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

State of California Department of Housing & Community Development

Annual Plan for Fiscal Year 2001

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

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

PHA Plan
Agency Identification

PHA Name: State of California, Department of Housing & Community Development

PHA Number: CA912

PHA Fiscal Year Beginning: 07/01/2001

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
☐ PHA development management offices
x 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
x PHA local offices
☐ Main administrative office of the local government
☐ Main administrative office of the County government
☐ Main administrative office of the State government
x Public library
x PHA website
x Other (list below)
Local Colleges

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)

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Annual PHA Plan
PHA Fiscal Year 2001
[24 CFR Part 903.7]

i. Annual Plan Type:
Select which type of Annual Plan the PHA will submit.

x **Standard Plan**

Streamlined Plan:

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

☐ **Troubled Agency Plan**

ii. Executive Summary of the Annual PHA Plan
[24 CFR Part 903.7 9 (r)]

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

N/A

iii. Annual Plan Table of Contents
[24 CFR Part 903.7 9 (r)]

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

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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:

x PHA Management Organizational Chart (attachment A)
☐ FY 2000 Capital Fund Program 5 Year Action Plan
☐ Public Housing Drug Elimination Program (PHDEP) Plan
x Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (attachment B)
x Other (List below, providing each attachment name)
x Administrative Plan (attachment C)
x Membership of the Resident Advisory Board (attachment D)
x Statement on progress on meeting Mission and Goals of the 5-Year Plan

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with	5 Year and Annual Plans

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI))) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	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 Quality Housing and Work Responsibility Act Initial Guidance; Notice* 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 ☐ 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 ☐ 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 ☐ 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	Annual Plan: Capital Needs

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List of Supporting Documents Available for Review		
Applicable & On Display	**Supporting Document**	**Applicable Plan Component**
	Program Annual Statement (HUD 52837) for the active grant year	
	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
	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
	Policies governing any Section 8 Homeownership program ☐ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	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)

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1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Location
Income <= 30% of AMI	516	5	5	3	n/a	2	2
Income >30% but <=50% of AMI	680	5	4	3	n/a	2	2
Income >50% but <80% of AMI	854	4	4	3	n/a	2	2
Elderly	470	4	4	3	n/a	2	2
Families with Disabilities (Mobility & self-care limitations)*	351	5	5	3	4	1	2
Hispanic	291	3	n/a	3	n/a	n/a	2
Black/Non Hispanic	0	3	n/a	3	n/a	n/a	2
White/Non Hispanic	1759	3	n/a	3	n/a	n/a	2

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:

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x Other sources: (list and indicate year of information)
*State Independent Living Council - 1999

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)
x Section 8 tenant-based assistance
☐ Public Housing
☐ Combined Section 8 and Public Housing
☐ Public Housing Site-Based or sub-jurisdictional waiting list (optional)
If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	55		8
Extremely low income <=30% AMI	36	65%	
Very low income (>30% but <=50% AMI)	13	23%	
Low income (>50% but <80% AMI)	6	11%	
Families with children	24	44%	
Elderly families	3	.5%	
Families with Disabilities	12	21%	
White/Non-Hispanic	48	87%	
White/Hispanic	2	.3%	
Black/Non-Hispanic	0	0%	
American Indian/Non-Hispanic	3	.5%	
American Indian/Hispanic	0	0%	
Asian/Pacific Islander	1	.2%	

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Housing Needs of Families on the Waiting List
Is the waiting list closed (select one)? ☐ No x Yes If yes: How long has it been closed (# of months)? 8 months Does the PHA expect to reopen the list in the PHA Plan year? ☐ No x Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? ☐ No x 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.

In order to provide for the needs of the extremely low and very low-income families HCD will: 1) apply for additional vouchers as they become available, and 2) market the Section 8 program to both landlords and families to encourage participation.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- ☐ Employ effective maintenance and management policies to minimize the number of public housing units off-line
- ☐ Reduce turnover time for vacated public housing units
- ☐ Reduce time to renovate public housing units
- ☐ Seek replacement of public housing units lost to the inventory through mixed finance development
- ☐ Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- ☐ Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- ☐ Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- 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
- ☐ Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- x 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:

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Select all that apply

x 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
x Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
☐ Employ admissions preferences aimed at families with economic hardships
☐ Adopt rent policies to support and encourage work
☐ Other: (list below)

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

Strategy 1: Target available assistance to families at or below 50% of AMI
Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:
Select all that apply

☐ Seek designation of public housing for the elderly
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
x 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:

x Funding constraints
x Staffing constraints
x Limited availability of sites for assisted housing
☐ Extent to which particular housing needs are met by other organizations in the community
x Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
x 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 housig or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
1. **Federal Grants (FY 2001 grants)**		
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	$210,091	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		

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Financial Resources: Planned Sources and Uses		
Sources	**Planned $**	**Planned Uses**
4. Other income (list below)		
4. Non-federal sources (list below)		
State of California General Fund	$34,560	Administrative Costs
Total resources	$244,651	

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?

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

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

(2)Waiting List Organization

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

☐ Community-wide list
☐ Sub-jurisdictional lists
☐ Site-based waiting lists
☐ Other (describe)

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

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

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

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

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

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

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

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

(3) Assignment

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

☐ One
☐ Two
☐ Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

☐ Yes ☐ No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

☐ Substandard housing
☐ Homelessness
☐ High rent burden (rent is > 50 percent of income)

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

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

Date and Time

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

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

4. Relationship of preferences to income targeting requirements:

☐ The PHA applies preferences within income tiers

☐ Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Occupancy

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

☐ The PHA-resident lease

☐ The PHA's Admissions and (Continued) Occupancy policy

☐ PHA briefing seminars or written materials

☐ Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

☐ At an annual reexamination and lease renewal

☐ Any time family composition changes

☐ At family request for revision

☐ Other (list)

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

☐ Other (list policies and developments targeted below)

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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)

☐ Criminal or drug-related activity

x Other (describe below)

Prior rental history; payment history; claims filed against tenant (e.g., damage claims, vacancy loss, unpaid rent).

