

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:** City of Pittsburg Housing Authority

**PHA Number:** CA060

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2000

**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)

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: **TO PROMOTE ADEQUATE AND AFFORDABLE HOUSING AND A SUITABLE LIVING ENVIRONMENT FREE FROM DISCRIMINATION.**

**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 spaces 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:
- Reduce public housing vacancies:
- Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments
- Other: (list below)
- Conduct Outreach programs for new landlord
  - Provide housing for low income citizens.
  - Conduct quarterly meetings for landlords and tenant.
  - Enforce good housekeeping.
  - For landlords to complete repairs as needed.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
    - Improve management on inspections by having more details and quality control.

- PHA Goal: Increase assisted housing choices  
Objectives:
- Provide voucher mobility counseling:
  - Conduct outreach efforts to potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs:
  - Implement public housing site-based waiting lists:
  - Convert public housing to vouchers:
  - Other: (list below)
    - Allow maximum flexibility regarding rental search timelines.

**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)
  - Provide more information at voucher briefings.

**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:
  - Provide or attract supportive services to improve assistance recipients' employability:
  - Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - Other: (list below)

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

- 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:
  - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives:**

- **Objective One: *To assure that the housing subsidy programs for which it is funded are well run.*** Realistically, the agency cannot meet all the housing needs of the poor in this city. Primarily, the agency is funded to operate the Section 8 Existing Program. Consequently, its first priority is to assure that this program is efficient which is defined as a content score of at least 90% and above on the Section 8 Existing Management Assessment Program (SEMAP). Currently, with a score of 90%, the agency is considered a "High Performer" under the Section 8 Existing Management Assessment Program. The agency plans to continue to improve this score by year three of the five-year plan and to maintain
-

that score at or above that level for the balance of the period. HUD will not be implementing SEMAP until year two of the five-year plan but the agency will strive to become a “High Performer” by 2003.

- **Objective Two: *To expand the number of housing opportunities.*** There has not been, nor is there anticipated to be, any new funding for low income housing (other than Senior Housing) in more than a decade, still the agency would like to continue to seek ways of expanding the supply of affordable housing. In that regard, the agency plans to continue meeting with landlords to inform and encourage participation in the program.
- **Objective Three: *To consolidate the certificate and voucher programs.*** The 1998 housing bill merges these programs, providing for a uniform leased-housing program. Although federally mandated, we have included it as one of our main goals because of its overall significance.
- **Objective Four: *To increase the number of tenant-based assistance through project-based opt-outs.*** This change will likely have a significant impact on the agency as the estimated number of units are expected to “opt-out” over the next couple of years.

- X Increase staff effectiveness through team building and consistency.
- X Outreach to Landlords to provide housing to our low-income families
- X Continue to improve the Voucher program, by giving more detail in the briefings and explaining the importance of following HUD rules and regulations

# **FIVE-YEAR PLAN**

**FISCAL YEARS 2000-2004**

**CITY OF PITTSBURG HOUSING AUTHORITY**

**65 CIVIC AVENUE  
PITTSBURG, CA 94565**

**EXECUTIVE DIRECTOR**

**JEFFREY C. KOLIN**

**HOUSING AUTHORITY COMMISSIONERS**

**LORI ANZINI  
ROBERT LEWIS  
FRANK QUESADA  
FEDERAL GLOVER  
FRANK AIELLO  
CLEON PETERSON  
CATHY WALLEN**



Revised 5/31/00

**JUNE 19, 2000**

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## **I. INTRODUCTION**

This document serves as the City of Pittsburg Housing Authority's (PHA) five-year plan for fiscal years 2000 through 2004.

The 1998 Quality Housing and Work Responsibility Act (QHWRA) requires all public housing authorities prepare a five year plan. The first such plan must be submitted for housing authorities with fiscal years beginning June 30, 2000. The Pittsburg Housing Authority is a public housing authority and, as such, this is the first five-year plan prepared by the agency.

The PHA administers 747 units of Section 8 housing and a profile of these units is shown in *Attachment B*

## **II. MISSION STATEMENT**

The mission of the Pittsburg Housing Authority is as follows:

**TO PROMOTE ADEQUATE AND AFFORDABLE HOUSING AND A  
SUITABLE LIVING ENVIRONMENT FREE FROM DISCRIMINATION.**

In adopting this mission statement, the Board understood that there are ways to "provide" housing assistance, from development and ownership of housing to providing of housing subsidies. Further, it is understood that these mechanisms would change over time as market forces change. It should be noted that this mission statement is consistent with QHWRA, which also envisions a broad and changing landscape for public housing.

This mission statement also makes clear that the agency has a role that extends beyond simply housing assistance. The housing provided and offered must support families, neighborhoods, and economic self-sufficiency. However, the agency must continue to balance the use of its public dollars with every "unit" of housing provided.

## **III. Pittsburg housing authority (PHA) BOARD**

The agency is overseen by a seven-member board, including the City's five Council Members and two housing participants appointed by the City Council. The chairperson is elected annually by the board members.

#### **IV. FIVE YEAR PLAN PREPARATION**

Five-year plans must include the mission statement and long-range goals of the agency. These plans must be submitted to Federal Housing & Urban Development HUD at least 75 days prior to the start of the public housing authority fiscal year. Additionally, each PHA must conduct a public hearing to discuss the five-year plan, and the agency must take into consideration any public comments received in regards to the plan before the Board formally adopts the plan.

The Agency established a Resident Advisory Board to assist in writing the One-year and Five-year plans. The Board has met on numerous occasions during the development of these plans.

In compliance with the public and resident notice requirements, the PHA made its draft five-year plan available on March 21, 2000. Information regarding the agency's notification of its proposed plan, the comments received, and the agency's consideration of those comments can be found in *Attachment D*.

In addition to the new requirement for five-year plans, public housing authorities are now also required to prepare annual plans. Consequently, in a separate document that is also published today, the agency is submitting its Fiscal Year 2000 Annual Plan. The Annual Plan provides more details regarding the agency's immediate operations.

#### **V. Statement of Housing Needs**

*The City of Pittsburg determined the following unmet housing needs:*

- ❑ There are a total of 16,777 households and 17,919 housing units, for a vacancy rate of 6.37 percent. 10 percent of the housing stock in the older neighborhoods is substandard. \*
- ❑ 68 percent of all households are owner-occupancy and 32 percent are rentals.
- ❑ Of the very low-income renter households, 82 percent have housing problems.\*\*
- ❑ Minority and disadvantaged families are twice as likely to have severe housing needs than non-minority and non-disadvantaged families.
- ❑ The incidence of overcrowding among housing renters in Pittsburg is 16%.
- ❑ The 1999 City of Pittsburg Consolidated Plan identified, as a priority, the goal of expanding housing opportunities for lower-income households through rental assistance and an increase in the supply of affordable rental housing.

