

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

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# PHA Plans

5-Year Plan for Fiscal Years 2001 - 2005

Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name: Housing Authority of the County of Humboldt**

**PHA Number: CA086**

**PHA Fiscal Year Beginning: 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 (list below)

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 2001 - 2005**  
[24 CFR Part 903.5]

**A. Mission**

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

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

  x   The PHA's mission is: (state mission here)

**MISSION STATEMENT**

The mission statement of the Housing Authority of the County of Humboldt is:

The mission of the Housing Authority of the County of Humboldt 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.

**Goal One:** Manage the Housing Authority of the County of Humboldt in a manner that results in full compliance with applicable statutes and regulations.

**Objectives:**

1. HUD shall recognize the Housing Authority of the County of Humboldt as a high performer by December 31, 2004.
2. Ensure full compliance with all applicable standards and regulations including Government generally accepted accounting practices.
3. The Housing Authority of the County of Humboldt shall operate so that income exceeds expenses every year.

**Goal Two:** Expand the range and quality of housing choices available to participants in the Housing Authority of the County of Humboldt's tenant-based assistance program.

**Objectives:**

1. The Housing Authority of the County of Humboldt shall implement an aggressive outreach program to attract at least 10 new landlords to the current number of 850 to participate in its program by December 31, 2004.
2. Seek funding opportunities made available by Federal, State, Local, and Private sources over

the course of the next five years.

**Goal Three:** Improve access of public housing residents to services that support economic opportunity and quality of life.

**Objectives:**

1. The Housing Authority of the County of Humboldt will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.

**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

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

\_\_\_\_ PHA Goal: Expand the supply of assisted housing

Objectives:

- \_\_\_\_ Apply for additional rental vouchers:
- \_\_\_\_ Reduce public housing vacancies:
- \_\_\_\_ Leverage private or other public funds to create additional housing opportunities:
- \_\_\_\_ Acquire or build units or developments
- \_\_\_\_ Other (list below)

\_\_\_\_ PHA Goal: Improve the quality of assisted housing

Objectives:

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

\_\_\_\_ PHA Goal: Increase assisted housing choices

Objectives:

- \_\_\_\_ Provide voucher mobility counseling:
- \_\_\_\_ Conduct outreach efforts to potential voucher landlords
- \_\_\_\_ Increase voucher payment standards

- \_\_\_\_\_ Implement voucher homeownership program:
- \_\_\_\_\_ Implement public housing or other homeownership programs:
- \_\_\_\_\_ Implement public housing site-based waiting lists:
- \_\_\_\_\_ Convert public housing to vouchers:
- \_\_\_\_\_ Other: (list below)

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

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

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

- \_\_\_\_\_ PHA Goal: Promote self-sufficiency and asset development of assisted households
- Objectives:
  - \_\_\_\_\_ Increase the number and percentage of employed persons in assisted families:
  - \_\_\_\_\_ Provide or attract supportive services to improve assistance recipients' employability:
  - \_\_\_\_\_ Provide or attract supportive services to increase independence for the elderly or families with disabilities.
  - \_\_\_\_\_ Other: (list below)

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

- \_\_\_\_\_ PHA Goal: Ensure equal opportunity and affirmatively further fair housing
- Objectives:
  - \_\_\_\_\_ Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - \_\_\_\_\_ Undertake affirmative measures to provide a suitable living environment for

families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:

Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:

Other: (list below)

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

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**Goal Three:** Improve access of public housing residents to services that support economic opportunity and quality of life.

**Objectives:**

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

**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**

**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 Housing Authority of the County of Humboldt has prepared this Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 (QHWRA) and the ensuing HUD requirements.

The Housing Authority of the County of Humboldt has, for many years participated in a process of goal setting and performance review. The needs of the communities within the Housing Authority's jurisdiction are being addressed through numerous programs and partnerships outside of the Section 8 Tenant Based program. The ability for the Housing Authority of the County of Humboldt to construct or acquire affordable housing is severely limited due to Article 34 of the State of California Constitution. Article 34 requires that low rent housing projects developed, constructed, or acquired in any manner by any State public agency receive voter approval. Instead of embarking in an expensive and lengthy campaign to convince the voters to pass such a referendum, the Housing Authority has chosen to form alliances or partnerships with other non-profit housing providers to aid in the financing of low cost housing developments. In 1998, for example, the Housing Authority floated a mortgage revenue bond issue to finance 32 affordable senior citizen apartments in the City of Arcata California, in alliance with Humboldt Bay Housing Development Corporation.

