people housed.			
<b>Multifamily Residential Code Enforcement Division</b>			
<p><b>The Systematic Code Enforcement Program (SCEP)</b> is a regulatory program in which housing inspectors conduct regular periodic inspections (systematic inspections) of the City's approximately 880,000 multi-family rental units once every four years. During systematic inspections, housing inspectors identify deficiencies such as inadequate building maintenance, defective life safety items, plumbing issues, or improvements made without permits. Besides SCEP inspections, LAHD also conducts Complaint-based inspections.</p> <ul style="list-style-type: none"> <li>• <b>Administrative Section:</b> provides administrative support in scheduling, generating notices, and fulfilling related mailing requirements, enabling inspectors to focus on inspection activities.</li> <li>• <b>Assistant Inspector and Inspector Trainee Program:</b> is designed to maximize cost-effective measures by using Assistant Inspectors to perform field and office activities that do not require a Housing Inspector and to provide a career path and promotional track into the Housing Inspector class series.</li> <li>• <b>Case Management:</b> Enforcement staff performs complex compliance inspections after a case is referred to the General Manager's Hearing Section.</li> <li>• <b>Court Liaison Unit (CLU):</b> tracks, monitors, and inspects Code Enforcement cases referred to the Office of the City Attorney. CLU inspection staff testify on behalf of the Department in court proceedings.</li> <li>• <b>Emergency Management Unit:</b> primary function is to respond to either a calamity or a natural disaster and the related housing recovery.</li> <li>• <b>Foreclosure Unit:</b> conducts proactive inspections of foreclosed residential properties to support</li> </ul>	<p>(22) Administrative Clerk (8) Assistant Inspector II (3) Assistant Inspector IV (3) Chief Inspector (1) Director Enforcement Operations (103) Housing Inspector (4) Inspector Trainee II (3) Inspector Trainee III (3) Management Analyst (1) Management Assistant (1) Principal Clerk (10) Principal Inspector (1) Secretary (7) Senior Administrative Clerk (34) Senior Housing Inspector (1) Senior Housing Investigator I (1) Senior Management Analyst I</p> <p><b>TOTAL 206</b></p>	\$60,000	<ul style="list-style-type: none"> <li>• There is a positive impact to the efficiency of LAHD operations.</li> <li>• The addition of one Senior Management Analyst II will allow for more efficient day-to-day operations and improved strategic planning for the Systematic Code Enforcement Program. This will enable housing inspectors to better maximize their time performing necessary inspection related work.</li> </ul>

<ul style="list-style-type: none"> <li>neighborhood stabilization efforts.</li> <li><b>General Manager's Hearings:</b> presented by Code Enforcement staff, focus on landlords who have failed to make timely repairs based on Orders to Comply issued by inspection staff. Hearing officers may place the property and affected units into the Rent Escrow Account Program (REAP) with a corresponding rent reduction and/or refer the case to the Office of the City Attorney for further enforcement.</li> <li><b>HOME Funded Loan Inspection Program:</b> inspects properties that have received public rehabilitation or construction funds through the required HUD frequency, currently 3 years, as mandated by regulatory agreements and covenants covering 30 to 55 years in length.</li> <li><b>Home-Sharing Review and Citations Team:</b> is responsible for investigations and the enforcement of short-term rentals through a collaboration with the Department of City Planning, Office of the City Attorney, ACE Citations, and LADBS on joint enforcement efforts.</li> <li><b>Inventory Management Unit:</b> within the Code Enforcement Division plays a crucial role in identifying and maintaining the new and existing inventory of rental housing stock.</li> <li><b>Interagency Housing Task Force (IAHTF):</b> collaborates with other agencies, such as Los Angeles County Environmental Health and the Office of the City Attorney, to target the most severely affected buildings in the City of Los Angeles. These buildings are brought into compliance by utilizing all available resources to force the repair and cleanup of these properties and restore them to a habitable and safe condition.</li> <li><b>Property Management Training Program (PMTP):</b> requires participation in PMTP to assist property owners in improving the management of their properties. Residential Hotel Ordinance Enforcement ensures the limited number of the City's residential hotels are not lost to conversion or demolition.</li> <li><b>Residential Hotel Ordinance Enforcement:</b> staff</li> </ul>		
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<p>conducts routine inspections of the City's limited Residential Hotel housing stock to ensure the buildings are not lost to conversion or demolition without the required replacement units being provided.</p> <ul style="list-style-type: none"> <li>• <b>Tenant Habitability Program (THP):</b> protects tenants residing in buildings undergoing construction or rehabilitation. The THP staff reviews construction plans for projects that may impact tenant habitability and determines the protective measures necessary to protect tenant health, safety, and tenancy.</li> <li>• <b>Tenant Relocation Inspection Program (TRIP):</b> Inspectors determine that tenants who are displaced or subject to displacement from residential rental units as a result of an order to vacate due to severe code violations that endanger the tenants' immediate health and safety are entitled to relocation benefits payable by the landlord.</li> <li>• <b>Urgent Repair Program:</b> ensures that rental property owners make immediate repairs to address imminent hazardous conditions that affect the health and safety of building occupants and the community in an effort to keep them housed.</li> </ul>			
<p><b>Code and Rent Compliance Division</b></p> <p>The <b>Compliance Division</b> is committed to preserving safe and affordable rental housing for all residents of Los Angeles, and includes the following units:</p> <p><b>Billing and Collections Unit</b></p> <ul style="list-style-type: none"> <li>• Manages regulatory compliance and revenue for RSO, SCEP, Just Cause Ordinance, and REAP.</li> <li>• Revenues collected by the Unit enable the Department to successfully administer various programs that preserve affordable housing, and result in enforcing tenant habitability and maintaining existing rental housing stock without expending additional City funds.</li> </ul> <p><b>Hearings Unit</b></p> <ul style="list-style-type: none"> <li>• Administers LAHD's hearing operations, and ensures due processes for 16 different hearing types,</li> </ul>	<p>(2) Accounting Clerk (1) Accounting Clerk Trainee (26) Administrative Clerk (1) Director Enforcement Operations (1) Housing Inspector (3) Housing Investigator I (11) Management Analyst (11) Management Assistant (3) Office Trainee Administrative Clerk (1) Project Assistant (1) Secretary (8) Senior Administrative Clerk (4) Senior Management Analyst I (2) Senior Management Analyst II</p> <p><b>TOTAL 75</b></p>	\$4,017,429	<ul style="list-style-type: none"> <li>• There is no impact to current service levels.</li> </ul>

including, but not limited to, hearings related to RSO rent increases and cost recovery, Tenant Habitability Plan compliance, REAP matters, among others.

- Provides constituent assistance and support for cases, including language translation services.

**Rent Escrow Account Program (REAP) Unit**

- Administers the REAP program to enforce compliance with the Los Angeles Municipal Housing Code in the maintenance and repair of residential rental buildings, structures, and premises.
- An escrow account is opened for each non-compliant property until it is removed from REAP, tenants are given reduced rent rates (between 20%-50%) and provided with the option of depositing their reduced rent into the escrow account until necessary repairs made.

**Foreclosure Registration Unit**

- Administers compliance operations for the Foreclosure Registry Ordinance, which was adopted to help stabilize neighborhoods, and prevent and abate blight, by requiring registration, monitoring, and proper maintenance of defaulted and foreclosed residential properties.

**Legal Unit**

- Responsible for preparing evidentiary case files for submission to the City Attorney for filing of criminal complaints against property owners who are not in compliance with the abatement of substandard conditions on rental properties.
- Responsible for the preparation and execution of Administrative Inspection Warrants and Orders which enable Code inspectors to legally gain access to rental premises (upon approval by the Los Angeles Superior Court).

