

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

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# PHA Plans

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

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

**PHA Plan  
Agency Identification**

**PHA Name: HOUSING AUTHORITY OF THE COUNTY OF  
MARIPOSA**

**PHA Number: CA-127**

**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)**

- X Main administrative office of the PHA
- N/A PHA development management offices
- N/A 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)

- X Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- X Main administrative office of the local government \*same
- X Main administrative office of the County government \*same
- Main administrative office of the State government
- X Public library
- PHA website
- Other (list below)

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

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

# FIVE YEAR AGENCY PLAN

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

**A. Mission**

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

**The PHA's mission is:** Our mission is to provide quality housing to eligible people in a professional, fiscally prudent manner and to be a positive force in our community by working with others to assist these families with appropriate supportive services.

The mission shall be accomplished by a fiscally responsible, creative organization committed to excellence in public service.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

- PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

**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:

- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

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

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

**MANAGEMENT ISSUES**

**GOAL**

*Manage the Housing Authority of the County of Mariposa in a manner that results in full compliance with applicable statutes and regulations as defined by program audit findings.*

**Objectives**

1. HUD shall recognize the Housing Authority of the County of Mariposa as a high performer by June 30, 2004.
2. The Housing Authority of the County of Mariposa shall achieve and sustain a utilization rate of 100% by June 30, 2001.
3. The Housing Authority of the County of Mariposa shall promote a motivating work environment with a capable and efficient team of employees to operate as a customer-friendly and fiscally prudent leader in the affordable housing industry.

## **TENANT-BASED HOUSING ISSUES**

### **Goal**

*Manage the Housing Authority of the County of Mariposa's tenant-based program in an efficient and effective manner thereby qualifying as at least a standard performer under SEMAP.*

### **Objectives**

1. The Housing Authority of the County of Mariposa shall establish a program, by December 31, 2004, to help people use its tenant-based program to become homeowners.
2. The Housing Authority of the County of Mariposa shall attract 20 new landlords who want to participate in the program by December 31, 2004.
3. The Housing Authority of the County of Mariposa shall reduce the amount of time it takes to inspect a new unit to 5 days by December 31, 2004.

## **EQUAL OPPORTUNITY ISSUES**

### **Goal**

*Operate the Housing Authority of the County of Mariposa in full compliance with all Equal Opportunity laws and regulations.*

### **Objectives**

The Housing Authority of the County of Mariposa shall serve all clients promptly and professionally regardless of race, creed, color, national origin, marital status, or familial relationship.

The Housing Authority of the County of Mariposa shall review and evaluate its reasonable accommodation policies and procedures at least annually.

## **FISCAL RESPONSIBILITY ISSUES**

### **Goal**

*Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.*

### **Objectives**

1. The Housing Authority of the County of Mariposa shall operate so that income exceeds expenses every year.
2. The Housing Authority of the County of Mariposa shall maintain its operating reserves of at least \$1,000 between now and December 31, 2004.

## **PUBLIC IMAGE ISSUES**

### **Goal**

*Enhance the image of assisted housing in our community.*

### **Objectives**

1. The Housing Authority of the County of Mariposa's leadership shall speak to at least 4 civic, religious, or fraternal groups a year between now and December 31, 2004, to explain how important they are to the community.
2. The Housing Authority of the County of Mariposa shall ensure that there are at least 2 positive stories a year in the local media about the Housing Authority or one of its clients.

**ANNUAL PLAN  
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**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**
- X **Small Agency (<250 Section 8 Tenant Based Units)**
- X **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.

Our Annual Plan is based on the premise that if we accomplish our goals and objectives we will be working towards the achievement of our mission.

The plans, fiscal goals, policies, etc. set forth in the Annual Plan all lead to the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the State of California Consolidated Plan. Here are just a few highlights of our Annual Plan:

- The Housing Authority of the County of Mariposa, (HACM), has entered into an interagency agreement with the Human Services Department, Family Services Unit; Family Solutions, Children's Systems of Care; Mountain Crisis, Women's Refuge; and the Human Services Department, Welfare to Work unit; to give their clients, for whom affordable housing is an issue in meeting their goals, a priority on the application waiting list. This interagency agreement is designed to support Welfare to Work, and prevent homelessness.
- The HACM, has attracted 4 new landlords, during the 1999-2000 fiscal year, who are interested in leasing their rental units to Section 8 Voucher holders.
- The Annual Administrative Plan for the HACM stipulates policies that will provide reasonable accommodation to clients who claim a need due to disabilities.

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- Twenty clients have left the program due to becoming self sufficient in the last year.
- Twelve clients have been assisted to port out to other jurisdictions in order to pursue better opportunities for employment and education.

In summary, we are on course to improve the condition of affordable housing in Mariposa County.

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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
- FY 2000 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

**Optional Attachments:**

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

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
	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
	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
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

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<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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
	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
	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
	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 X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	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
	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 X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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

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<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X 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
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X X X  X	Board resolution adopting plan Notice of public invitation for input and review Certification by the State Department of Housing Community Development that plan is in compliance with the State Consolidated Plan. Verification from the County Auditor's office that HA annual Audit is sent to the Federal Audit Clearinghouse.	

**1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Loca- tion
Income <= 30% of AMI	158	2	4	4	1	1	2
Income >30% but <=50% of AMI	150	2	4	4	1	1	2
Income >50% but <80% of AMI	100	5	5	4	1	1	1
Elderly	11	5	4	4	1	1	1
Families with Disabilities	25	5	4	4	1	1	1
White	51	5	4	4	1	1	1
Black	1	5	4	4	1	1	1
American Indian	10	5	4	4	1	1	1
Asian	1	5	4	4	1	1	1
Hispanic	4	5	4	4	1	1	1
Other Races	11	5	4	4	1	1	1

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:
- X U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
Housing Authority wait list, April, 2000  
Other Federally subsidized apartment complexes in the community

## 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)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families Being Served	Annual Turnover
Waiting list total	77		42
Extremely low income <=30% AMI	36	75 %	
Very low income (>30% but <=50% AMI)	41	25%	
Low income (>50% but <80% AMI)	-0-	-0-	
Families with children	53	48%	
Elderly families	11	52%	
Families with Disabilities	25	30% may also be elderly	
Race/ethnicity	As stated above		
Race/ethnicity	As stated above		
Race/ethnicity	As stated above		
Race/ethnicity	As stated above		
Characteristics by Bedroom Size (Public Housing Only)	<b>Housing Authority Owns No Public Housing</b>		
1BR			
2 BR			

<b>Housing Needs of Families on the Waiting List</b>			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes If yes: How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

**C. Strategy for Addressing Needs**

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

**(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
- X 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
- X Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration (**we are a low income county wide jurisdiction**)
- X Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- X Employ admissions preferences aimed at families with economic hardships
- X 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

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

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

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

Select all that apply

- Seek designation of public housing for the elderly

- X Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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- X Funding constraints
- X Staffing constraints
- X Limited availability of sites for assisted housing
- X 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.

***100% of funding is derived from the HUD Section 8 Tenant based, cacc.***

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$717,000	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	\$717,000 FY2000-01	

**HOUSING AUTHORITY COUNTY OF MARIPOSA OWNS NO PUBLIC HOUSING**

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

[24 CFR Part 903.7 9 (c)]

**A. Public Housing**

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

**(1) Eligibility**

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

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

- When families are within a certain time of being offered a unit: (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**

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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)
  - X 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 X No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes X No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes X 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)
  - X Criminal or drug-related activity
  - Other (describe below)

**INTRODUCTION**

This Chapter defines both HUD's and the HACM's criteria for admission and denial of admission to the program. The policy of the HACM is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply. The HACM staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by the HACM pertaining to their eligibility.

**A. ELIGIBILITY FACTORS [ 24 CFR 982.201 (B)]**

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HACM accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under State law.

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

The HUD eligibility criteria are:

- An applicant must be a "family"
- An applicant's total income must be within the published Income Limits
- An applicant must furnish Social Security Numbers for all family members, age six and older, or sign an affidavit that they have never had a social security number
- An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required

At least one member of the applicant family must be either a U.S. citizen or have eligible immigration status before the HACM will provide financial assistance.

For the HACM's additional criteria for eligibility, see Section E, "Other Criteria for Admission."

The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors.

*Evidence of Citizenship/Eligible Immigrant Status will not be verified until the family is selected from the waiting list for final eligibility processing for issuance of a Voucher, unless the HACM determines that such eligibility is in question.*

### **B. FAMILY COMPOSITION [24 CFR 982.201]**

The applicant must qualify as a Family. A Family may be a single person or a group of persons. A "family" can include a family with a child or children. A group of persons may be:

Two or more persons who intend to share residency whose income and resources are available to meet the family's needs.

Two or more elderly or disabled persons living together, or one or more elderly, near elderly or disabled persons living with one or more live-in aides is a family.

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members. (See Chapter 6, C for definition of temporarily absent

A single person may be:

- An elderly person
- A displaced person
- A person with a disability
- Any "other single" person

### **Head of Household and Family Separation and Retention of Wait List Placement**

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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.

For an applicant, Head of Household will be determined by who is designated on the original application. However, if a family unit separates while on the waiting list, the HACM will make every effort to encourage the family members to designate in writing, who will retain the Section 8 application. Under no circumstances shall the authority allow the separate households to be admitted as two applicants to the wait list.

A new application on the waiting list is not acceptable, if the Head of Household is on another application or a present participant, and the same family members are on the new application. A new application would only be acceptable, if the designated Head of Household, is not including all the other family members on the application. Who are listed on the other application, or are presently in a participating household together.

The original Head of Household must remain the Head of Household, except for a split in the family as explained below.

If the family cannot agree on who will retain the Section 8 application and there is no court determination, the HACM shall use the following guidelines on who will retain the application:

### **1<sup>st</sup> Priority**

Given to victims of domestic violence if domestic violence is a contributing cause of the family breakup.

### **2<sup>nd</sup> Priority**

Given to the adult member of the household who retains primary physical custody of the majority of the household's minor children.

### **3<sup>rd</sup> Priority**

Given to the adult member of the household who is disabled.

### **4<sup>th</sup> Priority**

*Given to the adult member who initially applied, if another adult member was added at a later time.*

*Note: If all of the circumstances do not apply and the only adult member left on the application is an adult member that was not on the initial submission of the application, that adult member will not have residual rights to the application, and will need to reapply to the Section 8 Program.*

The HACM shall require verification of the above circumstances. If either or both of the families do not provide the documentation requested by the HACM, removal from the waiting list for failure to supply requested verifications will occur.

### **Spouse of Head**

Spouse means the husband or wife of the head. A spouse is someone who must be divorced in order to terminate the relationship.

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

**Co-Head**

An individual in the household who is equally responsible for the lease with the Head of Household. A family may have a spouse or co-head, but not both. A co-head never qualifies as a dependent.

**Live-in Attendants**

*A household may include a live-in aide provided that the participant can provide:*

Verification from a reliable, knowledgeable professional, such as a medical doctor, social worker or caseworker. The verification must demonstrate that a live-in aide is necessary and the family would not be equally well served by a home health care service or a care provider who does not live in the unit. This verification will be required to be given to the HACM at the initial time the live-in aide begins to reside in the subsidized unit.

Another additional family member of the live-in care attendant may reside in unit with participant, if the above stipulations are met.

A household may include a live-in aide if the aide:

Is determined by the HACM to be essential to the care and well being of an elderly person, a near-elderly person, or a person with disabilities,

Is not obligated for the support of the person(s), and

Would not be living in the unit except to provide care for the person(s).

In instances where the family receives payments from Human Services through the In Home Supportive Services (IHSS) program, the live-in aide reported to the HACM must be the same person on record with IHSS.

A live-in aide is treated differently than family members:

Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits.

Live-in aides are not subject to Non-Citizen Rule requirements.

Live-in aides may not be considered as a remaining member (residual member) of the tenant family.

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Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above. Family members of a live-in attendant may reside in the unit, if no more than one bedroom is needed for the live-in aide, based on the HA's occupancy standards. And, if the live-in aide's family members do not create an over crowded unit

A live-in Aide may only reside in the unit with the approval of the HACM. Written verification will be required from a reliable, knowledgeable professional, such as a doctor, social worker, or caseworker. The verification provider must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61) or disabled.

At any time, the HACM will refuse to approve a particular person as a live-in aide or will withdraw such approval if:

1. The person has been on a federal housing program and evicted from public housing or terminated from Section 8 due to program violation.
2. The person owes an amount of money to any federal housing program.
3. The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program; commits drug-related criminal activity, or violent criminal activity. The person commits other criminal activity or abuses alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. An arrest record for being drunk and disorderly, will constitute documentation of unsuitability as a live-in aide.
4. The person has employment outside of the home.
5. Another person is residing in the unit who is capable of providing the care for participant.

The live-in aide's qualification for housing occupancy terminates when the individual needing the supportive services leaves the unit or fails to qualify for continued occupancy. The live-in aide does not qualify for continued occupancy as a remaining member of the tenant family, even if they are related by blood, marriage or operation of law.