Other programs outside of the Section 8 Tenant Based Program include Mortgage Revenue Bond issues for development of multifamily housing and single family homeownership and rehabilitation and the Mortgage Credit Certificate program for homeownership. Since the Housing Authority of the County of Humboldt's only HUD funded program within its housing portfolio is the Section 8 Tenant Based Program, the Board of Commissioners decided for the purposes of the QWRA mandates, to concentrate its goal setting on bringing the agency into compliance. To that end, the following is our Mission Statement and goals and objectives for the next five years.

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Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

## Table of Contents

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### Annual Plan

#### Executive Summary

##### i. Table of Contents

###### Housing Needs

1. Financial Resources
2. Policies on Eligibility, Selection and Admissions
3. Rent Determination Policies
4. Operations and Management Policies
5. Grievance Procedures
6. Capital Improvement Needs
7. Demolition and Disposition
8. Designation of Housing
9. Conversions of Public Housing
10. Homeownership
11. Community Service Programs
12. Crime and Safety
13. Pets (Inactive for January 1 PHAs)
14. Civil Rights Certifications (included with PHA Plan Certifications)
15. Audit
16. Asset Management
17. Other Information

### Attachments

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

#### Required Attachments:

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

#### Optional Attachments:

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

## Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	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. *See Below	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
n/a	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
n/a	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
n/a	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance</i> ;	Annual Plan: Eligibility, Selection, and Admissions Policies

Applicable & On Display	Supporting Document	Applicable Plan Component
	<i>Notice</i> and any further HUD guidance) and 18. Documentation of the required deconcentration and income mixing analysis	
n/a	Public housing rent determination policies, including the methodology for setting public housing flat rents Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
n/a	Schedule of flat rents offered at each public housing development Check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies Check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
n/a	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
n/a	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures Check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
n/a	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
n/a	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
n/a	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
n/a	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
n/a	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
n/a	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
n/a	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
n/a	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program	Annual Plan:

Applicable & On Display	Supporting Document	Applicable Plan Component
	Check here if included in the Section 8 Administrative Plan	Homeownership
n/a	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
n/a	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
n/a	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
n/a	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
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
n/a	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) (list individually; use as many lines as necessary)	(Specify as needed)
X	Organizational chart	
X	Resident Advisory Committee Comments	

## **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	Overall	Afford-ability	Supply	Quality	Access-ibility	2. Size	Location
Income <= 30% of AMI	16,252	5	5	4	3	3	3

Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	2. Size	Location
Income >30% but <=50% of AMI	13,390	5	4	4	3	3	3
Income >50% but <80% of AMI	8,755	5	4	4	3	3	3
Elderly	n/a	3	3	3	3	3	n/a
Families with Disabilities	n/a	3	3	3	3	3	n/a
Race/Ethnicity	n/a		n/a	N/a	n/a	n/a	n/a
Race/Ethnicity	n/a		n/a	N/a	n/a	n/a	n/a
Race/Ethnicity	n/a		n/a	N/a	n/a	n/a	n/a
Race/Ethnicity	n/a		n/a	N/a	n/a	n/a	n/a

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: 1998
- U.S. Census data: the Comprehensive Housing Affordability Strategy (CHAS) dataset
- American Housing Survey data  
 Indicate year: \_\_\_\_\_
- Other housing market study  
 Indicate year: \_\_\_\_\_
- Other sources: (list and indicate year of information)

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

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

<b>Housing Needs of Families on the Waiting List</b>
Waiting list type: (select one) <input checked="" type="checkbox"/> Section 8 tenant-based assistance <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing

### Housing Needs of Families on the Waiting List

Public Housing Site-Based or sub-jurisdictional waiting list (optional) If used, identify which development/sub jurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	290		87%
Extremely low income <=30% AMI	154	53%	
Very low income (>30% but <=50% AMI)	118	41%	
Low income (>50% but <80% AMI)	18	6%	
Families with children	243	84%	
Elderly families	24	8%	
Families with Disabilities	118	41%	
Race/ethnicity white	223	77%	
Race/ethnicity black	15	5%	
Race/ethnicity Native American	17	6%	
Race/ethnicity Asian	21	7%	
Race/ethnicity Hispanic	14	5%	

Characteristics by Bedroom Size (Public Housing Only)			
1BR	173	60%	
2 BR	88	30%	
3 BR	18	6%	
4 BR	11	4%	
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes

If yes:

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

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

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

### **C. Strategy for Addressing Needs**

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

#### **(1) Strategies**

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

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- 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)

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)  
Elderly & Handicapped taken before other single applicants

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

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

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)  
Elderly & Handicapped taken before other single applicants.