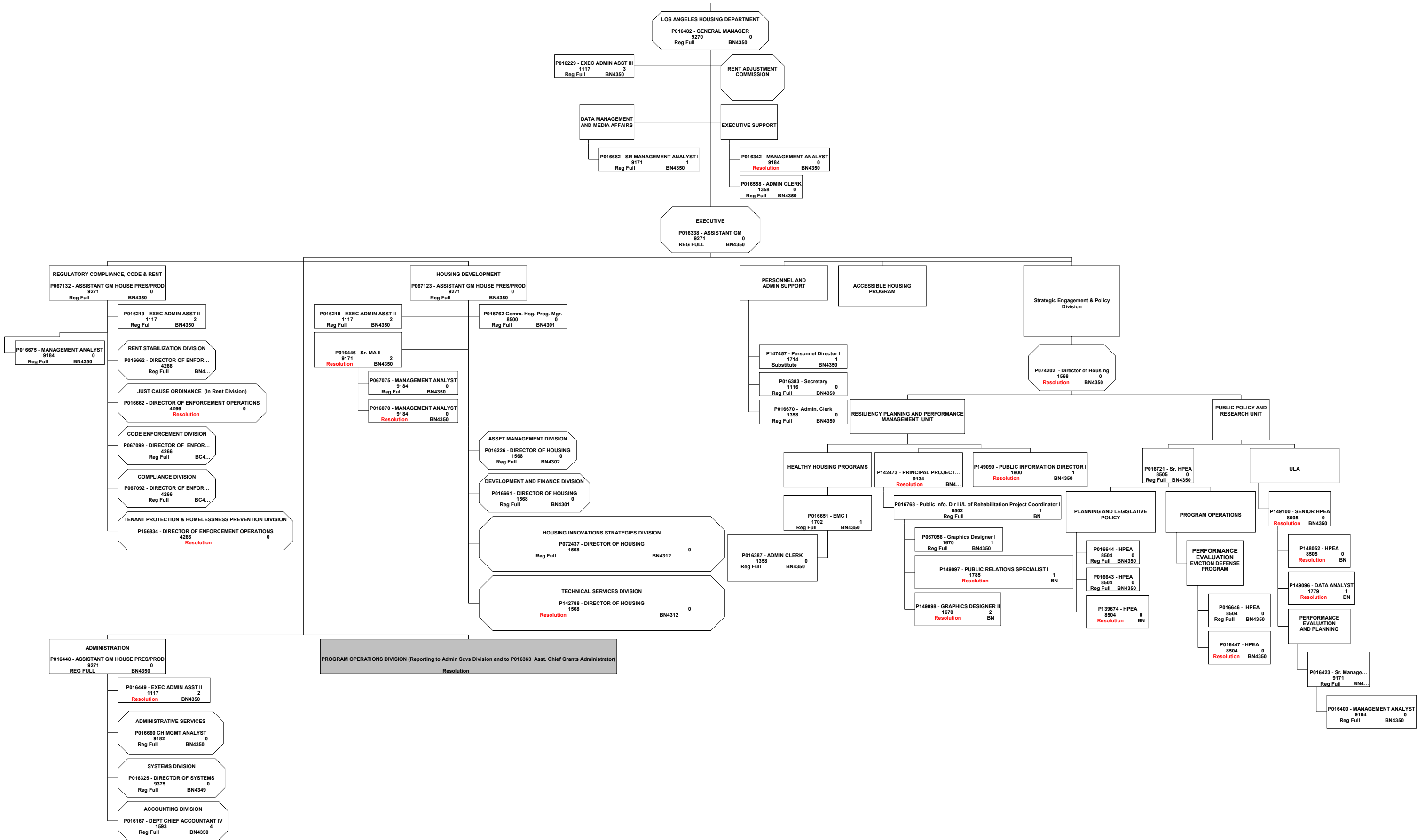
<b>ADMINISTRATION BUREAU</b>			
<b>Administrative Services Division</b>			
The Administrative Services Division is responsible for the budget development and monitoring, purchasing, procurement, contract execution, facilities services, and public records requests for all of LAHD.	(2) Accounting Clerk (2) Administrative Clerk (1) Assistant Chief Grants Administrator (1) Chief Management Analyst (2) Management Aide (9) Management Analyst (3) Management Assistant (1) Senior Administrative Clerk (5) Senior Management Analyst I (2) Senior Management Analyst II (1) Storekeeper (1) Warehouse and Toolroom Worker I <b>TOTAL 30</b>	\$798,255	<ul style="list-style-type: none"> <li>There is a positive impact to operations and services.</li> <li>The addition of an Assistant Chief Grants Administrator and Project Assistant to the Grants Unit will assist with applying for and monitoring the Department's grant funds while continuing to oversee Supportive Homeless Services funded by grants.</li> </ul>
<b>Accounting Division</b>			
The Accounting Division is responsible for LAHD's financial transactions and reporting, including processing payments for the construction of affordable housing, repayment of City provided loans to developers, and grant reimbursements.	(20) Accountant (10) Accounting Clerk (1) Accounting Clerk Assistant (3) Administrative Clerk (1) Auditor II (1) Departmental Chief Accountant I (1) Departmental Chief Accountant IV (1) Fiscal Systems Specialist II (1) Management Analyst (1) Payroll Supervisor (4) Principal Accountant I (1) Principal Accountant II (5) Senior Accountant I (4) Senior Accountant II (1) Senior Auditor <b>TOTAL 55</b>		<ul style="list-style-type: none"> <li>There is no impact to current service levels.</li> </ul>
<b>Program Operations Program</b>			
Program operations oversees the delivery of homeless services and prevention funded from various grants which	1) Administrative Clerk (5) Management Analyst	HOPWA: \$28,700,610	<ul style="list-style-type: none"> <li>The Proposed Budget maintains current position</li> </ul>

is administered through the Los Angeles Homeless Services Authority and nonprofits servicing low-income individuals living with HIV/AIDS and their families in Los Angeles County	(1) Management Assistant (1) Project Assistant (1) Project Coordinator (2) Senior Project Coordinator  <b>Total: 11</b>	LAHSA: \$665,128,925	<p>authorities for existing LAHSA contracts, allowing LAHD to continue monitoring the City's contracts with LAHSA pursuant to existing policies and practices.</p> <ul style="list-style-type: none"> <li>The Proposed Budget does not provide any additional resources for LAHSA contract management and oversight. Any expansion of such work, including additional performance audits or assuming services and subprovider invoice reviews previously provided by LAHSA, would require the approval of additional resources in LAHD.</li> </ul>
<b>Technology Support Division</b>			
The Technology Support Division develops, maintains, and supports the information systems and technology infrastructure for the entire Department.	(1) Data Base Architect (1) Director Of Systems (1) Information Systems Manager I (2) Programmer/Analyst II (1) Programmer/Analyst III (4) Programmer/Analyst IV (2) Programmer/Analyst V (1) Senior Administrative Clerk (1) Senior Administrative Clerk (1) Senior Systems Analyst I (3) Senior Systems Analyst II (1) Senior Systems Analyst II (1) Systems Administrator I (4) Systems Analyst (5) Systems Analyst  <b>Total: 29</b>	\$17,579,139	<ul style="list-style-type: none"> <li>There is no impact to current service levels.</li> </ul>

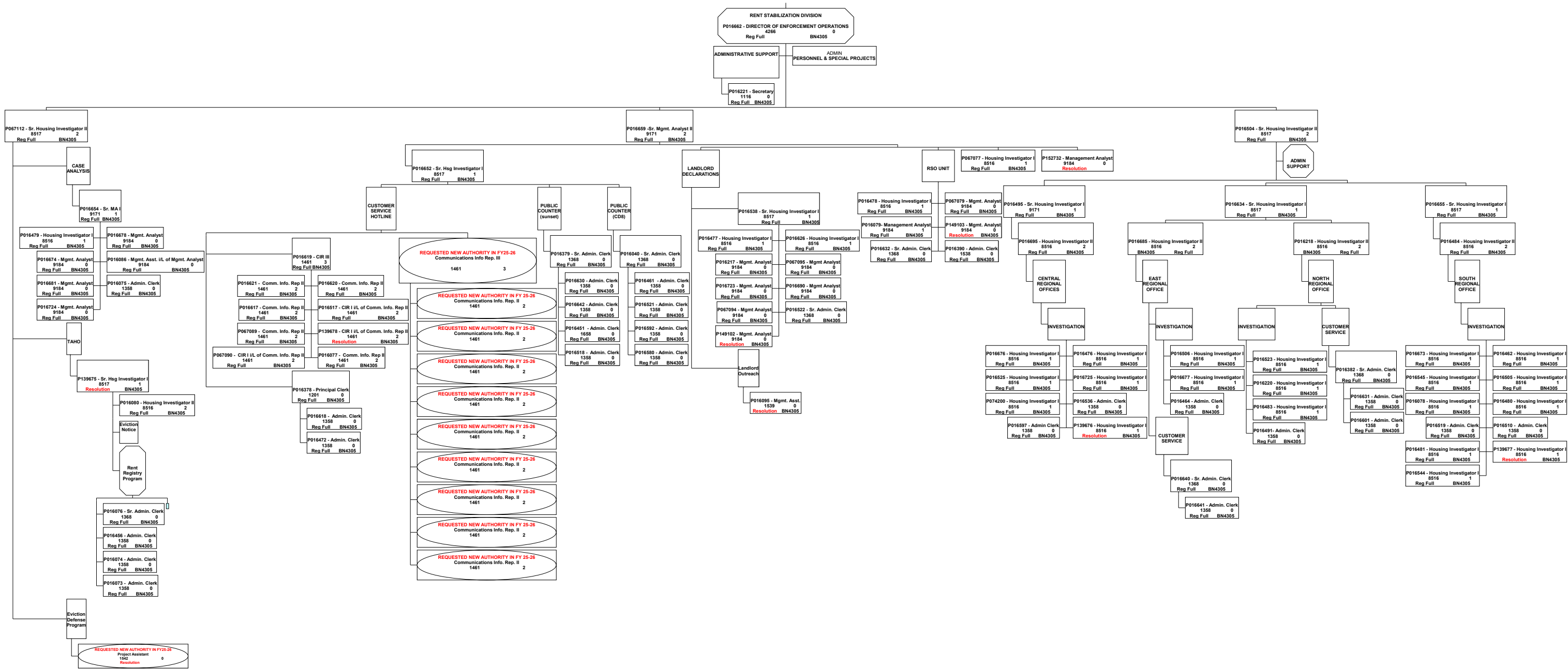
EXECUTIVE MANAGEMENT			
Accessible Housing Program (AcHP)			
<p><b>The Accessible Housing Program (AcHP)</b> is a court-mandated initiative established as a result of two settlement agreements: one with private plaintiffs and the other through a voluntary compliance agreement with the U.S. Department of Housing and Urban Development (HUD). The program's purpose is to expand access to affordable housing for individuals with disabilities and to ensure compliance with all applicable local, state, and federal accessibility standards. It is organized into two main divisions: Construction and Retrofit, and Policy.</p> <ul style="list-style-type: none"> <li> <b>The Construction and Retrofit Division</b> oversees the development of three types of projects: new construction, the substantial rehabilitation of existing developments, and the retrofitting of existing projects. The goal is to ensure that the entire project complies with all applicable accessibility standards and the terms outlined in the settlement agreements. Under these agreements, the City is required to provide 4,000 accessible housing units. </li> <li> <b>The Policy Division</b> requires projects to adopt rental policies that conform with Fair Housing Requirements for individuals with disabilities, maintains an internet registry that allows interested applications to apply for housing, receives and responds to grievances submitted by tenants, provides fair housing training, and monitors projects' compliance with fair housing policies. </li> </ul>	<p>(2) Administrative Clerk  (1) Director of Housing  (2) Inspector Trainee I  (3) Inspector Trainee III  (1) Internal Auditor IV  (3) Management Aide  (32) Management Analyst  (10) Management Assistant  (2) Project Assistant  (9) Rehabilitation Construction Specialist  I  (8) Rehabilitation Construction Specialist  II  (2) Rehabilitation Construction Specialist  III  (4) Senior Administrative Clerk  (3) Senior Management Analyst I  (1) Senior Management Analyst II    <b>TOTAL 83</b></p>	\$29,935,000	
Executive Management			
<p><b>Office of the General Manager:</b>  The Executive Management division consists of several different sections, including the Accessible Housing Program (AcHP), Strategic Engagement and Policy (SEP) Division (described below), and Personnel Unit, which assists in the hiring process and handling of all personnel-related issues. Also, the division has an Executive Support team that provides direct support to the</p>	<p>(3) Administrative Clerk  (4) Assistant General Manager Los Angeles Housing Department  (1) Community Housing Programs Manager  (1) Data Analyst I  (1) Director Of Housing  (1) Emergency Management Coordinator</p>	\$975,000	<ul style="list-style-type: none"> <li>There is no impact to current service levels.</li> </ul>

