

# FAIRFIELD HOUSING AUTHORITY

5 Year Agency Plan for  
Fiscal Years 2000 - 2004  
*Revised August 21, 2001*

and

Annual Agency Plan for  
Fiscal Year 2003 - 2004  
*Revised October 7, 2003*



## PHA Plan Agency Identification

**PHA Name:** Fairfield Housing Authority

**PHA Number:** CA 065

**PHA Fiscal Year Beginning:** 7/01/2003

### Public Access to Information

**Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)**

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

### Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other:

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

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

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2000 – 2004**

[24 CFR Part 903.5]

(Revised 8/21/01)

**A. Mission**

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The mission of the Fairfield Housing Authority is to assist low-income families with safe, decent and affordable housing opportunities as they strive to achieve self-sufficiency and improve the quality of their lives. The Fairfield Housing Authority is committed to operating in an efficient, ethical and professional manner. We will create and maintain partnerships with our clients and appropriate community agencies in order to accomplish this mission.

**B. Goals**

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

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

- PHA Goal: Expand the supply of assisted housing
- Objectives:
- Apply for additional rental vouchers: target – submit applications for all voucher increments available to the FHA
  - Reduce public housing vacancies: *not applicable*
  - Leverage private or other public funds to create additional housing opportunities: target: create partnerships with 2 organizations to create additional housing
  - Acquire or build units or developments: target – 10 units
  - Other (list below)  
Revise Agency Plan and Administrative Plan to allow for the possibility of Section 8 Homeownership in the future: target – (1) attend at least one

training session on the Section 8 Homeownership Program; (2) complete revisions by 12/31/01.

- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score) *not applicable*
  - Improve voucher management: target - SEMAP score of 90% (designation as a High Performing PHA)
  - Increase customer satisfaction: target – customer service survey satisfaction rate of 90% or better
  - Concentrate on efforts to improve specific management functions (list; e.g., public housing finance; voucher unit inspections): target - (1) SEMAP score of 90%; (2) lease up rate of 95%.
  - Renovate or modernize public housing units: *not applicable*
  - Demolish or dispose of obsolete public housing: *not applicable*
  - Provide replacement public housing: *not applicable*
  - Provide replacement vouchers: target – apply for 100% of replacement vouchers available to the FHA
  - Other (list below)
- PHA Goal: Increase assisted housing choices  
Objectives:
- Provide voucher mobility counseling: target: provide mobility counseling to 100% of voucher holders
  - Conduct outreach efforts to potential voucher landlords: target – (1) hold 2 landlord workshops; (2) conduct presentations regarding the benefits of the Section 8 Program to 5 area organizations; (3) increase number of landlords participating in the Section 8 Program by 10%.
  - Increase voucher payment standards: target: increase payment standard to maximum allowed by HUD
  - Implement voucher homeownership program: target – revise Agency Plan and Administrative Plan to allow for the possibility of Section 8 Homeownership by 12/31/01
  - Implement public housing or other homeownership programs: *not applicable*
  - Implement public housing site-based waiting lists: *not applicable*
  - Convert public housing to vouchers: *not applicable*
  - Other (list below)

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

- PHA Goal: Provide an improved living environment  
Objectives:

- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments: *not applicable*
- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: *not applicable*
- Implement public housing security improvements: *not applicable*
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities): *not applicable*
- Other (list below)
  - Develop and implement a Housing Search Workshop to reduce the time needed by voucher holders to secure a unit: target – develop and implement workshops by 12/31/01

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

- PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - Increase the number and percentage of employed persons in assisted families:
    - Provide or attract supportive services to improve assistance recipients' employability: target – continue active participation in the Solano County Program Coordinating Committee, the Workforce Investment Board of Solano County and the Solano County Welfare Reform Taskforce
    - Provide or attract supportive services to increase independence for the elderly or families with disabilities: target – continue active participation in the Solano County Welfare Reform Taskforce
    - Other (list below)
      - Encourage participation in the Family Self Sufficiency program: target – maintain maximum FSS program size of 50 participants
      - Encourage asset development for FSS participants: target – maintain 30% escrow rate
      - Provide homeownership and budgeting/credit repair workshops for residents: target – three workshops