\* 1999 Windshield Survey

\*\*Contra Costa County Consortium Consolidated Plan 2000-2005

- ❑ The Waiting List for the Housing Authority reflects large unmet needs (*Attachment C*). Households on the Section 8 existing Waiting list, usually experience upwards of a year and one half wait before receiving assistance. (The Section 8 Waiting List is currently closed to new applicants).
- ❑ Low income and special needs citizens continue to have difficulty in meeting their housing needs. No current projects are underway for low and very low-income residents though the City is exploring several projects.
- ❑ Senior housing units were constructed in Columbia Park Manor in 1995 (78 units). Another senior project has recently been approved and is now in the construction stage. This latest project will provide 104 senior units.
- ❑ Habitat for Humanity has constructed 6 units in the last 5 years providing additional housing for income qualified residents.
- ❑ The City of Pittsburg in cooperation with Contra Costa County and the Cities of Antioch and Brentwood will build a transitional family shelter with 20 units of housing. The shelter will include fourteen two-bedroom apartments and six three-bedroom apartments.

## VI. Objectives

For the next five years, the agency has established the following primary objectives:

- **Objective One: To assure that the housing subsidy programs for which it is funded are well run.** Realistically, the agency cannot meet all the housing needs of the poor in this city. Primarily, the agency is funded to operate the Section 8 Existing Program. Consequently, its first priority is to assure that this program is efficient which is defined as a content score of at least 90% and above on the Section 8 Existing Management Assessment Program (SEMAP). Currently, with a score of 90%, the agency is considered a “High Performer” under the Section 8 Existing Management Assessment Program. The agency plans to continue to improve this score by year three of the five-year plan and to maintain that score at or above that level for the balance of the period. HUD will not be implementing SEMAP until year two of the five-year plan but the agency will strive to become a “High Performer” by 2003.
- **Objective Two: To expand the number of housing opportunities.** There has not been, nor is there anticipated to be, any new funding for low income housing (other than Senior Housing) in more than a decade, still the agency would like to continue to seek ways of

expanding the supply of affordable housing. In that regard, the agency plans to continue meeting with landlords to inform and encourage participation in the program.

- **Objective Three: To *consolidate the certificate and voucher programs*.** The 1998 housing bill merges these programs, providing for a uniform leased-housing program. Although federally mandated, we have included it as one of our main goals because of its overall significance.
- **Objective Four: To *increase the number of tenant-based assistance through project-based opt-outs*.** This change will likely have a significant impact on the agency as the estimated number of units are expected to “opt-out” over the next couple of years.

## **VII. ELIGIBILITY, SELECTION, AND ADMISSIONS**

The Housing Authority determines eligibility based on the income limits established by HUD. The selection process is based on time and date of application. Local preferences have been adopted. Preferences include the following: elderly before a single person, household family members who live and work in Pittsburg or attend school in the City of Pittsburg, and veterans or surviving spouses of veterans. Adoption of local preferences allows the City to house local residents as well as allow those attending educational institutions the ability to live where they work or go to school.

## **VIII. OPERATIONS AND MANAGEMENT**

As indicated earlier, one of the primary goals of the agency over the next five years is to score 90 and above on the SEMAP. Listed below are key activities aimed at achieving this high score.

### **Section 8 Existing**

- ❑ Revise and continue to update Agency’s Administrative Plan.
- ❑ Conduct Quality Control Inspection and recertification to assure staff consistently applies rules and regulations.
- ❑ Automate inspections (hand-held computers, etc.).
- ❑ Provide on-line information system for waiting list status and other data including the assurance that the program maintains highest technological programming available for housing programs.
- ❑ Increase Section 8, lease-up rates by establishing payment standards that will enable families to locate units within our jurisdiction.
- ❑ Continue to recruit landlords to participate in the program.

## **IX. FUNDING**

The agency has one source of funding, namely, Section 8 funds received from HUD. Funding for the Section 8 program is subject to annual (and fluctuating) appropriations. Moreover, the public housing funding mechanisms are expected to be revised in the next year, which could substantially alter Section 8's future funding amounts.

Table 1 shows the anticipated revenues and expenses to the agency over the next five years. For planning purposes, we have assumed that funding will remain essentially the same each year, i.e., not adjusted for inflation. These figures do not reflect any impact from the upcoming changes in the funding formulas, primarily because the impact of these changes is not known at this time.

**Operating budget.** Revenues reflect current year amounts, which are calculated based on the Estimated Annual Contract Authority that Congress made available for FY 99-00 and the projected number of units to be leased up per year, assuming that the number of units will remain the same.

At the end of FY 99, operating reserves for the Section 8 program were \$676,910.47. The agency expects to retain these reserve levels throughout the five-year planning period. The Section 8 administrative fee reserve at the end of FY 99 was \$668,808.28. The agency may need to draw from the administrative fee reserve to cover anticipated shortfalls. The agency is working closely with HUD projects that are opting out of existing federal contracts and may possibly be converted to vouchers. If this happens, the agency will be acquiring the vouchers, thus increasing the administrative fees earned.

Table 1  
**Revenue and Expense Projections**  
**FY 2000-2004**

Category	Section 8 Existing	Total
<b>Revenue</b>		
HUD Grants	26,422,020.00	26,422,020.00
<b>Total Revenue</b>	<b>26,422,020.00</b>	<b>26,422,020.00</b>
<b>Expenses</b>		
Administrative	2,669,815.00	2,669,815.00
Utilities	584,165.00	584,165.00
General	182,207.50	182,207.50
<b>Total Routine (sub total)</b>	<b>3,436,187.50</b>	<b>3,436,187.50</b>
HAP Payments	23,718,000.00	23,718,000.00
<b>Total Expenses</b>	<b>27,154,187.50</b>	<b>27,154,187.50</b>
<b>Surplus/(Deficit)</b>	<b>(732,167.50)</b>	<b>(732,167.50)</b>
Existing Reserve (as of 3/31/00)	*** 695,156.55	695,156.55
<b>Net Reserve</b>	<b>(37,010.95)</b>	<b>(37,010.95)</b>

\*\*\* Does not include projected interest income.

## **X. DEMOGRAPHICS**

The City of Pittsburg is located in the eastern portion of Contra Costa County. See Table 2 for the regional location. Pittsburg's current population is 53,146 and is projected to grow to 74,040 by 2002.