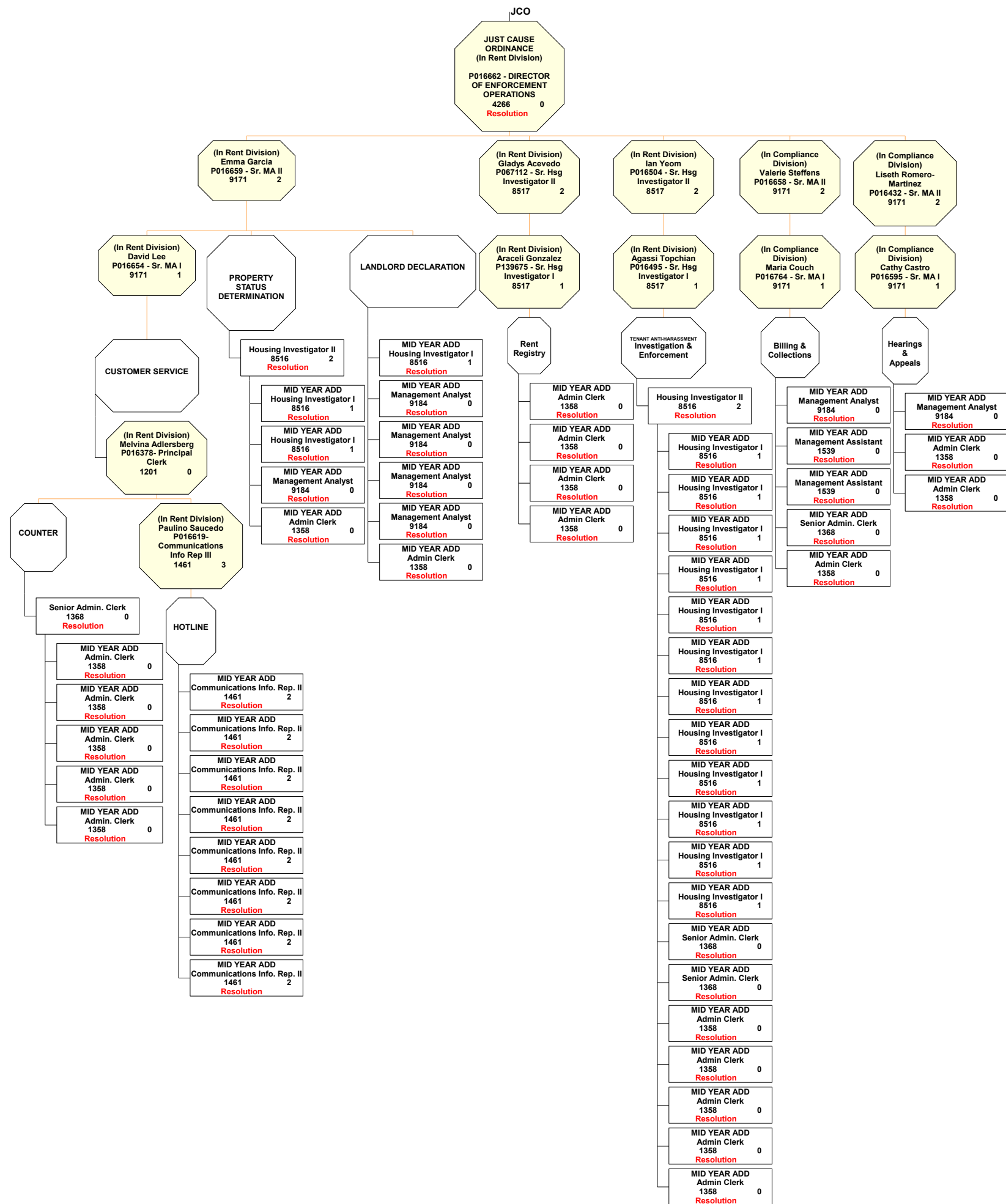
<p>Office of the General Manager.</p> <p><b>Strategic Engagement and Policy (SEP) Division</b></p> <p><b>Communications</b></p> <ul style="list-style-type: none"> <li>• Develops and distributes education and information regarding LAHD programs and services.</li> <li>• Responds to media requests</li> <li>• Interfaces with communications teams from the Mayor's office, Council office, and other City departments to ensure consistent messaging.</li> <li>• Update and manage LAHD intranet and public-facing internet for informational updates.</li> <li>• Supports Council and Mayor's office with materials related to LAHD resources for public events.</li> <li>• Utilizes social media to amplify Council office and Mayor's office messaging as well as creating organic content.</li> </ul>	<p>I</p> <p>(3) Executive Administrative Assistant II</p> <p>(1) Executive Administrative Assistant III</p> <p>(1) General Manager Los Angeles Housing Department</p> <p>(1) Graphics Designer I</p> <p>(1) Graphics Designer II</p> <p>(6) Housing Planning/Economic Analyst</p> <p>(4) Management Analyst</p> <p>(1) Principal Project Coordinator</p> <p>(2) Public Information Director I</p> <p>(1) Public Relations Specialist I</p> <p>(2) Senior Housing Planning and Economic Analyst</p> <p>(2) Senior Management Analyst I</p> <p>(1) Senior Management Analyst II</p> <p>(1) Secretary</p> <p><b>Total 38</b></p>	
<p><b>Policy</b></p> <ul style="list-style-type: none"> <li>• Informs the City's housing policy through policy development, legal research, identification of best practices, stakeholder meetings, data and geospatial analysis, and collaborations.</li> <li>• Develops long-term planning studies (i.e. Housing Element, Assessment of Fair Housing, Anti-Displacement Study).</li> <li>• Tracks and reports on new local, state, and federal legislation.</li> </ul> <p><b>Performance Management &amp; Data Analytics</b></p> <ul style="list-style-type: none"> <li>• Conducts ongoing tracking, monitoring, analysis, and reporting to meet reporting mandates, support strategic planning, policy development and department operations, and promote public transparency and understanding of LAHD's progress and impact.</li> <li>• Lead point of contact for the Department on the launch and implementation of programs funded by United to House Los Angeles (ULA), including preparation of annual expenditure plans, coordinating</li> </ul>		