(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)

☐ PHA main administrative office

x Other (list below)

Local Offices

(3) Search Time

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

If yes, state circumstances below:
If participant is unable to locate a unite due to illness/hospitalization or inability to locate unit meeting payment standards or landlord unwilling to rent to Section 8 (concerted effort must be shown).

(4) Admissions Preferences

a. Income targeting

x 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. x 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

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

Other priority (select all that apply)

☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
x 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)
x 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.

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1 Date and Time

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

Other priority (select all that apply)
☐ Working families and those unable to work because of age or disability
☐ Veterans and veterans' families
x 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)
x 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)
x 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
x Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

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

☐ Other (list below)

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

x Through published notices

x Other (list below)

Public Service Organizations

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
☐ For increases in earned income
☐ Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:

☐ Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:

☐ For household heads
☐ For other family members
☐ For transportation expenses
☐ For the non-reimbursed medical expenses of non-disabled or non-elderly families
☐ Other (describe below)

e. Ceiling rents

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

☐ Yes for all developments
☐ Yes but only for some developments
☐ No

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

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

☐ Other (list below)

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

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

f. Rent re-determinations:

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

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

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

☐ At or above 90% but below100% of FMR
x 100% of FMR
☐ Above 100% but at or below 110% of FMR
☐ Above 110% of FMR (if HUD approved; describe circumstances below)

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

☐ FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
☐ The PHA has chosen to serve additional families by lowering the payment standard
☐ Reflects market or submarket
☐ Other (list below)

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

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

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

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)

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)

x An organization chart showing the PHA's management structure and organization is attached.

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 07/01/2000	Expected Turnover
Public Housing	n/a	
Section 8 Vouchers	47	16
Section 8 Certificates	n/a	
Section 8 Mod Rehab	n/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	
Public Housing Drug Elimination Program (PHDEP)	n/a	

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C. Management and Maintenance Policies

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

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

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

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

x PHA main administrative office
x Other (list below)
Local Office

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7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure 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)

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

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

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

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

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

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

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

2. Activity Description

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

1. ☐ Yes ☐ No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No", skip to component 11; if "yes", complete one activity description for each identified development, unless

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eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

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

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☐ Approved; included in the PHA's Homeownership Plan/Program ☐ Submitted, pending approval ☐ Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) ☐ Part of the development ☐ Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA established eligibility criteria

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

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12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

☐ Yes x 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?

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
☐ 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)

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b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description – **Not required.**

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8	**Not required**	

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

C. Welfare Benefit Reductions

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

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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 x No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U S.C. 1437c(h))? (If no, skip to component 17.)
2. x Yes ☐ No: Was the most recent fiscal audit submitted to HUD?
3. x Yes ☐ No: Were there any findings as the result of that audit?
4. ☐ Yes x 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)?

Latest audit was conducted in-house. Copy of audit and response in support documentation.

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?

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

☐ Attached at Attachment (File name)
x Provided below:
"Good Job"

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

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

x Other: (list below)
No response required.

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

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

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

3. Description of Resident Election Process

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

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

Local offices submitted 5 candidates per county for consideration. Letters of interest were sent to each candidate explaining their responsibilities as a member of the Advisory Board. From the interest letters returned by the candidates, one candidate from each county was selected to represent their county. The term for Advisory Board membership is two years. Review of this Annual Plan will end this Advisory Boards' responsibility. A new Advisory Board will be selected prior to the 3rd Annual Plan submittal.

b. Eligible candidates: (select one)

☐ Any recipient of PHA assistance
x Any head of household receiving PHA assistance
☐ Any adult recipient of PHA assistance
☐ Any adult member of a resident or assisted family organization
☐ Other

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: Selection was determined by the returned interest letter with the final selection made by the PHA if two or more individuals in the same county indicated interest Other (list)

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: State of California

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

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

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

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

☐ Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

☐ Other: (list below)

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

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

D. Other Information Required by HUD

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

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

Attachments

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

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

PHA Plan
Table Library

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

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

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

☐ Original Annual Statement

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

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

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

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

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

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

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

Optional 5-Year Action Plan Tables			
Development Number	**Development Name (or indicate PHA wide)**	**Number Vacant Units**	**% Vacancies in Development**

Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years		

Table Library

Optional Public Housing Asset Management Table

See Technical Guidance for instructions on the use of this table, including information to be provided.

Public Housing Asset Management								
Development Identification		**Activity Description**						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III *Component 7a*	Development Activities *Component 7b*	Demolition / disposition *Component 8*	Designated housing *Component 9*	Conversion *Component 10*	Home-ownership *Component 11a*	Other (describe) *Component 17*

ADVISORY BOARD COMMENTS

DEPARMENT OF HOUSING AND COMMUNITY DEVELOPMENT ñ Housing Assistance Program

Section Chief

Tom Monahan

Housing Program Manager

Dorothy Clobes

Office Assistant

vacant

Housing Representative I
Financial
Teresa Errington

Housing Representative II

Peggy Roye

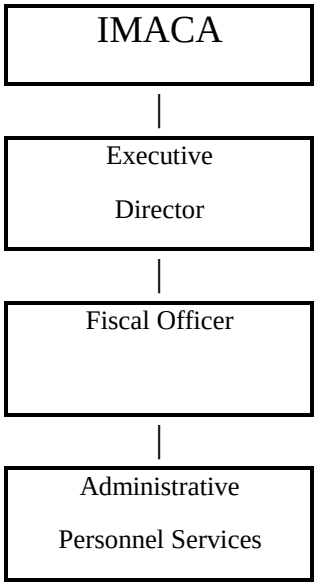
Housing Representative II

Eva Lee Snelson

Housing Representative II

Juanita Bermudez

CA 912


IMACA
Executive
Director
Fiscal Officer
Administrative
Personnel Services

ADMINISTRATIVE PLAN

Section 8 Certificate
Housing Choice Voucher Program
Moderate Rehabilitation Program
Family Self-Sufficiency

State of California

Business, Transportation and Housing Agency
Department of Housing and Community Development
Division of Community Affairs
1800 3rd Street
P.O. Box 952054
Sacramento, California 95814

Revised December 1999	To HUD January 2000
Revised June 12, 2000	
Revised February 22, 2001	

ADMINISTRATIVE PLAN

APPROVED BY:

	Date

William J. Pavão, Deputy Chief
Division of Community Affairs

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STATE OF CALIFORNIA

HOUSING ADMINISTRATIVE PLAN

Statement Of Policies And Objectives

The Section 8 Program was created by the Housing and Community Development Act of 1974 and amended by the Housing and Community Development Act of 1981, the Housing and Urban-Rural Recovery Act of 1983, the Technical Amendments Act of 1984, the Housing and Community Development Act of 1987, and the Quality Housing and Work Responsibility Act (QHWRA) of 1998.

