

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

City of Riverbank

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2000

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of The City of Riverbank

PHA Number: CA-017

PHA Fiscal Year Beginning: July 2000

Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting:
(select all that apply)**

- Main administrative office of the PHA**
- PHA development management offices**
- PHA offices - administrative office of the Housing Authority of The County of Stanislaus.**

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA**
- PHA development management offices**
- PHA local offices**
- Main administrative office of the City of Riverbank**
- Main administrative office of the County of Stanislaus**
- Main administrative office of the State government**
- Riverbank Public library**
- PHA web site**
- Other (list below)**
 - Main Office of The Housing Authority of The County of Stanislaus**

PHA Plan Supporting Documents are available for inspection at:

- Main business office of the PHA**
- PHA development management offices**
- Other (list below)**
 - Main Office of The Housing Authority of The County of Stanislaus**

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The PHA's mission is: (state mission here)

B. Goals

HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.

PHA Goal: Increase the Inventory of Affordable Housing in Riverbank.

Objectives:

Apply for additional rental vouchers:

Reduce public housing vacancies: As a % from the 1999 level

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments

Other (list below)

The Authority will explore methods for providing additional affordable housing by July 1, 2001.

The Authority will initiate efforts to assist in the development of additional affordable housing by July 1, 2001.

PHA Goal: Manage the City of Riverbank's Public Housing Program in an effective and efficient manner.

Objectives:

Improve public housing management: Achieve and maintain HUD recognition as a high performer

Improve voucher management: (SEMAP score)

Increase customer satisfaction:

Concentrate on efforts to improve specific management functions:

- (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:
 - Provide replacement public housing:
 - Provide replacement vouchers:

Other: (

Achieve and maintain an occupancy rate of not less than 97% by July 1, 2001.

HUD Strategic Goal: Improve community quality of life and economic vitality

X PHA Goal: Maintain the City of Riverbank's Housing Authority Properties in a Decent Condition with High Curb Appeal:

Objectives:

X The Authority shall maintain an average non-emergency work order response time of not more than 5 days.

X The Authority shall continue to plan and deliver it's maintenance services in a manner which supports the high physical quality and curb appeal of its properties.

HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals

X PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

X Increase the number and percentage of employed persons in assisted families:

Provide or attract supportive services to improve assistance recipients' employability:

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Other: (list below)

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

X PHA Goal: Continue to operate the City of Riverbank's Housing Authority in full compliance with all Equal Opportunity Laws, Regulations, and further Affirmative Fair Housing.

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
- Other: The Authority shall achieve and maintain an ethnic, racial, and income mix in its housing developments to the extent possible by July 1, 2001.

Other PHA Goals and Objectives: (list below)

PHA Goal: The Authority shall Operate its Public Housing Program in a fiscally responsible manner.

The City of Riverbank Housing Authority shall operate in a manner so that program income exceeds expenses.

The City of Riverbank Housing Authority shall maintain its operating reserves at a level of not less than 75% of its operating income over the next three years.

Annual PHA Plan
PHA Fiscal Year 2000
[24 CFR Part 903.7]

Annual Plan Type:

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

- Troubled Agency Plan**

EXECUTIVE SUMMARY

HOUSING AUTHORITY OF THE CITY OF RIVERBANK

The Housing Authority of the City of Riverbank has prepared our *Agency Plan* in compliance with Section 511 of the *Quality Housing and Work Responsibility Act (QHWRA)* of 1998 and the ensuing HUD requirements. The *Plan* describes the Housing Authority, its mission and strategy for addressing the housing needs of low-income and very-low income families in Riverbank.

The Housing Authority of the City of Riverbank shares an Executive Director and staff with the Housing Authority of the County of Stanislaus. Both Housing Authorities are public housing agencies as defined in the *United States Housing Act of 1937*, as amended, and in 24 *C.F.R. Chapter VIII*. Both agencies have been organized under *Section 31000, et a seq.*, of the *California Health and Safety Code*.

The primary objective of the Housing Authority of the City of Riverbank is to provide decent, safe and sanitary housing to low income families at an affordable price. Our mission is to provide this housing within an environment that fosters the advancement of low income families from a position of dependency to one of self -sufficiency.