**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: target – (1) conduct 2 landlord workshops; (2) provide 1 fair housing training session for FHA staff, landlords and residents
- 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: target – conduct 2 landlord workshops
  - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: target – provide for additional bedroom as an accommodation to persons with disabilities in Administrative Plan
  - Other (list below)

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

- Partner with local agencies to address the needs of homeless individuals and families: target – continue active participation in the Solano Safety Net Consortium and the Basic Needs Committee

**Annual PHA Plan**  
**PHA Fiscal Year 2003 - 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The Fairfield Housing Authority (FHA) will continue to provide Section 8 rental assistance to eligible low-income families in Fairfield and will continue to operate a Family Self Sufficiency program. The FHA will also continue to participate in the Joint Powers Authority Solano Safety Net Consortium (SSNC) to develop and implement regional strategies to reduce homelessness in Solano County.

The FHA has set the following goals for fiscal year 2003-2004:

- Reduce the incidence of homelessness in Fairfield through collaborative efforts with partner agencies in the SSNC.
- Improve customer service towards landlords, participants and other organizations.
- Increase the number of landlords participating in the Section 8 program.
- Increase the percentage of voucher holders who successfully lease a unit.
- Improve the visibility and the reputation of the FHA in the community and with HUD.
- Increase affordable housing opportunities in the City of Fairfield.
- Reduce the incidence of housing discrimination in Fairfield by providing Fair Housing education to the community.
- Maintain the designation of “High Performer” received from the HUD Section Eight Management Assessment Program (SEMAP).
- Promote homeownership for underserved populations through the Section 8 Homeownership Program.

- Support development of affordable housing for elderly and disabled residents.

The FHA does not administer any Public Housing units and has converted all Section 8 Certificates to Section 8 Housing Choice Vouchers as of September 1, 2001.

Additionally, all property owners of Moderate Rehabilitation Program funded units in Fairfield have chosen to “opt out” of the program and these formerly affordable units have been converted to market rate rents. The FHA has applied for, and received, 113 additional Housing Choice Vouchers from HUD to provide rental assistance to income eligible families residing in Mod Rehab units opting out of the program to maintain the stock of affordable housing in Fairfield. Sixteen of these Opt-Out Vouchers were Enhanced Vouchers, which maintained the affordability of units that converted to rents higher than those normally allowed by HUD guidelines.

This Plan follows the HUD-required format for Agency Plans. Sections of this Plan referring to Public Housing, Section 8 Certificates or Moderate Rehabilitation units are not applicable and are so indicated.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

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- Attachment A – FHA Management Organizational Chart
- Attachment B – Residents Advisory Board Membership
- Attachment C – Certification of Consistency with Consolidated Plan
- Attachment D – PHA Certification of Compliance
- Attachment E – FHA Board Resolution HA 2003-03
- Attachment F – Addendum1 – Section 8 Project Based Voucher Program

**Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment’s name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

**Required Attachments:**

- Admissions Policy for Deconcentration - *not applicable*
- FY 2003 Capital Fund Program Annual Statement - *not applicable*
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) - *not applicable*

**Optional Attachments:**

- Attachment A. FHA Management Organizational Chart
- FY 2003 Capital Fund Program 5 Year Action Plan - *not applicable*
- Public Housing Drug Elimination Program (PHDEP) Plan- *not applicable*
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
  - Attachment B – Residents Advisory Board Membership
  - Attachment C – Certification of Consistency with Consolidated Plan
  - Attachment D – PHA Certification of Compliance
  - Attachment E – FHA Board Resolution HA 2003-03
  - Attachment F – Section 8 Homeownership Capacity Statement

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs Statement of Consistency with the Consolidated Plan
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
<i>not applicable</i>	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
<i>not applicable</i>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<i>not applicable</i>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<i>not applicable</i>	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<i>not applicable</i>	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
<i>not</i>	Public housing grievance procedures	Annual Plan: Grievance

