

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

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# PHA Plans

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

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

## PHA Plan Agency Identification

**PHA Name:** Housing Authority of the County of Santa Clara

**PHA Number:** CA059

**PHA Fiscal Year Beginning:** 7/1/2000

### 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 local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
  1. Cypress Gardens, 3555 Judro Way, San Jose, CA 95117
  2. Lenzen Gardens, 893 Lenzen Avenue, San Jose, CA 95126
  3. Sunset Gardens, 7750 Wren Avenue, Gilroy, CA 95020
  4. Rincon Gardens, 400 West Rincon Avenue, San Jose, CA 95008

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA
- PHA development management offices
- Other (list below)



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

**A. Mission**

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

- 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)

**The MISSION of the Housing Authority of the County of Santa Clara is to provide as much "decent, safe and sanitary" housing as possible for the low income families, residents with disabilities, and seniors of the Santa Clara Valley.**

**Our philosophy, goals and professional commitment are dedicated toward fulfilling this mission.**

**B. Goals**

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the space to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers: **Successfully compete for the maximum amount of allocations through all Notice of Funding Availability.**
  - Reduce public housing vacancies: **Currently 1% vacancy level**
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments: **At least 3 significant projects each year**
  - Other (list below)

- **Increase the agency owned housing stock over the next five years by 1000-1500 units.**
- **House 20% of the families on the waiting list within 5 years.**



PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score) **Will improve score when score is received**
- Improve voucher management: (SEMAP score) **Maintain MTCS High Score, complete 100% annual inspections and recertifications on time**
- Increase customer satisfaction: **Establish Customer Support Team in the Housing Programs Department.**
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: **See 5 Year Action Plan for Capital Fund**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other:
  - **Maintain 3 months of operating expenses in cash reserves;**
  - **Establish a revenue-generating, in-house training and development entity;**
  - **Identify appropriate administrative facility expansion plan for staff and clients;**
  - **Attract and maintain a large pool of highly qualified, diverse staff;**
  - **Prepare for the impact of potential leadership changes;**
  - **Establish Customer Support Center in Housing Programs Department.**



PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: **Provide owner outreach workshops and continue to present information at briefings**
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program: **Only when final rule is implemented**
- Implement public housing or other homeownership programs: **Below Market Rate Purchase Program**
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
  - **Complete 3 significant projects each year**

- **Form an Owner Advisory Group**

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

- PHA Goal: Provide an improved living environment
- Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:
  - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
    - **Participate in Work Force Investment activities as a mandatory partner**
    - **Increase income levels for 30% of clients**
    - **Utilize voucher program for homeownership**

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- Increase the number and percentage of employed persons in assisted families: **Refer 100% of unemployed TANF to Calworks and WIA**
  - Provide or attract supportive services to improve assistance recipients' employability: **Serve as a mandated partner for Workforce Investment Act, co-partner with Calworks for WTW Clients**
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)
    - **Support the Family Self-Sufficiency Program**
    - **Expand the number of people assisted by the scholarship fund by 100%**
    - **Establish a scholarship endowment fund of \$1 million.**

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and

disability: **See Chapter 4, Section F of Public Housing Admissions and Continued Occupancy Plan; See Chapter 1, Section G of the Section 8 Administrative Plan and Chapter 3 of the Property Management Policies and Procedures Manual**

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:**See Chapter 4, Section F of Public Housing Admissions and Continued Occupancy Plan; See Chapter 1, Section G of the Section 8 Administrative Plan and Chapter 3 of the Property Management Policies and Procedures Manual**

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: **See Chapter 4, Section F of Public Housing Admissions and Continued Occupancy Plan; See Chapter 1, Section G of the Section 8 Administrative Plan and Chapter 3 of the Property Management Policies and Procedures Manual**

Other: (list below)

**Other PHA Goals and Objectives: (list below)**

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

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

**The Housing Authority of the County of Santa Clara's Executive Summary is provided as Attachment A.**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Annual Plan and Five Year Plan

**ATTACHMENTS**

- A. Housing Authority of the County of Santa Clara Executive Summary
- B. Organizational Charts
- C. Resolution No. 00-03 PHA Certification of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan
- D. State/Local Government Certification of Consistency with the Consolidated Plan
- E. List of Consolidated Plans for the Jurisdictions of the Housing Authority of the County of Santa Clara
- F. Fiscal Year Ending 6/30/2000 Operating Budget for the Housing Authority of the County of Santa Clara
- G. Table of Contents for Public Housing Admissions and Continued Occupancy Plan
- H. Table of Contents for the Section 8 Administrative Plan
- I. Table of Contents for the Property Management Policies and Procedures Manual
- J. The HUD-Approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the 2000 Grant Year
- K. 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program

