

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

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: Orange County Housing Authority

PHA Number: CA094

PHA Fiscal Year Beginning: 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: (state mission here)

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: as often as offered by HUD.
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: utilizing Operating Reserves Funding (approx. \$4,000,000 over the next five years.)
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) 73
 - Increase customer satisfaction: Expand owner participation (currently 3200 +/-) and improve responsiveness to owner/tenant inquiries.

- 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: as a part of the mark-to-market effort/Opt Outs.
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling: during initial briefing.
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards: where warranted by high rents or necessary for reasonable accommodations.
- 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)
Expand utilization of vouchers for Special Housing types as needed.

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)

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: through the FSS Enhancement Program.
- 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: in conjunction with the Orange County Fair Housing Council.
 - 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: utilizing the Orange County Housing Authority's referral list.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: working with County agencies and community-based organizations for special needs clients and providing special accommodations when necessary.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

1. Allocate program dollars in a manner that ensures timely investment in projects and provides the best benefit toward meeting departmental goals for the dollars invested.
2. Increase and preserve affordable housing opportunities, especially for those most in need.
3. Improve communication, capacity and morale by such means as conducting regular meetings; recognizing employee achievements; supporting employee events; providing training opportunities for employees; and promoting Department accomplishments.
4. Work with other County departments as well as cities, non-profits, residents of unincorporated islands, the business community, and other broad-based interests to address housing and community needs.
5. Advance county housing interests at the State and Federal levels through involvement in industry organizations and development of legislative and program policies.

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.

The Orange County Housing Authority (OCHA) was founded in 1972 and has been given the U.S. Department of Housing and Urban Development designation of CA094. The Orange County Board of Supervisors acts as the Board of Commissioners and the Orange County Housing and Community Development Commission has been appointed to be responsible for general policy direction and oversight. This commission has two Section 8 recipients as members.

OCHA is part of the Orange County Housing and Community Development Department and its Director is the Executive Director of OCHA. OCHA is staffed as the Housing Assistance Division of the Department. Under the direction of a Division Manager, OCHA is divided into three sections: Rental Assistance (which performs general leases and annual re-inspections), Residency (which performs general family re-examinations), and Special Housing Programs (which administers special programs such as Family Self-Sufficiency, Family Unification, Portability, Mobility and Shelter Plus Care – a tenant-based program that is not funded through Section 8). Currently, 61 staff members work directly for OCHA. In addition, there are accounting, legal, computer, and other administrative staff assigned in support of OCHA activities.

OCHA currently has an annual contributions contract with HUD to assist 7408 families under the tenant-based (Section 8) rental housing program. A total of 7237 families were under lease as of February 1, 2000. Additionally, OCHA administers two project-based assistance contracts; a family complex (the Parklands) in Irvine and

a senior citizen complex (Pacific Terrace) in Midway City. OCHA is also contracted to provide rental assistance for 101 households under a Shelter Plus Care partnership with the Orange County Health Care Agency funded by the McKinney Act (SuperNofa).

Assisted families live throughout Orange County and we have a special mobility agreement with our sister agencies: Anaheim, Garden Grove, and Santa Ana. Families can also choose to reside outside of Orange County under HUD’s Portability rules.

Most households receiving assistance through OCHA’s tenant-based programs reside in 30 participating cities. The chart below illustrates the current dispersion of assisted tenants.

Participating Cities	Applicants on Waiting List	Assisted Tenants
Brea	155	63
Buena Park	267	486
Costa Mesa	398	470
Cypress	92	151
Dana Point	71	56
Fountain Valley	164	120
Fullerton	438	723
Huntington Beach	489	752
Irvine	340	153
La Habra	190	231
La Palma	11	9
Laguna Beach	49	35
Laguna Hills	101	66
Laguna Niguel	115	59
Laguna Woods	9	0
Lake Forest	143	92
Los Alamitos	42	19
Mission Viejo	163	79
Newport Beach	70	93
Orange	359	519
Placentia	104	141
Rancho Santa Margarita	51	36
San Clemente	128	150
San Juan Capistrano	53	29
Seal Beach	9	6
Stanton	213	255
Tustin	216	387
Villa Park	7	0
Westminster	1214	1477
Yorba Linda	41	46
Unincorporated Areas	213	235

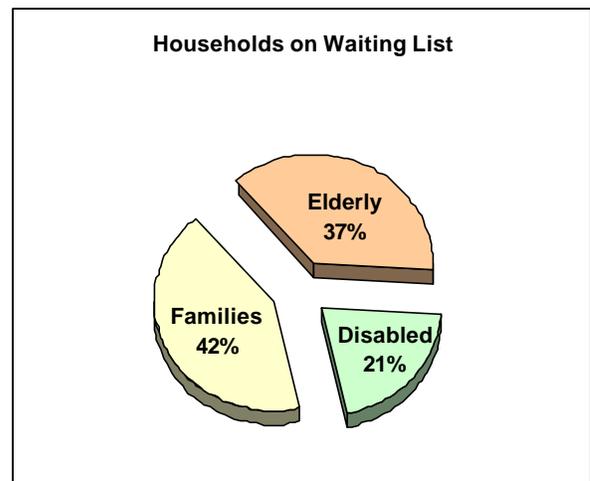
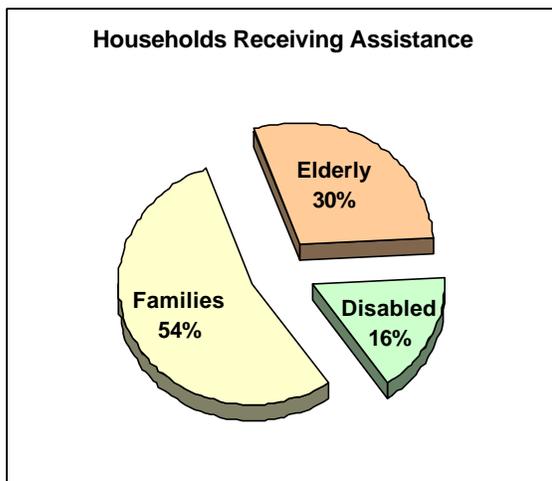
In addition to these households, OCHA provides assistance to its clients who have elected to use their assistance in locations outside of OCHA’s jurisdiction. Such clients are accommodated through either mobility or portability

