

# Executive Summary

## Housing Authority of the County of Santa Clara

The Housing Authority of the County of Santa Clara has prepared its Agency Plan in compliance with both Section 511 of the *Quality Housing and Work Responsibility Act (QHWRA)* of 1998 and the ensuing requirements of the U.S. Department of Housing and Urban Development.

The Housing Authority of the County of Santa Clara has adopted the following mission statement to guide its activities:

**The mission of the Housing Authority of the County of Santa Clara is to provide as much decent, safe and sanitary housing as possible for the low income families, residents with disabilities and seniors in the Santa Clara Valley.**

Our philosophy, goals and professional commitment are dedicated toward fulfilling this mission.

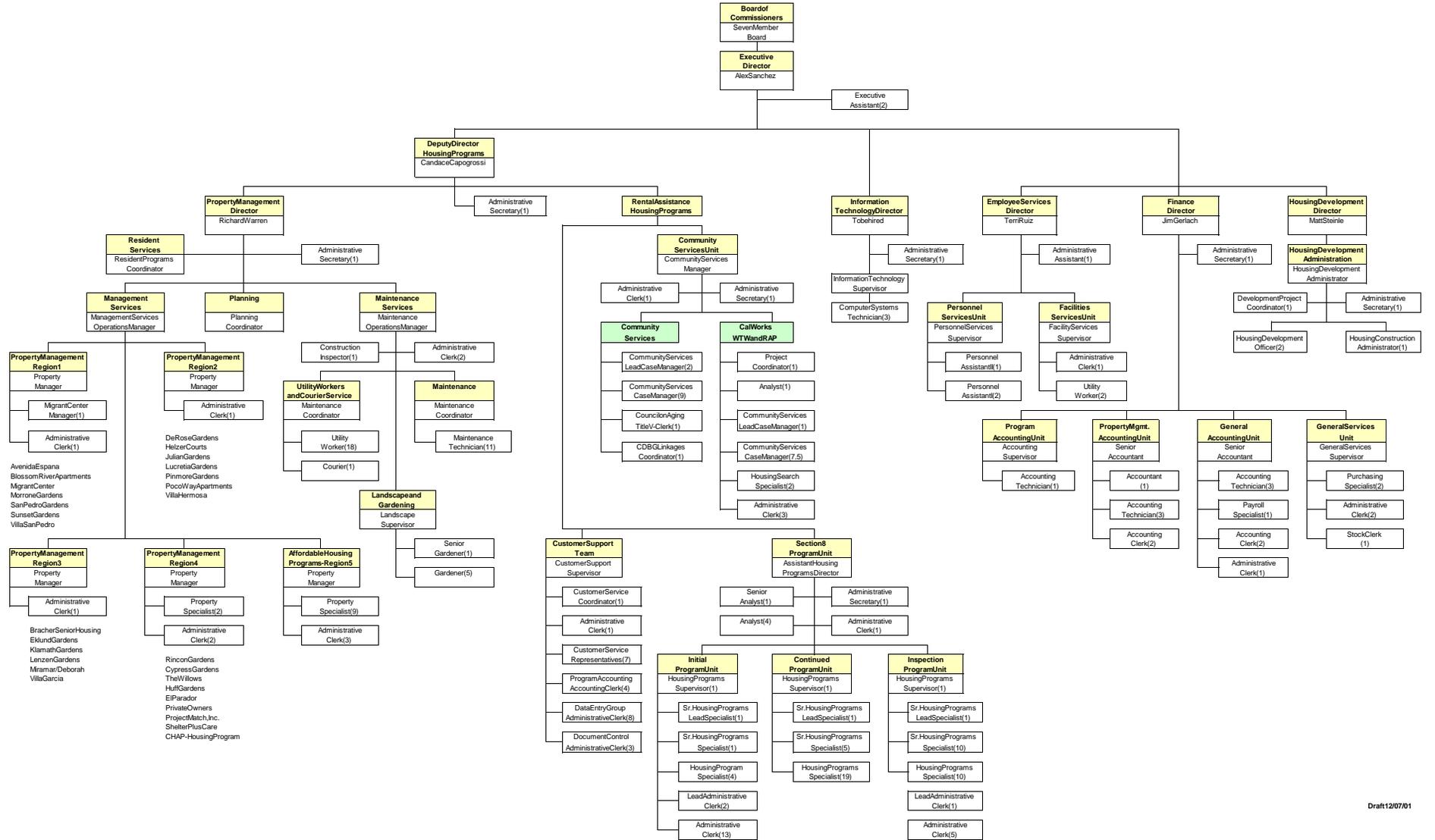
Over the next five years the Housing Authority of the County of Santa Clara will pursue the following primary goals:

- **Increase the availability of decent, safe and affordable housing by improving the quantity, quality, and variety of housing choices in the community;**
- **Improve the community quality of life and economic vitality by participating in workforce investment activities, by increasing income levels for 30% of clients and by utilizing the voucher program for homeownership;**
- **Promote self-sufficiency and asset development of families and individuals by supporting the Family Self-Sufficiency Program, by linking TANF recipients to CalWORKS and other appropriate programs and by increasing the number of families served by the agency's existing educational scholarship fund;**
- **Take affirmative measures to ensure Equal Opportunity in Housing for all families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.**

The Annual Plan of the Housing Authority of the County of Santa Clara is based on the premise that accomplishing the above five-year goals will move the Housing Authority in a direction consistent with its mission. The policies, procedures, plans and budgets set forth in the Annual Plan all support and promote the accomplishment of the stated goals and objectives. Both the Agency Plan and the Annual Plan outline a comprehensive approach to meeting these goals and objectives, and they are consistent with the Consolidated Plans of the City of San Jose and the City of Sunnyvale.

A Resident Advisory Council has thoroughly reviewed both the Five-Year Plan and the Annual Plan. This representative group met and discussed the plans. Their comments have been summarized and are included in the documents.

# HOUSING AUTHORITY OF THE COUNTY OF SANTA CLARA



## **List of Consolidated Plans for the Jurisdictions of the Housing Authority of the County of Santa Clara**

The Housing Authority of the County of Santa Clara has ensured consistency of its plan with the Consolidated Plans for the following jurisdictions:

City of San Jose  
Housing Department  
2000 -2005 Consolidated Plan

City of Sunnyvale  
Consolidated Plan  
2000 -2005

COUNTY

**OPERATING BUDGET FOR COUNTY OF SANTA CLARA**  
**(NOT INCLUDING SECTION 8 OPERATING BUDGET FOR THE CITY OF SAN JOSE)**  
**FOR THE FISCAL YEAR ENDING JUNE 30, 2002**

**Revenue:**

Operating Revenue:		
HUD Administrative Fees	\$6,636,619	
Conventional Low Rent Subsidy	695,000	
Dwelling Rental Income	1,677,612	
Maintenance Contracts	1,649,412	
Management Fees	2,671,594	
Project Management & Development Fees	565,936	
Cost Allocation Use Charge	895,286	
Rincon Meal Program	294,624	
Interest Income	202,243	
Other Income	275,288	
<b>Total Operating Income</b>		<b>\$15,563,614</b>

**Operating Expenditures:**

Administrative Salaries and Benefits	\$8,358,391	
Other Administrative Expenses	2,013,530	
Utilities	631,723	
Maintenance & Operations	3,472,856	
Tenant Services	314,802	
General Expenses	450,565	
<b>Total Operating Expenditures</b>		<b>15,241,867</b>

**Operating Surplus**

**\$321,747**

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# **PROPERTYMANAGEMENT POLICIESANDPROCEDURES MANUAL**

Due to the length of this document, only the Table of Contents is included.  
Copies of particular areas of interest may be made by calling Kristine Kane at  
(408) 361 -4626.

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<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>					
<b>PHAName: Housing Authority of the County of Santa Clara</b>		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b> 2002	
<input checked="" 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	-			
2	1406 Operations	0.00			
3	1408 Management Improvements	48,650.00			
4	1410 Administration	63,105.00			
5	1411 Audit	3,600.00			
6	1415 Liquidated Damages	0.00			
7	1430 Fees and Costs	55,065.00			
8	1440 Site Acquisition	0.00			
9	1450 Site Improvement	0.00			
10	1460 Dwelling Structures	0.00			
11	1465.1 Dwelling Equipment — Nonexpendable	0.00			
12	1470 Non dwelling Structures	0.00			
13	1475 Non dwelling Equipment	64,500.00			
14	1485 Demolition	0.00			
15	1490 Replacement Reserve	0.00			
16	1492 Moving to Work Demonstration	0.00			
17	1495.1 Relocation Costs	30,000			
18	1499 Development Activities	0.00			
19	1501 Collateralization or Debt Service	0.00			
20	1502 Contingency	<u>10,000</u>			
21	Amount of Annual Grant: (sum of lines 2 – 20)	<b>\$274,920.00</b>			
22	Amount of line 21 Related to LBP Activities	0.00			
23	Amount of line 21 Related to Section 504 compliance	0.00			
24	Amount of line 21 Related to Security – Soft Costs	0.00			
25	Amount of Line 21 Related to Security – Hard Costs	0.00			
26	Amount of line 21 Related to Energy Conservation Measures	0.00			

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

<b>PHAN Name:</b> Housing Authority of the County of Santa Clara		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No:				<b>Federal FY of Grant: 2002</b>		
Development Number 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>Rincon Gardens CA39PO59 -004</b>								
	Install new common area furnishings	1450	1	50,000.00				
	Replace counters in common areas & laundry rooms	1450	1	5,500.00				
	Modernize apartment units	1460	15	127,500.00				
	Replace door closers on refused door	1460	12	9,000.00				
	Replace screen doors	1460	16	2,560.00				
	Install marlite in storage closets	1460	2	5,000.00				
	Replace patio doors with double pane	1460	200	240,000.00				
	Replace kitchen ranges in all units	1460	200	110,000.00				
			1450	\$55,500.00				
			1460	\$494,060.00				
			<b>Total</b>	<b>\$549,560.00</b>				

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

PHAN Name: Housing Authority of the County of Santa Clara		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:				Federal FY of Grant: 2002		
Development Number 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>Sunset Gardens</b> <b>CA39PO59 -005</b>								
	Replace ground cover & modernize irrigation system	1450		\$65,000.00				
	Modernize apartment units	1460	8	80,000.00				
			1450	65,000.00				
			1460	<u>80,000.00</u>				
			<b>Total</b>	<b>145,000.00</b>				
<b>Lenzen Gardens</b> <b>CA39PO59 -007</b>	Add paint band in corridors	1450		7,500.00				
	Replace light fixtures in common area	1450		8,000.00				
	Refinish kitchen cabinets in units	1460	45	13,500.00				
			<b>1450</b>	\$16,500.00				
			<b>1460</b>	<u>\$13,500.00</u>				
			<b>Total</b>	<b>\$29,000.00</b>				



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

PHAN Name: Housing Authority of the County of Santa Clara		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: <b>2002</b>			
Development Number 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>Cypress Gardens CA39PO59 -008</b>								
	Replace corridor light fixtures	1450	160	\$20,000.00				
	Replace corridor fire exit door	1450	1	\$6,520.00				
	Modernize residential units	1460	8	\$85,000.00				
			<b>1450</b>	\$26,520.00				
			<b>1460</b>	\$85,000.00				
			<b>Total</b>	<b>\$111,520.00</b>				
<b>Lucretia/Julian Gardens</b>	<b>0</b>							
<b>CA39PO59 -012</b>	<b>0</b>		<b>Total</b>	<b>0.00</b>				
<b>Miramar/Deborah Drive</b>	<b>0</b>							
<b>CA39PO59 -016</b>	<b>0</b>		<b>Total</b>	<b>0.00</b>				



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

PHAN Name: Housing Authority of the County of Santa Clara			Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2002		
Development Number 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	
Operations	None	1406	1					
<b>Management</b>	CIP staff training	1408	1	500.00				
<b>Improvements</b>	On-line Davis Bacon Services	1408	1	650.00				
	Resident Initiative - Computer training	1408	1	7,500.00				
	Computer software upgrade	1408	1	40,000.00				
			<b>Total 1408</b>	<b>\$48,650.00</b>				
<b>Administration</b>	Salaries & Benefits	1410	1	53,945.00				
	Travel	1410	1	510.00				
	Recording Fees	1410	1	100.00				
	Publications	1410	1	2,550.00				
	Consultants	1410	1	6,000.00				
			<b>Total 1410</b>	<b>\$63,105.00</b>				
<b>Audit</b>	Audit	1411	<b>Total 1411</b>	<b>\$3,600.00</b>				
<b>Liquidated damages</b>		1415		0				
<b>Fees &amp; Costs</b>	Consultant fees	1430	1	21,000.00				
	Architect/Inspection	1430	1	34,063.00				
			<b>Total 1430</b>	<b>\$55,065.00</b>				

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

PHAN Name: Housing Authority of the County of Santa Clara		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant: 2002			
Development Number 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	
Site Acquisition		1440	0	0.00				
Dwelling Equipment Non Expendable	None	1465.1	0	0.00				
Nondwelling Structures	None			0.00				
Nondwelling Equipment	One 3/4 ton truck	1475	1	28,000.00				
	Digital camera	1475	1	6,500.00				
	Key track system	1475	1	15,000.00				
	Riding lawn mower	1475	1	15,000.00				
			<b>Total 1475</b>	<b>64,500.00</b>				
Demolition				0				
Replacement Reserve				0				
Moving to Work Demo				0				
Relocation		1495.1		30,000.00				
MOD Used for Development				0				
Contingency		1502	1	10,000.00				