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<i>applicable</i>	<input type="checkbox"/> check here if included in the public housing A & O Policy	Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
<i>not applicable</i>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<i>not applicable</i>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<i>not applicable</i>	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
<i>not applicable</i>	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
<i>not applicable</i>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<i>not applicable</i>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<i>not applicable</i>	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
<i>not applicable</i>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8 Included in the Section 8 Administrative Plan	Annual Plan: Community Service & Self-Sufficiency
X	Policies governing any project-based Section 8 program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<i>not applicable</i>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<i>not applicable</i>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
<i>not applicable</i>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>								
Family Type	Number of Households	Overall	Affordability	Supply	Quality	Access-ibility	Size	Location
<b>Income level</b>								
Below 30% of AMI	1,967	5	5	5	5	5	5	5
30% to 50% of AMI	2,254	5	5	5	4	4	4	4
50% to 80% of AMI	3,576	5	5	5	3	3	3	3
Elderly	10,503	5	5	5	5	5	3	5
Families with Disabilities	794	5	5	5	5	5	3	4
<b>Race</b>								

Housing Needs of Families in the Jurisdiction by Family Type								
Family Type	Number of Households	Overall	Affordability	Supply	Quality	Access-ibility	Size	Location
White	54,063	4	5	5	4	4	4	4
Black	14,446	4	5	5	4	4	4	4
Native American or Alaskan	744	4	5	5	4	4	4	4
Asian	10,471	4	5	5	4	4	4	4
Hawaiian or Other Pacific Islander	899	4	5	5	4	4	4	4
Other	8,431	4	5	5	4	4	4	4
2 or more races	7,124	4	5	5	4	4	4	4
<b>Ethnicity</b>								
Hispanic	18,050	4	5	5	4	4	4	4
Non-Hispanic	78,128	4	5	5	4	4	4	4
<b>Families in Poverty</b>								
Total families	1,716	5	5	5	5	5	5	5
Families with children	1,511	5	5	5	5	5	5	5

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: fiscal years 2002 - 2006
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset of 1990 (2000 CHAS data has not been released yet)
- American Housing Survey data  
Indicate year: 2001
- Other housing market study  
National Association of Homebuilders Housing Opportunity Index for the First Quarter of 2002
- Other sources: (list and indicate year of information)  
U.S. Census data from 1990 and 2000  
Rental market studies performed by the City of Fairfield Department of Planning and Development

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing - <i>not applicable</i>			
<input type="checkbox"/> Combined Section 8 and Public Housing - <i>not applicable</i>			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional) - <i>not applicable</i> . If used, identify which development/subjurisdiction:			
	Number of Families	Percent of Total Families	Annual Turnover
Waiting list total	2594	100%	144
Extremely low income <=30% AMI	2279	87%	125
Very low income >30% but <=50% AMI	315	12%	17
Low income >50% but <80% AMI	0	0%	0
Families with children	2315	89%	128
Elderly Families	264	10%	14
Families with Disabilities	612	23%	33
Race/ethnicity White	448	17%	24
Race/ethnicity Black	1578	60%	86
Race/ethnicity Hispanic	36	1%	1
Race/ethnicity Nat. American	44	1%	1
Race/ethnicity Asian	82	3%	5

Housing Needs of Families on the Waiting List			
Race/ethnicity Nat. Hawaiian/Other Pacific Islander	33	1%	1
Race/ethnicity Other	373	14%	20
Characteristics by Bedroom Size (Public Housing Only) <i>not applicable</i>	Number of families	Percent of Total Families	Annual Turnover
0 BR	0	0%	
1 BR	764	29%	
2 BR	1150	44%	
3 BR	503	19%	
4 BR	159	6%	
5 BR	2	0%	
5+ BR	0	0%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed? Five months.			
Does the PHA expect to reopen 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			

### C. Strategy for Addressing Needs

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

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line *not applicable*
- Reduce turnover time for vacated public housing units *not applicable*
- Reduce time to renovate public housing units *not applicable*

