

**CAPITAL FUND PROGRAM 2002**  
**CA024a02**

| <b>Annual Statement/Performance and Evaluation Report</b>   |   |   |         |                   |                              |
|---|---|---|---------|-------------------|------------------------------|
| <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>  |   |   |         |                   |                              |
| PHA Name: Housing Authority of the County of San Joaquin  |   | Grant Type and Number<br>Capital Fund Program Grant No: CA024<br>Replacement Housing Factor Grant No: |         |                   | Federal FY of Grant:<br>2002 |
| <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:    ) |   |   |         |                   |                              |
| <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report                                      |   |   |         |                   |                              |
| Line No.  | Summary by Development Account          | Total Estimated Cost  |         | Total Actual Cost |                              |
|   |   | Original  | Revised | Obligated         | Expended                     |
| 1   | Total non-CFP Funds                     | \$0   |         |                   |                              |
| 2   | 1406 Operations                         | \$0   |         |                   |                              |
| 3   | 1408 Management Improvements            | \$532,218   |         |                   |                              |
| 4   | 1410 Administration                     | \$266,109   |         |                   |                              |
| 5   | 1411 Audit                              | \$0   |         |                   |                              |
| 6   | 1415 Liquidated Damages                 | \$0   |         |                   |                              |
| 7   | 1430 Fees and Costs                     | \$220,000   |         |                   |                              |
| 8   | 1440 Site Acquisition                   | \$0   |         |                   |                              |
| 9   | 1450 Site Improvement                   | \$576,500   |         |                   |                              |
| 10  | 1460 Dwelling Structures                | \$572,931   |         |                   |                              |
| 11  | 1465.1 Dwelling Equipment—Nonexpendable | \$0   |         |                   |                              |
| 12  | 1470 Nondwelling Structures             | \$28,000  |         |                   |                              |
| 13  | 1475 Nondwelling Equipment              | \$315,333   |         |                   |                              |
| 14  | 1485 Demolition                         | \$0   |         |                   |                              |
| 15  | 1490 Replacement Reserve                | \$0   |         |                   |                              |
| 16  | 1492 Moving to Work Demonstration       | \$0   |         |                   |                              |
| 17  | 1495.1 Relocation Costs                 | \$0   |         |                   |                              |
| 18  | 1499 Development Activities             | \$0   |         |                   |                              |
| 19  | 1501 Collateralization or Debt Service  | \$150,000   |         |                   |                              |
| 20  | 1502 Contingency                        | \$0   |         |                   |                              |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary**

|   |   |   |  |  |  |
|---|---|---|--|--|--|
| <b>PHA Name: Housing Authority of the County of San Joaquin</b> |   | <b>Grant Type and Number</b><br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |  |  | <b>Federal FY of Grant:</b><br><b>2002</b> |
| 21  | Amount of Annual Grant: (sum of lines 2 – 20)             | \$2,661,091   |  |  |  |
| 22  | Amount of line 21 Related to LBP Activities               | \$0   |  |  |  |
| 23  | Amount of line 21 Related to Section 504 compliance       | \$0   |  |  |  |
| 24  | Amount of line 21 Related to Security – Soft Costs        | \$200,000   |  |  |  |
| 25  | Amount of Line 21 Related to Security – Hard Costs        | \$0   |  |  |  |
| 26  | Amount of line 21 Related to Energy Conservation Measures | \$106,000   |  |  |  |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |   | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |          |                      | Federal FY of Grant: <b>2002</b> |                    |                   |                   |
|---|---|--|----------|----------------------|----------------------------------|--------------------|-------------------|-------------------|
| Development Number<br>Name/HA-Wide<br>Activities                | General Description of Major Work<br>Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |                                  | Total Actual Cost  |                   | Status of<br>Work |
|   |   |  |          | Original             | Revised                          | Funds<br>Obligated | Funds<br>Expended |                   |
| <b>PHA-wide</b>   | <b>Management Improvements</b>                  | <b>1408</b>  |          |                      |                                  |                    |                   |                   |
|   | Program Services Coordinator                    |  | L/S      | \$40,000             |                                  |                    |                   |                   |
|   | Security Patrols                                |  | L/S      | \$100,000            |                                  |                    |                   |                   |
|   | Community Policing Program                      |  | L/S      | \$100,000            |                                  |                    |                   |                   |
|   | Resident Job Training Program                   |  | L/S      | \$50,000             |                                  |                    |                   |                   |
|   | Resident Support Services                       |  | L/S      | \$10,000             |                                  |                    |                   |                   |
|   | MIS Staff Person/Consultant                     |  | L/S      | \$62,218             |                                  |                    |                   |                   |
|   | Strategic Plan/Authority Restructure            |  | L/S      | \$0                  |                                  |                    |                   |                   |
|   | Staff Training                                  |  | L/S      | \$55,000             |                                  |                    |                   |                   |
|   | Resident Initiatives "team"                     |  | L/S      | \$20,000             |                                  |                    |                   |                   |
|   | Resident Education Program                      |  | L/S      | \$15,000             |                                  |                    |                   |                   |
|   | Resident Business Incumator<br>(Development)    |  | L/S      | \$25,000             |                                  |                    |                   |                   |
|   | Conversion to project based accounting          |  | L/S      | \$5,000              |                                  |                    |                   |                   |
|   | Update Policies/Procedures re: PHMAP            |  | L/S      | \$10,000             |                                  |                    |                   |                   |
|   | Housing Management Tenant Relations<br>Training |  | L/S      | \$0                  |                                  |                    |                   |                   |
|   | Agency Plan                                     |  | L/S      | \$0                  |                                  |                    |                   |                   |
|   | Manager in Residency Program                    |  | L/S      | \$20,000             |                                  |                    |                   |                   |
|   | HR Department Implementation                    |  | L/S      | \$20,000             |                                  |                    |                   |                   |
|   | <b>Total for Account 1408</b>                   |  |          | <b>\$532,218</b>     |                                  |                    |                   |                   |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant: <b>2002</b> |                |                |
|---|--|--|----------|----------------------|---------|----------------------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities                   | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |         | Total Actual Cost                |                | Status of Work |
|   |  |  |          | Original             | Revised | Funds Obligated                  | Funds Expended |                |
| <b>PHA-wide</b>   | <b>Administration</b>                        | <b>1410</b>  |          |                      |         |                                  |                |                |
|   | Non-Technical Salaries                       |  | L/S      | \$50,000             |         |                                  |                |                |
|   | Technical Salaries                           |  | L/S      | \$85,000             |         |                                  |                |                |
|   | Salaries (Modernization/Development)         |  | L/S      | \$0                  |         |                                  |                |                |
|   | Benefits                                     |  | L/S      | \$61,109             |         |                                  |                |                |
|   | Advertising                                  |  | L/S      | \$5,000              |         |                                  |                |                |
|   | Sundry Costs                                 |  | L/S      | \$40,000             |         |                                  |                |                |
|   | Travel                                       |  | L/S      | \$25,000             |         |                                  |                |                |
|   | <b>Total for Account 1410</b>                |  |          | <b>\$266,109</b>     |         |                                  |                |                |
|   |  |  |          |                      |         |                                  |                |                |
|   |  |  |          |                      |         |                                  |                |                |
| <b>PHA-wide</b>   | <b>Fees and Costs</b>                        | <b>1430</b>  |          |                      |         |                                  |                |                |
|   | Construction Inspection Costs                |  | L/S      | \$140,000            |         |                                  |                |                |
|   | Architectural/Engineering Fees               |  | L/S      | \$50,000             |         |                                  |                |                |
|   | Permit Fees                                  |  | L/S      | \$10,000             |         |                                  |                |                |
|   | Sundry Planning                              |  | L/S      | \$20,000             |         |                                  |                |                |
|   | <b>Total for Account 1430</b>                |  |          | <b>\$220,000</b>     |         |                                  |                |                |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |   | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant: <b>2002</b> |                   |                   |
|---|---|--|----------|----------------------|---------|----------------------------------|-------------------|-------------------|
| Development Number<br>Name/HA-Wide<br>Activities                | General Description of Major Work<br>Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |         | Total Actual Cost                |                   | Status of<br>Work |
|   |   |  |          | Original             | Revised | Funds<br>Obligated               | Funds<br>Expended |                   |
| <b>PHA-wide</b>   | <b>Non-Dwelling Equipment</b>                   | <b>1475</b>  |          |                      |         |                                  |                   |                   |
|   | Resident Training Equipment<br>(expendable)     |  | L/S      | \$20,000             |         |                                  |                   |                   |
|   | Computer Network Equipment                      |  | L/S      | \$25,333             |         |                                  |                   |                   |
|   | Computer Network/Software Upgrades              |  | L/S      | \$150,000            |         |                                  |                   |                   |
|   | Upgrade Phone Sys County Wide                   |  | L/S      | \$20,000             |         |                                  |                   |                   |
|   | <b>Total for Account 1475</b>                   |  |          | <b>\$215,333</b>     |         |                                  |                   |                   |
| <b>PHA-wide</b>   | <b>Relocation</b>                               | <b>1495</b>  |          |                      |         |                                  |                   |                   |
|   | Relocation Cost                                 |  | L/S      | \$0                  |         |                                  |                   |                   |
|   | <b>Total for Account 1495</b>                   |  |          | <b>\$0</b>           |         |                                  |                   |                   |
| <b>PHA-wide</b>   | <b>Contingency</b>                              | <b>1502</b>  |          | \$0                  |         |                                  |                   |                   |
|   | <b>Total for Account 1502</b>                   |  |          | <b>\$0</b>           |         |                                  |                   |                   |
| <b>PHA-wide</b>   | <b>Development Activities</b>                   | <b>1499</b>  |          | \$0                  |         |                                  |                   |                   |
| <b>PHA-wide</b>   | <b>Collateralization - Debt Service</b>         | <b>1501</b>  |          | \$150,000            |         |                                  |                   |                   |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant: <b>2002</b> |                |                |
|---|--|--|----------|----------------------|---------|----------------------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities                   | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |         | Total Actual Cost                |                | Status of Work |
|   |  |  |          | Original             | Revised | Funds Obligated                  | Funds Expended |                |
| CA 24-01, Sierra Vista Homes                                    | Site Improvements                            | 1450   |          | \$162,500            |         |                                  |                |                |
|   | Dwelling Structures                          | 1460   |          | \$150,000            |         |                                  |                |                |
|   | Dwelling Equipment                           | 1465   |          | \$0                  |         |                                  |                |                |
|   | Non Dwelling Structures                      | 1470   |          | \$20,000             |         |                                  |                |                |
|   | Demolition                                   | 1485   |          | \$0                  |         |                                  |                |                |
|   | Replacement reserve                          | 1490   |          | \$0                  |         |                                  |                |                |
|   | <b>Total CA 24-01, Sierra Vista Homes</b>    |  |          | <b>\$332,500</b>     |         |                                  |                |                |
| CA 24-02<br>Tracy Homes   | Site Improvements                            | 1450   |          | \$10,000             |         |                                  |                |                |
|   | Dwelling Structures                          | 1460   |          | \$20,000             |         |                                  |                |                |
|   | Dwelling Equipment                           | 1465   |          | \$0                  |         |                                  |                |                |
|   | Non Dwelling Structures                      | 1470   |          | \$0                  |         |                                  |                |                |
|   | Demolition                                   | 1485   |          | \$0                  |         |                                  |                |                |
|   | Replacement reserve                          | 1490   |          | \$0                  |         |                                  |                |                |
|   | <b>Total CA 24-3A, Mokelumne Manor</b>       |  |          | <b>\$30,000</b>      |         |                                  |                |                |

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**Part II: Supporting Pages**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |          |                      |                 | Federal FY of Grant: <b>2002</b> |                |                |
|---|--|--|----------|----------------------|-----------------|----------------------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities                   | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |                 | Total Actual Cost                |                | Status of Work |
|   |  |  |          | Original             | Revised         | Funds Obligated                  | Funds Expended |                |
| CA 24-3B  | Site Improvements                            | 1450   |          | \$10,000             |                 |                                  |                |                |
| Mokelumne   | Dwelling Structures                          | 1460   |          | \$20,000             |                 |                                  |                |                |
| Manor   | Dwelling Equipment                           | 1465   |          | \$0                  |                 |                                  |                |                |
|   | Non Dwelling Structures                      | 1470   |          | \$0                  |                 |                                  |                |                |
|   | Demolition                                   | 1485   |          | \$0                  |                 |                                  |                |                |
|   | Replacement reserve                          | 1490   |          | \$0                  |                 |                                  |                |                |
|   | <b>Total CA 24-3A, Mokelumne Manor</b>       |  |          |                      | <b>\$30,000</b> |                                  |                |                |
| CA 24-3B  | Site Improvements                            | 1450   |          | \$4,000              |                 |                                  |                |                |
| Mokelumne   | Dwelling Structures                          | 1460   |          | \$0                  |                 |                                  |                |                |
| Manor   | Dwelling Equipment                           | 1465   |          | \$0                  |                 |                                  |                |                |
|   | Non Dwelling Structures                      | 1470   |          | \$0                  |                 |                                  |                |                |
|   | Demolition                                   | 1485   |          | \$0                  |                 |                                  |                |                |
|   | Replacement reserve                          | 1490   |          | \$0                  |                 |                                  |                |                |
|   | <b>Total CA 24-3B, Mokelumne Manor</b>       |  |          |                      | <b>\$4,000</b>  |                                  |                |                |

**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part II: Supporting Pages**

| PHA Name: Housing Authority of the County of San Joaquin |  | Grant Type and Number<br>Capital Fund Program Grant No: CA024<br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant: 2002 |                |                |
|--|--|---|----------|----------------------|---------|---------------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities            | General Description of Major Work Categories | Dev. Acct No.   | Quantity | Total Estimated Cost |         | Total Actual Cost         |                | Status of Work |
|  |  |   |          | Original             | Revised | Funds Obligated           | Funds Expended |                |
| CA 24-04-1   | Site Improvements                            | 1450  |          | \$25,000             |         |                           |                |                |
| Sierra Vista Homes                                       | Dwelling Structures                          | 1460  |          | \$166,931            |         |                           |                |                |
|  | Dwelling Equipment                           | 1465  |          | \$0                  |         |                           |                |                |
|  | Non Dwelling Structures                      | 1470  |          | \$8,000              |         |                           |                |                |
|  | Demolition                                   | 1485  |          | \$0                  |         |                           |                |                |
|  | Replacement reserve                          | 1490  |          | \$0                  |         |                           |                |                |
|  | <b>Total CA 24-04-1, Sierra Vista Homes</b>  |   |          | <b>\$199,931</b>     |         |                           |                |                |
| CA 24-04-2   | Site Improvements                            | 1450  |          | 100,000              |         |                           |                |                |
| Conway Homes   | Dwelling Structures                          | 1460  |          | 70,000               |         |                           |                |                |
|  | Dwelling Equipment                           | 1465  |          | 0                    |         |                           |                |                |
|  | Non Dwelling Structures                      | 1470  |          | 0                    |         |                           |                |                |
|  | Demolition                                   | 1485  |          | 0                    |         |                           |                |                |
|  | Replacement reserve                          | 1490  |          | 0                    |         |                           |                |                |
|  | <b>Total CA 24-04-2, Conway Homes</b>        |   |          | <b>\$170,000</b>     |         |                           |                |                |
| CA 24-05   | Site Improvements                            | 1450  |          | \$20,000             |         |                           |                |                |
| Diablo Homes   | Dwelling Structures                          | 1460  |          | \$20,000             |         |                           |                |                |
|  | Dwelling Equipment                           | 1465  |          | \$0                  |         |                           |                |                |
|  | Non Dwelling Structures                      | 1470  |          | \$0                  |         |                           |                |                |
|  | Demolition                                   | 1485  |          | \$0                  |         |                           |                |                |
|  | Replacement reserve                          | 1490  |          | \$0                  |         |                           |                |                |
|  | <b>Total CA 24-05, Diablo Homes</b>          |   |          | <b>\$40,000</b>      |         |                           |                |                |



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**Part II: Supporting Pages**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |  | Grant Type and Number<br>Capital Fund Program Grant No: <b>CA024</b><br>Replacement Housing Factor Grant No: |          |                      |         | Federal FY of Grant: <b>2002</b> |                |                |
|---|--|--|----------|----------------------|---------|----------------------------------|----------------|----------------|
| Development Number<br>Name/HA-Wide Activities                   | General Description of Major Work Categories | Dev. Acct No.  | Quantity | Total Estimated Cost |         | Total Actual Cost                |                | Status of Work |
|   |  |  |          | Original             | Revised | Funds Obligated                  | Funds Expended |                |
| CA 24-06  | Site Improvements                            | 1450   |          | \$150,000            |         |                                  |                |                |
| Conway  | Dwelling Structures                          | 1460   |          | \$96,000             |         |                                  |                |                |
| Homes   | Dwelling Equipment                           | 1465   |          | \$0                  |         |                                  |                |                |
|   | Non Dwelling Structures                      | 1470   |          | \$0                  |         |                                  |                |                |
|   | Demolition                                   | 1485   |          | \$0                  |         |                                  |                |                |
|   | Replacement reserve                          | 1490   |          | \$0                  |         |                                  |                |                |
|   | <b>Total CA 24-06, Conway Homes</b>          |  |          | <b>\$246,000</b>     |         |                                  |                |                |
| CA 24-07  | Site Improvements                            | 1450   |          | \$20,000             |         |                                  |                |                |
| Burton  | Dwelling Structures                          | 1460   |          | \$40,000             |         |                                  |                |                |
| Homes   | Dwelling Equipment                           | 1465   |          | \$0                  |         |                                  |                |                |
|   | Non Dwelling Structures                      | 1470   |          | \$0                  |         |                                  |                |                |
|   | Demolition                                   | 1485   |          | \$0                  |         |                                  |                |                |
|   | Replacement reserve                          | 1490   |          | \$0                  |         |                                  |                |                |
|   | <b>Total CA 24-09, Kraft Homes</b>           |  |          | <b>\$60,000</b>      |         |                                  |                |                |



**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)**  
**Part III: Implementation Schedule**

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |   | Grant Type and Number<br>Capital Fund Program No: <b>CA024</b><br>Replacement Housing Factor No: |        |   |         |        | Federal FY of Grant: <b>2002</b> |
|---|---|--|--------|---|---------|--------|----------------------------------|
| Development Number<br>Name/HA-Wide Activities                   | All Fund Obligated<br>(Quarter Ending Date) |  |        | All Funds Expended<br>(Quarter Ending Date) |         |        | Reasons for Revised Target Dates |
|   | Original                                    | Revised  | Actual | Original                                    | Revised | Actual |                                  |
| CA 24-01, Sierra Vista Homes                                    | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-02, Tracy Homes   | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-3A, Mokelumne Manor                                       | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-3B, Mokelumne Manor                                       | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-04-1, Sierra Vista Homes                                  | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-04-2, Conway Homes  | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-05, Diablo Homes  | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-06, Conway Homes  | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
| CA 24-07, Burton Homes  | N/A   |  |        | N/A   |         |        |                                  |
| CA 24-09, Kraft Homes   | 2nd Quarter, 2004                           |  |        | 4th Quarter 2005                            |         |        |                                  |
|   |   |  |        |   |         |        |                                  |
|   |   |  |        |   |         |        |                                  |
| 1408  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |
| 1410  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |
| 1430  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |
| 1465  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |
| 1475  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |
| 1495  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |
| 1499  | 2nd Quarter, 2004                           |  |        | 4 <sup>th</sup> Quarter 2005                |         |        |                                  |

## Capital Fund Program Five-Year Action Plan

### Part I: Summary

| PHA Name: <b>Housing Authority of the County of San Joaquin</b> |                  | <input type="checkbox"/> <b>Original 5-Year Plan</b><br><input type="checkbox"/> <b>Revision No:</b> |   |   |   |
|---|------------------|--|---|---|---|
| Development Number/Name/HA-Wide                                 | Year 1           | Work Statement for Year 2<br>FFY Grant:<br>PHA FY: 2003  | Work Statement for Year 3<br>FFY Grant:<br>PHA FY: 2004 | Work Statement for Year 4<br>FFY Grant:<br>PHA FY: 2005 | Work Statement for Year 5<br>FFY Grant:<br>PHA FY: 2006 |
|   | Annual Statement |  |   |   |   |
| CA 24-1, Sierra Vista Homes                                     |                  | \$101,560  | \$242,931   | \$347,637   | \$347,637   |
| CA 24-2, Tracy Homes  |                  | \$0  | \$18,000  | \$18,000  | \$18,000  |
| CA 24-3A, Mokelumne Manor                                       |                  | \$30,000   | \$26,200  | \$26,200  | \$26,200  |
| CA 24-3B, Mokelumne Manor                                       |                  | \$2,300  | \$4,000   | \$4,000   | \$4,000   |
| CA 24-4.1, Sierra Vista Homes                                   |                  | \$100,000  | \$65,500  | \$65,500  | \$65,500  |
| CA 24-4.2, Conway Homes   |                  | \$150,000  | \$290,000   | \$340,000   | \$340,000   |
| CA 24-5, Diablo Homes   |                  | \$50,000   | \$61,400  | \$61,400  | \$61,400  |
| CA 24-6, Conway Homes   |                  | \$210,000  | \$279,376   | \$274,670   | \$274,670   |
| CA 24-7, Burton   |                  | \$294,100  | \$37,500  | \$37,500  | \$37,500  |
| CA 24-9, Kraft Homes  |                  | \$232,050  | \$30,400  | \$30,400  | \$30,400  |
| Physical Improvements Subtotal                                  |                  | \$1,170,010  | \$1,055,307   | \$1,205,307   | \$1,205,307   |
| Management Improvements (1408)                                  |                  | \$532,218  | \$532,218   | \$532,218   | \$532,218   |
| HA - Wide Nondwelling Structures and Equipment (1475)           |                  | \$237,754  | \$237,457   | \$237,457   | \$237,457   |
| Administration (1410)   |                  | \$266,109  | \$266,109   | \$266,109   | \$266,109   |
| Other (1430,1470,1495, 1502)                                    |                  | \$255,000  | \$245,000   | \$220,000   | \$220,000   |
| Operations  |                  | \$0  | \$0   | \$0   | \$0   |
| Demolition  |                  | \$0  | \$125,000   | \$0   | \$0   |
| Replacement Reserve   |                  | \$0  | \$0   | \$0   | \$0   |
| Mod Used for Development  |                  | \$0  | \$0   | \$0   | \$0   |
| Collateralization or Debt Service                               |                  | \$200,000  | \$200,000   | \$200,000   | \$200,000   |
| <b>CFP Funds Listed for 5-year planning</b>                     |                  | <b>\$2,661,091</b>   | <b>\$2,661,091</b>                                      | <b>\$2,661,091</b>                                      | <b>\$2,661,091</b>                                      |
| Total Non-CGP Funds   |                  | \$0  | \$0   | \$0   | \$0   |
| <b>Grand Total</b>  |                  | <b>\$2,661,091</b>   | <b>\$2,661,091</b>                                      | <b>\$2,661,091</b>                                      | <b>\$2,661,091</b>                                      |

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

| Activities for Year 1 | Activities for Year : <u>2</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  | Activities for Year: <u>3</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  |
|-----------------------|--|-------------------------|------------------|---|-------------------------|------------------|
|                       | Development Name/Number                                      | Major Work Categories   | Estimated Cost   | Development Name/Number                                     | Major Work Categories   | Estimated Cost   |
| See                   | CA 24-01, Sierra Vista Homes                                 | Site Improvements       | \$60,000         | CA 24-01, Sierra Vista Homes                                | Site Improvements       | \$142,931        |
| Annual                |  | Dwelling Structures     | \$41,560         |   | Dwelling Structures     | \$100,000        |
| Statement             |  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|                       |  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|                       |  | Demolition              | \$0              |   | Demolition              | \$100,000        |
|                       |  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
|                       | <b>Total CA 24-01, Sierra Vista Homes</b>                    |                         | <b>\$101,560</b> | <b>Total CA 24-01, Sierra Vista Homes</b>                   |                         | <b>\$342,931</b> |
|                       |  |                         |                  |   |                         |                  |
|                       | CA 24-02, Tracy Homes  |                         |                  | CA 24-02, Tracy Homes                                       |                         |                  |
|                       |  | Site Improvements       | \$0              |   | Site Improvements       | \$10,000         |
|                       |  | Dwelling Structures     | \$0              |   | Dwelling Structures     | \$8,000          |
|                       |  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|                       |  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|                       |  | Demolition              | \$0              |   | Demolition              | \$0              |
|                       |  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
|                       | <b>Total CA 24-02, Tracy Homes</b>                           |                         | <b>\$0</b>       | <b>Total CA 24-02, Tracy Homes</b>                          |                         | <b>\$18,000</b>  |
|                       |  |                         |                  |   |                         |                  |
|                       | CA 24-3A, Mokelumne Manor                                    |                         |                  | CA 24-3A, Mokelumne Manor                                   |                         |                  |
|                       |  | Site Improvements       | \$10,000         |   | Site Improvements       | \$20,200         |
|                       |  | Dwelling Structures     | \$20,000         |   | Dwelling Structures     | \$6,000          |
|                       |  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|                       |  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|                       |  | Demolition              | \$0              |   | Demolition              | \$0              |
|                       |  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
|                       | <b>Total CA 24-3A, Mokelumne Manor</b>                       |                         | <b>\$30,000</b>  | <b>Total CA 24-3A, Mokelumne Manor</b>                      |                         | <b>\$26,200</b>  |
|                       |  |                         |                  |   |                         |                  |
|                       | <b>Total CFP Estimated Cost</b>                              |                         | <b>\$131,560</b> |   |                         | <b>\$387,131</b> |

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>2</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  | Activities for Year: <u>3</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  |
|--|-------------------------|------------------|---|-------------------------|------------------|
| Development Name/Number                                      | Major Work Categories   | Estimated Cost   | Development Name/Number                                     | Major Work Categories   | Estimated Cost   |
| <b>CA 24-3B, Mokelumne Manor</b>                             | Site Improvements       | \$800            | <b>CA 24-3B, Mokelumne Manor</b>                            | Site Improvements       | \$2,500          |
|  | Dwelling Structures     | \$1,500          |   | Dwelling Structures     | \$1,500          |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-3B, Mokelumne Manor</b>                       |                         | <b>\$2,300</b>   | <b>Total CA 24-3B, Mokelumne Manor</b>                      |                         | <b>\$4,000</b>   |
| <b>CA 24-04-1, Sierra Vista Homes</b>                        | Site Improvements       | \$50,000         | <b>CA 24-04-1, Sierra Vista Homes</b>                       | Site Improvements       | \$18,000         |
|  | Dwelling Structures     | \$50,000         |   | Dwelling Structures     | \$47,500         |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$25,000         |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-04-1, Sierra Vista Homes</b>                  |                         | <b>\$100,000</b> | <b>Total CA 24-04-1, Sierra Vista Homes</b>                 |                         | <b>\$90,500</b>  |
| <b>CA 24-04-2, Conway Homes</b>                              | Site Improvements       | \$0              | <b>CA 24-04-2, Conway Homes</b>                             | Site Improvements       | \$40,000         |
|  | Dwelling Structures     | \$150,000        |   | Dwelling Structures     | \$250,000        |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-04-2, Conway Homes</b>                        |                         | <b>\$150,000</b> |   |                         | <b>\$290,000</b> |
| <b>CA 24.05, Diablo Homes</b>                                | Site Improvements       | \$0              | <b>CA 24.05, Diablo Homes</b>                               | Site Improvements       | \$28,400         |
|  | Dwelling Structures     | \$50,000         |   | Dwelling Structures     | \$33,000         |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-05, Diablo Homes</b>                          |                         | <b>\$50,000</b>  | <b>Total CA 24-05, Diablo Homes</b>                         |                         | <b>\$61,400</b>  |
| <b>Total CFP Estimated Cost</b>                              |                         | <b>\$302,300</b> |   |                         | <b>\$445,900</b> |