### **Multiple Families in the Same Household**

When families apply that consist of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

However, once the applicant family has been issued a Housing Choice Voucher no adult may be added to the family until the family is admitted as a participant and not until the first annual re-examination, or until the family moves again, whichever comes first. Adults who are excluded from this policy are adults who are in need of the care of a family member due to a disability or medical condition, or if the adults are being added by marriage to a current family member. *The HACM shall have the right to review and to make a determination on a case-by-case basis whether the family member may be added.*

### **Joint Custody of Children**

**Applicant and Participant Families: Children who are subject to a joint custody agreement but live with one parent at least 50% of the time will be considered members of the household. "50% of the time" is defined as 182 days of the year, which do not have to run consecutively.**

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If the Applicant or Participant Family does not have the child at least 50% of the time, the child will not be considered a member of the family until such time the child returns to the home. A larger subsidy standard will not be given, in any circumstance, unless:

There is a court document which states the family must have the correct size family unit in order for the court to allow the child or children to reside in the unit.

When both parents are on the Waiting List and both 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.

In some instances both parents will have joint custody of a child, and the child will reside with one parent more than 51 percent of the time, but the other parent will receive the welfare benefits for the child. In these cases the HACM will do an investigation with the welfare department and will make a determination based on that investigation.

Other factors that the HACM will consider to determine subsidy standard and/or deductions from annual income are:

- Which family takes the child as a dependent on the most recent Federal Income Tax Return.
- School records showing address of child.
- Who pays for the primary medical care of child.
- Any other court documents pertaining to custody or details of support for the child.
- Whose name and address appear on the SS and/or SSI income records with Social Security for the child's benefits.

### **C. INCOME LIMITATIONS** [24 CFR 982.201(b), 982.353]

In order to be eligible for assistance, an applicant must:

Have an Annual Income at the time of admission that does not exceed the very low-income limits for occupancy established by HUD.

To determine whether the family is income-eligible, the HACM compares the Annual Income of the family to the applicable income limit for the family's size.

Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.

**For admission to the program (initial lease-up):** The family must be within the extremely low-income limit, or the very low-income limit of the HACM's jurisdiction. (HACM will pull 75% of targeted income at the extremely low-income limits; the residual will be very low-income families.) Income targeting takes precedence over local preferences.

**Portability:** For initial lease-up, port in families must be within the very low-income limit for the HACM's jurisdiction.

### **D. MANDATORY SOCIAL SECURITY NUMBERS** [24 CFR 5.216, 5.218]

Families are required to provide verification of Social Security Numbers for all family members age 6 and older prior to receiving a Voucher, if they have been issued a number by the Social

Security Administration. This requirement also applies to persons joining the family after admission to the program.

*All members of the family defined above must either:*

1. Submit a VALID 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. Any family member who obtains a Social Security Number after or during admission shall submit the documentation within seven (7) calendar days of the Social Security Number being issued; or
3. If the person discloses his/her Social Security Number but cannot provide verification, they must sign a certification and provide verification within 60 days. Elderly persons must provide verification within 120 days.

Failure to furnish verification of a VALID Social Security Number or to report the receipt of a VALID Social Security Number, or report to the HACM of an invalid Social Security Number will be grounds for denial or termination of assistance.

**E. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS [24 CFR Part 5, Subpart E]**

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined. Families will not be admitted to the Program until each family member's eligibility has been verified under the non-citizenship rule.

Mixed Families. A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

All members ineligible. Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and offered an opportunity for a hearing.

Non-citizen students. Defined by HUD in the non-citizen regulations. Not eligible for assistance.

Appeals. For this eligibility requirement only, the applicant is entitled to an informal hearing exactly like those provided for participants.

**Verification of Status Before Admission**

The HACM will not provide assistance to families until each family member's eligibility or ineligibility has been verified. The HACM will not provide assistance until the verification of *eligibility* for the individual family member or at least one member of the family has been made.

**F. OTHER CRITERIA FOR DENIAL OF ADMISSION [24 CFR 982.552(b)]**

The HACM will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program.

- *Note: The family is permanently prohibited from admission to the Section 8 Program if they were previous participants in the Program and were terminated for any reason. An exception may be granted by the HACM if the family member who violated the family obligation is not a current member of the household on the application.*
- The Family must not have violated a family obligation during a previous participation in the Section 8 Program.
- If any member of the family has ever been evicted from public housing.
- If a Housing Authority has ever terminated assistance under the Certificate or Voucher Program for any member of the family.
- The family must have paid outstanding debts owed the HACM or another HACM as a result of prior participation in a federal housing program. The family will be required to pay the balance in full prior to final eligibility determination, but not before being placed on the waiting list. If the debt is not paid in the designated time period set by the HACM during the eligibility process, the application will be withdrawn. The family must submit a new application. Full documentation of the hardship will be required. In no case will the debt be forgiven.
- If any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.
- If any family member has engaged in, or threatened abusive or violent behavior toward Housing Authority personnel.
  - Abusive or violent behavior toward Housing Authority personnel includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, may be cause for termination or denial.
  - Threatening refers to oral or written threats or physical gestures that communicate intent to abuse or commit violence.
  - Actual physical abuse or violence will always be cause for termination.
- The family's action or failure to act, in a manner which constitutes "failure to provide".
- If any member of the family fails to sign and submit consent forms for obtaining information.
- If any member of the family does not submit required evidence of citizenship or eligibility immigration status, or if there is no eligible member of the family.
- If any household member is currently or has engaged in drug related criminal activity or violent criminal activity within the past *five years* from the date of occurrence. (Five-year time period is only for new admissions and does not pertain to family members who were

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terminated from the program due to drug related or violent criminal activity, or other criminal activity. That is a permanent prohibited admission to the program.)

- Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use of a controlled substance.
  - Violent Criminal Activity includes any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any household member, which could include a live-in aide.
- If any household member is currently engaged in or has engaged in other criminal activity which may threaten the health or safety of other residents, the owner, property management staff, or persons performing a contract administration function or responsibility on behalf of the HACM, including a HACM employee, contract or subcontractor or agent. Damaging HA property will also result in denial or termination of assistance.
- If any household member is subject to a lifetime registration requirement under a State sex offender registration program, they are permanently prohibited from admission to the Section 8 Program.
- If any household member has been convicted of manufacturing or producing methamphetamine, they are permanently prohibited admission to the Section 8 Program.
- If any household member has an abuse or pattern of abuse of alcohol that may adversely affect the health or safety of, or the right to peaceful enjoyment of the premises by, other residents and if the HACM believes it has reasonable cause to believe the family member has in the past *five years* an arrest record that substantiates the pattern of abuse of alcohol.
- If any household member is fleeing to avoid prosecution, or custody or confinement after conviction, for a crime, or attempt to commit a crime, that is a felony under the laws of the place from which the individual flees or violating a condition of probation or parole imposed under Federal or State law.

*The HACM **may** waive the five-year time period requirement for drug related or violent criminal activity or other criminal activity if:*

- The circumstances leading to the eviction or termination no longer exist. For example, the individual involved in drugs is no longer in the household because the person is incarcerated; or
- If the person engaging in the activity has successfully completed a supervised drug or alcohol rehabilitation program; or and has tested drug and alcohol free for at least one year.
- Is participating in a supervised drug or alcohol rehabilitation program, and has tested drug and alcohol free for at least one year.

### **Criminal Background Checks:**

*The Housing Authority will conduct criminal background checks on all adult members of the family at time of admission, when the one-strike law is effective.*

If the HACM proposes to deny admission for criminal activity as shown by a criminal record, the HACM must provide the family with a copy of the criminal record before the HACM informal review of such decision.

G. TENANT SCREENING (24 CFR 982.307)

The HACM will take into consideration any of the admission criteria described in this Chapter as well as Chapter 15, "Denial or Termination of Assistance" but will not screen for family behavior or suitability for tenancy. The HACM will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before HACM approval of the tenancy, the HACM will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as: [24 CFR 982.307(a)(3)]

- Payment of rent and utility bills
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing
- Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others; and
- Compliance with other essential conditions of tenancy.

*The HACM will advise families how to file a complaint if they have been discriminated against by an owner. The HACM will advise the family to make a Fair Housing complaint, and assist the family if needed in completing the form. The HACM could also report the owner to HUD (Fair Housing/Equal Opportunity) or the local Fair Housing Organization.*

Information to Owners Regarding Section 8 Clients

*Federal Regulations (24 CFR 982.307) require that the PHA must give the owner the family's current address (as shown in the PHA records); and the name and address (if known to the PHA) of the owner at the family's current and prior address.*

The HACM has adopted the following additional policy regarding information that is provided to your current or prospective owner:

The HACM will provide information in the HACM possession about the family composition, and rating of past housekeeping. Income amounts and income sources will not be provided to the owner, nor unverified sources of information that are in the family's files, i.e. anonymous phone calls.

The HACM will give the same types of information to the owners for all families.

H. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Changes that occur during the period between issuance of a voucher and lease up may affect the family's eligibility or Total Tenant Payment. For example, if a family goes over the very low-income limit prior to lease up, the applicant will no longer be eligible for the program. They will be notified in writing of their ineligible status and their right to an informal review.

However, if the family has an increase in income after the date of the briefing but before lease up and they still qualify within the very low-income limit, the annual income, which was used at the time of the briefing, is "frozen" until after lease up. Once leased, an interim will be conducted for the following month to include the additional income.

If the HACM is pulling an application pool off the waiting list of families at or below 30% of median income; and if a determination is made by the HACM staff before issuance of the voucher, that some families are above the 30% of median income, these families will be put back on the waiting list with the same date and time and, if applicable, local preference, until such time as applicants are being pulled who are above the income targeting rate of 30% of median income.

**I. INELIGIBLE FAMILIES**

Families who are determined to be ineligible will be notified in writing of the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to noncitizen status. See Chapter on, "Complaints and Appeals" for additional information about reviews and hearings.

**J. PROHIBITED ADMISSION CRITERIA (24 CFR 982.202)**

*Admission to the program may not be based on where the family lives before admission to the program.*

*Note: If family did not have a domicile residence in Mariposa County at the time of initial application was submitted, the family must lease in Mariposa County for an initial lease term before using the portability option.*

*Admission to the program may not be based on:*

Discrimination because members of the family are unwed parents, recipients of public assistance, or children born out of wedlock.

Discrimination because a family includes children.

Whether a family decides to participate in a family self-sufficiency program; or

Other reasons as listed in the "Statement of Policies and Objectives" chapter under the Fair Housing and Reasonable Accommodations sections.

**(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)

- X 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)

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

**(3) Search Time**

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

If yes, state circumstances below:

**APPLYING FOR ADMISSION**  
[24 CFR 982.204]

**INTRODUCTION**

The policy of the HACM is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement and denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family, but the HACM will also utilize this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

**A. OVERVIEW OF THE APPLICATION TAKING PROCESS**

The purpose of application taking is to permit the HACM to gather information and determine placement on the waiting list. The application will contain questions designed to obtain pertinent program information.

Families who wish to apply for any one of the PHA's programs must complete a written application form when application taking is open. Applications will be made available in an accessible format upon request from a person with a disability.

When the waiting list is open, any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.

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The application process will involve two phases. The first is the "initial" application for assistance (referred to as a preapplication). This first phase results in the family's placement on the waiting list.

The second phase is the "final determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time the HACM ensures that verification of all HUD and HACM eligibility factors is current in order to determine the family's eligibility for the issuance of a voucher.

### **B. OPENING/CLOSING OF APPLICATION TAKING [24 CFR 982.206, 982.54(d)(1)]**

The HACM will utilize the following procedures for opening and closing the waiting list:

When the HACM opens or closes the waiting list, the HACM will advertise through public notice in the following newspapers, and at the location(s), where the program(s) for which applications are being accepted or being closed is administered:

Local Mariposa newspapers and all their subsidiary newspapers which cover Mariposa County. Local service agencies, including the Human Services Department, Department of Mental Health, Mariposa Senior Center, and Mountain Crisis Center.

The notice of an opening of the waiting list will contain:

- The dates, times, and the locations where families may apply.
- The programs for which applications will be taken.
- A brief description of the program.
- Limitations, if any, on whom may apply.

The notices will be made in an accessible format if reasonable accommodation is requested. They will provide potential applicants with information that includes the HACM address and telephone number, how to submit an application, information on eligibility requirements, and the availability of local preferences.

Upon request from a person with a disability, additional time will be given as an accommodation for submission of an application after the closing deadline. This accommodation is to allow persons with disabilities the opportunity to submit an application in cases when a social service organization provides inaccurate or untimely information about the closing date. The same criteria will apply for substantiation of need of reasonable accommodation, as has been previously stated in this plan.

## Closing the Waiting List

The HACM may stop applications if there are enough applicants to fill anticipated openings for the next 72 months. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

The HACM will announce the closing of the waiting list by public notice.

The open period shall be long enough to achieve a waiting list adequate to cover projected turnover and new allocations over the next 72 months. The HACM will give at least 14 days' notice prior to closing the list.