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

PHAName: Housing Authority of the County Of Santa Clara		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA39PO59 -004 Rincon	3/30/04			9/30/04			
CA39PO59 -005 Sunset	3/30/04			9/30/04			
CA39PO59 -007 Lenzen	3/30/04			9/30/04			
CA39PO59 -008 Cypress	3/30/04			9/30/04			
CA39PO59 -012 Lucretia/ Julian	3/30/04			9/30/04			
CA39PO59 -014 Halford/ Poinciana	3/30/04			9/30/04			
CA39PO59 -016 Miramar/ Deborah	3/30/04			9/30/04			
<b>HA WIDE</b>				9/30/04			
CIP staff training	3/30/04			9/30/04			
Online Davis -Bacontraining	3/30/04			9/30/04			
Resident computer training	3/30/04			9/30/04			
Computers software upgrade	3/30/04			9/30/04			
Audit	3/30/04			9/30/04			
Consultant fees	3/30/04			9/30/04			
Architect/Inspection fees	3/30/04			9/30/04			
Riding lawn mower	3/30/04			9/30/04			
¾ ton truck	3/30/04			9/30/04			
Digital Camera	3/30/04			9/30/04			
Key machine	3/30/04			9/30/04			

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

PHAName: Housing Authority of the County Of Santa Clara		Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:				Federal FY of Grant: <b>2002</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Keytrack system	3/30/04			9/30/04			
Relocation	3/30/04			9/30/04			
Contingency	3/30/04			9/30/04			

# Capital Fund Program Five - Year Action Plan

## Part I: Summary

PHAName Housing Authority of the County of Santa Clara		X Original 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHAFY:2003	Work Statement for Year 3 FFY Grant: PHAFY:2004	Work Statement for Year 4 FFY Grant: PHAFY:2005	Work Statement for Year 5 FFY Grant: PHAFY:2006
<b>Rincon Gardens CA39PO59 -004</b>	Annual Statement	Modernize apartment units	Modernize apartment units	Modernize apartment units	Modernize apartment units
		Modernize landscape and irrigation systems.	Install rollup door in service area	Install canopies at entry doors from courtyards	
		Replace patio doors with double pane.	Replace patio doors with double pane.	Replace shut-off valves on baseboard heaters.	
CFP Funds Listed for 5-year planning		<b>\$170,638.00</b>	<b>\$155,726.00</b>	<b>\$115,244.00</b>	<b>\$155,809.00</b>
Replacement Housing Factor Funds					

**Capital Fund Program Five - Year Action Plan**  
**Part I: Summary**

PHAName Housing Authority of the County of Santa Clara		XOriginal 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHAFY:2003	Work Statement for Year 3 FFY Grant: PHAFY:2004	Work Statement for Year 4 FFY Grant: PHAFY:2005	Work Statement for Year 5 FFY Grant: PHAFY:2006
<b>Sunset Gardens CA39PO59 -005</b>	Annual Statement	Modernize apartment units	Modernize apartment units	Modernize apartment units	Modernize apartment units
			Install handrails/ramps at unit entries	Install handrails/ramps at unit entries	Install handrails/ramps at unit entries
				Replace fence @ North property line & install new fence on East property line.	
				Replace trellises	
CFP Funds Listed for 5-year planning		<b>\$68,000.00</b>	<b>\$78,000.00</b>	<b>\$127,800.00</b>	<b>\$78,000.00</b>
Replacement Housing Factor Funds					

**Capital Fund Program Five - Year Action Plan**  
**Part I: Summary**

PHAN Name Housing Authority of the County of Santa Clara				X Original 5 - Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHAFY: 2003	Work Statement for Year 3 FFY Grant: PHAFY: 2004	Work Statement for Year 4 FFY Grant: PHAFY: 2005	Work Statement for Year 5 FFY Grant: PHAFY: 2006
<b>Lenzen Gardens CA39PO59 -007</b>	Annual Statement	Replace exterior cladding	Replace exterior cladding	Replace exterior cladding	Replace exterior cladding
			Install new stoves in units	Replace ceiling tile in corridors	Replace fences and gate.
			Modernize apartment units	Modernize apartment units	Modernize apartment units
				Replace corridor lighting	Install new stoves in units
				Install 2" overlay in parking area	Replace ground cover & modernize irrigation system
				Install bi-pass valves @ baseboard heaters.	Replace roof & parapet cap.
CFP Funds Listed for 5-year planning		<b>\$225,000.00</b>	<b>\$327,350.00</b>	<b>\$383,780.00</b>	<b>\$364,350.00</b>
Replacement Housing Factor Funds					

# Capital Fund Program Five - Year Action Plan

## Part I: Summary

PHAName Housing Authority of the County of Santa Clara		XOriginal 5 - Year Plan <input type="checkbox"/> Revision No:			
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHAFY : 2003	Work Statement for Year 3 FFY Grant: PHAFY: 2004	Work Statement for Year 4 FFY Grant: PHAFY: 2005	Work Statement for Year 5 FFY Grant: PHAFY: 2006
<b>Cypress Gardens CA39PO59 -008</b>	Annual Statement	Replace exterior cladding	Replace exterior cladding.	Replace exterior cladding.	Replace exterior cladding.
		Replace moving partition in meeting room.	Modernize apartment units	Replace exterior cladding	Replace flooring on stairs.
			Install new stoves in units.	Install 2" paving overlay in parking lot area.	Replace ceiling tile in corridors.
			Replace ground cover and modify irrigation system	Replace sliding glass door on 2 <sup>nd</sup> floor lobby, office & meeting rooms..	
				.	
CFP Funds Listed for 5-year planning		<b>\$242,000.00</b>	<b>\$356,000.00</b>	<b>\$278,000.00</b>	<b>\$262,250.00</b>
Replacement Housing Factor Funds					

## Capital Fund Program Five - Year Action Plan

### Part I: Summary

PHA Name Housing Authority of the County of Santa Clara				X Original 5 - Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHAFY: 2003	Work Statement for Year 3 FFY Grant: PHAFY: 2004	Work Statement for Year 4 FFY Grant: PHAFY: 2005	Work Statement for Year 5 FFY Grant: PHAFY: 2006
<b>Lucretia/Julian CA39PO59 -012</b>	Annual Statement	Correct drainage and re-landscape.	0	Replace appliances in kitchen.	Replace roofs at both sites.
					Replace hot water heaters.
CFP Funds Listed for 5-year planning		<b>\$180,000.00</b>	<b>\$0.00</b>	<b>\$40,000.00</b>	<b>\$155,000.00</b>
<b>Halford/Poinciana CA39PO59 -014</b>			Paint buildings at both sites.	Paint buildings at both sites.	Replace washer/dryers at both sites.
				Replace water heater & fan coils.	
CFP Funds Listed for 5-year planning		<b>\$0.00</b>	<b>\$22,500.00</b>	<b>\$48,100.00</b>	<b>\$7,500.00</b>
Replacement Housing Factor Funds					

**CapitalFundProgramFive -Year ActionPlan**  
**PartI:Summary**

PHAName HousingAuthorityof theCountyofSantaClara					XOriginal5 -YearPlan <input type="checkbox"/> RevisionNo:
Development Number/Name/HA- Wide	Year1	WorkStatementforYear 2 FFYGrant: PHAFY: 2003	WorkStatementforYear 3 FFYGrant: PHAFY: 2004	WorkStatementforYear 4 FFYGrant: PHAFY: 2005	WorkStatementforYear 5 FFYGrant: PHAFY: 2006
Miramar/Deborah CA39PO59 -016	Annual Statement	0	0	0	Replacessecondfloordecks.
		.			Replacemetalrailings.
CFPFundsListedfor 5-yearplanning		\$0.00	\$0.00	\$0.00	\$30,300.00
ReplacementHousing FactorFunds					



**CapitalFundProgramFive -YearActi onPlan**  
**PartII:SupportingPages —WorkActivities**

Activitiesfor Year1	ActivitiesforYear: <b>2</b> FFYGrant: PHAFY: <b>2003</b>			ActivitiesforYear: <b>3</b> FFYGrant: PHAFY: <b>2004</b>		
See	Development Name/Number	MajorWorkCategories	EstimatedCost	Development Name/Number	MajorWorkCategories	Estimated Cost
Annual Statement	<b>1408</b>	<b>ManagementImprovements</b>		<b>1408</b>	<b>ManagementImprovements</b>	
		CIPstafftraining	500.00		CIPstafftraining	500.00
		On-lineDavisBaconservices	670.00		On-lineDavisB aconservices	690.00
		Residentinitiative -computertraining	7,500.00		Residentinitiative -computertraining	7,500.00
		Computersoftwareupgrade	<u>15,000.00</u>		Computersoftwareupgrade	<u>10,000</u>
	<b>Total1408</b>		<b>\$23,670.00</b>	<b>Total1408</b>		<b>\$18,690.00</b>
	<b>1410</b>	<b>Administration</b>		<b>1410</b>	<b>Administration</b>	
		Salaries	55,563.00		Salaries	57,230.00
		Travel	525.00		Travel	541.00
		RecordingFees	103		RecordingFees	106.00
		Publications	2,627		Publications	2,705.00
		Consultants	<u>6,180</u>		Consultants	<u>6,365.00</u>
	<b>Total1410</b>		<b>\$64,998.00</b>	<b>Total1410</b>		<b>\$66,948.00</b>
	<b>1411</b>	<b>Audit</b>		<b>1411</b>	<b>Audit</b>	
	<b>Total1411</b>		<b>\$3,780</b>	<b>Total1411</b>		<b>\$3,969.00</b>
	<b>1430</b>	<b>FeesandCosts</b>		<b>1430</b>	<b>FeesandCosts</b>	
		Consultantfees	21,630.00		Consultantfees	22,279.00
		Architect/Inspectionfees	<u>35,085.00</u>		Architect/Inspectionfees	<u>36,137.00</u>
	<b>Total1430</b>		<b>\$56,715.00</b>	<b>Total1430</b>		<b>\$58,416.00</b>
	<b>1470</b>	<b>Nondwellingstructures</b>		<b>1470</b>	<b>Nondwellingstructures</b>	
	<b>Total1470</b>		<b>0.00</b>	<b>Total1470</b>		<b>0.00</b>

	<b>1475</b>	<b>NondwellingEquipment</b>		<b>1475</b>	<b>NondwellingE quipment</b>	
		Digitalcamera	6,500.00		Digitalcamera	0
		¾tontruck	28,000.00		¾tontruck	28,000.00
		Keymachine	4,000.00		KeyMachine	5,000.00
		KeyTrackSystem	15,000.00		KeyTracksystem	
		Ridinglawnmower	<u>15,000.00</u>			<u>15,000.00</u>
	<b>Total1475</b>		<b>\$68,500.00</b>	<b>Total1475</b>		<b>\$48,000.00</b>
	<b>1495.1</b>	<b>Relocation</b>		<b>1495.1</b>	<b>Relocation</b>	
	<b>Total1495.1</b>	Unitrenovation	<b>\$25,000</b>	<b>Total1495.1</b>	Unitrenovation	<b>\$25,000</b>
	<b>1502</b>	<b>Contingency</b>		<b>1502</b>	<b>Contingency</b>	
	<b>Total1502</b>		<b>10,000.00</b>	<b>Total1502</b>		<b>10,000.00</b>
		<b>TotalCFPEstimatedCost</b>	<b>\$252,662.00</b>			<b>\$231,023.00</b>

**CapitalFundProgramFive -YearActionPlan  
PartII:SupportingPages —WorkActivities**

ActivitiesforYear: <b>4</b> FFYGrant: PHAFY: <b>2005</b>			ActivitiesforYear: <b>5</b> FFYGrant: PHAFY: <b>2006</b>		
<b>Development Name/Number</b>	<b>MajorWorkCategories</b>	<b>EstimatedCost</b>	<b>Development Name/Number</b>	<b>MajorWorkCategories</b>	<b>Estimated Cost</b>
<b>1408</b>	<b>ManagementImprovements</b>		<b>1408</b>	<b>ManagementImprovements</b>	
	CIPstafftraining	500.00		CIPstafftraining	500.00
	On-lineDavisBaconservices	710.00		On-lineDavisBaconservices	732.00
	Residentinitiative -computertraining	7,500.00		Residentinitiative -computer training	7,500.00
	Computersoftwareupgrade	<u>10,000.00</u>		Computersoftwareupgrade	<u>10,000.00</u>
<b>Total1408</b>		<b>\$18,710.00</b>	<b>Total1408</b>		<b>\$18,732.00</b>
<b>1410</b>	<b>Administration</b>		<b>1410</b>	<b>Administration</b>	
	Salaries	58,947.00		Salaries	6,0716.00
	Travel	557.00		Travel	574.00
	RecordingFees	109.00		RecordingFees	113.00
	Publications	2,786.00		Publications	2,870.00
	Consultants	<u>6,556.00</u>		Consultants	<u>6,753.00</u>
<b>Total1410</b>		<b>\$68,957.00</b>	<b>Total1410</b>		<b>\$71,025.00</b>
<b>1411</b>	<b>Audit</b>		<b>1411</b>	<b>Audit</b>	
<b>Total1411</b>		<b>\$4,167.00</b>	<b>Total1411</b>		<b>\$4,376.00</b>
<b>1430</b>	<b>FeesandCosts</b>		<b>1430</b>	<b>FeesandCosts</b>	
	Consultantfees	22,947.00		Consultantfees	\$23,636.00
	Architect/Inspectionfees	<u>37,221.00</u>		Architect/Inspectionfees	<u>\$38,338.00</u>
<b>Total1430</b>		<b>\$60,169.00</b>	<b>Total1430</b>		<b>\$61,974.00</b>
<b>1470</b>	<b>Nondwellingstructures</b>		<b>1470</b>	<b>Nondwellingstructures</b>	
<b>Total1470</b>		<b>0</b>	<b>Total1470</b>		<b>0</b>

<b>1475</b>	<b>NondwellingEquipment</b>		<b>1475</b>	<b>NondwellingEquipment</b>	
	¾tontruck	28,000.00		¾tontruck	28,000.00
	Keymachine	5,000.00			
<b>Total1475</b>		<b>\$33,000.00</b>	<b>Total1475</b>		<b>\$43,000.00</b>
<b>1495.1</b>	<b>Relocation</b>		<b>1495.1</b>	<b>Relocation</b>	
<b>Total1495.1</b>	Unitrenovation	<b>\$25,000.00</b>	<b>Total1495.1</b>	Unitrenovation	<b>\$10,000.00</b>
<b>1502</b>	<b>Contingency</b>		<b>1502</b>	<b>Contingency</b>	
<b>Total1502</b>		<b>\$10,000.00</b>	<b>Total1502</b>		<b>\$10,000.00</b>
	<b>TotalCFPEstimatedCost</b>	<b>\$220,003.00</b>			<b>\$219,106.00</b>

## STATEMENT OF PROCUREMENT POLICY

Established for the Housing Authority of the County of Santa Clara (HACSC) by Board action on November 19, 1996. This Statement of Procurement Policy complies with Housing and Urban Development Annual Contributions Contract (ACC), HUD Handbook 7460.8, "Procurement Handbook for Public Housing Agencies," and the procurement standards of 24 CFR 85.36.