Table 2  
**Regional Location**

## **XI. HOUSEHOLDS**

According to the US Census, Pittsburg had 15,643 households in 1990. With an average household size of 3.02, while the County's average household size remained at 2.64. According to the California Department of Finance, Pittsburg's average household size reached 3.11 by January 1998. Pittsburg's larger household size is largely a reflection of family households comprising a greater proportion of the total – as shown in Table 3. 77 percent of households in the City consist of family households, compared with 71 percent in the County.<sup>1</sup> Over one-half of these families (57 percent) have children, many of whom are attracted to Pittsburg because of its affordable housing prices.

Household size in Pittsburg is expected to continue increasing into the future, from 2.88 in 1980 to 3.00 in 2020.<sup>2</sup> In contrast, Contra Costa County's household size is expected to remain at a steady 2.7 through 2020, while the number of households in the City grew by a dramatic 43 percent between 1980 to 1990. This growth is estimated to level off to about 15 percent in the coming decade. Seventeen percent of families in Pittsburg are female-headed, single-parent households, possibly indicating an increase in demand for smaller single-family or additional multi-family dwelling units.

Table 3  
**Family size – Pittsburg and Contra Costa County**

	Household Population	Family Households	Proportion of Family Households
Pittsburg	15,643	12,030	77%
Contra Costa County	300,288	214,677	71%

## **XII. HOUSING NEEDS ASSESSMENT**

### *Population and Housing Projections*

Over the preceding decade, the City of Pittsburg has experienced an estimated 18% increase in population, reaching just under 56,146 people by the year 2000. Over the next five to ten years, the City's population will increase to about 74,040 representing a growth rate of 32% percent between 2000 and 2010. This growth rate is shown on Table 4.

<sup>1</sup>According to the 1990 US Census, a family household consists of a householder and one or more other persons living in the same household who are related to the householder by birth, marriage, or adoption.

<sup>2</sup>1980 data from ABAG Projections '96; 2020 estimate from Draft Projections '98

Table 4  
**Change in Population, 1990-2010**

	<b>1990</b>	<b>2000</b>	<b>%CHANGE</b>	<b>2010</b>	<b>%CHANGE</b>
Antioch	62,195	83,600	34.42%	102,300	22.37%
Concord	111,308	115,200	3.50%	120,900	4.95%
Pittsburg	47,607	50,400	5.87%	59,300	17.66%
Walnut Creek	60,569	64,400	6.33%	67,000	4.04%

Table 5  
**Total Housing Units City Of Pittsburg**

Current	17,919*
At Build Out	25,856

\*According to 1999 Department of Finance Report

### **XIII. RENTAL HOUSING MARKET**

According to the Real Estate Research Council of Northern California, average rents for apartments of all sizes have increased significantly since the third quarter of 1994. Although this increase has not been as great as for the Bay Area as a whole, average rents for Contra Costa County apartments increased more than 25% in just five years.

Table 6

Rising rents are particularly troublesome for lower-income households, who often cannot absorb any increase in rents. Table 7 below presents data on the rents that would be affordable to extremely low-income households (earning 30% or less of the area median income) if they were to pay 30% or less of gross income for gross housing costs. Fair Market Rents (FMRs) are estimates of the rent plus utilities that would be required to rent privately owned, decent, safe, and sanitary rental housing of a modest nature with suitable amenities. This information suggests that the discrepancy between FMRs and affordable rents increases with bedroom size, indicating that while affordability for all extremely low-income renters is a problem, it is especially problematic for large households.

Table 7  
**Fair Market Rents And Affordable Rents**

	Applicable FMR	Rent Affordable To ELI Household	Rent Gap
<b>OBR</b>	<b>\$607</b>	<b>\$355</b>	<b>-\$252</b>
<b>1BR</b>	<b>\$734</b>	<b>\$405</b>	<b>-\$329</b>
<b>2BR</b>	<b>\$921</b>	<b>\$508</b>	<b>-\$414</b>
<b>3BR</b>	<b>\$1263</b>	<b>\$588</b>	<b>-\$676</b>
<b>4BR</b>	<b>\$1509</b>	<b>\$669</b>	<b>-\$840</b>

#### **XIV. TENANT RENT DETERMINATIONS**

Tenant rents for the Section 8 program are based on the greater of 10 percent of gross income or 30 percent of an adjusted income. With the new Choice Voucher program not more than 40 percent of adjusted income can be used for the initial year of lease. The minimum rent is \$50.00 a month.

This Agency will continue to increase Payment Standards along with the Fair Market Rents (FMR) established by HUD.

Re-certifications and Inspections will be conducted annually.

## **XV. CONVERSIONS TO TENANT BASED ASSISTANCE**

There are several housing projects in Contra Costa County that are at risk of conversion to market rate, either because their project-based Section 8 subsidies are about to expire, or because the owner has decided to prepay the federally-insured mortgage.

Based on available information, the City has a high risk of losing affordable housing units over the next two years. Lower-income senior and disabled populations currently occupy about half of these units. Table 8 shows these developments.

Woods Manor and Lido Square are two projects that are considering prepaying the existing mortgages or voluntarily terminating the existing contract. They are in the process of being approved by prepaying existing mortgage payments and voluntary termination of existing contracts. Once approved by HUD the Agency will go on with the conversion and issue Choice Vouchers to those families in both locations.

Table 8  
**Conversion Units**

<b>Location</b>	Density	# of Units	Types
East Santa Fe	Medium	19	Seniors/Disabled
Woods Manor	High	80	Families
Lido Square	High	171	Families
<b>TOTAL</b>		<b>270</b>	

**XVI. DECONCENTRATION OF POVERTY**

Under QHWRA, the agency has an affirmative obligation to deconcentrate poverty and to seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties.

*Attachment E* shows both the average income for housing clients that are under the housing authority control. The average income range is \$14,728. The Agency does not have public properties that would enable us to accomplish this, however, the agency strives to serve clients in all areas of the city.

**XVII CONCLUSION**

The Pittsburg Housing Authority is confident we can achieve the objectives outlined in the Five-Year plan. Each year’s annual report will serve to delineate our progress through the Five-Year period.

## ATTACHMENTS

### ATTACHMENT A

#### Notice Requirements

In compliance with federal statute regarding the development of the Five-Year Plan, the agency scheduled the following meetings and hearings.

