

AcHP NEWSLETTER



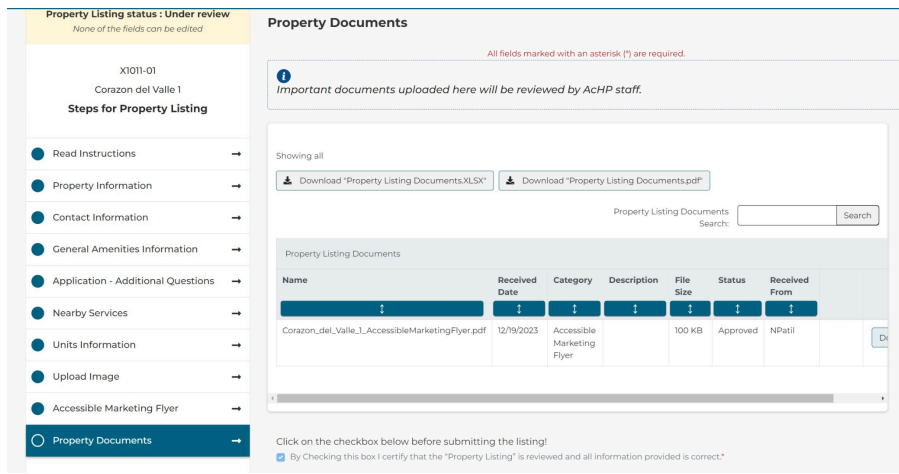
Welcome to the Accessible Housing Program (AcHP)'s newsletter! You received this message because you are an owner or staff member of a property management company responsible for a Covered Housing Development. The main goal of this partnership between your business and AcHP is to ensure that people with disabilities have an equal opportunity to rent, use, and enjoy affordable housing in the City of Los Angeles.

This newsletter will provide timely, relevant information to help you better understand all of our responsibilities related to the AcHP, fair housing laws, and the Americans with Disabilities Act. We will highlight enhancements to the Affordable and Accessible Housing Registry; feature helpful information and tips regarding completing your Quarterly Reports and Property Management Plans; share upcoming training dates; and much more.

Affirmative Marketing in Connection with the Conventional Unit Waiting List

As always, there is fierce competition for comparatively few housing units, and it is important that prospective tenants receive information about new opportunities in a fair and equitable manner. To accomplish that, information must go out with plenty of lead time. AcHP is now asking for a draft Affirmative Marketing Flyer 30 days prior to the day the project intends to open the Conventional Wait List. The flyer must be emailed to Assigned Analysts for review and approval.

The draft must be entered in, and submitted through, the Property Listing portal so that it covers all of the required items.



Property Listing status : Under review
None of the fields can be edited

X1011-01
Corazon del Valle 1
Steps for Property Listing

- Read Instructions →
- Property Information →
- Contact Information →
- General Amenities Information →
- Application - Additional Questions →
- Nearby Services →
- Units Information →
- Upload Image →
- Accessible Marketing Flyer →
- Property Documents →**

Property Documents
All fields marked with an asterisk (*) are required.

Important documents uploaded here will be reviewed by AcHP staff.

Showing all

Download "Property Listing Documents.XLSX" Download "Property Listing Documents.pdf"

Property Listing Documents Search: Search

Name	Received Date	Category	Description	File Size	Status	Received From
Corazon_del_Valle_L_AccessibleMarketingFlyer.pdf	12/19/2023	Accessible Marketing Flyer		100 KB	Approved	NPatil

Click on the checkbox below before submitting the listing!

By Checking this box I certify that the "Property Listing" is reviewed and all information provided is correct.*

New Comment Box for Accessible Unit Waiting List Applicants

A new function has been added to the Quarterly Report module that allows for greater clarity on the status of Accessible Unit Waiting List applicants. In the AUWL section of the module, please find a comment box that allows for property management to provide a reason if the applicant is being denied or skipped from the AUWL. There is no *requirement* to utilize this box, but it is available for special circumstances that might otherwise be difficult to convey in the records.

Update an Accessible Unit Waiting List Entry

Requested Unit Size

Bedroom

Bathroom

If Applicable, Specify Other Accessibility Requests (i.e. Ground Floor Unit). List the Requests:

* Applicant Moved In?

Yes No

If the applicant was denied or skipped from the AUWL, please provide a reason for actions taken. (e.g. Applicant does not need an accessible unit.)

Cancel

Update

Property Management Plan Module - Reminder

As of February 15, all Property Management Plans are to be submitted through the new module, and not in pdf format. In the Dashboard view, please see the new dark blue widget, on the very right-hand side, that says "+Add New PMP." This will lead to a module view, structured very similarly to the Quarterly Report and Property Listing modules, and containing all of the same sections as the legacy pdf-format template for the PMP. AcHP expects that this will provide for a quicker and smoother PMP submission and editing process all around. Please refer any questions to the Assigned Analyst.

Note: The Property Listing must be published before you submit your PMP as the data from approved Property Listing migrates into the PMP module.

The screenshot shows the 'My Dashboard' interface. At the top right, there is a 'Hide All Sections' button. A prominent yellow banner contains a message: 'Please hold off completing the Utilization Survey of Occupancy section in the QR Reports until further notice. We appreciate your understanding.' Below this, a blue box contains information about external reviews by Abt Associates and Vital Research, with an email address: lah.achepolliv@lacity.org. At the bottom, a row of buttons is visible: 'Add Upcoming Unit Vacancy', 'Request To Delete My Account', 'Self Declared Applicants', 'Manage Group Members', 'Link Property', and '+ Add New PMP'.

Training Sessions Offered by AcHP

Registration for the following courses is available via the AAHR Dashboard.

To register for the upcoming **Training Session**:

1. Go to accesshousingla.org and log into your account.
2. Review training sessions listed under **"UPCOMING SESSIONS"**.
3. Review the upcoming training session options and click **"Register"** for the one that best fits your schedule.
4. Click **"Confirm"** on the following screen to complete the training registration.

Combined Fair Housing Training
April 3, 2024

Fair Housing and Policy Refresher Training
April 10, 2024

Providing Effective Communication
April 17, 2024

Understanding Reasonable Accommodation/Modification Training
May 22, 2024

Navigating the Quarterly Report
June 26, 2024

Quarterly Report Due Dates

Property Management Agents: Quarterly Reports for all properties must be submitted via the Affordable and Accessible Housing Registry (AAHR). As a reminder, Property Management Agents can work on their Quarterly Reports outside of the submission period; all that's needed is to save the work and submit on or after the 1st of the month.

First Quarter: January 1 – March 31
Due: April 1-10

Second Quarter: April 1 – June 30
Due: July 1-10

Third Quarter: July 1 – September 30
Due: October 1-10

Fourth Quarter: October 1 – December 31
Due: January 1-10



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