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the

- community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

### **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 2000 grants)</b>		
a) Public Housing Operating Fund	n/a	
b) Public Housing Capital Fund	n/a	
c) HOPE VI Revitalization	n/a	
d) HOPE VI Demolition	n/a	
e) Annual Contributions for Section 8 Tenant-Based Assistance Includes admin fee	2,372,628	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	n/a	
g) Resident Opportunity and Self-Sufficiency Grants	n/a	
h) Community Development Block Grant	n/a	

Sources	Planned \$	Planned Uses
i) HOME	n/a	
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	n/a	
<b>3. Public Housing Dwelling Rental Income</b>	n/a	
<b>4. Other income (list below)</b>		
Admin reserve Interest	3,900	
<b>4. Non-federal sources (list below)</b>	n/a	
<b>Total resources</b>		

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

[24 CFR Part 903.7 9 (c)]

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

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

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

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

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

\_\_\_ When families are within a certain time of being offered a unit: (state time)

\_\_\_ Other: (describe)

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)

a. 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**)

1. 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)

Families and individuals who are receiving case management from a local agency, such as, but not limited to, Mental Health, Child Welfare Services, Public Health, Adult Services, Redwood Community Action Agency, and other social service agencies providing long term case management.

The eligible recipient must fall into one or more of the following conditions:

The definition of *disabled family* and *disabled individual*:

1. A *family* whose head or spouse, or *sole member* is a person with disabilities. The term “disabled family” may include two or more persons living together as a family, or one person with a live-in care provider.

2. *Disability* is defined in section 223 of the Social Security ACT (42 U.S.C. 423) or is determined to have a physical, mental, or emotional impairment that is expected to be of long-continued and indefinite duration and substantially impedes his/her ability to live independently. Their disability is of such nature that such ability could be improved by more suitable housing conditions, or has a developmental disability as defined in section 102 of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001 (5)).

\*Families whose reunification will be expedited through the provision of a stable living environment whose major component is the availability of affordable housing through programs such as the Section 8 Housing Assistance Payments Program. This category also includes those families who are providing foster care. This preference will be granted to those client families who are referred to the Housing Authority by the Department of Social Services and its subsidiaries, Redwood Community Action Agency, State of California Adoption Services, and other agencies providing similar services and programs. Case management must be of an on-going nature, and commit to client for the first six months of receiving housing subsidy.

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)
- 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)

**(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:

**(4) Admissions Preferences**

a. Income-targeting

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

b. Preferences

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

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

Former Federal preferences

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

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

Other preferences (select all that apply)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a 1 in the space that represents your first priority, a 2 in the box representing your second priority, and so on. If you give equal weight to one or more of these 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.

1 Date and Time

Former Federal preferences

- 1 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
- 1 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)

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

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

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

#### **(1) Income Based Rent Policies**

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

- \$0  
 \$1-\$25  
 \$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:

a. 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)

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

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

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

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

- Annually
- Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[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.

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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	n/a	
Section 8 Vouchers	117	35
Section 8 Certificates	445	100
Section 8 Mod Rehab	n/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)	n/a	
Other Federal Programs(list individually)	n/a	


**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

Section 8 Administrative Plans

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

1. \_\_\_ Yes X 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)

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

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

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

If yes, list additions to federal requirements below:

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

PHA main administrative office

Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital

Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

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

-or-

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

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

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

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

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:

2. Development (project) number:

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

Revitalization Plan under development

Revitalization Plan submitted, pending approval

Revitalization Plan approved

Activities pursuant to an approved Revitalization Plan underway

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

1. \_\_\_ Yes \_\_\_ No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If  No , 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 ___ Disposition
3. Application status (select one) ___ Approved ___ Submitted, pending approval ___ Planned application
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: Coverage of action (select one) ___ Part of the development ___ Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

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

**2. Activity Description**

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

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

1. Number of units affected:  
 7. Coverage of action (select one)  
 Part of the development  
 Total development

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

[24 CFR Part 903.7 9 (j)]

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

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

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

- Units addressed in a pending or approved demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: \_\_\_\_\_)
- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: \_\_\_\_\_)
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management

Table? (If 'yes', skip to component 12. If 'No', complete the Activity Description table below.)