The California Department of Housing and Community Development (HCD) acts as the Public Housing Agency (PHA) in the administration of the housing programs. Functions and responsibilities of the HCD staff shall be in compliance with the personnel policy of HCD and the Equal Opportunity Housing Plan (EOHP). All Federal, State and local housing laws will be followed and HCD will comply with Fair Housing Regulations.

Subcontractors

HCD administers Section 8 Certificate/Housing Choice Voucher Programs in the twelve (12) counties of Alpine, Amador, Calaveras, Colusa, Glenn, Inyo, Modoc, Mono, Sierra, Siskiyou, Trinity, and Tuolumne. In addition, HCD administers Section 8 Moderate Rehabilitation projects in two counties.

HCD contracts with Subcontractors for specified administrative services in the counties mentioned above, except HCD provides the administrative services for Alpine County

The administrative services provided by Subcontractors include tenant and owner outreach, waiting list management, client eligibility, issuance of Housing Choice Vouchers, tenant and owner briefings, HQS inspections, and annual re-certifications. The Subcontractors are paid 70.6% of the earned administrative fee.

Section 8 Program Purpose

The four major objectives of the Section 8 Program include:

- To provide improved living conditions for very low-income families while maintaining their rent payments at an affordable level;
- To promote freedom of housing choice and spatial de-concentration of lower income and minority families;
- To provide decent, safe and sanitary housing for eligible participants; and
- To provide an incentive to private property owners to rent to lower income families by offering timely assistance payments.

Administrative Plan Purpose

The purpose of the Administrative Plan is to establish policies for items that are not covered under Federal regulations for the Section 8 Certificate, Voucher, Moderate Rehabilitation and Family Self-Sufficiency Programs.

The Plan covers both admissions and continued participation in these programs. Policies are the same for both programs, unless otherwise noted.

HCD/Subcontractors are responsible for complying with all subsequent changes in Federal regulations pertaining to these programs. If such changes conflict with this Plan, Federal regulations will have precedence.

Fair Housing Policy

It is the policy of HCD to comply fully with all Federal, State, and local nondiscrimination laws and in accordance with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

Specifically, HCD shall not on account of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, handicap or disability deny any family or individual the opportunity to apply for or receive assistance under HUD's Section 8 Housing Assistance Programs, within the requirements and regulations of the HUD regulations.

To further its commitment to full compliance with applicable Civil Rights laws, HCD will provide Federal/State/local information to Section 8 participants regarding "discrimination" and any recourse available to them should they feel they have been the victim of discrimination. Such information will be made available during the family briefing session and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Housing Choice Voucher holders packet.

HCD subscribes to HUD's "open-housing" policy and, as such, directs Subcontractors to maintain a list of available housing submitted by owners in all neighborhoods within the Subcontractor's jurisdiction to ensure greater mobility and housing choice to extremely low and very low-income households served by the Subcontractor.

HCD will review and update its Equal Opportunity Housing Plan, as needed, to ensure that these objectives are being met.

Privacy Rights

All applicants are required to sign the Federal Privacy Act Statement form which states under what conditions HUD/HCD/Subcontractors will release tenant information.

HCD/HAP Organization

HCD is located in Sacramento, California and administers the Sections 8 Housing Assistance Program (HAP) through the Los Angeles HUD office and the Sacramento Service Office. The Housing Assistance Program is in the Division of Community Affairs, State of California, Department of Housing and Community Development.

HCD/HAP staff includes:

- Housing Assistance Program Manager;
- Housing and Community Development Representative II (Program);
- Housing and Community Development Representative I (Financial);
- Office Assistant.

Subcontractor Organization

Subcontractor staff positions vary from subcontractor to subcontractor. Staffing can include the following:

- Program Specialists
- Housing Coordinators
- Housing Specialist
- Accountant
- Secretary
- Building Maintenance Worker
- Executive Directors.

Family Outreach

HCD/Subcontractor publicize and disseminate information, as needed, concerning the availability and nature of housing assistance for extremely low and very low-income families. HCD/Subcontractor will provide adequate notification to the public, 30 days prior to the waiting list being opened through the publication of notices in newspapers of local circulation, minority media, and other suitable means, the availability and nature of housing assistance for extremely low and very low-income families, unless application taking has been suspended according to HUD regulations.

The Notice shall:

- Advise families that applications will be taken at a designated date, time, and location; and
- briefly describe the Section 8 Program.

To reach persons who do not have access to a local newspaper, the Subcontractor shall distribute fact sheets to libraries, social service offices and other agencies as determined appropriate by the Subcontractor.

Owner Outreach

The Subcontractor issues public invitations to owners as needed to make dwelling units available for leasing by eligible families in accordance with the Equal Opportunity Housing Plan. On a continuing basis, the Subcontractor will welcome the participation of owners of decent, safe, and sanitary housing units.

The Subcontractor makes personal contact in the form of formal or informal discussions or meetings with private property owners, property managers, and real estate agencies. Program requirements are explained and printed material is offered to acquaint the owner/manager with the opportunities available under the program.

The Subcontractor maintains a list of interested landlords and their property available for the Section 8 Program and updates this list as new information is received. When new units become available, program staff will make the information available to prospective tenants.