- Seek replacement of public housing units lost to the inventory through mixed finance development *not applicable*
- Seek replacement of public housing units lost to the inventory through Section 8 replacement housing resources *not applicable*
- Maintain or increase Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
  - Develop and implement a Housing Search Workshop to assist eligible families experiencing difficulty locating a unit.
  - Maintain or increase participation in the Section 8 Homeownership program by marketing the program to the mortgage lender and real estate business community.
  - Ensure units available to Section 8 recipients through the project based Section 8 program, if and when appropriate.

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

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance
- Other: (list below)
  - Participate with local housing and related advocacy groups to encourage rental housing development.
  - Assist private developers to obtain funding for the purchase, development and/or rehabilitation of affordable housing units.
  - Support affordable housing strategies through local land use policies including the Housing Element of the City of Fairfield General Plan and the City of Fairfield Consolidated Plan.

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

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

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing *not applicable*
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)
  - Target 75% of tenant based Section 8 assistance to families at or below 30% of AMI.
  - Apply for special purpose vouchers for families at or below 30% of AMI, if available.
  - Encourage families at or below 30% of AMI to participate in the Section 8 Family Self Sufficiency Program to encourage asset development.

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)
  - Apply for special purpose vouchers for families at or below 50% of AMI, if available.
  - Encourage families at or below 50% of AMI to participate in the Section 8 Family Self Sufficiency Program to encourage asset development.
  - Seek downpayment assistance and other financing for Family Self Sufficiency graduates between 30% and 50% of AMI to increase participation in the Section 8 Homeownership Program.

**Need: Specific Family Types: The elderly**

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

Select all that apply

- Seek designation of public housing for the elderly - *not applicable*
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
  - Provide outreach efforts and application assistance targeted to the needs of the elderly.

Support development of housing targeted to the needs of low-income elderly families.

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

**Strategy 1: Target available assistance to families with disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities *not applicable*
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing *not applicable*
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
  - Provide special outreach efforts and application assistance targeted to the needs of persons with disabilities.
  - Provide reasonable accommodations to residents and applicants with disabilities.
  - Support development of housing targeted to the needs of families with a disabled member.

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs.
- Other: (list below)
  - Include bilingual staff in briefings and workshops whenever possible.

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

Select all that apply

- Counsel Section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the Section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
  - Provide fair housing training for staff, landlords, residents and the local community.

**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)  
HUD priorities

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund	<i>not applicable</i>	
b) Public Housing Capital Fund	<i>not applicable</i>	
c) HOPE VI Revitalization	<i>not applicable</i>	
d) HOPE VI Demolition	<i>not applicable</i>	
e) Annual Contributions for Section 8 Tenant-Based Assistance <sup>1</sup> - <i>projected</i>	\$7,184,510 <sup>1</sup>	Administration of the Section 8 Program and Housing Assistance Payments to owners

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<i>not applicable</i>	
g) Resident Opportunity and Self-Sufficiency Grants	<i>not applicable</i>	
h) Community Development Block Grant - <i>projected</i>	\$116,000	Downpayment assistance for Section 8 Homeownership.
i) HOME	0	
Other Federal Grants (list below)		
Mod Rehab	0	<i>Note: all Mod Rehab units were converted to Vouchers</i>
Family Self Sufficiency Coordinator and Homeownership Coordinator Grants for FY 2003 - <i>projected</i>	\$103,000	Salary and benefits for full time equivalent FSS Coordinator & Homeownership Coordinator.
Individual Development Empowerment Account (IDEA) grant - <i>projected</i>	\$50,000	Downpayment assistance for FSS graduates.
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	<i>not applicable</i>	
<b>4. Other income (list below)</b>		
<b>5. Non-federal sources (list below)</b>		
<b>Total resources<sup>1</sup> - <i>projected</i></b>	<b>\$7,453,510</b>	

1 The planned budget amount listed for section e), Annual Contributions for Section 8 Tenant-Based Assistance, is an estimate only. The actual budget amount has not been finalized or approved by HUD.