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>  2  </u><br>FFY Grant:<br>PHA FY: <b>2002</b> |                                 |                  | Activities for Year: <u>  3  </u><br>FFY Grant:<br>PHA FY: <b>2002</b> |                         |                  |
|---|---------------------------------|------------------|--|-------------------------|------------------|
| Development Name/Number   | Major Work Categories           | Estimated Cost   | Development Name/Number  | Major Work Categories   | Estimated Cost   |
| <b>CA 24-06, Conway Homes</b>   | Site Improvements               | \$0              | <b>CA 24-06, Conway Homes</b>  | Site Improvements       | \$107,000        |
|   | Dwelling Structures             | \$210,000        |  | Dwelling Structures     | \$172,376        |
|   | Dwelling Equipment              | \$0              |  | Dwelling Equipment      | \$0              |
|   | Non Dwelling Structures         | \$0              |  | Non Dwelling Structures | \$0              |
|   | Demolition                      | \$0              |  | Demolition              | \$0              |
|   | Replacement reserve             | \$0              |  | Replacement reserve     | \$0              |
| <b>Total CA 24-06, Conway Homes</b>                                     |                                 | <b>\$210,000</b> | <b>Total CA 24-06, Conway Homes</b>                                    |                         | <b>\$279,376</b> |
| <b>CA 24-07, Burton Homes</b>   | Site Improvements               | \$0              | <b>CA 24-07, Burton Homes</b>  | Site Improvements       | \$0              |
|   | Dwelling Structures             | \$294,100        |  | Dwelling Structures     | \$37,500         |
|   | Dwelling Equipment              | \$0              |  | Dwelling Equipment      | \$0              |
|   | Non Dwelling Structures         | \$10,000         |  | Non Dwelling Structures | \$0              |
|   | Demolition                      | \$0              |  | Demolition              | \$0              |
|   | Replacement reserve             | \$0              |  | Replacement reserve     | \$0              |
| <b>Total CA 24-07, Burton Homes</b>                                     |                                 | <b>\$304,100</b> | <b>Total CA 24-07, Burton Homes</b>                                    |                         | <b>\$37,500</b>  |
| <b>CA 24-09, Kraft Homes</b>  | Site Improvements               | \$0              | <b>CA 24-09, Kraft Homes</b>   | Site Improvements       | \$0              |
|   | Dwelling Structures             | \$232,050        |  | Dwelling Structures     | \$30,400         |
|   | Dwelling Equipment              | \$0              |  | Dwelling Equipment      | \$0              |
|   | Non Dwelling Structures         | \$0              |  | Non Dwelling Structures | \$0              |
|   | Demolition                      | \$0              |  | Demolition              | \$0              |
|   | Replacement reserve             | \$0              |  | Replacement reserve     | \$0              |
| <b>Total CA 24-09, Kraft Homes</b>                                      |                                 | <b>\$232,050</b> | <b>Total CA 24-09, Kraft Homes</b>                                     |                         | <b>\$30,400</b>  |
|   |                                 |                  |  |                         |                  |
|   | <b>Total CFP Estimated Cost</b> | <b>\$746,150</b> |  |                         | <b>\$347,276</b> |

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>2</u><br>FFY Grant:<br>PHA FY: 2002 |   |                  | Activities for Year: <u>3</u><br>FFY Grant:<br>PHA FY: 2002 |   |                  |
|--|---|------------------|---|---|------------------|
| Development Name/Number                                      | Major Work Categories                       | Estimated Cost   | Development Name/Number                                     | Major Work Categories                       | Estimated Cost   |
| <b>Administration</b>  | Non-Technical Salaries                      | \$50,000         | <b>Administration</b>                                       | 50000                                       | \$50,000         |
|  | Technical Salaries                          | \$85,000         |   | 105000                                      | \$85,000         |
|  | Salaries (Modernization/Development)        | \$0              |   | 20000                                       | \$0              |
|  | Benefits                                    | \$61,109         |   | 50000                                       | \$61,109         |
|  | Advertising                                 | \$5,000          |   | 5000  | \$5,000          |
|  | Sundry Costs                                | \$40,000         |   | 40000                                       | \$40,000         |
|  | Travel                                      | \$25,000         |   | 25000                                       | \$25,000         |
| <b>Total Administration</b>                                  |   | <b>\$266,109</b> | <b>Total Administration</b>                                 |   | <b>\$266,109</b> |
| <b>Fees and Costs</b>  | Construction Inspection Costs               | \$140,000        | <b>Fees and Costs</b>                                       | Construction Inspection Costs               | \$140,000        |
|  | Architectural/Engineering Fees              | \$50,000         |   | Architectural/Engineering Fees              | \$50,000         |
|  | Permit Fees                                 | \$10,000         |   | Permit Fees                                 | \$10,000         |
|  | Sundry Planning                             | \$20,000         |   | Sundry Planning                             | \$20,000         |
| <b>Total Fees and Costs</b>                                  |   | <b>\$220,000</b> | <b>Total Fees and Costs</b>                                 |   | <b>\$220,000</b> |
| <b>Non Dwelling Equipment</b>                                | Non-Dwelling Equipment (Community Building) | \$0              | <b>Non Dwelling Equipment</b>                               | Non-Dwelling Equipment (Community Building) | \$0              |
|  | Computer Network Equipment                  | \$100,000        |   | Computer Network Equipment                  | \$59,703         |
|  | Development Office Furniture and Equipment  | \$0              |   | Development Office Furniture and Equipment  | \$0              |
|  | Resident Training Equipment (expendable)    | \$20,000         |   | Resident Training Equipment (expendable)    | \$20,000         |
|  | Computer Work Stations                      | \$0              |   | Computer Work Stations                      | \$50,000         |
|  | Computer Network/Software Upgrades          | \$92,754         |   | Computer Network/Software Upgrades          | \$92,754         |
|  | Development Department Vehicle              | \$25,000         |   | Development Department Vehicle              | \$15,000         |
|  | Upgrade Phone System County Wide            | \$0              |   | Upgrade Phone System County Wide            | \$0              |
| <b>Total Non-Dwelling Equipment</b>                          |   | <b>\$237,754</b> | <b>Total Non-Dwelling Equipment</b>                         |   | <b>\$237,457</b> |
| <b>Relocation</b>  |   |                  | <b>Relocation</b>   |   |                  |
| Relocation Costs   |   | \$25,000         | Relocation Costs  |   | \$25,000         |
| <b>Total Relocation</b>                                      |   | <b>\$25,000</b>  | <b>Total Relocation</b>                                     |   | <b>\$25,000</b>  |
| <b>Contingency</b>   |   | \$0              | <b>Contingency</b>  |   | \$0              |
| Contingency for construction                                 |   | \$0              | Contingency for construction                                |   | \$0              |
| <b>Total Contingency</b>                                     |   |                  | <b>Total Contingency</b>                                    |   |                  |
| <b>Total CFP Estimated Cost</b>                              |   | <b>\$723,566</b> |   |   | <b>\$723,566</b> |

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>4</u><br>FFY Grant:<br>PHA FY: 2002 |                                 |                  | Activities for Year: <u>5</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  |
|--|---------------------------------|------------------|---|-------------------------|------------------|
| Development Name/Number                                      | Major Work Categories           | Estimated Cost   | Development Name/Number                                     | Major Work Categories   | Estimated Cost   |
| <b>CA 24-01, Sierra Vista Homes</b>                          | Site Improvements               | \$184,931        | <b>CA 24-01, Sierra Vista Homes</b>                         | Site Improvements       | \$184,931        |
|  | Dwelling Structures             | \$162,706        |   | Dwelling Structures     | \$162,706        |
|  | Dwelling Equipment              | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures         | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition                      | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve             | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-01, Sierra Vista Homes</b>                    |                                 | <b>\$347,637</b> | <b>Total CA 24-01, Sierra Vista Homes</b>                   |                         | <b>\$347,637</b> |
| <b>CA 24-02, Tracy Homes</b>                                 | Site Improvements               | \$10,000         | <b>CA 24-02, Tracy Homes</b>                                | Site Improvements       | \$10,000         |
|  | Dwelling Structures             | \$8,000          |   | Dwelling Structures     | \$8,000          |
|  | Dwelling Equipment              | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures         | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition                      | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve             | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-02, Tracy Homes</b>                           |                                 | <b>\$18,000</b>  | <b>Total CA 24-02, Tracy Homes</b>                          |                         | <b>\$18,000</b>  |
| <b>CA 24-3A, Mokelumne Manor</b>                             | Site Improvements               | \$20,200         | <b>CA 24-3A, Mokelumne Manor</b>                            | Site Improvements       | \$20,200         |
|  | Dwelling Structures             | \$6,000          |   | Dwelling Structures     | \$6,000          |
|  | Dwelling Equipment              | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures         | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition                      | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve             | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-3A, Mokelumne Manor</b>                       |                                 | <b>\$26,200</b>  | <b>Total CA 24-3A, Mokelumne Manor</b>                      |                         | <b>\$26,200</b>  |
|  |                                 |                  |   |                         |                  |
|  |                                 |                  |   |                         |                  |
|  | <b>Total CFP Estimated Cost</b> | <b>\$391,837</b> |   |                         | <b>\$391,837</b> |

**Capital Fund Program Five-Year Action Plan**  
**Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>4</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  | Activities for Year: <u>5</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  |
|--|-------------------------|------------------|---|-------------------------|------------------|
| Development Name/Number                                      | Major Work Categories   | Estimated Cost   | Development Name/Number                                     | Major Work Categories   | Estimated Cost   |
| <b>CA 24-3B, Mokelumne Manor</b>                             | Site Improvements       | \$2,500          | <b>CA 24-3B, Mokelumne Manor</b>                            | Site Improvements       | \$2,500          |
|  | Dwelling Structures     | \$1,500          |   | Dwelling Structures     | \$1,500          |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-3B, Mokelumne Manor</b>                       |                         | <b>\$4,000</b>   | <b>Total CA 24-3B, Mokelumne Manor</b>                      |                         | <b>\$4,000</b>   |
| <b>CA 24-04-1, Sierra Vista Homes</b>                        | Site Improvements       | \$18,000         | <b>CA 24-04-1, Sierra Vista Homes</b>                       | Site Improvements       | \$18,000         |
|  | Dwelling Structures     | \$47,500         |   | Dwelling Structures     | \$47,500         |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-04-1, Sierra Vista Homes</b>                  |                         | <b>\$65,500</b>  | <b>Total CA 24-04-1, Sierra Vista Homes</b>                 |                         | <b>\$65,500</b>  |
| <b>CA 24-04-2, Conway Homes</b>                              | Site Improvements       | \$90,000         | <b>CA 24-04-2, Conway Homes</b>                             | Site Improvements       | \$90,000         |
|  | Dwelling Structures     | \$250,000        |   | Dwelling Structures     | \$250,000        |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition              | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve     | \$0              |   | Replacement reserve     | \$0              |
| <b>Total CA 24-04-2, Conway Homes</b>                        |                         | <b>\$340,000</b> | <b>Total CA 24-04-2, Conway Homes</b>                       |                         | <b>\$340,000</b> |
| <b>CA 24.05, Diablo Homes</b>                                | Site Improvements       | \$28,400         | <b>CA 24.05, Diablo Homes</b>                               | Site Improvements       |                  |
|  | Dwelling Structures     | \$33,000         |   | Dwelling Structures     |                  |
|  | Dwelling Equipment      | \$0              |   | Dwelling Equipment      |                  |
|  | Non Dwelling Structures | \$0              |   | Non Dwelling Structures |                  |
|  | Demolition              | \$0              |   | Demolition              |                  |
|  | Replacement reserve     | \$0              |   | Replacement reserve     |                  |
| <b>Total CA 24-05, Diablo Homes</b>                          |                         | <b>\$61,400</b>  | <b>Total CA 24-05, Diablo Homes</b>                         |                         | <b>\$61,400</b>  |
| <b>Total CFP Estimated Cost</b>                              |                         | <b>\$470,900</b> |   |                         | <b>\$470,900</b> |

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>4</u><br>FFY Grant:<br>PHA FY: 2002 |                                 |                  | Activities for Year: <u>5</u><br>FFY Grant:<br>PHA FY: 2002 |                         |                  |
|--|---------------------------------|------------------|---|-------------------------|------------------|
| Development Name/Number                                      | Major Work Categories           | Estimated Cost   | Development Name/Number                                     | Major Work Categories   | Estimated Cost   |
| <b>CA 24-06, Conway Homes</b>                                | Site Improvements               | \$75,000         | <b>CA 24-06, Conway Homes</b>                               | Site Improvements       | \$75,000         |
|  | Dwelling Structures             | \$199,670        |   | Dwelling Structures     | \$199,670        |
|  | Dwelling Equipment              | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures         | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition                      | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve             | \$0              |   | Replacement reserve     | \$0              |
|  |                                 |                  |   |                         |                  |
| <b>Total CA 24-06, Conway Homes</b>                          |                                 | <b>\$274,670</b> | <b>Total CA 24-06, Conway Homes</b>                         |                         | <b>\$274,670</b> |
|  |                                 |                  |   |                         |                  |
| <b>CA 24-07, Burton Homes</b>                                | Site Improvements               | \$0              | <b>CA 24-07, Burton Homes</b>                               | Site Improvements       | \$0              |
|  | Dwelling Structures             | \$37,500         |   | Dwelling Structures     | \$37,500         |
|  | Dwelling Equipment              | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures         | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition                      | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve             | \$0              |   | Replacement reserve     | \$0              |
|  |                                 |                  |   |                         |                  |
| <b>Total CA 24-07, Burton Homes</b>                          |                                 | <b>\$37,500</b>  | <b>Total CA 24-07, Burton Homes</b>                         |                         | <b>\$37,500</b>  |
|  |                                 |                  |   |                         |                  |
| <b>CA 24-09, Kraft Homes</b>                                 | Site Improvements               | \$0              | <b>CA 24-09, Kraft Homes</b>                                | Site Improvements       | \$0              |
|  | Dwelling Structures             | \$30,400         |   | Dwelling Structures     | \$30,400         |
|  | Dwelling Equipment              | \$0              |   | Dwelling Equipment      | \$0              |
|  | Non Dwelling Structures         | \$0              |   | Non Dwelling Structures | \$0              |
|  | Demolition                      | \$0              |   | Demolition              | \$0              |
|  | Replacement reserve             | \$0              |   | Replacement reserve     | \$0              |
|  |                                 |                  |   |                         |                  |
| <b>Total CA 24-09, Kraft Homes</b>                           |                                 | <b>\$30,400</b>  | <b>Total CA 24-09, Kraft Homes</b>                          |                         | <b>\$30,400</b>  |
|  |                                 |                  |   |                         |                  |
|  | <b>Total CFP Estimated Cost</b> | <b>\$342,570</b> |   |                         | <b>\$342,570</b> |

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

| Activities for Year : <u>4</u><br>FFY Grant:<br>PHA FY: 2002 |   |                  | Activities for Year: <u>5</u><br>FFY Grant:<br>PHA FY: 2002 |   |                  |
|--|---|------------------|---|---|------------------|
| Development Name/Number                                      | Major Work Categories                       | Estimated Cost   | Development Name/Number                                     | Major Work Categories                       | Estimated Cost   |
| <b>Administration</b>  | Non-Technical Salaries                      | \$50,000         | <b>Administration</b>                                       | Non-Technical Salaries                      | \$50,000         |
|  | Technical Salaries                          | \$85,000         |   | Technical Salaries                          | \$85,000         |
|  | Salaries (Modernization/Development)        | \$0              |   | Salaries (Modernization/Development)        | \$0              |
|  | Benefits                                    | \$61,109         |   | Benefits                                    | \$61,109         |
|  | Advertising                                 | \$5,000          |   | Advertising                                 | \$5,000          |
|  | Sundry Costs                                | \$40,000         |   | Sundry Costs                                | \$40,000         |
|  | Travel                                      | \$25,000         |   | Travel                                      | \$25,000         |
| <b>Total Administration</b>                                  |   | <b>\$266,109</b> | <b>Total Administration</b>                                 |   | <b>\$266,109</b> |
| <b>Fees and Costs</b>  | Construction Inspection Costs               | \$140,000        | <b>Fees and Costs</b>                                       | Construction Inspection Costs               | \$140,000        |
|  | Architectural/Engineering Fees              | \$50,000         |   | Architectural/Engineering Fees              | \$50,000         |
|  | Permit Fees                                 | \$10,000         |   | Permit Fees                                 | \$10,000         |
|  | Sundry Planning                             | \$20,000         |   | Sundry Planning                             | \$20,000         |
| <b>Total Fees and Costs</b>                                  |   | <b>\$220,000</b> | <b>Total Fees and Costs</b>                                 |   | <b>\$220,000</b> |
| <b>Non Dwelling Equipment</b>                                | Non-Dwelling Equipment (Community Building) | \$0              | <b>Non Dwelling Equipment</b>                               | Non-Dwelling Equipment (Community Building) | \$0              |
|  | Computer Network Equipment                  | \$59,703         |   | Computer Network Equipment                  | \$59,703         |
|  | Development Office Furniture and Equipment  | \$0              |   | Development Office Furniture and Equipment  | \$0              |
|  | Resident Training Equipment (expendable)    | \$20,000         |   | Resident Training Equipment (expendable)    | \$20,000         |
|  | Computer Work Stations                      | \$50,000         |   | Computer Work Stations                      | \$50,000         |
|  | Computer Network/Software Upgrades          | \$92,754         |   | Computer Network/Software Upgrades          | \$92,754         |
|  | Development Department Vehicle              | \$15,000         |   | Development Department Vehicle              | \$15,000         |
|  | Upgrade Phone System County Wide            | \$0              |   | Upgrade Phone System County Wide            | \$0              |
| <b>Total Non-Dwelling Equipment</b>                          |   | <b>\$237,457</b> | <b>Total Non-Dwelling Equipment</b>                         |   | <b>\$237,457</b> |
| <b>Relocation</b>  |   | \$0              | <b>Relocation</b>   |   | \$0              |
| Relocation Costs   |   | \$0              | Relocation Costs  |   | \$0              |
| <b>Total Relocation</b>                                      |   | <b>\$0</b>       | <b>Total Relocation</b>                                     |   | <b>\$0</b>       |
| <b>Contingency</b>   |   |                  | <b>Contingency</b>  |   |                  |
| Contingency for construction                                 |   |                  | Contingency for construction                                |   |                  |
| <b>Total Contingency</b>                                     |   | <b>\$0</b>       | <b>Total Contingency</b>                                    |   | <b>\$0</b>       |
| <b>Total CFP Estimated Cost</b>                              |   | <b>\$723,566</b> | <b>Total CFP Estimated Cost</b>                             |   | <b>\$723,566</b> |

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

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# PHA Plans

5 Year Plan for Fiscal Years 2002 - 2006  
Annual Plan for Fiscal Year 2002

HOUSING AUTHORITY OF THE COUNTY OF  
SAN JOAQUIN – CA024

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

**PHA Plan  
Agency Identification**

**PHA Name:** Housing Authority of the County of San Joaquin

**PHA Number:** CA024

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/01

**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
- X 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
- X 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
- Public library
- X PHA website
- Other (list below)

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

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

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

**A. Mission**

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

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

The Housing Authority of the County of San Joaquin is dedicated to providing and advocating for affordable, attractive, safe living environments and opportunities to become self-sufficient for persons of very low to moderate income.

**B. Goals**

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

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

- X PHA Goal: Expand the supply of assisted housing  
Objectives:
- X Apply for additional rental vouchers
  - X Reduce public housing vacancies
  - X Leverage private or other public funds to create additional housing opportunities
  - X Acquire or build units or developments
  - Other (list below)
- X PHA Goal: Improve the quality of assisted housing  
Objectives:
- X Improve public housing management: (PHAS score)
  - X Improve voucher management: (SEMAP score)
  - X Increase customer satisfaction

- X Concentrate on efforts to improve specific management functions (list; e.g., public housing finance; voucher unit inspections)
  - X Renovate or modernize public housing units
  - X Demolish or dispose of obsolete public housing
  - X Provide replacement public housing
  - X Provide replacement vouchers
  - Other: (list below)
- X PHA Goal: Increase assisted housing choices
- Objectives:
- X Provide voucher mobility counseling
  - X Conduct outreach efforts to potential voucher landlords
  - X Increase voucher payment standards
  - X Implement voucher homeownership program
  - X Implement public housing or other homeownership programs
  - X Implement public housing site-based waiting lists
  - X Convert public housing to vouchers
  - Other: (list below)
- HUD Strategic Goal: Improve community quality of life and economic vitality**
- X PHA Goal: Provide an improved living environment
- Objectives:
- X Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
  - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments
  - X Implement public housing security improvements
  - X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
  - Other: (list below)
- HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**
- X PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
- X Increase the number and percentage of employed persons in assisted families
  - X Provide or attract supportive services to improve assistance recipients' employability

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

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2002**  
 [24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**See Attachment H**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

| <b>Annual Plan</b>  | <b><u>Page #</u></b> |
|---|----------------------|
| i. Executive Summary .....  | 1                    |
| ii. Table of Contents   |                      |
| 1. Housing Needs .....  | 6                    |
| 2. Financial Resources.....   | 15                   |
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| 15. Civil Rights Certifications (included with PHA Plan Certifications) ..... | 46                   |
| 16. Fiscal Audit .....  | 47                   |
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| 18. Other Information.....  | 48                   |
| 19. Attachments.....  | 54                   |

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: (Included at the end of PHA Plan)**

- X Assessment of the Site-Based Waiting List Demographic Changes (Attach. A)
- X Information On The PHA's Policy On Pet Ownership In Public Housing General Occupancy (Family) Developments (Attach. B)
- X Administrative Plan Amendment – Project-based Voucher Program (Attach. C)
- X Resident Membership of the PHA Governing Board (Attach. D)
- X Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals (Attach. E)
- X Homeownership Program (Attach. F)
- X Project-based Assistance Program (Attach. G)
- X Executive Summary of the Annual PHA Plan (Attach. H)
- X Management Structure & Organization (Attach. I)
- X Conversions of Public Housing (Attach. J)
- X Asset Management (Attach. K)
- X Grievance Procedures (Attach. L)
- X Resident Council Minutes (Attach. M)

- N/A Admissions Policy for Deconcentration (per Fed. Register, Vol. 66, No. 24, 2-5-01)
- N/A Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- N/A Submission of Joint PHA Plans by Consortia

X (transmitted separately) FY 2002 Capital Fund Program 5 Year Action Plan (ca024a02)

X (included in PHA Plan, pgs. 48-49) Comments of Resident Advisory Board or Boards

**Supporting Documents Available for Review:**

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

| <b>List of Supporting Documents Available for Review</b> |  |                                  |
|--|--|----------------------------------|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b> |
| Yes  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations   | 5 Year and Annual Plans          |
| Yes  | State/Local Government Certification of Consistency with the Consolidated Plan   | 5 Year and Annual Plans          |
| Yes  | 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 | 5 Year and Annual Plans          |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
|  | resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.   |  |
| Yes  | 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                                   |
| Yes  | Most recent board-approved operating budget for the public housing program  | Annual Plan: Financial Resources;                            |
| Yes  | 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 |
| Yes  | Section 8 Administrative Plan (SEE Attachment C for Plan Amendment on Project-Based Housing Choice Voucher Program)   | Annual Plan: Eligibility, Selection, and Admissions Policies |
| Yes  | Public Housing Deconcentration and Income Mixing Documentation:<br>1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis | Annual Plan: Eligibility, Selection, and Admissions Policies |
| Yes  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br>X check here if included in the public housing A & O Policy  | Annual Plan: Rent Determination                              |
| Yes  | Schedule of flat rents offered at each public housing development<br>X check here if included in the public   | Annual Plan: Rent Determination                              |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>           |
|  | housing<br>A & O Policy   |  |
| Yes  | Section 8 rent determination (payment standard) policies<br>X check here if included in Section 8 Administrative Plan   | Annual Plan: Rent Determination            |
| Yes  | 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    |
| Yes  | Public housing grievance procedures<br>X check here if included in the public housing A & O Policy  | Annual Plan: Grievance Procedures          |
| Yes  | Section 8 informal review and hearing procedures<br>X check here if included in Section 8 Administrative Plan   | Annual Plan: Grievance Procedures          |
| Yes  | The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year  | Annual Plan: Capital Needs                 |
| N/A  | Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant   | Annual Plan: Capital Needs                 |
| Yes  | Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)  | Annual Plan: Capital Needs                 |
| N/A  | Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing                           | Annual Plan: Capital Needs                 |
| N/A  | Approved or submitted applications for demolition and/or disposition of public housing  | Annual Plan: Demolition and Disposition    |
| N/A  | Approved or submitted applications for designation of public housing (Designated Housing Plans)   | Annual Plan: Designation of Public Housing |
| N/A  | Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act | Annual Plan: Conversion of Public Housing  |

| <b>List of Supporting Documents Available for Review</b> |  |   |
|--|--|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>   | <b>Applicable Plan Component</b>                  |
| N/A  | Approved or submitted public housing homeownership programs/plans  | Annual Plan: Homeownership                        |
| Yes  | Policies governing any Section 8 Homeownership program<br>X check here if included in the Section 8 Administrative Plan  | Annual Plan: Homeownership                        |
| Yes  | Any cooperative agreement between the PHA and the TANF agency  | Annual Plan: Community Service & Self-Sufficiency |
| Yes  | FSS Action Plan/s for public housing and/or Section 8  | Annual Plan: Community Service & Self-Sufficiency |
| Yes  | Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports   | Annual Plan: Community Service & Self-Sufficiency |
| Yes  | 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          |
| Yes  | The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings   | Annual Plan: Annual Audit                         |
| N/A  | Troubled PHAs: MOA/Recovery Plan   | Troubled PHAs                                     |
| Yes  | Other supporting documents (optional)<br>(list individually; use as many lines as necessary)<br><input type="checkbox"/> Resident Advisory Board Minutes (2002)<br><input type="checkbox"/> Report I – Resident Assessment Survey<br><input type="checkbox"/> Resident Assessment Survey Results | (specify as needed)                               |

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| Housing Needs of Families in the Jurisdiction<br>by Family Type |         |                    |        |         |                    |      |               |
|---|---------|--------------------|--------|---------|--------------------|------|---------------|
| Family Type   | Overall | Afford-<br>ability | Supply | Quality | Access-<br>ibility | Size | Loca-<br>tion |
| Income <= 30%<br>of AMI   | 16,435  | 5                  | 5      | 5       | 3                  | 5    | 3             |
| Income >30% but<br><=50% of AMI                                 | 17,409  | 5                  | 5      | 5       | 3                  | 5    | 3             |
| Income >50% but<br><80% of AMI                                  | 15,145  | 4                  | 4      | 4       | 3                  | 4    | 1             |
| Elderly   | 6,039   | 4                  | 5      | 4       | 3                  | 1    | 2             |
| Families with<br>Disabilities                                   | 660     | 4                  | 4      | 4       | 3                  | 2    | 2             |
| Race/Ethnicity  | 6,587*  | 3                  | 3      | 3       | 3                  | 3    | 1             |
| Race/Ethnicity  | 2,560*  | 4                  | 3      | 3       | 3                  | 3    | 1             |
| Race/Ethnicity  | 4,584*  | 4                  | 3      | 3       | 3                  | 3    | 1             |
| Race/Ethnicity  | 4,629*  | 4                  | 3      | 3       | 3                  | 3    | 1             |

\*Data from City of Stockton Consolidated Plan

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.)