#### List Meeting Dates

<b>Dates</b>	<b>Descriptions</b>
March 9, 2000	Establishment of Resident Advisory Board
March 21, 2000 through May 4, 2000	Public Review Period
March 14, 2000	Resident Board Meeting
March 15, 2000	Resident Board Meeting
March 16, 2000	Resident Board Meeting
March 17, 2000	Resident Board Meeting
March 21, 2000	Public Hearing
March 23, 2000	Resident Board Meeting
May 1, 2000	Resident Board Meeting
May 4, 2000	Resident Board Meeting
May 31, 2000	Resident Board Meeting
June 3, 2000	Public Notice
June 19, 2000	Public Hearing to Approve the Agency Plan
June 20, 2000	Submittal to HUD

**ATTACHMENT B**

**Section 8 Existing Program**

**Section 8 Existing Program**

<b>Program</b>	<b>Utilization</b>						<b>Lease-Up</b>
<b>Certificate/Vouchers</b>	<b>1</b>	<b>136</b>	<b>225</b>	<b>237</b>	<b>45</b>	<b>1</b>	<b>91%</b>
<b>a</b>							
<b>t</b>							
<b>e</b>							

## ATTACHMENT C

### Waiting List Data

#### Section 8 Existing Waiting List

<b>Program</b>	<b>0-bdrm</b>	<b>1-bdrm</b>	<b>2-bdrm</b>	<b>3-bdrm</b>	<b>4-bdrm</b>	<b>5-bdrm</b>
<b>Number</b>						
Elderly	1	13	187			
Family	130	103	6	122	18	1

**Note:** Since PHAs are no longer permitted to maintain waiting lists under the Section 8 Existing program by bedroom size, the above figures for the Section 8 Existing program simply organize applicant demographic data by bedroom size for presentation purposes.

## **ATTACHMENT D**

### **Resident Board Comments**

The following concerns came up during the scheduled meetings: In order to maintain the lease-up rate, staff needs to sell the program to new landlords by continuing to have quarterly meetings and by visiting different apartment complexes. Additionally, the Housing Authority needs to accomplish this goal because outreach is important to keep the program running smoothly.

Resident Advisory Board members would like to see more adequate and affordable housing for low- income families. Also mentioned by attendees were concerns that there are several empty lots that could be utilized to build low income housing for needy families and that the City could apply for different HUD funding and purchase property and build housing for low- income families.

The Resident Advisory Board reviewed the Annual and Five-Year Agency Plans and were very impressed with the details of the Plans. In addition they would like the Housing Authority to accomplish their goals by providing adequate and affordable housing for all the needy families.

## ATTACHMENT E

### Statistical Page

Board Structure		
Number		7
Appointed by		City Council
Inventory of Assisted Housing		
Leased housing	747	
Resident Demographics		
Total residents served	645	
Average household income	\$14,000	
Average Gross Rent	\$869	
Elderly households	386	
Family households	259	
Employees		
Permanent	8	
Waiting List		
Section 8	583 (closed)	

# 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)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

- **Consolidation of Certificate/Voucher Program.** As part of the new housing bill, the Section 8 Certificate and Voucher programs will now be merged. We expect this merger to occur in the last half of the year 2000, following promulgation of final HUD regulations.
- **Agency Policies.** As a result of changes contained in the 1998-housing bill, we are planning to update all of the agency's policies within this fiscal year, including the Section 8 Administrative Plan.
- **Consolidated Financial Reporting.** In accordance with HUD's new guidance requiring the conversion to Generally Accepted Accounting Practices (GAPP), financial statements have been reformatted. For the first time, the Board is presented with a consolidated financial report that looks at all agency funding. There have also been changes in the chart of accounts, and in the actual format of the report to more accurately present financial data.

*The Five-Year Plan (2000-2004) lists the major objectives as shown below. The FY2000 Annual Plan meets the long-term objectives:*

- **Objective One: *To assure that the housing subsidy programs for which it is funded are well run.*** Realistically, the agency cannot meet all the housing needs of the poor in this city. Primarily, the agency is funded to operate the Section 8 Existing

Program. Consequently, its first priority is to assure that this program is efficient which is defined as a content score of at least 90% and above on the Section 8 Existing Management Assessment Program (SEMAP). Currently, with a score of 90%, the agency is considered a “High Performer” under the Section 8 Existing Management Assessment Program. The agency plans to continue to improve this score by year three of the five-year plan and to maintain that score at or above that level for the balance of the period. HUD will not be implementing SEMAP until year two of the five-year plan but the agency will strive to become a “High Performer” by 2003.

- **Objective Two: *To expand the number of housing opportunities.*** There has not been, nor is there anticipated to be, any new funding for low income housing (other than Senior Housing) in more than a decade, still the agency would like to continue to seek ways of expanding the supply of affordable housing. In that regard, the agency plans to continue meeting with landlords to inform and encourage participation in the program.
- **Objective Three: *To consolidate the certificate and voucher programs.*** The 1998 housing bill merges these programs, providing for a uniform leased-housing program. Although federally mandated, we have included it as one of our main goals because of its overall significance.
- **Objective Four: *To increase the number of tenant-based assistance through project-based opt-outs.*** This change will likely have a significant impact on the agency as the estimated number of units are expected to “opt-out” over the next couple of years.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan including attachments, and a list of supporting documents available for public inspection

#### **Table of Contents**

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**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a ~~SEPARATE~~ file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration 47
- FY 2000-2004 Revenue and Expense Projections
- 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 49
- FY 2000 Revenue and Expense Projections
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - A. Allocation of Personnel 49
  - B. Annual Plan (Fiscal Year 2000) 50

**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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	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
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;
N/A	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
N/A	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 2/199 <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
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input 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
N/A	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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Public housing grievance procedures <input 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
N/A	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 any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
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
N/A	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
N/A	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs

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

### **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.

#### ***The City of Pittsburg determined the following unmet housing needs:***

- There are a total of 16,777 households and 17,919 housing units, for a vacancy rate of 6.37 percent. Ten percent of the housing stock in the older neighborhoods is substandard. \*
- 68 percent of all households are owner-occupancy and 32 percent are rentals.
- Of the very low-income renter households, 82 percent have housing problems.
- Minority and disadvantaged families are twice as likely to have severe housing needs than non-minority and non-disadvantaged families.
- The incidence of overcrowding among housing renters in Pittsburg is 16%.
- The 1999 City of Pittsburg Consolidated Plan identified, as a priority, the goal of expanding housing opportunities for lower-income households through rental assistance and an increase in the supply of affordable rental housing.
- The Waiting List for the Housing Authority reflects large unmet needs (Attachment C). Households on the Section 8 existing Waiting list, usually experience upwards of a year and one half wait before receiving assistance. (The Section 8 Waiting List is currently closed to new applicants).