- L. Housing Authority of the County of Santa Clara Single Audit Year Ended June 30, 1999
- M. 1. Procurement Policy for Equipment, Materials and Supplies,
  - 2. Procurement Policy for Professional Services
  - 3. Disposition Policy
  - 4. Protests and Appeals Policy
  - 5. Investment Policy and Guidelines
- N. Housing Needs of Families in the Housing Authority's Jurisdictions
- O. Programs Administered at the Housing Authority of the County of Santa Clara
- P. Resident Advisory Board Meetings and Public Comments

**Required Attachments:**

- Admissions Policy for Deconcentration - **See Public Housing Admissions and Continued Occupancy Plan**
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan: N/A
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)  
**Property Management Policies and Procedures Manual**

**Supporting Documents Available for Review**

Indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
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)	Annual Plan: Housing Needs
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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. 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 Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> 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 <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
X	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	any active CIAP grant	
X	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
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 <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	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 (PHEDEP) 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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
SEE TABLE OF CONTENTS	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

**Housing needs will be addressed through attrition, application for new funding and building new affordable housing sites.**

**The Section 8 program has approximately 600 turnovers per year. Public Housing has approximately 57 turnovers per year.**

**Over the past 10 years the Housing Authority of the County of Santa Clara has developed over 2,200 units of affordable housing. Also the purchase and rehabilitation of available buildings that are suitable for low income tenants is a goal. Additionally, the Housing Authority of the County of Santa will make every effort to preserve existing affordable housing through purchase or partnerships with non-profits.**

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

Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Afford- ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access- ibility</b>	<b>Size</b>	<b>Loca- tion</b>
Income <= 30% of AMI	29,141	5	5	4	3	4	4
Income >30% but <=50% of AMI	25,648	5	5	4	3	4	4
Income >50% but <80% of AMI	17,455	5	5	4	3	4	4
Elderly	11,091	5	5	4	4	2	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	34,746	5	5	4	3	3	34
Hispanic	21,081	5	5	4	3	4	4
Black	4,670	5	5	4	3	3	4
Other	11,747	5	5	4	3	3	4

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: 1995 - (1999 & 2000 Revision)
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data

- Indicate year:
- Other housing market study
- Indicate year:
- Other sources: (list and indicate year of information)

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

State the housing needs of the families on the PHA's waiting list/s **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

<b>Housing Needs of Families on the Waiting List</b>			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input 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	27,836		
Extremely low income <=30% AMI	20,457	73.49	
Very low income (>30% but <=50% AMI)	6,649	23.88	
Low income (>50% but <80% AMI)	125	.004	
Families with children	16,310	58.59	
Elderly families	3,997	14.36	
Families with Disabilities	3,816	13.71	
Race - Caucasian	13,615	48.91	
Race - Black	4,005	14.39	
Race- Native American	855	3.07	
Race - Asian	9,362	33.63	
Ethnicity - Hispanic	9,900	33.56	
Ethnicity - Non-Hispanic	17,936	64.43	

### Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: How long has it been closed (# of months)? 12 months Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Waiting list type: (select one) <input type="checkbox"/> Section 8 tenant-based assistance <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	6,926		
Extremely low income <=30% AMI	SEE ATTACHMENT N (MEMO RE: Public Housing Waiting List)		
Very low income (>30% but <=50% AMI)	SEE ATTACHMENT N (MEMO RE: Public Housing Waiting List)		
Low income (>50% but <80% AMI)	SEE ATTACHMENT N (MEMO RE: Public Housing Waiting List)		
Families with	4,458		

<b>Housing Needs of Families on the Waiting List</b>			
children			
Elderly families	2,152		
Families with Disabilities	1,782 REPORTED		
Race/ethnicity	SEE ATTACHMENT N (MEMO RE: Public Housing Waiting List)		
Characteristics by Bedroom Size (Public Housing Only)			
1 BR	2,191		
2 BR	2,401		
3 BR	2,334		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? <b>24 MONTHS</b>			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### **C. Strategy for Addressing Needs**

**The Section 8 and Public Housing Programs are 100% leased. As vacancies occur, names will be taken from the wait list by date and time. Additionally, the Section 8 Housing Programs Department will be issuing vouchers to over 1,100 families from the wait list who meet the criteria for the Welfare to Work targeted vouchers as well as 200 Family Unification Program Vouchers and 75 Main Stream Vouchers. This funding is “set aside” by H.U.D. designation.**

#### **(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)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- 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)

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	605,564	
b) Public Housing Capital Fund	1,055,821	