Preservation

Tenant-based assistance will be offered to eligible residents of projects covered by the Emergency Low-Income Housing Preservation Act of 1987 (ELIHPA) and the Low-Income Housing Preservation and Resident Homeownership Act of 1990 (LIHPRHA). Families must meet two separate criteria in order to be eligible for a preservation voucher:

- The resident family must be income eligible on the effective date of the prepayment, and
- as a result of the owner's rent increase occurring no later than one year after the prepayment, the family would have to pay more than 30% of their monthly adjusted income for rent unless the family received Section 8 tenant-based assistance.

Both assisted and unassisted residents may be eligible for preservation tenant-based assistance. In order to be eligible for one of the special rental vouchers, the resident must be either:

- A low-income family;
- a moderate-income elderly or disabled family; or
- a moderate-income family residing in a low-vacancy area (3% or less vacancy rate). HUD is responsible for determining whether the project where the owner is prepaying or voluntarily terminating the mortgage insurance is located in a low-vacancy area.

Special Housing Type

In accordance with 24 CFR 982.601 et seq., HCD/Subcontractor will permit use of any special housing type if it is needed as a reasonable accommodation to provide accessibility for persons with disabilities. Need shall be determined on a case-by-case basis.

ELIGIBILITY FOR ADMISSION

Criteria

To be eligible for admission to the Section 8 Program, an applicant must meet HUD's criteria for eligibility determination. The four factors for eligibility are:

- The applicant must be a family;
- The household's annual income shall not exceed the applicable income limit;
- All family members six years or older must provide a Social Security Number or certify they do not have one; and,
- The applicant must furnish evidence of citizenship or eligible immigrant status.

Income Limitations

Annual income shall not exceed the Very Low-Income Limit as established by HUD and published in the Federal Register.

Social Security Numbers

Families are required to provide Social Security numbers for all family members age 6 and older prior to admission, or certify they do not have a Social Security number. If the individual is under 18, his or her parent or guardian must execute the certification. When the individual obtains a Social Security number, it must be disclosed at the next regularly scheduled income reexamination.

Verification is completed by the provision of a valid Social Security card issued by the Social Security Administration.

Other Criteria for Admission

The following criteria shall also be met for an applicant to be eligible for assistance under the Section 8 Program:

- The family must have paid any outstanding debt owed HCD or any other Housing Authority on any previous tenancy for Public Housing or Section 8. **No repayment agreement will be accepted. The family must repay in full to be considered eligible for admission**.

- The family must have left any previous tenancy under the Section 8 Program without violations of a family obligation under its Certificate or Housing Choice Voucher Programs.

- Assistance is denied if any family engages in drug-related or violent criminal activity.

  Drug related activity means the felonious manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute a controlled substance. (The felonious use or possession of a controlled substance must have occurred within one year before the date that the Subcontractor provides notice to an applicant/participant of the Subcontractor's determination to deny admission or terminate assistance.)

  Violent criminal activity includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property of another.

  Admission to the Section 8 Program is immediately and permanently denied to individuals convicted of manufacturing or producing methamphetamine in violation of any Federal, State or local law.

- Families that have been evicted from Public Housing or by Section 8 owners for engaging in drug-related criminal activity will be denied admission. However, if the person demonstrates a successful completion of a rehabilitation program and/or demonstrates that the circumstances leading to the eviction no longer exists, this requirement may be waived with prior approval from HCD.

- If a family member fails to sign and submit consent forms for obtaining continuing eligibility factor verifications, assistance will be denied.

HCD/Subcontractor is not required to determine family criminal activity, but shall, at the initial screening, include on all applications standardized questions regarding criminal activity.

Other Criteria for Admission (contí)

Determinations of the above will be based on credible evidence and/or the preponderance of evidence provided. These are defined as follows:

> **Credible Evidence** is defined as documentation available through law enforcement agencies or officials, documentation available through the judicial system, written witness accounts in conjunction with reliable documentation from other credible evidence.
>
> **Preponderance of Evidence** as quoted from Black's Law Dictionary…"evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it, that is, evidence which as a whole shows that the fact sought to be proved is more probable than not."

Denial or termination of assistance for cause shall be applicable for four (4) years from the date of action by HCD/Subcontractor. Individuals convicted of fraud, bribery, or other felonious criminal activity, including attempted or threatened physical force against the person or property of the Subcontractor or its employees, shall be denied assistance, including application for assistance, for a period of five (5) years.

Noncitizen Participation

Section 214 of the Housing and Community Development Act of 1980 was implemented by Restriction on Assistance to Noncitizens, published in the Federal Register March 20, 1995. On May 12, 1999 the Federal Register published the Final Rule on the Restrictions on Assistance to Noncitizens.

The Subcontractor shall verify the eligibility of the individual of at least one family member ***prior*** to providing assistance.

All regulatory procedures in the implementation of Section 214 will be administered in a uniform manner prescribed without regard to race, national origin, or personal characteristics (e.g., accent, language spoken, or familial association with a noncitizen).

APPLYING FOR ADMISSION

How to Apply

Families may apply for any of HCD/Subcontractor programs by completing an application when applications are being accepted.

Opening & Closing of Waiting List

If the Subcontractor is taking applications on an open enrollment basis, the Subcontractor may suspend the taking of applications if the waiting list is such that additional applicants would not be assisted within 12 months.

The opening of the waiting list (accepting applications) shall be undertaken in accordance with HUD requirements as outlined in 24 CFR Section 982.206(a) and adequate notification shall be provided in accordance with the Administrative Plan under Family Outreach.

Completion of an Application

Upon completion of the application, an interview appointment will be scheduled.

Applicants are responsible for rescheduling interview appointments. If the applicant does not reschedule and misses two scheduled interview appointments, the Subcontractor***may reject the application.*** Rejection of the application means the applicant will be removed from the waiting list. The applicant will be notified in writing if the application is rejected for this reason. Applicants may reapply when applications are being taken.

- At a minimum, the head of household is required to attend the interview appointment. All adult members must sign the Applicant/Tenant Certification Form in order for the application to be considered complete.

- Information provided by the applicant will be verified including information on family composition, income, assets, allowances and deductions, preference status, full time student status, and other factors relating to eligibility determination**before** an applicant is issued a Housing Choice Voucher.