- X Consolidated Plan of the Jurisdiction/s (City of Stockton & County of Stockton)  
Indicate year: 2000 -2005
- X U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

| <b>Housing Needs of Families on the Waiting List</b>   |               |        |                     |       |                 |       |
|--|---------------|--------|---------------------|-------|-----------------|-------|
| Waiting list type: (select one)  |               |        |                     |       |                 |       |
| <input checked="" type="checkbox"/> Section 8 tenant-based assistance                            |               |        |                     |       |                 |       |
| <input type="checkbox"/> Public Housing  |               |        |                     |       |                 |       |
| <input type="checkbox"/> Combined Section 8 and Public Housing                                   |               |        |                     |       |                 |       |
| <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |        |                     |       |                 |       |
| If used, identify which development/subjurisdiction:   |               |        |                     |       |                 |       |
|  | # of families |        | % of total families |       | Annual Turnover |       |
|  | 2001          | 2002   | 2001                | 2002  | 2001            | 2002  |
| Waiting list total   | 9,094         | 11,628 |                     |       | 2,380           | 2,534 |
| Extremely low income <=30% AMI   | 6,388         | 8,605  | 70.24               | 74%   |                 |       |
| Very low income (>30% but <=50% AMI)   | 2,279         | 2,802  | 25.09               | 24.1% |                 |       |
| Low income (>50% but <80% AMI)   | 427           | 919    | 4.70                | 7.90% |                 |       |
| Families with children   | 5,611         | 6,977  | 61%                 | 60%   |                 |       |
| Elderly families   | 792           | 930    | 6%                  | 8%    |                 |       |
| Families with Disabilities   | 2,691         | 3,721  | 30%                 | 32%   |                 |       |
| Race/ethnicity 1/1   | 2,317         | 2,907  | 26%                 | 25%   |                 |       |
| Race/ethnicity 1/2   | 2,211         | 2,559  | 24%                 | 22%   |                 |       |
| Race/ethnicity 2/2   | 2,923         | 3,488  | 32%                 | 30%   |                 |       |
| Race/ethnicity 3/2   | 349           | 465    | 4%                  | 5%    |                 |       |
| Race/ethnicity 4/2   | 1,189         | 1,163  | 13%                 | 10%   |                 |       |
| Characteristics by Bedroom Size (Public Housing Only) 0 BR                                       | 110           | 1,878  | 1%                  | 16%   |                 |       |
| 1BR  | 2,741         | 3,336  | 30%                 | 29%   |                 |       |
| 2 BR   | 3,851         | 5,129  | 42%                 | 38%   |                 |       |
| 3 BR   | 1,791         | 2,315  | 20%                 | 17%   |                 |       |
| 4 BR   | 492           | 583    | 5%                  | 4%    |                 |       |
| 5 BR   | 89            | 110    | 1%                  | 1%    |                 |       |
| 5+ BR  | 12            | 13     | 1%                  | 0     |                 |       |

| <b>Housing Needs of Families on the Waiting List</b>  |               |       |                     |        |                 |       |
|---|---------------|-------|---------------------|--------|-----------------|-------|
| Waiting list type: (select one)   |               |       |                     |        |                 |       |
| <input type="checkbox"/> Section 8 tenant-based assistance  |               |       |                     |        |                 |       |
| <input type="checkbox"/> Public Housing   |               |       |                     |        |                 |       |
| <input type="checkbox"/> Combined Section 8 and Public Housing  |               |       |                     |        |                 |       |
| <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |       |                     |        |                 |       |
| If used, identify which development/subjurisdiction: <b>TRACY</b>   |               |       |                     |        |                 |       |
|   | # of families |       | % of total families |        | Annual Turnover |       |
|   | 2001          | 2002  | 2001                | 2002   | 2001            | 2002  |
| Waiting list total  | 2,233         | 3,257 |                     |        | 278             | 1,024 |
| Extremely low income <=30% AMI  | 1,636         | 2,263 | 73.26%              | 69.48% |                 |       |
| Very low income (>30% but <=50% AMI)  | 450           | 668   | 20.15%              | 20.51% |                 |       |
| Low income (>50% but <80% AMI)  | 147           | 326   | 6.58%               | 10.01% |                 |       |
| Families with children  | 1,523         | 2,215 | 68%                 | 68%    |                 |       |
| Elderly families  | 165           | 176   | 7%                  | 5%     |                 |       |
| Families with Disabilities  | 545           | 866   | 24%                 | 27%    |                 |       |
| Race/ethnicity 1/1  | 550           | 910   | 25%                 | 28%    |                 |       |
| Race/ethnicity 1/2  | 562           | 912   | 25%                 | 28%    |                 |       |
| Race/ethnicity 2/2  | 851           | 830   | 38%                 | 25%    |                 |       |
| Race/ethnicity 3/2  | 83            | 155   | 4%                  | 5%     |                 |       |
| Race/ethnicity 4/2  | 170           | 450   | 8%                  | 14%    |                 |       |
| Characteristics by Bedroom Size (Public Housing Only) 0 BR  | 18            | 48    | 1%                  | 1%     |                 |       |
| 1BR   | 609           | 960   | 27%                 | 29%    |                 |       |
| 2 BR  | 1,034         | 1,474 | 46%                 | 45%    |                 |       |
| 3 BR  | 425           | 618   | 19%                 | 19%    |                 |       |
| 4 BR  | 134           | 136   | 6%                  | 6%     |                 |       |
| 5 BR  | 13            | 21    | 1%                  | 1%     |                 |       |
| 5+ BR   | 0             | 0     | 0%                  | 0      |                 |       |

| <b>Housing Needs of Families on the Waiting List</b>  |               |       |                     |       |                 |                 |
|---|---------------|-------|---------------------|-------|-----------------|-----------------|
| Waiting list type: (select one)   |               |       |                     |       |                 |                 |
| <input type="checkbox"/> Section 8 tenant-based assistance  |               |       |                     |       |                 |                 |
| <input type="checkbox"/> Public Housing   |               |       |                     |       |                 |                 |
| <input type="checkbox"/> Combined Section 8 and Public Housing  |               |       |                     |       |                 |                 |
| <input checked="" type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) |               |       |                     |       |                 |                 |
| If used, identify which development/subjurisdiction:  |               |       |                     |       |                 | <b>THORNTON</b> |
|   | # of families |       | % of total families |       | Annual Turnover |                 |
|   | 2001          | 2002  | 2001                | 2002  | 2001            | 2002            |
| Waiting list total  | 2,161         | 3,093 |                     |       | 343             | 1,956           |
| Extremely low income <=30% AMI  | 1,657         | 2,165 | 76.68               | 70%   |                 |                 |
| Very low income (>30% but <=50% AMI)  | 402           | 572   | 18.60               | 18.5% |                 |                 |
| Low income (>50% but <80% AMI)  | 102           | 356   | 4.72                | 11.5% |                 |                 |
| Families with children  | 1,513         | 2,041 | 70%                 | 66%   |                 |                 |
| Elderly families  | 109           | 216   | 5%                  | 7%    |                 |                 |
| Families with Disabilities  | 539           | 711   | 25%                 | 23%   |                 |                 |
| Race/ethnicity 1/1  | 507           | 680   | 23%                 | 22%   |                 |                 |
| Race/ethnicity 1/2  | 511           | 866   | 24%                 | 28%   |                 |                 |
| Race/ethnicity 2/2  | 822           | 1,237 | 38%                 | 40%   |                 |                 |
| Race/ethnicity 3/2  | 76            | 155   | 4%                  | 5%    |                 |                 |
| Race/ethnicity 4/2  | 223           | 155   | 10%                 | 5%    |                 |                 |
| Characteristics by Bedroom Size (Public Housing Only) 0 BR  | 23            | 2     | 1%                  | 1%    |                 |                 |
| 1BR   | 502           | 841   | 23%                 | 27%   |                 |                 |
| 2 BR  | 949           | 1,364 | 44%                 | 44%   |                 |                 |
| 3 BR  | 507           | 691   | 23%                 | 22%   |                 |                 |
| 4 BR  | 147           | 163   | 7%                  | 5%    |                 |                 |
| 5 BR  | 21            | 30    | 1%                  | 1%    |                 |                 |
| 5+ BR   | 2             | 2     | 1%                  | 1%    |                 |                 |

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

- Section 8 tenant-based assistance  
 Public Housing  
 Combined Section 8 and Public Housing

X Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction: **STOCKTON DEVELOPMENT**

|  | # of families |       | % of total families |      | Annual Turnover |       |
|--|---------------|-------|---------------------|------|-----------------|-------|
|  | 2001          | 2002  | 2001                | 2002 | 2001            | 2002  |
| Waiting list total   | 3,112         | 4,587 |                     |      | 572             | 1,745 |
| Extremely low income <=30% AMI                             | 2,488         | 3,303 | 80%                 | 72%  |                 |       |
| Very low income (>30% but <=50% AMI)                       | 502           | 826   | 16%                 | 15%  |                 |       |
| Low income (>50% but <80% AMI)                             | 122           | 688   | 4%                  | 15%  |                 |       |
| Families with children                                     | 2,139         | 3,211 | 69%                 | 70%  |                 |       |
| Elderly families   | 171           | 229   | 5%                  | 5%   |                 |       |
| Families with Disabilities                                 | 802           | 1,148 | 26%                 | 25%  |                 |       |
| Race/ethnicity 1/1   | 525           | 734   | 17%                 | 16%  |                 |       |
| Race/ethnicity 1/2   | 862           | 1,101 | 28%                 | 24%  |                 |       |
| Race/ethnicity 2/2   | 1,298         | 1,835 | 42%                 | 40%  |                 |       |
| Race/ethnicity 3/2   | 98            | 229   | 3%                  | 5%   |                 |       |
| Race/ethnicity 4/2   | 299           | 688   | 10%                 | 15%  |                 |       |
| Characteristics by Bedroom Size (Public Housing Only) 0 BR | 32            | 51    | 1%                  | 2%   |                 |       |
| 1BR  | 795           | 1,280 | 26%                 | 28%  |                 |       |
| 2 BR   | 1,408         | 2,059 | 45%                 | 67%  |                 |       |
| 3 BR   | 629           | 917   | 20%                 | 30%  |                 |       |
| 4 BR   | 198           | 210   | 6%                  | 7%   |                 |       |
| 5 BR   | 46            | 67    | 1%                  | 2%   |                 |       |
| 5+ BR  | 4             | 3     | 1%                  | 1%   |                 |       |

|  |
|--|
| <p>Is the waiting list closed (select one)? X No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> |
|--|

**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.

The HACSJ can play a critical role in the provision of affordable housing for the county’s residents. In order to be a viable competitor under the open market, the HACSJ should consider the addition of new amenities/facilities, especially to multi-family units, and should implement an aggressive marketing strategy.

The flat rents calculated for HACSJ properties in this study do not take into account subjective qualities such as the negative stigma of public housing. In order for the HACSJ to stand as a feasible competitor in the open market, it is imperative that attention is paid to improving and maintaining the properties’ curb appeal. Garbage removal policies should be strictly enforced and conducting a “yard of the month” club, with a motivating prize incentive.

A marketing strategy should be implemented to emphasize those amenities/facilities HACSJ offers that are not found in the open market, such as after school programs, resident programs and personal fenced yards. Emphasis should also be placed on the similarities between HACSJ properties and the open market; for example, the HACSJ and the open market offer central air conditioning, washer/dryer hook-ups, and window coverings. The HACSJ’s single family units, which appear to exceed the quality of Section 8 single family housing in the City of Stockton, should be advertised and promoted. Given the continued escalated cost of single family housing in the San Joaquin area, affordable and attractive units will be demanded. The HACSJ single family units are an asset to the HACSJ and should be well advertised.

The HACSJ must keep in mind the increasing demand for affordable rental housing in the county. Future plans should include the development of affordable multi-family housing as well as homeownership programs.

**(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

- X Employ effective maintenance and management policies to minimize the number of public housing units off-line
- X Reduce turnover time for vacated public housing units
- X Reduce time to renovate public housing units
- X Seek replacement of public housing units lost to the inventory through mixed finance development
- X Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- X Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- X 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
- X 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:**

Select all that apply

- X Apply for additional section 8 units should they become available
- X Leverage affordable housing resources in the community through the creation of mixed - finance housing
- X 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

- X 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
- X Employ admissions preferences aimed at families with economic hardships
- X Adopt rent policies to support and encourage work
- Other: (list below)

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

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

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

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

Select all that apply

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

Encourage project-basing of properties for the “special needs” population.

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

| <b>Financial Resources:<br/>Planned Sources and Uses - FY 2002</b>                            |                     |                     |
|---|---------------------|---------------------|
| <b>Sources</b>  | <b>Planned \$</b>   | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY 2002 grants)</b>   |                     |                     |
| a) Public Housing Operating Fund  | \$3,285,122         | \$3,285,122         |
| b) Public Housing Capital Fund  | \$2,661,091         | \$2,661,091         |
| c) HOPE VI Revitalization   | --                  |                     |
| d) HOPE VI Demolition   | --                  |                     |
| e) Annual Contributions for Section 8 Tenant-Based Assistance                                 | \$20,475,246        | \$20,475,246        |
| f) Public Housing Drug Elimination Program (including any Technical Assistance funds) FY 2002 | 0                   | 0                   |
| g) Resident Opportunity and Self-Sufficiency Grants   | 0                   |                     |
| h) Community Development Block Grant  | 0                   | 0                   |
| i) HOME   | 0                   | 0                   |
| Other Federal Grants (list below)   |                     |                     |
|   |                     |                     |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>                     |                     |                     |
|   |                     |                     |
|   |                     |                     |
|   |                     |                     |
| <b>3. Public Housing Dwelling Rental Income</b>   | \$2,496,880         | \$2,496,880         |
|   |                     |                     |
| <b>4. Other income (list below)</b>   |                     |                     |
|   |                     |                     |
|   |                     |                     |
| <b>5. Non-federal sources (list below)</b>  |                     |                     |
| • <b>State Migrant Housing Program (01/02)</b>  | \$992,351           | \$992,351           |
|   |                     |                     |
|   |                     |                     |
| <b>Total resources</b>  | <b>\$29,910,690</b> | <b>\$29,910,690</b> |
|   |                     |                     |
|   |                     |                     |

### **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) 0-2 months
- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)
- c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2) Waiting List Organization**

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
- PHA development site management office
- Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based waiting lists will the PHA operate in the coming year? 4
2.  Yes X 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. X Yes  No: May families be on more than one list simultaneously  
If yes, how many lists? 3
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- X PHA main administrative office
  - X All PHA development management offices
  - X Management offices at developments with site-based waiting lists
  - X 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
  - X Two
  - Three or More
- b. X 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 X 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)

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

10% exception, i.e., for City-displaced families due to fire, flood, forced eviction.

c. Preferences

1. X 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:

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

Other preferences: (select below)

- X Working families and those unable to work because of age or disability
- X Veterans and veterans’ families
- X Residents who live and/or work in the jurisdiction
- X Those enrolled currently in educational, training, or upward mobility programs
- X Households that contribute to meeting income goals (broad range of incomes)
- X Households that contribute to meeting income requirements (targeting)
- X Those previously enrolled in educational, training, or upward mobility programs
- X 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.

4 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 3 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- X 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
- 3 Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- X 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)

- X The PHA-resident lease
- X The PHA's Admissions and (Continued) Occupancy policy
- X PHA briefing seminars or written materials
- X Other source (list)

World-wide web, flyers, recorded voicemail system.

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

- X At an annual reexamination and lease renewal
- X Any time family composition changes
- X At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

- a.  Yes X 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. X 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:
- X Employing waiting list “skipping” to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- ALL DEVELOPMENTS TARGETED
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d. X 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)
- X Additional affirmative marketing
- X Actions to improve the marketability of certain developments
- X Adoption or adjustment of ceiling rents for certain developments
- X 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)
- X 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)

X 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)

X Other (list below)

Credit (evictions) (3 years)

b. X Yes  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)

③ Previous owner and rental address information

③ any claims

### **(2) Waiting List Organization**

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

X None

Federal public housing

Federal moderate rehabilitation

Federal project-based certificate program

Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- X PHA main administrative office
- X Other (list below)
  - ③ Remote Housing Authority site 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:

Medical, hardships, prevailing rental conditions.

**(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
- X Substandard housing
- X Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- X Working families and those unable to work because of age or disability
- X Veterans and veterans' families
- X Residents who live and/or work in your jurisdiction
- X 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.

4 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

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

- The Section 8 Administrative Plan  
 Briefing sessions and written materials  
 Other (list below)

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

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**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
- X \$26-\$50

2. X Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

If yes to question 2, list these policies below:

Exceptions to Minimum Rent

The PHA will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

\*The PHA will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;

The family would be evicted as a result of the imposition of the minimum rent requirement;

The income of the family has decreased because of changed circumstances, including:

Loss of employment

Death in the family

Other circumstances as determined by the PHA or HUD

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

1. X 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:

Flat Rent

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

X For the earned income of a previously unemployed household member

X For increases in earned income

X 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:

X For household heads

X For other family members

X For transportation expenses

X 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

X No

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- X 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 X 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.)

- X The section 8 rent reasonableness study of comparable housing
- X Survey of rents listed in local newspaper

- X Survey of similar unassisted units in the neighborhood
- X Other (list/describe below)

③ Third party market comparability study.

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

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

### **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- X Above 100% but at or below 110% of FMR
- X Above 110% of FMR (if HUD approved; describe circumstances below)
  - ③ Exception payment standard for the City of Tracy, CA.

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

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

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

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

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

- X Annually
- X Other (list below)

③ As needed depending on prevailing rental market trends.

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
- X Other (list below)

③ Ability to utilize vouchers within the maximum allowed time (i.e., 120 days).

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- X \$26-\$50

b. X Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

Exceptions to Minimum Rent

The PHA will immediately grant the minimum rent exception to all families who request it.

The Minimum Rent will be suspended until the PHA determines whether the hardship is:

Covered by statute

Temporary or long term

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

\*The PHA will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.

HUD Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall into one of the following criteria:

The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance;

The family would be evicted as a result of the imposition of the minimum rent requirement;

The income of the family has decreased because of changed circumstances, including:

Loss of employment

Death in the family

Other circumstances as determined by the PHA or HUD.

## **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. **(See Attachment I)**

X A brief description of the management structure and organization of the PHA follows: **(See Attachment I)**

### **B. HUD Programs Under PHA Management**

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

| <b>Program Name</b>   | <b>Units or Families Served at Year Beginning</b>      | <b>Expected Turnover</b> |
|---|--|--------------------------|
| Public Housing  | 997  | 10                       |
| Section 8 Vouchers  | 2,908  | 116                      |
| Section 8 Certificates  | 0  |                          |
| Section 8 Mod Rehab   | 0  |                          |
| Special Purpose Section 8 Certificates/Vouchers (list individually) | Welfare-to-Work 700<br>Family Unification Program 111  | 28<br>2                  |
| Public Housing Drug Elimination Program (PHDEP)                     |  |                          |
| Other Federal Programs(list individually)                           | Franco Center 77<br>Sartini Manor 31<br>Harney Lane 95 | 1<br>1<br>1              |

### C. Management and Maintenance Policies

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

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

③ Public Housing Maintenance Policy Manual

(2) Section 8 Management: (list below)

③ Administrative Plan for the Section 8 Housing Choice & Voucher Programs

③ Administrative & Continued Occupancy Policies (A&O)

### 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.

**See Attachment L**

#### A. Public Housing

1. X 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

X 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)

- PHA main administrative office  
 Other (list below)

③ Section 8 Office.

## **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. **See Attachment ca024a02 (transmitted separately)**

-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)

③ Available for review at PHA main office.

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 as **Attachment ca024a02 (transmitted separately)**.

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway

Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

Burton Homes (CA24007)

Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?

If yes, list developments or activities below:

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: <b>Tracy – Burton Homes</b><br>1b. Development (project) number: <b>CA024007</b>   |
| 2. Activity type: Demolition <input checked="" type="checkbox"/><br>Disposition  |
| 3. Application Status (select one)<br>Approved<br>Submitted, pending approval<br>Planned application <input checked="" type="checkbox"/>                     |
| 4. Date application approved, submitted, or planned submission:  |
| 5. Number of units affected: <b>12</b><br>6. Coverage of action (select one)<br>Part of Development <input checked="" type="checkbox"/><br>Total Development |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity: <b>6/30/03</b><br>b. Projected end date of activity: <b>12/31/03</b>             |

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name: <b>Tracy – Kraft Homes</b><br>1b. Development (project) number: <b>CA024009</b>   |
| 2. Activity type: Demolition<br>Disposition <b>X</b>  |
| 3. Application Status (select one)<br>Approved<br>Submitted, pending approval<br>Planned application <b>X</b>                                   |
| 4. Date application approved, submitted, or planned submission: <b>12/31/02</b>   |
| 5. Number of units affected: <b>15</b>  |
| 6. Coverage of action (select one)<br>Part of Development <b>X</b><br>Total Development   |
| 7. Timeline for activity:<br>c. Actual or projected start date of activity: <b>3/31/03</b><br>d. Projected end date of activity: <b>9/30/03</b> |

| <b>Demolition/Disposition Activity Description</b>   |
|--|
| 1a. Development name: <b>Sierra Vista Homes</b><br>1b. Development (project) number: <b>CA024001, CA024004(1)</b>                |
| 2. Activity type: Demolition <b>X</b><br>Disposition   |
| 3. Application Status (select one)<br>Approved<br>Submitted, pending approval<br>Planned application <b>X</b>                    |
| 4. Date application approved, submitted, or planned submission: <b>12/31/02</b>  |
| 5. Number of units affected: <b>78</b>   |
| 6. Coverage of action (select one)<br>Part of Development <b>X</b><br>Total Development  |
| 7. Timeline for activity:<br>e. Actual or projected start date of activity: <b>6/30/03</b><br>f. Projected end date of activity: |

| <b>Demolition/Disposition Activity Description</b>                              |             |
|---|-------------|
| 1a. Development name: <b>Sierra Vista Homes</b>                                 |             |
| 1b. Development (project) number: <b>CA024001, CA024004(1)</b>                  |             |
| 2. Activity type: Demolition <b>X</b>   | Disposition |
| 3. Application Status (select one)  |             |
| Approved  |             |
| Submitted, pending approval   |             |
| Planned application <b>X</b>  |             |
| 4. Date application approved, submitted, or planned submission: <b>12/31/02</b> |             |
| 5. Number of units affected: <b>78</b>  |             |
| 6. Coverage of action (select one)  |             |
| Part of Development <b>X</b>  |             |
| Total Development   |             |
| 7. Timeline for activity:   |             |
| g. Actual or projected start date of activity: <b>6/30/03</b>                   |             |
| h. 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 **X** No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

| <b>Designation of Public Housing Activity Description</b>                |   |
|--|---|
| 1a. Development name:  | KRAFT HOMES   |
| 1b. Development (project) number:  | CA024009  |
| 2. Designation type:   | Occupancy by only the elderly <input checked="" type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>Occupancy by only elderly families and families with disabilities <input type="checkbox"/> |
| 3. Application status (select one)                                       | Approved; included in the PHA’s Designation Plan <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input checked="" type="checkbox"/>  |
| 4. Date this designation approved, submitted, or planned for submission: | (03/31/03)  |
| 5. If approved, will this designation constitute a (select one)          | <input checked="" type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan?  |
| 6. Number of units affected:   | 20  |
| 7. Coverage of action (select one)                                       | <input checked="" type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development   |

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

[24 CFR Part 903.7 9 (j)]

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

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

\*Note: See Attachment J for required initial assessments.

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

See Attachment J

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

**(See Attachment F: Home Ownership Policy)**

### 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

③ 5% of the Housing Authority’s total allocation

#### 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?

**(See Attachment F: Home Ownership Policy)**

If yes, list criteria below:

- ③ First-time homeowner.
- ③ 2000 hours Federal Minimum Wage Requirement.
- ③ Employment history – at least one year of employment prior to participation in the program.
- ③ Completion of initial Section 8 lease term and after first annual recertification.
- ③ No debts due to the Housing Authority.