### I. GENERAL PROVISIONS

#### A. PURPOSE

The purpose of this Statement of Procurement Policy is to provide for the fair and equitable treatment of all persons or firms involved in purchasing by the HACSC; assure that supplies, services, and construction are procured efficiently, effectively, and at the most favorable prices available to the HACSC; promote competition in contracting; provide safeguards for maintaining a procurement system of quality and integrity; and assure that HACSC purchasing actions are in full compliance with applicable Federal standards, HUD regulations, and State and local laws.

#### B. APPLICATION

This Statement of Procurement Policy applies to all contracts for the procurement of supplies, services, and construction entered into by the HACSC after the effective date of this Statement. It shall apply to every expenditure of funds by the HACSC for public purchasing, irrespective of the source of funds, including contracts which do not involve an obligation of funds (such as concession contracts); however, nothing in this statement shall prevent the HACSC from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this Statement, includes both contracts and modifications (including change orders) for construction or services, as well as purchase, lease, or rental of supplies and equipment.

#### C. PUBLIC ACCESS TO PROCUREMENT INFORMATION

Procurement information shall be a matter of public record to the extent provided by law.

## II. PROCUREMENT AUTHORITY AND ADMINISTRATION

- A. All procurement transactions shall be administered by the Contracting Officer, who shall be the Executive Director or another individual he or she has authorized in writing. The Executive Director shall issue operational procedures to implement this Policy.
1. The Executive Director or his/her designee shall ensure that:
    - a) procurement requirements are subject to an annual planning process to assure efficient and economical purchasing;
    - b) contracts and modifications are in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price;
    - c) for procurements other than small purchases, public notice is given of each upcoming procurement at least 10 calendar days before a solicitation is issued; responses to such notice are honored to the maximum extent practical; a minimum of 15 calendar days is provided for preparation and submission of bids or proposals; and notice of contract award is made available to the public;
    - d) an independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurements;
    - e) contract award is made to the responsive and responsible bidder offering the lowest price (for sealed bid contracts) or contract award is made to the offeror whose proposal offers the greatest value to the HACSC, considering price, technical and other factors as specified in the solicitation (for contracts awarded based on competitive proposals); unsuccessful firms are notified with intent days after contract award;
    - f) there are sufficient unencumbered funds available to cover the anticipated cost of each procurement before contract award or modification (including change orders), work is inspected before

payment, and payment is made promptly for contract work performed and accepted; and

g) the HACSC complies with applicable HOD review requirements.

B. Changes to this policy shall be submitted to the Board of Commissioners for approval.

### III. PROCUREMENT METHODS

#### A. SELECTION OF METHOD

The HACSC will directly purchase the required items, one of the following procurement methods shall be chosen, based on the nature and anticipated dollar value of the total requirement.

#### B. SMALL PURCHASE PROCEDURES

1. **General** Any contract not exceeding \$100,000 may be made in accordance with the small purchase procedures authorized in this section. Contract requirements shall not be artificially divided so as to constitute a small purchase under this section (except as may be reasonably necessary to comply with Section VIII of this Statement).
2. **For small Purchases over \$25,000 and less than \$100,000**, no less than three offerors shall be solicited to submit price quotations, which may be obtained orally, by telephone, or in writing, allowed by State or local laws. Award shall be made to the offeror providing the lowest acceptable quotation, unless justified in writing based on price and other specified factors, such as for architect-engineer contracts. If non-price factors are used, they shall be disclosed to all those solicited. The names, addresses, and/or telephone numbers of the offerors and persons contacted, and the date and amount of each quotation shall be recorded and maintained as a public record.
3. **For small purchases below \$25,000**, only one quotation need be solicited if the price received is considered reasonable. Such purchases must be distributed equitably among qualified sources. If practicable, a quotation shall be solicited from other than the previous source before replacing a repeat order.
4. **Petty Cash Purchases** Small purchases under Fifty Dollars [\$50.00] which can be satisfied by local sources may be processed through the use of a petty cash account.

C. **SEALED BIDS (NOT APPLICABLE TO PROFESSIONAL SERVICES CONTRACTS)**

1. **Conditions for Use** Contracts shall be awarded based on competitive sealed bidding if the following conditions are present: a complete, adequate, and realistic specification or purchase description is available; two or more responsible bidders are willing and able to compete effectively for the work; the procurement lends itself to a firm fixed price contract; and the selection of the successful bidder can be made principally on the basis of price. Sealed bidding is the preferred method for construction procurement. For procurements under the Comprehensive Grant Program (CGP), sealed bidding shall be used for all construction and equipment contracts exceeding the small purchase limitation.
2. **Solicitation and Receipt of Bids** An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement, including a statement that award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bids. The invitation for bids shall state the time and place for both the receipt of bids and the public bid opening. All bids received shall be time stamped but not opened and shall be stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.
3. **Bid Opening and Award** Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection. Award shall be made as provided in the invitation for bids by written notice to the successful bidder. If equal bids are received from responsible bidders, award shall be made by drawing lots or similar random method, unless otherwise stated in the invitation for bids. If only one responsive bid is received from a responsible bidder, award shall not be made unless a cost or price analysis verifies the reasonableness of the price.
4. **Mistakes in Bids**
  - a) Correction or withdrawal of an inadvertently erroneous bid may be permitted, where appropriate, before bid opening by written or telegraphic notice received in the office designated in the invitation for bids prior to the time set for bid opening. After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of a non-judgmental character was made, the

nature of the mistake, and the bid price actually intended. A low bidder alleging a non-judgmental mistake may be permitted to withdraw its bid, if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.

- b) All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid prices or provisions prejudicial to the interest of the HACSC or fair competition shall be permitted.

5. **Bonds** In addition to the other requirements of this Policy, the following will apply:

- a) For construction contracts exceeding \$25,000, other than those specified in 5(b) below, contractors shall be required to submit the following, unless otherwise required by State or local laws or regulations:

- 1) a bid guarantee from each bidder equivalent to 5% of the bid price; and
- 2) a performance bond for 100% of the contract price; and
- 3) a payment bond for 100% of the contract price.

- b) In the case of construction of conventional development projects funded pursuant to the U.S. Housing Act of 1937, the contractor shall be required to submit the following, unless otherwise required by State or local laws or regulations:

- 1) bid guarantee from each bidder equivalent to 5% of the bid price; and
- 2) one of the following:
  - i. a performance and payment bond for 100% of the contract price; or
  - ii. a 20% cash escrow; or
  - iii. a 25% irrevocable letter of credit.

**D. COMPETITIVE PROPOSALS**

- 1. **Conditions for Use** Competitive proposals (including turnkey proposals for development) may be used if there is an adequate method of evaluating technical proposals and

where the HACSC determines that conditions are not appropriate for the use of sealed bids. An adequate number of qualified sources shall be solicited.

2. **Solicitation** The request for proposals (RFP) shall clearly identify the relative importance of price and other evaluation factors and subfactors, including the weight given to each technical factor and subfactor.
3. **Negotiations** Unless there is no need for negotiations with any of the offerors, negotiations shall be conducted with offerors who submit proposals determined to have a reasonable chance of being selected for award, based on evaluation against the technical and price factors as specified in the RFP. Such offerors shall be accorded fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification with regard to and advise offerors of the deficiencies in both the technical and price aspects of their proposals so as to assure full understanding of and conform to the solicitation requirements. **No offerors shall be provided information about any other offeror's proposal, and no offeror shall be assisted in bringing its proposal up to the level of any other proposal.** Offerors shall not be directed to reduce their proposed prices to a specific amount in order to be considered for award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
4. **Award.** After reevaluation of proposal revisions, if any, the contract shall be awarded to the responsible firm whose qualifications, price and other factors considered, are the most advantageous to the HACSC.
5. **Architect/Engineer Services** Architect/engineer services in the excess of the small purchase limitation may be obtained by either the competitive proposals method or qualifications-based selection procedures. Sealed bidding shall not be used to obtain architect/engineer services. Under qualifications-based selection procedures, competitors' qualifications are evaluated and the most qualified competitor is selected, subject to the negotiation of fair and reasonable compensation. Price is not used as a selection factor under this method. Qualifications-based selection procedures shall not be used to purchase other

types of service seventh through architect/engineer firms are potential sources.

## E. NONCOMPETITIVE PROPOSALS

1. **Conditions for use** Procurements shall be conducted competitively to the maximum extent possible. Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:

- a) The item is available only from a single source, based on a good faith review of available sources;
- b) An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the HACSC, as may arise by reason of a flood, earthquake, epidemic, riot, equipment failure, or similar event. In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurements shall be limited to those supplies, services, or construction necessary to meet the emergency;
- c) HUD authorizes the use of noncompetitive proposals; or
- d) After solicitation of a number of sources, competition is determined inadequate.

1. **Justification.** Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Contracting Officer.

3. **Price reasonableness** The reasonableness of the price for all procurements based on noncompetitive proposals shall be determined by performing a cost analysis, as described in paragraph **IIIF**.

## F. COST AND PRICE ANALYSIS

1. **General** A cost or price analysis shall be performed for all procurement actions, including contract modifications. The method of analysis shall be determined as follows. The degree of analysis shall depend on the facts surrounding each procurement.
2. **Submission of Cost or Pricing Information** If the procurement is based on noncompetitive proposals, or when only one offer is received, or for other procurements as deemed necessary by the HACSC (e.g. when contracting for professional, consulting, or architect/engineer services) the offeror shall be required to submit:
  - a) a cost breakdown showing projected costs and profit;
  - b) commercial pricing and sales information, sufficient to enable the HACSC to verify the reasonableness of the proposed price as a catalog or market price of a commercial product sold in substantial quantities to the general public; or
  - c) documentation showing that the offered price is set by law or regulation.
3. **Cost Analysis** Cost analysis shall be performed if an offeror/contractor is required to submit a cost breakdown as part of its proposal. When a cost breakdown is submitted: cost analysis, shall be performed of the individual cost elements; the HACSC shall have a right to audit the contractor's books and records pertinent to such costs and profit shall be analyzed separately. Costs shall be allowable only to the extent that they are consistent with applicable Federal cost principles (for commercial firms, Subpart 31.2 of the Federal Acquisition Regulation, 48 CFR Chapter 1). In establishing profit, the HACSC shall consider factors such as the complexity and risk of the work involved, the contractor's investment and productivity, the amount of subcontracting, the quality of past performance, and industry profit rates in the area for similar work.
4. A comparison of prices shall be used in all cases other than described in **III F.**

## G. CANCELLATION OF SOLICITATIONS

1. An invitation for bids, request for proposals, or other solicitation may be canceled before offers are due if: the HACSC no longer requires the supplies, services or construction; the HACSC can no longer reasonably expect to fund the procurement; proposed amendments to the solicitation would be of such magnitude that a new solicitation would be desirable; or similar reasons.
  - 1.2 solicitation may be canceled and all bids or proposals that have already been received may be rejected if: the supplies, services, or construction are no longer required; ambiguous or otherwise inadequate specifications were part of the solicitation; the solicitation did not provide for consideration of all factors of significance to the HACSC; prices exceed available funds and it would not be appropriate to adjust quantities to come within available funds; there is reason to believe that bids or proposals may not have been independently arrived at in open competition, may have been collusive, or may have been submitted in bad faith; or for good cause of a similar nature when it is in the best interest of the HACSC.
3. The reasons for cancellations shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any offeror solicited.
4. A notice of cancellation shall be sent to all offerors solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.
5. If all otherwise acceptable bids received in response to an invitation for bids are at unreasonable prices or only one bid is received and the price is unreasonable the HACSC shall cancel the solicitation and either:
  - a) re-solicit using a request for proposals; or
  - b) complete the procurement by using the competitive proposals method, following paragraphs **III(D)(3)** and

**III(D)(4)** above (when more than one otherwise acceptable bid has been received), or by using the non-competitive proposals method and following paragraph **III(E)(2)** when only one bid is received at an unreasonable price provided, that the Contracting Officer determines in writing that such action is appropriate, all bidders are informed of the HACSC's intent to negotiate and each responsible bidder is given a reasonable opportunity to negotiate.