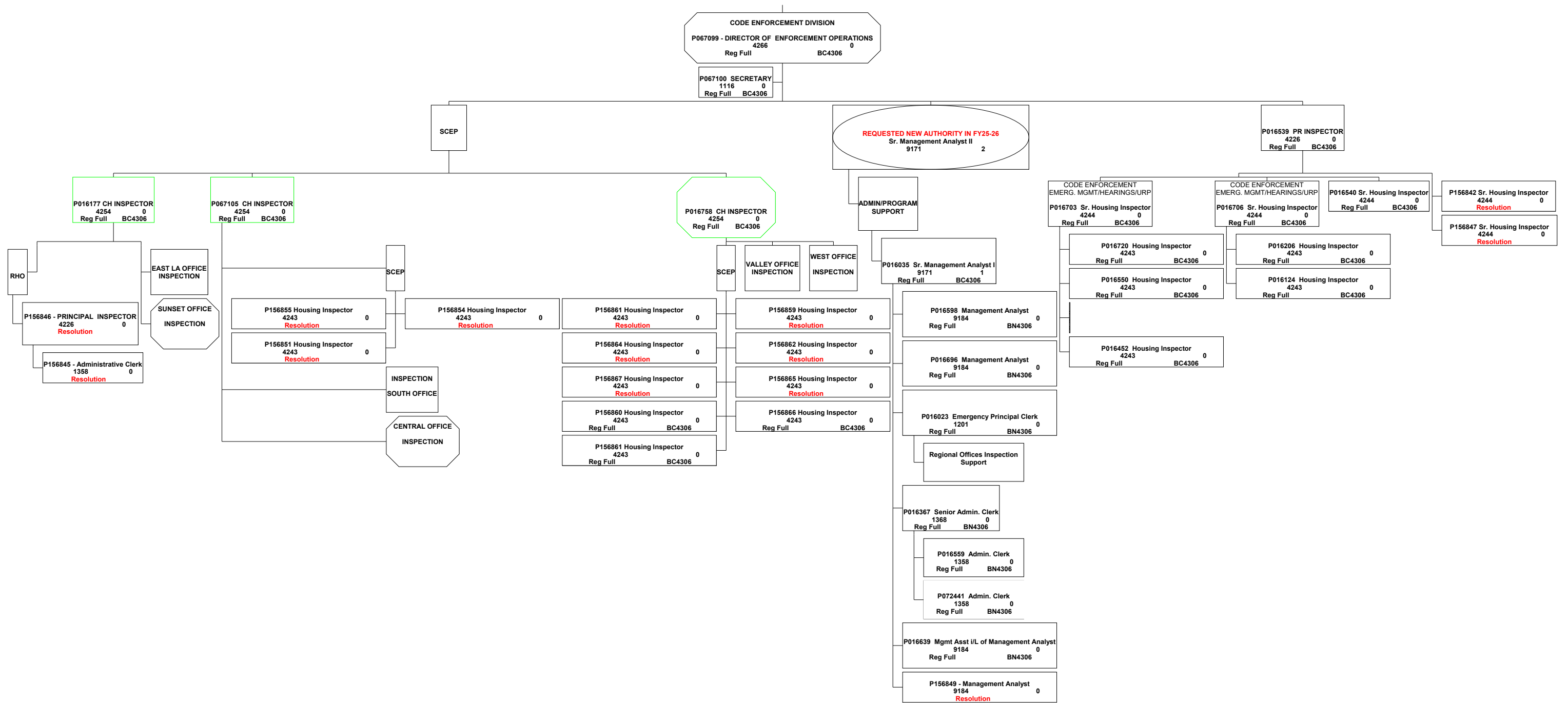
<p>implementation of program roll-out across Department bureaus, creating key performance metrics and program evaluation framework, and leading ongoing data and reporting related to ULA.</p> <p><b>Disaster (Emergency) Preparedness and Recovery Planning</b></p> <ul style="list-style-type: none"> <li>• Serves as the 24/7 emergency contact to the city's Emergency Management Department (EMD).</li> <li>• Actively participates on emergency task forces (mitigation, sheltering, planning, operations, recovery).</li> <li>• Provides and facilitates preparedness information, resources, and training for employees.</li> <li>• Develops department assessment and implementation plans on resiliency and sustainability, ADA accessibility, and equity.</li> </ul>			
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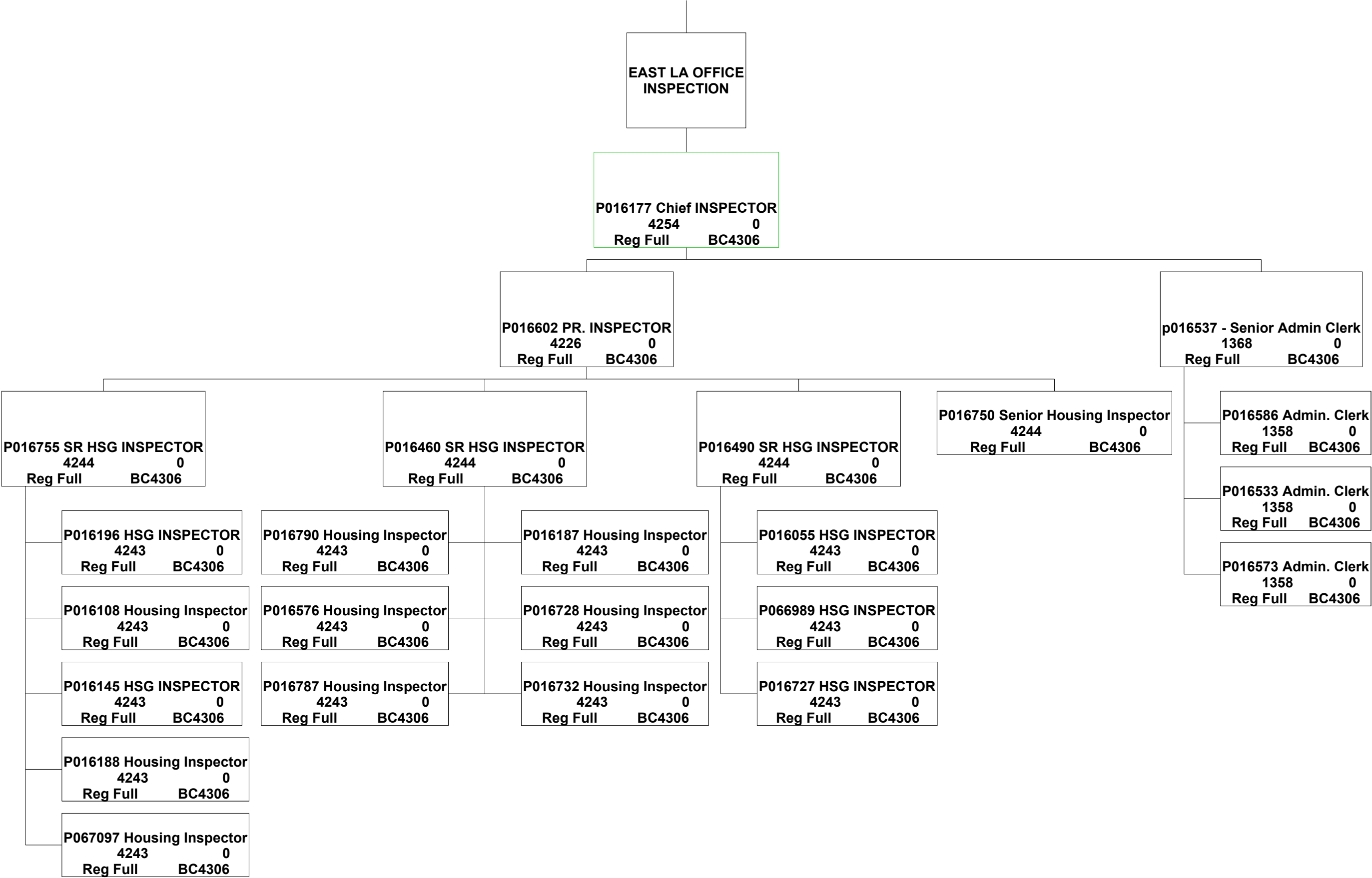
RENT STABILIZATION DIVISION