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

[24 CFR Part 903.7 9 (l)]

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

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

#### 1. Cooperative agreements:

X Yes  No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 30/07/02

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

- X Client referrals
- 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
- X Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- X Other (describe) – **Collaboration on the Family Unification Program for referral of youths exiting the foster care system.**

### **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)

- X Public housing rent determination policies
- X 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)

b. Economic and Social self-sufficiency programs

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

| <b>Services and Programs</b>                                       |                |  |  |   |
|--|----------------|--|--|---|
| Program Name & Description<br>(including location, if appropriate) | Estimated Size | Allocation Method<br>(waiting list/random selection/specific criteria/other) | Access<br>(development office / PHA main office / other provider name) | Eligibility<br>(public housing or section 8 participants or both) |
| <i>Supportive Services Center</i>                                  |                | <i>walk-in</i>   | <i>Development Office</i>  | <i>both</i>   |
| <i>Resident Construction Program</i>                               |                | <i>entrance criteria</i>   | <i>Development Office</i>  | <i>both</i>   |
| <i>General Office Clerical Training</i>                            |                | <i>entrance criteria</i>   | <i>Development Office</i>  | <i>both</i>   |
| <i>Youth Business Venture</i>                                      |                | <i>entrance criteria</i>   | <i>Development Office</i>  | <i>public housing</i>   |
| <i>Worknet Center</i>  |                | <i>entrance criteria</i>   | <i>Development Office</i>  | <i>both</i>   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |
|  |                |  |  |   |

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

a. Participation Description

| <b>Family Self Sufficiency (FSS) Participation</b> |  |  |
|--|--|--|
| Program  | Required Number of Participants<br>(start of FY 2000 Estimate) | Actual Number of Participants<br>(As of: DD/MM/YY) |
| Public Housing                                     | 0  | 71 – 10/1/01                                       |
| Section 8  | 14   | 116 – 10/1/01                                      |

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

- X 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
- X Resident reports
- X PHA employee reports
- X Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

- ③ Sierra Vista and Conway Homes

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

N/A

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)

- ③ Sierra Vista
- ③ Conway Homes
- ③ Thornton
- ③ Tracy

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

N/A

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

- X Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X Police provide crime data to housing authority staff for analysis and action

- X Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- X Police regularly testify in and otherwise support eviction cases
- X Police regularly meet with the PHA management and residents
- X 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)

③ Sierra Vista and Conway Homes

**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? N/A
- Yes  No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan? N/A
- Yes  No: This PHDEP Plan is an Attachment. N/A

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See **Attachment B** “ for PHA’s Policy on Pet Ownership in Public Housing.”

**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. X Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)
2. X Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes X 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 X No: Have responses to any unresolved findings been submitted to HUD?  
If not, when are they due (state below)?

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1. X 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  
X Private management  
X Development-based accounting  
X Comprehensive stock assessment  
 Other: (list below)
3.  Yes X No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

See **Attachment K** for description of Asset Management activities.

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

See Attachment D - Resident Membership of the PHA Governing Board

### **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:

### **RESIDENT AND PUBLIC COMMENTS**

The HACSJ engaged in an extensive process to obtain resident and public comments on our Agency Plan. In the course of developing the plan, the following actions were taken to solicit public comment:

#### **The Resident Advisory Board**

Pursuant to the requirements of the QHWRA and the subsequent final rule related to formation of Resident Advisory Boards, the HACSJ established for 2001 a Board made up of the presidents of each of the Resident Councils representing four (4) Public Housing communities within the County. A Section 8 tenant representative is also included, to complete the 5 member board. Minutes of the Resident Advisory Board meetings follow this section (**see Section M**).

#### **Comprehensive Community Needs assessment:**

In late FY 2000, the Authority contracted with the Community Data Cooperative to conduct a comprehensive needs assessment. The survey team conducted face-to-face interviews with 90% of the Authority's public housing residents. Following this section is a copy of the Needs assessment Report.

**Manner in which the PHA addressed the comments of the Resident Advisory Board:**

- ☐ Residents are interested in Homeownership, including the possibility of conversion of Public Housing units.
- ☐ Residents are concerned with Security on the Public Housing sites. They'd like to see different fencing and lighting solutions.
- ☐ Residents are concerned that there is not enough Capital funding to fund improvements needed at the Public Housing sites.
- ☐ Residents are concerned with maintenance as related to what tenants are responsible for. Senior citizens should have additional consideration.
- ☐ Residents are concerned that the elimination of hose bibbs from the front of the units will prevent them from watering their lawns, and that watering, in general, will be a hardship as the now are responsible for paying their own utility bills.
- ☐ Some residents are concerned with the appearance of mold and mildew within their units.
- ☐ Some residents are concerned that their unit interiors have not been painted since they initially occupied the unit.
- ☐ Residents would like fencing work completed, including lockable gates, and front yard fence installation.

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

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

Other: (list below)

- ☐ The Authority formally committed to implementing a new home ownership program, with particular attention paid to utilizing Section 8 subsidies to assist first-time homebuyers. It is anticipated that the program will be officially implemented in August, 2002.
- ☐ The Authority revised Capital Fund budgets to address security issues (such as exterior lighting), fencing, interior renovations, energy considerations (such as window replacements), etc., that were brought up by the tenants. Furthermore, the Authority is funding Community Policing within the Capital Fund program to replace funding lost from the discontinuation of the Public Housing Drug Elimination Program.

- ☐ The Authority adjusted 5 year funding projections under the Capital Fund to insure that all Public Housing sites will receive an equitable distribution of funds. The Authority also will take advantage of the ability to “leverage” Capital Funds (borrow against future allocations), and has included funding within the new 2002 Capital Fund budget line item for debt service.
- ☐ The Authority will review this issue in upcoming resident council and advisory board meetings, and develop strategies to educate residents as to their lease responsibilities, and how residents and staff can work together to create the best possible environment. The Authority will also provide special consideration for senior citizens, and develop programs utilizing the supportive services centers to address their special needs as tenants.
- ☐ The Authority explained the purpose of the “ Energy Performance Contract” and the fact that the front yard hose bibbs created the opportunity for anyone in the vicinity to turn on the water without regard to consumption. Because the tenants now have to pay their own utilities, the purpose for removing the hose bibbs was to provide the tenant with better control of the watering, which can be done by stretching hoses from the side and rear yards, which are protected by fencing (in most cases). The Authority agreed to explore how hose bibbs can be returned to the front, now that tenants are responsible for paying their utilities directly (and, as a result will monitor their water usage). It was explained that everyone has a water allowance based on their family size, which includes the ability to water their lawns. The allowances are based on average usage common to private residences.
- ☐ The Authority has begun (in 2002) a mold remediation program, including unit inspections by a third party consultant, as well as increased preventive maintenance inspections by maintenance staff. The Authority intends to create educational materials and training for residents on methods to prevent mold and mildew, and is also exploring various options in relation to physical improvements (i.e. new fans, window replacement, etc.) that can be completed through the Capital Fund to address it.
- ☐ The Authority intends to address interior painting within a carefully planned 5 year paint cycle for all units. A database will be created to track interior paint dates for all units, and a schedule created to insure that all units receive paint consistently within a 5 year cycle.
- ☐ The Authority will continue the fence construction program, and will consider methods to accelerate the schedule for completion. Residents will also be consulted as to the design of new fencing and gates.

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

1.  Yes  No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

2.  Yes 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)

The Board of Commissioners for the San Joaquin Housing Authority includes two (2) resident commissioners that have been appointed by the San Joaquin County Board of Supervisors.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

SAN JOAQUIN COUNTY BOARD OF SUPERVISORS

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

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

1. Consolidated Plan jurisdiction: (provide name here)

CITY OF STOCKTON

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

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

X 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)

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

The Consolidated Plan for the City of Stockton summarizes affordable Housing Policies which are consistent with, and directly supportive of the Housing Authority's mission. The Policies adopted by the City (via recommendation of the affordable Housing task Force) include:

1. Establishment of affordable Housing Goals
2. Definition of Affordable Housing Expense
3. Establishment of terms of affordability
4. Standards for Affordable Unit Comparability
5. Establishment of Affordable Housing Developer Incentives
6. Policies for use of City Subsidies
7. Establishment of an Affordable Housing Commission
8. Preservation of At-Risk Housing
9. Use of City Code Enforcement
10. Technical Assistance (by Housing & Redevelopment dept)
11. Creation of a Housing Trust Fund
12. Rebuilding of Destroyed structures

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

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

1. Consolidated Plan jurisdiction: (provide name here)

COUNTY OF SAN JOAQUIN

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

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

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.

X 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)

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

The Consolidated Plan for the County of San Joaquin reiterates the County's commitment to continue coordination efforts with other program providers. Specifically, the plan indicates that County Community Development Department staff will continue to participate in monthly meetings with City of Stockton and Housing Authority staff to coordinate efforts under the HUD funded programs.

**D. Other Information Required by HUD**

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

## Attachments

**Use this section to provide any additional attachments referenced in the Plan**

**The following attachments are included at the end the PHA Plan:**

|  | <u>Page #</u> |
|--|---------------|
| ☐ Assessment of the Site-Based Waiting List Demographic Changes  | Attach. A 55  |
| ☐ Information on the PHA's Policy on Pet Ownership in Public Housing General Occupancy (Family) Developments | Attach. B 57  |
| ☐ Administrative Plan Amendment – Project-based Voucher Program  | Attach. C 68  |
| ☐ Resident Membership of the PHA Governing Board   | Attach. D 76  |
| ☐ Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals                                   | Attach. E 77  |
| ☐ Home Ownership Program   | Attach. F 80  |
| ☐ Project-based Assistance Program   | Attach. G 92  |
| ☐ Executive Summary  | Attach. H 93  |
| ☐ Management Structure and Organization  | Attach. I 95  |
| ☐ Conversions of Public Housing  | Attach J 98   |
| ☐ Asset Management   | Attach. K 99  |
| ☐ Grievance Procedures   | Attach. L 102 |
| ☐ Resident Services Coordinating Council Minutes   | Attach M 112  |

**The following attachments are transmitted separately:**

|   |          |
|---|----------|
| ☐ FY 2002 Capital Fund Program Annual Statement   | ca024a02 |
| ☐ FY 2002 Capital Fund Program 5-Year Action Plan | ca024a02 |

ATTACHMENT A

**Assessment of Demographic Changes in Public Housing Developments with Site-Based Waiting List**

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Below is an analysis of the waiting list demographics by individual developments:

**Developments: Tracy**

|                                     | <u>2000</u> | <u>2001</u> | <u>2002</u> |
|-------------------------------------|-------------|-------------|-------------|
| Race/Ethnicity 1/1(Hispanic)        | 26%         | 25%         | 27%         |
| Race/Ethnicity 1/2(White)           | 25%         | 25%         | 26%         |
| Race/Ethnicity 2/2(Blacks)          | 38%         | 38%         | 37%         |
| Race/Ethnicity 3/2(American Indian) | 3%          | 4%          | 5%          |
| Race/Ethnicity 4/2(Asian)           | 8%          | 8%          | 9%          |
| Elderly Families                    | 8%          | 7%          | 8%          |
| Families with Disabilities          | 30%         | 24%         | 25%         |

Based on the above data, the racial profile for the waiting list is unchanged from the prior year. However the percentage of families with disabilities has dropped. This may be due to the availability of alternative housing earmarked for disabled families and the increasing number of housing units that ADA compliant.

**Development: Thornton**

|                                     | <u>2000</u> | <u>2001</u> | <u>2002</u> |
|-------------------------------------|-------------|-------------|-------------|
| Race/Ethnicity 1/1(Hispanic)        | 25%         | 23%         | 26%         |
| Race/Ethnicity 1/2(White)           | 23%         | 24%         | 25%         |
| Race/Ethnicity 2/2(Blacks)          | 37%         | 38%         | 37%         |
| Race/Ethnicity 3/2(American Indian) | 3%          | 4%          | 4%          |
| Race/Ethnicity 4/2(Asian)           | 10%         | 10%         | 10%         |
| Elderly Families                    | 5%          | 5%          | 5%          |
| Families with Disabilities          | 30%         | 25%         | 25%         |

Based on the above data, the racial profile for the waiting list is unchanged from the prior year. However the percentage of families with disabilities has dropped. This may be due to the lack of targeted supportive services for disabled families in the Thornton area.

**Development: Stockton**

|                                     | <u>2000</u> | <u>2001</u> | <u>2002</u> |
|-------------------------------------|-------------|-------------|-------------|
| Race/Ethnicity 1/1(Hispanic)        | 29%         | 17%         | 20%         |
| Race/Ethnicity 1/2(White)           | 16%         | 28%         | 27%         |
| Race/Ethnicity 2/2(Blacks)          | 42%         | 42%         | 40%         |
| Race/Ethnicity 3/2(American Indian) | 3%          | 3%          | 3%          |
| Race/Ethnicity 4/2(Asian)           | 10%         | 10%         | 10%         |
| Elderly Families                    | 6%          | 5%          | 6%          |
| Families with Disabilities          | 30%         | 26%         | 26%         |

Based on the above data, the racial profile for the waiting list is significantly unchanged from the prior year; however the above data also shows that the percentage of Hispanics dropping, whilst the percentage of Whites increased by a similar number. This may be due to a statistical/clerical error due the similarity of the two racial groups.

As for fall in families with disabilities, this may be due to the availability of alternative housing earmarked for disabled families and the increasing number of housing units that are ADA compliant.

ATTACHMENT B

**Policy on Pet Ownership in Public Housing General Occupancy (Family) Developments**

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**PET OWNERSHIP POLICY- ADDENDUM TO RESIDENTIAL DWELLING LEASE AGREEMENT**

**Dated** \_\_\_\_\_

**INTRODUCTION**

The purpose of this policy is to establish San Joaquin Housing Authority's (SJHA)'s policies and procedures for ownership of pets and to ensure that no resident is denied admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets, in accordance with 24 CFR 5.390 and amendments thereto.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

**A. ANIMALS THAT ASSIST, SUPPORTS, OR PROVIDES SERVICES TO PERSONS WITH DISABILITIES**

Pet rules will not be applied to animals that assist, support, or provides services to persons with disabilities. This exclusion applies to such animals that reside in public housing and that visit these developments

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in or visiting the household;

That the animal has been trained to assist, supports, or provides service to the specified person with the disability.

**B. MANAGEMENT APPROVAL OF PETS**

All pets must be approved in advance by the SJHA management.

The pet owner must submit and enter into a Pet Ownership Agreement Addendum with the SJHA.

**Registration of Pets**

Pets must be registered with the SJHA before they are brought onto the premises.

Registration must the following:

A certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free. Also required is whatever license is mandated by local law.

A picture of the common household pet must be provided at time of registration.

Name, address and phone number of person to be responsible for pet in resident's absence.

Registration must be renewed and will be coordinated with the annual re-certification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Dogs and cats must be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

Execution of a Pet Ownership Agreement Addendum with the SJHA.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

No animal or pet may be kept in violation of humane or health laws.

Information to identify the animal or pet and to demonstrate that it is a common household pet of reasonable size and demeanor will be required.

The Housing Authority will notify the owner, of the common household pet, if registration of the pet is refused and will state the basis for the rejection, i.e. size, disposition, etc.

### **Refusal To Register Pets**

The SJHA will not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the SJHA refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial.

The SJHA will refuse to register a pet if:

The pet is not a *common household pet* as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The SJHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other family obligations specified in the dwelling lease. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the SJHA and agree to abide by all of the pet rules in writing.

### **C. STANDARDS FOR PETS**

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one with 30 days of birth.

Pet rules will not be applied to animals that assist persons with disabilities.

SJHA authorization for pet will be given on a year-to year basis.

No pet will be allowed if weigh exceeds 20 pounds.

#### **Persons with Disabilities**

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability; and

That the animal actually assists the person with the disability.

#### **Types of Pets Allowed**

No types of pets other than the following may be kept by a resident. The following types and qualifications are consistent with applicable State and Local law.

Residents are not permitted to have more than one *type* of pet.

##### 1. Dogs

Maximum number: 1

Maximum adult weight: 20 pounds at adulthood

Must be housebroken

Must be spayed or neutered

Must have all required inoculations

Must be licensed as specified now or in the future by State law and local ordinance

##### 2. Cats

Maximum number: 1

Must be declawed

Must be spayed or neutered

Must have all required inoculations

Must be trained to use a litter box or other waste receptacle

Must be licensed as specified now or in the future by State law or local ordinance

3. Birds

Maximum number: 2

Must be enclosed in a cage at all times

4. Fish

Maximum aquarium size: 50 gallons

Must be maintained on an approved stand

5. Rodents (Rabbit, Guinea Pig, Hamster, or Gerbil ONLY)

Maximum number: 2

Must be enclosed in an acceptable cage at all times

Must have any or all inoculations as specified now or in the future by State law or local ordinance

6. Turtles

Maximum number: 1

Must be enclosed in an acceptable cage or container at all times.

***All other types of animals are expressly prohibited.*** “Dangerous breeds” of pets will not be allowed. “Dangerous breeds” includes but is not limited to any breed that is described as territorial or aggressive or has a know history of such behavior. At the sole discretion of SJHA and may be subject to hearing.

**D. PETS TEMPORARILY ON THE PREMISES**

Pets, which are not owned by a resident, will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the SJHA.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

#### **E. DESIGNATION OF NO-PET AREAS**

The following areas are designated no-pet areas:

##### **Children's play areas**

- Swings
- Sand boxes
- Basketball areas
- Any other area designated for child's play

#### **F. PET AREA RESTRICTIONS**

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building. At such time, the pet must be effectively restrained and under the control of a responsible person.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises outside of the areas designated for such purposes.

*No animal may be leashed or tied to any stationary object outside the tenant's apartment or the individual tenant yard which would allow the pet to roam outside of the tenant's individual yard.*

#### **G. ADDITIONAL FEES AND DEPOSITS FOR PETS**

Residents with animals must pay a pet deposit.

The resident/pet owner shall be required to pay a non-refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

Payment of \$200.00(Per Pet) on or prior to the date the pet is properly registered and brought into the apartment, (\$100.00 of which is a non-refundable fee) and; \$100.00(Per Pet) if the resident is elderly or disabled (\$50.00 of which is a non-refundable fee).

The SJHA reserves the right to change or increase the required deposit by amendment to these rules.

The SJHA will refund the Pet Deposit to the resident, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit, in accordance with the return of deposit policy of the Residential Dwelling Lease Agreement.

The SJHA will return the Pet Deposit, less any damage costs, to the former resident or to the person designated by the former resident in the event of the former resident's incapacitation or death, and removal of pet..

The SJHA will provide the resident or designee identified above with a written list of any charges against the pet deposit. If the resident disagrees with the amount charged to the pet deposit, the SJHA would provide a meeting to discuss the charges.

All reasonable expenses incurred by the SJHA as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

- The cost of repairs and replacements to the resident's dwelling unit;

- The cost of fumigation of the dwelling unit;

- The cost to repair any damaged common areas of the Development.

Pet Deposits and non-refundable nominal fees are not a part of rent payable by the resident.

If the resident is in occupancy when such costs occur, the resident shall be billed for such costs as a current monthly charge in accordance with the Residential Dwelling Lease Agreement.

If such expenses occur as the result of a move-out inspection, they will be deducted from the refundable portion of the pet deposit. The resident will be billed for any amount, which exceeds the refundable portion of the pet deposit.

The refundable portion of the pet deposit will be refunded when the resident moves out or no longer have a pet on the premises, whichever occurs first.

The expense of flea deinfestation shall be the responsibility of the resident.

## **H. ALTERATIONS TO UNIT**

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

## **I. PET WASTE REMOVAL CHARGE**

A waste removal charge of \$25.00 per occurrence will be assessed against the resident for violations of this pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

## **J. NOISE**

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

## **K. CLEANLINESS REQUIREMENTS**

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash container immediately.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of waste from the exercise area (as designated by SJHA) by placing it in a sealed plastic bag and disposing of it in an outside trash bin container immediately.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated. This will be at the cost to the Resident/Pet Owner.

The Resident/Pet Owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

## **L. PET CARE**

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 24 hours.

All Residents/pet Owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet Owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

## **M. RESPONSIBLE PARTIES**

*Tenants shall comply with all Municipal and County codes regarding pet ownership.*

The resident/pet owner will be required to designate one (or two) responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

## **N. INSPECTIONS**

The SJHA may, after reasonable notice to the resident during reasonable hours, in accordance with the Lease, enter and inspect the premises, in addition to other inspections allowed.

The SJHA may enter into and inspect the unit when a written complaint is received alleging that the conduct or condition of the pet in the unit is a violation, constitutes a nuisance, or threat to the health or safety of the other occupants or other persons in the community under applicable State or local law.

## **O. PET RULE VIOLATION NOTICE**

The authorization for a common household pet may be revoked at any time subject to the SJHA's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

- ☐ Mandatory removal of the pet from the premises within 30 days of the notice by the Housing Authority; or if for a threat to health and safety, removal within 24 hours of notice.
- ☐ Lease termination proceedings.

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Ownership Policy, a written violation notice will be served to correct the problem.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has three days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident pet owner is entitled to be accompanied by another person of his or her choice at the meeting; and

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

The pet owner has a three day period to request a meeting, the meeting will be scheduled no later than five calendar days prior to the effective date of removal of pet or termination of Lease, unless the pet owner agrees to a later date in writing.

**P. NOTICE FOR PET REMOVAL**

If the resident/pet owner and the SJHA are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the SJHA, the SJHA may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the SJHA's determination of the Pet Rule that has been violated;

The requirement that the Resident /Pet Owner must remove the pet within three days of the notice and remedy any damages; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

**Q. TERMINATION OF TENANCY**

The SJHA may initiate procedures, in accordance with the Residential Dwelling Lease Agreement, for termination of tenancy based on a pet rule violation if:

- ⊗ The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and
- ⊗ The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

**R. PET REMOVAL**

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the individual designated by the resident/pet owner. This provision shall also apply to situations where the pet is poorly cared for or has been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the SJHA after reasonable efforts cannot contact the responsible party, the SJHA may contact the appropriate State or local agency and request the removal of the pet; or the SJHA may place the pet in a proper facility for up to 30 days. If here is no other solution at the end of 30 days, the SJHA may donate the pet to the humane society. Cost of this professional care will be borne by the pet owner..

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

## **S. EMERGENCIES**

The SJHA will take all necessary steps to insure that pets that become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the SJHA to place the pet in a shelter facility, the cost will be the responsibility of the resident/pet owner.

# SAN JOAQUIN HOUSING AUTHORITY PET OWNERSHIP AGREEMENT

(Please complete a form for each pet)  
**ADDENDUM TO LEASE FOR PETS**

This Addendum to Lease constitutes part of the Resident Dwelling Lease Agreement dated as of \_\_\_\_\_, between the San Joaquin Housing Authority, [as landlord], and \_\_\_\_\_, [as tenant(s)], residing at \_\_\_\_\_. The terms of the Addendum are incorporated in the Lease for all purposes. All capitalized terms not otherwise defined in this Addendum are defined by the terms of the Lease.

By my/our signature below, I/we hereby agree to abide by the attached "Pet Ownership Policy", to keep only pets permitted by the Housing Authority and described below in my/our dwelling unit. I/We will hold the Housing Authority harmless in the event of any claim for liability that may arise from my/our keeping of such pets.

Pet Owner's Name: \_\_\_\_\_

Pet Owner's Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_ Work Phone Number: \_\_\_\_\_

Pet's Name: \_\_\_\_\_

Type or Breed: \_\_\_\_\_

Spayed or Neutered: \_\_\_\_\_

License or ID Number: \_\_\_\_\_

Veterinarian Utilized: \_\_\_\_\_

Address: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Emergency Caregiver for the Pet: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*I have read and understand the rules governing pet ownership in the Housing Authority owned developments. I and all members of my household will fully comply.*

Signature of Pet Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Please attach to this form the following:

- \*Picture of the Pet
- \*Rabies Certification

- \*Certification of Weight (now and approximate when full grown)

## ATTACHMENT C

### **Administrative Plan Amendment - Project Based Voucher Program**

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Housing Choice Voucher - March 21, 2002

#### Table of Contents

- Guidelines for Implementation
- Advertisement Policy for Soliciting Owners
- Funding Priorities
- Minimum Information to be Submitted with Proposal
- Evaluation and Scoring Criteria
- Tenant Selection
- Term of the HAP Contract
- Vacancy Payments
- Housing Quality Standards Requirement
- Family Choice to Move with Continued Assistance
- Rent

Items not specifically addressed herein should be referred to the current Administrative Plan for the Housing Choice Voucher Program for guidance.

## **Guidelines for Implementation**

The Housing Authority of the County of San Joaquin (“HACCSJ”), in compliance with the law change of October 27, 2000 (Pub. Law 106-377,114 stat. 1441 and Docket No. FR-4633-N-01) is project basing Housing Choice Vouchers. This amendment to the HACCSJ Administrative Plan describes how the Project Based Housing Choice Voucher Program will be administered by the HACCSJ.

### **Advertisement Policy for Soliciting Owners**

- All advertisement will be placed in *The Record*, *The Manteca Bulletin*, *The Tracy Press* and *The Lodi Sentinel*. These are the commonly circulated newspapers in the County of San Joaquin. The advertisement will run once a week for a period of three (3) consecutive weeks and indicate the number of vouchers to be project based and the type of units that will be considered for project basing. Interested owners will have at least 30 days from the date of the last publication to apply.
- Advertisement for existing buildings units that will be held to the 25% limitation will be placed separately from those for new construction, rehabilitation and existing units that will exceed the 25% unit limitation.
- All advertisements to project base vouchers will contain a statement requiring all respondents that participation requires compliance with Fair Housing and Equal Opportunity Requirements. New Construction and Rehabilitation projects will also be subject to the Federal Labor standards provisions.
- Only applications received in response to a HACCSJ approved request for proposal (RFP) will be considered for project basing. If a RFP solicits applications for new or rehabilitation construction only, applications for existing units will not be accepted or vice versa.
- A pre-approved advertising and competitive bidding process approved by HUD will be used to solicit project-based vouchers

### **Funding Objectives and Requirements**

The goals of the policy and project based program focus will be on accomplishing the following objectives for households at or below 30 percent of the Area Median Income (AMI):

- Increase the number of affordable housing opportunities.
- Increase the affordability of existing affordable housing opportunities

Units to be selected for Section 8 project based funding subsidies will have to meet the following criteria:

- a) Projects giving preference to homeless persons (Homeless person will be an individual who lacks a fixed regular and adequate nighttime residence that is privately or publicly operated). In the case of existing housing, projects are eligible if existing residents were homeless at the time of admission to the project.
- b) Serve households at or below 30 percent of the Area Median Income (AMI) at time of admission to the project.
- c) Give priority to applicants who are on HACSJ's Section 8 tenant based waiting list for vacant units.
- d) Serve special needs populations. "Special needs population" includes any population that shares a need or set of needs that represents a barrier to success in the Section 8 tenant based program.
- e) Meet the Department of Housing and Urban Development's Housing Quality Standards
- f) Be available for occupancy when application for subsidy is made to the HACSJ

All housing providers applying to participate in this program must be eligible to participate in HUD programs.

#### **Minimum information to be submitted with all proposals**

All formal proposals should be limited to a total of ten (10) pages. HACSJ reserves the right to request additional information, if necessary to complete the selection process.

Proposals may combine requests for Section 8 vouchers for multiple sites/developments under one application or may submit different sites/developments. All sites/developments included in an application will be evaluated as a separate project. All proposals must provide the following information for each site/development that will be used to determine the amount of Section 8 assistance for the site/development and to evaluate the proposal:

1. Project Location (including street address or addressees) and ownership.
2. Building(s) description(s) and number of housing units requiring project-based assistance, including square footage, bedroom count and bathroom count.
3. Estimated date of availability of units.
4. List of area amenities and services, including playgrounds, public schools, public transportation and access to grocery stores.
5. Operating proforma statement and current year operating budget including estimated Section 8-subsidy amount.
6. Proposed rent per unit, including indication of which utilities, services and equipment are included in the rent and which ones are excluded.
7. Description of experience in managing and operating similar housing developments. (Indicate any recent auditing findings regarding your management of similar properties). List all projects your organization currently manages that have Section 8 projects based assistance or some other income restricted units.