### **Limits on Who May Apply**

When the waiting list is open:

**Any family asking to be placed on the waiting list for Section 8 rental assistance will be given the opportunity to complete an application.**

When the application is submitted to the HACM:

It establishes the family's date and time of application for placement order on the waiting list. Besides date and time, however, local preferences along with income targeting will have an affect on the family's placement on the waiting list.

### **C. "INITIAL" APPLICATION PROCEDURES [24 CFR 982.204(b)]**

The HACM will utilize a preliminary-application form (pre-application). The information is to be filled out by the applicant whenever possible. To provide specific accommodation for persons with disabilities, the information may be completed by a staff person over the telephone. It may also be mailed to the applicant and, if a reasonable request is submitted, it will be mailed in an accessible format.

The purpose of the preapplication is to permit the HACM to assess family eligibility and to determine placement on the waiting list. The preapplication will contain questions designed to obtain the following information:

- Names and age of all members of the applicant family
- Sex and relationship of all members
- Physical address and phone numbers
- Mailing Address (If PO Box or no other permanent address)
- Amount(s) and source(s) of income received by household members
- Information related to qualification for preferences
- Social Security Numbers
- Other names and driver's license number

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- Race/ethnicity
- Citizenship/eligible immigration status
- Arrests/Convictions for Drug Related or Violent Criminal Activity
- Request for Specific Accommodation needed to fully utilize program and services
- Emergency contact person and address
- Program integrity questions regarding previous participation in HUD programs

Duplicate applications will not be accepted. Applications from a segment of an applicant household will be accepted, but cannot include as a member, the head of household of the first application.

Preapplications will require an interview, either in person, or as a reasonable accommodation, by telephone. The information on the application will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

Preapplications are date and time-stamped at the time the application is returned to the HACM office whether in person or returned via mail. The application will be placed on the waiting list according to the date and time stamped on the application.

If a family submits more than one application, only the earliest date and time stamped application will be placed on the waiting list.

Applicants are required to inform the HACM of any changes in the family composition, income, and/or address, by completing a change form in the main office. Applicants who reside in outlying areas may have a change form mailed to them or may advise the HACM in writing. Applicants are also required to respond, if requested by the HACM, to update information on their application.

Failure to provide information or to respond to mailings will result in the applicant being removed from the waiting list, and notification of such action will be sent to the applicant. See Chapter on, "Complaints and Appeals".

### **D. APPLICANT STATUS WHILE ON WAITING LIST [CFR 982.204]**

Applicants are required to inform the HACM in writing of changes in address. Applicants are also required to respond to requests from the HACM to update information on their application and to determine their interest in assistance.

If after a review of the preapplication the family is determined to be preliminarily eligible, They will be notified in writing or in an accessible format upon request, as a reasonable Accommodation.

This written notification of preliminary eligibility will be given to the applicant, at the preapplication interview.

If the family is over income (over the low-income limits for the Section 8 Program), an over income letter will be mailed to them advising them of their right to an informal review.

Families who are ineligible for the reason of only owing a debt to the HACM or any other Federal Housing Program will be allowed to have their application placed on the waiting list. When the

family is interviewed for placement into the Section 8 Program, the family must pay the debt in full before the final eligibility process will continue. Families have 30 days to pay the debt in full and to provide verification of the payment to the HACM, or their application will be withdrawn.

If the family is determined to be ineligible based on the information provided in the preapplication, the HACM will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation. See Chapter on, "Complaints and Appeals."

**E. TIME OF SELECTION [24 CFR 982.204, 5.410]**

When funding is available, families will be selected from the waiting list in their preference-determined, income targeting sequence, regardless of family size.

When there is insufficient funding available for the family at the top of the list, the HACM will not admit any other applicant until funding is available for the first applicant. Applicants will not be passed over on the waiting list, except for federally mandated income targeting requirements, other targeting funding, or in the administration of set aside vouchers which target specific households.

Based on the PHA's turnover and the availability of funding, groups of families will be selected from the waiting list to form a final eligibility "pool". The certifying of these applicants into the Section 8 Program who are in this "pool" will be based on completion of verification and the eligibility process, and will not reflect their actual placement on the waiting list. For example, one applicant is #10 on the waiting list, and one is #20; both applications were pulled and eligibility begun. Applicant #20, however, has all eligibility documentation in and will be briefed, while applicant #10 is still being processed for eligibility. Very low-income families also will be skipped on the waiting list if the HACM is income targeting for only extremely low-income families.

**F. COMPLETION OF ELIGIBILITY FOR ADMISSION**

A letter sending the applicant their eligibility packet from the Housing Authority will be mailed to the applicant's last known address. The documents along with an instruction sheet will be inside the packet along with a date that the packet must be returned to the Housing Authority. If the eligibility packet is not returned in the time allotted, the application will be withdrawn. Via mail, and the applicant will be offered an informal review. If the family is found to be ineligible due to any other reasons, the application will be withdrawn and the family offered an informal review.

If the Housing Authority receives return mail with no forwarding, the application will be withdrawn. If the Housing Authority receives return mail with a forwarding address, the letter with an eligibility packet will be mailed to the forwarding address. If the applicant fails to respond to mailings in the time allotted, the application will be withdrawn.

All preferences claimed on the preapplication or while the family is on the waiting list will be verified:

After the family is selected from the waiting list and final eligibility is being processed.

The qualification for preference must exist at the time the preference is claimed and at the time of verification, as claim of a preference determines placement on the waiting list.

The preference is verified at the full application stage, applicants will be required to:

- Supply information to substantiate the claimed preference.

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- Complete a Personal Declaration Packet prior to the full application interview.
- Applicant/Tenant Form, Federal Privacy Act form, General Authorization Form, prior to the full application interview.
- Participate in a full application interview with an HACM representative during which the applicant will be required to furnish complete and accurate information verbally and in writing as requested by the interviewer, along with all required signatures on forms. The applicant will sign and certify that all information is complete and accurate.
- Complete necessary forms and provide necessary documentation pertaining to the Noncitizenship Rule.
- Complete and provide all income verification, and any other verification the HACM may require.

### **Requirement to Attend Interview**

The eligibility packet will include a reasonable accommodation request, which can be submitted at the time the eligibility packet is submitted for review. An interview will be held at that time.

The HACM utilizes the full application interview to discuss the family's circumstances in greater detail than in the preapplication interview, to clarify information, which has been provided by the family, and to ensure that the information is complete. The interview is also used as a vehicle to meet the informational needs of the family by providing information about the application and verification process, as well as to advise the family of other services or programs, which may be available.

All adult members of the household are required to attend the interview.

*If an applicant fails to appear for an interview without prior approval of the HACM, their application will be denied, and notification of this action will be mailed which offers an informal review unless, they can provide acceptable documentation to the HACM that an emergency prevented them from attending the interview. If, they do not request an informal review, and no acceptable documentation is provided, their name will be withdrawn from the waiting list.*

Reasonable accommodation will be made for persons with a disability that requires a designee or accessible offices. A designee will be allowed to provide some information, but only with permission of the person with the disability.

All adult members must sign the HUD Form 9886, Release of Information, all supplemental forms required by the PHA, the declarations and consents related to citizenship/immigration status and any other documents required by the HACM. Applicants will be required to sign specific verification forms for information which is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and releases as required by the HACM.

If the HACM determines at or after the interview that additional information or document(s) are needed, the HACM will request the document(s) or information. The family will be given 5-14 days to supply the information, depending on the documentation or information that is required.

If the information is not supplied in this time period, the HACM will provide the family a notification of denial for assistance. (See Chapter 19, "Complaints and Appeals.")

### **G. VERIFICATION [24 CFR 982.201(e)]**

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Information provided by the applicant will be verified, using the verification procedures in Chapter Seven. Family composition, income, allowances and deductions, assets, full-time student status, eligibility, and other pertinent information will be verified. Verifications will be done in accordance with HUD regulations.

### H. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY [24 CFR 982.201]

After the verification process is completed, the PHA will make a final determination of eligibility. This decision is based upon information provided by the Family, the verification completed by the PHA, and the current eligibility criteria in effect. If the family is determined to be eligible, the PHA will mail a notification of eligibility. A Briefing will be scheduled for the issuance of a voucher and the family's briefing regarding the housing program. If the family is found to be ineligible, they will be notified in writing and offered an informal review.

Only one Voucher will be issued per application.

### I. MERGER OF CERTIFICATES AND VOUCHERS

Only Housing Choice Vouchers will be issued after October, 1999, in accordance with the Quality Housing and Work Responsibility Act. Current Certificates in use will be converted to the new voucher program at the second annual re-certification date or after a move, or offer of a new lease by an owner, whichever comes first.

Reserved

**(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)

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

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choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

Date and Time

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden

Other preferences (select all that apply)

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

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

- X 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
- X 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

**ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST**

[24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206]

## INTRODUCTION

It is the HACM's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the local preferences, which the HACM has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains the HACM's system of applying them.

Local preferences have been established with the following objectives in mind: To help prevent homelessness in the community; To support welfare to work; To provide housing for victims of domestic violence, where needed; To assist in unification, reunification, and family preservation where affordable safe housing is an issue.

By maintaining an accurate waiting list, the HACM will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

### A. **WAITING LIST** [24 CFR 982.204]

The HACM uses a single waiting list for admission to its Section 8 tenant-based assistance program.

Except for Special Admissions, applicants will be selected from the HACM waiting list in accordance with policies and local preferences defined in this Administrative Plan. The HACM will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

- Applicant Name
- Family Unit Size  
(Number of bedrooms family qualifies for under HACM subsidy)
- Date and time of application
- Local Preference, if applicable
- Racial or ethnic designation of the head of household
- Family Status: Elderly, Disabled, Family, Single
- Recipient's type of income
- Family income

Applicants are required to notify the HACM in writing when their circumstances change.

### **Other Housing Assistance** [24 CFR 982.205(b)]

Other housing assistance means a federal, state, or local housing subsidy, as determined by HUD, including public housing.

The HACM may not take any of the following actions because an applicant has applied for, received, or refused other housing: [24 CFR 982.205(b)]

- Refuse to list the applicant on the HACM waiting list for tenant-based assistance;
- Deny any admission preference for which the applicant is currently qualified;
- Change the applicant's place on the waiting list based on preference, date and time of application, or other factors affecting selection under the HACM selection policy; or

- Remove the applicant from the waiting list.

**B. PREVENTION OF HOMELESS**

The HACM works closely with other County agencies to prevent homelessness. The CSBG program issues vouchers for emergency food and shelter. The local preferences are designed to prevent homelessness.

**C. SPECIAL ADMISSIONS [24 CFR 982.54(d)(e), 982.203]**

If HUD awards the HACM program funding that is targeted for specifically named families, the HACM will admit these families under a Special Admission procedure, accordance with the criteria set forth in the CACC for that funding. Applicants, who are admitted under Special Admissions, rather than from the waiting list, will be maintained on separate lists.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for preferences, nor are they required to be on the program waiting list. The HACM will maintain separate records of these admissions.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian Housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project covered by a project-based Section 8 HAP contract at or near the end of the HAP contract term;
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

**D. TARGETED FUNDING [24 CFR 982.203]**

HUD may award special "targeted" funding for specifically identified households. Families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, to the HACM, the waiting list is searched for the first (determined by date and time of application), family meeting the targeted funding criteria.

Participants who are placed under subsidy, with targeted funding and are not identified as a Special Admission will be identified by codes in the automated system.

Refusing a Voucher

If a family is eligible to receive a Voucher, and refuses offered assistance, their application will be withdrawn. In order for the family to be placed back on the waiting list, they will be required to reapply to the Section 8 Program. When they are eligible the second time, they will be offered targeted and/or non-targeted funding.

**E. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION [24 CFR 5.415]**

At the time of application, an applicant's entitlement to a Local Preference will be made on the following basis:

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- An applicant claiming the first preference, must bring a certification from the referring agency, when applying for assistance.
- An applicant claiming the second preference, must bring documentation, at the preapplication, that they are a local resident, or are employed in Mariposa County. At the time of the full application, they must still be a local resident, or be employed in Mariposa County, in order to be served with this priority.

Preference verification for local residency shall be by two forms of verification, including but not limited to:

- Name on a lease agreement
- Utilities in the name of the applicant at a Mariposa County residence
- Address on drivers license
- Voter's registration
- Residence address for Social Security
- Enrolled in Welfare to Work in Mariposa County

Verification of working in Mariposa County can be by a check stub showing the name and address of the business, and the name of the applicant.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the Local Preference and given an opportunity for an informal review.

If an applicant makes a false statement in order to qualify for a Local preference, the HACM will permanently deny admission to the program for the family, and the family will be given an opportunity for an informal review.

### **F. LOCAL PREFERENCES [24 CFR 5.410]**

Note: Local Preference Families no matter what their ranking will be skipped on the waiting list if the HACM has determined that it's income targeting goal of 75% of new admissions from extremely low income families is not currently being met.