## **H. COOPERATIVE PURCHASING**

The HACSC may enter into State and local intergovernmental agreements to purchase or use common goods and services. The decision to use an intergovernmental agreement or conduct a direct procurement shall be based on economy and efficiency. If used, the intergovernmental agreements shall stipulate who is authorized to purchase on behalf of the participating parties and shall specify inspection, acceptance, termination, payment, and other relevant terms and conditions. The HACSC is encouraged to use Federal or State excess and surplus property instead of purchasing new equipment and property whenever such use is feasible and reduces project costs.

## **IV. CONTRACTOR QUALIFICATIONS AND DUTIES**

### **A. CONTRACTOR RESPONSIBILITY**

Procurements shall be conducted only with responsible contractors, i.e., those who have the technical and financial competence to perform and who have a satisfactory record of integrity. Before awarding a contract, the HACSC shall review the proposed contractor's ability to perform the contract successfully, considering factors such as the contractor's integrity, compliance with public policy, record of past performance and financial and technical resources. If a prospective contractor is found to be non-responsible, a written determination of non-responsibility shall be prepared and included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

### **B. SUSPENSION AND DEBARMENT**

Contracts shall not be awarded to debarred, suspended, or ineligible contractors. Contractors may be suspended, debarred, or determined ineligible by HUD in accordance with HUD regulations

(24CFR Part 24) when necessary to protect the HACSC in its business dealings. ("List of Parties Excluded from Federal Procurement and Nonprocurement Programs" is published by the U.S. General Services Administration).

### **C. QUALIFIED BIDDER'S LISTS**

Interested businesses shall be given an opportunity to be included on qualified bidder's lists. Any pre-qualified lists of persons, firms, or products which are used in the procurement of supplies and services shall be kept current and shall include enough qualified sources to ensure competition. Firms shall not be precluded from qualifying during the solicitation period. Solicitation mailing lists of potential contractors shall include, but not be limited to, such pre-qualified suppliers.

## **V. TYPES OF CONTRACTS, CLAUSES, AND CONTRACT ADMINISTRATION**

### **A. CONTRACT TYPES**

Any type of contract which is appropriate to the procurement and which will promote the best interests of the HACSC may be used, provided that the cost-plus-a-percentage-of-cost and percentage of construction cost methods are prohibited. All procurements shall include the clauses and provisions necessary to define the rights and responsibilities of the parties. A cost reimbursement contract shall not be used unless it is likely to be less costly or it is impracticable to satisfy the HACSC's needs otherwise, and the proposed contractor's accounting system is adequate to allocate costs in accordance with applicable cost principles. A time and material contract may be used only if a written determination is made that no other contract type is suitable, and the contract includes a ceiling price that the contractor exceeds at its own risk.

### **B. OPTIONS**

Options for additional quantities or performance periods may be included in contracts, provided that:

- (i) the option is contained in the solicitation;
- (ii) the option is a unilateral right of the HACSC;
- (iii) the contract states a limit on the additional quantities and the overall term of the contract;
- (iv) the options are evaluated as part of the initial competition;
- (v) the contract states the period within which the options may be exercised;
- (vi) the options may be exercised only at the prices specified in or reasonably determinable from the contract; and
- (vii) the options may be exercised only if determined to be more.

advantageous to the HACSC than conducting a new procurement.

### **C. CONTRACT CLAUSES**

In addition to containing a clause identifying the contract type, all contracts shall include any clauses required by Federal statutes, executive orders, and their implementing regulations, as provided in 24CFR 85.36(i), such as the following;

1. Termination for convenience
2. Termination for default
3. Equal Employment Opportunity
4. Anti-Kickback Act
5. Davis-Bacon Act
6. Contract Work Hours and Safety Standards Act, reporting requirements,
7. Patent rights
8. Rights in data
9. Examination of records by Comptroller General, retention of records for three years after closeout
10. Clean air and water
11. Energy efficiency standards
12. Bid protests and contract claims
13. Value engineering, and
14. Payment of funds to influence certain Federal transactions

The operational procedures of this policy shall contain the text of all clauses and required certifications (such as required non-collusive affidavits) used by the HACSC.

### **D. CONTRACT ADMINISTRATION**

A contract administration system design to insure that contractors perform in accordance with their contracts shall be maintained. The operational procedures shall contain guidelines for inspection of supplies, services, or construction, as well as monitoring contractor performance, status reporting on construction contracts, and similar matters. For cost reimbursement contracts with commercial firms, costs are allowable only to the extent that they are consistent with the cost principles in FAR Subpart 31.2.

## **VI. SPECIFICATIONS**

### **A. GENERAL**

All specifications shall be drafted so as to promote overall economy for the purposes intended and to encourage competition in satisfying the HACSC's needs. Specifications shall be reviewed prior to solicitation to ensure that they are not unduly restrictive or represent unnecessary or duplicative items. Functional or performance specifications are preferred. Detailed product specifications shall be avoided whenever possible. Consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. For equipment purchases, a lease versus purchase analysis should be performed to determine the most economical form of procurement.

### **B. LIMITATIONS**

The following specification limitations shall be avoided: geographic restrictions not mandated or encouraged by applicable Federal law (except for architect-engineer contracts, which may include geographic location as a selection factor if adequate competition is available); unnecessary bonding or experience requirement; brand name specifications (unless a written determination is made that only the identified item will satisfy the HACSC's needs); brand name or equal specifications (unless they list the minimum essential characteristics and standards to which the item must conform to satisfy its intended use). Nothing in this Procurement Policy shall preempt any State licensing laws. Specifications shall be scrutinized to ensure that organizational conflicts of interest do not occur (for example, having a consultant perform a study of the HACSC's computer needs and then allowing that consultant to compete for the subsequent contract for the computers).

## **VII. APPEALS AND REMEDIES**

### **A. GENERAL**

It is the HACSC's policy to resolve all contractual issues informally at the HACSC level, without litigation. Disputes shall not be referred to HUD until all administrative remedies have been exhausted at the HACSC level. When appropriate, the HACSC may consider the use of informal discussions between the parties by individuals who did not participate substantially in the matter in dispute, to help resolve the differences. HUD will only review protests in cases of violation of Federal law or regulations and failure of the HACSC to review a complaint or protest.

### **B. BID PROTESTS**

Any actual or prospective contractor may protest the solicitation or award of a contract for serious violation of the principles of this Policy. Any protest against a solicitation must be received before the due date for receipt of bids or proposals, and any protest against the award of a contract must be received within ten (10) calendar days after contract award, or the protest will not be considered. All bid protests shall be in writing, submitted to the Contracting Officer or designee, who shall issue a written decision on the matter. The Contracting Officer may, at his or her discretion, suspend the procurement pending resolution of the protest, if warranted by the facts presented.

### **C. CONTRACT CLAIMS**

All claims by a contractor relating to performance of a contract shall be submitted in writing to the Contracting Officer or designee for a written decision. The contractor may request a conference on the claim.

## **VIII. ASSISTANCE TO SMALL AND OTHER BUSINESSES**

### **A. REQUIRED EFFORTS**

Consistent with Presidential Executive Orders 11625, 12138, and 12432, and Section 3 of the HUD Act of 1968, the HACSC shall make efforts to ensure that small and minority-owned businesses, women's business enterprises, labor surplus area businesses, and individuals or firms located in or owned in substantial part by persons residing in the area of a HACSC project are used when possible. Such efforts shall include, but shall not be limited to:

1. Including such firms, when qualified, on solicitation mailing lists;
2. Encouraging their participation through direct solicitation of bids or proposals whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by such firms;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by such firms;
5. Including in contracts a clause requiring contractors, to the greatest extent feasible, to provide opportunities for training and employment for local area residents of the project area, and to award subcontracts for work in connection with the project to business concerns which are located in, or owned in substantial part, by persons residing in the area of the project;
6. Requiring prime contractors, when subcontracting is anticipated, to take the positive steps listed in A1 through A6 above.

## **B. DEFINITIONS**

1. A small business is defined as a business which is: independently owned, not dominant in its field of operation, and not an affiliate or subsidiary of a business dominant in its field of operation.
2. A minority -owned business is defined as a business which is at least 51% owned by one or more minority group members; or, in the case of a publicly -owned business, one in which at least 51 % of its voting stock is owned by one or more minority group members, and whose management and daily business operations are controlled by one or more such individuals. Minority group members include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Asian Indian Americans, and Hasidic Jewish Americans.
3. A women's business enterprise is defined as a business that is at least 51% owned by a woman or women who are U.S. citizens and who also control or operate the business.

4. A labor surplus area business is defined as a business which, together with its immediate subcontractors, will incur more than 50% of the cost of performing the contract in an area of concentrated unemployment or underemployment.
5. A business concern located in the area of the project, is defined as an individual or firm located within the relevant Section 3 covered project area, as determined pursuant to 24 CFR 135.15, listed on HUD's registry of eligible business concerns, and meeting the definition of small business above. A business concern owned in substantial part by persons residing in the area of the project is defined as a business concern which is 51% or more owned by persons residing within the Section 3 covered project, owned by persons considered by the U.S. Small Business Administration to be socially or economically disadvantaged and meeting the definition of small business above.

## **IX. ETHICS IN PUBLIC CONTRACTING**

### **GENERAL**

The HACSC shall adhere to the following code of conduct, consistent with applicable State or local law.

#### **A. CONFLICT OF INTEREST**

No employee, officer or agent of this HACSC shall participate directly or indirectly in the selection or the award or administration of any contract if a conflict, real or apparent, would be involved. Such conflict would arise when a financial or other interest in a firm selected for award is held by:

1. An employee, officer or agent involved in making the award;
2. His/her relative (including father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
3. His/her partner; or;
4. An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

**B. GRATUITIES, KICKBACKS, AND USE OF CONFIDENTIAL INFORMATION**

HACSC officers, employees or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to subcontracts, and shall not knowingly use confidential information for actual or anticipated personal gain.

**C. PROHIBITION AGAINST CONTINGENT FEES**

Contractors shall not retain a person to solicit or secure a HACSC contract for a commission, percentage, brokerage, or contingent fee, except for bonafide employees or bonafide established commercial selling agencies.

PROCUREMENT POLICY REVISED 11/04/96

CHAS Table 1C-All Households

Name of Jurisdiction: <b>Santa Clara County, CA</b>		Source of Data <b>CHAS Data Book</b>				Data Current as of: <b>1990</b>			
Household by Type, Income, & Housing Problem	Renters					Owners			
	Elderly 1&2 member household s	Small Related (2to4)	Large Related (5or more)	All Other Household s	Total Renters	Elderly	All Other Owners	Total Owners	Total Household s
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)
1. Very Low Income (0 to 50% MFI)	13,077	21,016	11,962	17,140	63,195	20,042	14,999	35,041	98,236
<b>2. 0 to 30% MFI</b>	8,862	10,446	5,808	9,081	34,197	10,165	6,181	16,346	50,543
3. % with any housing problems	74%	89%	97%	82%	85%	57%	25%	64%	78%
4. % Cost Burden > 30%	74%	84%	87%	82%	81%	57%	6%	63%	75%
5. % Cost Burden > 50%	52%	76%	72%	72%	68%	35%	9%	44%	60%
<b>6. 31 to 50% MFI</b>	4,215	10,570	6,154	8,059	28,998	9,877	8,818	18,695	47,693
7. % with any housing problems	77%	90%	95%	86%	88%	27%	12%	47%	72%
8. % Cost Burden > 30%	76%	84%	74%	85%	81%	27%	17%	44%	66%
9. % Cost Burden > 50%	36%	33%	22%	43%	34%	10%	16%	26%	31%
<b>10. Other Low-Income (51 to 80% MFI)</b>	1,870	8,970	4,150	7,165	22,155	7,148	10,364	17,512	39,667
11. % with any housing problems	64%	75%	92%	78%	78%	17%	12%	46%	64%
12. % Cost Burden > 30%	62%	62%	44%	76%	63%	16%	25%	41%	54%
13. % Cost Burden > 50%	17%	8%	5%	9%	9%	6%	14%	20%	14%
<b>14. Moderate Income (81 to 95% MFI)</b>	1,249	8,359	3,139	7,321	20,068	5,018	12,622	17,640	37,708
15. % with any housing problems	57%	56%	84%	53%	59%	12%	10%	48%	54%
16. % Cost Burden > 30%	55%	43%	24%	50%	43%	12%	30%	42%	43%
17. % Cost Burden > 50%	9%	3%	0%	2%	3%	3%	11%	14%	8%
18. Total Households**	19,935	84,039	29,042	75,775	208,791	60,479	252,770	313,249	522,040
19. % with any housing problems	63%	47%	81%	40%	51%	20%	42%	35%	41%

\*\*Includes all income groups--including those above 95% MFI



**SECTION 8 EXISTING FAMILY SELF -SUFFICIENCY  
PROGRAM DESCRIPTION  
Administrative Plan**

**INTRODUCTION:**

The purpose of the Family Self -Sufficiency (FSS) program is to promote the development of local strategies to coordinate the use of the Section 8 and public housing programs with public and private resources to enable eligible families to achieve economic independence and self -sufficiency.

**HISTORICAL PROGRAM REQUIREMENT:**

Beginning in Fiscal Year (FY) 1993, all Housing Authorities receiving new increments of Section 8 certificates and vouchers or funds for new public housing rental units had to implement an FSS program unless granted an exception by HUD. For the public housing and Section 8 programs, the minimum FSS program size that must be established and operated is cumulative and is based on the number of new units funded in FY 1993 and subsequent years plus the number of any FY 1991 and 1992 FSS Incentive Award Units. (24CFR 984.105)

The Quality Housing and Work Responsibility Act of 1998 (QHWRA) revised this requirement clarifying that effective October 21, 1998, a PHA's mandatory minimum FSS program size will not increase with the receipt of incremental Section 8 funding for public housing units; and permits PHA's to maintain a smaller than minimum FSS program size obligation as families successfully complete FSS Contracts.