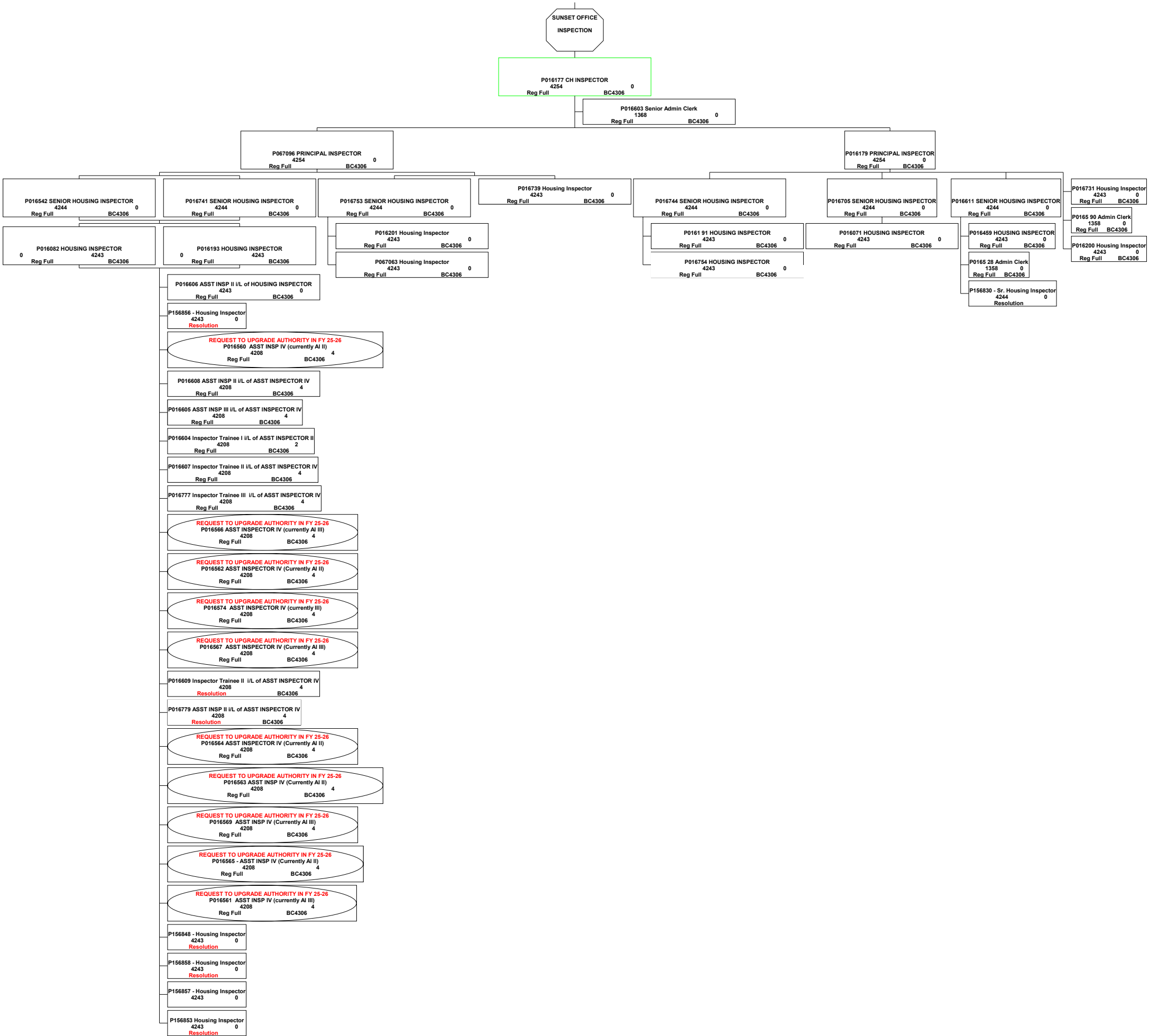




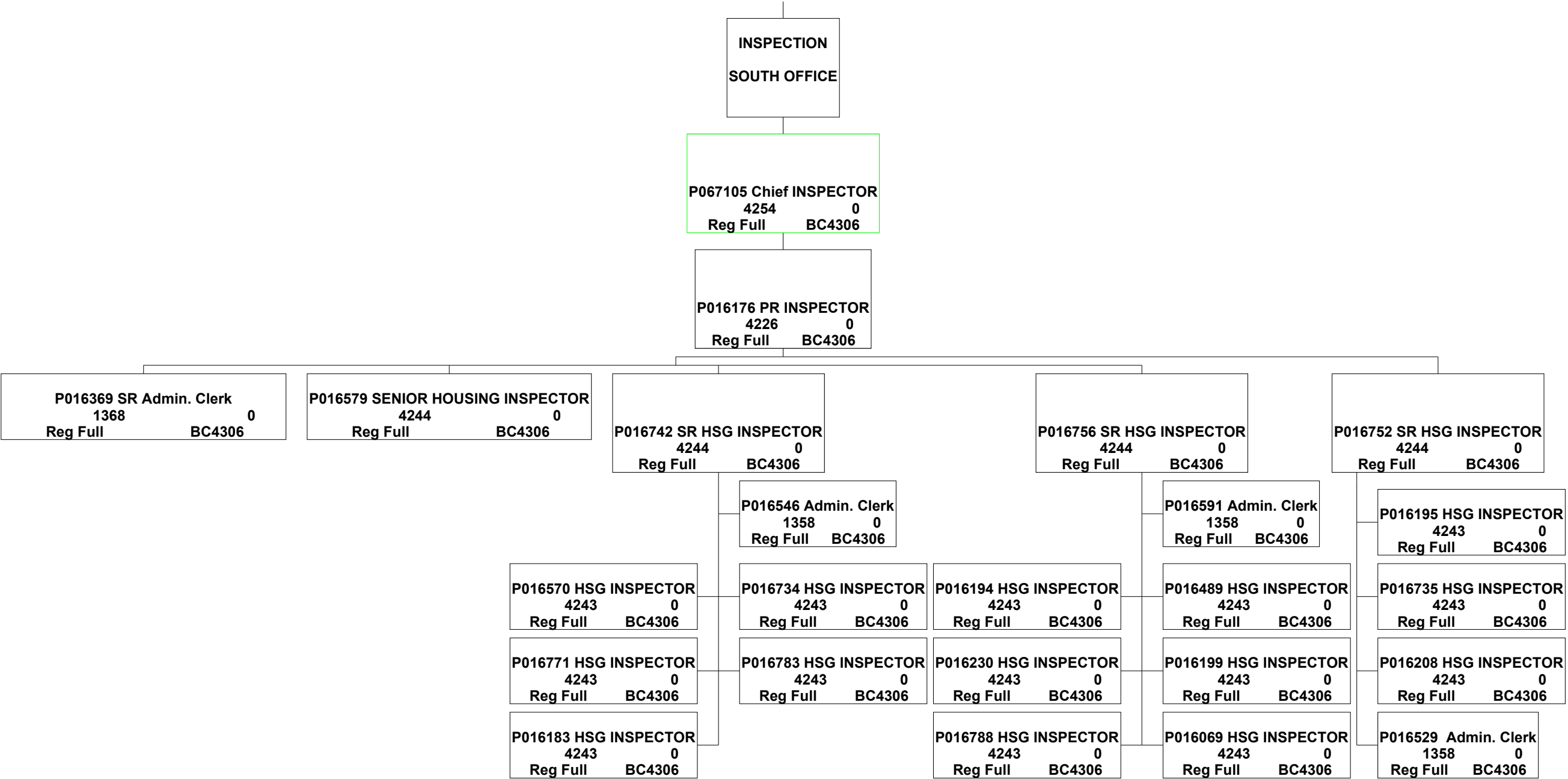


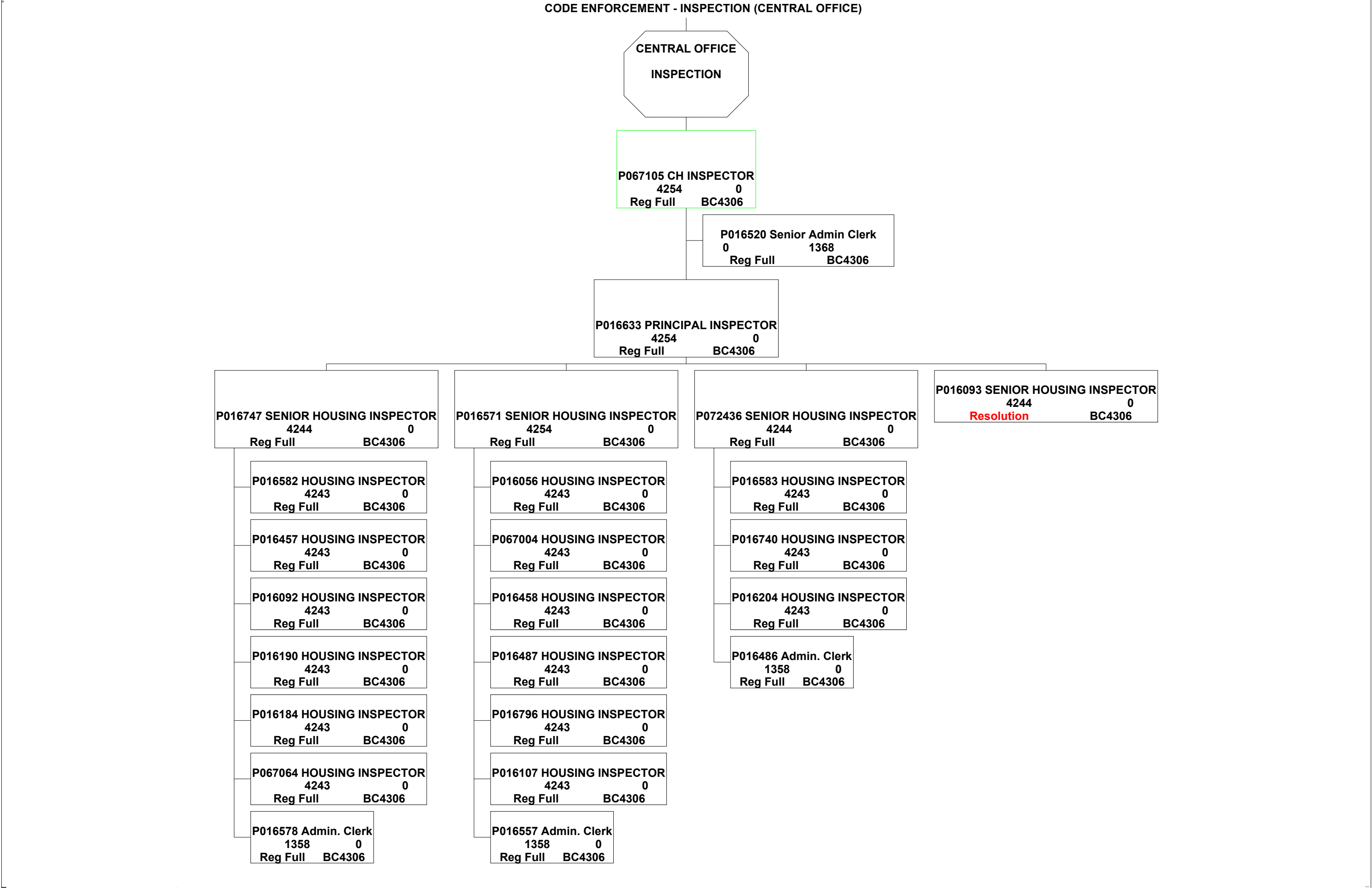
CODE ENFORCEMENT -- INSPECTION ( EAST OFFICE)