The HACM does not have a limit on the number of local preference families that may be admitted per year, other than the income-targeting goal of extremely low-income families as indicated in the preceding paragraph.[24 CFR 928.207(2)(i)]

*These categories will receive a local preference:*

- Families officially referred to the HACM by \*Mountain Crisis; the local domestic violence agency in Mariposa County, Family Solutions; and by the Family Services Unit of the Human Services Department, for families who are currently on a Family Reunification, Family Preservation or Family Maintenance Contract, Families referred by the Welfare to Work staff. (See Chapter 21 for the implementation of this preference.)  
\*Note: Applicant must sign affidavit that abuser is not allowed to reside in the unit. If the abuser returns to the family without approval of the HACM, the HACM will deny or terminate assistance for breach of the certification.
- Working local residents, (working at least 6 months of the year) residents receiving payments in lieu of work, and non-residents working in Mariposa County,

**Ranking and Order of Selection in Groups:**

- First, families referred by Mountain Crisis, Family Solutions, Family Services and Welfare to Work, under the above criteria. Group sorted by date and time of application.
- Second, working residents, and residents receiving payments in lieu of work, and non-residents working in Mariposa County. Group sorted by date and time of application.
- All other applicants by date and time of application.

**Treatment of Single Applicants**

Single applicants will be treated as any other eligible family on the waiting list.

**G. INCOME TARGETING**

*Effective April 1, 1999, in accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year the HACM will reserve a minimum of 75 percent of its new admissions for Section 8 families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." The HACM will admit families who qualify under the Extremely Low-Income limit who meet the income-targeting requirement, regardless of preference.*

*The HACM's income targeting requirement does not apply to families continuously assisted as provided for under the 1937 Housing Act.*

*If the HACM receives preservation vouchers to provide continual assistance to low income or moderate-income families as a result of a mortgage prepayment or opt-out, the HACM will be exempted from the 75% income targeting requirement as stated above. (Refers to public housing programs only)*

**H. PREFERENCE AND INCOME TARGETING ELIGIBILITY [24 CFR 5.410-5.415]**

**Change in Preference Prior to Final Eligibility**

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference.

If the family's verified annual income, at final eligibility determination prior to issuance of the Voucher, does not fall under the Extremely Low Income limit and the family was selected for income targeting purposes, the family will be returned to the waiting list.

**Final Verification of Preferences**

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, the HACM will:

Obtain necessary verifications of preference at the interview and by third party verification.

**I. PREFERENCE DENIAL [24 CFR 5.415]**

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If the HACM denies a preference, the HACM will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review with the HACM's hearing officer. If the preference denial is upheld, as a result of the meeting, or the applicant does not request a meeting, the applicant will be placed on the waiting list without benefit of the preference.

If the applicant falsifies documents or makes false statements in order to qualify for any preference, they will be permanently removed from the Waiting List.

### **J. REMOVAL FROM WAITING LIST AND PURGING [24 CFR 982.204(c)]**

The Waiting List will be purged, after a letter is mailed to determine interest.

If an applicant fails to respond to any mailing from the HACM, which specifies a time period, they will be removed from the waiting list.

An applicant who is sent an eligibility packet for admission to the program must respond by the date specified in the letter. Failure to respond in the required time period will result in the applicant's name being withdrawn from the waiting list. An extension of 30 days to respond will be granted, if requested, as a reasonable accommodation for a person with a disability. If the applicant did not respond to the HACM request for information or updates because of a family member's disability, the HACM will reinstate the applicant in the family's former position on the waiting list, after verification of the need to do so.

If a letter is returned by the Post Office without a forwarding address, the applicant will be withdrawn from the waiting list, and the envelope and letter will be attached to the withdrawn application. If a letter is returned by the Post Office with a forwarding address, the Housing Authority will remail the correspondence to the forwarding address, and will withdraw the application if the mail is returned or the HA receives no response from applicant.

If an applicant is removed from the waiting list for failure to respond, they will not be entitled to reinstatement unless the Section 8 Director, Section 8 Supervisors, or the Informal Review Officer determines there were circumstances beyond the person's control. The following are some exceptions, if determined to exist, will be acceptable to warrant reinstatement:

- Applicant brings in medical statement showing medical problem, such as hospital stay.
- Out of town due to vacation, funeral, etc. Verification needed.

Upon request the applicant will be given an informal review regarding the withdrawal of their Section 8 application from the waiting list.

However, the HACM may remove the applicant from the waiting list for tenant-based assistance if the HACM has offered the applicant assistance under the voucher program, including Targeted Funding Vouchers, and the family has refused assistance.

### SUBSIDY STANDARDS [24 CFR 982.54(d)(9)]

### **INTRODUCTION**

HUD guidelines require that HACM establish subsidy standards for the determination of Regular Certificate Tenancy, and Housing Choice Voucher bedroom size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size

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selected by the family must be within the minimum unit size requirements of HUD's Housing Quality Standards and the HACM's subsidy standards. This Chapter explains the subsidy standards which will be used to determine the voucher size (family unit size) for various sized families when they are selected from the waiting list, as well as the HACM's procedures when a family's size changes, or a family selects a unit size that is different from the Voucher.

### **A. DETERMINING FAMILY UNIT SIZE (VOUCHER) [24 CFR 982.402]**

The HACM does not determine who shares a bedroom/sleeping room, but there must be at least one person per bedroom on the Voucher. The HACM's subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing guidelines.

All standards in this section relate to the number of bedrooms on the Voucher, not the family's actual living arrangements.

The unit size on the Voucher remains the same as long as the family composition remains the same, regardless of the actual unit size rented.

(New Subsidy Standards effective with approval of this Admin Plan):

*Generally, the HACM assigns one bedroom to a maximum of two people and a living/sleeping area to one person (or exceptions as outlined below): (Living/sleeping area is considered area for one person to sleep in) Wherever bedroom is stated below – living/sleeping area can be substituted.*

One bedroom will generally be assigned for each two family members. The HACM will consider factors such as family characteristics including sex, age, and relationship. Consideration will also be given for medical reasons and the presence of a live-in aide.

Separate bedrooms should be allocated for persons of the opposite sex other than adults who have a spousal relationship and children over the age of 2 years.

Children of the same sex will not be provided a separate bedroom until one of the children reaches the age of 18 years.

Foster children and foster adults will be included in determining unit size.

Live-in attendants will be provided a separate bedroom. No additional bedrooms are provided for the attendant's family. (One member of attendant's family may reside in unit. However, not more than one bedroom will be allocated for attendant, and family member.)

Space may be provided for a child who is away at school but who lives with the family during school recesses, including summer recesses.

Space will not be provided for a family member who will be absent most of the time, such as a member who is away in the military. If a family member is serving away from home on a temporary basis (2 months or less, he/she will be considered a family member and space will be provided. However, the family member will not be provided space if there is no definite period for the member return to the home, such as in the cases of court ordered custody of juveniles.)

Single person families shall be allocated one bedroom; or, if requested, a zero bedroom size.

**These general guidelines are used in determining Voucher size, which includes the livingroom used as a sleeping room for one person:**

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<u>Voucher Size</u>	<u>Persons in Household</u>	
	(Minimum #)	(Maximum #)
0 Bedroom	<b>1</b>	<b>1</b>
1 Bedroom	<b>1</b>	<b>3</b>
2 Bedrooms	<b>2</b>	<b>5</b>
3 Bedrooms	<b>3</b>	<b>7</b>
4 Bedrooms	<b>4</b>	<b>9</b>
5 Bedrooms	<b>5</b>	<b>11</b>
6 Bedrooms	<b>6</b>	<b>13</b>

For subsidy standards, an adult is a person 18 years or older.

All standards in this section relate to the number of bedrooms on the Certificate or Voucher, not the family's actual living arrangements.

**B. EXCEPTIONS TO SUBSIDY STANDARDS (24 CFR 982.403(a) & (b))**

The HACM shall grant exceptions from the subsidy standards if the family requests and the HACM determines the exceptions are justified by the relationship, age, sex, health or disability of family members, or other individual circumstances.

The HACM will grant an exception upon request as an accommodation for persons with disabilities. Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a need, such as a:

Verified medical or health reason; or

Elderly persons or persons with disabilities who may require a live-in attendant.

**Request for Exceptions to Subsidy Standards**

The family may request a larger size voucher than indicated by the HACM's subsidy standards. Such request must be made in writing within 10 business days of the HACM's determination of bedroom size. The request must explain the need or justification for a larger bedroom. Documentation verifying the need or justification will be required as appropriate.

Requests based on health related reasons must be verified by a doctor or social service professional.

As family circumstances change, written requests may be submitted to the Housing Authority, for reconsideration of subsidy size. Only in case of serious, verifiable illness, or change of family composition, will the subsidy size be increased.

**HACM Error**

If the HACM errs in the bedroom size designation, the family will be issued a Voucher of the appropriate size so that the family is not penalized. If the error resulted in the family paying an additional rent, the HACM will reimburse the family for any overpayment.

**Changes for Applicants**

The voucher size is determined prior to the briefing by comparing the family composition to the HACM subsidy standards. If an applicant requires a change in the voucher size, the above referenced guidelines will apply.

**Changes for Participants**

The members of the family residing in the unit must be approved by the HACM. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform the HACM within 10 business days. The above referenced guidelines will apply.

*Note: Once an applicant family has been issued a Housing Choice Voucher, no adult may be added to the family until the family is admitted as a participant and not until the first annual re-examination, or until the family moves again, whichever comes first. Adults who are excluded from this policy are adults who are in need of the care of a family member due to a disability or medical condition, or if the adults are being added by marriage to a current family member. The HACM shall have the right to review and to make a determination on a case-by-case basis whether the family member may be added.*

**Underhoused and Overhoused Families**

Vouchers:

If a unit does not meet HQS space standards due to an increase in family size, (unit too small), the HACM will issue a larger Housing Choice Voucher size, and the HACM will assist the family in locating a suitable unit, the family will be given a minimum of sixty days and a maximum of 120 days before assistance is terminated at the unit.

If a family currently resides in a larger size unit and is remaining in the same unit, the voucher payment standard will be increased at the next annual re-examination, even if an interim is conducted to add the additional family member.

Premerger Certificate Families Only:

- If a premerger certificate family is occupying a unit which has more bedrooms than allocated under the HACM's subsidy standards, and the gross rent exceeds the FMR/Exception rent for the family size under the HACM's subsidy standards, the HACM will issue the family a new Housing Choice Voucher and assist the family in finding a suitable unit. If the owner and family agree to revert to a Voucher Contract and Lease, the family will not need to move. The family will be given a minimum of 60 days and a maximum of 120 days before assistance is terminated at due to being overhoused.
- Premerger Certificate families who are under-occupying a unit as defined above will be given a minimum of sixty days before assistance is terminated at the unit.
- The HACM will also notify the family of the circumstances under which an exception will be granted, such as:

If a family with a disability is underhoused in an accessible unit.

If a family requires the additional bedroom because of a health problem which has been verified by the HACM.

**C. UNIT SIZE SELECTED [24 CFR 982.402(c)]**

The family may select a different size dwelling than that listed on the Voucher. There are three criteria to consider:

1. **Subsidy Limitation:** The family unit size as determined for a family under the HACM subsidy standard for a family assisted in the voucher program is based on the HACM's adopted payment standards. The payment standard for a family shall be the *lower of*:

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The payment standard amount for the family unit size; or

The payment standard amount for the unit size rented by the family.

- 2. Utility Allowance: The utility allowance used to calculate the gross rent is based on the actual size of the unit the family selects, regardless of the size authorized on the family's Voucher.
- 3. Housing Quality Standards: The HUD standards allow two persons per living/sleeping room. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping. (The HACM uses the living room for a sleeping area but allows only one person per living/sleeping area.)

**HQS GUIDELINES FOR UNIT SIZE SELECTED**

Unit Size	Maximum Number in Household	
	0 Bedroom	1
	1	3
	2	5
	3	7
	4	9
	5	11
	6	13

**(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)

PHA CURRENTLY HAS NO SPECIAL PURPOSE SECTION 8 FUNDING THE ABOVE METHOD WILL BE USED IF AND WHEN IT DOES.

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

- Through published notices
- Other (list below)

PHA CURRENTLY HAS NO SPECIAL PURPOSE SECTION 8 FUNDING THE ABOVE METHOD WILL BE USED IF AND WHEN IT DOES.