**TENANT SELECTION PLAN:**

HUD requires FSS programs match each new allocation by recruiting families from the existing Section 8 (except Mod -Rehab) and Public Housing populations.

Under the 1991 FSS Family Selection guidelines, families were accepted from the waiting list, and could lose their housing if they were housed ahead of others on the waiting list and then failed to meet their commitment.

In May of 1999 the FSS Family Selection guidelines no longer permitted Housing Authorities to accept families from the waiting list. Housing Authorities were given the opportunity to target families. A Tenant Selection Plan was approved by the Program Coordinating Committee and that plan was submitted to HUD on July 12, 1994. However, the implementation of that Tenant Selection plan has been delayed until the FSS program is 50 from its match requirement. This delay is due to the fact that the required match is so great that currently any eligible family is accepted on a first come first serve basis.

**ELIGIBLE APPLICANTS:**

1. Any family receiving housing assistance through the Public Housing or the Section 8 housing assistance programs may volunteer for FSS without consideration of race, color, religion, sex, disability, familial status or national origin.
2. In addition to currently participating in the Section 8 housing assistance program or the Public Housing Program, families also must meet the following additional requirements:
  - a. The Head of Household must agree to seek and maintain employment.
  - b. The Head of Household must sign an FSS Contract of Participation.
  - c. The Head of Household must agree to set short and long term goals (called an Individual Training and Services Plan), and commit to working towards meeting those goals.
  - d. The Head of Household agrees to meet annually with his/her case manager to review these goals.

**TERMS OF CONTRACT:**

Family Self Sufficiency is a five year voluntary program. Extensions of up to two years can be made for hardship purposes. "Hardship" is defined as a situation that has occurred that negatively affects one's employment situation through no fault of the head of household. An example may be a layoff for a temporary disability (excluding pregnancy), etc. Extensions will not be approved solely for the purpose of qualifying for the escrow.

**ESTABLISHMENT OF AN ESCROW ACCOUNT:**

An escrow account will be established in accordance with HUD guidelines, when the head of household increases their earned income from when they initially joined FSS due to a promotion, a change in employment, or the addition of earned income from another member of the family.

FSS participants may request an interim recertification at any time to evaluate the possibility of their escrow increasing due to increases in earned income.

**LOANS AGAINST ESCROW ACCOUNTS:**

FSS participants may borrow against their escrow accounts if they are compliant, and the loan is consistent with their service plan. Participants may be required to pay back loans against their escrow accounts if they later fail to complete their Contract of Participation.

**RELEASE OF ESCROW:**

It is the goal of the FSS program to support families who wish to become self-sufficient. Those families who are compliant and can leave sooner than five years are encouraged to do so. They may qualify for the escrow as long as they have maintained work in the past 12 months, and can certify that no family member has received any welfare assistance (welfare assistance includes cash benefits, food stamps; not Medi-Cal) in the past 12 months.

### **TERMINATION FOR NON-COMPLIANCE:**

Families failing to respond to schedule an annual review of their goals may be terminated from the FSS Program.

Families may be terminated from the FSS Program when the head of household or a family member participates in acts inconsistent with the purpose of FSS. Such acts may include fraudulent acts, noncooperative behavior, or failure to seek or maintain employment.

Families terminated from the FSS Program will not lose housing assistance.

### **GRIEVANCE PROCEDURES:**

Since the subsidized rental assistance is not affected, the Grievance Procedure for FSS has been modified from the regular procedures of Section 8 or Public Housing due to the sensitivity and confidentiality of the content of the FSS Service Plans. An FSS Participant may request an Informal Conference with the Community Services Coordinator. The decision of the Community Services Coordinator is final, unless the two parties agree that the cases should be referred to the FSS Grievance Committee. Cases may go through that Committee before and/or in lieu of a meeting with the Community Services Coordinator.

Request for reconsideration of termination may go through the Grievance Committee of the Program Coordinating Committee. Members of this Committee must include the Community Services Coordinator of the Housing Authority and the family's case manager; and at least two of the following:

- Service Providers from the Department of Social Services CAL Works Program,
- The City of San Jose or other City/County Homeless Coordinators
- Member of the PILOT Committee
- Current FSS participant

Every effort will be made to accommodate any person with a disability. Requests need to be made in writing when able; or verbal, with a written confirmation from FSS of the request. Accommodations must be related to a person's service plan, and that person's ability to perform that service plan.

**FORFEIT OF ESCROW:**

Families terminated for non-compliance forfeit any accrued escrow.

**REINSTATEMENT POLICY:**

Persons who wish to leave the FSS Program may do so at any time. Reinstatement of that person will not be permitted unless an unexpected hardship has occurred. Exceptions will be reviewed by the Grievance Committee on a case-by-case basis.

Persons who are terminated for non-compliance will not be permitted to come back onto the FSS program after a 30-day grace period has elapsed.

**SECTION 8 EXISTING FAMILY UNIFICATION PROGRAM DESCRIPTION**  
**Administrative Plan**

**INTRODUCTION:**

The Family Unification Program (FUP) was established by the National Affordable Housing Act of 1990. It is a five-year program being sponsored by HUD, the Child Welfare League and Vanderbilt University.

FUP was established to promote family unification by providing housing assistance to families for whom the lack of adequate housing is a primary factor in the separation, or imminent separation, of children from their families.

The secondary purpose of the FUP Program is to assist families to become economically self-sufficient so that by the end of the five years, they are prepared to relocate to non-subsidized housing.

**ELIGIBILITY:**

1. Families who are in danger of having their child(ren) placed in out-of-home care due to lack of adequate housing.
2. Families whose child(ren) are delayed in returning to the family from out-of-home care due to lack of adequate housing.

**REQUIREMENTS:**

- Have an open child welfare case
- Meet Section 8 housing assistance eligibility requirements
- Be able to be reunified with their child(ren) within six months from the date a referral is made into the FUP Program.

To participate in the Family Unification Program, eligible families must be referred to the Housing Authority from the Department of Family and Children's Services at the Social Services Agency. Family Unification is a voluntary program.

- a) Families on the waiting list who qualify under the eligibility criteria must be considered first for participation in the FUP Program. At the time that a family is given an opportunity to participate in the FUP Program, they must decide whether they want to remain on the waiting list to be housed under the routine process or to enter the FUP Program. Families entering FUP are giving up their place on that current waiting list.

- b) Once qualified families from the waiting list have been assisted, referrals may be accepted through the Department of Family and Children's Services for families not on the Waiting List.

**FAMILY COMMITMENT:**

As a participant of the Family Unification Program, families agree to sign an FUP Contract with the Housing Authority. The Contract outlines the family's obligations which include the following:

- The family must complete a service plan established with an FUP Social Worker outlining short and long term goals.
- The family must follow routine Section 8 Program requirements.
- The family must agree to seek and maintain employment.
- The family must cooperate with an assigned Family Resource Center Social Worker after their child welfare case is closed by reviewing their goals and making monthly contact.
- The family must remain in Santa Clara County during the five -year program or lose their housing assistance. This requirement is due to the fact that no other FUP Program provides a total of five years of case management services even after the children's case/cases have been closed by the Department of Family and Children's Services.

**GROUND FOR TERMINATION:**

Termination for Noncompliance

- a) Families are given numerous opportunities to remain with their FUP Contract. Failure to maintain contact with their FUP Social Worker is grounds for termination.
- b) Child(ren) not returned to the head of household within six months from the date of the referral will no longer qualify for FUP.
- c) Families who have children removed from their household may no longer qualify for housing assistance.

**GRIEVANCE PROCEDURE:**

Families are given an opportunity to discuss terminations with the FUP Department of Family and Children's Services liaison to the Housing Authority of the County of Santa Clara and the Community Services Coordinator. The decision of this conference by the Community Services Coordinator is final due to the sensitivity and confidentiality of the information included in these conferences.

## **SECTION 8 EXISTING SHELTER PLUS CARE PROGRAM DESCRIPTION** **Administrative Plan**

### **INTRODUCTION:**

The Shelter Plus Care program is authorized by Title IV of the Stewart B. McKinney Homeless Assistance Act and is administered by the Federal Department of Housing and Urban Development (HUD).

Shelter Plus Care is designed to link rental assistance to supportive services for hard-to-serve homeless persons with disabilities and their families. Disabilities include serious mental illness, alcohol and drug abuse as well as Human Immunodeficiency Virus (HIV) and Acquired Immunodeficiency Syndrome (AIDS).

The grants for rental assistance are matched by supportive services that are equal in value and appropriate to the needs of the population. Shelter Plus Care recipients are chosen on a competitive nationwide basis. The County of Santa Clara has received certain grants, each one is for a five year term.

As of January, 2000 we have approximately 125 - 130 current program participants and a Housing Priority List with 20 current prospective tenants.

### **HOUSING AUTHORITY RESPONSIBILITIES:**

- Process applications to determine financial eligibility, using applicable income limits (all Shelter Plus Care program applicants come by referral and acceptance of the program committee and bypass any other Housing Authority waitlist process).
- Inspect units, keeping in mind fair market rents and Housing Quality Standards.
- Provide contract and leased documents for program landlords and tenants.
- Pay monthly subsidy payment to participating landlords.
- Complete annual inspections.
- Complete annual eligibility processes.
- Conduct interim rent adjustments.
- Process notices from landlords (including notices to terminate subsidy, and notices of rent increase).
- Carry out special requests as made by the Shelter Plus Case MST committee.
- Provide a Housing Authority representative to attend weekly Shelter Plus Care committee meetings.
- Provide program orientation for new program applicants.
- Provide weekly list of program participants and addresses to committee.

- Provide program issues and concerns memo to SPC committee on a weekly basis for discussion at weekly meeting.
- Provide applicable accounting reports.
- Request monthly payment allocations from the Program Manager at the County of Santa Clara Housing and Community Development Program.
- Handle payment of initial program security deposit and follow-up of deposit return when participants leave the program.

**Resident Advisory Board**  
**Meeting Minutes 01 -03 -02**  
**Lenzen Gardens**

**Attendees**

**Residents:** Jean Kizza, Mary Caldwell, Ida Holliman, Peter Duong, Danny Leon, Caroline Wichman,, Verna Hayden, Neva Duncan, Tom Secombe, Joyce Huckaby, Mary Gilgo, Linda Sloan,  
**Staff:** Richard Warren, Candy Capogrossi, Christina Sanchez, Liz Pare des

**Objective**

To obtain suggestions and/or input for the Annual Plan (5 Year Plan) from Section 8 and Public Housing residents.

**Overview**

Candy gave an overview on what we are trying to accomplish and how the 5 year plan came about. She also stated that over the next five years the Housing Authority will pursue these primary goals.

- Increase the availability of decent, safe and affordable housing by improving the quantity, quality, and variety of housing choices in the community;
- Improve the community quality of life and economic vitality by participating in workforce investment activities, by increasing income levels for 30% of clients and by utilizing the voucher program for homeownership;
- Promote self-sufficiency Program, by linking TANF recipients to CalWORKS and other appropriate programs and by increasing the number of families served by the agency's existing educational scholarship fund;
- Take affirmative measures to ensure Equal Opportunity in Housing for all families living in assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.

Candy also proposed additions to the Annual Plan for 2001

- The Housing Authority of the City of San Jose will participate in Project Base Section 8 Program. This means the subsidy is attached to the unit. During 2002, HACSC will advertise for 100 vouchers to be used within the County of Santa Clara. The applications that will be considered will have existing rental sites located in low poverty areas. Any applications that are received for existing sites within high poverty areas will not be considered unless the properties are located in an area that is being revitalized under Strong Neighborhood Initiative program. The applications would require a federal waiver if the poverty level exceeds 20%. The requests for proposal will include the bedroom breakdown of 0-3 bedroom units. Special consideration will be given to those housing providers that serve extremely low income tenants or special needs populations. Families residing in existing units that qualify for project based assistance and who is income eligible will be able to place their name on a separate waitlist for project based units.
- The Housing Authority of the County of Santa Clara may open up the waitlists specifically for programs that have special set aside fundings such as the Welfare to Work Program, Mainstream Program, and Family Unifications Program. Any client may be on more than one waitlist. The lists would be open after exhausting all qualified applicants from the existing Section 8 waitlist. Applicants may be pre-screened to determine if they meet the particular criteria of the specially funded programs. For example, funding for the Welfare to Work program requires that the family be available for work and are currently receiving TANF monies for Social Services Agency.
- The Resident Advisory Board approved the amendments to the Annual Plan unanimously.

Richard Warren also stated a partner service that will be brought in for senior assisted living

- The Housing Authority will support independent living for seniors through the development and implementation of strategies that increase access to integrated support services in partnership with other organizations.

### **Resident Concerns**

1. Implementing a buddy system for the senior complexes when the fire alarm goes off. Some of the elderly people are hard of hearing and/or have respiratory equipment that they might need to take with them. With the buddy system it would suggest assistance to the one that might need it.
2. Are there other housing programs to offer help, if Section 8 and public housing are closed? Suggestions were made to have any alternatives if the Section 8 and public housing list are closed. One suggestion was to have a hotline that would indicate other agencies and their phone number that they would be able to help them out if there are openings.
3. What is being done about residents that are being incarcerated and let back into the complex? Residents expressed concern regarding particular residents who have been arrested for drugs and are still residing in the complex. Also, discussed was an occupancy situation where a resident was allowing family members to live there. Management is aware of the row complaints and they are being dealt with. Residents are concerned that they report on going activities without a response. It was further discussed that management cannot discuss investigations. HACSC management works closely with the police department and the D.A.
4. Implementing more recreation programs for the children and families in the Public Housing. There was a prolonged discussion regarding family involvement. It was suggested to have a picnic for all residents. Also, residents feel isolated from the community.