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	62,290,504	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
<b>Other Federal Grants (list below)</b>		
Welfare to Work Grant (Section 8)	7,395,824	Transition from welfare to self sufficiency
Family Unification Grant (Section 8)	1,165,518	Keep families together
Mainstream Grant (Section 8)		Help with affordable rent for the disabled
Staff Person - Self Sufficiency	46,348	Coordinate various housing services
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
1999 Comp Grant Program	1,174,631	Public Housing program operations
<b>3. Public Housing Dwelling Rental Income</b>		
	1,829,939	Public Housing program operations
<b>4. Other income (list below)</b>		
Washer/Dryer Revenue	26,700	Public Housing program operations
<b>4. Non-federal sources (list below)</b>		
Public Housing Investment Income	24,800	Public Housing program operations
Sec. 8 Admin Fee Investment Income	29,400	Section 8 program operations
<b>Total resources</b>	<b>75,645,049</b>	<b>We specifically reserve the right to change this financial resources statement based on later, better information.</b>

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

##### **(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 a certain time of being offered a unit: **30 days**
- 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 (describe) **Screen public records for criminal activity**

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 (describe)

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

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

**The list is currently closed. When the list reopens the Housing Authority will advertise through public notice in the newspapers, minority publications, local agencies and media entities. When the waiting list is open, any family asking to be placed on the waiting list for Public Housing rental assistance will be given the opportunity to complete an interest list form. When the interest list form is submitted to the Housing Authority it establishes the family's date and time of application for placement order on the waiting list.**

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? 10

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? 10

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? There are six complexes for families.  
Families may sign up for all six.

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:

Yes  No: Does the PHA plan to 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)

c. 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**)

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 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.

#### 1 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)

**(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:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- 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 (list below)

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:

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:

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete subcomponent 3B. **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).**

### (1) Eligibility

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

- 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**

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)

**The list is currently closed. When the list reopens the Housing Authority will advertise through public notice in the newspapers, minority publications, local agencies and media entities. When the waiting list is open, any family asking to be placed on the waiting list for Section 8 Rental Assistance will be given the opportunity to complete an interest list form. When the interest list form is submitted to the Housing Authority it establishes the family's date and time of registration for placement order on the waiting list.**

## **(3) Search Time**

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

If yes, state circumstances below: **Due to lack of affordable housing we routinely give 120 days for search. We will extend beyond 120 days based on accommodation for special needs, verified medical issues and other extenuating circumstances demonstrating the need for more time and the reason housing was not located during the 120 days.**

## **(4) Admissions Preferences**

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)
  - **Opt Out referrals with approved set aside funding allocations**
  - **Family Unification Program - 200**
  - **Shelter Plus Care - 100 +**
  - **After Care clientele - 100 vouchers**
  - **Welfare to Work set aside - 1,100 vouchers**

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.

1 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) **N/A**

- 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) **N/A**

- 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**

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)

b. 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 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

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  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

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

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

1.  Yes  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)

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)

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)
- 95<sup>th</sup> 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) **\$40.00 a month**
- Other (list below)

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)

**The Fiscal Year 2000 Fair Market Rents based on the 40<sup>th</sup> percentile, which the U.S. Department of Housing and Urban Development published.**

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenantbased assistance are not required to complete sub-component 4B. **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).**

### (1) Payment Standards

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)
  - Rental data comparability studies

**(2) Minimum Rent**

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 903.7 9 (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.

(select one)

- 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:

**B. HUD Programs Under PHA Management**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	570	57
Section 8 Vouchers	3561	150
Section 8 Certificates	6103	300
Section 8 Mod Rehab	280	20
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	

Other Federal Programs(list individually)		
Mainstream	150	12
Welfare to Work	250	15
Family Unification	250	10
Aftercare	100	5
Shelter Plus Care (McKinney Funding)	150	25
Community Housing Alliance Program by City of San Jose	14	1

### C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

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

- **Property Management Policies and Procedures Manual**
- **Public Housing Admissions and Continued Occupancy Plan**

(2) Section 8 Management: (list below)

- **Section 8 Administrative Plan**

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (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  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)

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

**B. Section 8 Tenant-Based Assistance**

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 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

**A. Capital Fund Activities**

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.

**(1) Capital Fund Program Annual Statement**

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure longterm physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment L**

-or-

- The Capital Fund Program Annual Statement is provided below:

**(2) Optional 5-Year Action Plan**

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.

- 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 as an attachment to the PHA Plan at Attachment J**

-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.

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 903.7 9 (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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. 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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission:(DD/MM/YY)
5. If approved, will this designation constitute a (select one) <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously-approved Designation Plan?
6. Number of units affected: 7. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. 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.