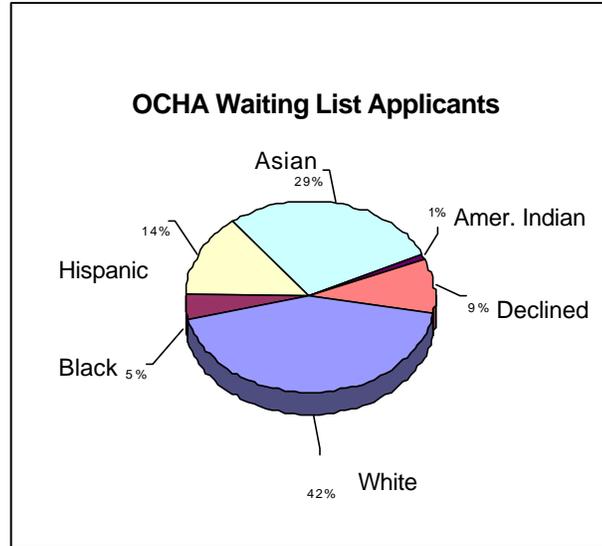
provisions.

In the case of those who locate within the county, OCHA administers assistance for more than 150 households residing in Anaheim, Garden Grove and Santa Ana through special mobility agreements enacted with these three cities Housing Authorities. Similarly, clients from those agencies are also able to locate in OCHA's jurisdiction. The initial agency continues to administer the assistance and make payments to the owners while the sister agency performs the required inspections, rent reasonableness documentation, and coordinates the leasing/contracting.

Clients who move outside the county are assisted through federal portability procedures. Under these arrangements, another Housing Authority will either issue incoming clients one of their Vouchers or administer assistance under the OCHA Voucher and bill OCHA for the monthly payments and a portion of the administrative fee. Such payments were made for approximately 110 tenants residing outside the county in February 2000.

OCHA's tenant-based programs assist a variety of clients that include disabled and elderly persons and families (see Households Receiving Assistance chart). To help assess specialized housing and other client needs staff reviewed the type and size of special needs households, and ethnicity of the families currently on our waiting list (see Households on Waiting List and OCHA Waiting List Applicants charts) as well as demographic information on current participants.





OCHA’s waiting list contains more than 6000 families and reflects the County’s diverse population. More than 7,000 applications were submitted in August 1999 and the list is currently closed.

Application processing is initiated for about 200 waiting list clients each month resulting in the issuance of 80 to 100 new Housing Choice Vouchers monthly. OCHA applies four local preferences to families on the waiting list. By order of preference these are: 1) Jurisdictional, 2) Displacement by Government Actions of Participating Jurisdictions, 3) Veterans, and 4) Working Preference (which is also extended to elderly and handicapped families.) Applicants drawn from the waiting list are required to substantiate their right to these preferences and must provide other necessary information. Following a third party verification process, the applicant is briefed on the Section 8 Program and receives a Housing Choice Voucher.

Eligible households are given a package of materials describing program requirements. They are also instructed on how to find an acceptable unit. OCHA provides rental housing lists by bedroom sizes containing the names and telephone numbers of owners that have informed OCHA of a unit availability and acceptance of the Section 8 Program.

Upon receipt of a Request For Lease Approval, staff inspects the unit for compliance with Housing Quality Standards, Rent Reasonableness, and assists in preparing related documentation in as timely a manner as possible. Staff also conducts an annual family review and property re-inspection. Special Housing Program staff are dedicated for various additional HUD Programs or special needs including Family Self-Sufficiency, Portability, Family Unification, Shelter Plus Care, and project-based complexes.

OCHA has established Exceptional Payment Standards for use in designated High Rent Areas generally located along the coast and in the southern areas of our jurisdiction. This allows participants to pay up to 110% of the Voucher Standard to live in these areas, and assists in greater dispersion of assisted families outside of low-income areas. In addition, OCHA has adopted a policy to allow rents up to 110% of the Payment Standards for reasonable accommodation of persons with special needs i.e., handicapped, elderly, or hard-to-house families. Exception Payment Standards for reasonable accommodation apply throughout our jurisdiction. All approved rents are subject to rent reasonableness criteria during lease negotiations.

OCHA has also adopted policies for Special Housing types that allow assisted families to live together and single assisted individuals to live in a group home, shared housing, or a single room occupancy unit (SRO) for the purposes of reasonable accommodations. This allows greater housing choices and assistance to our special needs clients.