### **CLOSING**

The goal is basically to present the Plan to the Board of Commissioners about the third week in March. We need to have a public hearing before March. A draft plan has to be available for the public to look at. The Public Hearing is set for February 26. Candy suggested that the committee take a look at the current 5 Year Plan and have some ideas that they would like to talk about during the next Advisory meeting.

The next meeting will be held January 16, 2002 @ 11:00am - 1:00pm, same site (Lenzen Gardens)

**Resident Advisory Board**  
**Meeting Minutes 01-16-02**  
**Lenzen Gardens**

**Attendees**

**Residents:** Jean Kizza, Mary Caldwell, Peter Doung, Lisa Vargas, Ida Holliman, Mary Gilgo, Verna Hayden, Minh Pham, Linda Sloan, Thomas Secombe  
**Staff:** Richard Warren, Candy Capogrossi, Christina Sanchez,

**Objective**

To obtain suggestions and/or input for the Annual Plan (5 Year Plan) from the residents of Section 8 and Public Housing.

**Agenda**

1. **Introductions:** We had two new additions that joined us for this meeting. Lisa Cano - Vargas (section 8 tenant), and Linh Pham (section 8 tenant).
2. **Review Minutes:** Candy had the Advisory Board overlook the meeting minutes from our last meeting. Everyone unanimously approved of the meeting minutes.
3. **Capitol Fund:** This is a fund on how money is dispersed within the Housing Authority. Every Housing Authority is allocated to a formula of how many units are being used. The Capitol Fund is used for big ticket items to improve the Public Housing complexes.
4. **Section 8 Homeownership:** The Section 8 Homeownership Program assists eligible Section 8 Housing Voucher participants with the option of purchasing a home with their subsidy assistance rather than renting. The Housing Authority of the County of Santa Clara will offer the homeownership option only to participating families who are:
  1. currently enrolled in the Family Self-Sufficiency FSS program.
  2. graduates of the Family Self-Sufficiency FSS program.
  3. elderly families or disabled families.

**Resident Concerns**

- **Question:** Can you reside in Senior housing and still be on the waiting list for Section 8?  
**Answer:** Yes, you can reside in Senior Housing and still be on the waiting list for Section 8. You can utilize any waiting lists should you need to.
- **Question:** Why can't we interchange?  
**Answer:** Section 8 does have portability from county to county. However, Public Housing does not.
- **Question:** Will there be availability to the Admittance and Occupancy Plan?  
**Answer:** Admittance and Occupancy Plans will be available at various locations.
- **Question:** How are background and screening processes done i.e. drug or violence related?  
**Answer:** We have every applicant go through the same screening process. We have access to a statewide database that enables us to do background and screening checks. However, it is just for that state of California. If the prospective tenant has done a crime, but has done the time for that crime it is taken into consideration. We can discriminate against sex offenders, considering most of our complexes are family units. In California there are precise landlord/tenant laws. Some examples would be if there was a lease violation or the crime was done on the property. In order to

evicted a resident that is in violation we would need to make an air shut case, should we have to take it to court.

- **Question:** *How does a resident keep their unit if the resident is in jail or in the hospital?*  
**Answer:** The resident has 60 days, and it also depends on the resident's situation. If the resident is incarcerated it depends on the crime that was committed. The police and fire departments share information and police reports with the Housing Authority. Stipulated agreements are sometimes put in place and investigators are assigned to do followups. Crime is fortunately not a big issue within public housing. If the resident is hospitalized than usually the family will step in and take care of the resident's rent until they are able to occupy the unit again.

### **Closing**

Candy mentioned the goal is to the plan to the Board of Commissioners about the third week in March. We need to have a public hearing before March. A draft plan has to be available for the public to look at. The Public Hearing is set for February 26.

Next meeting is yet to be determined

The Public Hearing for the Housing Authority of the County of Santa Clara's Annual and Five Year Plan was opened by Candace Capogrossi, Deputy Director at 4:00 PM on Thursday, May 23, 2002 at 505 W. Julian Street, San Jose, California.

Richard Warren, Property Management Director for the Housing Authority of the County of Santa Clara was present.

Candace Capogrossi stated that HUD requires that the Housing Authority implement an Annual Plan and Five Year Plan. The plan provides details about the Housing Authority's immediate operations, program participants, programs and services, and the Housing Authority's strategy for handling operational concerns, residents' concerns and needs, and program services for the upcoming fiscal year. Both planning mechanisms (the 5 year and Annual Plan) require Housing Authority to examine their existing operations and needs (particularly the needs of the families they serve) and to design long-range and short-range strategies to address those needs.

The primary changes to this year's Annual and Five Year Plan are:

- 1) A larger Project Based Section 8 Program for existing and new development
- 2) The Homeownership Program.

1. Alette Lundeberg, representing CalWORKS, County Social Services Agency stated that the Housing Authority and the CalWORKS department have a great working partnership in respect to the programs that both agencies collaborate on such as; Family Self-Sufficiency Program (FSS), Family Unification Program (FUP), Welfare to Work Program (WtW), and most recently, the Rental Assistance Program (RAP). Alette Lundeberg stated that the Housing Authority staff has been fantastic in all their work. "The ability to augment funding for some of the staff has been a wonderful opportunity for CalWORKS to participate in".

Alette Lundeberg requested that the Housing Authority consider giving preference to CalWORKS clients for a portion of Section 8 vouchers and consideration to set aside a portion for Project Based Section 8 assistance, particularly with the Fairgrounds project in which the County and the Housing Authority are collaborating on.

2. Verna E. Johnson representing the Social Services Agency, Office of Housing Resources and Development stated that the Agency supports the efforts of the Housing Authority in collaboration with CalWORKS in their shared programs (RAP, FSS, FUP, WtW). Verna Johnson stated that the Social Services Agency would like to "play" a larger role with the development of project based housing such as the Fairgrounds project. The Social Services Agency also wishes to collaborate with the Housing Authority in finding solutions to the following:

- Housing foster care youth that are emancipating from the system.
  - Recruitment of foster care families using Housing Authority monies as incentive.
  - Adult and aging services – specifically the clients that are having trouble with their in-home support services (i.e. clients that have been placed with families and that are suffering from elder abuse).
  - Finding additional housing for aging adults.
3. Several members of the public centered the meeting to address their housing concerns and/or their need for low-income housing. Candace Capogrossi explained the purpose of the meeting and addressed their questions and concerns.
  4. The meeting adjourned at 6:00 PM.
  5. The following attachments are letters of testimony from the City of San Jose, Housing Department and Charities Housing Development.



**CHARITIES HOUSING**

1500 JEFFERSON ST. SUITE 100 SAN JOSE, CA 95131

RECEIVED

MAY 31 2002

ADMIN. SERVICES

Candy Caparaso  
Deputy Executive Director  
Housing Authority  
County of Santa Clara  
505 W. Julian Street  
San Jose CA 95110

Dear Ms Caparaso:

I am writing in support of the proposal included in the Annual Plan for the Housing Authority to participate in the Project Based Section 8 program utilizing the existing voucher program. I believe this will be of great benefit as developers of affordable housing will be able to use the Section 8 program as a piece of the development financing.

My assumption is that the program that was launched in February 2002 with an RFP for existing units will be extended to an expanded program that will also include new construction. I look forward to participating in such a process involving the active participation of community based affordable housing developers assuring a broad geographic and development type distribution in the utilization of project based section 8 in Santa Clara County.

I also wanted to indicate my strong support for the program that is being developed for the utilization of Section 8 to provide home ownership opportunities for an income segment of the population that would be unable to access this opportunity otherwise. This is an exciting opportunity and I look forward to exploring partnerships with the Housing Authority in this area as well.

It would be helpful to establish a working group to help formulate the RFP please let me know and I would be available to help out in any way that I can. Also, please let me know if there will be a public meeting on this issue that I might attend.

Sincerely

Chris Block  
Charities Housing Development Corporation

May 24, 2002

Candace Capobasso  
Deputy Director  
Housing Authority of Santa Clara County  
501 West Julian Street  
San Jose, CA 95110

Dear Carol:

This letter is being written to request assistance from the Housing Authority to provide affordable housing for homeless people.

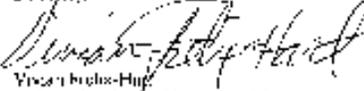
Since 1999, the number of people coming to the City of San Jose's Housing Department for housing assistance has increased from 400 to over 12,000 people in 2002. My Office, the Homeless Division, offers assistance with first of last month rent, eviction notices, eviction and payment of mortgages, food assistance in reaching financial benefits, domestic violence assistance, medical and legal advice, referral to mental health, crisis centers, etc. The intensity of the problem has gotten out of hand and is now at a critical point. My staff and I continue to provide as much service as we can but it is becoming increasingly difficult.

A count of homeless people was conducted for Santa Clara County in 1999. The numbers indicated that there are over 20,000 homeless individuals in our community. Of that number, it is estimated that over 60% live in San Jose. This number does not include people living in their cars and vans or people sleeping on streets. It also does not include people doubling and tripling up in one house.

On behalf of the City of San Jose, I am requesting that you set aside \$10 or more millions per year over the next five years to house homeless men, women and children. We in the Housing Department consistently housing people is not enough. We propose to work with you and your staff and other nonprofit and social services agencies to provide the needed services to help keep people in housing once they get it. I am looking forward to working with all our partners who are working hard to end homelessness to design a program that will work.

Please let me know, at your earliest opportunity, when you are available to discuss this proposal. I am ring you at 408-9390.

Sincerely,



Dennis J. Kelly  
Vice President  
Policy Planning and Outreach Manager  
City of San Jose, Housing Department

## **F. DECONCENTRATION OF POVERTY AND INCOME - MIXING**

The Housing Authority's admission policy is designed to provide for deconcentration of poverty and income -mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income -mixing purposes.

The Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Housing Authority's deconcentration efforts.

The Housing Authority will use the gathered tenant income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Housing Authority in its deconcentration goals.

If the Housing Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Housing Authority will evaluate the change to determine whether, based on the Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Housing Authority has met the deconcentration goals and the project needs no particular designation.

### **Deconcentration and Income -Mixing Goals**

Admission policies related to the deconcentration efforts of the Housing Authority do not impose specific quotas. Therefore, the Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income -mixing in its developments.

The Housing Authority's income -mixing goal is a long -range goal and may not be achieved in the first year of implementation. The Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Housing Authority.

The Housing Authority's income -mixing goal, in conjunction with the requirement to target at least 40 percent of new admission to public housing in each fiscal year to "extremely low -income families", will be to achieve the following occupancy percentages:

For higher income projects, an occupancy rate of 40% very low - and extremely low -income families.

For lower income projects, an occupancy rate of 20% families at or above the low -income limit (30% of area median).

In each fiscal year, the Housing Authority will strive to achieve the following goals for deconcentration of poverty and income -mixing:

Increase the number lower income families into higher income developments.

Increase the number of higher income families into lower income developments.

Lower income developments where the Housing Authority's goal is to increase higher income families:

Miramar Apartments

Deborah Gardens

Lucretia Gardens

Higher income developments where the Housing Authority's goal is to increase lower income families:

Julian Gardens

Eklund Gardens 1

Eklund Gardens 2

### **Project Designation Methodology**

The Housing Authority will determine and compare tenant incomes at the family developments listed in this Chapter.

Upon analyzing its findings the Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low - and extremely low - income families.

Skipping off families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated project the Housing Authority will determine whether the selection of the family will contribute to the Housing Authority's deconcentration goals.

The Housing Authority will not select families for a particular project if the selection will have a negative effect on the Housing Authority's deconcentration goals. However, if there are insufficient families on the waiting list under no circumstances will a unit remain vacant longer than necessary.

### **Aggregate Average Method**

The Housing Authority will review the annual resident income of all family sites and using the incomes of all families in the targeted developments as a baseline, determine the average income of all of its resident families.

The Housing Authority will designate higher income developments those with average income above the aggregate average.

The Housing Authority will designate lower income developments those with

average income below the aggregate average.

**Change in Circumstances**

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

## **RESIDENT MEMBERSHIP OF GOVERNING BOARD**

The Housing Authority of the County of Santa Clara's resident member of the Board of Commissioners is Verna Hayden. Verna lives at Sunset Gardens, a conventional public housing site in Gilroy, CA. Her term of appointment is March, 1998 to April, 2002.

AMENDMENT TO ANNUAL PLAN - County of Santa Clara ~ Project - Based Assistance

In response to recent HUD regulations, the Housing Authority has chosen to implement project - based assistance in its Section 8 Program. Up to 20% (or 1,791) of the Section 8 vouchers under the Housing Authority Annual Contribution Contracts (ACC) for the County of Santa Clara will be made available for project based assistance.

The Housing Authority has chosen to implement project - based assistance at this time in order to provide a resource of stable affordable housing units in the volatile economic market of Santa Clara County and to help increase participation by private owners in providing affordable housing.

The Housing Authority will accept applications for the Project - Based Assistance Program from owners in response to advertisements in a newspaper of general circulation. Projects awarded with project - based assistance will be located in those cities that are within the County of Santa Clara and specific areas to be targeted will be those areas with less than 20% poverty concentration and *or* in close proximity to one or more of the following: employment centers, schools or colleges, public transportation, parks and recreational areas.