<b>Conversion of Public Housing Activity Description</b>
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: \_\_\_\_\_ )

- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- 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)]

**A. Public Housing**

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

1.  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 Homeownership 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 Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
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

1.  Yes  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:

- Family Self-Sufficiency participant or graduate

## **12. PHA Community Service and Self-sufficiency Programs**

[24 CFR Part 903.7 9 (1)]

Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

#### 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? **04/23/99**

#### 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)  
Using CalWorks Incentive Funds, create a Landlord Outreach Program

### **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 (list below)
  - All welfare to work voucher participants will join Family Self Sufficiency Program

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. )

<b>Services and Programs</b>				
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)
<i>Property Manager Intern Program</i>	20	<i>Application</i>	<i>Main Office/Off-Site</i>	<i>Both</i>
<i>Tenant Scholarships</i>	30+	<i>Application</i>	<i>Main Office</i>	<i>Both</i>
<i>Work Force Investment Act Mandatory Partner</i>		<i>Other</i>	<i>Information regarding job training will be shared with tenants and residents</i>	<i>Both</i>

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	37	4

Section 8	758	481 as of 12/31/99, 92 successes
-----------	-----	----------------------------------

- 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:

**Once new FSS Coordinators are hired, recruitment for Section 8 should improve. Funding was received in February, 2000.**

### 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

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub component D.

#### A. Need for measures to ensure the safety of public housing residents

1. 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 use 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: (select all that apply)

- 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**

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**

[24 CFR Part 903.7 9 (n)]

**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.  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.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  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)? **N/A**

## **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 903.7 9 (r)]

### **A. Resident Advisory Board Recommendations**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at Attachment P  
 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:

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 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

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: (describe)  
**Appointed by Santa Clara County Board of Supervisors**

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)  
**Appointed by Santa Clara County Board of Supervisors**

**C. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: **Santa Clara County, Housing and Community Development, Consolidated Plan for the Period 1995- 2000**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)

Other: (list below)

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**
- **To preserved Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of San Jose, Housing Department, 1995-2000 Consolidated Plan, 1999 Update**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)

Other: (list below)

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**
- **To preserved Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Palo Alto, Housing and Community Development, Consolidated Plan, for the Period July 1, 1995 to June 30, 2000**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)
- Other: (list below)

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**
- **To preserve Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Santa Clara, Consolidated Plan, for the Period 1995 - 2000**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)
- Other: (list below)

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**

- **To preserved Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Mountain View, Consolidated Plan, 1995 - 2000**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)
  
- Other: (list below)

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**
- **To preserved Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Sunnyvale, Consolidated Plan, 1995-2000**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)
  
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
- **To encourage development of more affordable housing**
  - **To preserve affordable housing subject to loss by conversion**
  - **To preserved Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Milpitas, Draft Consolidated Annual Performance Evaluation Report, July 1, 1998 to June 30, 1999**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
- **To encourage development of more affordable housing**
  - **To preserve affordable housing subject to loss by conversion**
  - **To preserved Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Gilroy, Consolidated Plan, July 1, 1995 - June 30, 2000**

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

- 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. (list below)

Other: (list below)

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**
- **To preserved Section 8 funding and support application for additional funds**

**D. Other Information Required by HUD**

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

## Attachments

Use this section to provide any additional attachments referenced in the Plans.



# **Executive Summary**

## **Housing Authority of the County of Santa Clara**

The Housing Authority of the County of Santa Clara has prepared its Agency Plan in compliance with both Section 511 of the *Quality Housing and Work Responsibility Act (QHWRA) of 1998* and the ensuing requirements of the U.S. Department of Housing and Urban Development.

The Housing Authority of the County of Santa Clara has adopted the following mission statement to guide its activities:

**The mission of the Housing Authority of the County of Santa Clara is to provide as much decent, safe and sanitary housing as possible for the low income families, residents with disabilities and seniors in the Santa Clara Valley.**

Our philosophy, goals and professional commitment are dedicated toward fulfilling this mission.

Over the next five years the Housing Authority of the County of Santa Clara will pursue the following primary goals:

- **Increase the availability of decent, safe and affordable housing by improving the quantity, quality, and variety of housing choices in the community;**
- **Improve the community quality of life and economic vitality by participating in work force investment activities, by increasing income levels for 30% of clients and by utilizing the voucher program for homeownership;**
- **Promote self-sufficiency and asset development of families and individuals by supporting the Family Self-Sufficiency Program, by linking TANF recipients to CalWORKS and other appropriate programs and by increasing the number of families served by the agency's existing educational scholarship fund;**
- **Take affirmative measures to ensure Equal Opportunity in Housing for all families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.**

The Annual Plan of the Housing Authority of the County of Santa Clara is based on the premise that accomplishing the above five-year goals will move the Housing Authority in a direction consistent with its mission. The policies, procedures, plans and budgets set forth in the Annual Plan all support and promote the accomplishment of the stated goals and objectives. Both the Agency Plan and the Annual Plan outline a comprehensive approach to meeting these goals and objectives, and they are consistent with the Consolidated Plans of the eight jurisdictions in Santa Clara County.

A Resident Advisory Council has thoroughly reviewed both the Five Year Plan and the Annual Plan. This representative group met and discussed the plans on five separate occasions. Their comments have been summarized and are included in the documents.