- Low income and special needs citizens continue to have difficulty in meeting their housing needs. No current projects are underway for low and very low-income residents though the City is exploring several projects.
- Senior housing units were constructed in Columbia Park Manor in 1995 (78 units). Another senior project has recently been approved and is now in the construction stage. This latest project will provide 104 senior units.
- Habitat for Humanity has constructed 6 units in the last 5 years providing additional housing for income qualified residents.
- The City of Pittsburg in cooperation with Contra Costa County and the Cities of Antioch and Brentwood will build a transitional family shelter with 20 units of housing. The shelter will include fourteen two-bedroom apartments and six three-bedroom apartments.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI							
Income >30% but <=50% of AMI							
Income >50% but <80% of AMI							
Elderly							
Families with Disabilities							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year:

- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
1999 Windshield Survey  
Contra Costa County Consortium Consolidated Plan 2000-20005

**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. **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.

**HOUSING NEEDS**

As described in the agency’s Five-Year Plan, there are unmet housing needs in the City of Pittsburg, particularly for very-low income renters, for whom more than 50 percent pay over half of their income for rent. Such needs are reflected in the agency’s waiting list and Section 8 Existing Tables on the following page.

Section 8 Waiting List

<b>Applicants</b>	<b>Number</b>
Elderly	201
Family	380
<b>Total Applicants</b>	<b>581</b>

The incomes of applicants on the waiting lists closely resemble the income profile of households currently served.

Section 8 Existing

<b>Participants</b>	<b>Number</b>
Elderly/Disabled	386

Family	259
<b>Total Participants</b>	<b>645</b>

<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	643		
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children			
Elderly families	13		
Families with Disabilities			
Race/ethnicity (Black)	346		
Race/ethnicity Hispanic	95		
Race/ethnicity Non-Hispanic	233		
Race/ethnicity Asian	29		

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)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" 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**

Provide a brief description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR** and the Agency’s reasons for choosing this strategy.

There has not been, nor is there anticipated to be, any new funding for low income housing (other than Senior Housing) in more than a decade, still the agency would like to continue to seek ways of expanding the supply of affordable housing. In that regard, the agency plans to continue meeting with landlords to inform and encourage participation in the program.

**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)  
Provide special outreach efforts and application assistance targeted towards the elderly and handicaps.

**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)  
Housing Authority will aid the disabled and elderly applicants or existing tenants by providing special home visits and assistance in completing their paper works needed for housing.

**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)  
HUD priorities.

## **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		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$ 5,284,404.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$ 5,284,404.00	

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

[24 CFR Part 903.7 9 (c)]

The Housing Authority determines eligibility based on the income limits established by HUD. The selection process is based on time and date of application. Local preferences have been adopted. Preferences include the following: elderly before a single person, household family members who live and work in Pittsburg or attend school in the City of Pittsburg, and veterans or surviving spouses of veterans. Adoption of local preferences allows the City to house local residents as well as allow those attending educational institutions the ability to live where they work or go to school.

The agency administers its waiting list in accordance with the following policies.

- The agency maintains waiting list for Section 8 in accordance to established HUD guidelines.
- Applicants are admitted according to date/time of application and local preferences.

- Once the applicant is qualified for the program, he/she will be offered a Choice Voucher. If the applicant reaches the top of the waiting list and rejects the offer, the applicant is removed from the waiting list.
- The agency conducts thorough background checks on all applicants.

For FY 2000, the agency will be making the following changes in its leasing policies:

- Administrative Plan will be on the Web page for public view.
- Assist participants in locating suitable units by working closely with property manager to encourage participation in the program.

## **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: (state time)
- 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)

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)

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?

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

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?

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

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

### **(3) Assignment**

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

- One
- Two

Three or More

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

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

**(4) Admissions Preferences**

a. Income targeting:

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.

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 sub-component 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)
- Current tenancy record.
- 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)
- Rental history and related lease compliance.

**(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)

**(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:

#### **(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)

Disabled and elderly households.

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

Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

#### **(5) Special Purpose Section 8 Assistance Programs**

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)]

Rent is based on the tenant's adjusted gross income. The rent calculation takes into consideration the greater of 30 percent but not more than 40 percent of adjusted income or 10 percent of gross income. In FY 2000, the agency intends to adopt the following changes in its rent policies:

- Increase Payment Standard along with Fair Markets Rents (FMR) established by HUD to better reflect the current housing market.

### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 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)\_\_\_\_\_
- 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)

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

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

**(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. (Attachment B, page 49)
- 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	N/A	
Section 8 Vouchers	697	40
Section 8 Certificates	50	
Section 8 Mod Rehab	N/A	
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	

Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

**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)
- (2) Section 8 Management: (list below)  
Section 8 Administrative Plan

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

The agency provides administrative grievances for all residents who feel adversely affected by agency actions. These policies are outlined in detail in the Administrative Plan.

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 903.79 (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 long-term 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 (state name)

-or-

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

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

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 (state name)

-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: <u>(DD/MM/YY)</u>
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: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

## **11. Homeownership Programs Administered by the PHA (N/A)**

[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.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
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)
- Part of the development
- 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:

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

[24 CFR Part 903.7 9 (l)]

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 has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

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

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

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

**B. Services and programs offered to residents and participants**

**(1) General**

a. Self-Sufficiency Policies

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

(select all that apply)

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

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



### 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)

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

### **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 used to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed “in and around” public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

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

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

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (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)?

## **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 (File name)
  - Provided below:

- The following concerns came up during the scheduled meetings: In order to maintain the lease-up rate, staff needs to sell the program to new landlords by continuing to have quarterly meetings and by visiting different apartment complexes. Additionally, the Housing Authority needs to accomplish this goal because outreach is important to keep the program running smoothly.
- Resident Advisory Board members would like to see more adequate and affordable housing for low- income families. Also mentioned by attendees were concerns that there are several empty lots that could be utilized to build low income housing for needy families and that the City could apply for different HUD funding and purchase property and build housing for low- income families.
- The Resident Advisory Board reviewed the Annual and Five-Year Agency Plans and were very impressed with the details of the Plans. In addition they would like the Housing Authority to accomplish their goals by providing adequate and affordable housing for all the needy families.

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)

#### b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

#### c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

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

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

1. Consolidated Plan jurisdiction: (provide name here)

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: (describe below)

#### **D. Other Information Required by HUD**

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

##### 1. DECONCENTRATION:

Under QHWRA, the agency has an affirmative obligation to deconcentrate poverty and to seek opportunities to increase the number of higher-income families in lower-income properties and lower-income families in higher-income properties.

The Statistical Table below shows both the average incomes for housing clients that are under the housing authority control. The average income range is \$14,728. The Agency does not have public properties that would enable us to accomplish this, however, the agency strives to serve clients in all areas of the city.