**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.

**(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

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- For increases in earned income
  - Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
  - Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
  - For household heads
  - For other family members
  - For transportation expenses
  - For the non-reimbursed medical expenses of non-disabled or non-elderly families
  - Other (describe below)
- e. Ceiling rents
1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)
- Yes for all developments
  - Yes but only for some developments
  - No
2. For which kinds of developments are ceiling rents in place? (select all that apply)
- For all developments
  - For all general occupancy developments (not elderly or disabled or elderly only)
  - For specified general occupancy developments
  - For certain parts of developments; e.g., the high-rise portion
  - For certain size units; e.g., larger bedroom sizes
  - Other (list below)
3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)
- Market comparability study
  - Fair market rents (FMR)
  - 95<sup>th</sup> percentile rents
  - 75 percent of operating costs
  - 100 percent of operating costs for general occupancy (family) developments
  - Operating costs plus debt service
  - The "rental value" of the unit
  - Other (list below)

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- X 100% of FMR
- X Above 100% but at or below 110% of FMR ONE AND TWO BEDROOM
- Above 110% of FMR (if HUD approved; describe circumstances below)

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- 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)
- X FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area **IN THE ONE AND TWO BEDROOM SIZES**
  - Reflects market or submarket
  - X To increase housing options for families
  - Other (list below)
- d. How often are payment standards reevaluated for adequacy? (select one)
- X Annually
  - Other (list below)
- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)
- X Success rates of assisted families
  - X Rent burdens of assisted families
  - Other (list below)

**(2) Minimum Rent**

- a. What amount best reflects the PHA's minimum rent? (select one)
- X \$0
  - \$1-\$25
  - \$26-\$50
- b.  Yes X No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**FACTORS RELATED TO TOTAL TENANT PAYMENT DETERMINATION**

[24 CFR Part 5, Subparts E and F; 982.153, 982.317, 982.551]

**INTRODUCTION**

The HACM will use the methods as set forth in this Administrative Plan to verify and determine that family income at admission and reexamination is correct. The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the Regulations

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This Chapter defines the allowable expenses and deductions to be subtracted from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. The HACM's policies in this Chapter address those areas which allow the HACM discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

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### A. INCOME AND ALLOWANCES [24 CFR 5.609]

Income: Includes all monetary amounts, which are received on behalf of the family. For purposes of calculating the Total Tenant Payment HUD defines what is to be calculated and what is to be excluded in the federal regulations. In accordance with this definition, all income, which is not specifically excluded in the regulations, is counted.

Annual Income is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income, which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits.

Adjusted Income is defined as the Annual income minus any HUD allowable expenses and deductions.

HUD has five allowable deductions from Annual Income:

1. Dependent Allowance: \$480 each for family members (other than the head or spouse) who are minors, and for family members who are 18 and older who are full-time students or who are disabled.
2. Elderly/Disabled Allowance: \$400 per family for families whose head or spouse is 62 or over or disabled.
3. Allowable Medical Expenses: Deducted for all family members of an eligible elderly/disabled family.
4. Child Care Expenses: Deducted for the care of children under 13 when child care is necessary to allow an **adult** member to work, attend school, or actively seek employment.
5. Allowable Disability Assistance Expenses: Deducted for attendant care or auxiliary apparatus for persons with disabilities if needed to enable the individual or an **adult** family member to work.

### B. TOTAL TENANT PAYMENT [24 CFR 5.616]

Total Tenant Payment includes the combined amount a family pays towards rent and/or utilities.

### C. DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT [24 CFR 982.54(d)(10), 982.317, 982.551]

The HACM must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, the HACM must count the income of the spouse or the head of the household if that person is temporarily absent.

A temporarily absent member of the family will be shown as a member of the family on the lease. Income of a spouse of the Head of Household, who is temporarily absent, will be counted, even if spouse is not listed on the lease. Temporarily absent is defined as a member of the family who is away from the home due to: military duty, for schooling, for a job – such as a spouse, who would normally live in the unit.

Temporarily absent is defined as away from the unit for more than 60 days.

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Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define) is counted as income.

It is the responsibility of the head of household to report changes in family composition. The HACM will evaluate absences from the unit using this policy.

### **Absence of Any Member**

Any member of the household will be considered permanently absent if s/he is away from the unit for 60 consecutive days except as otherwise provided in this Chapter. Members of the family who are in the military, members who are away at school, and members who are away from home due to a job are excluded as a permanently absent member, and considered a temporarily absent member, except for full time students. (See full time student below)

### **Absence due to Medical Reasons**

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, the HACM will seek advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the verification indicates that the family member will return in less than 90 consecutive days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with the HACM's "Absence of Entire Family" policy.

### **Absence Due to Full-time Student Status**

Full time students who attend school away from the home will be treated in the following manner:

A full time student (other than head of household or spouse) who attends school away from home but lives with the family during school recesses may, at the family's choice, be considered either temporarily or permanently absent. If the family decides that the member is permanently absent, the member will not be included on the lease, and the member will not be included for determination of Voucher size.

### **Absence due to Incarceration**

If the sole member is incarcerated for more than 60 consecutive days, s/he will be considered permanently absent. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 60 consecutive days.

The HACM will determine if the reason for incarceration is for drug-related or violent criminal activity.

### **Absence of Children due to Placement in Foster Care**

If the family includes a child or children temporarily absent from the home due to placement in foster care, the HACM will determine from the appropriate agency when the child/children will be returned to the home.

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If the time period is to be greater than 3 months from the date of removal of the child/ren, the Voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with the HACM's subsidy standards.

### **Absence of Entire Family**

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, the HACM will terminate assistance in accordance with appropriate termination procedures contained in this Plan.

“Absence” means that no family member is residing in the unit.

Families are required both to notify the HACM before they move out of a unit and to give the HACM information about any family absence from the unit.

Families must notify the HACM if they are going to be absent from the unit for more than 14 consecutive days.

If the entire family is absent from the assisted unit for more than 60 consecutive days, the unit will be considered to be vacated and the assistance will be terminated.

If it is determined that the family is absent from the unit, the HACM will not continue assistance payments.

In order to determine if the family is absent from the unit, the HACM may:

- Write letters to the family at the unit
- Telephone the family at the unit
- Interview neighbors
- Verify if utilities are in service
- Check with the post office
- Notice from owner of unit.

*A family with a person with a disability may request an extension of time as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 consecutive calendar day's limit.*

If the absence which resulted in termination of assistance was due to a person's disability, and the HACM can verify that the person was unable to notify the HACM in accordance with the family's responsibilities, and if funding is available, the HACM may reinstate the family as an accommodation if requested by the family, as long as the period was within 180 days.

### **Caretaker for Children:**

If neither parent remains in the household and the appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, the HACM will treat that adult as a visitor for the first 60 days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the Voucher will be transferred to the caretaker.

If custody or legal guardianship has not been awarded by the court, but the action is in process, the HACM will secure verification from social services staff or the attorney as to the status.

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If custody is awarded for a limited time in excess of stated period, the HACM will state in writing that the transfer of the Voucher is for that limited time or as long as they have custody of the children. The HACM will use discretion as deemed appropriate in determining any further assignment of the Voucher on behalf of the children.

The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made.

The HACM will transfer the voucher to the caretaker, in the absence of a court order, if the caretaker has been in the unit for more than 60 days/months and it is reasonable to expect that custody will be granted.

When the HACM approves a person to reside in the unit as caretaker for the child/ren, the income should be counted pending a final disposition. The HACM will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more than 2 months, the person will be considered permanently absent.

The family will be required to notify the HACM in writing within ten (10) business days when an adult family member moves out.

### **Minor coming into home:**

If a participant on the program wants to allow a minor in the household who is not a child of any of the family members, the participant must provide all required papers for addition of a family member AND must get prior approval if no court awarded custody of child. The following must be acquired by the family to permanently add minor to family composition:

- Legal custody papers – court-awarded as indicated in the above paragraphs under Caretaker. (Notarized statement not acceptable)

60 days to provide paperwork for court awarded custody or legal guardianship.

If custody or legal guardianship has not been awarded by the court, but the action is in process, the HACM will secure verification from social services staff or the attorney as to the status.

- Written approval from the owner of the unit

During this time period, the minor child can be residing in unit if prior approval received from owner.

### **Remaining Member of Tenant Family/Residual Rights to Certificate/Voucher [24 CFR 982.315]**

The HACM must have approved the remaining family member to reside in the unit. The individual must also be at least 18 years old or be emancipated by the courts.

Where a household receiving Certificate or Voucher assistance splits, due to legal separation or divorce, assistance will continue with respect to only one of the new family units. While generally the assistance will remain with the larger family unit, there may be instances where the assistance will stay with the new family unit, which consists of a single, otherwise ineligible, individual who can be treated as a remaining family member. If a family unit separates, the HACM will make every effort to encourage the family members to decide on who will retain the Section 8 Certificate or Voucher. If the family cannot agree on who will retain the Section 8 assistance and there is no court determination, the HACM shall use the following guidelines on who will retain the assistance:

#### **1<sup>st</sup> Priority**

Given to victims of domestic violence if domestic violence is a contributing cause of the family breakup. A restraining order must have been filed, and abuser will not be able to return to household.

#### **2<sup>nd</sup> Priority**

Given to the adult member of the household who retains primary physical custody of the majority of the household's minor children.

#### **3<sup>rd</sup> Priority**

Given to the adult member of the household who is disabled.

#### **4<sup>th</sup> Priority**

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*Given to the adult member who initially applied, if another adult member was added at a later time.*

The HACM shall require verification of the above circumstances.

A live in aide will never be considered a remaining member of the tenant family by definition.

A minor child(ren) will not be allowed to retain the status of remaining family member (s) unless:

The court has awarded emancipated minor status to the minor;

or

The HACM has determined that if both parents must leave the household and the Department of Social Services and/or the Juvenile Court has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, that the HACM will treat that adult as a visitor for sixty days.

After that period, the HACM will determine whether court-awarded custody or legal guardianship has been granted to the caretaker. If so, the Certificate or Voucher will be transferred to the caretaker.

If custody or legal guardianship has not been awarded by the court, but this action is in process, the HACM will secure verification from the human services staff or attorney as to the status. The caretaker will be allowed to remain in the unit, as a visitor, until a determination of custody is made.

This process does not preclude the fact that the landlord may choose not to allow the new adult caretaker. The HACM, however, will make every effort to work with the appropriate service agencies and the landlord to provide a smooth transition of the process(es) involved in these cases.

### Live In Aides

A Live in Aide will not be approved to reside in the unit if the HUD definition of a live in aide is not met. Also, the HACM will also not approve the addition of the live in aide in the unit in any of the following cases:

1. The live in aide has been on a federal housing program and evicted from public housing or terminated from Section 8 due to program violation.
2. The live in aide owes any amounts of money to any federal housing program.
3. The live in aide has drug related criminal activity or violent criminal activity as pertains to this admin plan, or HUD regulations.
4. The live in aide has employment outside of the home.
5. Another person is residing in the unit who is capable of providing the care for participant.
6. Participant requiring live in aide must supply the HACM with verification from a reliable, knowledgeable professional, such as a medical doctor, social worker or caseworker. The verification must demonstrate that a live-in aide is necessary and the family would not be equally well served by a home health care service or a care provider who does not live in the unit. This verification will be required to be given to the HACM not only at the initial time the live-in aide begins to reside in the subsidized unit but at every annual re-certification thereafter.
7. One other additional family member of live in care attendant may reside in unit with participant. In accordance with previously stated policy regarding live-in attendant's family member.

In instances where the family receives payments from Human Services through the In Home Supportive Services (IHSS) program, the live-in aide reported to the HACM must be the same person on record with IHSS.

The HACM may deem it necessary to re-verify the necessity of a live-in aide at any time.

The live-in aide's qualification for housing occupancy terminates when the individual needing the supportive services leaves the unit or fails to qualify for continued occupancy. The live-in aide does not qualify for continued occupancy as a remaining member of the tenant family, even if they are related by blood, marriage or operation of law.

### Visitors

Visitors are not members of the family. If the person is a visitor and does not intend to become a "permanent" member of the family, the HACM does not have to consider this a change in family composition.

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Any adult not included on the HUD 50058 who has been in the unit more than thirty (30) consecutive days (construed as overnight stays), or a total of 30 days in a 12 month period, will be considered to be living in the unit as an unauthorized household member.

Statements from neighbors and/or the landlord will be considered in making the determination.

Use of the unit address as the visitor's current residence for any purpose shall be construed as permanent residence and/or primary residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the family and the HACM will terminate assistance since prior approval was not requested for the addition.

Minors and college students who were part of the family but who now live away from home during the school year and are not considered members of the household may visit for up to 120 calendar days per year without being considered a member of the household.

### **Joint Custody of Children:**

In a joint custody arrangement, if the minor is in the household less than 60 days per year, the minor will be considered to be an eligible visitor and not a family member.

If children are a part of an assisted household pursuant to a court ordered joint custody agreement, a document from the court indicating the nature of the custody must be submitted. If no court order exists, a notarized statement from the other parent/guardian will be substituted.

Children who are subject to a joint custody agreement but live in the unit at least 50% of the time will be considered members of the household. If both families are on the program or the waiting list, the child may be claimed by only one parent. The parents will be encouraged to make a decision as to which parent claims the child as a family member. (This does not pertain to the Family Unification Program in which families are reunited and may not have 50% custody of children but need a unit in order for the courts to allow family to have custody of children for a certain period of time)

If there is no agreement by both parties, "50 percent of the time" is defined as 182 days of the year, (which do not have to run consecutively).

In some instances both parents will have joint custody of a child, and the child will reside with one parent more than 51 percent of the time, but the other parent will receive the TANF benefits. In these cases the HACM will do an investigation with the welfare department and will make a determination based on that investigation.