The FHA will continue to seek additional funding sources, when available.

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

[24 CFR Part 903.7 9 (c)]

## **A. Public Housing -- not applicable**

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

### **(1) Eligibility**

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

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

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

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

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

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

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

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

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

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

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

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

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

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

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

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously?

If yes, how many lists?

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

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

### **(3) Assignment**

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

- One
- Two
- Three or More

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

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

### **(4) Admissions Preferences**

a. Income targeting:

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

b. Transfer policies:

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

- Emergencies
- Overhoused

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition)  
Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

#### **(5) Occupancy**

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

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

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

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

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

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

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

- Not applicable*: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable*: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

**(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)  
Previous Housing Authority records are screened if resident has received Public Housing or Section 8 rental assistance in the past.
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
The family's current address; and the name and address of current and previous landlord, if known.

**(2) Waiting List Organization**

- a. With which of the following program waiting lists is the Section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to Section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office  
 Other (list below)

**(3) Search Time**

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

If yes, state circumstances below:

All vouchers are extended to 120 days upon request by the voucher holder.

Extensions beyond 120 days will be made if needed as a reasonable accommodation to persons with disabilities.

Non-disabled voucher holders may receive extensions beyond 120 days if they attend the FHA's Housing Search Workshop. This workshop provides voucher holders with housing search assistance, housekeeping tips, information on how to improve credit reports, and other helpful information to increase families' success rate in locating a unit.

**(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)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Disabled families (project based Section 8 only)
  - Homeless families (project based Section 8 only)

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

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2  Veterans and veterans' families
- 1  Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
  - Preferences for Project Based Voucher waiting list only:
  - 1 Residents who live and/or work in your jurisdiction
  - 1 Disabled families as defined at 24 CFR 5.403
  - 1 Homeless families as defined at 42 U.S.C. 11302.

4. Among applicants on the waiting list with equal preference status, how are applicants selected?
- Date and time of application (for project based vouchers only)
- Drawing (lottery) or other random choice technique (for tenant based vouchers only)
5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)
- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan
6. Relationship of preferences to income targeting requirements: (select one)
- The PHA applies preferences within income tiers
- The pool of applicant families ensures that the PHA will meet income targeting requirements

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

- a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose Section 8 program administered by the PHA contained? (select all that apply)
- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
- b. How does the PHA announce the availability of any special-purpose Section 8 programs to the public?
- Through published notices
- Other (list below)
- Notification of agencies and advocacy groups that are involved with the populations targeted by the special purpose Section 8 program.

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing – *Not applicable***

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

**(1) Income Based Rent Policies**

Describe the PHA’s income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

- a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income based rent (If selected, continue to question b.)

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:

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

- For household heads  
 For other family members  
 For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

Other (list below)

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

## **(2) Flat Rents**

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

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

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

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

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

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 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) *not applicable*

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply) *not applicable*

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

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

- Annually
- Other (list below)

At least annually, but more often if a significant change in the rental market rates warrants it, or if a significant percentage of voucher holders are not successful in locating and leasing a unit.

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

Search time needed by voucher holders to successfully locate a unit.

## **(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)

The FHA notifies all families of the right to request a hardship exception to the minimum rent. Determinations are made by FHA review and hearing process.

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

## B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	<i>not applicable</i>	
Section 8 Vouchers	851	144
Section 8 Certificates	<i>not applicable</i>	<i>Note: all Certificates converted to Vouchers on 9/1/01.</i>
Section 8 Mod Rehab	<i>not applicable</i>	<i>Note: all Mod Rehab units have been converted to vouchers.</i>
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	
Public Housing Drug Elimination Program (PHDEP)	<i>not applicable</i>	
Other Federal Programs(list individually)		
Family Self Sufficiency Program	50	6
Section 8 Homeownership Program	Homeownership Vouchers limited to issuance of 17 per year. Program will serve 12 families at a time for up to 6 months each.	20