Statistical Table:

Board Structure		
Number		7
Appointed by		City Council
Inventory of Assisted Housing		
Leased housing	747	
Resident Demographics		
Total residents served		645
Average household income		\$14,000
Average Gross Rent		\$869
Elderly households		386
Family households		259
Employees		
Permanent		8
Waiting List		
Section 8		583 (closed)

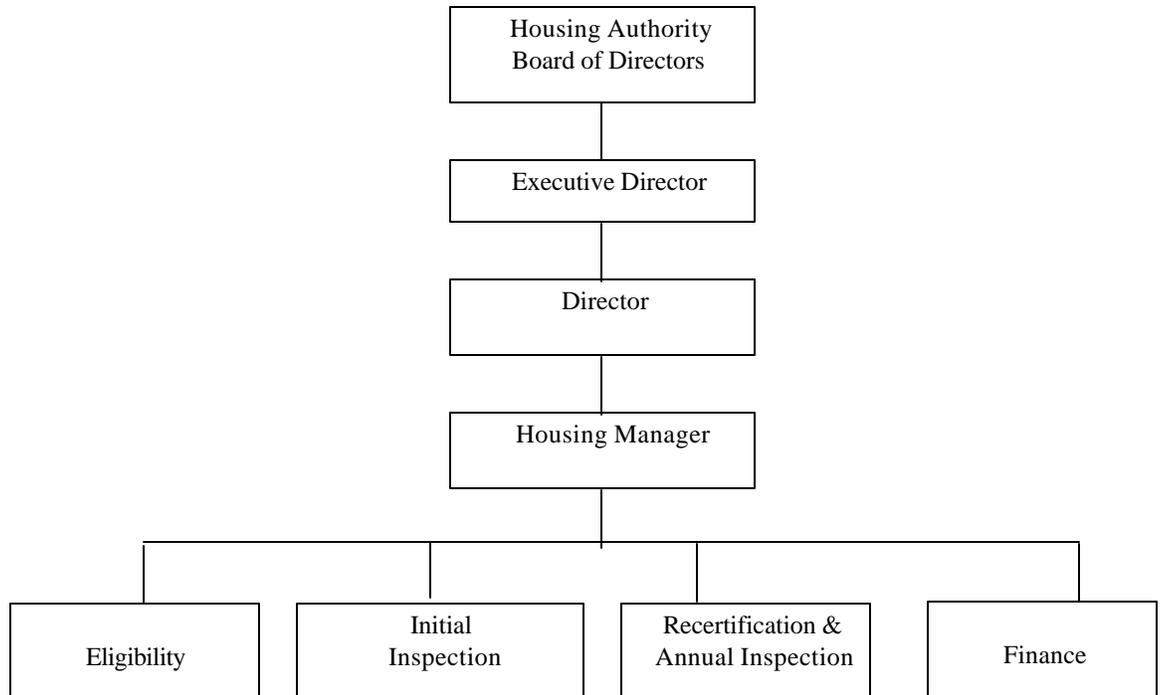
**Attachments**

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

**A. ALLOCATION OF PERSONNEL**

Position	FTE 00 Actual	FTE 01 Budgeted	Allocation	
			Section 8	Other
Director	1	1	20%	80%
Manager	1	1	100%	0%
Housing Inspector	1	1	100%	0%
Housing Specialists	3	3	100%	0%
Eligibility Technician	1	1	100%	0%
Acctng. Technician	1	1	100%	0%
Office Assistants	2	2	75%	25%
<b>Total</b>	<b>10</b>	<b>10</b>		

**B. ORGANIZATION CHART**



**C. ANNUAL PLAN**

**FISCAL YEAR 2000**

**CITY OF PITTSBURG HOUSING AUTHORITY  
65 CIVIC AVENUE  
PITTSBURG, CA 94565**

**EXECUTIVE DIRECTOR**

**JEFFREY C. KOLIN**

**HOUSING AUTHORITY COMMISSIONERS**

**LORI ANZINI  
ROBERT LEWIS  
FRANK QUESADA  
FEDERAL GLOVER  
FRANK AIELLO  
CLEON PETERSON  
CATHY WALLEN**



**JUNE 19, 2000**

Revised 6/9/00

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**KEY HIGHLIGHTS OF ANNUAL PLAN**

- ❑ **Consolidation of Certificate/Voucher Program.** As part of the new housing bill, the Section 8 Certificate and Voucher programs will now be merged. We expect this merger to occur in the last half of the year 2000, following promulgation of final HUD regulations.
- ❑ **Agency Policies.** As a result of changes contained in the 1998-housing bill, we are planning to update all of the agency’s policies within this fiscal year, including the Section 8 Administrative Plan.
- ❑ **Consolidated Financial Reporting.** In accordance with HUD’s new guidance requiring the conversion to Generally Accepted Accounting Practices (GAPP), financial statements have been reformatted. For the first time, the Board is presented with a consolidated financial report that looks at all agency funding. There have also been changes in the chart of accounts, and in the actual format of the report to more accurately present financial data.

The Five-Year Plan (2000-2004) lists the major objectives as shown in the accompanying table. The FY2000 Annual Plan meets the long-term objectives.

Table I

<p><b>FIVE-YEAR PLAN OBJECTIVES</b></p> <p><b>To assure that the main Housing Subsidy Programs are well run.</b></p> <p><b>To expand the number of housing opportunities.</b></p> <p><b>To consolidate the certificate and voucher programs.</b></p> <p><b>To increase the number of tenant-based assistance through project-based opt-outs.</b></p>
--

## BACKGROUND

The PHA was established under federal and state enabling legislation. It is governed by a seven member Board of Commissioners, five city council members and two Housing Authority participants appointed by the City Council. The commission members elect the chair of the commission.

The mission of the agency is to provide access to affordable housing that supports families, neighborhoods, and economic self-sufficiency.

The agency presently operates a Section 8 housing program, with 747 units.

- **Section 8 Existing Program.** The Section 8 Existing Program encompasses two separate programs: The Section 8 Certificate Program and the Section 8 Voucher Program. Both programs are similar in design, with the latter providing residents with more flexibility in both where they may live and in the rent that they may pay. The agency operates 747 certificates and vouchers (which are to be merged later this year into one program). The agency is paid approximately eight percent of the 2-Bedroom Fair Market Rent (FMR) as an “administrative fee” to operate the program and is reimbursed dollar-for-dollar for housing assistance payments to landlords. The 1998 housing bill consolidated these programs.