Staff assigned to OCHA's Special Housing Programs Section provides additional services and enhanced support for special needs clients and programs. The Family Unification Program requires coordination with the Social Services Agency and individualized handling of qualified referrals. Although it is not a Section 8 Program, Shelter Plus Care is a tenant-based program that involves close coordination and referrals from the County's Health Care Agency. Procedures and rapport that has been established between agencies in these programs enable OCHA to provide improved services and access for all its clients. Similarly, the Family Self-Sufficiency program's success is due to the attention, staffing, and resources dedicated to this program, along with formal and informal agreements and liaisons with other agencies and groups.

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.

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HUD 50075
OMB Approval No: 2577-0226
Expires: 03/31/2002

Annual Plan

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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 (CA094a01)
- FY 2000 Capital Fund Program Annual Statement: N/A (No public housing)
- 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 (CA094b01)
- FY 2000 Capital Fund Program 5 Year Action Plan
- 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)
 - Summary of public comments and responses, including Resident Advisory Board. (CA094c01)
 - List of Meetings and Hearings. (CA094d01)

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
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
N/A	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 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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
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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Housing and Community Development Business Plan	Annual Plan

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.

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- -ability	Supply	Quality	Access- -ibility	Size	Loca- -tion
Income <= 30% of AMI	57236	5	4	3	4	3	5
Income >30% but <=50% of AMI	58478	5	3	3	4	2	4
Income >50% but <80% of AMI	101062	4	3	4	3	3	4
Elderly	168817	5	4	4	5	3	5
Families with Disabilities	145628	5	5	4	5	4	5
White	1409436	4	3	3	3	3	4
Black	25174	4	3	3	3	3	4
American Indian	9149	4	3	3	3	3	4
Asian/Pacific Islander	166299	4	3	3	3	3	4

Data presented is by individual not family.

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995, (2000 Draft)
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset: HUD 2020 information and 1990 data.
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
Materials related to the Urban County Consolidated Plan.

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

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

Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance
- Public Housing
- Combined Section 8 and Public Housing
- 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	6694		1800
Extremely low income <=30% AMI	5836	87%	
Very low income (>30% but <=50% AMI)	703	11%	
Low income (>50% but <80% AMI)	155	2%	
Families with children	3648	54%	
Elderly families	2477	37%	
Families with Disabilities	1378	21%	
White	2898	42%	
Black	308	5%	
Hispanic	910	14%	
Asian/Islander	1909	29%	
American Indian	58	1%	
Declined to state	611	9%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	N/A		
2 BR	N/A		
3 BR	N/A		
4 BR	N/A		
5 BR	N/A		
5+ BR	N/A		

Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)? No Yes

If yes:

How long has it been closed (# of months)? 8 months

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

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

C. Strategy for Addressing Needs

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.

(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)

Improve “customer service” and responsiveness to retain and enhance participating owners of rental properties.

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)
FSS Enhancement Program

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)
Working Preference: “elderly” have the same preference on the waiting list as under the working preference.

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)
Working preference: “disabled” have the same preference on the waiting list as under the working preference.
Pursue working relationships with community-based organizations to assist families with disabilities in applying for, complying with the rules and regulations of, and maintaining rental assistance.

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)
Payments standards (@110% of FMR) for high rent areas and reasonable accommodation.

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

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	N/A	
b) Public Housing Capital Fund	N/A	
c) HOPE VI Revitalization	N/A	
d) HOPE VI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant-Based Assistance	54,098,242	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	43,000	
h) Community Development Block Grant	N/A	N/A
i) HOME	N/A	N/A
Other Federal Grants (list below)		
1996 SuperNofa Shelter Plus Care	1,461,600	Shelter Plus Care
1998 SuperNofa Shelter Plus Care	3,230,000	Shelter Plus Care
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Operating Reserves	50,000	FSS Enhancement (Supportive Services)
Operating Reserves	75,000	Fair Housing Council
Operating Reserves	324,135	Section 8 Misc. Housing Contracts
Operating Reserves	4,600,000	Section 8 Reserve for HAP Payments
Operating Reserves	2,315,000	Section 8 Undesignated
4. Non-federal sources (list below)		
Total resources	66,196,977	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Orange County Housing Authority does not administer 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)

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)

Upon request, the Orange County Housing Authority will make available the addresses and phone numbers of the two previous landlords of prospective tenants.

(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)

When the waiting list is open, applications are made available at all participating city halls, public libraries, and on the Housing & Community Development website.

(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:

Our policy is to grant an additional 60-day period as outlined in the Federal statutes.

(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)
Displaced by local government action and referred by participating jurisdiction.

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.

5 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)

- 4 Working families and those unable to work because of age or disability
- 3 Veterans and veterans' families
- 1 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
- 2 Other preference(s) (list below)
Displacement by local government action.

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)
Eligibility literature, application instructions, and Housing & Community Development website.

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

Through published notices

Other (list below)

We inform our participating/partner referring agencies for special programs – the Social Services Agency and the Health Care Agency – which select special programs participants. These agencies disseminate information throughout the special program population and select program participants for housing.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

Orange County Housing Authority does not administer public housing.

(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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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: for high rent areas and reasonable accommodation.
 - 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)
As necessary to reflect high rent areas.

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)
Actual market rates charged within research areas.

(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)

Exemption waiver and review policies are included in the Administrative Plan.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 7/1/2000	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	4466	2544
Section 8 Certificates	2942	2544
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	170	30
Family Unification		
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
Shelter Plus Care	175	15

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)
Administrative Plan.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

Orange County Housing Authority does not administer public housing.

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

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

Orange County Housing Authority does not administer public housing.

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.

Orange County Housing Authority does not administer public housing.

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: 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.

Orange County Housing Authority does not administer public housing.

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.