- Third party verifications (sent by mail) are preferred. Oral third party verifications are acceptable, if properly documented (date when verified and the name of the person providing the information). If third party verification is impossible, the Subcontractor may use documents provided by the applicant. Documents, when allowed by law, will be photocopied. When documents cannot be photocopied, the Subcontractor shall certify that they viewed the document(s), noting what document(s) were viewed, the source of information, the information obtained, and will be signed and dated by the Subcontractor. If the third party verifications and documents cannot be provided, the Subcontractor may accept a notarized applicant certification with the information provided. If third party verification cannot be obtained, the Subcontractor shall document in the tenant file steps taken to obtain information.

Completion of an Application (contí)

If additional information is needed to determine eligibility, the Subcontractor will send a letter to the applicant, requesting the additional information be submitted within 10 working days. If there is no response after the 10 days, a second request will be sent allowing another

10 working days to respond. If there is no response to the second request for additional information, ***an ineligibility letter will be sent.***

After the verification process is completed, the Subcontractor will make a final determination of eligibility based on verified data.

Preference Categories

A preference category has been established for admission.

Waiting List Placement and Selection Criteria

All families must indicate at the time of application if they qualify for the preference indicated below. Verification of the claimed preference is required prior to admission. If the preference claimed at the time of application submittal has changed upon verification, the application will be placed back on the waiting list in order of receipt by date and time.

Preference 1: Families involuntarily displaced by federal, state, or local government agencies by a declared disaster or by actions beyond the families' control (e.g., conversion of the rental unit to non-residential use) will be given consideration for the involuntarily displaced preference, if displacement occurred no more than six (6) months from the date of the preference status certification. This does not apply to loss of residency due to evictions with cause. All families assisted under this category must be without housing. Victims of domestic violence are included in this category. **To be assisted, the family must be on the waiting list. Only when HUD provides *additional* funding for specifically named disasters, government actions, etc., will applications be accepted from those families not on the waiting list.**

Verification of Preference Claimed:

Preference 1: Documentation from government agency regarding displacement; documentation from owner/landlord verifying displacement due to owner action; documentation from social service providers/law enforcement agencies regarding displacement due to domestic violence.

The waiting list will be organized according to date and time of application with priority given to families living or working in the Subcontractors' jurisdiction.

Income Targeting

The QHWRA of 1998, requires that in each fiscal year not less than 75% of new admissions to the Section 8 Program must have incomes at or below 30% of the area median income (40% of new admissions for Moderate Rehabilitation units). The Subcontractor shall monitor new admissions and, when necessary, admit applicants regardless of preferences or priorities to meet this requirement. When there is not a sufficient pool of extremely low-income families (30% of the area median income) on the waiting list, the Subcontractor will conduct outreach efforts and open the waiting list to extremely low-income families only.

Income targeting is not applicable to 1) conversion of a participant's assistance from the Certificate to the Voucher Program; 2) continuously assisted families; or 3) families subject to displacement as a result of the prepayment of a mortgage or voluntary termination of an eligible low-income housing contract.

Minimum Rent

There will be no minimum tenant rent.

OCCUPANCY STANDARDS

Voucher Size Issued

HUD requires that HCD establish standards for the determination of Housing Choice Voucher size and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. They also must meet the minimum requirements of the Hosing Quality Standards (HQS).

The occupancy standards for Housing Choice Voucher issuance are set up to determine the size of the voucher to be issued. The criteria and standards prescribed for the determination of unit size should apply to the majority of families. However, in some cases the relationship, age, sex, health, or handicap of a family member may warrant the assignment of a larger unit. Guidelines for maximum voucher issuance includes:

- Persons of different generations, persons of the opposite sex (excluding spouses), and unrelated adults, should have separate bedrooms;
- Children of the opposite sex may share a bedroom until one of the children reaches the age of 6.
- Children should not share a bedroom with parents, but the family may choose to accept a one bedroom Voucher if they have one child under two years of age;
- Unborn children shall be included in the size of the household;
- Persons with verifiable medical needs or other extenuating circumstancesmay be provided a larger unit;
- Foster children are included when determining unit size;
- Live-in attendants will generally be provided a separate bedroom;
- Space will not be provided for a family member who is absent more than 90 consecutive days (e.g., member of the military);
- Families will not be required to use rooms other than bedrooms for sleeping purposes.

The following provides guidance on the above ***The Subcontractor shall request HCDís approval prior to issuing a larger Voucher:***

Voucher Size	Min. No. of Persons	Max. No. of Persons
0-BDR.	1	2
1-BDR.	1	3
2-BDR.	2	4
3-BDR.	3	6
4-BDR.	6	8
5-BDR.	8	10
6 BDR	10	12

Absence from the Unit

Federal regulations allows for a family's brief absence from their unit. Absence means that no adult member will be residing in the unit. Family absences of 14 consecutive days or less, are not subject to notification procedures. Absences exceeding 14 days must receive prior approval from the Subcontractor.

Absences of up to 60 consecutive days, with prior written notification by the family, are acceptable. HCD/Subcontractor considers hospitalization, incarceration, family care, vacation, and employment as acceptable reasons for absences up to 60 days. The family's written notification to the Subcontractor must include the beginning and ending dates of the absence, and the reason for the absence. The family must notify the Subcontractor upon returning from the absence. It is understood that incarceration or hospitalization may prevent the prior approval, therefore, HCD/Subcontractor will allow seven (7) days after the beginning date of the incident for the family to provide proper written notice. Failure to receive prior written approval or failure to notify the Subcontractor of the family's absence that exceeds 14 days is grounds for termination of assistance.

If the family must leave the unit for more than 60 days, the unit will not be considered to be their principal place of residence and the family will be terminated from the program. However, on a case-by-case basis, exceptions for an additional 30 days absence may be granted do to extenuating circumstances (i.e., hospitalization).

Persons not listed on the application/lease three months prior to the absence will not be recognized as a family member.