8. Description of the process for identifying and verifying homelessness. If proposing transitional housing, describe how permanent-housing opportunities for households will be identified and secured when the time period for staying in the transitional housing has expired.
9. Description of the population that will be served with respect to household composition and special needs. Indicate the percentage of units that will serve households with children (or households requiring two or more bedrooms) and the number of bedrooms per housing unit.
10. Indicate the percentage of units that will serve households with special needs and explain why this population needs represents a barrier to success in the Section 8 tenant-based Program. "Special needs population" includes any population that shares a need or sets of needs that represents a barrier to success in the Section 8 tenant-based program.
11. Describe the support services to be provided to be the population that will be served and how these services will be funded currently and into the foreseeable future. Describe how you would serve this population if funding for services is reduced or withdrawn.

**The following information will be requested for applications that are conditionally approved:**

Evidence of site control, and for new construction identification and description of the proposed site, site plan, and the neighborhood.

Evidence of compliance with local permits and zoning requirements.

Documentation that the rents being proposed are reasonable and comparable to rents being charged for similar housing, with similar amenities in the same area as the proposed project.

**Evaluation and Scoring Criteria**

The following criteria will be used to evaluate each site/development proposed. To qualify for the Section 8 funding, proposals for each site/development must achieve a minimum of 60 points.

| <b><u>1. Qualifications and Experience</u></b>  | <b><u># of Points</u></b> |
|---|---------------------------|
| <i>(Maximum Score 10)</i>   |                           |
| a) Owner/Manager's demonstrated expertise in managing and implementing similar projects.    | 10                        |
| b) Owner/Manager's demonstrated expertise in managing and implementing dissimilar projects. | 5                         |
| <br>  |                           |
| <b><u>2. Commitment to Providing Long-Term Affordable Housing</u></b>                       |                           |
| <i>(Maximum Score 10)</i>   |                           |
| a) Owner agrees to keep all project-based units in the project                              | 10                        |

affordable for the term of the Housing Assistance Payments (HAP) contract.

**3. Location of Housing and Need for Affordable Housing**

*(Maximum Score 10)*

- a) Applicants must demonstrate a need for the particular type of housing proposed as compared to other types of housing in the community. Housing that addresses the greatest need within a community or the state as a whole, will score higher under this criteria as compared to housing that proposes to meet a lesser need. Applicants should use such documents as the San Joaquin County Consolidated Plan and 2000 Census to support their assessment of unmet housing need. 10

**4. Availability of Units to serve Special Needs population**

*(Maximum Score 10)*

Proposals will be evaluated on whether the building serves a “special needs” population. The special needs population will be those share a need or a set of needs which represents a barrier to success in the Section 8 tenant-based program

- a) If 25% or more of the units in the building are available for special needs population (but not to the exclusion of other groups) 5
- b) 100% of the units are available for special needs population (but not to the exclusion of other groups) 10

**5. Household Composition and Bedroom count**

*(Maximum Score 15)*

Proposals will be highly rated if they use the subsidy to serve large households

- a) 100% of the units serving households with children or households requiring units with two or more bedroom units. 15
- b) 50% - 99% of the units serving households with children or households requiring units with two bedroom units. 5
- c) 50% or more of the units serving households with children or households requiring units with three bedroom units or more. 10

**6. Service-Enriched Housing Opportunities**

*(Maximum Score 5)*

Supportive services will be a necessary piece to meet the needs of the population to be served.

- a) Appropriateness of the support services for the residents. 5
- b) Evidence of sustainable funding for the support services . 5

**7. Financing Commitment for New-Construction and Rehabilitation**

*(Maximum Score 10)*

Proposal should indicate documented financing commitment for the proposed project:

- a) Identified financing commitment without supported documentation 0
- b) Documented financing commitment and the owners previous construction and rehabilitation experience with similar projects 10

**BONUS POINTS**

*(Maximum 20 points)*

- a) Proposed project location is in a census tract with fewer than 150 existing rental assistance Housing Choice Vouchers currently under lease. 10
- b) Proposed project contains more adaptable or accessible features than that required by state or federal regulations on accessibility of dwelling units. 10

**Section 8 Project Base Program Guidelines**

**Tenant Selection**

Income targeting requires that no less than 75% of the families admitted annually must have incomes that are less than 30% of the area median for the overall voucher program including the Project Base Voucher program.

All new admissions to the program will be selected from the waiting list.

HACSI will establish a Project Based Housing Choice Voucher (“PBHCV”) waiting list.

- All families on the regular Section 8 waiting list can be placed on this list at their request when it is open.

- All applicants for tenant-based assistance can be placed on this list without penalty to any other application for assistance they may have been pending.
- An applicant cannot be removed from the waiting list because the owner does not select them or because the family does not accept the unit; they maintain their position on the waiting list as though no offer was made.
- The HACSJ may place applicants referred by owners on to the HACSJ's PBHCV waiting list.
- The preferences for admission to the PBHC are similar to those used for the tenant based Housing Choice Voucher Program.

### **Term of the Housing Assistance Payments (HAP) Contract**

The HACSJ may set the initial term of the HAP contract for a maximum five (5) year periods and may extend it for subsequent periods ranging from one (1) year to five (5) years as considered appropriate by the Authority to achieve long-term affordability or for the expansion of housing opportunities.

The HACSJ will stipulate the term of the initial HAP contracts or renewals. All contracts, extensions and renewals are contingent on the future availability of appropriations and availability of funding under the HACSJ's Annual Contributions Contract with HUD.

### **Vacancy Payments**

The HACSJ will make vacancy payments of up to 60 days to those landlords who have experienced a vacancy. The vacancy cannot be a result of landlord action or inaction, and the landlord must make "every reasonable action" to minimize the extent of the vacancy.

The HACSJ reserves the right to adjust the number of units or terminate the project based contract, if the units are not fully utilized by an eligible family within 120 days of the vacancy, commencing on the first day of the month when the vacancy occurs.

### **Housing Quality Standards (HQS) Requirement**

Participating project-based units must meet or exceed Housing Quality Standards prior to entering into a HAP contract.

The participating unit must require \$999 or less in rehabilitation costs to meet HQS in order to be eligible for participation in the project based existing program.

Once a project-based unit is under a HAP contract, the HACSJ may inspect 25% of the units within a site/development to determine annual HQS compliance. Any time significant “fails” are identified the HACSJ will inspect all units within that project annually.

### **Family Choice to Move with Continued Assistance**

A family who resides in a Project Based Voucher unit for at least twelve (12) months may move with continued assistance with a tenant based Housing Choice Voucher or its equivalent. This only applies to project based vouchers that are under lease after January 16, 2001.

If the family wishes to move, but no voucher is available at that time, the family will be given the next available voucher, ahead of other families on the waiting list. Targeted vouchers (i.e., Family Unification Program, Welfare to Work Voucher, etc.) cannot be used for this purpose.

Families that reside in a unit with Project Based Voucher assistance for at least twelve (12) months can exercise the portability feature within the guidelines for administration of the tenant based Housing Choice Voucher Administrative Plan.

### **Rent**

The HACSJ contract with the owner sets the rent amount for each unit with Project Based Assistance. The amount of the rent may not exceed the lower of the applicable maximum level, as explained below, or the reasonable rent in the light of the rents charged for comparable unassisted units in the area.

In most cases, the applicable maximum is the maximum voucher payment standard allowable by HUD. This is currently 110% of the published Fair Market Rent. Up to this maximum, the rent for a unit with a project -based voucher may exceed the payment standard established for the area, so long as the rent is reasonable.

If the unit under consideration is financed with Low Income Housing Tax Credits (LIHTC); the rents will be subject to a special exception. If a LIHTC development is located outside a qualified census tract, the rent may be as high as the rent charged for comparable units in the development with tax credit subsidies but without additional rental assistance. That is, if the rent for a LIHTC project is higher than the maximum voucher payment standard, the rent allowed for project basing the units may be above the payment standard and up-to the amount charged in the other LIHTC-financed units.

A rent increase during the term of the contract has to be approved by the HACSJ. The family share of the rent for the project-based vouchers remains at 30% of the adjusted income for rent. (Subject to same exceptions in the tenant-based voucher program)

ATTACHMENT D

**Resident Membership of the PHA Governing Board**

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| NAME           | REPRESENTS                                 |
|----------------|--|
| Teresa Saucedo | Section 8<br>Sierra Vista Resident Council |
|                |  |
| Joan Thorp     | Section 8<br>Senior Citizens               |

ATTACHMENT E

**Brief Statement of Progress in Meeting the 5-Year Plan Mission and Goals**

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**PHA Goal: Expand the supply of assisted housing**

Objective: Apply for additional rental vouchers.  
Reduce public housing vacancies.  
Leverage private or other public funds to create additional housing opportunities.

Progress: We received nine hundred and twenty nine (929) and sixty-one (61) additional rental assistance voucher funding in 2001/2002.  
We are reducing the number of public housing vacancies by anticipating vacancies and scheduling resources to turn the vacant units around in timely manner. To expedite the vacancy turnaround we have started contracting out the unit turn-around function.

We have leveraged private funds to acquire a seven (7) unit apartment building in the City of Lodi. The grant will be used to convert sixty-eight (68) units in a 110 unit elderly building into an assisted living facility.

**PHA Goal: Improve the quality of assisted housing**

Objective: Improve public housing management: (PHAS score).  
Improve voucher management: (SEMAP score).  
Increase customer satisfaction.  
Concentrate on efforts to improve specific management functions, (list; e.g., public housing finance; voucher unit inspections).  
Renovate or modernize public housing units.  
Demolish or dispose of obsolete public housing.  
Provide replacement public housing.  
Provide replacement vouchers.

Progress: The 2000/2001 PHAS and SEMAP scores were 90 and 80 respectively. We intend to improve both scores by better monitoring of the management indicators. In addition we intended to maintain our “high performance” designation status under PHAS and to improve our SEMAP designation status from “standard” to “high performer”.

Our efforts to improve management functions are on going and with the introduction of a new management software system, which is currently under implementation.

Our efforts to renovate and improve public housing units are ongoing.

We are currently exploring the economic viability of replacing some inventory of public housing units with a combination of assisted and unassisted dwelling units.

**PHA Goal: Increase assisted housing choices**  
Objective: Provide vouchers mobility counseling.  
Conduct outreach efforts to potential voucher landlords.  
Increase voucher payment standards.  
Implement voucher homeownership program.  
Implement public housing or other homeownership programs.  
Convert public housing to vouchers.

Progress: We are now conducting quarterly outreach meetings with landlords to retain existing landlords and entice potential new landlords to participate in the HCV program. In order to increase mobility and attractiveness of the HCVP, we have increased our payment standards from 100% to 110% of fair market rents and for the City of Tracy (higher rental cost market) to 120% of fair market rents.

We have included a draft copy of our new section 8 home ownership program and the project basing of tenant-based section 8 vouchers.

No progress to date on conversion of public housing unit to vouchers.

**PHA Goal: Provide an improved living environment**  
Objective: Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments.  
Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments.  
Implement public housing security improvements.  
Designate developments or buildings for particular resident groups. (elderly persons with disabilities).

Progress: We have started the rehabilitation of units designed for market rate rent and for potential home ownership opportunities for assisted and unassisted families. The market rate units are earmarked for higher income families.

In addition to our recently acquired elderly development, we are designating units in all our developments as “handicap” accessible units  
To ensure that persons of different economic status are living next to each other.

**PHA Goal: Promote self-sufficiency and asset development of families and individuals.**  
Objective: Increase the number and percentage of employed persons in assisted families.

Provide or attract supportive services to improve assistance recipient’s employability.

Provide or attract supportive services to increase independence for the elderly or families with disabilities.

Progress: In the 2001/2002 fiscal year the employment supportive services program of the housing authority assisted 48 families in securing employment. Of the 48 families, 83 are currently employed with the same employer. The average starting wage was \$8.74 per hour and 75% included full medical benefits.

The Housing authority has hired two new Self Sufficiency Specialists to further our efforts towards increasing the number of program participants capable of transitioning from dependency on government aid to economic self sufficiency.

In December 2000 the housing authority was approved by the workforce Investment Board to set up a "worknet" center. This will be a one-stop shop for potential job applicants. The center is expected to be fully operational in August 2002 at our Conway Homes Housing Development.

**PHA Goal: Ensure equal opportunity and affirmatively further fair housing**

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

Progress: We are continually monitoring our outreach efforts to ensure housing is provided to all persons regardless of race, color, religion, national origin, sex, familial status, and disability.

We recently applied for an assisted living conversion grant to ensure that a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability is provided.

## ATTACHMENT F

### **Home Ownership Program of the Housing Authority of the County of San Joaquin**

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#### **1. GENERAL PROVISIONS**

The Housing Authority of the County of San Joaquin (HACSJ) permits eligible participants in the Section 8 housing choice voucher program, the option of purchasing a home with their Section 8 assistance rather than renting. The home ownership option is limited to five percent (5%) of the total Section 8-voucher program administered by Housing Authority of the County of San Joaquin (HACSJ) in any fiscal year, provided that disabled families shall not be subject to the 5% limit. If applications exceed such 5% limit, participants in the Family Self-Sufficiency (“FSS”) program shall receive a priority for participation in the home ownership program.

Eligible applicants for the Section 8 home ownership program must have completed an initial Section 8 lease term, may not owe HACSJ or any other housing authority an outstanding debt, and must meet the eligibility criteria set forth herein.

Section 8 home ownership assistance may be used to purchase the following type of homes within the County of San Joaquin: new or existing single-family, condominium, planned use developments, cooperatives, live/work units. HACSJ also will permit portability of Section 8 home ownership assistance to another jurisdiction, provided the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes HACSJ to administer the home ownership assistance in their jurisdiction.

#### **2. FAMILY ELIGIBILITY REQUIREMENTS**

Participation in the Section 8 home ownership program is voluntary. Each Section 8 home ownership participant must meet the general requirements for admission to the Section 8 housing choice voucher program as set forth in HACSJ Administrative Plan. Such Section 8 family also must be “eligible” to participate in the home ownership program. The additional eligibility requirements for participation in HACSJ Section 8 home ownership program include that the family must:

- be a first-time homeowner or have a member who is a person with disabilities;
- with the exception of elderly and disabled households, meet a minimum income requirement without counting income from “welfare assistance” sources;
- with the exception of elderly and disabled households, meet the requisite employment criteria;
- have completed an initial lease term in the Section 8 housing choice voucher program;
- have fully repaid any outstanding debt owed to HACSJ or any other Housing Authority;
- not defaulted on a mortgage securing debt to purchase a home under the home ownership option;
- and
- not have any member who has a present ownership interest in a residence at the commencement of home ownership assistance.

##### **A. First-Time Homeowner**

Each Section 8 family, except families with a disabled member, must be a first-time homeowner. A “*first-time homeowner*” means that no member of the household has had an

*ownership interest in any residence during the three years preceding commencement of home ownership assistance.* However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by a spouse) is considered a “first-time homeowner” for purposes of the Section 8 homeownership option; and the right to purchase title to a residence under a lease-purchase agreement is not considered an “ownership interest.” A member of a cooperative (as defined in § 982.4) also qualifies as a “first-time homeowner”.

## **B. Minimum Income Requirement**

### **(1) Amount of Income.**

At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home, must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours. However, the family must have sufficient income to pay homeownership and other family expenses not covered by section 8 rental subsidy.

### **(2) Exclusion of Welfare Assistance Income**

With the exception of elderly and disabled families, HACSJ will disregard any “welfare assistance” income in determining whether the family meets the minimum income requirement. Welfare assistance includes assistance from Temporary Assistance for Needy Families (“TANF”); Supplemental Security Income (“SSI”) that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the home ownership program. It does not affect the determination of income-eligibility for admission to the Section 8 housing choice voucher program, calculation of the family’s total tenant payment, or calculation of the amount of home ownership assistance payments.

## **C. Employment History**

With the exception of disabled and elderly households, each family must demonstrate that one or more adult members of the family who will own the home at commencement of home ownership assistance is employed full-time (an average of 40 hours per week) and has been so continuously employed for one year prior to execution of the home ownership agreement. In order to reasonably accommodate a family’s participation in the program, HACSJ will exempt families that include a person with disabilities from this requirement. HACSJ’s Executive Director may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. The Executive Director may also consider successive employment during the one-year period and self-employment in a business.

## **D. Completion of Initial Lease Term**

Applicants for and new participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program until completion of an initial Section 8 lease term and the participant’s first annual recertification in the Section 8 housing choice voucher program. Nothing in this provision will preclude Section 8 participants that have

completed an initial lease term in another jurisdiction from participating in the Section 8 home ownership program.

#### **E. Repayment of Any Housing Authority Debts**

Participants in the Section 8 housing choice voucher program shall be ineligible for participation in the Section 8 home ownership program in the event any debt or portion of a debt remains owed to HACSJ or any other Housing Authority. Nothing in this provision will preclude Section 8 participants that have fully repaid such debt(s) from participating in the Section 8 home ownership program.

#### **F. Additional Eligibility Factors**

##### (1) Elderly and Disabled Households.

Elderly and disabled families are exempt from the employment requirements set forth in Section C. above. In the case of an elderly or disabled family, HACSJ will consider income from all sources, including welfare assistance in evaluating whether the household meets the minimum income required to purchase a home through the Section 8 home ownership program.

##### (2) Preference for Participation in FSS Program

Applicants for the home ownership program are not required to participate in HACSJ Family Self Sufficiency (“FSS”) program in order to participate in the home ownership program. However, in the event the applications for home ownership assistance exceed five percent (5%) of HACSJ’s total voucher program in any fiscal year, FSS participants shall have a preference for participation in the home ownership program. Participants in an Individual Development Account (“IDA”) program administered by an agency other than HACSJ also will receive a preference for home ownership assistance in the event applicants for home ownership assistance exceed the 5% limitation.

##### (3) Prior Mortgage Defaults.

If a head of household, spouse, or other adult household member, who will execute the contract of sale, mortgage and loan documents have previously defaulted on a mortgage obtained through the Section 8 home ownership program, the family will be ineligible to participate in the home ownership program.

### **3. FAMILY PARTICIPATION REQUIREMENTS**

Once a family is determined to be eligible to participate in the program, it must comply with the following additional requirements: (A) complete a home ownership counseling program approved by HACSJ prior to commencement of home ownership assistance; (B) within a specified time, locate the home it proposes to purchase; (C) submit a sales agreement containing specific components to HACSJ for approval; (D) allow HACSJ to inspect the proposed home ownership dwelling to assure that the dwelling meets appropriate housing quality standards; (E) obtain an independent inspection covering major “building systems”; (F) obtain HACSJ approval of the proposed mortgage (which must comply with generally accepted mortgage underwriting requirements); and (G) enter into a written agreement with HACSJ to comply with all of its obligations under the Section 8 program.

## A. Home Ownership Counseling Program

A family's participation in the home ownership program is conditioned on the family attending and successfully completing a home ownership and housing counseling program provided or approved by HACSJ prior to commencement of home ownership assistance. The home ownership and counseling program will cover home maintenance; budgeting and money management; credit counseling; negotiating purchase price; securing mortgage financing; finding a home; and the advantages of purchasing and locating homes in areas that do not have a high concentration of low-income families.

[Note: § 982. 620(b) provides "suggested topics" for the PHA required pre-assistance counseling program -which are, for the most part, included here. HACSJ omitted suggested topics regarding fair housing, RESPA obligations and predatory lending issues. These topics should also be included in the homeownership-counseling program. The counseling agency providing the counseling program shall either be approved by HUD or the program shall be consistent with the home ownership counseling provided under HUD's Housing Counseling program. HACSJ may require families to participate in an HACSJ-approved home ownership-counseling program on a continuing basis.

## B. Locating and Purchasing a Home

### (1) Locating A Home

Upon approval for the Section 8 home ownership program, *a family shall have one hundred eighty (180) days to locate a home to purchase*. A home shall be considered located if the family submits a proposed sales agreement with the requisite components to HACSJ. For good cause, HACSJ may extend a Section 8 family's time to locate the home for additional thirty-day (30) increments. During a Section 8 participant's search for a home to purchase, their Section 8 rental assistance shall continue pursuant to the Administrative Plan. If a Section 8 participant family is unable to locate a home within the time approved by HACSJ, their Section 8 rental assistance through the Section 8 housing choice voucher program shall continue.

### (2) Type of Home

A family approved for Section 8 home ownership assistance may purchase the following type of homes within the County of San Joaquin: a new or existing home, a single-family home, a condominium, a home in a planned use development, a cooperative, live/work unit, to be situated on a privately owned lot or on a leased pad in a mobile home park. The home must be already existing or under construction at the time HACSJ determines the family eligible for home ownership assistance to purchase the unit (§ 982. 628(a) (2)). The family also may purchase a home in a jurisdiction other than the County of San Joaquin, provided the Housing Authority in the receiving jurisdiction operates a Section 8 home ownership program for which the Section 8 home ownership applicant qualifies or authorizes HACSJ to administer the home ownership assistance in their jurisdiction. In the former case, a family's participation in the Section 8 home ownership program will be subject to the Section 8 home ownership program and policies of the receiving jurisdiction.

### (3) Purchasing a Home

Once a home is located and a sales agreement approved by HACSJ is signed by the family, the family shall have up to three (3) months, or such other time as is approved by HACSJ Executive Director or set forth in the HACSJ-approved sales agreement, to purchase the home.

### (4) Failure to Complete Purchase

If a Section 8 participant is unable to purchase the home within the maximum time permitted by HACSJ, HACSJ shall continue the family's participation in the Section 8 housing choice voucher program. The family may not re-apply for the Section 8 home ownership program until they have completed an additional year of participation in the Section 8 housing choice voucher program following the initial determination of their eligibility for the home ownership option.

### (5) Lease-Purchase

Families may enter into lease-purchase agreements while receiving Section 8 rental assistance. All requirements of the housing choice voucher program apply to lease-purchase agreements, except that families are permitted to pay an extra amount out-of-pocket to the owner for purchase related expenses—a "home ownership premium." ***Any "home ownership premium," defined as an increment of value attributable to the value of the lease-purchase right or agreement, is excluded from HACSJ rent reasonableness determination and subsidy calculation, and must be absorbed by the family.*** When a lease-purchase participant family is ready to exercise their option, they must notify the Home Ownership Counselor at HACSJ and apply for the home ownership option. If determined eligible for home ownership assistance, the family may be admitted to the home ownership program and must meet all the requirements of these policies.

## C. Sales Agreement

Prior to execution of the offer to purchase or sales agreement, the family must provide the financing terms to HACSJ for approval. The sales agreement must provide for inspection by HACSJ and the independent inspection referred to in Section 3(E) and must state that the purchaser is not obligated to purchase unless such inspections are satisfactory to HACSJ. The contract also must provide that the purchaser is not obligated to pay for any necessary repairs without approval by HACSJ. The sales agreement must provide that the purchaser is not obligated to purchase if the mortgage financing terms are not approved by HACSJ pursuant to Section 3(F). The sales agreement must also contain a seller certification that the seller is not debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.

## D. Independent Initial Inspection Conducted

To assure the home complies with the housing quality standards of the Section 8 program; home ownership assistance payments may not commence until HACSJ first inspects the home. A professional selected by the family and approved by HACSJ also must complete an independent inspection of existing homes covering major building systems. HACSJ will not pay for the independent inspection. The independent inspection report must be provided to HACSJ. HACSJ may disapprove the unit due to information contained in the report or for failure to meet federal housing quality standards.

### E. Financing Requirements

The proposed financing terms must be submitted to and approved by the Executive Director or his designee prior to close of escrow. HACSJ shall determine the affordability of the family's proposed financing. In making such determination, HACSJ may take into account other family expenses, including but not limited to child care, unreimbursed medical expenses, education and training expenses and the like. Certain types of financing, including but not limited to, balloon payment mortgages, unless convertible to a variable rate mortgage, are prohibited and will not be approved by HACSJ. Seller-financing mortgages shall be considered by HACSJ on a case-by-case basis. If a mortgage is not FRA-insured, HACSJ will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/ FOA, Ginnie Mae, Fannie Mae, Freddie Mac, California Housing Finance Agency (CHFA), USDA Rural Housing Services, the Federal Home Loan Bank, or other private lending institution.

### Down Payment Requirement

A minimum of 3% of the purchase price is required for participation in the program. At least 1% of the purchase price should come directly from the family's personal resources.

### F. Compliance With Family Obligations

A family must agree, in writing, to comply with all family obligations under the Section 8 program and HACSJ ' s home ownership policies. These obligations include

- attending ongoing home ownership counseling, if required by HACSJ;
- complying with the mortgage terms;
- not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving home ownership assistance;
- not refinancing or adding debt secured by the home without prior approval by HACSJ;
- not obtaining a present ownership interest in another residence while receiving home ownership assistance; and
- supplying all required information to HACSJ, including but not limited to annual verification of household income, notice of change in home ownership expenses, notice of move-out, and notice of mortgage default. HACSJ Home Ownership Family Obligation policies are set forth in Appendix A hereto.

### G. Compliance Lien

Upon purchase of a home, the family must execute documentation as required by HUD and HACSJ, consistent with State and local law, securing HACSJ right to recapture the home ownership assistance in accordance with Section 5. (C). The lien securing the recapture of home ownership subsidy may be subordinated to a refinanced mortgage.

[Note: Moving to another home in the same PHA jurisdiction, as well as buying another home in another PHA jurisdiction, is permitted with continued use of homeownership assistance. See §§ 982.636 & 637.)

#### **4. AMOUNT OF ASSISTANCE.**

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly home ownership expense; and the family's household income. HACSJ will pay the lower of either the payment standard minus the total family contribution ("TFC") or the family's monthly home ownership expenses minus the TFC. The Section 8 family will pay the difference.

##### **A. Determining the Payment Standard**

The voucher payment standard is the fixed amount the HACSJ annually establishes as the "fair market" rent for a unit of a particular size located within the HACSJ jurisdiction. In the home ownership program, the initial payment standard will be the lower of either (1) the payment standard for which the family is eligible based on family size; or (2) the payment standard, which is applicable to the size of the home the family decides to purchase. The payment standard for subsequent years will be based on the higher of: (1) the payment standard in effect at commencement of the home ownership assistance; or (2) the payment standard in effect at the most recent regular reexamination of the family's income and size. The initial payment standard, for purposes of this comparison, shall not be adjusted even if there is a subsequent decrease in family size. HACSJ will request HUD approval of a higher payment standard, up to 120% of the published Fair Market Rent limit, where warranted as a reasonable accommodation for a family that once a home is located and a sales agreement approved by HACSJ is signed by the family, the family shall have up to three (3) months, or such other time as is approved by HACSJ Executive Director or set forth in the HACSJ-approved sales agreement, to purchase the home.