Other factors that the HACM will consider to determine subsidy standard and/or deductions are:

- Which family takes child as dependent on most recent Federal Income Tax Return.
- School records showing address of child.
- Who pays for the primary medical care of child.
- Any other court documents pertaining to custody or details of support for the child.

### **Reporting Additions to Owner and HACM**

Reporting changes in household composition to the HACM is both a HUD and a HACM requirement.

The family obligations require the family to request HACM approval to add any other family member as an occupant of the unit and to inform the HACM of the birth, adoption or court-awarded custody of a child. The family must request prior approval from the HACM to add additional family members to the household by completing a change packet at the receptionist desk. This includes a request for a live in aide.

If the family does not obtain prior approval from the HACM, any person the family has permitted to move in will be considered an unauthorized household member, except a visitor.

In the event that a visitor continues to reside in the unit after the maximum allowable time, the visitor will be considered an unauthorized household member, and the HACM may take action to terminate the participant from the program.

Families are required to report any additions to the household, due to birth, adoption or court-awarded custody of a child, in writing to the HACM within 10 business days of the change.

In addition, the HACM will require the family to obtain prior written approval from the owner when there are additions to the family composition, unless the addition is due to birth, adoption or court awarded custody.

An interim reexamination will always be conducted for any additions or deletions of family members, time permitting. Priority of interims for family compositions will be those changes of family composition which

will result in a reduction of tenant's share of rent. Any other changes that occur that result in the same rent or increase of tenant's share of rent will be processed as time permits.

Note: Once applicant family has been issued a Housing Choice Voucher, no adult may be added to the family unit until the family is admitted as a participant to the program and not until the first annual re-examination, or until the family moves again, whichever comes first. Adults who are excluded from this policy are adults who are in need of the care of a family member due to being elderly or disabled, or if the adults are being added due to marriage to a family member.

**Reporting Absences to the HACM**

Reporting changes in household composition is both a HUD and a HACM requirement.

If a family member leaves the household, the family must report this change to the HACM, in writing, within ten (10) business days of the change. This includes a live in aide.

The HACM will conduct an interim evaluation for changes which affect the TTP in accordance with the interim policy, or require the family to move in instances of a smaller unit needed under the certificate program.

**D. AVERAGING INCOME**

When Annual Income cannot be anticipated for a full twelve months, the HACM may:

1. Average known sources of income that vary to compute an annual income, or
2. Annualize current income and conduct an interim reexamination if income changes.

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

Income from the previous year may be analyzed to determine the amount to anticipate when third-party or check-stub verification is not available.

If by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so that the housing payment will not change from month to month.

The method used depends on the regularity, source and type of income.

**E. MINIMUM INCOME**

There is no minimum income requirement. However, families who have a monthly income which results in our paying the full amount of the Contract Rent, are required to complete a Personal Declaration Form, and or a Statement of Income from business and any other verifications that may be required by the HACM every thirty (30) days. Until they have an increase of income which results in household paying some tenant rent.

**F. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME**

[24 CFR 982.54(d)(10)]

If a family member is permanently confined to a hospital or nursing home and there is a family member left in the household, the HACM will calculate the Total Tenant Payment by:

Excluding the income of the person permanently confined to the nursing home and give the family no deductions for medical expenses of the confined family member; except,

If the income of the confined family member goes directly to family member, then the income and deductions will be INCLUDED.

**G. REGULAR CONTRIBUTIONS AND GIFTS [24 CFR 5.609]**

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every three months or more frequently will be considered a "regular" contribution or gift. This includes rent and utility payments made on behalf of the family and other cash or

non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See Chapter 7, "Verification Procedures," for further definition.)

If the family's expenses exceed its known income, the HACM will question the family about contributions and gifts.

**H. ALIMONY AND CHILD SUPPORT [24 CFR 5.609]**

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, the HACM must use the amount awarded by the court unless the family can verify that they are not receiving the full amount.

The HACM will accept as verification that the family is receiving an amount less than the award if:

The HACM receives verification from the agency responsible for enforcement or collection.

It is the family's responsibility to supply a certified copy of the divorce decree.

**I. LUMP-SUM RECEIPTS [24 CFR 5.609]**

Lump-sum additions to Family assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments (unemployment or welfare assistance) are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

In order to determine amount of retroactive tenant rent that the family owes as a result of the lump sum receipt:

The HACM uses a calculation method which calculates retroactively or prospectively depending on the circumstances.

**Prospective Calculation Methodology**

If the payment is reported on a timely basis, the calculation will be done prospectively and will result in an interim adjustment calculated as follows:

1. The entire lump-sum payment will be added to the annual income or asset at the time of the interim.
2. The HACM will determine the percent of the year remaining until the next annual recertification as of the date of the interim (three months would be 25% of the year).
3. At the next annual recertification, the HACM will apply the percentage balance (75% in this example) to the lump sum and add it to the rest of the annual income, or asset.
4. The effect of the lump sum will be calculated in the same way for any interims, which occur prior to the next annual recertification.

**Repayment Agreement**

If amortizing the payment over one year will cause the family to pay the entire total contract rent as tenant rent, the HACM and family may enter into a Repayment Agreement, with the approval of the Section 8 Director, for a partial of the lump sum receipt, not to exceed 50% of the total amount.

**Retroactive Calculation Methodology**

1. The HACM will go back to the date the lump-sum payment was received, or to the date of admission, whichever is closer.
2. The HACM will determine the amount of income for each certification period, including the lump sum, and recalculate the tenant rent for each certification period to determine the amount due the HACM.

At the HACM's option, the HACM may enter into a Repayment Agreement with the family. Otherwise, the family will need to pay the full amount due the HACM.

The amount owed by the family is a collectible debt even if the family becomes unassisted.

The circumstances of the family will be considered when determining which calculation method will be used. The HACM will avoid placing the family under undue hardship.

**Attorney Fees**

The family's attorney fees will be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

**J. CONTRIBUTIONS TO RETIREMENT FUNDS – ASSETS [24 CFR 5.603(d)]**

Contributions to company retirement/pension funds are handled as follows:

1. While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
2. After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

**K. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE**

[24 CFR 5.603(d)(3)]

The HACM must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. The HACM will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

The HACM's minimum threshold for counting assets disposed of for less than Fair Market value is \$1,000. If the total value of assets disposed of within a one-year period is less than \$1,000, they will not be considered an asset.

*Checking & Savings Accounts:*

If the total of both checking and savings account balances of a family are less than \$1,000, then the HACM will not verify the assets or count the income from such assets.

**L. CHILD CARE EXPENSES [24 CFR 5.603]**

Childcare expenses for children under 13 may be deducted from annual income if they enable an adult to work or attend school full time, or search for employment.

In the case of a child attending private school, only after-hours care can be counted as childcare expenses.

Childcare expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the childcare. Examples of those adult members who would be considered unable to care for the child include:

- The abuser in a documented child abuse situation, or
- A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

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Allowability of deductions for childcare expenses is based on the following guidelines:

Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including reasonable travel time to and from school.

### **M. MEDICAL EXPENSES [24 CFR 5.609(a)(2), 5.603]**

Deductions for medical expenses are given only for actual dollars paid out toward medical expenses for a disabled or elderly family, and not for outstanding medical bills.

This includes bills credited to credit cards. Deductions will not be given, except for the monthly minimum amount the credit card company demands monthly. Deductions will not be given for medical expenses credited to some other person's credit card, such as parents of disabled person.

Medical deductions will not be given for the buying or repair or upkeep of a car, even if car is equipped for the disabled.

Medical insurance, however, is considered an anticipated medical deduction.

Nonprescription medicines must be doctor-recommended in order to be considered a medical expense, and family must furnish legible receipts.

Acupuncture and chiropractic services will be considered allowable medical expenses; however, herbal medicines, and accupressure will not.

The HACM will require a family to obtain verification on a "service" animal that:

- ❖ the animal is a certified service dog.

In addition, the HACM will require the family to obtain a doctor's verification that the family needs the animal to cope with a disability.

Medical expenses that are allowed for a service animal, include:

- ❖ food
- ❖ medical expenses, including well-care for the animal
- ❖ training expenses, only if it mandated by the organization where the service animal originated. Verification will be required.
- ❖ Reasonable mileage costs to obtain food and medical services

Medical expenses will not be given for a service animal for the following:

- ❖ Toys
- ❖ Kennel fees, unless due to hospitalization of the animal
- ❖ Expenses relating to taking animal to dog show, including fee for dog shows, mileage, kennel fees or any supplies for the service animal
- ❖ Any magazines or publications of whatever source
- ❖ Special diet food, unless with a veterinarian's verification of the need

Under no circumstances will medical expenses be allowed for a service animal without verification of amount spent, which includes an original receipt showing address, phone number, and name of seller. In addition, credit card bills cannot be submitted in lieu of original receipts. Vague verifications, such as receipts showing "dog supplies", will not be acceptable. The receipt must reflect clearly what each item is. When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide, including the cost of mileage which will be allowed.

### **N. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.520]**

#### Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

"Mixed" families that were participants on June 19, 1995, and that do not qualify for continued assistance must be offered prorated assistance. (See Chapter 12, "Recertifications.") Effective November 29, 1996, Continued Assistance Families who are mixed families will now be pro-rated according to this HACM's interim policy. (24CFR Part 5 Interim Rule/Revised Restrictions on Assistance to Noncitizens dated

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November 29, 1996) Applicant mixed families are entitled to prorated assistance. Families that become mixed after June 19, 1995, by addition of an ineligible member are entitled to prorated assistance.

### Prorated Assistance Calculation

Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Total Tenant Payment is the gross rent minus the prorated assistance.

### **O. REDUCTION IN BENEFITS DUE TO OVERPAYMENTS**

If the family's benefits of Social Security, or SSI are reduced, the HACM will use the net amount of the benefit plus the cost of Medicare insurance. (Medicare insurance is given as a medical expense)

If the family's TANF benefits are reduced *through no fault of the family*, the HACM will use the net amount, whether the family is coming onto the Section 8 Program or already a participant.

The HACM will use the gross amount of General Assistance, for which the family is eligible, even if the benefit is reduced due to a Section 8 decrease of tenant rent.

### **P. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS**

[24 CFR 982.153, 982.517]

The same Utility Allowance Schedule is used for both Certificates and Vouchers. The HACM will maintain an up-to-date utility allowance schedule.

The Utility Allowance is intended to help defray the cost of utilities not included in the rent and is subtracted from Total Tenant Payment to establish the family's rent to the landlord. The allowances are based on actual rates and average consumption studies, not on a family's actual consumption. The HACM will review the Utility Allowance Schedule on an annual basis and revise it if needed.

The approved utility allowance schedule is given to families along with their Voucher. The utility allowance is based on the actual unit size selected.

An allowance for tenant-paid air conditioning will be provided in the utility allowance for the Mariposa County jurisdiction.

The HACM will review the utility allowance schedule annually. If the review finds a utility rate has changed by 10 percent or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

Where families provide their own range and refrigerator, the HACM will establish an allowance adequate for the family to purchase or rent a range or refrigerator, even if the family already owns either appliance. Allowances for ranges and refrigerators will be based on the lesser of the cost of leasing or purchasing the appropriate appliance over a 12 month period.

Where the Utility Allowance exceeds the family's Total Tenant Payment, the HACM will provide a Utility Reimbursement Payment for the family each month. The check will be made out directly to the tenant.

It is possible for certificate and voucher families to still qualify for a utility reimbursement, depending on the utility allowance for the particular unit.

## **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.

**X A brief description of the management structure and organization of the PHA follows:**

The Housing Authority, County of Mariposa is administered by the Mariposa County Department of Human Services Director, with two staff, a Sr. Housing Specialist, and a Housing Specialist I/II. As the need arises extra help may be obtained for special projects, or to assist in the absence of permanent staff. All Housing Authority functions are performed by the two full time staff, with the exception of the issuance of HAP checks to owners, which is done by the County Auditor's office.

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	125	45
Section 8 Certificates	40	
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**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)  
We own no public housing.
- (2) Section 8 Management: (list below)

Five year Plan, Annual Plan, and Administrative Plan. County of Mariposa Policies and Procedures. Applicable HUD Handbooks, Notices, Bulletins and forms.

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

1. X 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:

## **COMPLAINTS AND APPEALS**

### **INTRODUCTION**

The informal hearing requirements defined in HUD regulation are applicable to participating families who disagree with an action, decision, or inaction of the HACM. This Chapter describes the policies, procedures and standards to be used when families disagree with a HACM decision. The procedures and requirements are explained for preference denial meetings, informal reviews and hearings. It is the policy of the HACM to ensure that all families have the benefit of all protections due to them under the law, and the HACM responds promptly to complaints by families, or owners and investigates. Anonymous complaints are checked whenever possible.

**A. COMPLAINTS TO THE HACM**

The HACM will respond promptly to complaints from families, owners, employees, and members of the public. All complaints will be documented. The HACM may require that complaints other than HQS violations be put in writing. HQS complaints may be reported by telephone.