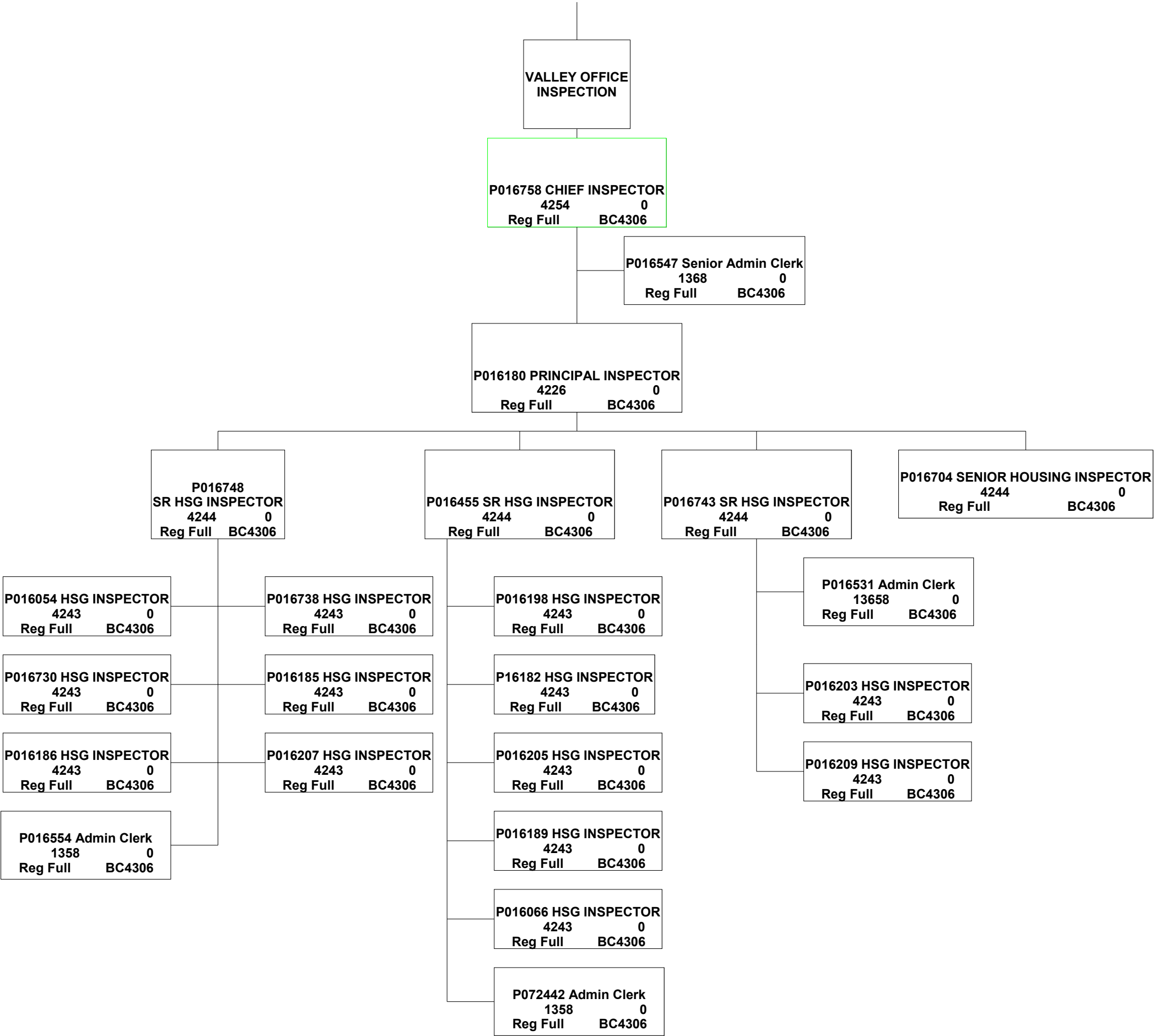


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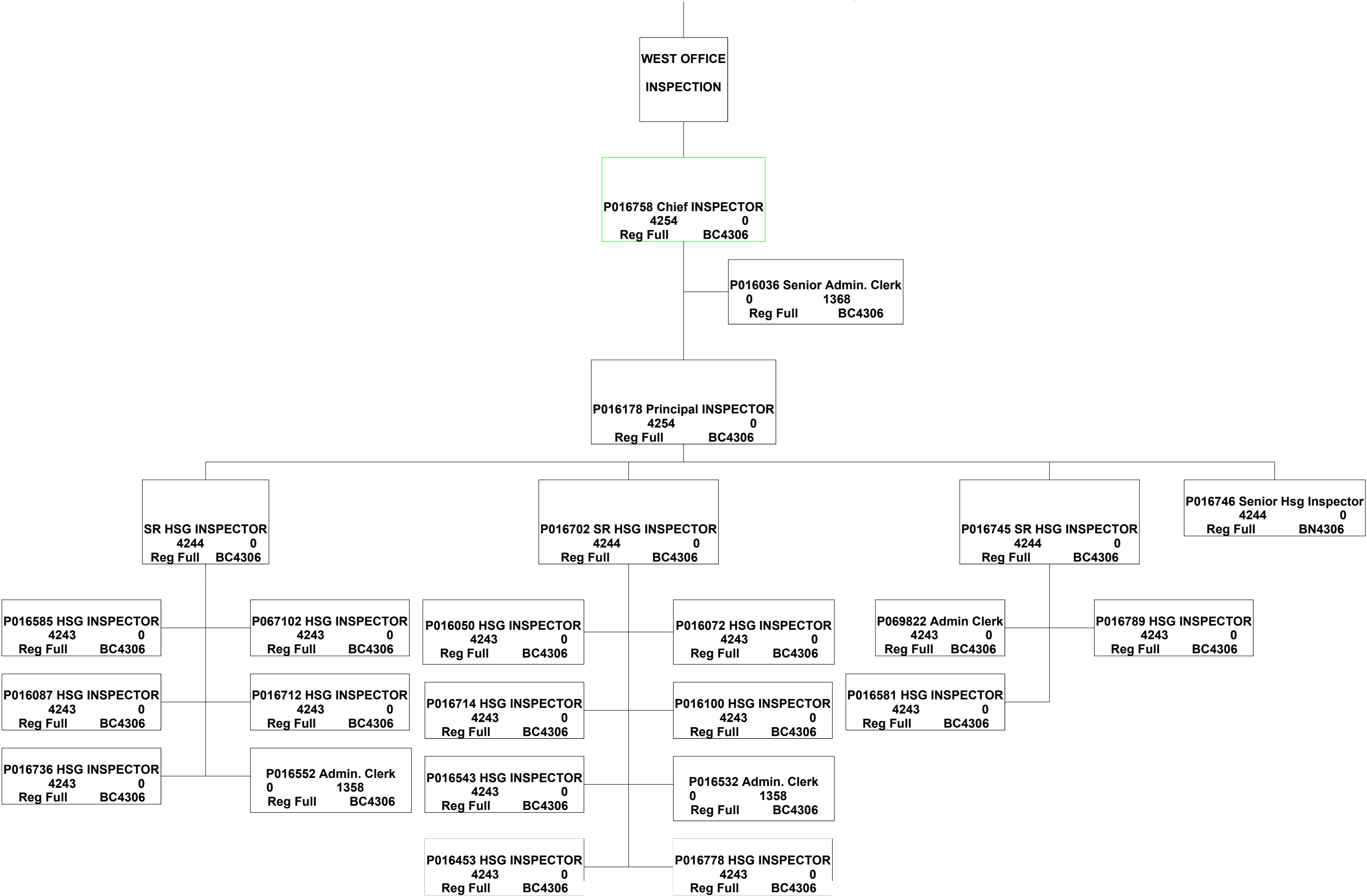