##### **B. Determining the Monthly Home Ownership Expense**

Monthly home ownership expense includes all of the following: principal and interest on the initial mortgage and any mortgage insurance premium (MIP) incurred to finance the purchase and any refinancing of such debt; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per HACSJ allowance; costs of major repairs and replacements per HACSJ allowance (replacement reserves); utility allowance per HACSJ schedule of utility allowances; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home including changes needed to make the home accessible; and homeowner association dues, fees or regular charges assessed, if any. Home ownership expenses for a cooperative member may only include HACSJ approved amounts for the cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the, home, principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt; home insurance; the allowances for maintenance expenses, major repairs and replacements and utilities; and principal and interest on debt incurred to finance major repairs, replacements, or improvements, including changes needed to make the home accessible.

##### **C. Determining the Total Family Contribution (TFC)**

The TFC is that portion of the home ownership expense that the family must pay. It is generally 30% percent of the family's adjusted income, plus any gap between the payment standard and the actual housing cost. All family income (including public assistance) will be counted to

determine the family's adjusted monthly income for purposes of determining the amount of assistance.

**D. Payment to Family or Lender**

HACCSJ will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay HACCSJ contribution towards the family's homeowner expense directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender requires direct payment of HACCSJ contribution.

**5. TERMINATION OF SECTION 8 HOME OWNERSHIP ASSISTANCE**

(A) Grounds for Termination of Home Ownership Assistance

(1) Failure to Comply with Family Obligations under Section 8 Program or HACCSJ's Home Ownership Policies. A family's home ownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, HACCSJ home ownership policies, or if the family defaults on the mortgage. If required, the family must attend and complete ongoing home ownership and housing counseling classes. The family must comply with the terms of any mortgage incurred to purchase and/or refinance the home. The family must provide HACCSJ with written notice of any sale or transfer of any interest in the home; any plan to move out of the home prior to the move; the family's household income and home ownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to HACCSJ home ownership policies. Except as otherwise provided in this Section, the family may not convey or transfer the home to any entity or person other than a member of the assisted family while receiving home ownership assistance.

(2) Occupancy of Home

Home ownership assistance will only be provided while the family resides in the home. If the family moves out of the home, HACCSJ will not continue home ownership assistance commencing with the month after the family moves out. Neither the family nor the lender is obligated to reimburse the HACCSJ for home ownership assistance paid for the month the family moves out.

(3) Changes in Income Eligibility

A family's home ownership assistance may be changed in the month following annual recertification of the household income, but participation in the Section 8 Home Ownership program shall continue until such time as the assistance payment amounts to \$0 for a period of six (6) consecutive months.

(4) Maximum Term of Home Ownership Assistance

Notwithstanding the provisions of Section 5(A), subparagraphs 1 through 3, except for disabled and elderly families, a family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close

of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years. Families that qualify as elderly at the commencement of home ownership assistance is not subject to a maximum term limitation. Families that qualify as disabled families at the commencement of home ownership assistance or at any time during the provision of home ownership assistance are not subject to a maximum term limitation. If a disabled family or elderly family ceases to qualify as disabled or elderly, the appropriate maximum term becomes applicable from the date home ownership assistance commenced; provided, however, that such family shall be eligible for at least six additional months of home ownership assistance after the maximum term becomes applicable. The time limit applies to any member of the household who has ownership interest in the unit during any time that home ownership payments are made, or is a spouse of any member of the household who has an ownership interest.

**(B) Procedure for Termination of Home Ownership Assistance**

A participant in the Section 8 Home Ownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the Administrative Plan of the HACSJ for the Section 8 housing choice voucher program.

**(C) Recapture of Home Ownership Assistance**

In certain circumstances the home ownership assistance provided to the family is subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 home ownership assistance are not subject to recapture. Further, a family may refinance to take advantage of better terms without any recaptured penalty, provided that no proceeds are realized (“cash-out”). Only “cash-out” proceeds from refinancing and sales proceeds not used to purchase a new home with Section 8 assistance less those amounts provided for in §982.640 are subject to recapture. Further, the amount of home ownership assistance subject to recapture shall automatically be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years the amount of home ownership assistance subject to recapture will be zero.

**6. CONTINUED PARTICIPATION IN SECTION 8 HOUSING CHOICE VOUCHER PROGRAM**

**A. Default on FHA-Insured Mortgage**

If the family defaults on an FRA-insured mortgage, HACSJ may permit the family to move with continued Section 8 housing choice rental assistance if the family demonstrates that it has (a) conveyed title to the home to HUD or its designee, as required by HUD; and (b) moved from the home within the period established or approved by HUD.

B. Default on non-FHA-Insured Mortgage.

If the family defaults on a mortgage that is not FHA-insured, HACSJ may permit the family to move with continued Section 8 housing choice voucher rental assistance if the family demonstrates that it has (a) conveyed title to the home to the lender, to HACSJ or to its designee, as may be permitted or required by the lender; and (b) moved from the home within the period established or approved by the lender and/or HACSJ.

**7. HACSJ ADMINISTRATIVE FEE**

For each month that home ownership assistance is paid by HACSJ on behalf of the family, HACSJ shall be paid the ongoing administrative fee described in 24 C.F.R. §982.152(b).

**8. WAIVER OR MODIFICATION OF HOME OWNERSHIP POLICIES**

The Executive Director of HACSJ shall have the discretion to waive or modify any provision of the Section 8 home ownership program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

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## APPENDIX A: SECTION 8 HOME OWNERSHIP OBLIGATIONS

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This form is to be signed by the home buyer(s) in the presence of the Housing Authority of the County of San Joaquin's (HACSJ) Home Ownership Program Coordinator. The Coordinator will explain any and all clauses which you, the home buyer(s), may not understand. The following paragraphs describe your responsibilities under the Section 8 Home Ownership Program. If you or members of your household do not meet these responsibilities, through your actions or your failure to act, you may be terminated from the Section 8 Home Ownership Program.

### **Family Obligations:**

You must comply with all Family Obligations of the Section 8 Housing Choice Voucher Program, excepting only the prohibition against owning or having an interest in the unit. Family Obligations §§ 982.551©, (d), (e), (f), (g) and (0) do not apply to the Section 8 Homeownership Program.

### **Housing Counseling:**

All participating family members (i.e. those signing the purchase offer and loan documents) must satisfactorily complete a HACSJ provided or approved counseling program prior to commencement of home ownership assistance. HACSJ may require any or all-participating family members to attend additional housing counseling classes as a condition of continued assistance.

### **Purchase Contract:**

You must include contract conditions in any Offer to Purchase that give HACSJ a reasonable time (a) to inspect the home for compliance with HUD's Housing Quality Standards; (b) to review and approve a professional home inspection report obtained by you from a HACSJ approved inspector; and approve the terms of your proposed financing. Advise your Realtor of these requirements.

### **Mortgage Obligations:**

You must comply with the terms of any mortgage incurred in the purchase of the property and must notify "HACSJ Home Ownership Program Counselor" within five (5) days of receipt of any late payment or default notice.

### **Occupancy:**

You must occupy the unit as your principal residence. You may not transfer, sell, or assign any interest in the property without HACSJ prior written consent. You may not rent or lease any part of the premises without HACSJ prior written consent. You must notify HACSJ in writing at least 30 days prior to moving out of the house for a period of 30 days or longer or prior to any sale, transfer, assignment, lease or other form of alienation of the assisted property.



## ATTACHMENT G

### **Project-based Assistance Program**

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On January 16th, 2001 HUD published guidance on the statutory changes to the rules on project-basing of section 8 housing choice vouchers (HCV).

Per the guidance the HACSJ wishes to utilize the option of project-basing some section 8 HCV and therefore is adhering to the requirement that we indicate the projected number of units to be project based, general locations and consistency with HACSJ's agency plan.

#### **Projected Number of Units**

In response to the tremendous need for long-term affordable housing in the county of San Joaquin, the HACSJ proposes to utilize up to 20% of its allocation of section 8 HCV for project basing under the Section 8 Project Based Voucher Program. Based on our current allocated vouchers, the authority can project base as much as 740 vouchers.

#### **General Locations**

The HACSJ will consider for approval project basing units in the county of San Joaquin, with preference being given to areas and cities with relative limited supply of affordable housing units.

#### **Consistency with Agency Plan**

Providing long-term affordable housing opportunities in the county of San Joaquin is consistent with our goal of expanding our supply of assisted housing and increasing housing choices for low to moderate income families.

## ATTACHMENT H

### Executive Summary of the Annual Plan

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#### Overview

Since the passage of the National Housing Act in 1934, nothing has had greater impact on the administrative functions of HUD and the Public Housing Agencies (PHAs) than the passage of the October 21, 1998 **Quality Housing and Work Responsibility Act of 1998 (1998 Act)**. The 1998 Act, which was attached to the FFY-1999 Appropriations Bill, dramatically and permanently amends the laws governing the administration of the public housing and the Section 8 Programs.

The focus of the 2020 Management Reform Plan is to prepare HUD to move into the 21<sup>st</sup> Century as a modernized and revitalized Department with restored public trust and adequate performance-based systems for its programs, operations and employees. Likewise, through the implementation of the 1998 Act, PHAs are required to assess management and operational practices and develop a plan that will ensure that the PHAs meet established goals and objectives. That Agency Plan is a combined Five-Year Plan and the Annual Plan.

Admittedly, changes must be made by HUD to streamline its most important functions and to increase efficiency within the Department. Reducing more than 300 programs and activities into 71 functional areas will not be an easy task. The transition of PHAs in adapting to the 2020 Management Reforms and complying with the requirements of the 1998 Act will also be significant. For example, the 2020 Management Reform Plan will require that PHAs become more technically sound and more accountable for program integrity. The 1998 legislation, among other things, promotes such initiatives as reduction of rent subsidies; deregulation for high performing PHAs; fewer reporting requirements; merging the Section 8 Certificate and Voucher Programs; conversion of competitive grant programs to formula funding, etc. This Agency Plan, specifically the Five-Year Plan, clearly defines the mission, goals and objectives of the HACSJ, and the Annual Plan establishes the direction of the HACSJ for the next fiscal year.

#### Purpose and Structure of the Agency Plan

The purpose of the Agency Plan is to empower and equip the PHA to exercise optimum flexibility in meeting local housing needs within the community while meeting its own needs. The Agency Plan contains a FY-2002-FY-2006 Five-Year Plan that includes the HACSJ's mission and long range goals and objectives. The FY-2002 Annual Plan addresses the HACSJ's immediate operations, current policies, program participants, programs and services, and the PHA's strategy for handling operational concerns, resident concerns and needs, and programs and services for the upcoming fiscal year. The Agency Plan outlines the PHA's efforts in meeting the needs of the low and very-low income population in its community as well as serves as a management, operational and accountability tool for the PHA.

Preliminary planning sessions were conducted with the HACSJ's residents, Resident Advisory Board, community leaders and organizations, and State and local authorities during the development of the Agency Plan to ensure that the needs of the residents and community are addressed in the Agency Plan. The Agency Plan is consistent with the City and/or the State's Consolidated Plan/CHAS.

This Agency Plan contains a FY-2002 – FY-2006 Five-Year Plan (mission, goals and objectives) and a FY-2002 Annual Plan. Each of the 20 sections in the Agency Plan is preceded by a title page with a general description of the requirements and contents for that section. An Annual Plan and/or update of the Agency Plan will be submitted to HUD annually at least 75 days before the start of the succeeding fiscal year.

ATTACHMENT I

**Management Structure & Organization**

The HACSJ operates the following programs:

| PROGRAM                                       | BRIEF DESCRIPTION   |
|---|---|
| Public Housing                                | The HACSJ owns 1075 apartments in a mixture of single-family, duplex, triplex, and fourplex buildings. These units are located in 3 different areas of the county: Stockton (830 units), Tracy (195 units), and Thornton (50 units).  |
| Section 8 Housing Assistance Payments Program | The HACSJ has approximately 3,900 families participating in the Section 8 tenant-based program and 110 families in the Section 8 Franco Center-based program. Section 8 assistance is offered through the Certificate, Voucher, and Family Unification programs.                    |
| Migrant Farm Work Housing                     | The HACSJ manages 288 housing units for migrant farmworkers, funded through the state's Office of Migrant Services. The sites are located in French Camp (2 sites w/ 96 units each) and on Harney Lane outside of Lodi, CA (96 units).  |
| Farm Labor Housing                            | The HACSJ owns, manages, and maintains 35 units known as Sartini Manor which are financed by the United States Department of Agriculture (USDA). The units are located in Thornton, CA.   |
| Emergency Housing                             | The HACSJ participates in an emergency housing for the Homeless program in the winter months, utilizing up to 80 units at the Migrant Farmworker Housing sites, which are vacant in the off-season.   |
| Mortgage Revenue Bonds                        | The HACSJ is in the beginning stages of implementing an acquisition and rehabilitation program of existing multi-family rental properties utilizing tax-exempt bond financing.  |
| Home Ownership Opportunities Program          | The HACSJ developed a home ownership program that allows prospective buyers to earn credit toward a down payment while living in their homes. The program includes Affordable Housing Program Grant funds available from Washington Mutual Bank through the Federal Home Loan Bank. |

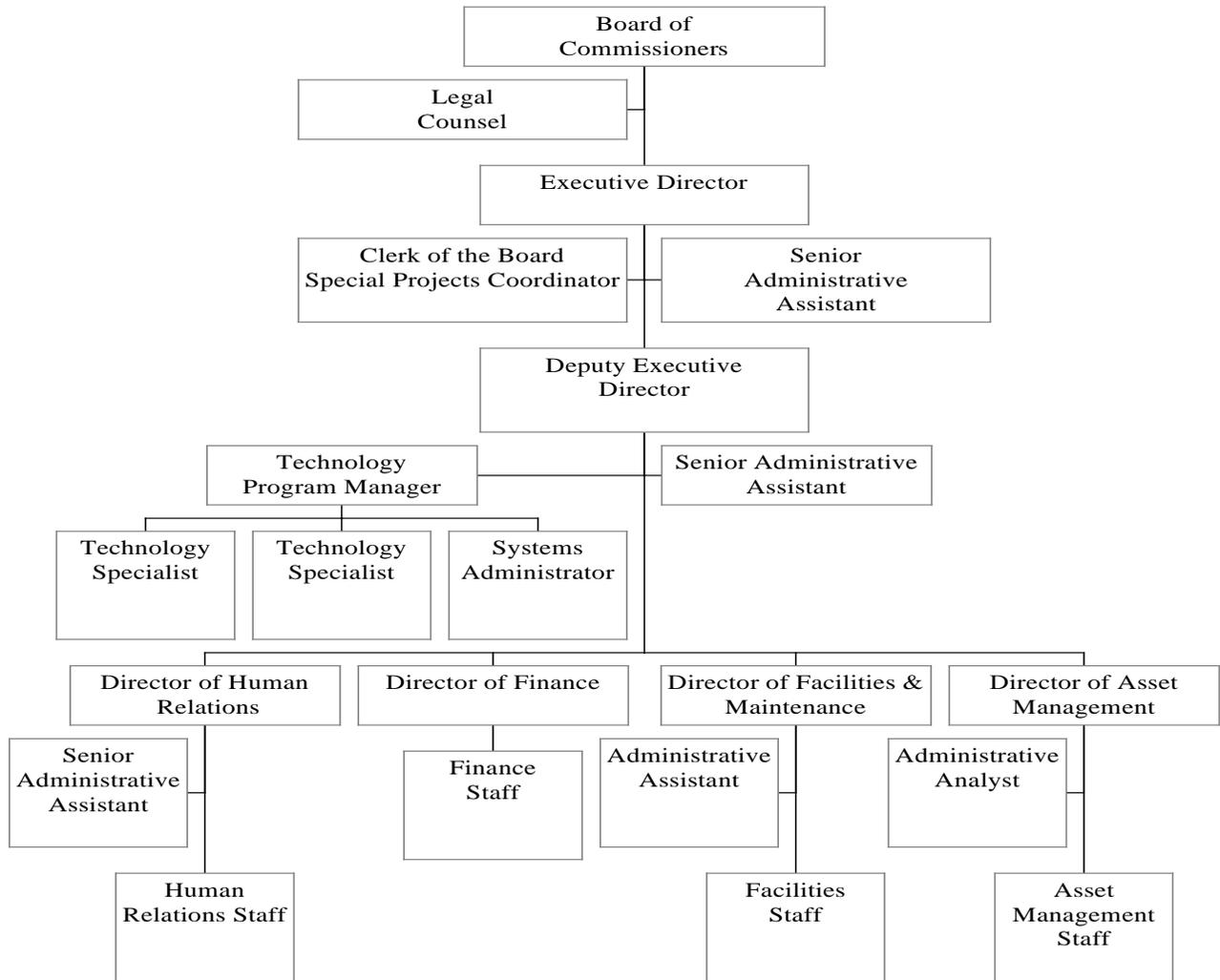
The HACSJ has 1,075 public housing units in the following locations:

| HUD Project Number | Development Name   | Number of Units | Average Annual Turnover |
|--------------------|--------------------|-----------------|-------------------------|
| CA024001           | Sierra Vista Homes | 330             | 70                      |
| CA024002           | Tracy Homes        | 60              | 27                      |
| CA024003a          | Mokelumne Manor    | 40              | 6                       |
| CA024003b          | Mokelumne Manor    | 10              | 2                       |
| CA024004.1         | Sierra Vista Annex | 64              | 2                       |
| CA024004.2         | Conway Homes       | 236             | 20                      |
| CA024005           | Diablo Homes       | 60              | 2                       |
| CA024006           | Conway Homes Annex | 200             | 14                      |
| CA024007           | Burton Homes       | 40              | 2                       |
| CA024009           | Kraft Homes        | 35              | 4                       |
| <b>Total Units</b> |                    | <b>1,075</b>    | <b>151</b>              |

The HACSJ operates a tenant-based Section 8 rental assistance program. We administer the Housing Choice Voucher Program, Family Unification, and the Welfare to Work Programs. In total, we are currently assisting approximately 3,900 families in San Joaquin County. The HACSJ is also beginning to administer Section 8 “Preservation” Vouchers by converting existing Project-based Section 8 subsidies, to tenant-based vouchers, when private landlords “opt out” by not renewing their Section 8 contracts with HUD. The HACSJ was awarded in FY 2001/2002 an additional 990 vouchers to assist families. All totaled, we estimate that we will be assisting in excess of 4,000 families within the year.

An organizational chart of the HACSJ follows this narrative.

**San Joaquin Housing Authority  
Organizational Structure (4/02)**



ATTACHMENT J

**Conversions of Public Housing**

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**Component 10 (B) Voluntary Conversion Initial Assessments**

a. How many of the PHA's developments are subject to the Required Initial Assessments?

**10 (all developments)**

b. How many of the PHA's developments are not subject to the Required Initial Assessments based on exemptions (e.g., elderly and/or disabled developments not general occupancy projects)?

**0 (none)**

c. How many Assessments were conducted for the PHA's covered developments?

**0**

d. Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments:

| <b>Development Name</b>   | <b>Number of Units</b>         |
|---------------------------|--------------------------------|
| <b>Sierra Vista Homes</b> | <b>330 (a portion thereof)</b> |
| <b>Mokelumne Manor</b>    | <b>40</b>                      |
| <b>Mokelumne Annex</b>    | <b>10</b>                      |
| <b>Sierra Vista Annex</b> | <b>64 (a portion thereof)</b>  |
| <b>Conway Homes Annex</b> | <b>200 (a portion thereof)</b> |

e. If the PHA has not completed the Required Initial Assessments, describe the status of these assessments:

**More detailed assessments continue, pending physical needs determinations.**

## ATTACHMENT K

### Asset Management

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The HACSJ defines asset management as the ability to manage our properties in a way that maximizes their potential to fulfill the mission of the HACSJ. We are in the process of developing an asset management system. When it is ready to implement, it will include:

1. A system to measure the performance of each property;
2. A system to determine the financial viability of each property;
3. A system to measure whether the HACSJ's social objectives, as defined in our mission statement, are being accomplished; and
4. A system for evaluating options for properties.

When these information and analysis systems are in place, the HACSJ will be able to make decisions about the best use of our assets. With an understanding of the best community use, the shelter value and financial potential, the operating costs and performance profile of each property, and the constraints of Federal regulations and funding priorities the HACSJ will be able to make decisions about how to use each property to best serve the needs of our community, our residents, and the agency. In a worse case scenario, it will help us decide if we need to demolish and/or dispose of all or part of a property and how best to replace these units.

Our system of analysis will include these steps:

- STEP ONE: DETERMINE THE TARGET POPULATION FOR THE PROPERTY

Given the community's housing needs as articulated in the Consolidated Plan for our jurisdiction, what are the greatest housing needs in our community? What populations are not being adequately served by the private market? We will review demographics and waiting list information to make these decisions. Depending on the property and the composition of the community, working families, the elderly, the frail elderly, people with disabilities, or families needing supportive services may be targeted. Different populations may be best suited to specific properties.

- STEP TWO: DETERMINE IF THE PROPERTIES ARE ABLE TO SERVE THE IDENTIFIED NEED

There are three aspects to this point – are there enough units to serve the need, are those units physically and structurally sound, and do the units include the amenities required to compete successfully for residents?

If there is an unmet need, the HACSJ may seek the development partners or attempt to acquire additional units to meet the need. If property is not physically adequate to house the population, we will perform a physical need assessment to determine whether capital improvements or retrofitting is required to make the property suitable.

There is one other possible situation. It is possible that there are more units available than required to accommodate the target population. If this is the case we will seek the best use for these units.

- **STEP THREE: COMPLETE A NEIGHBORHOOD STUDY**

An analysis of the surrounding neighborhood will provide important information about the potential market for the property. If the surrounding neighborhood is declining or experiencing crime problems, this must be taken into consideration before a decision is made about making a capital investment in the property.

- **STEP FOUR: DETERMINE THE CURRENT COST OF OPERATION PROPER**

The HACSJ must understand how much work is required to keep the property operating at an acceptable standard. Also, we must examine the amenities the property offers. Are the amenities appropriate and cost-effective? This is the first step to understand the financial stability of the property.

- **STEP FIVE: DETERMINE THE POTENTIAL INCOME THE PROPERTY CAN PRODUCE GIVEN ITS BEST USE**

Considering full occupancy, how much rent and subsidy can be generated by each of our properties? By comparing this to the cost of operating the property we will gain significant information about the financial feasibility of our properties. It is likely that an accurate estimate of this cannot be made until the new rules for the operating fund are finalized.

- **STEP SIX: DETERMINE THE COST OF ANY CAPITAL IMPROVEMENTS OR RETROFITTING REQUIRED TO EQUIP THE PROPERTY TO SERVE THE TARGET POPULATION**

What is the cost of any required rehabilitation or retrofitting? This amount must be factored into the income potential and operating cost of the property to determine if retrofitting this property is the best way to serve the identified need. Changes to the property might include the installation of air conditioning in all developments, installation of dishwashers and garbage disposals, carpeting, and the elimination of efficiency units.

- **STEP SEVEN: DETERMINE THE COST OF OPERATING THE REHABILITATED PROPERTY**

Will the cost of operating the property be different after improvements are made? If so, this must be factored into the decision-making process.

- STEP EIGHT: COMPARE THE OPERATING COST TO THE POTENTIAL INCOME

Regardless of the need for the housing, it must be financially feasibility to operate the property the HACSJ has determined that a property can produce enough income to sustain itself, the use of the property for the targeted use will proceed. If a property cannot produce enough income to sustain itself and there is a need for the housing, we may decide to seek additional support from other properties in the portfolio or elsewhere in the community. This is reasonable if, in our opinion and the community's, there is great social value in operating the property.

- STEP NINE: DETERMINE THE ABILITY OF THE PROPERTY TO GENERATE ADEQUATE FUNDS FOR AN OPERATING RESERVE

An additional aspect of a property, its ability to sustain itself financially, depends on its ability to generate enough funds not only to pay its operating costs, but also to contribute to a replacement reserve. The HACSJ cannot estimate the need for an operating reserve until the rules for the new capital and operating funds have been finalized, but we do intend to continue our current practice of funding operating reserves.

In summary, the HACSJ intends to reinvent our public housing as we know it and move towards a more market-driven, private-oriented management system while retaining our responsibility to both our residents and the taxpayers.

## ATTACHMENT L

### Grievance Procedures

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#### COMPLAINTS, GRIEVANCES AND APPEALS

[24 CFR 966.50-966.57]

##### INTRODUCTION

The informal hearing requirements defined in HUD regulations are applicable to participating families who disagree with an action, decision, or inaction of SJHA. This Chapter describes the policies to be used when families disagree with a SJHA decision. It is the policy of SJHA to ensure that all families have the benefit of all protections due to them under the law.

Grievances shall be handled in accordance with SJHA's approved Grievance Procedures. The written grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

##### A. COMPLAINTS

SJHA will respond promptly to all complaints.

Each complaint regarding physical condition of the units may be reported by phone to:

1. Property Manager,
2. Maintenance Superintendent, or
3. Employee and Community Relations Administrative Assistant.

Anonymous complaints are checked whenever possible. SJHA does not require that complaints be put in writing.

**Complaints from families.** If a family disagrees with an action or inaction of SJHA, complaints will be referred to the:

1. Appropriate staff i.e., Office Assistant, Occupancy Specialist, or Property Manager,
2. Applications and Housing Manager, or designee,
3. Director of Asset Management,
4. Employee & Community Relations Administrative Assistant.

**Complaints regarding physical condition** of the units may be reported by phone to the

1. Property Manager,
2. Applications and Housing Manager, or designee
3. Director of Asset Management,
4. Employee & Community Relations Administrative Assistant.

**Complaints from staff.** If a staff person reports a family is violating or has violated a lease provision or is not complying with program rules, the complaints will be referred to the:

1. Property Manager,
2. Applications and Housing Manager, or
3. Employee & Community Relations Administrative Assistant.

**Complaints from the general public.** Complaints or referrals from persons in the community in regard to SJHA or a family will be referred to the Applications and Housing Manager. If a complaint is not resolved, it will be referred to the Employee & Community Relations Administrative Assistant.

Anonymous complaints will be checked whenever possible.

## **B. APPEALS BY APPLICANTS**

Applicants who are determined ineligible, who do not meet SJHA's admission standards, or where SJHA does not have an appropriate size and type of unit in its inventory will be given written notification promptly, including the reason for the determination.

Ineligible applicants will be promptly provided with a letter detailing their individual status, stating the reason for their ineligibility, and offering them an opportunity for an informal hearing.

Applicants must submit their request for an informal hearing in writing to SJHA within five working days from the date of the notification of their ineligibility.

If the applicant requests an informal hearing, SJHA will provide an informal hearing within five working days of receiving the request. SJHA will notify the applicant of the place, date, and time.

Informal hearings will be conducted by an impartial hearing officer. The person who is designated as the hearing officer cannot be the person who made the determination of ineligibility or a subordinate of that person.