Designation of Public Housing Activity Description	
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: <u>(DD/MM/YY)</u>	
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)
 Part of the development
 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.

Orange County Housing Authority does not administer public housing.

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.

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

4. Status of Conversion Plan (select the statement that best describes the current status)

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- 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)

- Units addressed in a pending or approved demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

Orange County Housing Authority does not administer public housing.

1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to

component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

For Family Unification: 31/03/1998

For Information/Income: 01/02/2000

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 residents? (If “yes”, complete the following table; if “no” skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
FSS Enhancement Program	409	FSS Clients	OCHA Main Office	FSS Section 8
West County One-Stop	50	Referral by FSS	JTPA	FSS Section 8
Coastal County One-Stop	50	Referral by FSS	JTPA	FSS Section 8

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	451	409

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

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

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

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

Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[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.

Orange County Housing Authority does not administer public housing.

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.

Orange County Housing Authority does not administer public housing.

1. Yes No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment,

rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

18. Other Information

[24 CFR Part 903.79 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name) CA094c01
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2. Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

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: Orange County Urban County Program (includes all unincorporated areas and the following cities: Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, Placentia, Rancho Santa Margarita, San Clemente, Seal Beach, Stanton, Villa Park, and Yorba Linda.)

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Buena Park

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Costa Mesa

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Fountain Valley

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)
See Consolidated Plan.

Other: (list below)

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

1. Consolidated Plan jurisdiction: Fullerton

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)
See Consolidated Plan.

Other: (list below)

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

1. Consolidated Plan jurisdiction: Huntington Beach

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Irvine

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: La Habra

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Laguna Niguel

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Lake Forest

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Mission Viejo

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)
See Consolidated Plan.
- Other: (list below)

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

1. Consolidated Plan jurisdiction: Newport Beach

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)
See Consolidated Plan.

Other: (list below)

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

1. Consolidated Plan jurisdiction: Orange

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)
See Consolidated Plan.

Other: (list below)

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

1. Consolidated Plan jurisdiction: San Juan Capistrano

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)

See Consolidated Plan.

Other: (list below)

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

1. Consolidated Plan jurisdiction: Tustin

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)
See Consolidated Plan.

Other: (list below)

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

1. Consolidated Plan jurisdiction: Westminster

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)
See Consolidated Plan.

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.

Attachments

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

Attachment A	Admissions Policy for Deconcentration	(CA094a01)
Attachment B	OCHA Management Organizational Chart	(CA094b01)
Attachment C	Summary of Public Comments and Responses	(CA094c01)
Attachment D	List of Meeting And Hearings	(CA094d01)

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	Amount of Annual Grant (Sum of lines 2-19)	
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 5 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 Fund 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)
Total estimated cost over next 5 years				

Eligibility for Admission

Orange County Housing Authority Administrative Plan

To be eligible for participation, an applicant must meet HUD's criteria for eligibility determination, as well as any additional criteria established by the OCHA.

HUD has five factors for eligibility:

- Family Composition
- Income Limits
- Provision of Social Security Number
- Citizenship/Eligible Immigrant Status
- Other criteria for Admission as defined in Section 4.E.

The Family's initial eligibility for placement on the waiting list will be made in accordance with the following factors and will not be verified until selection from the application pool for a Voucher is made.

A. FAMILY COMPOSITION

The applicant must qualify as a Family. A Family consists of one or more persons living together.

Head of Household:

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/Local law. [Emancipated Minors who qualify under State law will be recognized as head of household.]

Spouse of Head of Household:

Spouse means the husband or wife of the head of household.

For proper application of the Noncitizens Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads of household.

Live-In Attendants:

A Family may include a live-in attendant who:

Based on medical statements(s) required by the OCHA, which allows the OCHA to determine what is needed or essential to the care and well being of the elderly, handicapped or disabled family member; and without such care the tenant would not be able to remain in the assisted unit. The medical statement must include the type of care that will be provided and the time spent on each duty; and

Is not obligated for the support of the elderly, handicapped or disabled member; and

Would not be living in the unit except to provide care of the elderly, handicapped or disabled family member; and

Whose income will not be counted for purposes of determining eligibility or rent; and

Who may not be considered the remaining member of the tenant's family.

Orange County Housing Authority Administrative Plan

Who must submit required identification (and Driver License/State issued Identification card, Social Security card, Birth Certificate, Alien Registration Card).

Relatives are not automatically excluded from being care attendants, but must meet the definition described above.

Live-in attendant needs to be available on 24-hour basis and may not have outside employment or be a student.

Live-in attendants cannot be the remaining member of the tenant family if the person they are attending is no longer a participant on the Section 8 Rental Assistance Program.

Family members of a live-in attendant may also reside in the unit providing doing so does not increase the subsidy by the cost of an additional bedroom and further provided that the presence of the live-in's family members do not overcrowd the unit.

Note Verification procedures in Chapter 9. Verifications.

Split Households Prior to Voucher Issuance:

Families who are on the OCHA's waiting list may have a change in family composition where two parties split up and each want to retain their status (date/time) on the waiting list.

Where the OCHA must make a determination as to who will retain the waiting list position, the waiting list position may be retained by either of the two new family units where there is mutual consent of the heads of the two new family units or there is a determination by a Court as to which new family unit is to retain the position on the OCHA's waiting list.

Otherwise, the OCHA will determine which of the two new family units will continue to retain the place on the waiting list.

In making this decision, the OCHA shall consider which family member has physical custody of the children.