Permanently Absent

If any adult member of the family leaves the household for more than 90 days, that adult member is considered permanently absent from the unit. The remaining adult member of the family must report, in writing, the change in family composition to the Subcontractor who will then remove the absent adult as a family member.

When the adult family member with children gives a 30-day notice to vacate the unit to the Subcontractor, the Subcontractor will review the situation and make a determination as to who will retain assistance, subject to the following:

- The desires of the parties involved;
- Which party has the dependent children;
- To whom the assistance was issued;
- Who remains in the unit;
- Whether domestic violence is involved.

Documentation to prove these items will be the responsibility of the requesting party. If

documentation is not provided, the Subcontractor reserves the right to issue the assistance to the remaining adult member of the tenant family.

Family Misrep-resentation

If the family has committed fraud in connection with the program, HCD/Subcontractor may terminate assistance and cancel the contract.

If the family has misrepresented income, assets, or allowances which would have caused an increase in the tenant portion of the rent, HCD/Subcontractor will recover any overpayment made as a result of tenant fraud or abuse.

Owner Misrep-resentation

If the landlord has committed fraud or misrepresentation in connection with the program, HCD/Subcontractor will terminate the Contract and review the circumstances and family's involvement to determine if the family is eligible for recertification to relocate to another unit with continuation of assistance.

HCD may bar the landlord from participation in the Section 8 Program for a minimum of one year for breaking a HAP Contract illegally.

HCD will make every effort to recover any overpayments made as a result of landlord fraud or abuse.

Change in Ownership

A change of ownership will be processed upon receipt of a Vendor Data Record, evidence of ownership, and a Letter of Authority Transfer, if applicable. Prior to the change of ownership taking affect by HCD, any payments made to the previous owner will be the responsibility of the new owner to recover.

Owner Fails to Correct HQS Items

If the HAP contract is terminated due to the owner's failure or refusal to respond to notification that a unit no longer meets minimum HQS, and the current Section 8 tenant was required to move to another unit to continue receiving assistance, HCD/Subcontractor will not approve the vacated unit for a new Section 8 tenant for a minimum of one year, and only upon receiving a written assurance from the owner that they will fulfill the requirements of the minimum HQS in the future.

Participant Moves

After the initial lease, family moves shall be limited to one move in a one year period. However, a family may move to a new unit during the first year of a lease only:

- when a mutual agreement between the owner and the tenant has been signed; or
- for good cause (the tenant must provide documentation (i.e., police reports, court order, etc.

In either case, the tenant must provide proper notice (30-day written notice) to the Subcontractor and landlord.

BRIEFINGS

Purpose of Briefings

The purpose of the briefing is to provide new participants with the information found in the Housing Choice Voucher packets. This will ensure that all participants are aware of their responsibilities and the ramifications if they fail to follow those responsibilities.

Attendance Requirements

At a minimum, the head of household is required to attend the briefing to receive the Housing Choice Voucher. No Voucher will be issued if head-of-household or an adult representative does not attend a briefing.

An unexplained absence from a scheduled briefing will result in the family's application being returned to the waiting list. However, applicants who provide prior notice of an inability to attend a briefing will be scheduled for the next briefing.

Failure of the head-of-household or adult representative to participate in two scheduled briefings will result in the withdrawal of their application. The applicant will be notified of the withdrawal and the determination of ineligibility and of their right to an informal review.

Format

Briefings can either be in a group or held individually.

The Voucher holders packet shall contain the following:

- A general information brochure explaining the basics of the rental program for landlord use;
- A current list of interested landlords and the address of their available property;
- A description of Fair Market Rents and Housing Assistance Payments;
- Procedures for notifying HCD/Subcontractor of program abuses such as side payments or other overcharges and Housing Quality violations in the unit;
- The HUD brochure A Good Place to Live;
- Conditions and procedures for notifying Subcontractor of changes which occur between interims;
- Tenant Responsibility form;
- Utility schedule;
- Instructions on calculating gross rent; and
- Any supplemental material the Subcontractor deems necessary.

The Subcontractor will discuss the allowable deposits which can be collected by the owner; the conditions in the lease under which tenancy may be terminated, and the conditions under which assistance may be terminated.

Household Obligations

While the relationship between the tenant and landlord are the same as in the private housing market, the Section 8 recipients have the following additional obligations:

- Turn in proper forms to the Subcontractor within the Voucher period so that the unit may be approved;
- Keep appointments set by the Subcontractor for determination of continued eligibility;
- Notify the Subcontractor within 10 working days of changes in household composition and all changes in income;
- Notify the Subcontractor in writing 30 days prior to moving from the unit;
- Other obligations of the family as specified under the Tenant Application and Responsibility form; and
- Complete required forms annually or when requested.

Expirations

The newly issued Voucher is valid for a period of 60 days from the date of issuance. A family may request an extension of the 60-day time period. A maximum of 60 additional days (approved in 15-day increments) may be approved if:

- Extenuating circumstances (e.g., hospitalization or family emergency) which has affected the family's ability to find a unit within the 60 days; or
- The family has evidence that they have made consistent effort to locate a unit and requested assistance from the Subcontractor to help bcate a unit.

Joint Custody of Children

Children who are subject to a joint custody agreement but live with one parent at least 51 % of the time will be considered members of the household. "Fifty-one percent of the time" is defined as 183 days of the year, which do not have to run consecutively.

Alimony and Child Support

Regular alimony and child support payments are counted as income. If the amount of child support or alimony received is less than the amount awarded by the court, the Subcontractor wll use the amount awarded by the court unless the family can verify that they are not receiving the full amount and have made an effort to collect payments. Efforts to collect payments include filing with courts or appropriate agencies responsible for enforcing such payments.

Annual Reexaminations

Families will be notified in writing 120 days in advance of the scheduled effective date of the reexamination. The Subcontractor will use the same procedures for obtaining and verifying information that were used at admission. The Subcontractor should compare the information the family reports against the family's most recent reexamination to identify any discrepancies and ask the family to explain them.