The applicant may bring to the hearing any documentation or evidence s/he wishes and the evidence along with the data compiled by SJHA will be considered by the hearing officer.

The hearing officer will make a determination based upon the merits of the evidence presented by both sides. Within five working days of the date of the hearing, the hearing officer will mail a written decision to the applicant and place a copy of the decision in the applicant's file.

The grievance procedures for Public Housing tenants do not apply to SJHA determinations that affect applicants.

### **C. APPEALS BY TENANTS**

Grievances or appeals concerning the obligations of the tenant or SJHA under the provisions of the lease shall be processed and resolved in accordance with the Grievance Procedure of the SJHA, which is in effect at the time such grievance or appeal arises.

(See SJHA's Grievance Procedure contained in this chapter.)

### **D. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS"**

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

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

#### **INS Determination of Ineligibility**

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

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

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

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

Deny the applicant family.

Defer termination if the family is a participant and qualifies for deferral.

Terminate the participant if the family does not qualify for deferral.

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

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose termination is carried out after temporary deferral may not request a hearing since they had an opportunity for a hearing prior to the termination.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of Tenant Rent and Total Tenant Payment.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

## **E. GRIEVANCE PROCEDURES**

### **Definitions**

**Grievance.** Any dispute which a tenant may have with respect to a Housing Authority action or failure to act in accordance with the individual tenant's lease or SJHA regulations which adversely affect the individual tenant's rights, duties, welfare, or status.

**Complainant.** Any tenant whose grievance is presented to SJHA or at the site/management office informally or as part of the informal hearing process.

**Hearing Officer.** A person or persons selected in accordance with this grievance procedure to hear grievances and render a decision with respect thereto.

**Tenant.** A lessee or the remaining head of household of any tenant family residing in housing accommodations owned or leased by the SJHA.

**Elements of Due Process.** An eviction action or a termination of tenancy in a State or local court in which the following procedural safeguards are required.

Adequate notice to the tenant of the grounds for terminating the tenancy and for eviction;

Opportunity for the tenant to examine all relevant documents, records, and regulations of the SJHA prior to the trial for the purpose of preparing a defense;

Right of the tenant to be represented by counsel;

Opportunity for the tenant to refute the evidence presented by SJHA including the right to confront and cross-examine witnesses and to present any affirmative legal or equitable defense which the tenant may have;

A decision on the merits of the case.

### **Applicability**

This Grievance Procedure applies to all individual grievances, except any grievance concerning a termination of tenancy or eviction that involves:

Any activity, not just criminal activity, that threatens the health, safety, or right to peaceful enjoyment of the premises of other residents or SJHA employees, or

Any drug-related criminal activity *on* or *off* such premises.

### **Pre-Hearing Procedures**

#### **Informal Conference Procedures**

Any grievance shall be presented orally or in writing to SJHA office or to the housing management office who sent the notice on which the grievance is based. Written grievances must be signed by the complainant. The grievance must be presented within a reasonable time, not past the first working day after the fifth day of the action or failure to act which is the basis for the grievance. It may be simply stated, but shall specify:

The particular grounds upon which it is based,

The action requested; and

The name, address, and telephone number of the complainant, and similar information about the complainant's representative, if any.

The purpose of the initial discussion is to discuss and to resolve the grievance without the necessity of a formal hearing.

Within five working days, a summary of this discussion will be given to the complainant by a SJHA representative. One copy will be filed in the tenant's file.

The summary will include: names of participants, the date of the meeting, the nature of the proposed disposition, and the specific reasons for the disposition. The summary will also specify the steps by which an formal hearing can be obtained.

#### Dissatisfaction with Informal Conference

If the complainant is dissatisfied with the proposed disposition of the grievance, s/he shall submit a written request for a hearing within five working days of the date of the summary of the informal meeting.

The request for a hearing must be presented to SJHA's central office legal department.

The request must specify the reason for the grievance request and the relief sought.

#### Failure to Request a Formal Hearing

If the complainant does not request a formal hearing within five working days, s/he waives his/her right to a hearing, and SJHA's proposed disposition of the grievance will become final. This section in no way constitutes a waiver of the complainant's right to contest SJHA's disposition in an appropriate judicial proceeding.

#### Right to a Hearing

After exhausting the informal conference procedures outlined above, a complainant shall be entitled to a hearing before a hearing officer.

The head of household or other adult household member must attend the hearing.

If rescheduling of the hearing is necessary, the hearing must be rescheduled at least 24 hours in advance of the scheduled hearing time or the complainant waives their right to a hearing.

If the complainant fails to appear within 15 minutes of the scheduled time, the complainant waives their right to a hearing.

SJHA will provide reasonable accommodation for persons with disabilities to participate in the hearing. SJHA must be notified within 24 hours of the scheduled time if special accommodations are required.

#### **Selection of Hearing Officer**

A grievance hearing shall be conducted by an impartial person appointed by SJHA other than the person who made or approved SJHA action under review, or a subordinate of such person.

## **Procedures to Obtain a Hearing**

### Informal Prerequisite

All grievances must be informally presented as a prerequisite to a formal hearing.

The hearing officer may waive the prerequisite informal conference if, and only if, the complainant can show good cause why s/he failed to proceed informally.

### Escrow Deposit

Before a hearing is scheduled in any grievance involving an amount of rent SJHA claims is due, the complainant shall pay to SJHA all rent due and payable as of the month preceding the month in which the act or failure to act took place.

The complainant shall thereafter deposit the same amount of the monthly rent in an escrow account each month until the complaint is resolved by decision of the hearing official or panel.

SJHA may waive these escrow requirements in extraordinary circumstances.

Unless so waived, failure to make the required escrow payments shall result in termination of the grievance procedure.

Failure to make such payments does not constitute a waiver of any right the complainant may have to contest the SJHA's disposition of the grievance in any appropriate judicial proceeding.

### Scheduling

If the complainant complies with the procedures outlined above, a hearing shall be scheduled by the hearing officer promptly within five working days at a time and place reasonably convenient to the complainant and SJHA.

A written notification of the date, time, place, and procedures governing the hearing shall be delivered to the complainant and the appropriate SJHA official.

## Hearing Procedures

The hearing shall be held before a hearing officer.

The complainant shall be afforded a fair hearing and be provided the basic safeguards of due process to include:

The opportunity to examine and to copy before the hearing, at the expense of the complainant, all documents, records and regulations of SJHA that are relevant to the hearing with at least a 24 hour notice to the legal department prior to the hearing. Any document not so made available after request by the complainant may not be relied upon by SJHA at the hearing.

SJHA shall also have the opportunity to examine and to copy at the expense of SJHA all documents, records and statements that the family plans to submit during the hearing to refute SJHA's inaction or proposed action. Any documents not so made available to SJHA may not be relied upon at the hearing.

The right to a private hearing unless otherwise requested by the complainant.

The right to be represented by counsel or other person chosen as a representative.

The right to present evidence and arguments in support of the complaint, to controvert evidence presented by SJHA , and to confront and cross-examine all witnesses upon whose testimony or information SJHA relies, limited to the issues for which the complainant has received the opportunity for a formal hearing; and

The right to a decision based solely and exclusively upon the facts presented at the hearing.

If the hearing officer determines that the issue has been previously decided in another proceeding, a decision may be rendered without proceeding with the hearing.

If the complainant or SJHA fail to appear at the scheduled hearing, the hearing officer may:

make a determination that the party has waived his/her right to a hearing. Such a determination in no way waives the complainant's right to appropriate judicial proceedings in another forum.

At the hearing, the complainant must first make a showing of an entitlement to the relief sought and thereafter SJHA must sustain the burden of justifying the SJHA action or failure to act against which the complaint is directed.

The hearing shall be conducted by the hearing officer as follows:

Informal: Oral and documentary evidence pertinent to the facts and issues raised by the complaint may be received without regard to admissibility under the rules of evidence applicable to judicial proceedings;

Formal: The hearing officer shall require SJHA, complainant, counsel, and other participants and spectators to conduct themselves in an orderly manner. The failure to comply with the directions of the hearing official to maintain order will result in the exclusion from the proceedings, or a decision adverse to the interests of the disorderly party and granting or denial of the relief sought, as appropriate.

SJHA arranges, in advance, in writing, for a transcript or audiotape of the hearing. Any interested party may purchase a copy of such transcript.

### **Decisions of the Hearing Officer**

The hearing officer shall give SJHA and the complainant a written decision, including the reasons for the decision, within five working days following the hearing. SJHA will place one copy in the tenant files. The written decision will be sent to the address provided at the hearing.

The decision of the hearing officer shall be binding on SJHA which shall take all actions necessary to carry out the decision, unless the complainant requests Board action within five working days prior to the next Board meeting. SJHA Commissioners' decision will be mailed to the complainant with five working days following the Board meeting, and so notifies the complainant that:

The grievance does not concern SJHA action or failure to act in accordance with or involving the complainant's lease or SJHA regulations which adversely affect the complainant's rights, duties, welfare or status;

The decision of the hearing officer is contrary to applicable Federal, State, or local law, HUD regulations or requirements of the Annual Contributions Contract between HUD and SJHA.

A decision by the hearing officer or SJHA Commissioners in favor of SJHA or which denies the relief requested by the complainant in whole or part shall not constitute a waiver of, nor affect in any manner whatever, the rights of the complainant to a trial or judicial review in any proceedings which may thereafter be brought in the matter.

### **Housing Authority Eviction Actions**

If a tenant has requested a hearing in accordance with these duly adopted Grievance Procedures on a complaint involving a SJHA notice of termination of tenancy, and the hearing officer upholds SJHA action, SJHA shall not commence an eviction action until it has served a notice to vacate on the tenant.

In no event shall the notice to vacate be issued prior to the decision of the hearing officer having been mailed or delivered to the complainant.

Such notice to vacate must be in writing and specify that if the tenant fails to quit the premises within the applicable statutory period, or on the termination date as stated in the notice of termination, whichever is later, appropriate action will be brought against the complainant. The complainant may be required to pay court costs and attorney fees.

ATTACHMENT M

**Resident Services Coordinating Council Minutes**

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Coordinating Council Meeting Minutes

Date/Time: Thursday, March 21, 2002 / 10:00 a.m.  
 Location: Conway Supportive Services Center

| ATTENDEES                 |  |
|---------------------------|--|
| NAMES:                    | AGENCY   |
| Theil Atterbury           | City of Stockton, Parks and Recreation- Sierra Vista |
| Vernette Brown            | Housing Authority, Sierra Vista SSC                  |
| Stefenee Clinton          | Housing Authority, Director of Human Relations       |
| Monalisa Lopez            | Housing Authority – Tracy SSC                        |
| Maria Macias              | Housing Authority – Sierra Vista SSC                 |
| Dale Robertson            | Office of Substance Abuse, Community Works           |
| Spring Robertson          | Sierra Vista – Resident Council                      |
| Elsa Rocha                | Housing Authority – Thornton SSC                     |
| Rose Sandoval             | Housing Authority, Human Relations                   |
| Leny Stanbra              | Housing Authority, Conway SSC                        |
| Vera Yazzi                | Sierra Vista – Resident Council                      |
| Bobbie Cossey             | Conway Homes Resident Council                        |
| Officer Scott Crawford    | City of Stockton Police – Sierra Vista               |
| Reggie Galindo            | Office of Substance Abuse, Community Works/CALWORKS  |
| Lt. Mark Helms            | City of Stockton Police – Sierra Vista               |
| Luz Saucedo               | El Concilio  |
| Office R. Fain            | City of Stockton Police – Sierra Vista               |
| Clay Nutting              | Planned Parenthood, Guest Speaker                    |
| Officer Sgt. Charm Mathis | City of Stockton Police – Conway Homes               |
| Officer Darren Baldwin    | City of Stockton Police – Sierra Vista               |
| Officer James Schreiber   | City of Stockton Police – Conway Homes               |
| Cecilia Sierra            | Healthy Children Collaborator                        |
| Maria Echenique           | Delta Health Care/WIC                                |
| Maria Siepra              | Healthy Children’s Collaborative                     |
| Louise Spitzer            | Housing Authority – Central Applications             |
| Connie Fernandez          | Housing Authority – Sierra Vista                     |
| Sandra Murphy             | Housing Authority – Human Relations                  |
| Delores Moreno            | Thornton Resident Council                            |
| Leticia Paz               | Thornton – Resident Council                          |

Minutes: Sandra A. Murphy

### Welcome and Introductions

Stefenee Clinton opened the meeting by introducing herself and welcoming all to the Resident Services Coordinating Council Meeting. Stefenee asked the Council to please introduce themselves to the group by stating their name, title and area of responsibility.

### Capital improvement Planning – Sierra Vista Gym

Tedd Hunter, Senior Capital Improvement Superintendent spoke, regarding the remodeling of the existing Sierra Vista Gym. Tedd Hunter and Stefenee Clinton offered a few remodeling suggestions to the group, such as a small conference room and separate offices. The Council was in agreement of their suggestions. The group also discussed the need for playground equipment or an outdoor meeting area. As a group it was decided that although some areas of the Development are in need of playground equipment the need is greater for a fenced outdoor meeting area. The Council agreed to a wrought iron fence, with a high concentration of exterior lighting. The Stockton Police suggested to plant trees that are dense in foliage to provide shade, but not so dense as to create a safety hazard. The police strongly recommended that no bushes be planted in the outdoor meeting area.

In closing, Stefenee asked that the Council begin thinking of what kinds of improvements they would like to see in the developments next year.

### Planned Parenthood Proposal

Clay Nutting of Planned Parenthood presented to the group Planned Parenthood's, Teen Smart "Breaking Through the Barriers" program. What Planned Parenthood has found is that there are a lot of good programs available to teens but teens do not have access to these programs. The concept of the Teen Smart program is by outreach partnering with existing programs; teen-friendly programs are introduced into the community in the forms of workshops, recreational activities, mentoring, tutoring, and teen-friendly activities. Teen Smart assembles many teen programs together under one roof in order to offer as many services as possible to teens in the community. One of the elements within the program is an assessment form that is completed by the teen. Once the teen has completed the form an advisor will be able to provide services to the community teens in the form of out-source programs. Mr. Nutting solicited the group for any questions or comments.

Leny Stanbra commented that if Planned Parenthood needed to staff their Teen Smart Program, that there are local teens that could be appropriate. Other council members commented on the concern of duplication of efforts.

After listening to all concerns it was agreed that an adhoc committee lead by Thel Atterbury be formed. The primary focus of this group would be to work with Planned Parenthood in order to prevent duplication of efforts related to community teen groups.

In closing, Stefenee stated that a letter of support from the San Joaquin Housing Authority would be sent to Planned Parenthood. After the adhoc committee and Planned Parenthood have met and coordinated their efforts to avoid duplication of efforts, Stefenee will present a draft Memorandum of Understanding to the Council.

#### Safety and Crime Prevention Planning

Stefenee Clinton asked that a meeting be coordinated between Thel Atterbury of City of Stockton Parks and Recreation, Ms. Atterbury's supervisor, Luz (Teresa) Saucedo, of El Concilio, Ms. Saucedo's supervisor, Reggie Galindo of Community Works, Mr. Galindo's supervisor, and herself. Sandra Murphy, will be contacting those mentioned to arrange the time and date.

#### Resident Involvement in Crime Prevention - Training

Stefenee reported that the Tracy Police are 100 percent committed to Community Policing the Tracy area. Stefenee asked the Stockton Police Department if they would be able to provide the same Community Police services within the same budget as the previous year. The Stockton Police answered that they had not heard of any budgetary nor staffing changes pertaining to the Sierra Vista/Conway Developments. Stefenee reported that progress has been made with the Thornton Sheriff's Department and is anticipating further progress as talks continue between the Housing Authority and the Sheriff's department.

Stefenee reported to the group HUD's 4<sup>th</sup> National Conference is coming up on April 2, 2002, through April 3, 2002, and is being held in San Francisco. Stefenee encouraged all those that wanted to attend to do so. Stefenee asked Maria Macias to be coordinator of the registration for the conference. Maria agreed. Stefenee noted that the Sacramento HUD office is very interested in a substantial attendance by the San Joaquin Housing Authority.

#### Agency Update

Thel Atterbury discussed her concern with the duplication of programs within the developments. For example, they have a Homework Club Program that for 8 hours per week of homework a family will receive a bag of groceries from the San Joaquin Food Bank. Thel feels their program is being impacted by a similar after school program offered by supportive services that provides snacks to children without the requirement of doing homework.

The group discussed how they felt the community could be best served and decided to recognize the Homework Club as being the primary after school club. Thel Atterbury will be supervising the Homework Club, and the location will be Sierra Vista Supportive Services Center Conference Room, Monday through Friday, 2:00 p.m. to 4:00 p.m.

The Stockton Police commented that the best way to get a hold of the Community Police Officer is to use their dispatch. The police indicated that a Nextel telephone, provided to them by the

San Joaquin Housing Authority, had been lost and requested a replacement. Stefenee Clinton will contact Tedd Hunter in order to replace the lost Community Police Officer's Nextel phone. The Stockton Police also reported the Stockton area has had heightened incidents of car theft. The police recommended that citizens install car alarm systems and perform simple acts of prevention, such as not leaving any valuables in a car. Models of cars that are most frequently stolen are Honda, Acura, pickups, and Toyota Camry. The police also noted that leaving an unattended, idling car, will often result in the car being stolen

Police arrest reports indicate that drug sales of Ecstasy, and taking large quantities of Corrcidan are greatly on the rise around Conway areas.

#### Support Agencies

The group discussed some of the preconceived notions that the public sometimes has or is associated with the Planned Parenthood. Cultural issues were also discussed.

After much discussion the group decided to form a planning committee to organize a community event patterned after the Youth Leadership Event. The purpose of the community event would be to educate the community regarding the programs offered by all partners. Reggie Galindo volunteered to chair the planning committee. The Resident Council will solicit outside sources for donations. The donations will be given away as prizes at this event. Stefenee stated that the Housing Authority would provide the grand prize.

Meeting adjourned.

Coordinating Council Meeting Minutes

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Date/Time: Thursday, April 18, 2002 / 10:00 a.m.  
 Location: Thornton Supportive Services Center

| ATTENDEES         |                                |
|-------------------|--------------------------------|
| NAMES:            | AGENCY:                        |
| LOUISE SPITZER    | SAN JOAQUIN HOUSING AUTHORITY  |
| MARIA MACIAS      | SAN JOAQUIN HOUSING AUTHORITY  |
| ROSE SANDOVAL     | SAN JOAQUIN HOUSING AUTHORITY  |
| LUZ SAUCEDA       | EL CONCILIO                    |
| VERA YAZZIE       | SIERRA VISTA RESIDENT COUNCIL  |
| MS. BOBBIE COSSEY | CONWAY HOMES RESIDENT COUNCIL  |
| LENY STANBRA      | SAN JOAQUIN HOUSING AUTHORITY  |
| VERNETTE BROWN    | SAN JOAQUIN HOUSING AUTHORITY  |
| SOPHAL SUON       | COMMUNITY WORKS                |
| THEL ATTERBURY    | CITY OF STOCKTON, PARKS & REC. |
| ROBERT FAINE      | STOCKTON POLICE DEPARTMENT     |
| ANTONIO SAJOR     | STOCKTON POLICE DEPARTMENT     |
| MONALISA LOPEZ    | SAN JOAQUIN HOUSING AUTHORITY  |
| ANTOINETTE REED   | SAN JOAQUIN HOUSING AUTHORITY  |
| ELSA ROCHA        | SAN JOAQUIN HOUSING AUTHORITY  |
| TRINIDAD OJEDA    | THORNTON RESIDENT COUNCIL      |
| DOLORES MORENO    | THORNTON RESIDENT COUNCIL      |
| TERESA TORRES     | THORNTON RESIDENT COUNCIL      |
| LETY PAZ          | THORNTON RESIDENT COUNCIL      |
| DARREN BALDWIN    | STOCKTON POLICE DEPARTMENT     |
| JOSEPH AMEN       | CITY OF STOCKTON, PARKS & REC. |
| JOSEPH REED       | COMMUNITY WORKS                |
| TOMMIE BARNEY     | COMMUNITY WORKS                |
| RON TAYLOR        | CONSULTANT, SIERRA VISTA       |
| STEFENEE CLINTON  | SAN JOAQUIN HOUSING AUTHORITY  |
| SANDRA MURPHY     | SAN JOAQUIN HOUSING AUTHORITY  |

Minutes: Sandra A. Murphy

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Welcome and Introductions

Stefenee Clinton welcomed everyone to the Monthly Coordinating Council Meeting. Stefenee thanked Elsa Rocha, Supportive Services Center Specialist, for opening the Thornton Supportive Services Center to the Council's meeting. Stefenee asked that everyone introduce themselves to the group.

## Technical Assistance Training

Stefene Clinton announced to the Council that Ron Taylor, Georgia Brownlee and Spring Robertson will be attending a technical assistance training in Denver, Colorado, July 1, 2002, through July 2, 2002. The intent of the training is to assist the Council in implementing their Ross Grant and to enable Ron Taylor to act as a “trainer” and work with the Resident Council. Sandra Murphy will contact Ron Taylor to coordinate travel.

## Safety and Crime Prevention Planning

Prior to the Monthly Coordinating Council Meeting, Stefene Clinton met with Thel Atterbury, Parks and Recreation, Luz Salcedo, El Concilio, and Joseph Reed, Community Works to discuss safety and crime prevention and the HUD 2003 budget. Stefene Clinton reported to the Council that Parks and Recreation will be receiving funding per program, Community Works and El Concilio will receive, individually, \$11,250. Community program strategies will be discussed at the next Council meeting. Stefene mentioned that Antonio Pizano, Executive Director, is meeting with Chief Chavez, Stockton Police Department, to discuss the budget related to the Community Policing Program.

While on the subject of safety, Stefene Clinton took the opportunity to discuss with those Community Police Officers present safety concerns that have been expressed to her. Stefene has become aware of incidents of drugs being sold behind the Sierra Vista Gym and an overall sense of feeling unsafe while at the gym. Officer Faine responded that a relationship based on trust and communication has yet to be established between the Community Police Officers and the residents of Sierra Vista. He feels that residents are reluctant to talk with the Police because of the perception of being a “snitch” against their community. The Residents are also reluctant to use the Police Suggestion Box. Officer Faine reported that most Sierra Vista residents feel most comfortable giving a verbal complaint. Officer Faine predicts that when the two parties, Community and Community Police Officers, have a more comfortable relationship, the residents will report more crime-related incidents to the police, the police will act upon their information with the end result being a reduction in area crime. Officer Faine added that he felt the drug activity that is occurring within Sierra Vista is coming from the surrounding areas and is not necessarily a reflection upon the residents of the Development. Speaking to the matter of crime in Sierra Vista, Luz Saucedo, El Concilio, said she has heard from a particular person in the community that the number one gang group is located in Sierra Vista. In conclusion, Stefene requested from Officer Faine copies of any documentation from the Police Suggestion Box and a commitment from them to make a difference by the next Coordinating Council Meeting. Stefene requested from Luz Saucedo that she invite the person she cited as saying that Sierra Vista housed the number one gang to the next Coordinating Council Meeting.

## Office of Inspector General Visit

Stefene reported to the Council that Teresa Carson of the Office of Inspector General will make a special visit next month to describe the role of the Office of Inspector General. Stefene encouraged the residents to take this opportunity and ask Ms. Carson questions.

## Reports

Stefenee told Thel Atterbury, Parks and Recreation that the Housing Authority received one report but that the second report was outstanding. Stefenee asked Thel to convey the message to her bosses that the second report had not been received.

Stefenee told the Council that reports are due by the 10<sup>th</sup> of each month otherwise reports processed after that date are paid that following month.

#### Sub Committees

Sandra Murphy will be contacting the Teen Activity Planing Committee Members, Elsa Rocha, Marie Macias, Sophal Suon, Monalisa Lopez, Antoinette Reed, and Thel Atterbury to coordinate meeting.

#### Consumer Credit Counseling Services

Stefenee Clinton presented to the group the idea of introducing the Consumer Credit Counseling Service training programs to the residents of Sierra Vista, Conway, Tracy and Thornton. The Consumer Credit Counseling would hold trainings to provide these communities with a plan to improve their credit history, establish a relationship with a bank and manage their expenses. A few benefits C.C.C.S. can provide is an established relationship with Farmers and Merchant Bank that welcomes C.C.C.S.'s clients and C.C.C.S.'s ability to customize their trainings to their client's needs. Stefenee then asked the group if they felt the residents would participate in these trainings? Mrs. Cossey agreed to help encourage the Conway Homes residents to attend. Leny mentioned that budgeting is included in the employment preparation of the Work Search program. Luz Saucedo, El Concilio will encourage her children to attend. The group stated that they would like to see a training crafted around youth and adult participation. Louise Spitzer would like the training to be offered to the Development Managers. Rose Sandoval suggested that attending a Consumer Credit Counseling Service training be a requirement for the Family Self-Sufficiency Program participants. Sandra Murphy will contact Judy Thompson, Education Director, Consumer Credit Counseling Service, with these requests.

#### Mediation Services

Louise Spitzer, the Property Managers, the Community Police and their superiors met to discuss mediation services. The Committee asked Louise if the mediation service was available. Louise reported that she has completed a job description but is still working on the budget. The group discussed that along with providing mediation services to include self-esteem classes and training for the Resident Council to provide them with necessary tools to conduct meetings. Louise reported that in a program year the staff person would be rotating through the four Developments. In a year there will be six trainings. The training topics have yet to be established, but will be tailored around current situations. Louise stated that the cost would be based upon a per person rate. Stefenee requested that Louise pursue a cost based upon an hourly rate. Louise said that she would check with them regarding payment arrangements.

#### Partners Update

## 1. Parks and Recreation

Thel Atterbury of Parks and Recreation announced to the Council that Summer Camp would begin June 10, 2002, and end August 16, 2002, from 7:30 a.m. to 5:00 p.m. weekly. She is currently soliciting for field trips. Thel stated that she is concerned with the timing of the gym construction and the Summer Camp. The group discussed the idea of using pop-up tents and relocating the Summer Camp to a different area within Sierra Vista. Maria Macias agreed to work toward obtaining pop-up tents from either Frank Newton or Jim Rinker. Thel asked who would be responsible for the daily assembling and storing of the pop-up tents? Stefenee asked that Thel and Maria work with the Sierra Vista Maintenance staff to coordinate the set-up and tear down. Maria offered her help to Thel in designing a bilingual Summer Camp flyer to be sent to the community. Luz Saucedo offered her help to the Summer Camp through out-reach to the residents.

Parks and Recreation has purchased for the Coin Program a computer software package that teaches children how to develop resumes. Thel stated that this program is to begin April 2002, Monday through Thursday, from 4:00 p.m. to 5:00 p.m. This program will be coordinated with the Sierra Vista Supportive Service Center. Thel will provide staff and Maria will provide setting. Stefenee requested from Maria to please ensure that all-necessary equipment be in safe and operating order. Stefenee requested that Maria please contact Tedd Hunter for assistance.