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

## B. Section 8 Tenant Based Assistance

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

### 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





Section 8		
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- b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)
- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
  - Informing residents of new policy on admission and reexamination
  - Actively notifying residents of new policy at times in addition to admission and reexamination.
  - Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - Establishing a protocol for exchange of information with all appropriate TANF agencies
  - Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)
- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
  - High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
  - Residents fearful for their safety and/or the safety of their children
  - Observed lower-level crime, vandalism and/or graffiti
  - People on waiting list unwilling to move into one or more developments due to

\_\_\_\_\_ perceived and/or actual levels of violent and/or drug-related crime  
\_\_\_\_\_ Other (describe below)

2. What information or data did the PHA 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 PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1. \_\_\_\_\_ Yes \_\_\_\_\_ No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?  
(If no, skip to component 17.)

2. x Yes \_\_\_\_\_ No: Was the most recent fiscal audit submitted to HUD?

3. \_\_\_\_\_ Yes x No: Were there any findings as the result of that audit?

4. \_\_\_\_\_ Yes \_\_\_\_\_ No: If there were any findings, do any remain unresolved?  
If yes, how many unresolved findings remain? \_\_\_\_\_

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

### A. Resident Advisory Board Recommendations

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
  
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)  
 Attached at Attachment (File name)  
 Provided below:
  
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
 List changes below:  
  
 Other: (list below)

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

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

3. Description of Resident Election Process

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

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

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

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

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

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

The State Department of Housing and Community Development (HDC) encourages the Housing Authority of the County of Humboldt to submit suggestions, improvements, and additional objectives for consideration in the State Consolidated Plan updates.

**D. Other Information Required by HUD**

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

**Resident Advisory Committee Meeting Minutes**

July 22, 1999 - Meeting #1

Present:

- Lyndah Liebes - Public Housing client - CA 25-4
- Cynthia Clark - Section 8 client - Fortuna
- Pamela Hassen - Section 8 client - McKinleyville
- Richard Muse - Public Housing client - CA 25-2
- Thomas Killion - Public Housing client - CA 25-1

Staff Present:

- Robert Morelli
- Coreen Holm

The Resident Committee Members were given copies of the proposed agency plan.

Mr. Morelli explained:

- The Quality Housing and Work Responsibility Act (QWRA);
- the resident advisory committee is to give input to the Housing Authority on the resident perspective to help make the Housing Authority more effective in helping clients;
- one resident committee meeting a week will be scheduled;
- a public hearing on the agency plan will be held on September 13<sup>th</sup> for the County Housing Authority

and September 21<sup>st</sup> for the City Housing Authority;  
-the areas of the plan where there is discretion is where resident feedback will have the most impact although the resident committee will review the whole plan.

The Mission Statement and Goals and Objectives for both Housing Authorities were read:

### **MISSION STATEMENT**

The mission of the Housing Authority of the County of Humboldt 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 Housing Authority is committed to operating in an efficient, ethical, and professional manner. The Housing Authority will create and maintain partnerships with its clients and appropriate community agencies in order to accomplish this mission.

### **FIVE-YEAR GOALS**

**Goal One:** Manage the Housing Authority of the County of Humboldt in a manner that results in full compliance with applicable statutes and regulations.

**Objectives:**

1. HUD shall recognize the Housing Authority of the County of Humboldt as a high performer by December 31, 2004.
1. Ensure full compliance with all applicable standards and regulations including government generally accepted accounting practices.
3. The Housing Authority of the County of Humboldt shall operate so that income exceeds expenses every year.

**Goal Two:** Expand the range and quality of housing choices available to participants in the Housing Authority of the County of Humboldt's tenant-based assistance program.

**Objectives:**

1. The Housing Authority of the County of Humboldt shall implement an aggressive outreach program to attract at least 10 new landlords to participate in its program by December 31, 2004.
2. Apply for grant opportunities made available by the U. S. Department of Housing & Urban Development over the course of the next five years.