If there are no children in the household and the parties remain eligible and cannot make a decision as to who remains the applicant, the OCHA will hold the application for ninety days pending a decision by the parties. After that time, if there is no decision, the Certificate or Voucher will be awarded to the person who remains at the unit address listed on the application on file with the OCHA.

Documentation as to these factors will be the responsibility of the requesting parties. If documentation is not provided, the OCHA reserves the right to make the decision based on who is listed as head of household on the application, as long as the individual qualifies as an eligible family.

There may be an exception granted in the case of a battered spouse, with verification of this situation the same as the preference verification for Involuntarily Displaced for domestic violence.

Multiple Families in the Same Household:

It is possible to have what appears to be two families in the same household (such as a mother and father and daughter with her own family.) If the family applies as a family unit, they shall be treated as a family unit.

Joint Custody of Children:

Orange County Housing Authority Administrative Plan

When both parents are applying for Section 8 Rental Assistance Programs and both parents are trying to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

Non school age children who are subject to a joint custody agreement but live in the unit at least 51% of the time will be considered members of the household. "51% of the time" is defined as 183 days of the year, which do not have to run consecutively.

A. INCOME LIMITATION

Annual Income for admission shall not exceed the Very Low Income Limits established by HUD or other such limits as may be established by HUD.

A. MANDATORY SOCIAL SECURITY NUMBERS

Families are required to provide Social Security Numbers for all family members prior to admission.

All members of the family defined above must either:

1. Submit Social Security Number documentation; or
2. Sign a certification that they have not been issued a Social Security Number. If the family member is under the age of 18 at the time of admission, the certification can be executed by his or her parent or guardian. Such certification will be reviewed to determine the legal right to reside and in determining the Family's Rental Contribution.

Verification methods are described in Chapter 9. Verification.

A. CITIZENSHIP

HUD prohibits making financial assistance available to persons other than United States Citizens, Nationals, or Certain Categories of eligible noncitizens in the Section 8 Rental Assistance Programs administered by the OCHA. Despite the ineligibility of one or more family members, a mixed family may be eligible.

Effective June 19, 1995, Section 214 of the Housing and Community Development Act of 1980, as amended, was implemented by HUD and will be applied by the OCHA in accordance with governing directives and local housing authority policy.

A. OTHER CRITERIA FOR ADMISSION

There are other criteria that must be met in order for an applicant to be determined eligible for assistance under the Section 8 Rental Assistance Program.

At the time of preapplication, the applicant must repay amounts owed in full if the family, as a previous participant in the Section 8 program, owes money for a claim paid to an owner for unpaid rent, damages, and vacancy loss.

At the final eligibility determination, amounts owed to the OCHA for special claims paid on behalf of the family to the owner must be repaid in full.

If the family, as a previous participant in the Section 8 program, was terminated for receiving benefits which s/he was not entitled to receive, the family will be declared ineligible.

Orange County Housing Authority Administrative Plan

If the family as a previous participant in the Section 8 Program, was terminated for felonious drug-related or violent criminal activity by a family member, if that family member is no longer a member of the household and will not be a member of the household after the family is admitted, the family may be admitted but will be required to sign an agreement that the family member will not reside with the family. If the family violates the agreement, the family will be subject to termination of assistance.

To be determined eligible, the family must not have engaged in illegal drug-related activity within the prior year, unless the affected family member or members have successfully completed a drug rehabilitation program; nor have committed a violent criminal act, including criminal activity by any Family member within the past five years. Initial screening will be comprised of routine inquires of the family and any other information provided to the OCHA.

However, if the OCHA has reason to believe that the family or any family member is engaging in drug-related criminal activity or violent criminal activity, the OCHA may conduct closer inquiry to determine whether the family should be denied admission.

Drug-related activity means:

OCHA may deny or terminate assistance at any time if members of the family have engaged in drug-related criminal activity or violent criminal activity. Termination may only occur if the offence occurred within the last year. OCHA may deny assistance for an addict who currently uses or possesses drugs, but may not deny assistance for an addict who “is recovering, or has recovered from” an addiction.

OCHA may deny or terminate assistance if any family member commits drug-related or violent criminal activity based on a preponderance of evidence without regard to whether the crime is technically classed a felony or has resulted in a conviction.

The OCHA will not be obligated to ferret out information concerning a family’s criminal activities as part of the processing of an application for assistance. Initial screening will be limited to routine inquiries of the family and any other information provided to the OCHA regarding this matter. The inquiries will be standardized and directed to all applicants by inclusion of the inquiry on the application form.

Verification of any past activity will be done at final eligibility and may include a check of court conviction records or other records.

A. SUITABILITY OF FAMILY

In issuing rental assistance, the OCHA may not screen for factors which relate to the suitability of the applicant family as tenants. It is the responsibility of the owner to screen voucher holders as to suitability and acceptability. Such factors include (but are not limited to) prior rent paying history, outstanding debts owed to previous owners, history of damage to rental properties, police record, employment, etc. However, the OCHA may take into consideration, before issuing a voucher, whether the applicant owes money to the OCHA or another Housing Authority, or should be denied access to the program because of a history of drug or violent criminal activity or any other reason identified in D above.

A. CHANGES WHICH OCCUR BETWEEN FINAL ELIGIBILITY DETERMINATION AND EXECUTED CONTRACT DATE

Changes which occur during this period will affect eligibility to lease the unit.

Ineligible families will be given the opportunities outlined in Chapter 23 (Complaints and Appeals) of the Administration Plan.

Applying for Admission

H. A. HOW TO APPLY

The policy of the OCHA is to ensure that applicants are treated in a fair and consistent manner.