Stefenee asked Thel if any of the residents would be Silver Lake Camp Counselors? Thel responded “no” to Stefenee’s question. Stefenee asked Thel to please follow-up with Silver Lake and forward information to her.

Thel Atterbury said the Homework Club, with the help of Sophal and Maria is working well for the children. Thel works with the children on their homework, Sophal is doing arts and crafts and Maria provides the facility. The ages of the children in the Homework club are from six years old to twelve.

## 2. Community Policing

It was announced that bicycle police patrols in Sierra Vista would commence after the officers attend training on May 13, 2002.

The issue of security within the Sierra Vista Development was revisited. The group introduced the idea of exterior security cameras. If the cost of security monitoring is too great, maybe a “fake system” to at least give the perception of monitoring the community. Stefenee said she would report to the Council next meeting regarding surveillance.

## 3. Community Works

Sophal Suon had nothing to report.

Ms. Cossey thanked the staff for their help regarding the multicultural meeting.

Stefenee asked the Committee if they had any other concerns they would like to discuss? The Committee answered “no.”

In closing, Stefenee reminded the Committee that it is everyone's responsibility to set an example for the children by creating a warm and friendly atmosphere in the Supportive Services Centers. Stefenee cautioned the group that efforts would be put forth by the Housing Authority to correct those customers that are causing disharmony within the Services Centers.

Meeting adjourned.

Next Meeting: Thursday, May 16, 2002, Tracy Supportive Services Center

Coordinating Council Meeting Minutes

Date/Time: May 16 2002, 10:00 a.m.  
 Location: Sierra Vista Supportive Services Center

| Attendees         |   |
|-------------------|---|
| Names:            | Agency:   |
| Chris Clark       | City of Stockton Parks and Recreation               |
| Thel Atterbury    | City of Stockton Parks and Recreation               |
| Vernette Brown    | Housing Authority                                   |
| Bobbie Cossey     | Resident Council, Conway Homes                      |
| Maria Echenique   | Delta Health Care/WIC                               |
| Stefenee Clinton  | Housing Authority                                   |
| Reggie Galindo    | Community Works                                     |
| Monalisa Lopez    | Housing Authority                                   |
| Maria Macias      | Housing Authority                                   |
| Dolores Moreno    | Resident Council, Thornton                          |
| Sandra Murphy     | Housing Authority                                   |
| Trinidad Ojeda    | Resident Council, Thornton                          |
| Antoinette Reed   | Housing Authority                                   |
| Joseph Reed       | Community Works                                     |
| Spring Robertson  | Resident Council, Sierra Vista                      |
| Elsa Rocha        | Housing Authority                                   |
| Rose Sandoval     | Housing Authority                                   |
| Luz Saucedo       | El Concilio   |
| Louise Spitzer    | Housing Authority                                   |
| Ron Taylor        | Consultant, Sierra Vista Resident Council           |
| Teresa Torres     | Resident Council, Thornton                          |
| Vera Yazzie       | Resident Council, Sierra Vista                      |
| Dorothy Beattie   | San Joaquin County Prevention and Treatment         |
| Georgia Brownlee  | Resident Council, Sierra Vista                      |
| Angie Segura      | Community Partnership for Families                  |
| La Cresia Hawkins | C.U.F.F.  |
| Sharee Vance      | C.U.F.F.  |
| Bruce O'Brien     | City of Stockton, Employment Development Department |
| Debra Scott       | Community Works                                     |
| Margie Johnson    | Planned Parenthood                                  |

Minutes: Sandra A. Murphy  
Welcome and Introductions

Stefenee welcomed everyone to the Monthly Coordinating Council Meeting. In seeing a few new faces in the room, Stefenee welcomed those “new-comers” and noted that the intention of the Coordinating Council Monthly Meeting is to come together as a group to share ideas as to

what is working in the communities and what could be improved. Stefenee asked the Council to please introduce themselves to the group by stating their name, title and area of responsibility.

#### Resident Participation Teleconference

Stefenee announced the upcoming National Law Project and ENPHRONT teleconference will be held Thursday, May 30, 2002, from 4:00 p.m. to 5:00 p.m. via telephone conference in the Administrative Conference Room of the San Joaquin Housing Authority. A memo was sent out April 26, 2002, inviting the Resident Council Presidents and their Housing Authority staff partners to attend this meeting by using the telephone conferencing equipment located at the Housing Authority. The teleconference will provide public housing residents, advocates and practitioners with a review and analysis of the public housing resident participant funding – what it is, what it can be used for, what to negotiate for, etc. Stefenee passed out to the group a copy of the memo and asked for questions. No one had questions.

#### Safety and Crime Prevention

Stefenee mentioned that she had received a proposal from City of Stockton, Parks and Recreation regarding youth recreation activities. Stefenee mentioned that she did not get a proposal from El Concilio. Stefenee asked Luz Saucedo, if El Concilio was interested in submitting an application. Luz said she has tried her best to convince the El Concilio management to submit a proposal, but hasn't been successful in obtaining a commitment. She will continue to pursue this issue with her management.

Stefenee asked Louise Spitzer how the mediation program was coming. Louise reported the board is considering the mediation plan, but the board will need at least a month to decide. Stefenee said that due to time constraints if the board does decide to move forward with the mediation program it would need to be added on at a later time.

Stefenee added that the Stockton Police Department is equally committed to the Safety and Crime Prevention Program, via the Community Policing Program, as is City of Stockton Parks and Recreation. Stefenee commented if the residents want to give input on how modernization/capital improvement funds are used, take the time to review the plans and attend informational meetings.

#### San Joaquin Housing Authority Extended Office Hours

Stefenee told the group of the new alternative work schedule that was approved by the Board of Commissioners for the Housing Authority staff. The new alternative work schedule is optional and is an alternative to the traditional Monday through Friday, eight-hour days. The staff that choose the alternate work schedule are working 9 nine-hour days, 1 eight-hour day, every other Friday off, remaining open to the public every Thursday until 6:00 p.m.

#### Teacher for Kool Degrees

Stefenee told the group the Kool Degrees Program is struggling to get the right kind of instruction. Kool Degrees is a very new program and with the "newness" of this program it is a

little more challenging than Stefenee anticipated. The Housing Authority will hire an instructor devoted to Kool Degrees. Stefenee stated that she and Antoinette had met with a San Joaquin Delta College instructor that morning before the Council Meeting. Stefenee mentioned that the meeting had gone very well and that during the meeting with the Delta college instructor, the instructor had offered to open the Delta College campus to the Kool Degrees Program in order to have the kids sell ice cream at various events, such as football games. San Joaquin Delta College is willing to waive enrollment fees for those children who are Kool Degrees core participants.

Stefenee said that the Housing Authority needs help from the community partners – more children are needed in the Kool Degrees program. The idea of the Program is that core participants can earn money today toward paying for a college education in the future. At the end of the program year the profits will be split per participant and placed into an escrow account for that child. The target is to have ten to twelve children in the core group. The main challenge appears to be keeping the kids involved and interested in the program. Stefenee asked the group for their thoughts on how to keep the children motivated toward the Kool Degrees Program.

Some of the ideas discussed were:

1. Provide some sort of weekly incentive to participants, such as a small gift, like a gift certificate to McDonalds or movie-theater tickets.
2. Have a bankbook with an accumulative balance to show children how much they are earning. Or, let the children be included when making the bank deposits. Group discussed the idea of only the children having access to their savings account, thereby preventing the parents from absorbing their children's money.
3. As motivation to remain committed, have a grand prize, such as computer equipment. Possibly having the computer equipment visible and prominent so the children can see something tangible to work toward.
4. The group discussed the idea of organizing field trips to colleges. Part of the college field trip could include a talk from college students, with similar economic background, to speak with the children on the importance of a higher education. The group agreed that a strong component in the program and field trip would be to educate the parents and children as to the importance of college and/or trade schools. Parents need to instill in children the idea of education. The group said to insist that parents go on the college field trip.

Thel Atterbury asked Stefenee if children from the other developments could be involved. Stefenee told Thel that one ice cream cart per development had been purchased with that thought in mind. But Stefenee said that Conway Homes is the “pilot” project for Kool Degrees and that once all the “bugs” have been worked out, Kool Degrees will be implemented in the other developments.

Stefenee told the group that she is very committed to the program and will continue to report on progress of this program.

Office of Inspector General

Stefenee introduced Teresa Carson of HUD, Office of Inspector General (OIG), to the Council. Teresa thanked Stefenee and the Council for inviting her to speak. In determining her OIG topic, Teresa asked Stefenee who was in attendance. Stefenee gave her an overview mentioning, community partners, Resident Councils, of which both receive monies funded by HUD, and Housing Authority staff. To combat waste fraud and abuse, HUD has two departments, Office of Audit and Office of Investigation. HUD conduct audits of HUD funded programs to ensure they are being run properly and if need be to make suggestions or offer solutions. The first step in an audit is to notify the recipient of HUD funds of an impending audit. HUD will come out to the site under investigation and perform an audit that is presented to the agency in draft form. The purpose of this draft audit is to give the agency the opportunity to respond to any infractions. HUD will then prepare a final audit for the record. Lastly, HUD performs an exit interview at which time recommendations/solutions are discussed with the OIG and the agency. The Office of Investigation is in place to investigate any suspected criminal event. The Office of Investigation is called upon if an agency has done something illegal with HUD funds – such as if an entity did something other than what their grant indicated they would do – spent HUD funded grant monies in an improper way. The 1-800 hotline complaint number is anonymous, with most calls coming from individuals, some from other law enforcement agencies. Some reports come from other mutual agencies that are dealing with the same questionable spending of grant funds for a particular agency. A Grant has certain requirements and any changes to the Grant must be approved before funds are spent in any other way than what was originally intended. Any Grant expenses must be supported by documentation, such as receipts. The most typical reason for the involvement of OIG is when Grant recipients do not keep proper documentation, such as receipts, to support the Grant expenses.

Question and Answer Session:

Questions for Teresa:

Question: What branch of the government does HUD fall under?

Answer: HUD is part of the Federal government.

Question: Who should a grassroots council should seek guidance from?

Answer: Whomever they receive funding from, secondly, the HUD area manager. Teresa commented if there is someone on the grassroots council who has accounting or administrative background to make that person the treasurer. Teresa added that you need someone in place with good bookkeeping and record retention skills in order to keep good records to justify on a monthly basis every dollar spent. There should be a central site to store documentation. Teresa emphasized that once a group receives federally funded monies, that group is no longer a “grassroots” organization. When a group accepts government monies it is very important to understand the need to keep detailed and accurate documentation for three years. Teresa also stated that there should be a person who understands contract and procurement methods and understands the need to obtain three sources of bids to justify why you went with particular vendor.

Question: What is a major purchase?

Answer: Refer to policies and procedures. Typically a “major” purchase involves lots of money.

Teresa stressed that resident councils need to check with their administrator before spending any government funded monies toward parties. Teresa pointed out that it doesn't look good to HUD when money is being spent on parties. Teresa also advised that when you are accomplishing your grant goals to document your achievements.

In closing Teresa provided the group with ways to reach her:

Teresa Carson  
Special Agents  
450 Golden Gate Avenue  
Rm. 8-5139  
San Francisco, CA 94102  
(415) 436-6477 telephone  
(415) 436-8114 fax

#### Agency Updates

##### Planned Parenthood

Margie Johnson stated that the people served numbers have increased. Planned Parenthood is continuing to cultivate their relationship by getting out in the community putting up flyers, walking and talking among the development residents. Margie told the group Planned Parenthood is very happy to a part of the community.

##### Delta Health Care

Maria Echenique, Delta Health Care, asked Stefenee who is responsible for cleaning up the Delta Health Care office including the area around their office? Stefenee requested that Maria Macias, Sierra Vista Supportive Services Center, contact Robert Breedlove, San Joaquin Housing Authority, to enlist his staff to attend to Maria Echenique's request. Stefenee told Maria Macias to please copy Stefenee on any correspondence, i.e. memo, e-mail, between herself and Robert Breedlove related to this request. For security purposes Maria Echenique would also like to know who has access to their office. Maria Echenique asked that the answers to her requests, who is responsible for the facility upkeep and who has access to their office be documented in writing.

#### Parks and Recreation

Chris Clark, City of Stockton Parks and Recreation for Van Buskirk Park introduced himself to the group. He commented he is looking forward to working with the Resident Council and the Housing Authority.

#### Community Works

Reggie Galindo of Community Works, stated that Community Works would be involved in Sierra Vista Resident's June Health.

Miscellaneous

Stefenee said that she would be on vacation beginning Friday, May 24, 2002, through Friday, May 31, 2002, returning to work on Monday June 3, 2002. Stefenee will respond to requests made during her vacation beginning the first week of June.

Meeting Adjourned

Next Meeting: San Joaquin Housing Authority – Commissioner's Boardroom, June 20, 2002

Coordinating Council Meeting Minutes

Date/Time: June 27, 2002, 10:00 a.m.

Location: Commissioner's Boardroom, San Joaquin Housing Authority

| Attendees         |   |
|-------------------|---|
| Names:            | Agency:                                   |
| Officer Baldwin   | City of Stockton, Police Department       |
| Vernette Brown    | Housing Authority                         |
| Georgia Brownlee  | Sierra Vista Resident Council             |
| Stefenee Clinton  | Housing Authority                         |
| Maria Echenique   | Delta Health Care/WIC                     |
| Wendy Gonzalez    | Sierra Vista Resident Council             |
| Tedd Hunter       | Housing Authority                         |
| Margie Johnson    | Planned Parenthood                        |
| Maria Macias      | Housing Authority                         |
| Dolores Moreno    | Thornton Resident Council                 |
| Sandra Murphy     | Housing Authority                         |
| Sammy Nunez       | Delta Health Care - Education             |
| Clay Nutting      | Planned Parenthood                        |
| Bruce O'Brien     | E.D.D. WorkNet                            |
| Trinidad Ojeda    | Thornton Resident Council                 |
| Antoinette Reed   | Housing Authority                         |
| Kristen Rinaker   | Mediation Center                          |
| Spring Robertson  | Sierra Vista Resident Council             |
| Elsa Rocha        | Housing Authority                         |
| Officer Schreiber | City of Stockton, Police Department       |
| Louise Spitzer    | Housing Authority                         |
| Leny Stanbra      | Housing Authority                         |
| Ron Taylor        | Consultant, Sierra Vista Resident Council |
| Torry Wilson      | Housing Authority                         |
| Vera Yazzie       | Sierra Vista Resident Council             |

Minutes: Sandra A. Murphy

Welcome and Introductions

Stefenee Clinton welcomed the group to the June 2002 Coordinating Council Meeting. Stefenee mentioned that her work schedule was such that it was difficult for her to get away from her office and thanked those in attendance for coming to the Housing Authority

Capital Improvement Planning – Sierra Vista Gym

Stefenee introduced Tedd Hunter, Senior Capital Improvement Superintendent. Tedd gave the group an update on the Sierra Vista Gym and some of the improvements to occur in the Developments in the coming year. Tedd reported that phase one of the Sierra Vista Gym

improvements would begin at the end of July 2002. Phase two plan is awaiting Stefenee's approval. The plan would encompass exterior as well as interior upgrades to the classroom area, electrical upgrades, replacement of windows, bathroom improvements, conference room, and lockers for the Housing Authority staff. Tedd also reported that the original budget for the playground was set at \$100,000, the estimated cost is presently \$142,000. Tedd discussed that there will be landscaping in the middle of the medians located in Conway Homes. Tedd further commented that the Housing Authority is working with the City of Stockton to upgrade Manthey Road easement. Tedd advised the group that most of the upcoming improvements would be exterior, not interior. When the Housing Authority does proceed with interior improvements the Thornton Development will be first.

In discussing the physical separation of the Sierra Vista Development structures, the City of Stockton, Community Police – Sierra Vista offered their help to the Housing Authority in working together to create a safe environment. The Community Police Officers will be invited to the next Executive Staff Meeting, Wednesday, July 10, 2002.

In closing, Tedd, informed the group that he and Gus had met with the residents of Conway for their input as to the upcoming improvements and will be meeting with the residents of Sierra Vista, Tracy and Thornton.

#### Safety and Crime Prevention – Planning

Stefenee reported to the Council that the Tracy Police Department has indicated to the Housing Authority that they are ready to go with the Community Policing Program within the Tracy Development. Stefenee also mentioned that Mr. Pizano, herself and Chief Chavez, of Stockton Police Department, had met to discuss the Community Policing Program budget. At the end of that meeting, Stefenee felt that Mr. Pizano and Chief Chavez will be able to secure a budget that is agreeable to both parties.

Stefenee spoke to the Council about the Alternative Work Program (AWP). Stefenee explained a simple definition of the AWP is for those individuals, who have committed a crime, can through the AWP work a certain amount of time as an alternative to jail-time. There are AWP workers that have been assigned to the Conway and Sierra Vista Developments. Stefenee told the group that she is concerned about AWP persons coming into the Developments if they have been convicted of selling drugs.

#### PHDEP Reports

Stefenee reported to the group that June 30, 2002, is first quarter cut off for the community partners to submit their PHDEP reports to the Housing Authority. The Housing Authority then has until July 31, 2002, to submit all first quarter reports to HUD.

#### Grant Opportunity – Neighborhood Networks

Stefenee commented to the group that one of HUD's intentions, through their grant funding, is to promote public housing incorporating technology in its customer service programs. The San Joaquin Housing Authority is currently working on such a grant called the Neighborhood

Network. Part of the idea behind this grant is for the Housing Authority to either establish or improve upon what is termed as a Neighborhood Network Center. Since the San Joaquin Housing Authority's Developments already have established Network Centers, the goal will be toward improving these Centers. Stefenee asked the group for their thoughts on this grant. Wendy Gonzales, Sierra Vista Resident Council, said that she has a child that is attending a summercamp, being held in the Sierra Vista Gym and coordinated by the City of Stockton Parks and Recreation, and that her child has learned how to log onto a computer. Wendy and many others of the Council said how they would like to have more computer-related classes for their children, with upgraded computer software, and computer equipment. Stefenee added that the Developments seem to lack a lot of structured children's activity classes that teach children how to work the computer properly. Stefenee mentioned that if funding is obtained the Boys and Girls Club will be brought in to teach their curriculum to the children, of the Developments. Stefenee said that the Housing Authority had already received 25 percent matching funding from Planned Parenthood, to be used to enhance computers skills, ages 6 to 18, and to upgrade computer software.

#### Agency Updates

Maria Echenique, Delta Health Care/WIC, said they were very happy with their current situation. Maria did ask for a changing table to be supplied to them.

Sammy Nunez, Delta Health Care – Education Department, said the program is running very smoothly and commented that a graduation, including the attendance of the Vice Mayor of the City of Stockton, had been attended by 120 people.

Clay Nutting, Planned Parenthood, spoke to the group that Planned Parenthood was unsuccessful in their attempt to secure funding for the Teen Smart Program. Clay reminded the Council the intent of the Teen Smart Program was to organize and coordinate the efforts of the community partners within the Developments. Clay said that Delta Health Care, Community Works and Planned Parenthood had all been successfully working together and even though their future funding would be limited that the partners would continue to work together.

Margie Johnson, Planned Parenthood, reported to the group that sexually transmitted disease testing have produced high positive rates in San Joaquin area, specific to the developments is a high rate of Chlamydia. Margie said that Planned Parenthood is trying to educate the community as to what safe sex is by giving them safe-sex information and other safe-sex materials such as condoms. Margie asked the Council to please help their communities by getting the word out, that safe sex should be practiced.

Bruce O'Brien, WorkNet, spoke to the Council regarding unemployment benefits. Bruce informed the group that particularly the agricultural residents of Thornton might be entitled to further unemployment insurance. Bruce went on to say that in some cases that a person may be eligible for an extension of unemployment benefits. Bruce suggested that if anyone knew of someone reaching the end of their benefits to refer them to 1/800-300-5636 to check on eligibility.

#### New Homeownership Program

Stefenee advised the Council that for those on the Section 8 Program there are a few new programs available to help them with a down payment toward a home. Along with the Section 8 savings program, the Housing Authority has partnered with a local bank that will fund \$10,000 toward financing a down payment and the City of Stockton is offering up to \$30,000 to aid low income Section 8 families as well. Section 8 families can use their vouchers to pay their home mortgages.

### Adjourn

There being no further business Stefenee adjourned the Coordinating Council Meeting and asked that the Board of Directors for the Resident Councils please remain.

Next Coordinating Council Meeting, Thursday, July 18, 2002, at Conway Homes.

### Agency Report

Stefenee spoke to the Board of Directors of the Resident Council regarding the San Joaquin Housing Authority's Agency Plan for the fiscal year 2003. Stefenee reviewed the major elements of the Agency Plan.

### Housing Needs

The San Joaquin Housing Authority's needs is determined by the City of Stockton and San Joaquin County's Consolidated Plan that projects the housing needs of the community. Based upon their current information, two and three bedroom homes are in demand. There are currently 1,062 families residing in the San Joaquin Housing Authority's public housing developments. Twelve percent are elderly, sixteen percent are disabled, and seventy-one percent are families. The San Joaquin Housing Authority's overhoused/underhoused reports indicate that the greatest need is for 1, 2, and 3-bedroom units.

### Financial Resources

One of the Housing Authority's ways to respond to the increasing housing demand is to add to the number of Section 8 vouchers. The Housing Authority is proposing a 23 million-dollar budget for the fiscal year of 2003, with the majority of the monies being spent on assistance housing programs.

### Eligibility, Selection and Admissions

In accordance with the QHWRA, the Housing Authority has adjusted its admission policy to state that at least 40 percent of families admitted to the public housing program in any fiscal year will have incomes that do not exceed 30 percent of area median income. A new eligibility, selection and admissions provision has been added that states, individuals convicted of manufacturing or producing methamphetamine (speed) are ineligible for certain housing assistance. The San Joaquin Housing Authority will permanently deny admission to public housing units the Section 8, and immediately and permanently terminate tenancy in public

housing of persons convicted of manufacturing or producing methamphetamine on the premises of the assisted housing project in violation of any Federal or State law. The QHWRA provides for an exemption of minimum rent payments in certain circumstances relating to financial hardship. The QHWRA requires that when any public housing family's welfare assistance is reduced because of fraud or failure to participate in an economic self-sufficiency program or to comply with a work activity requirement, and that their contribution to rent shall not be reduced accordingly.

#### Rent Determination

The San Joaquin Housing Authority has a minimum rent of \$50 for all public housing residents. The San Joaquin Housing Authority will grant an exemption of minimum monthly rental amount to any family unable to pay such amount because of financial hardship. An income-based rent is calculated based on the highest of either 30 percent of monthly income or 10 percent of monthly income. A flat-rate rent is calculated based upon the rental value of each unit.

#### Operation and Management

The San Joaquin Housing Authority operates the following programs:

- Public Housing;
- Section 8 Housing Assistance Payments Program;
- Migrant Farm Work Housing;
- Farm Labor Housing;
- Emergency Housing;
- Mortgage Revenue Bonds;
- Mortgage Credit Certificates; and
- Home Ownership Opportunities Program.

The Mortgage and Credit Certificate is a Joint Powers Authority entered into by the San Joaquin Housing Authority and the County of San Joaquin to administer a Mortgage Credit Certificate Program for first-time homebuyers. The Mortgage Credit Certificate Program is a statewide program that funds housing development in rural areas. The San Joaquin Housing Authority received its "fair share" allocation in February 1996. This allocation assisted low-income families in purchasing their own homes.

#### Grievance Procedures

No changes.

#### Capital Improvement Plan

The Quality Housing and Work Responsibility Act of 1998 requires that housing authorities set forth in their Annual Plan a Capital Improvement Plan. The San Joaquin Housing Authority has reviewed the condition of all public housing complexes and has developed a list of Capital Improvement work items. Since the HUD Capital Fund Program (CFP) funding is limited, it will take the Housing Authority five years to complete all identified work items.

### Demolition and/or Disposition

The San Joaquin Housing Authority has no immediate plans for demolition and/or disposition of Public Housing units.

### Designated Housing

The San Joaquin Housing Authority has no plans to designate any of our public housing property, exclusively of those properties originally constructed as senior housing and those units constructed or remodeled to comply with Section 504 of the Rehabilitation Act of 1973 and the Americans With Disabilities Act, for the exclusive use of either the elderly or people with disabilities.

### Conversions of Public Housing

The San Joaquin Housing Authority has performed a Conversion Assessments of the entire Public Housing inventory to determine the cost effectiveness of converting existing conventional low-rent Public Housing units to tenant-based rental assistance (vouchers). The required initial assessment, pursuant to HUD Notice PIH 2001-26, was conducted for elderly and/or disabled, or part of the HOPE VI program. Each development was concluded to be either: (a.) appropriate for conversion because removal of the development would meet the necessary conditions for voluntary conversion; or (b.) inappropriate because removal of the development would not meet the necessary conditions for voluntary conversion.

### Homeownership

#### First-Time Homeowner:

Each Section 8 family, except families with a disabled member, must be a first-time homeowner.

#### Minimum Income Requirement:

At the time the family, begins receiving homeownership assistance, the head of household must have a gross annual income at least equal to the Federal minimum hourly wage multiplied by 2000 hours.

#### Exclusion of Welfare Assistance Income:

The San Joaquin Housing Authority will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirement.

#### Employment History:

Each family must demonstrate that one or more adult members of the family who will own the home at commencement of how ownership assistance is employed full-time (an average of 40 hours per week) and has been so continuously employed for one year prior to execution of the home ownership agreement.

#### Maximum Term of Home Ownership Assistance:

A family may receive Section 8 home ownership assistance for not longer than ten (10) years from the date of close of escrow unless the initial mortgage incurred to finance purchase of the home has a term that is 20 years or longer, in which case the maximum term is 15 years.

#### Community Service and Self-Sufficiency

Community service is no longer required in public housing. The focal point of the Family Self-Sufficiency (FSS) program is to provide case management services and a variety of activities that lead to employment and, eventually, a decent living wage.

#### Safety and Crime Prevention

The San Joaquin Housing Authority has established a strong partnership with the Stockton Police Department. The two agencies have reduced the amount of crime within Conway Homes and Sierra Vista. The Community Policing has been an important component of the overall drug elimination strategy. The San Joaquin Housing Authority has formed partnerships with local organizations, such as El Concilio and Community Works, to improve learning opportunities and promote drug-free lifestyles. The City of Stockton Department of Parks and Recreation has provided recreation alternatives for youth ages six to eighteen years old in the Sierra Vista and Conway Homes Developments.

#### Services

In closing, Stefenee reminded the group of an important point that Concilio and Community Works will no longer be community partners with the Housing Authority after December 31, 2002, due to removal of drug elimination funding. Stefenee repeated that in the past the Council told her they wanted Community Policing more than drug elimination programs.