**Goal Three:** The Housing Authority of the County of Humboldt shall ensure equal treatment of all applicants, residents, tenant-based participants, employees, and vendors.

**Objectives:**

1. The Housing Authority of the County of Humboldt shall mix its public housing development populations ethnically, racially, and income wise as much as possible.

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

**Objectives**

1. The Housing Authority of the County of Humboldt shall operate so that income exceeds expenses every year.

**Goal Five:** Enhance the image of public housing in our community.

**Objectives:**

1. The Housing Authority of the County of Humboldt shall implement an outreach program to inform the community of what good managers of the public's dollars the Housing Authority is by December 31, 2001.

**Goal Six:** Improve access of tenant based participants to services that support economic opportunity and quality of life.

**Objectives:**

1. The Housing Authority of the County of Humboldt will implement 5 new partnerships in order to enhance services to our residents by December 31, 2004.

Five-Year Action Plan for Capital Improvements of Public Housing developments - Mr. Morelli explained the proposed capital improvements and asked for input from the committee members and explained the time line for the proposed improvements.

-Thomas Killion stated that he would like to see ventilation, other than a window, put in the bathrooms in the CAL 25-1 development.

-Mr. Morelli discussed a change that Lyndah Liebes had suggested about putting more [roll-in] shower/bathtub units in the handicap accessible apartments.

Community Service & Self Sufficiency - the section was discussed and Mr. Morelli asked the Committee members to make suggestions about other ideas.

Suggestions by the committee:

-working with Habitat for Humanity

-providing community outreach for victims of domestic violence, with temporary restraining order forms available

-provide a listing of services available in the community;

-provide brochures about subjects of interest to clients.

Admissions and Continued Occupancy Policy - Mr. Morelli explained that the section dealing with Preferences was an area the agency will set and read the proposed preferences-

The Housing Authority of the County of Hmboldt will select families based on the following preferences within each bedroom size category:

- A. Veterans - (required by State law)
- B. Families that reside or work within Humboldt County at the time of their application
- C. Families displaced as a result of a disaster (the disaster can be either a nationally declared one or one caused by local circumstances i.e. fire.)

All preferences either singularly or in combination shall be treated equally.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Not withstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons. (mandated)

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other

applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

Suggestions:

-preference for victims of domestic violence.

#### Section 15.00 Recertifications

The sections dealing with flat rents and formula rents were highlighted and discussed -

### **15.3 FLAT RENTS IN PUBLIC HOUSING:**

The annual letter to flat rent payers regarding the reexamination process will state the following:

- A. Each year at the time of the annual reexamination, the family has the option of selecting a flat rent amount in lieu of completing the reexamination process and having their rent based on the formula amount.
- B. The amount of the flat rent will be determined by a market analysis.
- C. A fact sheet about formula rents that explains the types of income counted, the most common types of income excluded, and the categories allowances that can be deducted from income.
- D. Families who opt for the flat rent will be required to go through the income reexamination process every three years, rather than the annual review they otherwise would undergo.
- E. Families who opt for the flat rent may request to have a reexamination and return to the formula-based method at any time for any of the following reasons:
  - 1. The family's income has decreased.
  - 2. The family's circumstances have changed increasing their expenses for child care, medical care, etc.
  - 3. Other circumstances creating a hardship on the family such that the formula method would be more financially feasible for the family.
- F. The dates upon which the Housing Authority of the expects to review the amount of the flat rent, the approximate rent increase the family could expect, and the approximate date upon which a future rent increase could become effective.
- G. The name and phone number of an individual to call to get additional information or counseling concerning flat rents.
- H. A certification for the family to sign accepting or declining the flat rent.

### **15.4 THE FORMULA METHOD OF RENTS PAID BY RESIDENTS RESIDING IN THE PUBLIC HOUSING PROGRAM**

During the interview, the family will provide all information regarding income, assets, expenses, and other information necessary to determine the family's share of rent. The family will sign the HUD consent form and other consent forms that later will be mailed to the sources that will verify the family circumstances.

Upon receipt of verification, the Housing Authority of the County of Humboldt determine the family's annual income and will calculate their rent as follows.