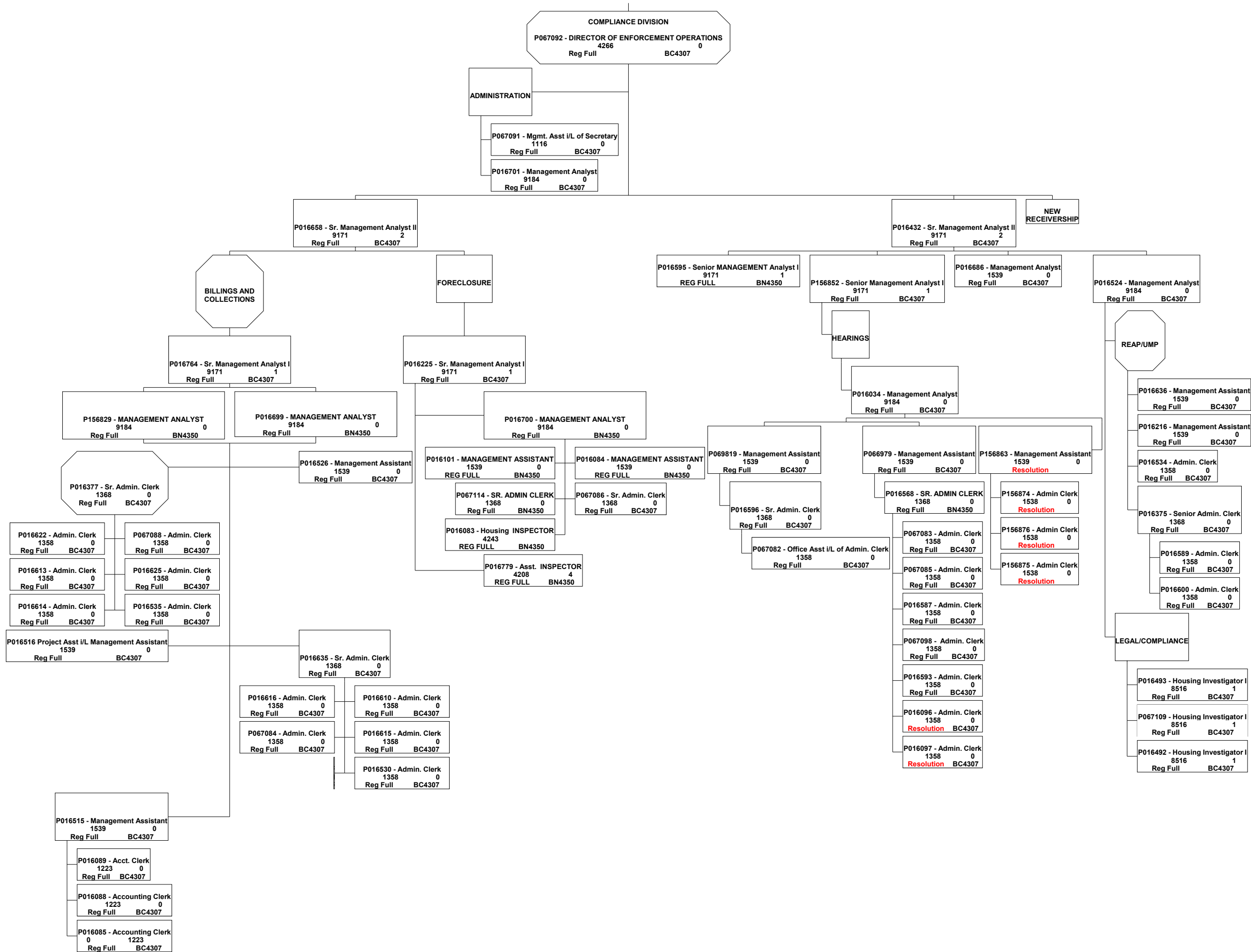


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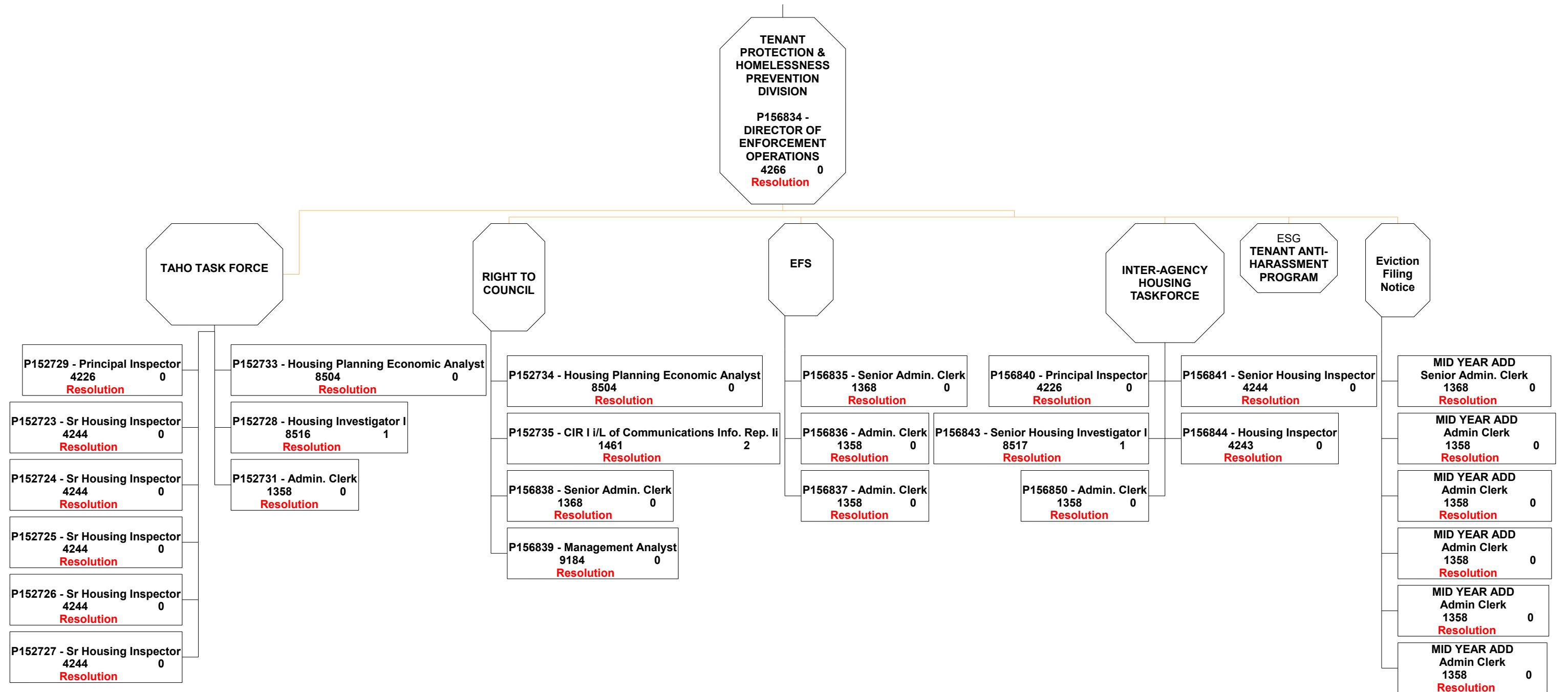


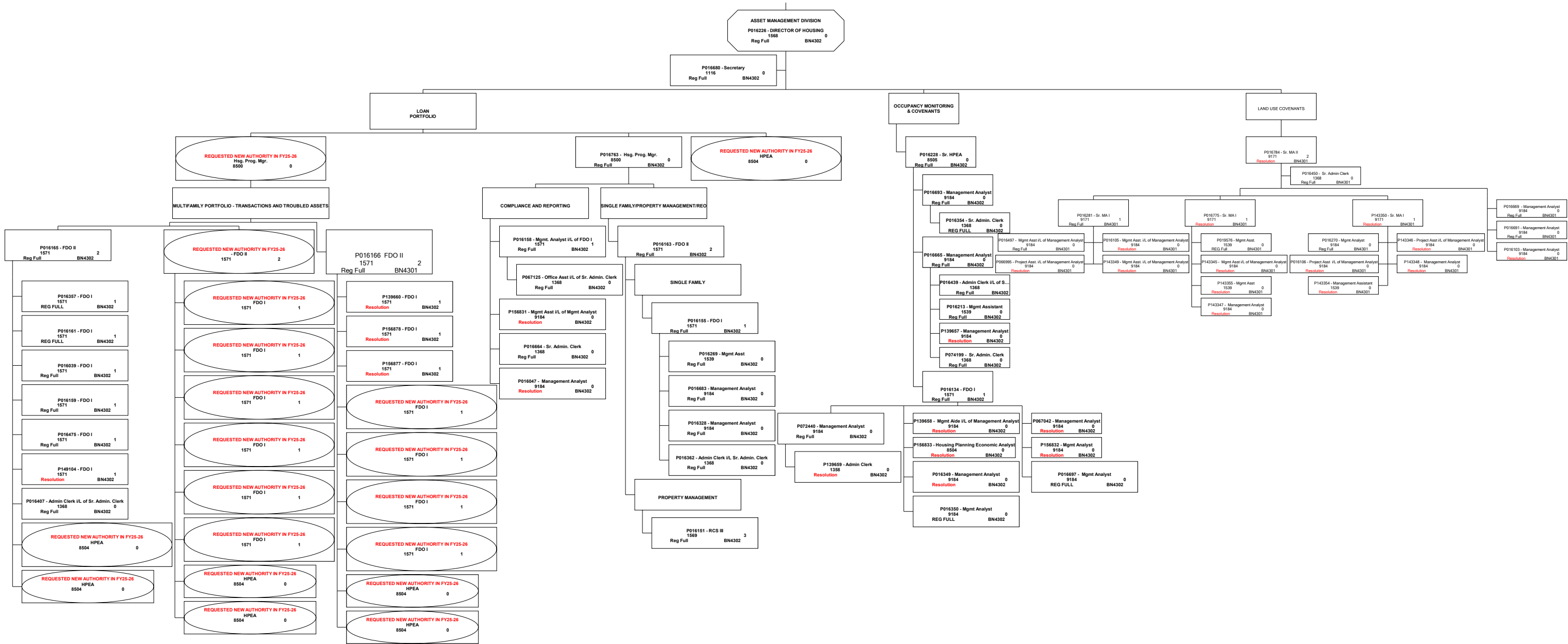
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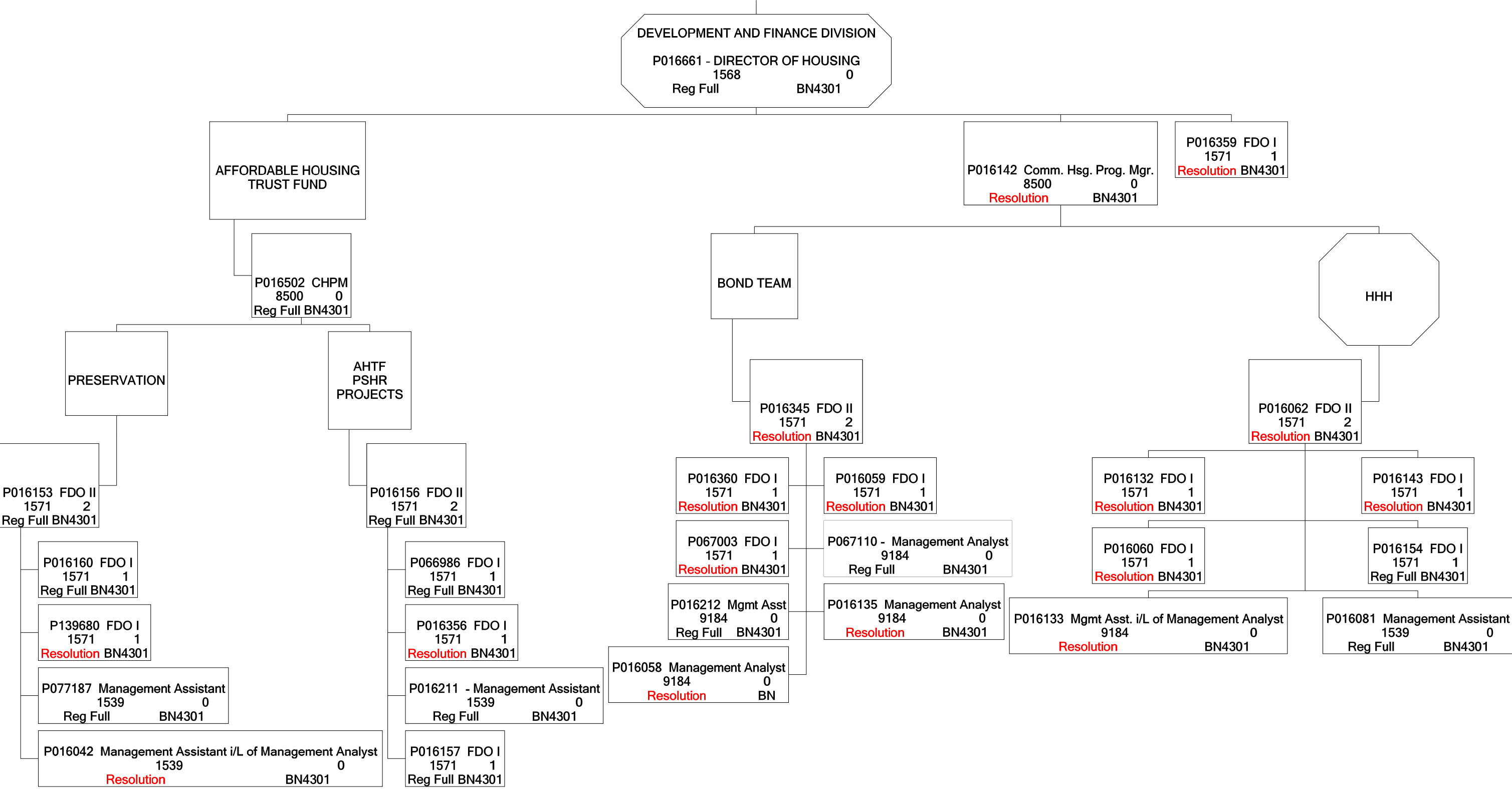