## C. Management and Maintenance Policies

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

(1) Public Housing Maintenance and Management: (list below) - *not applicable*

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

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing – *not applicable***

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs – *not applicable***

[24 CFR Part 903.7 9 (g)]

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

### **A. Capital Fund Activities**

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

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

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

of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

## **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) – *not applicable***

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

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

1. Development name:

2. Development (project) number:

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

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

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

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

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

**8. Demolition and Disposition – not applicable**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/>

Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (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 – not applicable**

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description

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

<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"/>

<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)</p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

**10. Conversion of Public Housing to Tenant-Based Assistance – not applicable**

[24 CFR Part 903.7 9 (j)]

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

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

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

2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	
<input type="checkbox"/> Assessment underway	
<input type="checkbox"/> Assessment results submitted to HUD	
<input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)	

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing – *not applicable***

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

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

Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA** or **high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

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

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

**B. Section 8 Tenant Based Assistance**

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

2. Program Description

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- The family must meet a minimum income requirement of at least 30% of the HUD Median Family Income for the Fairfield-Napa-Vallejo MSA.
- The family must complete an initial one-year Section 8 lease term in the jurisdiction of the FHA.
- The family must maintain a good tenant standing with its landlord and the FHA. This includes, but is not limited to; complying with all Section 8 Family Obligations, adhering to the landlord's lease, having no outstanding debts to the landlord or to any housing authority, and passing the most recent two years' Housing Quality Standards inspections with no significant tenant-caused failure items.
- The family must submit a credit report to the FHA and must work to correct any significant credit issues.

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

[24 CFR Part 903.7 9 (I)]

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

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

1. Cooperative agreements:

Yes  No: Has the PHA 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? 12/03/93

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)
  - Active participation in the Solano Safety Net Consortium (a Joint Powers Agreement) approach homelessness on a regional basis in Solano County.
  - Joint participation in the county-wide Program Coordinating Committee for the Family Self Sufficiency 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 *not applicable*
- Public housing admissions policies *not applicable*
- Section 8 admissions policies
- Preference in admission to Section 8 for certain public housing families *not applicable*
- 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 *not applicable*
- Preference/eligibility for Section 8 Homeownership option participation
- Other policies (list below)

Provide information to residents on workshops and programs available in the community to enhance economic and social self-sufficiency.

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. )

<b>Services and Programs</b>				
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)
Family Self Sufficiency (FSS) Program. Provides case management and asset development for Section 8 participants.	50 families	Voluntary program. Waiting list.	Apply at the FHA main office at 823-B Jefferson St., Fairfield, CA 94533	The family must receive Section 8 rental assistance with the FHA. Additional HUD and FHA eligibility criteria apply.
Section 8 Homeownership Program. Provides Section 8 housing assistance payments to eligible first time homebuyers.	Maximum of 17 Vouchers issued per year. 12 families may participate at a time for up to 6 months.	Clients are taken in chronological order as they sign up. Specific Criteria are used to determine which families are eligible to apply.	Apply at the FHA main office at 823-B Jefferson St., Fairfield, CA 94533	The family must receive Section 8 rental assistance with the FHA. Additional HUD and FHA eligibility criteria apply.
Housing Search Workshop. Provides assistance to Section 8 voucher holders experiencing difficulty locating a unit.	100 families annually	Available to voucher holders needing assistance to locate a unit, on a space available basis	Apply at the FHA main office at 823-B Jefferson St., Fairfield, CA 94533	The family must be eligible for Section 8 rental assistance with the FHA.
Individual Development Empowerment Account (IDEA) Program. Matches FSS escrow funds 3 to 1 up to a limit of \$10,000 per family. Funding is provided by the Federal Home Loan Bank of San Francisco.	5 – 6 families annually	Specific Federal Home Loan Bank and FHA criteria are used to determine which families may apply	Apply at the FHA main office at 823-B Jefferson St., Fairfield, CA 94533	The family must be a graduate of the FHA FSS Program and must use the funds towards the purchase of a home in Fairfield.
Section 8 Homeownership Assistance. Provides CDBG funds for homeownership assistance.	6-8 families.	Funds will be provided to eligible families in chronological order of application. Specific criteria apply.	Apply at the FHA main office at 823-B Jefferson St., Fairfield, CA 94533	The family must be eligible for a Section 8 Homeownership Voucher and must receive a pre-qualification from an FHA approved lender.