The total tenant payment is equal to the highest of:

- A. 10% of monthly income;

B. 30% of adjusted monthly income; or

The family will pay the greater of the total tenant payment or the minimum rent of \$50.

There was discussion about the flat rent and formula method rent.  
-no suggestions were made

The meeting was adjourned.

The next meeting was set for July 29, 1999, at 5:00 p.m.

## **Resident Advisory Committee Meeting Minutes**

### July 29, 1999 - Meeting #2

Present:

Cynthia Clark - Section 8 client - Fortuna  
Karyn Clark - Section 8 client - Eureka  
Richard Muse - Public Housing client, CA 25-2  
Thomas Killion - Public Housing client, CA 25-1

Staff Present:

Robert Morelli  
Coreen Holm

Mr. Morelli gave a recap of the previous meeting and asked if there were any additions, subtractions, or suggested changes.

Karyn Clark suggested that objective 2 of Goal two could give the residents the opportunity to do the landscaping at the public housing sites and offer them a discount on the rent for the work done. The result could be less damage to area as the tenants will be involved in the upkeep and save the agency money.

Thomas Killion suggested the Mission statement be altered to read:

-Safety & Crime Prevention - Mr. Morelli pointed out that crime in the public housing developments is lower than in surrounding neighborhoods, and a part of a drug elimination grant the agency is receiving includes \$10,000 for surveillance cameras. Suggestion made:

-have the RIC committee send flyers to section 8 clients telling them if they have a problem with landlord or neighborhood to contact committee.

-Preferences - Mr. Morelli explained that the preferences section is a place the local agency has full discretion. The proposed preferences were discussed:

A. Veterans

- B. Families that reside or work within Humboldt County at the time of their application
- C. Families displaced as a result of a disaster (the disaster can be either a nationally declared one or one caused by local circumstances i.e. fire.)

All preferences either singularly or in combination shall be treated equally.

The date and time of application will be noted and utilized to determine the sequence within the above prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

**Accessible Units:** Accessible units will be first offered to families who may benefit from the accessible features. Applicants for these units will be selected utilizing the same preference system as outlined above. If there are no applicants who would benefit from the accessible features, the units will be offered to other applicants in the order that their names come to the top of the waiting list. Such applicants, however, must sign a release form stating they will accept a transfer (at their own expense) if, at a future time, a family requiring an accessible feature applies. Any family required to transfer will be given a 30-day notice.

-Regarding victims of domestic violence, it was determined that the system has been manipulated and if a preference is decided upon it should state that victims of domestic violence who have been referred by another social services agency, not only by shelter letters.

-Re-examination - Mr. Morelli explained the difference between the Flat Rent program and the Formula Rent Method.

-Pet Policy - Suggestions included:

- must have enclosed yard
- size limit of pet
- check with city about leash law
- provide proof of shots, spay or neuter
- increase pet deposit to \$150 - except for elderly and disabled clients
- limit type of pets
- approval of pet by management

The next meeting was scheduled for August 12.

## Resident Advisory Committee Meeting Minutes

August 12, 1999 - Meeting #3

Present:

Lyndah Liebes - Public Housing client - CA 25-4  
Karyn Clark - Section 8 client - Eureka  
Richard Muse - Public Housing client - CA 25-2  
Thomas Killion - Public Housing client, CA 25-1

Staff Present:

Robert Morelli  
Coreen Holm

The Needs Assessment section of the agency plan and the revised Mission Statement for the Housing Authority of the County of Humboldt was given to the Committee members to add to their agency plan binders.

Mr. Morelli reported that a notice from HUD had been received stating that the agency plan was to be submitted to them in a different form. They now have a template they want completed and the agency plan will be placed in the required form after adoption.

There was discussion of the previous meeting subjects -

pet policy suggestions:

- dogs only allowed in units with enclosed backyards
- set size and breed limitations for dogs
- set certain areas in the public housing developments only for dogs
- allow payment of larger pet deposits over a period of time (still feel \$150 is not too high)
- at yearly recertification time animal license and vaccination proof must be provided
- the pet policy will be written when HUD guidelines are received.

admission preference suggestions:

- require referral for battered persons from a social services department, not just a shelter, showing battered person is in a valid attempt to stay away from batterer
- veteran preference is highly desirable

additional suggestions:

- have the wording in the Section 8 policy and Public Housing policy regarding the preferences, minimum rents, rent calculations, and other provisions that are similar the same so as not to confuse the client or staff.
- pursue the possibility of organizing a support group for Section 8 clients for the purpose of sharing program problems, how to deal with poor landlords, and client responsibilities.