Preapplications are taken to compile a waiting list. Due to the demand for housing in the OCHA's jurisdiction, the OCHA may take applications on an "open enrollment" basis, depending on the length of the waiting list.

Families wishing to apply for any of the OCHA's programs may request a preapplication to be completed when the waiting list is open.

The application process will be undertaken in two phases: a preliminary application (referred to as a preapplication) will be taken first. When the family comes to the top of the waiting list and the OCHA is ready to pull the family into the applicant pool for final eligibility determination, the OCHA will take a formal application (referred to as a full application) and verify the information provided.

Acceptance of Preapplications:

When the waiting list is open, interested persons may apply to the OCHA.

Any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to request a pre-application be completed as long as the waiting list is open and the OCHA is accepting applications. Other families will be allowed to apply when the waiting list is closed according to the conditions described in Section 5.B.

If the waiting list is open, preapplications may be distributed as determined by OCHA.

Position on the waiting list will be determined by lottery. Lottery number will be converted to date and time.

Duplicative active preapplications or applications will not be honored.

Individuals who have a physical impairment which would prevent them from picking up an application in person, may have someone else pick one up for them.

The OCHA has a system in place to assist families with disabilities. Families can contact the OCHA at the TDD/TDY number for information.

The OCHA may also take preliminary applications at designated outreach sites as it determines necessary to comply with special outreach efforts.

Preapplications do not require an interview, but full applications do.

H. B. OPENING/CLOSING OF APPLICATION WAITING LIST

If the OCHA is taking applications on an open enrollment basis and decides that the waiting list is too long the OCHA will utilize the following procedures for closing and opening the waiting list.

The required notices will provide potential applicants with the necessary information to apply for assistance, including a OCHA telephone number to call, dates and times during which applications will be accepted, and a brief program description, including information on eligibility requirements and local preferences.

In that case, applications will only be accepted from all families during the advertised periods of enrollment. These enrollment periods are determined based upon the need of the OCHA to augment its waiting list for any of the programs.

Suspension of Application Acceptance:

If the OCHA is taking applications on an open enrollment basis, the OCHA may suspend the taking of all applications if the waiting list is such that additional applicants would not be able to receive Voucher within 24 months. OCHA may determine how long the list remains open. Suspension of application acceptance is announced publicly, just as the OCHA does for opening the waiting list.

Even if the waiting list is currently closed, when there are resident applicants who are being permanently displaced by governmental action of an OCHA Member Jurisdiction due ONLY to reasons of health or safety, OCHA shall accept a pre-application from applicants who claim such preference within 120 days before or after their date of permanent displacement. OCHA shall accept such pre-applications, but OCHA shall not issue Vouchers to such eligible applicants in excess of ten percent (10%) of OCHA's monthly turnover of Section 8 Vouchers. In addition, applications may be submitted in accordance with HUD rules and regulations for Special Housing Programs, such as Movement to Work and Mainstream Programs where OCHA has exhausted specific program clients from its existing waiting list.

Reopening of the List:

If the waiting list is closed and the OCHA decides to open the waiting list, the OCHA shall publicly announce the opening in the manner provided by Federal Regulation and the Notice Provisions of this Document.

This action is taken utilizing the following procedures:

1. Notice in newspaper of general circulation
2. Posting such notice in plain view in the applications office
3. Notice published in minority media publications in the OCHA's jurisdiction

The OCHA will publish the application date(s) of and program(s) for which applications are opening in the Orange County Register, La Opinion, and Nguoi Viet newspapers.

The publication will also specify the location where applications are accepted. Generally, applications will be accepted at the OCHA Office or other designated locations.

The OCHA will also send the announcement to agencies whose clients are very low income, and flyers will be available in the front office of the OCHA.

Application instructions will be posted in the OCHA office and in other designated offices and available through the voice mail system.

The closing date of the application process may be determined at the same time that the OCHA determines to open enrollment. The open enrollment period shall be long enough to allow enough applicants as required to provide at least sufficient clients for 24 months of operations.

H. C. PREAPPLICATION PROCEDURES

The OCHA will utilize a basic pre-application form. The information is to be completed as directed by OCHA.

The purpose of the preapplication is to permit the OCHA to preliminarily assess family eligibility or ineligibility and to determine placement on the waiting list.

Once the application is complete, the OCHA staff who are thoroughly acquainted with the eligibility criteria will assess the applicant's eligibility or ineligibility for selection as a Section 8 participant.

The information on the form will not be verified until the client has been selected from the application pool for final processing. Final eligibility and placement on the list will be determined when the full application process is completed and the information verified.

Applicants are responsible for informing the OCHA of changes in family circumstances (income/assets, family composition, address, living situation) within 15 calendar days and are responsible for responding to requests from the OCHA to update preapplications.

Failure to provide information or respond to pre-application update requests may result in the applicant being removed from the waiting list. When applicants are notified in writing that their application has been rejected, the OCHA will follow the policy contained in Chapter 23.

H. D. NOTIFICATION OF FAMILY STATUS

Based on the information on the preapplication, if the family is preliminarily determined eligible, the applicant will be informed of the probable date their name will be reached to receive a Voucher. The OCHA communication will in no way lead applicants to believe that the estimated date of Voucher issuance is exact, but will stress that the estimated date of Voucher issuance is subject to several factors that are beyond the OCHA's control (i.e., preference determination, turnover, additional funding, etc.)

This information with respect to eligibility (and estimated time period to receive a Voucher) will be put in writing and given to the applicant at the time of the interview or mailed to the applicant.