## **List of Consolidated Plans for the Jurisdictions of the Housing Authority of the County of Santa Clara**

The Housing Authority of the County of Santa Clara has ensured consistency of its plan with the Consolidated Plans for the following jurisdictions:

Santa Clara County  
Housing and Community Development  
Consolidated Plan for the Period 1995 - 2000

City of San Jose  
Housing Department  
1995 - 2000 Consolidated Plan  
1999 Update

City of Palo Alto  
Housing and Community Development  
Consolidated Plan  
for the Period July 1, 1995 to June 30, 2000

City of Santa Clara  
Consolidated Plan  
For the Period 1995 - 2000

City of Mountain View  
Consolidated Plan  
1995 - 2000

City of Sunnyvale  
Consolidated Plan  
1995 - 2000

City of Milpitas  
Draft Consolidated Annual Performance Evaluation Report  
July 1, 1998 to June 30, 1999

City of Gilroy  
Consolidated Plan  
July 1, 1995 to June 30, 2000

## Table of Contents

---

### Chapter 1

#### STATEMENT OF POLICIES AND OBJECTIVES

A.	HOUSING AUTHORITY MISSION STATEMENT [OR HISTORICAL INFORMATION ON THE AGENCY].....	1-1
B.	LOCAL OBJECTIVES .....	1-1
C.	PURPOSE OF THE POLICY.....	1-2
D.	FAIR HOUSING POLICY.....	1-2
E.	SERVICE AND ACCOMMODATIONS POLICY.....	1-4
F.	TRANSLATION OF DOCUMENTS.....	1-5
G.	PUBLIC HOUSING MANAGEMENT ASSESSMENT SYSTEM (PHAS) OBJECTIVES .....	1-6
H.	FAMILY OUTREACH.....	1-6
I.	PRIVACY RIGHTS.....	1-7
J.	POSTING OF REQUIRED INFORMATION.....	1-7
K.	TERMINOLOGY.....	1-8

### Chapter 2

#### ELIGIBILITY FOR ADMISSION

A.	QUALIFICATION FOR ADMISSION.....	2-1
B.	FAMILY COMPOSITION.....	2-2
C.	MANDATORY SOCIAL SECURITY NUMBERS.....	2-4
D.	CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS.....	2-4
E.	OTHER ELIGIBILITY CRITERIA.....	2-5
F.	ONE STRIKE POLICY .....	2-6
G.	SCREENING FOR SUITABILITY .....	2-10
H.	HEARINGS.....	2-16

### Chapter 3

#### APPLYING FOR ADMISSION

A.	HOW TO APPLY .....	3-1
B.	“INITIAL” APPLICATION PROCEDURES.....	3-2
C.	NOTIFICATION OF APPLICANT STATUS.....	3-2
D.	COMPLETION OF A FULL APPLICATION.....	3-3
E.	PROCESSING APPLICATIONS.....	3-4
F.	FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY.....	3-4

## Table of Contents

---

### Chapter 4

#### TENANT SELECTION AND ASSIGNMENT PLAN

A.	MANAGEMENT OF THE WAITING LIST.....	4-1
B.	SITE BASED WAITING LISTS.....	4-4
C.	INCOME TARGETING .....	4-6
D.	MIXED POPULATION UNITS.....	4-6
E.	GENERAL OCCUPANCY UNITS.....	4-7
F.	DECONCENTRATION OF POVERTY AND INCOMEMIXING.....	4-7
G.	REMOVAL FROM WAITING LIST AND PURGING.....	4-9
H.	OFFER OF ACCESSIBLE UNITS.....	4-9
I.	PLAN FOR UNIT OFFERS.....	4-10
J.	CHANGES PRIOR TO UNIT OFFER.....	4-10
K.	APPLICANT STATUS AFTER FINAL UNIT OFFER.....	4-10
L.	TIME-LIMIT FOR ACCEPTANCE OF UNIT .....	4-11
M.	REFUSAL OF OFFER.....	4-11

### Chapter 5

7

#### OCCUPANCY GUIDELINES

A.	DETERMINING UNIT SIZE.....	5-1
B.	EXCEPTIONS TO OCCUPANCY STANDARDS.....	5-2
C.	ACCESSIBLE UNITS .....	5-3
D.	FAMILY MOVES.....	5-3

### Chapter 6

#### DETERMINATION OF TOTAL TENANT PAYMENT

A.	MINIMUM RENT .....	6-1
B.	INCOME AND ALLOWANCES.....	6-3
C.	TRAINING INCOME EXCLUSIONS.....	6-4
D.	AVERAGING INCOME.....	6-8
E.	MINIMUM INCOME.....	6-8
F.	INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME.....	6-9
G.	REGULAR CONTRIBUTIONS AND GIFTS.....	6-9
H.	ALIMONY AND CHILD SUPPORT.....	6-9
I.	LUMP-SUM RECEIPTS .....	6-10
J.	CONTRIBUTIONS TO RETIREMENT FUNDS- ASSETS .....	6-11