The following procedures will be followed for each reexamination:

- Reverification of family income and composition
- Unit inspection;
- Rent reasonableness verified, if the landlord is requesting a rent increase;
- The family and owner are notified of changes in subsidy and tenant rent.

Head of household, and any additional adult living in the unit must have a current Form HUD-9886, *Authorization for Release of Information/Privacy Act Notice,* on file any time verification of income is to be determined.

Families and owners must be notified in writing of the results of the reexamination and effective date of any changes.

Families who fail to cooperate with the Subcontractor in providing the necessary information can be terminated from the Program.

Interim Examinations

The Subcontractor shall conduct an interim reexamination of family income/composition, whenever a change is reported.

The family may request an interim reexamination of family income/composition when changes have occurred since the last determination. The Subcontractor will conduct a family requested reexamination within 10 working days of the request.

If the interim reexamination indicates that the tenant rent will be reduced or increased by $10.00 or more, changes will take effect the first of the month following the determination, allowing for a minimum of 30 days notification to the tenant and landlord. If the increase/decrease is less than $10.00, no change will be processed.

Request for Special Unit Inspection

A landlord/owner, tenant or the Subcontractor may request to have the tenant's unit inspected prior to the reexamination date. The Subcontractor will schedule the inspection within five working days of the request.

Welfare Income Changes

The Subcontractor **will not** reduce the family share of rent for families whose welfare assistance is reduced due to:

- Fraud;
- Failure to participate in an economic self-sufficiency program;
- Noncompliance with a work activity requirement.

The prohibition of rent reduction is not applicable if the welfare assistance is reduced due to the expiration of a lifetime limit on receiving benefits, or the family complied with welfare program requirements but is unable to obtain employment.

The Subcontractor will obtain written verification from the welfare agency which indicates that the reduction was due to noncompliance or fraud **before** denying the request for rent reduction.

The Subcontractor will notify the owner and family of the results of the reexamination of income, offering the family an opportunity for an informal hearing regarding the denial of the reduction of rent.

PORTABILITY

Outgoing Vouchers

HCD/Subcontractor will allow voucher families to move to another locality and continue their rental assistance under the Housing Choice Voucher Program after the family has leased a unit for a minimum of one year in the county where the family established eligibility. This minimum year rule also applies to new applicants wanting to transfers between counties within our jurisdiction.

Exceptions to the one year requirement may be requested, in writing, by the family for extenuating circumstances (e.g., healthcare, employment). HCD must approve the exception prior to the participant move.

Incoming Vouchers

The Subcontractor will accept families with a valid Housing Choice Voucher from another PHA's jurisdiction. Each Subcontractor may choose to:

- "Absorb" the incoming family by issuing a voucher, if funding is available;
- Administer the Voucher from the initial PHA; or
- If a Voucher becomes available at a later date, the Subcontractor may, at that time, "absorb" the portable Voucher.

HOUSING QUALITY STANDARDS

Policy

No unit will be placed on the Section 8 Program unless Housing Quality Standards are met. The units must continue to meet these standards as long as the family is on the program. HCD/Subcontractor adheres to the acceptability criteria in program regulations.

There are four types of inspections:

- Initial
- Annual
- Special
- Move-out: Move-out inspections will be completed within 15 working days and are required for units leased prior to October, 1995 and when requested by either the tenant or landlord for units leased after October, 1995.

Clearing Deficiencies

At initial and annual inspections, the owner will be given not more than 30 days to correct the items noted as "fail" (extenuating circumstances could extend the time limit). The owner will be allowed two reinspections for repair work to be completed (at inspectors discretion) depending upon the complexity of work to be done. If, after the two reinspections, the unit still fails HQS, the family will be advised to seek another unit.

LEASE APPROVAL
HAP/VOUCHER CONTRACT EXECUTION

Ownership Documentation

Owners must provide their current address of residence or business. Owners must submit proof of ownership of the property and a Letter of Transfer of Authority if the property is managed by a management agent.

Leasing to Relatives

Unless the lease was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. HCD may waive this restriction as a reasonable accommodation for a family member who is a person with a disability if the disability and reasonable accommodation can be verified. A "Request for Reasonable Accommodation" form is completed by the family and a "Verification of Need for Reasonable Accommodation" is completed by an individual providing professional services that relate to the disability.

Payment Standard

HCD uses the HUD published Fair Market Rents as the applicable Payment Standard.

Rent Reasonableness

The Subcontractor will make a determination as to the reasonableness of the rent the owner is proposing in relation to comparable units on the private unassisted market. The market area for rent reasonableness comparables shall include the areas the Subcontractor provides Section 8 Program services.

Rent reasonableness determinations are made when units are placed under HAP contract for the first time ***and*** when owners request annual or special contract rent adjustments. The Subcontractor will certify and document in the tenant file that the approved rent:

- does not exceed rents charged by the owner for comparable unassisted units in the private market; and
- is reasonable in relation to rents charged by other owners for comparable units in the private market.

The items used for rent reasonable documentation include:

- square footage;
- number of bedrooms;
- number of bathrooms;
- location;
- unit type;
- quality;
- amenities;
- facilities;
- date built; and
- management and maintenance services.

Rent Reasonableness (contí)

Documentation of the rent reasonableness study for each unit leased will be maintained by the Subcontractor for access by HCD/HUD.

The Subcontractor will maintain a file(s) which includes comparable data on unassisted units in the private market. The Subcontractor will compare the subject unit against selected units in the same area with similar characteristics. Adjustments will be made for favorable and unfavorable differences between the subject unit and the comparables.. **The information on unassisted units will be updated on an annual basis**

Lease Approval/ Disapproval

After the Subcontractor has reviewed the Request for Lease Approval and Lease, documented rent reasonableness, and conducted an inspection and passed the unit, the Subcontractor approves the lease.

If the Subcontractor determines that the lease cannot be approved (i.e., fails the 40% rule, fails rent reasonableness), the landlord and family will be notified and the reason(s) provided. Subcontractor will explain the problems to the owner and suggest how they may be corrected. If the problem can be corrected, the Subcontractor will continue processing the Request for Lease Approval and Lease.