The Housing Authority has the responsibility for planning, financing, constructing, purchasing and managing properties using a variety of affordable housing programs. As the manager of rental properties, the Housing Authority performs all the functions of a private owner, including selection of residents, rent collection and property maintenance. In the City of Riverbank, the Housing Authority serves 90 households including 60 units of elderly housing and 30 units of family housing.

Federal laws establish the rent structure of the housing programs administered by the Housing Authority and require that family income be verified annually. Federal Regulations also impact the selection of program participants, occupancy, lease and grievance procedures. This *Agency Plan* deals with those policies and procedures for public housing that have been modified as a result of *QHWRA*.

In our *Five Year Plan*, the Housing Authority recognizes the need for more affordable housing in the City of Riverbank. Our goal of developing additional affordable housing has been established to address this need. However, the absence of Article 34 Referendum Authority and availability of funding impacts the Housing Authority's ability to develop additional housing.

Information taken from the [Comprehensive Housing Affordability Strategy \(CHAS\) Data](#)

Book was utilized in assessing these housing needs.

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Attachments

Required Attachments:

- A Admissions Policy for Deconcentration (CA017a01)
- B FY 2000 Capital Fund Program Annual Statement (CA017b01)
- C Most recent board-approved operating budget (CA017c01)

Optional Attachments:

- D PHA Management Organizational Chart (CA017d01)
- E FY 2000 Capital Fund Program 5 Year Action Plan (CA017e01)
- Public Housing Drug Elimination Program (PHDEP) Plan
- F Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (CA017f01)
- √ Other (List below, providing each attachment name)
 - G Audit
 - H Resolutions (CA017h01)
 - I Certificates (CA017i01)
 - J Policies on Eligibility, Selection and Admissions (CA017J01)

K Public housing grievance procedures (CA017K01)

L Public Housing Maintenance Policy (CA017I01)

M Public Housing **Infestation Policy** (CA017m01)

Supporting Documents Available for Review:

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans In Process of development
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction.	State of California Consolidated FY 1999-2000 Plan: Sec. III Annual Housing Plan, C.2.
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work</i>	Annual Plan: Eligibility, Selection, and Admissions Policies

Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	
X	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing X A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development check here if included in the public housing X A & O Policy	Annual Plan: Rent Determination
N/A	Section 8 rent determination (payment standard) policies check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
N/A	Section 8 informal review and hearing procedures check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
X	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.79 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA:

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	6478	5	5	5	5	5	5
Income >30% but <=50% of AMI	8633	5	5	5	5	5	5
Income >50% but <80% of AMI	7257	5	5	5	5	5	5
Elderly	3464	5	5	5	5	5	5
Families w/ Disabilities	N/A *	N/A	N/A	N/A	N/A	N/A	N/A
Afro-American	58.1%	5	5	5	5	5	5
Hispanic	66.9%	5	5	5	5	5	5
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity	N/A	N/A	N/A	N/A	N/A	N/A	N/A

* Not Available

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

Consolidated Plan of the Jurisdiction/s

Indicate year: _____

U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) data-set (1990 Data)

American Housing Survey data

Indicate year: _____

Other housing market study

Indicate year: _____

**A. Housing Needs of Families on the Public Housing and Section 8
Tenant- Based Assistance Waiting Lists**

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
X <input checked="" type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	59		13
Extremely low income <=30% AMI	42	71	
Very low income (>30% but <=50% AMI)	15	25	
Low income (>50% but <80% AMI)	2	3	
Families with children	28	47	
Elderly families	23	40	
Families with Disabilities	8	14	
Race/ethnicity 1-1	35	59	
Race/ethnicity 1-2	23	39	
Race/ethnicity 3-2	1	2	
Race/ethnicity			
Characteristics by Bedroom Size			

(Public Housing Only)			
1BR	27	46	10
2 BR	20	34	1
3 BR	11	19	1
4 BR	1	2	1
5 BR			
5+ BR			

Is the waiting list closed ? No - List is always open.