## ORGANIZATION OF AGENCY

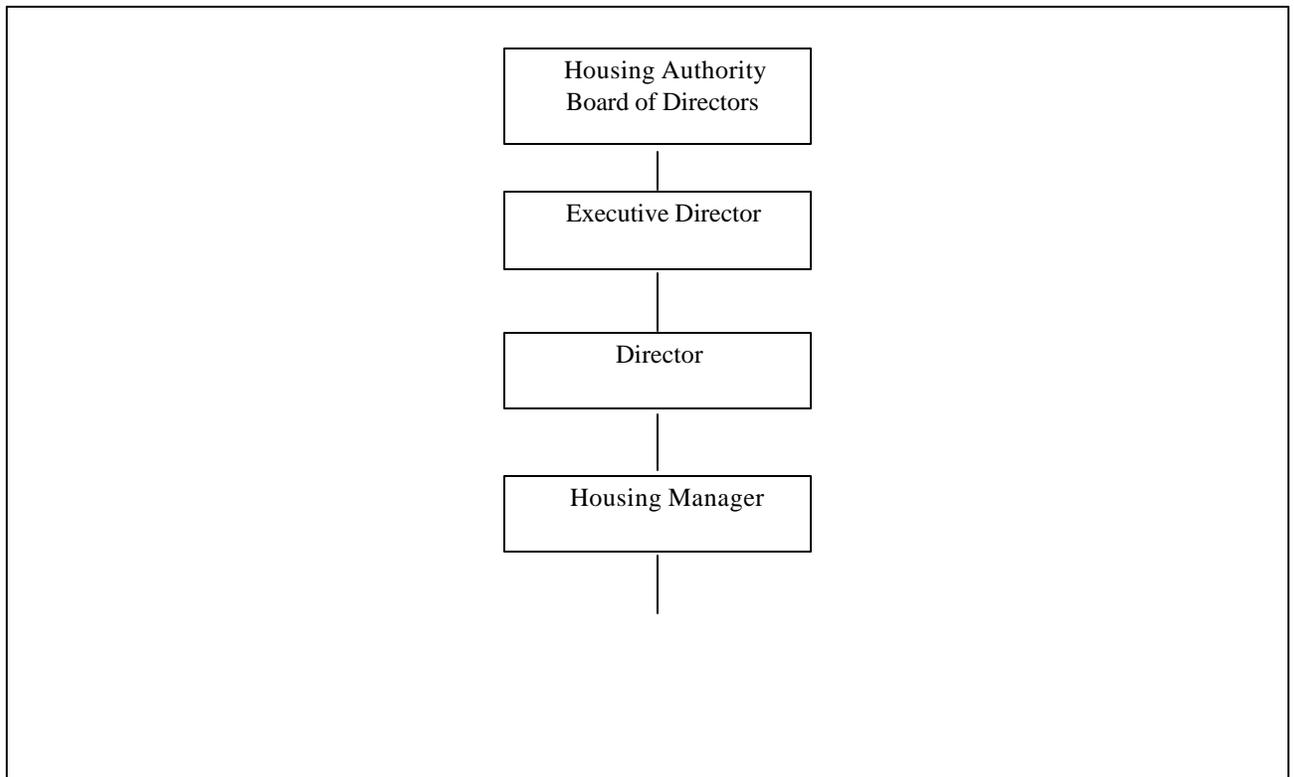
The agency is organized as reflected in Table 3. Table 2 reflects staffing allocations.

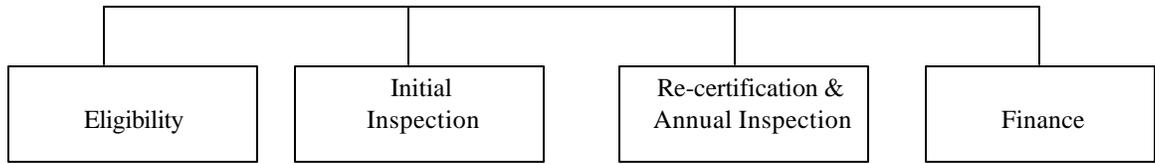
- **Leased Housing.** This division is responsible for the agency’s leased-housing program, i.e., the Section 8 Certificate and Voucher program. This division is responsible to administer the Section 8 tenant-based assistance program. These functions include: maintain the waiting list; conduct rent reasonableness survey; annual re-examinations; inspections; enforce Housing Quality Standards, Quality Control; review payment standards and utility allowance annually; maintain lease-up rate.

Table 2  
Allocation of Personnel

Position	FTE 00 Actual	FTE 01 Budgeted	Allocation	
			Section 8	Other
Director	1	1	20%	80%
Manager	1	1	100%	0%
Housing Inspector	1	1	100%	0%
Housing Specialists	3	3	100%	0%
Eligibility Technician	1	1	100%	0%
Acctng. Technician	1	1	100%	0%
Office Assistants	2	2	75%	25%
<b>Total</b>	<b>10</b>	<b>10</b>		

Table 3  
Organization Chart





**CONSOLIDATED FUNDING**

The agency’s combined FY2000 budget is \$5.2 million. The primary sources of revenue and expenses are shown in Table 4.

Table 4  
**Revenue and Expense Projections**  
**FY 2000-2001**

Category	Section 8
	Existing
<b>Revenue</b>	
HUD Grants	\$ 5,284,404.00
<b>Total</b>	<b>\$ 5,284,404.00</b>
<b>Expenses</b>	
Administrative	530,906.00
Utilities	118,737.00
General	35,446.00
<b>Total Routine</b>	<b>685,089.00</b>
HAP Payments	4,743,600.00
<b>Total Expenses</b>	<b>\$ 5,428,689.00</b>
<b>Surplus/(Deficit)</b>	<b>(144,285.00)</b>
Existing Reserve (as of 3/31/00)	695,156.55

Net Reserve	\$ 550,871.55
-------------	---------------

- ❑ **Operating Budget.** Figures reflect operating subsidies funded at 92.0 percent of Performance Funding System (PFS) eligibility. Rents are projected to increase 5.0 percent from prior year.
- ❑ **Section 8 Existing.** Reflects average HAP of \$585.00 Per Unit Month (PUM) and an average administrative fee of \$65.00 PUM.

## HOUSING NEEDS

As described in the agency’s Five-Year Plan, there are unmet housing needs in the City of Pittsburg, particularly for very-low income renters, for whom more than 50 percent pay over half of their income for rent. Such needs are reflected in the agency’s waiting list and the statistical data in *Attachment B*.

Table 5  
Section 8  
**Waiting List**

<b>Number</b>	
Elderly	201
Family	380
<b>Total Applicants</b>	<b>581</b>

The incomes of applicants on the waiting lists closely resemble the income profile of households currently served (Table 6).