If the problem cannot be corrected after the Subcontractor has negotiated with the owner, the Subcontractor will inform the tenant that the lease is disapproved. The tenant should continue to locate eligible housing.

HAP Contract Execution

Prior to HAP contract execution, the Subcontractor will reconfirm the family's composition and critical information on income and allowances.

If significant changes have occurred, the information will be verified and the Total Tenant Payment (TTP) will be recalculated. Reverification is not necessary if the information is not more than 120 days old, or not more than 60 days old for income verifications for new admissions.

If there have been no additional changes in the tenant's income or family composition the lease is approved, and the Subcontractor will prepare a HAP Contract and Lease Addendum.

INFORMAL REVIEW/HEARING

Informal Review For Applicants

An applicant must provide a written request to the Subcontractor for an informal review. The written request must be delivered in person or postmarked within 10 working days from the date assistance was denied, and must state the reason(s) the applicant believes there should be a reconsideration (informal review) of the decision to deny assistance.

The Subcontractor shall schedule a date for an informal review and notify the applicant within 10 working days from the date the request was received. The informal review shall be conducted by a Subcontractor staff person other than the person who made or approved the decision under review or a subordinate of this person, and in the area where the family applied for assistance. A final decision shall be rendered within15 working days after the informal review.

The review shall be tape-recorded. The recording shall only be transcribed, at the sole discretion of Subcontractor, when the Subcontractor considers it necessary. Tape recordings shall be maintained for one year from the date of the review. The Subcontractor shall identify the date, time, and principal attendees for the record. The Subcontractor may determine relevance of information or testimony, may limit the length of presentations, and may reject threatening or abusive persons from the review. The Subcontractor may request additional evidence, proof, or documentation from the family at the time of the review. The Subcontractor shall specify a reasonable timeframe for the family to respond, after which no additional information shall be considered.

Informal Hearing for Participants

HCD shall designate the branch chief that oversees the duties of the HAP Program Manager, or the branch chief's designee, as the Hearing Officer. The decision by the Hearing Officer shall be final and no further informal appeal shall be available from HCD.

A participant must provide a written request to HCD for an informal hearing by HCD. The written request must be delivered in person or postmarked within 10 working days from the date the tenant was notified of the disputed action, and must state the reason(s) the participant believes there should be a reconsideration (informal hearing) of the proposed or stated action by the Subcontractor.

HCD shall schedule a date for an informal hearing and notify the participant and the Subcontractor within 10 working days from the date the request was received. HCD's designated Hearing Officer, in the area where the family participated in the Program, shall conduct the informal review. A final decision shall be rendered within fifteen (15) working days after the informal hearing.

Informal Hearing for Participants (contí)

Right to ì discoveryî . The family's right to discovery is stated in the Federal regulations (Section 982.555). HCD also elects to establish its right to discovery. Prior to the informal hearing date, the family must provide to HCD or Subcontractor, any new family documents that are directly relevant to the hearing and that the family intends to introduce at the informal hearing. HCD or Subcontractor shall be given an opportunity to examine and to copy any such document(s) at HCD or Subcontractor's expense. The document examination shall be allowed at the Subcontractor's office prior to the informal hearing. If the family does not make the document available for examination, the Hearing Officer may determine that consideration shall not be given to the document for the purposes of the informal hearing.

The Hearing Officer shall conduct the hearing. The hearing shall be tape recorded. The recording shall only be transcribed, at the sole discretion of HCD, when HCD considers it necessary. Tape recordings shall be maintained for one year from the date of the hearing. The Hearing Officer shall identify the date, time, and principal attendees for the record. The Hearing Officer may determine relevance of information or testimony, may limit the length of presentations, and may reject threatening or abusive persons from the hearing. The Hearing Officer may request additional evidence, proof, or documentation from the family at the time of the hearing. The Hearing Officer shall specify a reasonable timeframe for the family to respond, after which no additional information shall be considered.

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Attachment E

STATEMENT ON PROGRESS IN MEETING MISSION AND GOALS OF THE FIVE-YEAR PLAN

The State of California's Department of Housing and Community Development (HCD) acts as the Public Housing Authority for rural counties within the State where housingauthorities have not been established. The mission of the PHA continues to be to provide rental subsidies to extremely low- and very low-income families to allow them to afford safe, decent and sanitary housing by:

Goal 1: Expanding the supply of assisted housing by applying for additional rental vouchers.

Progress: HCD did not apply for additional vouchers during this first year of the 5-Year period.

Goal 2: Improving the quality of assisted housing by improving voucher management (SEMAP Score) and improving customer satisfaction.

Progress: As part of the Departmentís strategic plan yearly process, tenants and landlords or provided with a Housing Assistance Program customer service survey. The survey requests the quality of service provided in various areas (e.g., responsiveness of staff to inquiries, courtesy of staff, knowledge of staff, reasonableness of program rules, etc.). April, 2000ís results indicated an 85% overall satisfaction of HCDís Housing Assistance Program.

SEMAP indicators are at the acceptable level; HCD will continue to work to improve the SEMAP indicators to above average.

Goal 3: Increasing assisted housing choices by conducting outreach efforts to potential voucher landlords.

Progress: HCD and HCDís subcontractors continually seek new landlords for the Section 8 Program. Outreach seminars are conducted to explain the Section 8 Program to potential landlords.

Goal 4: Promoting self-sufficiency and asset development of assisted households by increasing the success rate of FSS participants. **(Not applicable to CA 912).**

Progress: HCDís success rate continues to improve for participants in the FSS program. In addition various programs (e.g., budgeting/parenting life skills, mentoring, literacy programs, child care referrals) that are available to FSS participants are also available to countywide residents, including Section 8 families.

Goal 5: Ensuring equal opportunity and furthering fair housing objectives by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.

Progress: Community newspapers, local bulletin boards, local radio stations and any minority organization are utilized to ensure all eligible individuals are aware of opportunities in the Section 8 Program. Tenant outreach sessions are conducted throughout the county(ies). Procedures are in place to address discrimination complaints for any housing issue.