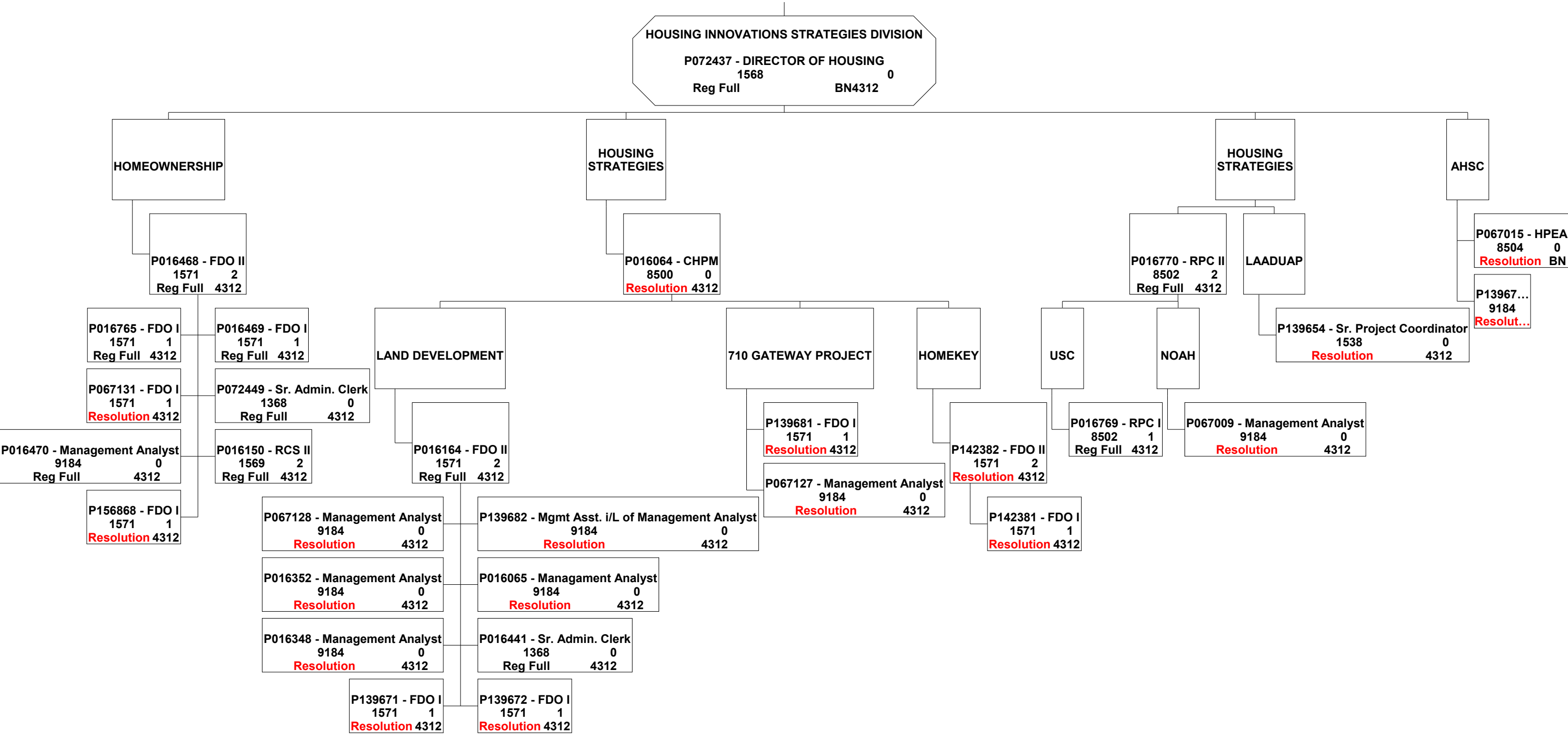


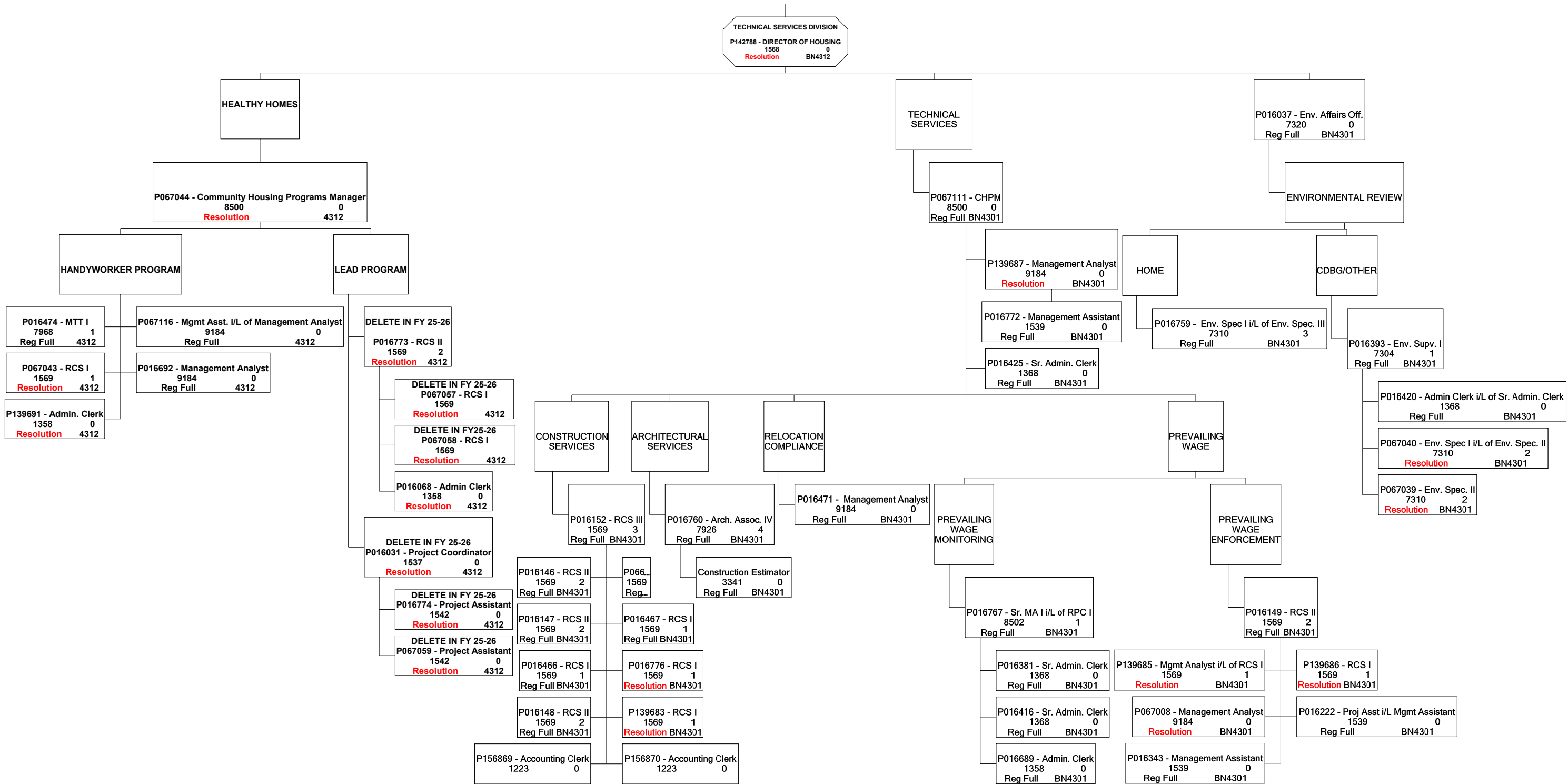
## TPHPD











ADMINISTRATIVE SERVICES