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants
Public Housing	<i>not applicable</i>	
Section 8	20	50

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies - *not applicable*
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

**13. PHA Safety and Crime Prevention Measures - not applicable**

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents

(select all that apply)

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

2. What information or data did the PHA 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/anti drug programs
- Other (describe below)

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

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

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

(select all that apply)

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

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

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

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the Attachment D - PHA Certification of Compliance.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? - *not applicable*  
If not, when are they due (state below)?

### **17. PHA Asset Management - not applicable**

[24 CFR Part 903.7 9 (q)]

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

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

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are: (if comments were received, the PHA MUST select one)
- Attached at Attachment B (File name AttchmtB.doc)
  - Provided below:

The FHA invited all Section 8 residents in Fairfield to participate in the Resident Advisory Board on February 26, 2003. Twenty-five residents attended the Resident Advisory Board (RAB) meeting to comment on this Plan. The residents present supported the policies included in this Plan and praised the new Section 8 Homeownership program in particular. Several residents commended the FHA on its goals to assist working families, the elderly and the disabled. No changes to this Plan

were recommended by the RAB. Minutes of the meeting are provided in Attachment B.

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)  
No changes were recommended.

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

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

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- 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)
  1. Provide rental assistance to low-income households through the Section 8 Housing Choice Voucher Program.
  2. Maintain the supply of affordable rental housing by applying for opt out vouchers to replace subsidies lost should any additional rental property owners opt out of other subsidy programs.
  3. Apply for additional rental assistance subsidies, when available.
  4. Maintain participation of up to 50 families in the Family Self Sufficiency Program.
  5. Continue landlord outreach and education efforts.
  6. Develop a Section 8 Homeownership Program.
  7. Participate in the Solano Safety Net Consortium.
  8. Apply for rental assistance subsidies targeted to homeless persons, when available.
  9. Partner with other local agencies to provide supportive services to the elderly and to persons with disabilities.
  10. Support affordable housing for low-income, elderly and disabled households.

Other: (list below)

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

The following Consolidated Plan objectives support the FHA Annual Agency Plan for fiscal year 2003-2004:

1. Objective A.1. Assist low- and moderate-income renter households – high priority.
2. Objective A.2. Increase homeownership opportunities for low- and moderate-income households – high priority.

3. Objective A.4. Provide assistance to low- and moderate-income mobilehome owner and renter households – high priority.
4. Objective B.2. Reduce impediments to fair housing for low- and moderate-income renters – high priority.
5. Objective C.2. Promote and support programs that help to prevent homelessness and poverty – high priority.
6. Objective E.4. Provide assistance to improve quality of life for low- and moderate-income disabled persons – medium priority.
7. Objective E.5. Provide assistance to improve quality of life for low- and moderate-income elderly persons – medium priority.

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

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

#### **24 CFR 903.7r**

The Fairfield Housing Authority's definitions for "substantial deviation" and "significant amendment or modification" are as follows:

Substantial deviations or significant amendments or modifications to this plan are defined as discretionary changes in the plans or policies of the housing authority that fundamentally change the mission, goals, or objectives, of the agency and which require formal approval by the Board of Commissioners.