If yes:

B. How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year? No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

The Housing Authority of the City of Riverbank proposes to address the need for housing in the City of Riverbank by the following:

- 1) Reduce public housing vacancies and the related turn over time.
- 2) The Authority will explore methods for providing additional affordable housing by July 1, 2001.
- 3) The Authority will initiate efforts to assist in the development of additional affordable housing by July 1, 2001.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:

Select all that apply

Employ effective maintenance and management policies to minimize the number of public housing units off-line

Reduce turnover time for vacated public housing units

Reduce time to renovate public housing units

Seek replacement of public housing units lost to the inventory through mixed

finance development

- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources**
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required**
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration**
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program**
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies**
- Other (list below)**

Strategy 2: Increase the number of affordable housing units by:

Select all that apply

- Apply for additional section 8 units should they become available**
- Leverage affordable housing resources in the community through the creation of mixed - finance housing**
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.**
- Other: (list below)**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing**
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance**
- Employ admissions preferences aimed at families with economic hardships**
- Adopt rent policies to support and encourage work**

Other: (list below)

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply:

- Employ admissions preferences aimed at families who are working**
- Adopt rent policies to support and encourage work**
- Other: (list below)**

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply: **NONE**

- Seek designation of public housing for the elderly**
- Apply for special-purpose vouchers targeted to the elderly, should they become available**
- Other: (list below)**

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities**
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing**
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available**
- Affirmatively market to local non-profit agencies that assist families with disabilities**
- Other: (list below)**

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs**
- Other: (list below)**

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units**
- Market the section 8 program to owners outside of areas of poverty /minority concentrations**
- Other: (list below)**

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints**
- Staffing constraints**
- Limited availability of sites for assisted housing**
- Extent to which particular housing needs are met by other organizations in the community**
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- Influence of the housing market on PHA programs**
- Community priorities regarding housing assistance**
- Results of consultation with local or state government**
- Results of consultation with residents and the Resident Advisory Board**
- Results of consultation with advocacy groups**
- Other: (list below)**
Lack of Article 34 Referendum Authority

Statement of Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	\$5,549	Operations
b) Public Housing Capital Fund	\$141,725	Modernization
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance		
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self- Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$2,589	Modernization
3. Public Housing Dwelling Rental Income	\$211,440	Operations
4. Other income (list below)		
Interest	\$6,850	Operations

Sources	Planned \$	Planned Uses
Other	\$1,730	Operations
5. Non-federal sources (list below)		
Total resources	\$369,883	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within six-months of being offered a unit:

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other - Credit History

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

Community-wide list

- Sub-jurisdictional lists
- Site-based waiting lists
- Other - A family unit list and an elderly unit list

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?

N/A

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. **Income targeting:** The PHA will not exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income.

b. **Transfer policies:**

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies
- Overhoused
- Underhoused
- Medical justification
- Administrative reasons determined by the PHA (e.g., to permit modernization work)
- Resident choice: (state circumstances below)
- Other: (list below)

a. **Preferences**

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection (5) Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- Victims of domestic violence**
- Substandard housing**
- Homelessness**
- High rent burden (rent is > 50 percent of income)**

Other preferences: (select below)

- Working families and those unable to work because of age or disability**
- Veterans and veterans' families**
- Residents who live and/or work in the jurisdiction**
- Those enrolled currently in educational, training, or upward mobility programs**
- Households that contribute to meeting income goals (broad range of incomes)**
- Households that contribute to meeting income requirements**

(targeting)

- Those previously enrolled in educational, training, or upward mobility programs**
- Victims of reprisals or hate crimes**
- Other preference(s) (list below)**

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- Victims of domestic violence**

- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA's Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition?

(select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list) - Within 10 days of a change, unless the change is from a birth or adoption.

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists
- If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

Burney Villa, Rossi and the Sheela apartments

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Burney Villa, Rossi and the Sheela apartments

Other (list policies and developments targeted below)

d. Yes ___ No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

___ Additional affirmative marketing

Actions to improve the marketability of certain developments

___ Adoption or adjustment of ceiling rents for certain developments

___ Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other- Adoption of other program incentives to encourage deconcentration of poverty and income-mixing

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

___ Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

Burney Villa, Rossi and the Sheela apartments

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

___ Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

Burney Villa, Rossi and the Sheela apartments

B. Section 8- *Not Applicable*

Exemptions: PHAs that do not administer section 8 are not required to complete sub-

(1) Eligibility - *Not Applicable*

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

a. What is the extent of screening conducted by the PHA? (select all that apply) N/A