The HACM review/hearing procedures will be provided to families in the briefing packet. (Complaint and Grievance Procedure)

**Categories of Complaints**

1. Complaints from families: If a family disagrees with an action or inaction of the HACM or owner.
2. Complaints from Owners: If an owner disagrees with an action or inaction of the HACM or a family.
3. Complaints from staff: If a staff person reports an owner or family either violating or not complying with program rules.
4. Complaints from the general public: Complaints or referrals from persons in the community in regard to the HACM, a family or an owner.
5. All complaints will be referred to a Housing Specialist , and if not resolved at that level, then the Section 8 Manager. The Section 8 Manager will, when necessary, refer the complaint to the Executive Director of the HACM.

**B. PREFERENCE DENIALS [24 CFR 5.415]**

If the HACM denies a preference to an applicant, and the applicant disagrees with the decision, the applicant is entitled to a meeting. This is different from an Informal Review or Hearing. The person, who made the decision to deny the preference, or any other HACM representative, may conduct the meeting. The meeting is limited only to the circumstances pertaining to the preference denial.

*When the HACM denies a preference to an applicant, the family will be notified in writing of the specific reason for the denial and offered the opportunity for a meeting with HACM staff to discuss the reasons for the denial and to dispute the HACM's decision.*

**C. INFORMAL REVIEW PROCEDURES FOR APPLICANTS [24 CFR 982.54(d)(12), 982.554]**

Reviews are provided for applicants who are denied assistance before the effective date of the HAP Contract. The exception is that when an applicant is denied assistance for citizen or eligible immigrant status, the applicant is entitled to an informal hearing.

When the HACM determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:

1. The reason(s) they are ineligible,
2. The procedure for requesting a review if the applicant does not agree with the decision, and

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3. The time limit for requesting a review.

*The HACM must provide applicants with the opportunity for an Informal Review of decisions denying:*

1. Listing on the HACM's waiting list (excluding qualification for a preference)
2. Issuance of a Voucher
3. Participation in the program

Informal Reviews are not required for established policies and procedures and HACM determinations such as:

1. Discretionary administrative determinations by the HACM
2. General policy issues or class grievances
3. A determination of the family unit size under the HACM subsidy standards
4. Refusal to extend or suspend a Voucher
5. Determination not to grant approval to lease a unit under the program or to approve a proposed lease.
6. Determination that unit is not in compliance with HQS
7. Determination that unit is not in accordance with HQS due to family size or composition

### **Procedure for Review**

A request from the applicant for an Informal Review must be received in writing by the close of the business day, no later than fourteen (14) business days from the date of the HACM's notification or denial of assistance. The informal review will be scheduled within fourteen (14) business days from the date the request is received.

After a review date is agreed to, the family may request to reschedule only upon showing "good cause", which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. The HACM will require verification of "good cause", and verification and documentation that the HACM may request must be provided by the family or a review date will not be rescheduled.

If a family does not appear at a scheduled review at the exact time specified in the review letter and has not rescheduled the review in advance due to the above paragraph, the family is denied participation in the Section 8 Program.

If the Hearing Officer makes a determination in favor of the applicant concerning their missed appointment, an appointment for the original function for which the review is being held will be rescheduled.

If this rescheduled (second) appointment is missed, the family will not have another opportunity for an Informal Review, and will be terminated from the Section 8 waiting list without any further opportunity for an Informal Review.

A missed appointment is defined as being 15 or more minutes late for the review.

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The Informal Review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person.

The Review may be conducted by:

- An individual from outside the HACM

A copy of the HACM's Informal Review Process will be mailed along with the Response to Request for an Informal Review.

The review may be conducted by telephone if acceptable to both parties.

The applicant will be given the option of presenting oral or written objections to the decision. Both the HACM and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense. (There is no Discovery Clause under the Informal Review Procedures)

The hearing officer will record the proceedings on tape to assist in recounting the facts and statements for his final determination. The audiotape is kept for a period of eight (8) months.

If the family misses a deadline ordered by the Hearing Officer, the action of the HACM shall take effect and another review will not be granted.

The Hearing Officer will determine whether the action, inaction or decision of the HACM is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A Notice of the Review findings will be provided in writing to the applicant within ten (10) business days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

### **Continuance:**

Normally there will be no continuance of a review date and time. If the family or legal representative deem it absolutely necessary to extend the review date and time, it will not be considered unless requested in writing to the HACM at least two (2) business days prior to the review date and time. The HACM will consider each request for continuance and may or may not grant a continuance. If the HACM grants a continuance only one per review will be granted, and the review date and time must be conducted within five (5) business days from the original date and time of the review.

### **D. INFORMAL HEARING PROCEDURES [24 CFR 982.555 (a-f), 982.54(d)(13)]**

The HACM will provide a copy of the hearing procedures in the family briefing packet.

When the HACM makes a decision regarding the eligibility and/or the amount of assistance, participants must be notified in writing. (Applicants are given a hearing, not a review, only in the cases of the hearing and appeal provision for "Restrictions on Assistance to Non-Citizens") The HACM will give the family prompt notice of such determinations, the termination letter is sent via certified and also regular mail and includes the following:

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1. The proposed action or decision of the HACM;
2. The date the proposed action or decision will take place;
3. The family's right to an explanation of the basis for the HACM's decision;
4. The procedures for requesting a hearing if the family disputes the action or decision;
5. The time limit for requesting the hearing.

The HACM must provide participants with the opportunity for an Informal Hearing for decisions related to any of the following HACM determinations:

1. Determination of the family's annual or adjusted income and the computation of the housing assistance payment
2. Appropriate utility allowance used from schedule
3. Family unit size determination under HACM subsidy standards
4. Determination that Certificate program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the HACM subsidy standards, or the HACM determination to deny the family's request for an exception from the standards.
5. Determination to terminate assistance for a participant family because of the family's action or failure to act (See 24 CFR 982.552)
6. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under HACM policy and HUD rules.
7. Determination to terminate a family's FSS Contract, withhold supportive services, or propose forfeiture of the family's escrow account.

The HACM must always provide the opportunity for an Informal Hearing before termination of assistance.

Informal Hearings *are not required* for established policies and procedures and HACM determinations such as:

1. Discretionary administrative determinations by the HACM
2. General policy issues or class grievances
3. Establishment of the HACM schedule of utility allowances for families in the program
4. An HACM determination not to approve an extension or suspension of a voucher term
5. An HACM determination not to approve a unit or lease
6. An HACM determination that an assisted unit is not in compliance with HQS. However, the HACM must provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family as described in 24 CFR 982.551(c).

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7. An HACM determination that the unit is not in accordance with HQS because of the family size
8. An HACM determination to exercise or not exercise any right or remedy against the owner under a HAP contract

A request for an Informal Hearing must be received in writing by the close of the business day, no later than fourteen (14) business days from the date of the HACM's notification letter of termination. The informal hearing will be scheduled within fourteen (14) business days from the date the request is received by the HACM.

### **Notification of Hearing and Hearing Procedures**

It is the HACM's objective to resolve disputes at the lowest level possible, and to make every effort to avoid the most severe remedies. However, if this is not possible, the HACM will ensure that applicants and participants will receive all of the protections and rights afforded by the law and the regulations.

When the HACM receives a request for an informal hearing, a hearing shall be scheduled within fourteen (14) business days. The notification of hearing will contain:

1. The date and time of the hearing
2. The location where the hearing will be held
3. The family's right to bring evidence, witnesses, legal or other representation at the family's expense

The right to view any documents or evidence in the possession of the HACM upon which the HACM based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing

A notice to the family that the HACM will request a copy of documents or evidence the family will use at the hearing.

Families have the right to: (under Rules of Discovery)

1. Present written or oral objections to the HACM's determination.
2. Examine the documents in the file, which are the basis for the HACM's action, and all documents submitted to the Hearing Officer;
3. Obtain copies of relevant documents from the HACM;
4. Present information or witnesses pertinent to the issue of the hearing;
5. Request that HACM staff be available or present at the hearing to answer questions pertinent to the case; and
6. Be represented by legal counsel, advocate, or other designated representative at their own expense.

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If the family requests copies of documents relevant to the hearing, the HACM will make the copies for the family. In no case will the family be allowed to remove the file from the HACM's office.

The participant will be given the option of presenting oral or written objections to the decision. However, the following rules which govern written statements, verbal statements, verification and documentation will be given to the family in the Informal Hearing Letter which advises the family of the date and time of the informal hearing.

Written and verbal statements presented to the HACM under the rules of "discovery" and those same written statements presented at the hearing must be notarized. These notarized statements must be given to the HACM at least two (2) business days prior to the hearing date or they will not be allowed to be presented at the hearing.

Any verification, documentation that the participant is using as evidence on the family's behalf must be presented to the HACM, two (2) business days prior to the hearing date or they will not be allowed to be presented at the hearing.

In addition to other rights contained in this Chapter, the HACM has a right to:

1. Present evidence and information pertinent to the issue of the hearing;
2. Be notified if the family intends to be represented by legal counsel, advocate, or another party;
3. Examine and copy documents to be used by the family prior to the hearing;
4. Have its attorney present; and
5. Have staff persons and other witnesses familiar with the case present.

If the family requests the above from the HACM, it must be requested by the family at least two (2) business days prior to the hearing date and time.

The Informal Hearing shall be conducted by the Hearing Officer appointed by the HACM who is neither the person who made or approved the decision, nor a subordinate of that person. The HACM appoints an individual from outside the HACM appointed to conduct Informal Reviews and Hearings.

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations. (Discovery Clause)

The hearing officer will record the proceedings on tape to assist in recounting the facts and statements for his final determination. The audiotape is kept for a period of eight (8) months.

The Hearing Officer may ask the family for additional information and/or might adjourn the Hearing in order to reconvene at a later date, before reaching a decision.

If the family misses a deadline ordered by the Hearing Officer, the action of the HACM shall take effect and another hearing will not be granted.

The Hearing Officer will determine whether the action, inaction or decision of the HACM is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the Hearing Findings shall be provided in writing to the HACM and the family within 10 business days and shall include:

1. A clear summary of the decision and reasons for the decision;
2. If the decision involves money owed, the amount owed; and
3. The date the decision goes into effect.

The HACM is not bound by hearing decisions:

1. Which concern matters in which the HACM is not required to provide an opportunity for a hearing;
2. Which conflict with or contradict HUD regulations or requirements;
3. Which conflict with or contradict Federal, State or local laws; or
4. Which exceed the authority of the person conducting the hearing.

If the hearing officer terminates the participant, the hearing officer will forward the termination letter to the HACM for review. The HACM will forward the termination letter.

The HACM shall send a letter to the participant within 10 business days of the decision by the Hearing Officer if the HACM determines it is not bound by the Hearing Officer's determination. The letter shall include the HACM's reasons for the decision.

If the Hearing Officer determines that the family is not to be terminated from the program, but stipulates that certain actions must be taken by the family in order to avoid termination and the family is in non-compliance, the Hearing Officer has a right to review the case again and to terminate the family without the right to an informal hearing.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file.

**E. EXTENUATING CIRCUMSTANCES REGARDING DENIALS/TERMINATIONS DUE TO MISSED APPOINTMENTS**

After a review/hearing date is agreed to, the family may request to reschedule only upon showing "good cause", which is defined as an unavoidable conflict which seriously affects the health, safety or welfare of the family. The HACM will require verification of such "good cause", and verification and documentation that the HACM may request must be provided by the family or a review/hearing date will not be rescheduled.

If a family does not appear at a scheduled hearing at the exact time specified in the hearing letter and has not rescheduled the hearing in advance due to the above paragraph, the family is terminated from the Program.

If the Hearing Officer makes a determination in favor of the applicant/client concerning their missed appointment, an appointment for the original function for which the Hearing is being held will be rescheduled.

If this rescheduled (second) appointment is missed, the family will not have another opportunity for an Informal Review/Hearing, and will be terminated from the Section 8 Program without any further opportunity for an Informal Review/Hearing.

**Continuance:**

Normally there will be no continuance of date and time. If the family or legal representative deem it absolutely necessary to extend the date and time, it will not be considered unless requested in writing to the HACM at least two (2) business days prior to the review/hearing date and time. The HACM will consider each continuance and may or may not grant a continuance. If the HACM grants a continuance only one will be granted, and the hearing date and time must be conducted within five (5) business days from the original date and time of the hearing.

**F. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS" [24 CFR Part 5, Subpart E]**

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the HACM hearing is pending but assistance to an applicant may be delayed pending the HACM hearing.

**INS Determination of Ineligibility**

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, the HACM notifies the applicant or participant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with the HACM either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give the HACM a copy of the appeal and proof of mailing or the HACM may proceed to deny or terminate. The time period to request an appeal may be extended by the HACM for good cause.

The request for a HACM hearing must be made within fourteen days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within fourteen days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members the HACM will:

1. Deny the applicant family
2. Defer termination if the family is a participant and qualifies for deferral
3. Terminate the participant if the family does not qualify for deferral

If there are eligible members in the family, the HACM will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

- If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.
- Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.
- Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment.
- .....F  
amilies denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

**G. MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES [24 CFR 982.204, 982.552(c) ]**

When applicants are denied placement on the waiting list, or denied admittance to the program, or the HACM is terminating assistance, the family may be informed that presence of a disability may be considered as a mitigating circumstance during the informal review/hearing process.