## Table of Contents

---

K.	ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE.....	6-11
L.	CHILD CARE EXPENSES .....	6-11
M.	MEDICAL EXPENSES.....	6-12
N.	PRORATION OF ASSISTANCE FOR “MIXED” FAMILIES.....	6-12
O.	REDUCTION IN BENEFITS .....	6-13
P.	UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS .....	6-13
Q.	EXCESS UTILITY PAYMENTS.....	6-14
R.	CEILING RENTS .....	6-14
S.	FAMILY CHOICE IN RENTS.....	6-15
T.	HOUSING AUTHORITY’S FLAT RENT METHODOLOGY.....	6-17

### Chapter 7

#### VERIFICATION PROCEDURES

A.	METHODS OF VERIFICATION AND TIME ALLOWED.....	7-1
B.	RELEASE OF INFORMATION.....	7-3
C.	COMPUTER MATCHING.....	7-3
D.	ITEMS TO BE VERIFIED.....	7-3
E.	VERIFICATION OF INCOME.....	7-4
F.	INCOME FROM ASSETS .....	7-8
G.	VERIFICATION OF ASSETS.....	7-8
H.	VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME.....	7-9
I.	VERIFYING NON-FINANCIAL FACTORS .....	7-11
J.	VERIFICATION OF SUITABILITY FOR ADMISSION.....	7-16
K.	VERIFICATION OF WAITING LIST PREFERENCES.....	7-17

### Chapter 8

#### TRANSFER POLICY

A.	GENERAL STATEMENT.....	8-1
----	------------------------	-----

### Chapter 9

#### LEASING

A.	LEASE ORIENTATION.....	9-1
B.	EXECUTION OF LEASE.....	9-4
C.	ADDITIONS TO THE LEASE.....	9-5
D.	LEASING UNITS WITH ACCESSIBLE OR ADAPTABLE FEATURES.....	9-6
E.	UTILITY SERVICES.....	9-7

## Table of Contents

---

F.	SECURITY DEPOSITS.....	9-7
G.	RENT PAYMENTS.....	9-8
H.	FEES AND NONPAYMENT PENALTIES.....	9-8
I.	SCHEDULES OF SPECIAL CHARGES.....	9-9
J.	MODIFICATIONS TO THE LEASE.....	9-9
K.	CANCELLATION OF THE LEASE.....	9-9
L.	INSPECTIONS OF PUBLIC HOUSING UNITS.....	9-10

### Chapter 10

#### PET POLICY

A.	MANAGEMENT APPROVAL OF PETS.....	10-1
B.	STANDARDS FOR PETS.....	10-2
C.	PETS TEMPORARILY ON THE PREMISES.....	10-4
D.	DESIGNATION OF PET/NO PET AREAS.....	10-4
E.	ADDITIONAL FEES AND DEPOSITS FOR PETS.....	10-4
F.	ALTERATIONS TO UNIT.....	10-5
G.	PET WASTE REMOVAL CHARGE.....	10-5
H.	PET AREA RESTRICTIONS.....	10-5
I.	NOISE.....	10-6
J.	CLEANLINESS REQUIREMENTS.....	10-6
K.	PET CARE.....	10-6
L.	RESPONSIBLE PARTIES.....	10-7
M.	INSPECTIONS.....	10-7
N.	PET RULE VIOLATION NOTICE.....	10-7
O.	NOTICE FOR PET REMOVAL.....	10-7
P.	TERMINATION OF TENANCY.....	10-7
Q.	PET REMOVAL.....	10-8
R.	EMERGENCIES.....	10-8

### Chapter 11

#### RECERTIFICATIONS

A.	ELIGIBILITY FOR CONTINUED OCCUPANCY.....	11-1
B.	ANNUAL RECERTIFICATIONS.....	11-1
C.	REPORTING INTERIM CHANGES.....	11-4
D.	INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS.....	11-7
E.	OTHER INTERIM REPORTING ISSUES.....	11-7

## Table of Contents

---

F.	TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS).....	11-8
G.	REPORTING OF CHANGES IN FAMILY COMPOSITION.....	11-9
H.	REMAINING MEMBER OF TENANT FAMILY - RETENTION OF UNIT.....	11-13
I.	CHANGES IN UNIT SIZE.....	11-14
J.	CONTINUANCE OF ASSISTANCE FOR “MIXED” FAMILIES.....	11-14

### Chapter 12

#### LEASE TERMINATIONS

A.	TERMINATION BY TENANT.....	12-1
B.	TERMINATION BY HOUSING AUTHORITY.....	12-1
C.	NOTIFICATION REQUIREMENTS.....	12-2
D.	TERMINATIONS DUE TO INELIGIBLE IMMIGRATION STATUS.....	12-4