#### **Attachments**

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

- Attachment A – FHA Organizational Management Chart
- Attachment B – Residents Advisory Board Membership and Meeting Minutes
- Attachment C – Certification of Consistency with Consolidated Plan
- Attachment D – PHA Certification of Compliance
- Attachment E – FHA Board Resolution HA-2003-03
- Attachment F – Section 8 Homeownership Capacity Statement
- Attachment G – Addendum I
- Attachment H – FHA Board Resolution HA-2003-09a

# PHA Plan Table Library

## Component 7 - not applicable Capital Fund Program Annual Statement Parts I, II, and II

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

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

Original Annual Statement

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

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

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

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

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

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

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

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



Exhibit A

**ADDENDUM 1  
FAIRFIELD HOUSING AUTHORITY  
FY 2003-2004 ANNUAL AGENCY PLAN**

**Section 8 Project-Based Voucher Program**

Pursuant to initial guidance published by the U.S. Department of Housing and Urban Development (HUD) regarding the Section 8 Project-Based Voucher (PBV) Program in the January 16, 2001 Federal Register, Volume 66, Number 10, this addendum serves to declare that the Fairfield Housing Authority (FHA) intends to operate and continue to operate a PBV Program as authorized by HUD and in conformity with all nondiscriminatory requirements specified in the PHA Plan regulations and further declares that the FHA shall affirmatively further fair housing as required by these regulations.

Project-basing of units will secure a base of affordable housing that is to be maintained as affordable for an extended period of time. The program will also be used to encourage the development of affordable housing for disabled and homeless populations.

**PBV Goals**

The FHA will provide PBV assistance to eligible, qualifying projects that will meet one or more of the following goals for assisting low-income Fairfield residents in the FHA Agency Plan:

- Expand the supply of assisted housing.
- Improve the quality of assisted housing.
- Provide an improved living environment.
- Reduce the incidence of homelessness in Fairfield.
- Support the development of affordable housing for disabled residents.

**Projected Number of PBV Units.**

The HUD maximum allowable allocation of units to the PBV Program is twenty percent (20%) of the FHA baseline number of units. The FHA had 851 baseline units as of August 1, 2003. This gives the FHA a maximum limit of 170 PBV units; however, the FHA does not anticipate allocating the maximum number of units to the PBV Program at this time.

During FY 2003-2004 (July 1, 2003 to June 30, 2004), the FHA will make up to forty (40) vouchers available for the PBV program.

## **General Location of PBV Units**

All PBV projects must be located within the boundaries of the City of Fairfield.

Consistent with the HUD goals of deconcentrating poverty and expanding housing and economic opportunities, the FHA will require all new PBV units to be located in census tracts with poverty rates of less than twenty percent, unless HUD specifically approves an exception. As of August 1, 2003; the only census tract that does not qualify in Fairfield is CT 2523.98 (poverty level of 29.55%).

*Authorized by the FHA Board of Commissioners on October 7, 2003 by Resolution HA-2003-09a.*

**FAIRFIELD HOUSING AUTHORITY**

**RESOLUTION NO. HA 2003-09(a)**

A RESOLUTION OF THE FAIRFIELD HOUSING AUTHORITY  
ADOPTING AMENDMENT 1 TO THE  
FAIRFIELD HOUSING AUTHORITY ANNUAL AGENCY PLAN  
FOR FISCAL YEAR 2003-2004

WHEREAS, in order to receive Section 8 funding from the U.S. Department of Housing and Urban Development, the Fairfield Housing Authority must execute an approved Annual Agency Plan.

NOW THEREFORE, BE IT RESOLVED BY THE FAIRFIELD HOUSING AUTHORITY, THAT:

1. Amendment 1 to the Fairfield Housing Authority Annual Agency Plan for fiscal year 2003-2004, as demonstrated in Exhibits A and B, is hereby approved and accepted.
2. The Executive Director or the acting Executive Director is hereby authorized and directed to submit Amendment 1 of the Fairfield Housing Authority Annual Agency Plan for fiscal year 2003-2004 to the U.S. Department of Housing and Urban Development.

PASSED AND ADOPTED this 7<sup>th</sup> day of October 2003 by the following vote:

AYES: Commissioners \_\_\_\_\_

NOES: Commissioners \_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

ABSTAIN: Commissioners \_\_\_\_\_

\_\_\_\_\_  
Chairman

ATTEST:

\_\_\_\_\_  
Assistant Secretary