*Examples of mitigating circumstances are: a) A person with a cognitive disorder may not have understood the requirement to report increases in income; b) A person may not understand the need to make regular repayments on a promissory note; c) Minor criminal records for public drunkenness may be due to medication; prior incarcerations for being disorderly may be emotional disorder.*

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)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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

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

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

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If “No”,

skip to component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming

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fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

<b>Designation of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one) Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: <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) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

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

[24 CFR Part 903.7 9 (j)]

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

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations

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Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

**2. Activity Description**

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

<b>Conversion of Public Housing Activity Description</b>
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved:           ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:           ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III
<input type="checkbox"/>	Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one)	

<input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program
<input type="checkbox"/> Submitted, pending approval
<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<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.) *NOT AT THIS TIME*

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:

X 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? It is a part of this plan, and was designed in cooperation with the applicable County agencies.

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

- X Client referrals
- X Information sharing regarding mutual clients (for rent determinations and otherwise)
- X 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
- X Section 8 admissions policies
- X 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)



the steps the PHA plans to take to achieve at least the minimum program size?

If no, list steps the PHA will take below:

**WELFARE TO-WORK/MOUNTAIN CRISIS/FAMILY SOLUTIONS AND  
FAMILY SERVICES  
[Quality Housing Work Responsibility Act of 1998, Section 512 (QHWRA)]**

**INTRODUCTION**

It is an objective of the HACM to support the Human Services Department of the County of Mariposa, Welfare to Work program. This chapter constitutes an agreement to give clients for whom housing is an issue in seeking and maintaining employability, the highest preference on the application wait list.

This same preference will also support referrals from the Family Services Unit of the Human Service Department; Family Solutions, Mariposa County's Children's Systems of Care; and Mountain Crisis, Mariposa County's Women's refuge.

This Chapter applies only to clients who have applied for rental assistance, with a referral from the listed agencies.

**A. PROGRAM OBJECTIVE**

*Provide housing assistance to applicants referred from Family Solutions, Family Services, Mountain Crisis, and the Welfare to Work unit of the Social Services Department, for whom housing assistance is critical in obtaining or retaining employment, unifying families, or reunifying families or providing a safe habitation. This objective is met through the partnerships of other public and private, profit, and non-profit agencies, including specifically the agencies listed above.*

**B. PROGRAM COORDINATION**

*The HACM's Housing Specialist, in conjunction with the Welfare to Work Case Manager, the Mountain Crisis Referring Staff, the Family Services Social Worker, or the Family Solutions, Referring Staff, is responsible for the day-to-day operations of the Program.*

- *When applicants are referred by Mountain Crisis, Family Services, or Family Solutions the request for the Local Preference is initiated by the referring agency. At the preapplication interview, the client will be advised of the monthly monitoring, for compliance, which governs participation after having received this preference. The applicant will be placed on the wait list with the requested preference. At the full application interview, the application will be reviewed for continued eligibility for the stated preference. At the full application interview, the applicant will be asked to sign the release for monthly monitoring which governs participation. If the applicant is no longer eligible, or does not wish to agree to monthly monitoring for compliance, the applicant may choose to be placed back on the list without the preference. If the applicant agrees to continue with the process, the final eligibility process will continue as with all other applicants.*
- *Each applicant applying for assistance, who is receiving TANF, or who may have received TANF in the last two years; will be interviewed when submitting a preapplication to determine eligibility for the WTW Preference. At the preapplication interview, the client will be advised of the monthly monitoring, for compliance, which*

*governs participation after having received this preference. The applicant will be offered the opportunity of receiving this preference, if eligible, based on the information provided by the client. The applicant will be placed on the wait list with the WTW preference, if desired.*

*At the full application interview, the applicant will be asked to sign the release for monthly monitoring which governs participation. If the applicant is no longer eligible, or does not wish to agree to monthly monitoring for compliance, the applicant may choose to be placed back on the list without the preference. If the applicant agrees to continue with the process, the final eligibility process will continue as with all other applicants.*

- *Clients who are meeting their hourly requirement by working will be monitored for compliance by the HACM Housing Specialist.*

**C. ELIGIBILITY FOR PARTICIPATION WITH THE WTW PREFERENCE/FAMILY SOLUTIONS, FAMILY SERVICES OR MOUNTAIN CRISIS REFERRAL**

- Housing Assistance is critical for a family to successfully obtain or retain employment, to unify their family, or have a safe habitation.
- Currently be a participant or be eligible for the Welfare to Work Program through the Department of Human Services in Mariposa County; or currently have a Family Reunification, Family Preservation, or Family Maintenance Contract with the Family Services Unit of the Department of Human Services;

Or have a referral from Family Solutions; or have a referral from Mountain Crisis.

- If given a Local Preference through WTW, have participated in Welfare to Work successfully in the last two years.
- Must be on the Section 8 Waiting List.
- If given a Local Preference through WTW, must be working toward self-sufficiency (independence from public assistance).
- Must be at or below the income limits.
- At least one person in the household must be a U.S. Citizen or legal immigrant.
- After effective date of participation in the WTW Program, must live within the HACM's jurisdiction for the initial term of the lease.
- Agree to follow their Welfare to Work requirements, Family Maintenance, Family Reunification, or Family Preservation Plan. If referred by Mountain Crisis (the Women's Refuge) be willing to file and maintain a restraining order against the abuser, if he shows up in locality of applicant/participant.
- After becoming a participant, their Section 8 Rental assistance will be terminated, if they are non-compliant. *Should an applicant not wish to sign the release for monthly monitoring, the application will be accepted without the Local Preference.*

**D. OUTREACH EFFORTS**

*This HACM shall utilize the following methods to notify Welfare to Work participants or previous eligible participants of the availability and advantages of participating in the WTW Program.*

- Referrals from public and private benefit programs, including profit and non-profit agencies. (Agencies will have informational brochures)
- Media Announcements, including newspapers.
- Brochures and distributed to various centers, schools, family centers, the One-Stop Center, health centers, non-profit agencies.
- Mailings to TANF recipients, social service agencies, churches and faith-based organizations, rental property owners and groups.

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- Individual and Group Meetings with public and private community partners, Human Resource Departments of major employers, and government representatives

Brochures distributed to the Welfare to Work Unit; Family Services Unit, Social Workers; Family Solutions Staff; and Mountain Crisis Staff along with a copy of this Chapter.

### **E. WAITING LIST AND PRIORITIZATION**

*Families referred by Mountain Crisis, Family Solutions, and the Family Services Unit of the Human Services Department will have the highest Local Preference, as well as Families referred by a Welfare to Work Case Manager, will have a local preference, which may place them over other TANF families on the waiting list.*

*As applicant families are interviewed (when the preapplication is accepted), if the head of household on the application is not the TANF recipient, the Head of Household will be changed to the TANF recipient in order to be eligible for the WTW preference. An explanation will be given to the family of the importance of the head of household's name and the reason for the change. A form will be signed by the family acknowledging their understanding of the change of the Head of Household.*

*If a family is eligible to receive a voucher and refuses the requirements of this preference, the family may be put back on the waiting list without the preference, and the family may designate the head of household.*

### **F. CHANGES OF CIRCUMSTANCES**

*If a family's situation changes while in the WTW Program, making the family ineligible for WTW, and if the changes are not under the control of the family (such as a disability) and the situation makes the family no longer eligible for the Welfare to Work program, the family will remain eligible for participation on the Section 8 Program. At this point, the family will no longer be subject to the requirements of having obtained assistance with the Welfare to Work preference.*

*Families who are admitted to the Section 8 Program, or families, who have this preference on the wait list due to a referral from Mountain Crisis, may add the abuser from whom the household has fled, back into the household under the following conditions:*

- *The abuser is eligible under all other program criteria, and eligibility is determined **prior** to reentering the household.*
- *The family has entered into a family reunification contract with a Mariposa County Agency.*
- *The abuser has enrolled in and signed a release with the HACM for monthly follow through monitoring.*

### **G. PORTABILITY**

*A family with a WTW Plan may not port out until after the initial term of the lease and may only port out to a Housing Authority, which administers the WTW Program. A family cannot port out for the purpose of giving up the WTW status. This will result in termination from Section 8 for non-compliance. The HACM will assist families who desire to port-out to enhance opportunities for work or school. The family must provide documentation of having followed through successfully with the WTW caseplan. The family cannot port out if sanctioned for non-compliance.*

Families may port out upon issuance of the Voucher, if the family needs to port out due to employment and only to a Housing Authority which administers the WTW Program.

**H. WELFARE TO WORK PARTICIPANTS**

*The family must present verification of cooperation with Welfare to Work to the HACM before issuance of the voucher, or present documentation from Welfare to Work that they are meeting their work requirements. This Welfare to Work Plan and/or documentation will be inserted into the eligibility file.*

**I. WELFARE TO WORK PROGRAM MONITORING**

*The Eligibility Services Unit, will monitor the progress of the families and respond to a monthly request for report concerning the family's eligibility to continue with the Section 8 Program.*

**J. TERMINATION**

Sanction by the WTW Program is grounds for termination if the family has received assistance with the WTW preference. All of the family obligations in the Section 8 Program apply to families who have received the WTW preference, as well.

The HACM will encourage the family to utilize WTW in the quest for self-sufficiency, and to avoid abuse of the WTW program.

Upon issuance by the Eligibility Worker of a sanction notice, a copy will be forwarded to the HACM for further action. The HACM will inform each participant family of the action needed in order to stay in compliance with both Welfare to Work and Housing Authority policies.

**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
- X 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
- X Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**D. Additional information as required by PHDEP/PHDEP Plan**

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

- 1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
- 2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
- 3.  Yes  No: Were there any findings as the result of that audit?
- 4.  Yes  No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_
- 5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

- 1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
- 2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
- 3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

No substantive changes were made. Therefore, we have not solicited public input. The grievance procedures were a part of our annual plan which was adopted by the Board of Commissioners on June 6, 2000. All other changes are clarifications and are included in our Administrative Plan which was offered for Public Review.

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

Attached at Attachment (File name)

X Provided below:

*My name is Rosy Holmes. . .I am a single female 66 years old and have been on the program for 8 months..I am grateful for the program because it has allowed me the opportunity to upgrade the quality of my life and removed some of the stress of meeting my monthly financial obligations. . . I have just been appointment to the Resident Advisory Board, for the HACM and take this very seriously...If I can contribute anything to the program, I am proud to do so... I have read the Agency Plan and find it to be a well written and easily understood plan. I like the idea of folks being able to become home owners...I think that this will encourage people to work harder to accomplish this rather than just work to pay rent to someone else... The standard of the quality of the units are reasonable...and the services that they offer helps the landlords and the tenants the opportunity to benefit from the upgrading of the property and having a decent place to live...I need more time to review this plan and will at that time be able to add more input into the program...thank you for the opportunity to return something to the program and to my community. Rosy Holmes*

*(from Rhonda Vice, a single Mother with an 8 year old daughter) I feel honored that I was selected to serve on the committee for; The Agency Plan, I read through the plan and found that it was written in a way that even I could understand it. I liked that very much. I could see that a lot of hard work was put into making this plan. I feel they did a wonderful job on it, and I couldn't find anything that I felt needed changed. For this I thank them. I did however, find a couple of things that give me a better understanding of how the program wor, and how great this program truly is such as;*

- 1. Housing needs of families on the waiting list. How it works and how they chose the families in the most need.*
  - 2. What SEMAP stand for.*
  - 3. Citizenship/eligible immigration. I think this is a good thing.*
- Thank you for not discriminating!*

- 4. *Thank you for trying to put an end to homelessness for all Americans.*
- 5. *The responsibility of homeowners, and thanks also to them who are willing to rent to people who are on this program.*

*On a personal note; I am thankful to all who keep this program running, it's been a good positive thing in my life and my daughters life. So, I thank one and all who care's so much for those who have so little. Even thou I hope I will be off this program by 2004; If I'm not, it would be an honor to be a part of the tenant-based program to become a home owner, if established. Thank you.*

3. In what manner did the PHA address those comments? (select all that apply)
- X 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. X 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
  - Any adult recipient of PHA assistance could nominate candidates
  - X Self-nomination: Candidates registered with the PHA and requested a place on ballot
  - Other: (describe)
- b. Eligible candidates: (select one)
  - X 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
- X Other (list) Housing Authority appointment of the only two who applied.

**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: STATE OF CALIFORNIA/DEPARTMENT OF HOUSING COMMUNITY DEVELOPMENT

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)

- X The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: *The State Department of Housing and Community Development (HCD) encourages the Housing Authority of the County of Mariposa to submit suggestions, improvements and additional objectives for consideration in State Consolidated updates.*

**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.

**PHA Plan  
Table Library**

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

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

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

Original Annual Statement

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

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**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

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**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)

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**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.

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