### Chapter 13

#### COMPLAINTS, GRIEVANCES AND APPEALS

A.	APPLICABILITY.....	13-1
B.	DEFINITIONS .....	13-2
C.	INFORMAL SETTLEMENT OF GRIEVANCE.....	13-3
D.	PROCEDURE TO OBTAIN A FORMAL HEARING.....	13-4
E.	HEARING PROCEDURES.....	13-6
F.	DECISION OF THE HEARING PANEL.....	13-7
G.	JUDICIAL PROCEEDINGS.....	13-8
H.	ADMINISTRATIVE REVIEW OF HEARING PANEL DECISION.....	13-8
I.	EVICITION ACTIONS.....	13-9
J.	GIVING OF NOTICE.....	13-9
K.	CHANGES TO GRIEVANCE PROCEDURE.....	13-9
L.	PUBLICATION OF GRIEVANCE PROCEDURE.....	13-9

### Chapter 14

#### FAMILY DEBTS TO THE HOUSING AUTHORITY

A.	PAYMENT AGREEMENT FOR FAMILIES.....	14-2
B.	DEBTS DUE TO FRAUD/NON-REPORTING OF INFORMATION.....	14-4
C.	WRITING OFF DEBTS.....	14-5

## Table of Contents

---

### Chapter 15

#### GLOSSARY

I.	TERMS USED IN DETERMINING RENT.....	15-1
II.	GLOSSARY OF HOUSING TERMS .....	15-9
III.	GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE.....	15-18

### Chapter 16

#### PROGRAM INTEGRITY ADDENDUM

A.	CRITERIA FOR INVESTIGATION OF SUSPECTED FRAUD AND ABUSE.....	16-2
B.	STEPS THE <b>HOUSING AUTHORITY</b> WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD.....	16-3
C.	STEPS THE <b>HOUSING AUTHORITY</b> WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD.....	16-4
D.	THE <b>HOUSING AUTHORITY'S</b> HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD .....	16-5
E.	HOW THE <b>HOUSING AUTHORITY</b> WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD.....	16-6
F.	PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE <b>HOUSING AUTHORITY</b> .....	16-7
G.	CONCLUSION OF THE <b>HOUSING AUTHORITY'S</b> INVESTIGATIVE REVIEW .....	16-7
H.	EVALUATION OF THE FINDINGS.....	16-7
I.	ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED.....	16-8

# **PROPERTY MANAGEMENT POLICIES AND PROCEDURES MANUAL**

Due to the length of this document, only the Table of Contents is included.  
Copies of particular areas of interest may be made by calling Kristine Torres at  
(408) 993-3079.

# **PROPERTY MANAGEMENT POLICIES AND PROCEDURES MANUAL**

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**Annual Statement  
Capital Fund Program (CFP) Part I: Summary**

**Capital Fund Grant Number FFY of Grant Approval: 2000**

**[ ] Original Annual Statement**

<b>Line No.</b>	<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	26,800
4	1410 Administration	64,600
5	1411 Audit	3,000
6	1415 Liquidated Damages	
7	1430 Fees and Costs	35,000.00
8	1440 Site Acquisition	
9	1450 Site Improvement	216,500
10	1460 Dwelling Structures	436,895
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	135,000
13	1475 Nondwelling Equipment	103,500
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	30,000
18	1498 Mod Used for Development	
19	1502 Contingency	10,000
<b>20</b>	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	<b>1,061,295</b>
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	
Capital Fund Annual Statement (2000) Sheet 1		

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA 39 PO59 004-Rincon Gardens	Replace concrete entryway	1450	7,500
	Replace concrete in courtyard	1450	5,500
	Paint/replace flooring in 7 1/2% of units	1460	105,000
	Replace roof protective walking pads	1460	12,100
	Replace mailboxes	1460	18,000
	Replace carpeting in dining room/hallways	1460	24,000
	Install awnings @ courtyard doors & Entry	1460	13,000
	Install new roof flashing for air ducts	1460	2,900
	Upgrade fire alarm system	1460	12,000

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**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

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**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA- Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
<b>CA 39 PO59 005 Sunset Gardens</b>	Install fence at alley	1450	17,000
	Replace trash enclosers	1450	30,000
	Upgrade irrigation system	1450	50,000
	Install air conditioning in laundry room	1460	3,400
	Replace furnace doors closers	1460	18,750
	Replace door closure in community room	1460	10,000
	Install exhaust fan in shop	1460	1,500
	Install gutter screens	1460	14,250
	Replace 100 gallon water heater for laundry	1460	4,500
	Replace G.F.I outlets in kitchen	1460	4,875