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

(2) Waiting List Organization - *Not Applicable*

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

PHA main administrative office

Other (list below)

(3) Search Time - *Not Applicable*

a. Yes No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

(4) Admissions Preferences - *Not Applicable*

a. Income targeting

Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability

- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs - *Not Applicable*

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials

___ Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

___ Through published notices

___ Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.79(d)]

A. Public Housing

Exemptions: PHAs that do not administer public housing are not required to complete sub-

(1) Income Based Rent Policies

a. Use of discretionary policies: (select one)

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

___ **The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)**

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0

___ \$1-\$25

___ \$26-\$50

2. ___ Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. ___ Yes X No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply) - none

___ For the earned income of a previously unemployed household member

___ For increases in earned income

___ Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

___ Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

___ For household heads

___ For other family members

___ For transportation expenses

___ For the non-reimbursed medical expenses of non-disabled or non-elderly families

___ Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

X Yes for all developments

- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The “rental value” of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount

or percentage: (if selected, specify threshold) _____
 Other (list below) Within 10 days of a change.

g. Yes ___ No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- ___ Survey of similar unassisted units in the neighborhood
- ___ Other (list/describe below)

B. Section 8 Tenant-Based Assistance - *Not Applicable*

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply to PHAs that use section 8 assistance program (vouchers, tenant-based standards) *Not Applicable***

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- ___ At or above 90% but below 100% of FMR
- ___ 100% of FMR
- ___ Above 100% but at or below 110% of FMR
- ___ Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- ___ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- ___ The PHA has chosen to serve additional families by lowering the payment

- _____ standard
- _____ Reflects market or submarket
- _____ Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level?
(select all that apply)

- _____ FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- _____ Reflects market or submarket
- _____ To increase housing options for families
- _____ Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- _____ Annually
- _____ Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- _____ Success rates of assisted families
- _____ Rent burdens of assisted families
- _____ Other (list below)

(2) Minimum Rent - *Not Applicable*

a. What amount best reflects the PHA's minimum rent? (select one)

- _____ \$0
- _____ \$1-\$25
- _____ \$26-\$50

b. _____ Yes _____ No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.79 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

A. PHA Management Structure

Describe the PHA’s management structure and organization.

- An organization chart showing the PHA’s management structure and organization is attached.**
- A brief description of the management structure and organization of the PHA follows:**

The PHA is headed by the Board of Commission. The Commission contracts with The Housing Authority of the County of Stanislaus (HACS) to manage the Riverbank Agency. The Executive Director of the Housing Authority of the County of Stanislaus manages, on a day to day basis, the Housing Authority of the City of Riverbank with HACS staff.

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	91	13
Section 8 Vouchers	N/A	N/A
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A

Other Federal Programs(list individually)	N/A	N/A

C. Management and Maintenance Policies

(1) Public Housing Maintenance and Management: (list below)

A. Management Policies:

1. CONFLICT OF INTEREST POLICY
2. DE-CONCENTRATION POLICY
3. ONE STRIKE POLICY
4. DRUG FREE WORKPLACE POLICY
5. DISCIPLINE POLICY
6. HARASSMENT POLICY
7. INVESTMENT POLICY
8. FAMILY AND MEDICAL LEAVE POLICY
9. 504 NON DISCRIMINATION POLICY
10. EMPLOYEE POLICY
11. ADMINISTRATION AND PROCUREMENT POLICY
12. OCCUPANCY POLICY
13. LAWN MAINTENANCE STANDARDS
14. LEASE AND OCCUPANCY RULES
15. CHARGE SCHEDULE
16. TOLERANCE POLICY

B. Maintenance Policies:

1. General Maintenance Policy
2. Pest Policy

(2) Section 8 Management: (list below) - *Not Applicable*

6. PHA Grievance Procedures

[24 CFR Part 903.79 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

A. Public Housing

1. ___ Yes X No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- X PHA main administrative office
- ___ PHA development management offices
- ___ Other (list below)

B. Section 8 Tenant-Based Assistance - *Not Applicable*

1. ___ Yes ___ No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- ___ PHA main administrative office
- ___ Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.79 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Page 51, Table 1