The Housing Authority will maintain a separate waitlist for project - based assistance. A preference will be given to tenants who already live in the unit at the time of conversion to project based assistance.



**Section 8 Homeownership:** This section 8 Homeownership Program assists eligible Section 8 Housing Voucher participants with the option of purchasing a home with their subsidy assistance rather than renting. The Housing Authority of the County of Santa Clara will offer the homeownership option only to participating families who are:

1. currently enrolled in the Family Self-Sufficiency FSS program.
2. graduates of the Family Self-Sufficiency FSS program.
3. elderly families or disabled families.

U.S.DepartmentofHousingandUrbanDevelopment  
OfficeofPublicandIndianHousing

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# PHAPlans

5YearPlanforFiscalYears2000 -2004  
AnnualPlanforFiscalYear2002

## PHA Plan Agency Identification

**PHAName:** Housing Authority of the County of Santa Clara

**PHANumber:** CA059

**PHAFiscalYearBeginning:** 7/1/2002

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting:

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at:

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
  1. Great Oaks Office, 100 Great Oaks Blvd., San Jose, CA 95119
  2. Parrott Office, 521 Parrott St., San Jose, CA 95112

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

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

**5-YEAR PLAN**  
**PHAF ISCAL YEARS 2000 -2004**

**A.Mission**

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

The PHA's mission is:

**The MISSION of the Housing Authority of the County of Santa Clara is to provide as much "decent, safe and sanitary" housing as possible for the low income families, residents with disabilities, and seniors of the Santa Clara Valley.**

**Our philosophy, goals and professional commitment are dedicated toward fulfilling this mission.**

**B.Goals**

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

PHA Goal: Expand the supply of assisted housing

Objectives:

Apply for additional rental vouchers: **Successfully compete for the maximum amount of allocation through all notice of Funding Availability.**

Reduce public housing vacancies: **Currently 1% vacancy level**

Leverage private or other public funds to create additional housing opportunities:

Acquire or build units or developments: **At least 3 significant projects each year.**

Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

Improve public housing management: (PHAS score) **PHA scored 91% and is a high performer.**

Improve voucher management: (SEMAP score) **Maintain MTC S High Performer Score, complete 100% annual inspections and recertifications on time.**

Increase customer satisfaction: **Established Customer Support Team in the Housing Programs Department.**

- Concentrate effortsto improve specific management functions:  
(list; e.g., public housing finance; voucher unit inspections)
- Renovate or modernize public housing units: **See 5 Year Action Plan for Capital Fund**
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other:
  - **Maintain 3 months of operating expenses in cash reserves;**
  - **Establish revenue -generating, in -house training and development entity;**
  - **Identify appropriate administrative facility expansion plan for staff and clients;**
  - **Attract and maintain a large pool of highly qualified, diverse staff;**

- PHA Goal: Increase assisted housing choices  
Objectives:
  - Provide voucher mobility counseling: **Provide owner outreach workshops and continue to present information at briefings.**
  - Conduct outreach effortsto potential voucher landlords
  - Increase voucher payment standards
  - Implement voucher homeownership program:
  - Implement public housing or other homeownership programs: **Below Market Rate Purchase Program**
  - Implement public housing site -based waiting lists:
  - Convert public housing to vouchers:
  - Other:
    - **Complete 3 Significant projects each year**
    - **Project Base upto 10% of allocation**
    - **Owner Advisory Group meet 2x a year**

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- PHA Goal: Provide an improved living environment  
Objectives:
  - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
  - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
  - Implement public housing security improvements:

- Designated developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other:
  - **Participate in Work Force Board Investment activities as a mandatory partner**
  - **Increase income levels for 30% of clients**
  - **Utilize voucher program for homeownership**

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families **Refer 100% of unemployed TANF to Cal Works and WI** A
- Provide or attract supportive services to improve assistance recipients' employability: **Serve as mandated partner for Workforce Investment Act, co-partner with Cal Works for WTW Clients**
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other:
  - **Support the Family Self-Sufficiency Program**
  - **Expand the number of people assisted by the scholarship fund by 100%**
  - **Establish a scholarship endowment fund of \$1 million.**

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing

Objectives:

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

**Other PHA Goals and Objectives:**

- **Apply for Section 8 650 units from Fair Share Funding for County of Santa Clara.**
- **Educates surrounding C.D.B.G partners in County about Housing Authority in general homeownership program in particular.**
- **Continues to support Social Services partnerships with all programs that assist Public Housing, Section 8 clients and clients on the waitlist.**

**AnnualPHAPlan**  
**PHAFiscalYear2002**  
[24CFRPart903.7]

**i. AnnualPlanType:**

**StandardPlan**

**StreamlinedPlan:**

- HighPerformingPHA**
- SmallAgency(<250PublicHousingUnits)**
- AdministeringSection8Only**
- TroubledAgencyPlan**

**ii. ExecutiveSummaryoftheAnnualPHAPlan**

**TheHousingAuthorityoftheCountyofSantaClara’sExecutiveSummaryisprovidedasAttachmentA**

**iii. AnnualPlanTableofContents**

**TableofContents**

**AnnualPlan**

- A. HousingAuthorityoftheCountyofSantaClaraExecutiveSummary
- B. OrganizationalCharts

- C. Resolution No. 02 - 12 PHA Certification of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan
- D. State/Local Government Certification of Consistency with the Consolidated Plan
- E. List of Consolidated Plans for the Jurisdictions of the Housing Authority of the County of Santa Clara
- F. Fiscal Year Ending 6/30/2002 Operating Budget for the Housing Authority of the County of Santa Clara
- G. Table of Contents for Public Housing Admissions and Continued Occupancy Plan
- H. Table of Contents for the Section 8 Administrative Plan
- I. Table of Contents for the Property Management Policies and Procedures Manual
- J. The HUD - Approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the 2002 Grant Year
- K. 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program
- L. Housing Authority of the County of Santa Clara Single Audit Year Ended June 30, 2001
- M. 1. Procurement Policy for Equipment, Materials and Supplies
  - 2. Procurement Policy for Professional Services
  - 3. Disposition Policy
  - 4. Protests and Appeals
  - 5. Investment Policy and Guidelines
- N. Housing Needs of Families in the Housing Authority's Jurisdictions
- O. Programs Administered at the Housing Authority of the County of Santa Clara
- P. Resident Advisory Board Meetings and Public Comments
- Q. Admissions Policy for Deconcentration
- R. Resident Membership of Governing Board
- S. Project Based Assistance
- T. Homeownership

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2002 Capital Fund Program Annual Statement
- Most recent board -approved operating budget (Required Attachment for PHA's that are troubled or at risk of being designated troubled ONLY)

Optional Attachments:

- PHA Management Organizational Chart
- FY2002 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

<b>(i) List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>(b) Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certification of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which include 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
<b>X</b>	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which include the Tenant Selection and	Annual Plan :Eligibility, Selection, and Admissions

<b>(i) List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>(b) Supporting Document</b>	<b>Applicable Plan Component</b>
	Assignment Plan [TSAP]	Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA Board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Rent Determination
<b>X</b>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
<b>X</b>	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing	Annual Plan: Grievance Procedures

<b>(i) List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>(b) Supporting Document</b>	<b>Applicable Plan Component</b>
	A&O Policy	
<b>X</b>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<b>X</b>	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
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI revitalization plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community

<b>(i) List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>(b) Supporting Document</b>	<b>Applicable Plan Component</b>
		Service & Self - Sufficiency
<b>X</b>	Most recent self - sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self - Sufficiency
<b>N/A</b>	The most recent Public Housing Drug Elimination Program (PHDEP) semi - annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
SEE TABLE OF CONTENT	Addendum for Project Based Units Addendum for Homeownership	

## 1. Statement of Housing Needs

Housing needs will be addressed through attrition, application for new funding and building new affordable housing units.

The Section 8 program has approximately 600 turnovers per year. Public Housing has approximately 57 turnovers per year.

Over the past 10 years the Housing Authority of the County of Santa Clara has developed over 2,200 units of affordable housing. Also the purchase and rehabilitation of available buildings that are suitable for low income tenants is a goal. Additionally, the Housing Authority of the County of Santa Clara will make every effort to preserve existing affordable housing through purchase or partnerships with non -profits.

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	1)	Loca-tion
Income <= 30% of AMI	63,195	5	5	4	3	4	4
Income > 30% but <= 50% of AMI	25,648	5	5	4	3	4	4
Income > 50% but < 80% of AMI	17,455	5	5	4	3	4	4
Elderly	11,091	5	5	4	4	2	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White	34,746	5	5	4	3	3	4
Hispanic	21,081	5	5	4	3	4	4
Black	4,670	5	5	4	3	3	4
Other	11,747	5	5	4	3	3	4

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

Consolidated Plan of the Jurisdiction/s

Indicate year: 2000-2005

- 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**

<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:			
Waiting list total	18,100		
Extremely low income ≤ 30% AMI	14,710	82%	
Very low income (>30% but ≤ 50% AMI)	2,883	16%	
Low income (>50% but <80% AMI)	83	1%	

<b>Housing Needs of Families on the Waiting List</b>			
Families with children	10,178	57%	
Elderly families	1,680	10%	
Families with Disabilities	2,551	14%	
Race-White	9,594	53%	
Race-Black	2,985	17%	
Race American Indian	519	3%	
Race-Asian	5,002	28%	
Ethnicity – Hispanic	6,813	38%	
Ethnicity-Non-Hispanic	11,287	63%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	2,108	2117	
2BR	2,380	2357	
3BR	2,312	2274	
4BR	N/A		

**Housing Needs of Families on the Waiting List**

5BR	N/A		
5+BR	N/A		

Isthe waiting list closed (select one)?     No     Yes

If yes:

    How long has it been closed (# of months)?    **36 MONTHS**

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

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

Isthe waitinglist closed(select one)?  No  Yes

If yes:

i) How long has it been closed(#of months)? 12 months

Does the PHA expect to re-open the list in the PHA Plan year?  No  Yes

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

Housing needs of families on the waitlist			
	# of families	% of total families	Annual Turnover
Waiting list total	604		
Extremely low income (≤30% AMI)	430		
Very low income (>30% but ≤50% AMI)	174		
Low income (>50% but <80% AMI)	0		
Families with children	0		
Elderly families	361		
Families with Disabilities	243		
Hispanic	215		

White	440		
Asian	117		
Black	36		
Characteristicsby BedroomSize(Public HousingOnly)			
1BR	604		
2BR			
3BR			
4BR			
5BR			
5+BR			
Isthewaitinglistclosed(selectone)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Ifyes: ii)    Howlonghasitbeenclosed(#ofmonths)?2 <b>MONTHS</b> DoesthePHAexpectoreopenthelistinthePHAPlanyear? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant    -basedassistance			
<input checked="" type="checkbox"/> PublicHousing    -CYPRESSGARDENS			
<input type="checkbox"/> CombinedSection8andPublicHousing			
<input type="checkbox"/> PublicHousing    Site-Basedorsub -jurisdictionalwaitinglist(optional)			
Ifused,identifywhichdevelopment/subjurisdiction:			
<b>Housingneedsoffamiliesonthewaitlist</b>			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	251		
Extremelylowincome <=30%AMI	169		
Verylowincome			

(>30% but <=50% AMI)	82		
Low income (>50% but <80% AMI)	0		
Families with children	0		
Elderly families	189		
Families with Disabilities	62		
Hispanic	21		
White	122		
Asian	117		
Black	8		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	251		
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: iii) How long has it been closed (# of months)? <b>36 MONTHS</b> Does the PHA expect to open the list in the PHA plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing FAMILY			
<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:			
<b>Housing needs of families on the waitlist</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	878		
Extremely low income <=30% AMI	221		
Very low income (>30% but <=50% AMI)	621		
Low income (>50% but <80% AMI)	36		
Families with children	751		
Elderly families	127		
Families with Disabilities	20		
Hispanic	259		
White	320		
Asian	215		
Black	76		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	119		
2BR	331		
3BR	428		
4BR	0		
5BR	0		

5+BR	0		
Isthewaitinglistclosed(selectone)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Ifyes: iv)    Howlonghasitbeenclosed(#    ofmonths)? <b>36 MONTHS</b> DoesthePHAexpectreopenthelistinthePHAPlanyear? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes DoesthePHApermitspecificcategoriesoffamiliesontothewaitinglist,evenifgenerallyclosed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Waitinglisttype:(selectone)			
<input type="checkbox"/> Section8tenant    -basedassistance <input checked="" type="checkbox"/> PublicHousing    -LENZENGARDENS <input type="checkbox"/> CombinedSection8andPublicHousing <input type="checkbox"/> PublicHousingSite -Basedorsub -jurisdictionalwaitinglist(optional) Ifused,identifywhichdevelopment/subjurisdiction:			
<b>Housingneedsoffamiliesonthewaitlist</b>			
	#offamilies	%oftotalfamilies	AnnualTurnover
Waitinglisttotal	232		
Extremelylowincome <=30%AMI	157		
Verylowincome (>30%but<=50%AMI)	75		
Lowincome (>50%but<80%AMI)	0		
Familieswithchildren	0		
Elderlyfamilies	166		
FamilieswithDisabilities	66		
Hispanic	34		
White	86		

Asian	134		
Black	6		
Characteristics by Bedroom Size (Public Housing Only)			
1BR	232		
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: v) How long has it been closed (# of months)? <b>36 MONTHS</b> Does the PHA expect to re-open the list in the PHA plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant -based assistance			
<input checked="" type="checkbox"/> Public Housing -RINCON			
<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:			
<b>Housing needs of families on the waitlist</b>			
	# of families	% of total families	Annual Turnover
Waiting list total	0		
Extremely low income (<=30% AMI)			
Very low income (>30% but <=50% AMI)			

Low income (>50% but <80% AMI)			
Families with children			
Elderly families			
Families with Disabilities			
Hispanic			
White			
Asian			
Black			
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes If yes: vi) How long has it been closed (# of months)? <b>36 MONTHS</b> Does the PHA expect to open the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

### C. Strategy for Addressing Needs

#### (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:**

- Employ effective maintenance and management policies to minimize the number of public housing units off -line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease -uprates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease -uprates by effective screening of Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other

**Project based up to 10% of the total allocation for the County**

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

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

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

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

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing

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

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

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

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

**(c) Need: Specific Family Types: The Elderly**

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

- Seek designation of public housing for the elderly
- Apply for special purpose voucher 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:**

- 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 voucher targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

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

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

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

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

- 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: **Provide ongoing staff training conducted by fair housing agencies.**

**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)

**Statement of Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2002 grants)</b>		
a) Public Housing Operating Fund	699,701	
b) Public Housing Capital Fund	1,083,303	
c) HOPEVI Revitalization	N/A	
d) HOPEVI Demolition	N/A	
e) Annual Contributions for Section 8 Tenant -Based Assistance	90,323,252	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self - Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Welfare to Work Grant (section 8)		Include in 1.e above
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2000 Comp Grant Program	1,633,980	Public Housing Program Ops.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>3. Public Housing Dwelling Rental Income</b>	1,556,074	Public Housing Programs Ops.
<b>4. Other income</b> (list below)		
Washer/Dryer Revenue	19,492	Public Housing Programs Ops.
<b>4. Non -federal sources</b> (list below)		
Public Housing Investments Income	31,595	Public Housing Programs Ops.
Sec. 8 Admin Fee Investment Income	30,680	Section 8 program operations
<b>Total resources</b>	94,830,333	We specifically reserve the right to change this financial resources statement based on later better information.