H. E. COMPLETION OF A FULL APPLICATION

Applicants on the waiting list will be requested to fill out a full application when the OCHA estimates that a Voucher can be issued within 60 days.

Once the applicant's name is reached on the waiting list, notification will be mailed to the applicant. Applicant will be scheduled for an initial interview appointment.

The OCHA will interview the applicant by asking questions and completing a full application including a completed self-disclosure form. Families are encouraged not to bring children.

Requirement to Attend Scheduled Meeting:

It is the responsibility of the applicant to attend the scheduled application interview. It is the applicant's responsibility to reschedule the interview if s/he misses the appointment. If the applicant does not reschedule and/or misses two scheduled meetings, the OCHA has the right to reject the application,

Rescheduled appointments must be requested in writing within ninety days of the original appointment day.

Rejection of the application means that the household will be removed from the waiting list and must reapply when applications are being taken. Applicants will be notified in writing if the application is rejected for this reason.

All adult family members 18 years of age and older are required to attend the interview with the head of household and sign the housing application. Exceptions are made for the severely handicapped, in which case the paperwork will be given to the family to complete and return, or students attending school out of state.

Verification of Full Application Information:

Information provided by the applicant will be verified in accordance with Chapter 9, including information on family composition, income, assets, allowances and deductions, preference status, full-time student status, and other factors relating to eligibility determination before the applicant is issued a Certificate or Voucher.

All adult members 18 years and older must sign the HUD 9886 Release of Information Form, the application, OCHA's Release Form, the asset disposition form, and Applicant Certification Form in order for the application to be considered complete.

H. F. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

Only one Voucher will be issued per application.

After the verification process is completed, the OCHA makes its final determination of eligibility, based on the same factors used in determining preliminary eligibility, but with verified data at this point in time.

The household is not actually eligible for Voucher issuance until this final determination has been made, even though they may have been preliminarily determined eligible and may have been listed on the waiting list.

Because HUD can make changes in rules and regulations during the review process, which affect an applicant's eligibility, it is necessary to make a final eligibility determination. Also, family circumstances may have changed between initial preapplication and final eligibility determination.

H. G. PREFERENCE DENIAL

If the OCHA denies a preference claimed by the applicant, the OCHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review within 15 calendar days of such determination.

If requested, the informal review must be conducted by any person(s) designated by the OCHA.

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The designee may be an officer or an employee of the OCHA, including the person who made or reviewed the determination. At the time of the informal review, the applicant must provide proof of the claimed preference for which they are eligible.

Establishing Preferences and Maintaining the Wanting List

H. A. APPLICATION POOL

An application pool will be maintained in accordance with the following factors:

1. The application will become part of a permanent file.
2. Applications will be maintained in order of preference. Applications equal in preference will be maintained by date and time sequence.
3. A lottery may be substituted to establish date and time sequences.
4. All applicants must meet income eligibility requirements as established by HUD.

The waiting list may be updated every 12 to 24 months by the OCHA.

B. WAITING LIST PREFERENCES

During the eligibility process, all applicants will be given the opportunity to show that they qualify for the preferences described below.

If an applicant makes a false statement in order to qualify for a preference, the OCHA will deny admission to the program for the family and they will be removed from the applicant waiting list.

Preference:

Subject to preference requirements, the OCHA will apply these preferences to all applicants who qualify, weighted in descending order:

- 1) Resident applicants (referred to as “members”) who live, work or have been hired to work in Orange County.

Non “member” applicants who move into or begin working in an OCHA jurisdiction will receive “member” preference status on the date they report the change. A “member” applicant will retain his/her preference for 60 days from the date they left OCHA’s jurisdiction.

If the applicant claims that they have lived or worked continuously in OCHA’s jurisdiction and based on the District Attorney report it is found that they were out of OCHA’s jurisdiction for a period of time they will be denied admission based on willful misrepresentation and removed from the waiting list.

- 2) Resident applicants who are being permanently displaced by OCHA Member Jurisdiction action for reasons of health or safety: The Member Jurisdiction must provide documentation to OCHA, evidenced by action adopted by the governing body, that they have offered relocation assistance and benefits as legally required (including OCHA’s Section 8 benefits) to the affected resident applicants. Such designation of preference shall not exceed ten percent (10%) of OCHA’s monthly turnover of Section 8 Certificates and Vouchers. Applicants shall be referred to OCHA for consideration by a Member Jurisdiction and applicants must submit a pre-application within 120 days before or after the date the applicant is permanently displaced. OCHA shall extend this preference within the ten percent (10%) per month limitation. (See Opening/Closing of Application Waiting List in Chapter 5.)
- 3) Applicants who are currently serving in the U. S. armed forces, or veterans who have been honorably discharged or surviving spouses of veterans (who have not re-married after the death of the veteran).
- 4) Applicants (families/individuals) with earned income from recent employment who meet the following criteria:

- Only head of household, spouse or sole member can qualify
- Must receive earned income which is defined as salaries and wages, overtime pay, tips and bonuses, and any other form of compensation for work performed.
- Work at least 42 weeks in each of the last three (3) previous years prior to qualifying for the preference and to continue this same level of employment until initial rental assistance is received.
- Length of employment is calculated separately for each individual and cannot be combined with another person to qualify.
- Employment must be verifiable – burden of proof is the responsibility of the applicant.

To minimize the risk of discrimination, HUD requires that any working preference must also be given to applicant households whose head, spouse, or sole member is age 62 or older or is receiving Social Security disability, Supplement security Income disability benefits, or any other payments based on the individual’s inability to work.