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

(2) Optional 5-Year Action Plan

a. **Yes** **No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)**

b. **If yes to question a, select one:**

The Capital Fund Program 5-Year Action Plan is provided at Page 53, Table 4

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement of

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no,

skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.79 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1. Yes No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”, skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3. Application status (select one) <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity:

b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities:

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1. Yes ___ No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

___ Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<u>Designation of Public Housing Activity Description</u>
1a. Development name: Sheela Apartments
1b. Development (project) number: # 1703
2. Designation type: ___ Occupancy by only the elderly ___ Occupancy by families with disabilities

<input checked="" type="checkbox"/> _____	Occupancy by only elderly families and families with disabilities
3. Application status (select one)	
<input checked="" type="checkbox"/> _____	Approved; included in the PHA's Designation Plan
_____	Submitted, pending approval
_____	Planned application
4. Date this designation approved, submitted, or planned for submission: (05/07/70)	
5. If approved, will this designation constitute a (select one)	
_____	New Designation Plan
<input checked="" type="checkbox"/> _____	Revision of a previously-approved Designation Plan?
1. Number of units affected: 30 Units	
7. Coverage of action (select one)	
_____	Part of the development
<input checked="" type="checkbox"/> _____	Total development

Designation of Public Housing Activity Description	
1a. Development name: Rossi Apartments	
1b. Development (project) number: # 1701	
2. Designation type:	
_____	Occupancy by only the elderly
_____	Occupancy by families with disabilities
<input checked="" type="checkbox"/> _____	Occupancy by only elderly families and families with disabilities
3. Application status (select one)	
<input checked="" type="checkbox"/> _____	Approved; included in the PHA's Designation Plan
_____	Submitted, pending approval
_____	Planned application
4. Date this designation approved, submitted, or planned for submission: (06/03/85)	
5. If approved, will this designation constitute a (select one)	
_____	New Designation Plan
<input checked="" type="checkbox"/> _____	Revision of a previously-approved Designation Plan?
1. Number of units affected: 30 Units	
7. Coverage of action (select one)	

<input type="checkbox"/>	Part of the development
<input checked="" type="checkbox"/>	Total development

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.79(j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this Act
Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status)

<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937

C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)] **Not Applicable**

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to complete

11A. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for

each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: **Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)**

Public Housing Home Ownership Activity Description (Complete one for each development affected)	
1a.	Development name:
1b.	Development (project) number:
2.	Federal Program authority:
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3.	Application status: (select one)
<input type="checkbox"/>	Approved; included in the PHA’s Homeownership Plan/Program
<input type="checkbox"/>	Submitted, pending approval
<input type="checkbox"/>	Planned application
4.	Date Home Ownership Plan/Program approved, submitted, or planned for submission: <u>(DD/MM/YYYY)</u>
5.	Number of units affected:
6.	Coverage of action: (select one)
<input type="checkbox"/>	Part of the development
<input type="checkbox"/>	Total development

B. Section 8 Tenant Based Assistance - *Not Applicable*

1. ___ Yes X No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description:

a. Size of Program

___ Yes ___ No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- ___ 25 or fewer participants
- ___ 26 - 50 participants
- ___ 51 to 100 participants
- ___ more than 100 participants

b. PHA-established eligibility criteria

___ Yes ___ No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.79 (I)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. PHAs that are not required to complete sub-component C.

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies

- Section 8 admissions policies**
- Preference in admission to section 8 for certain public housing families**
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA**
- Preference/eligibility for public housing homeownership option participation**
- Preference/eligibility for section 8 homeownership option participation**
- Other policies- Preferences for families working or engaging in training or education programs for housing programs operated or coordinated by the PHA**

b. Economic and Social self-sufficiency programs

Yes **No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)**

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Transfer Preference for Working Families	4	transfer waiting list	Main Office	Public Housing

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	N/A	N/A

**b. ___ Yes ___ No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?
If no, list steps the PHA will take below:**

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies**
- Informing residents of new policy on admission and reexamination**
- Actively notifying residents of new policy at times in addition to admission and reexamination.**
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services**
- Establishing a protocol for exchange of information with all appropriate TANF**

agencies

Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937

13. PHA Safety and Crime Prevention Measures - *Not Applicable*

[24 CFR Part 903.79 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to Component 13. High performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to the Component D.

Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments**
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments**
- Residents fearful for their safety and/or the safety of their children**
- Observed lower-level crime, vandalism and/or graffiti**
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime**
- Other (describe below)**

2. What information or data did the PHA used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents**
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority**
- Analysis of cost trends over time for repair of vandalism and removal of graffiti**
- Resident reports**
- PHA employee reports**

- _____ **Police reports**
- _____ **Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs**
- _____ **Other (describe below)**

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- _____ **Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities**
- _____ **Crime Prevention Through Environmental Design**
- _____ **Activities targeted to at-risk youth, adults, or seniors**
- _____ **Volunteer Resident Patrol/Block Watchers Program**
- _____ **Other (describe below)**

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: *Not Applicable*

- _____ **Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan**
- _____ **Police provide crime data to housing authority staff for analysis and action**
- _____ **Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)**
- _____ **Police regularly testify in and otherwise support eviction cases**
- _____ **Police regularly meet with the PHA management and residents**
- _____ **Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services**
- _____ **Other activities (list below)**

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan: *Not Applicable*

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

Yes ___ No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

___ Yes ___ No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

___ Yes ___ No: This PHDEP Plan is an Attachment. (Attachment Filename: ___)

14. RESERVED FOR PET POLICY

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

1. **X Yes ___ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?**
(If no, skip to component 17.)

2. **X Yes ___ No: Was the most recent fiscal audit submitted to HUD?**

3. **___ Yes X No: Were there any findings as the result of that audit?**

4. **___ Yes ___ No: If there were any findings, do any remain unresolved?**
If yes, how many unresolved findings remain? ___

5. **___ Yes ___ No: Have responses to any unresolved findings been submitted to HUD?**

If not, when are they due (state below)?

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable
- Private management
- Development-based accounting
- Comprehensive stock assessment
- Other: (list below)

3. Yes No: Has the PHA included descriptions of asset management activities in the optional Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

1. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Boards?

2. If yes, the comments are: (if comments were received, the PHA MUST select one)

- Attached at Attachment (CA017f01)
- Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments

List changes below:

Elimination of Min Rent, Changes to Pet Policy, and Recommendations to be made to HUD on Community Service requirements.

Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. **Yes** **No: Does the PHA meet the exemption criteria provided in section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)**

2. **Yes** **No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)**

3. Description of Resident Election Process: From the inception of our Housing Authority, All Commissioners (including two resident commissioners) have been appointed by the Riverbank City Council and therefore elections are not held.

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: From the inception of our Housing Authority, All Commissioners (including two resident commissioners) have been appointed by the Riverbank City Council and therefore elections are not held.

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

_____ Other (list)

c. Eligible voters: (select all that apply)

_____ All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

_____ Representatives of all PHA resident and assisted family organizations

_____ Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy questions as many times as needed for each Consolidated Plan)
1. Consolidated Plan jurisdiction: State of California

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan Section III. C.2

Other: This Plan adheres to the household and equitable accessibility criteria

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:

The State Department of Housing and Community Development (HCD) encourages the City of Riverbank Housing Authority to submit suggestions, improvements, and additional objectives for consideration in State Consolidated Plan updates.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

19. Definition of “Substantial Deviation” and “Significant Amendment or Modification” [903.7(r)]

Substantial deviations, significant amendments, and/or modifications are considered discretionary changes in the plans or policies of the Housing Authority that fundamentally change the mission, goals, objectives, and/or plans of the Agency. This manner of change requires formal approval from the Board of Commissioners.

Attachments

Attachment A: Admissions Policy for Deconcentration (CA017a01)

Attachment B: FY 2000 Capital Fund Program Annual Statement (CA017b01)

Attachment C: Operating Budget (CA017c01)

Attachment D: PHA Management Organizational Chart (CA017d01)

Attachment E: FY 2000 Capital Fund Program 5 Year Action Plan (CA017e01)

Attachment F: Comments of Resident Advisory Board or Boards (CA017f01)

Attachment H: Resolutions (CA017h01)

Attachment I: Certificates (CA017i01)

Attachment J: Policies on Eligibility, Selection and Admissions (CA017J01)

Attachment K: Public Housing grievance procedures (CA017k01)

Attachment L: Public Housing Maintenance Policy (CA017l01)

Attachment M: Public Housing **Infestation Policy** (CA017m01)