Table 6  
**Section 8 Existing Participants**

<b>Program</b>	<b>Number</b>
Elderly/Disabled	386
Family	259

## **FINANCIAL RESOURCES**

The agency has one source of funding, namely, Section 8 funds received from HUD. Funding for the Section 8 programs is subject to annual (and fluctuating) appropriations. Moreover, the public housing funding mechanisms are expected to be revised in the next year which could substantially alter Section 8's future funding amounts.

## **ELIGIBILITY, SELECTION, AND ADMISSION**

The agency administers its waiting list in accordance with the following policies.

- The agency maintains waiting list for Section 8 in accordance to established HUD guidelines.
- Applicants are admitted according to date/time of application and local preferences.
- Once the applicant is qualifies for the program, he/she will be offered a Choice Voucher. If the applicants reaches the top of the waiting list and rejects the offer, the applicant is removed from the waiting list.
- The agency conducts thorough background checks on all applicants.

For FY 2000, the agency will be making the following changes in its leasing policies:

- Administrative Plan will be on the Web page for public view.
- Assist participants in locating suitable units by working closely with property manager to encourage participation in the program.

## **RENT DETERMINATION**

Rent is based on the tenant's adjusted gross income. The rent calculation takes into consideration the greater of 30 percent but not more than 40 percent of adjusted income or 10 percent of gross income. In FY 2000, the agency intends to adopt the following changes in its rent policies:

- ❑ Increase Payment Standard along with Fair Markets Rents (FMR) established by HUD to better reflect the current housing market.

## **OPERATIONS AND MANAGEMENT**

The agency has a current SEMAP score of 90. As stated previously, the goal of the agency is to raise the score above 90. The two primary areas where the agency needs improvement for SEMAP are quality control and the lease-up rate. To accomplish these goals the PHA intends to:

- ❑ Implement a system that will help the agency to increase the lease-up rate.
- ❑ Recruit landlords to participate in the program
- ❑ Maintain strict Quality Control on inspections and recertifications.
- ❑ Provide consistency and maintain good customer service to our internal and external customers.

## **GRIEVANCE PROCEDURES**

The agency provides administrative grievances for all residents who feel adversely affected by agency actions. These policies are outlined in detail in the Administrative Plan.

## **SAFETY AND CRIME PREVENTION**

In compliance with HUD regulations, the agency strongly supports stringent enforcement of drug and criminal activity. Also, in cooperation with the city, the agency tracks all arrests made on assisted properties. Additionally, the agency works very close with the code enforcement division to maintain all local, state, and federal housing codes.

By maintaining a high standard for buildings and grounds along with strong enforcement, the agency is able to create a standard of pride and care that greatly inhibits drug and criminal activity.

**HOUSING AUTHORITY’S ANNUAL PLAN**

This section of the document includes, as required by HUD, the Housing Authority’s Annual Plan. The plan is consistent with the agency’s mandated Five-Year Plan. Information regarding the agency’s notifications of its proposed plan, the comments received, and the agency’s consideration of those comments are found in *Attachment D*

**Annual Plan.** The agency administers 747 Section 8 certificates and vouchers. At present, the agency is at 91 percent leased-up in the combined programs.

As required, the agency conducts a rent reasonableness test of all program participants to assure that the rent being charged for the unit is consistent with the local market norms.

The agency makes continuous efforts to encourage landlords throughout the city to participate in the program. This year, the agency intends to step up its landlord outreach program. Each year the agency holds a special informational meeting for landlords with the intent of encouraging broader city-wide participation in the program.

By late in the year, the agency anticipates completing the “merger” of the certificate and voucher program.

Under the Section 8 program, the agency performs four major inspections:

- Move-In
- Annual
- Quality Control
- Complaint

The goals for the above are shown in Table 3.

Table 3  
**Section 8 Existing Inspections**

Year	Move-In		Move-In	Annual	<b>Control Quality</b>	Complaint
	Number	Pass HQS*	Number	Pass HQS		

FY '99	163	160	645	471	33	15
Goal, FY 2000	180	176	747	700	50	10

\* HQS refers to Housing Quality Standards

The agency inspects 100 percent of its leased-housing units annually. In FY 1999, 74 percent of the units inspected failed initial inspection, but 98 percent passed on the second inspection. We expect similar percentages this fiscal year.

### **CONCLUSION**

The PHA is confident we can achieve the one year objective outlined in this report.

## ATTACHMENTS

### ATTACHMENT A

#### Notice Requirements

In compliance with federal statute regarding the development of the Five-Year Plan, the agency scheduled the following meetings and hearings.

#### List of Meeting Dates

Dates	Descriptions
March 9, 2000	Establishment of Resident Advisory Board
March 21, 2000 through May 4, 2000	Public Review Period
March 14, 2000	Resident Board Meeting
March 15, 2000	Resident Board Meeting
March 16, 2000	Resident Board Meeting
March 17, 2000	Resident Board Meeting
March 21, 2000	Public Hearing
March 23, 2000	Resident Board Meeting
May 1, 2000	Resident Board Meeting
May 4, 2000	Resident Board Meeting
May 31, 2000	Resident Board Meeting
June 3, 2000	Public Notice
June 19, 2000	Public Hearing to Approve the Agency Plan
June 20, 2000	Submittal to HUD

## ATTACHMENT B

### Statistical Page

Board Structure		
Number		7
Appointed by		City Council
Inventory of Assisted Housing		
Leased housing	747	
Resident Demographics		
Total residents served	645	
Average household income	\$14,000	
Average Gross Rent	\$869	
Elderly households	386	
Family households	259	
Employees		
Permanent	8	
Waiting List		
Section 8	583 (closed)	

**ATTACHMENT C**

**Civil Rights Certification**

NOTE: This page left intentionally blank.

## **ATTACHMENT D**

### **Resident Board Comments**

The following concerns came up during the scheduled meetings: In order to maintain the lease-up rate, staff needs to sell the program to new landlords by continuing to have quarterly meetings and by visiting different apartment complexes. Additionally, the Housing Authority needs to accomplish this goal because outreach is important to keep the program running smoothly.

Resident Advisory Board members would like to see more adequate and affordable housing for low- income families. Also mentioned by attendees were concerns that there are several empty lots that could be utilized to build low income housing for needy families and that the City could apply for different HUD funding and purchase property and build housing for low-income families.

The Resident Advisory Board reviewed the Annual and Five-Year Agency Plans and was very impressed with the details of the Plans. In addition they would like the Housing Authority to accomplish their goals by providing adequate and affordable housing for all the needy families.

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

### Annual Statement

### Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	<b>Amount of Annual Grant (Sum of lines 2-19)</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	

**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

**Annual Statement**  
**Capital Fund Program (CFP) Part III: Implementation Schedule**

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>				