C. PREFERENCE ELIGIBILITY

Applicants will be placed on the waiting list according to information provided by them as to their qualification for preferences. This preference claim will not be verified at the time of preapplication.

If applicant misrepresents an address to retain jurisdictional member preference, their file will be made inactive.

Applicant circumstances may change while awaiting a Voucher offer. These changes may affect entitlement to a preference. Applicants are required to notify the OCHA in writing within 15 calendar

days of any change in their circumstances. Whenever applicants claim a different preference, they will be placed on the waiting list in the order of their claimed preference.

However, to be finally determined eligible, applicants must still meet the preference category(ies) cited at the time that a Voucher is expected to be available and a full application is completed during the OCHA Intake review.

If the applicant's preference cannot be verified, the applicant will be notified of the preference denial and given the opportunity for an informal review as authorized in Chapter 5, Section G.

D. ORDER OF SELECTION

The selection from OCHA's waiting list will be made without regard to race, color, creed, religion, sex, handicap or disability, national origin, familial status, marital status, or source of income.

The preapplicants will be selected according to preference status, and date and time of the pre-application.

Interviews for completion of a full application are scheduled on this basis.

E. REOPENING OF WAITING LIST

The OCHA will announce the opening to its Waiting List whenever it is determined that fewer applicants are on the waiting list than would provide 24 months of referrals for assistance from that list. As funding becomes available for Special Programs, the OCHA may open the Waiting List for Pre-applications for such persons covered by those programs.

F. MAINTAINING THE WAITING LIST

After the preliminary eligibility determination has been made, applicants are placed on the appropriate waiting list in order of preference. The OCHA will maintain an accurate waiting list which conforms to HUD requirements.

The waiting list will provide the following information on apparently eligible households who have an active preapplication:

1. Name of head of household
2. Date, time, and lottery number of the preapplication
3. Unit size required
4. Preference status codes
5. Minority and ethnicity status

G. UPDATING THE WAITING LIST

The OCHA may periodically (every 12 to 24 months) update the waiting list to ensure that it is current and accurate.

The OCHA will mail a notice to the applicant's last known address, requesting information regarding their continued interest in maintaining a place on the waiting list.

If the applicant did not notify the OCHA of a move as required, the OCHA will not be responsible for the applicant's failure to receive the update request.

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The request notice will include a deadline date by which applicants must contact the OCHA of their continued interest, by mail or in person. If the OCHA fails to receive the applicant's notice of continued interest by the deadline date, the applicant's name will be removed from the waiting list.

If the letter is returned by the Post Office, with the forwarding address noted, the OCHA will resend the letter. If the letter is returned by the Post Office as undeliverable, this will be used as proof that the applicant has moved without notice to the OCHA and that the applicant will be removed from the Waiting List.

The OCHA does not accept responsibility for mail delays and/or nonreceipt by the applicant.

If there is no response within the time period stated in the OCHA 's letter, the OCHA will send the notice to the applicant for the denial of assistance with an opportunity for an informal review.

H. FINALIZING THE DETERMINATION

All completed and verified applications are added to an "eligible" list and families are called in for briefing and issuance of Vouchers in accordance with this Administrative Plan.

A statistical report is prepared by the Section 8 staff each month to ensure that the very low income requirement is met, that the elderly/non-elderly and unit size distribution is followed and that the number of Vouchers issued is sufficient to maintain Contracts for the number of units authorized under our Annual Contributions Contracts with HUD.

List of Meetings and Hearings

- **April 1, 1999 – Housing & Community Development Commission – Regular Meeting**
The Housing & Community Development Commission designated as the Resident Advisory Board as called out in the Quality Housing & Work Responsibility Act of 1998.
Director of H&CD authorized to prepare and submit OCHA Five Year Agency Plan.
- **September 23, 1999 - Housing & Community Development Commission – Regular Meeting**
The H&CD Commission members, in their role as the Resident Advisory Board, received a copy of the PHA Five-Year Plan Template for review and comment.
- **February 18, 2000 – Public Notice of Two Public Hearings & Distribution of Preliminary Plan**
Public Notice of two Public Hearings (March 23, 2000 & April 11, 2000) posted in the following newspaper publications: The Orange County Register, Miniondas (Spanish), Ngoi Viet (Vietnamese), and The Orange County Reporter. Preliminary Drafts mailed to all thirty participating cities, non-profit service providers, interested agencies, and all County libraries.
- **February 24, 2000 - Housing & Community Development Commission – Regular Meeting**
The Preliminary Draft of the Five-Year Agency Plan was submitted to the H&CD Commission for review and comment.
- **March 23, 2000 - Housing & Community Development Commission – Public Hearing**
The H&CD Commission conducted a Public Hearing to receive comments on the Five-Year and Annual Plan. The Commission recommended adoption of the OCHA Five-Year Agency Plan for FY 2000-04 and Annual Plan for FY 2000-01 to the Board of Supervisors, acting as the OCHA Board of Commissioners.
- **April 11, 2000 – Orange county Housing Authority Board of Commissioners – Public Hearing**
The Orange County Board of Supervisors, acting as the Orange County Housing Authority Board of Commissioners, conducted a Public Hearing to receive comments on the Five-Year and Annual Plan. No additional comments were heard. The Board adopted the OCHA Five-Year Agency Plan for FY 2000-04 and Annual Plan for FY 2000-01 and authorized the Chairman to execute the certification thereto and transmit the document to HUD.