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
CA 39 PO59 007 Lenzen Gardens	Replace concrete at entry & courtyard; add concrete @ northeast sides of building.	1450	35,200
	Prune trees	1450	6,000
	Add lighting in courtyard	1450	9,000
	Replace benches	1450	6,000
	Add additional parking spaces	1450	8,000
	Replace planters	1450	5,400
	Replace lighting in gazebo	1450	3,200
	Add power assist to door	1460	2,250
	Upgrade fire alarm system	1460	7,200
	Install exhaust fan in staff lounge	1460	1,850
	Renovate handicapped baths	1460	70,000
	Replace gutters in common area	1460	5,400
	Replace G.F.I. outlets in kitchen	1460	5,775
	Remove solar storage tank	1460	5,400
Replace veneer on reception counter	1460	3,500	

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting**

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**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
CA 39 PO59 008 Cypress Gardens	Add lighting in courtyard	1450	6,000
	Replace project sign	1450	5,400
	Replace asphalt driveway with concrete	1450	18,000
	Paint fire service risers	1460	4,000
	Replace flooring on stairs	1460	7,500
	Repair walls in garbage rooms	1460	6,000
	Replace fire doors in corridors	1460	18,000
	Replace drinking fountains	1460	2,860
	Replace G.F.I outlets in kitchens	1460	8,110

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
<b>CA 39 PO59 012</b> <b>Lucretia/Julian St. Gardens</b>	Install basketball court at Lucretia	1450	3,100
	Install summer fan switches, all units	1460	5,000
	Replace cable tv cabinet at Lucretia	1460	3,000

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
<b>CA 39 PO59 016</b> <b>Miramar/Deborah Drive</b>	Replace gate in courtyard at Deborah site	1450	1,200
	Provide lighting @ entry doors at both sites	1460	11,575
	Replace water softener @ Miramar site	1460	5,200
	Replace windows at Deborah site	1460	13,500
	Renovate laundry room at Miramar site	1460	4,000
	Install awning at entry to Miramar	1460	2,500

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
<b>HA-Wide</b>	<b>Management Improvements</b>	<b>1408</b>	
	CIP staff training	1408	2,500
	On-line Davis Bacon Services	1408	600
	Obtain study for ergonomic furniture	1408	5,000
	Resident initiative-computer training	1408	7,500
	Microsoft certification/computer software upgrade	1408	10,000
	Training for teamwork	1408	1,200
<b>HA-Wide</b>	<b>Administration</b>	<b>1410</b>	
	Salaries & Benefits	1410	55,000
	Travel	1410	500
	Recording Fees	1410	100
	Publications	1410	4,000
	Consultants	1410	5,000
<b>HA-Wide</b>	<b>Audit</b>	<b>1411</b>	3,000
<b>HA-Wide</b>	<b>Fees and Costs</b>	<b>1430</b>	
	Consultant Fees	1430	10,000
	Architect/Inspection Fees	1430	25,000
<b>HA-Wide</b>	<b>Nondwelling Structures</b>	<b>1470</b>	
	Replace carpet in administration building		135,000

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>
<b>HA-Wide</b>	<b>Nondwelling Equipment</b>	<b>1475</b>	
	3 laptop computers	1475	6,000
	Metaframe server for data communications	1475	25,000
	Computer hardware for resident initiatives	1475	25,000
	Purchase new 1 ton van	1475	35,000
	Purchase pressure washer	1475	1,500
	Purchase concrete grinder	1475	2,000
	Replace riding lawn mower	1475	9,000
<b>HA-Wide</b>	<b>Relocation</b>	<b>1495</b>	
	Relocation for unit renovation	1495	30,000
<b>HA-Wide</b>	<b>Contingency</b>	<b>1502</b>	10,000
	<b>TOTAL</b>		<b>407,900</b>

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Total Estimated Cost</b>

**Annual Statement**  
**Capital Fund Program (CFP) Part II: Supporting Table**

<b>Development Number/Name HA-Wide Activities</b>	<b>General Description of Major Work Categories</b>	<b>Development Account Number</b>	<b>Total Estimated Cost</b>

## 5-Year Action Plan for Capital Fund

<b>5-Year Action Plan Tables</b>					
<b>Development Number</b>	<b>Development Name (or indicate PHA wide)</b>	<b>Number Vacant Units</b>	<b>% Vacancies in Development</b>		
CA PO59 014	Eklund Gardens	0	0%		
<b>Description of Needed Physical Improvements or Management Improvements</b>				<b>Estimated Cost</b>	<b>Planned Start Date (HA Fiscal Year)</b>
Seal paved areas both sites				12,000	2001
Paint buildings both sites				38,000	2001
Replace washer/dryer @ Poincianna Site				7,500	2002
<b>Total estimated cost over next 5 years</b>				<b>57,500</b>	