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

#### **A. Public Housing**

##### **(1) Eligibility**

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

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

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other: **Screen public records for criminal activity**

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 source) -authorized

## **(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

**All of the lists are closed except for Sunset Gardens, a senior public housing complex in Gilroy, CA. Persons interested in placing their name on the waiting list will be given an opportunity to complete an interest list form by calling or going to the Housing Authority's main office or any of its public housing complexes. A public notice will be placed in the local newspapers, minority publications, local agencies and media entities when any public housing waiting list reopens. Any person asking to be placed on that waiting list for rental assistance will be given the opportunity to complete an interest list form. When the interest list form is submitted to the Housing Authority the family's date and time of application for placement on that property's waiting list is established.**

tal

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? 5

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously approved site-based waiting list plan)? -HUD-  
If yes, how many lists? 1

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists? 5

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

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

**(3) Assignment**

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

- One
- Two
- Three or More

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

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

**(4) Admissions Preferences**

a. Incometargeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences:

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

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 points system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences:

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

Other preferences:

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

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: **the pool of applicant families ensure 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?

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

b. How often must residents notify the PHA of changes in family composition?

- At an annual reexamination and lease renewal
- Anytime family composition changes
- At family request for revision
- Other

#### **(6) Deconcentration and Income Mixing**

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

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

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

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

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below: **Miramar Way Apartments, Deborah Drive Apartments, Eklund Gardens I, Eklund Gardens 2, Julian Gardens and Lucretia Gardens**

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

Other (list policies and development targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes?

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income mixing

Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher -income families?

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?

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below: **Deborah Drive Apartments, Miramar Way Apartments, Eklund Gardens 1 and Eklund Gardens 2**

## B. Section 8

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug -related activity only to the extent required by law or regulation

Criminal and drug -related activity, more extensively than required by law or regulation

More general screening than criminal and drug -related activity (list factors below)

Other (list below)

b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

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

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

e. Indicate what kinds of information you share with prospective landlords?

- Criminal or drug -related activity
- Other (describe below)

**(2) Waiting List Organization**

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project -based certificate program
- Other federal or local program (list below)

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

- PHA main administrative office
- Other

**The list is currently closed. When the list reopens the Housing Authority will advertise through public notice in the newspaper, minority publications, local agencies and media entities. When the waiting list is open, any family asking to be placed on the waiting list for Section 8 Rental Assistance will be given the opportunity to complete an interest list form. When the interest list form is submitted to the Housing Authority it establishes the family's date and time of registration for the placement order on the waiting list. If the current waitlist is exhausted for set aside programs such as W2W, the waitlist may be opened to families who meet the specific criteria.**

**(3) Search Time**

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

If yes, state circumstances below:

**Due to lack of affordable housing we routinely give 120 days for search. We will extend beyond 120 days based on accommodation for special needs, verified medical issues and other extenuating circumstances demonstrating the need for more time and the reason housing was not located during 120 days.**

**(4) Admissions Preferences**

a. Income targeting

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition) **Limited to 100 vouchers**
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs

- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofreprisalsorhatecrimes
- Otherpreference(s)

**Mainstream,FamilyUnificationProgram,ProjectBased, andModerateRehabilitation.**

3.IfthePHAwillemployadmissionspreferences,pleaseprioritizebyplacinga“1”in the spacethatrepresentsyourfirstpriority,a“2”inthebox representingyour secondpriority,andsoon.Ifyougiveequalweighttooneormoreofthese choices(eitherthroughanabsolutehierarchy orthroughapointsystem),placethesamenumbernexttoeach.Thatmeansyoucanuse“1”morethanonce,“2”more thanonce,etc.

DateandTime

FormerFederalpreferences

1. InvoluntaryDisplacement(Disaster,GovernmentAction,ActionofHousing
2. Owner,Inaccessibility,PropertyDisposition)
3. Victimsofdomesticviolence
4. Substandardhousing
5. Homelessness
6. Highrentburden

Otherpreferences(selectallthatapply)

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans’families
- Residentswholiveand/orworkinyourjurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms

- Victims of reprisals or hate crimes
  - Other preference(s)
- Project Based, MOD rehab, Project Mainstream, W2W, FUP**

4. Among applicants on the waiting list with the 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” N/A

- 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: N/A

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensure 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 admission to any special program administered by the PHA contained? (select all that apply) -purpose section 8

- 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 program to the public?

- Through published notices
- Other (list below)

## 4. PHA Rent Determination Policies

### A. Public Housing

#### (1) Income Based Rent Policies

a. Use of discretionary policies:

- 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?

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

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

3. If yes to question 2, list these policies below \_\_\_\_\_ :

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

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent -setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

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

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

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

f. Rent re-determinations:

1. Between income re-examinations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent?

- Never
- At family option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage: **\$40.00 a month**
- Other

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

## **(2) Flat Rents**

1. In setting the market -based flat rents, what sources of information did the PHA use to establish comparability?

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

**The Fiscal Year 2001 Fair Market Rents based on the 40<sup>th</sup> percentile, which the U.S. Department of Housing and Urban Development published**

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

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

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

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

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

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

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

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area

- Reflects market or submarket
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
  - Rent burden of assisted families
  - Other (list below)
- Rental data comparability studies**

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

### **A. PHA Management Structure**

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

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

**B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 7/01/02</b>	<b>Expected Turnover</b>
Public Housing	570	57
Section 8 Vouchers	7356	720
Section 8 Certificates	129	0
Section 8 Mod Rehab	280	20
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs (list individually)		
Welfare to Work	700	15

**C. Management and Maintenance Policies**

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

- **Property Management Policies and Procedures Manual**

- **Public Housing Admissions and Continued Occupancy Plan**

(2) Section 8 Management: (list below)

- **Section 8 Administrative Plan**

## **6. PHA Grievance Procedures**

### **A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedure 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 offices should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office

Other(listbelow)

## **7.CapitalImprovementNeeds**

### **A.CapitalFundActivities**

#### **(1)CapitalFundProgramAnnualStatement**

Selectone:

TheCapitalFundProgramAnnualStatementisprovidedasanattachmenttothePHAPlanatAttachment(statename) **AttachmentJ**  
-or-

TheCapitalFundProgramAnnualStatementisprovidedbelow:(ifselected,copytheCFPAnnualStatementfromtheTableLibraryandinsertthere)

#### **(2)Optional5 -YearActionPlan**

a.  Yes  No:IsthePHAprovidinganoptional5 -YearActionPlanfortheCapitalFund?(ifno,skiptosub -component7B)

b.Ifyes toquestiona,selectone:

TheCapitalFundProgram5 -YearActionPlanisprovidedasanattachmenttothePHAPlanatAttachment(statename) **AttachmentK**  
-or-

TheCapitalFundProgram5 -YearActionPlanisprovidedbelow:(ifselected,copytheCFPOptional5YearActionPlanfromtheTableLibraryandinsertthere)

### **B.HOPEVIandPublicHousingDevelopmentandReplacementActivities(Non -CapitalFund)**

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 Plans 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 -financed development activities for public housing in the Plan year?  
If yes, list developments or activities below:

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

## **8. Demolition and Disposition**

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 Ass et Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

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

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA p lant to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities

or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No", skip to component 10. If "yes", complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

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

Total development

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

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

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

2. Activity Description

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

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

<input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD - approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPEVI revitalization plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

**A. Public Housing**

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE VI 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 HOPEI 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 **PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

**smallPHA** or **highperforming**

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:

a. Size of Program **From 5 -100 depending on resources, market and participation by families and lenders**

Yes  No: Will the PHA limit the number of families participating in the Section 8 homeownership option? **Minimum goal of 5 to a maximum of 100**

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

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

b. PHA -established eligibility criteria

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

- **Family Self -Sufficiency participant or graduate**
- **Persons with disabilities who are not part of the FSS program.**

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

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

1. Cooperative agreements:

Yes  No: Has the PHA 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? **04/23/99**

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

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)  
**Using Cal Works Incentive Funds, create a Landlord Outreach Program**

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social Self-Sufficiency Programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office/ PHA main office/ other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Tenant Scholarships</i>	<i>30+</i>	<i>Application</i>	<i>Main Office</i>	<i>Both</i>
Work Force Investment Act Mandatory Partner		Other	Information regarding job training will be shared with tenants and residents main office sites	Both
Partnership w/ CalWorks/SSA	1066	Ongoing	Community Services	Section 8

**(2) Family Self-Sufficiency Program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2001 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	37	4
Section 8	400	296

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 plan to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

**Housing Authority will seek additional FSS Coordinator Funds when HUD NOFA is announced.**

**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**

As of Jan. 1, 2002, public housing residents are not required to  
Housing Act of 1937.

perform community service in adherence to section 12 of the United States

### 13. PHA Safety and Crime Prevention Measures

#### 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 area 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 level of violent and/or drug -related crime
- Other (describe below)

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

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

3. Which developments are most affected?

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

1. List the crime prevention activities the PHA has undertaken or plan to undertake:

- 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 -risky youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected?

### C. Coordination between PHA and the police

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

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

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

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

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY2000 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

## **14. RESERVED FOR PET POLICY**

HUD published the Final Pet Rule per the direction of QWHRA. Changes were made to Chapter 10 of the Housing Authority of the County of Santa Clara's Public Housing Admissions and Continued Occupancy Plan to reflect the rule which became effective August 9, 2000. Chapter 10 explains the Housing Authority's policies on the keeping of pets and any criteria or standards pertain to the policy. The purpose of this policy is to establish procedures in accordance with the Final Rule for the ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes rules governing the keeping of common household pets.

## **15. Civil Rights Certifications**

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

## **16. Fiscal Audit**

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

## **17. PHA Asset Management**

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock, including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

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

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

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

## **18. Other Information**

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

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

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

- Attached as Attachment (Filename) **Attachment P**
- Provided below:

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

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

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

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

### 3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: **Appointed by Santa Clara County Board of Supervisors**

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

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

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

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other: **Appointed by Santa Clara County Board of Supervisors**

### B. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction: **City of San Jose, Housing Department, 2000 - 2005 Consolidated Plan, 1999 Update**

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

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

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

- **To encourage development of more affordable housing**
- **To preserve affordable housing subject to loss by conversion**
- **To preserve Section 8 funding and support application for additional funds**

1. Consolidated Plan jurisdiction: **City of Sunnyvale, Consolidated Plan, 2000 - 2005**

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

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

Other:(listbelow)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
- **To encourage development of more affordable housing**
  - **To preserve affordable housing subject to loss by conversion**
  - **To preserve Section 8 funding and support application for additional funds**

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



## RESOLUTION 02 -12

### PHA Certifications of Compliance with the PHA Plans and Related Regulations

#### Board Resolution to Accompany the PHA Plan

Acting on behalf of the Board of Commissioners of the Housing Authority of the County of Santa Clara (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5 -Year Plan and Annual Plan for PHA fiscal year beginning July 1, 2002, hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.

2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan .

3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.

4. The PHA made the proposed Plan an d all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.

5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.

6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.

7. For PHA Plan that includes a policy for site based waiting lists:

- The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99 -2);
- The system of site -based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
- Adoption of site -based waiting list would not violate any court order or settlement agreement or be inconsistent with pending complaint brought by HUD;

- The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;

- The PHA provides for review of its site -based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.

9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.

10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low - or Very -Low Income Persons, and with its implementing regulation at 24 CFR Part 135.

11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.

12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:

- Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
- Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
- Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP -funded activities;
- Coordination with other law enforcement efforts;
- Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
- All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.

14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.

17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.

18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.

19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.

20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).

21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

22. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and attachments at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

**Housing Authority of the County of Santa Clara**

PHA Name

**CA059**

PHA Number

\_\_\_\_\_  
Signed/Dated by PHA Board Chair or other authorized PHA official

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