Future meetings were discussed and it was decided that there were no further issues for discussion, however, anyone who thought of additional comments could submit them to staff for consideration by the Board of commissioners. It was decided that this would be the last formal meeting of the Resident Advisory Group for the 1999 plan.

Date: September 23, 1999

To: Board of Commissioners

From: Executive Director

Subject: Recommended Changes to the Agency Plan by the Resident Advisory Committee

On September 22, 1999, the Resident Advisory Committee met to review the Agency Plans for the County of Humboldt Authorities along with the comments and suggestions made at the two public hearings. As a result, the Committee wishes to recommend the following changes be made to the Agency Plans.

County of Humboldt

Administrative Plan (Section 8 program):

Section 7.2 third paragraph - Replace the entire paragraph with wording that requires the tenant to give notice to terminate the lease in accordance with California State Law.

Section 11.5 B - Set the minimum rent at \$0 so as not to put a burden on the tenant to prove a hardship exemption. This would also save administrative costs.

Section 12. 3 - Add wording that would set forth a reference to State of California habitability standards in addition to HUD standards.

County of

Section 8 Administrative Plan:

To make the plans of both Housing Authorities consistent, it was recommended that the changes to the Section 8 Administrative Plan for the County of Humboldt also be made for the Housing Authority.

Admissions and Continued Occupancy Policy for Public Housing:

Section 9.6, 9.7 - Removal from the Waiting List - The Resident Advisory Committee felt it was a good idea to attempt a contact for those persons on the waiting list by telephone in addition to the attempt made by mail.

Section 13.3 - Minimum Rent - The committee was somewhat divided on this issue. It appreciated staff's position of charging something for rent at the public housing development since the only real income for the operations is derived from the tenant rents received. However, this section does allow for a hardship exception which would suspend the minimum rent until the hardship no longer exists. Does the effort and administrative cost to determine the hardship outweigh the loss in a \$50 a month rent? It was determined that a \$50 a month rent was certainly reasonable and the tenant can claim a hardship which, upon proof, can suspend the minimum rent. Therefore, it was recommended that the Commission of the Eureka Housing Authority keep the minimum rent for the Public Housing program.

Late charges Section 13.7 - The Resident Advisory Committee recommends the elimination of late charges since in the public hearings, it was pointed out that under California State law, these charges cannot be upheld. However, a service fee of \$10 for bad checks is recommended.

Section 17.0 - Inspections - The Committee felt that language should be added to limit the inspection to the purpose for which it was identified in the notice. This would protect the resident from a warrantless search.

No other recommended changes were suggested for the Agency Plans. However, the Boards of Commissioners are reminded that other recommendations were made by the Resident Advisory Committee and are contained within the minutes of their meetings.

### **Resident Advisory Committee Meeting Minutes**

#### August 8, 2001 - Meeting #1

Present:

Lyndah Liebes - Public Housing client - CA 25-4  
Richard Muse - Public Housing client - CA 25-2  
Joan Bragg - Section 8 client - Eureka  
Angie Brown - Section 8 client - Eureka  
Cathi Metz - Section 8 client - Arcata  
Kali Serotta - Section 8 client - Eureka

Staff:

Robert Morelli - Executive Director  
Coreen Holm - Executive Assistant

The Committee members were given copies of the Agency Plans.

Mr. Morelli welcomed the committee members and explained:

- what the Resident Advisory Committee had done in the past
- how each agency Board of Commissioners works
- the programs the Housing Authority administers
- that the Board of Commissioners takes very seriously the recommendations of the Resident Advisory Committee
- the 15 sections of the agency plan
- explained the sections of the agency plan the committee would be able to alter and those that were regulations that could not be addressed locally.

Following discussion, it was determined that Tuesdays at noon would be the best time for each of the committee members to attend meetings. The next meeting was scheduled for August 21<sup>st</sup> at noon.

#### August 21, 2001 - Meeting #2

Present:

Lyndah Liebes - Public Housing client - CA 25-4  
Richard Muse - Public Housing client - CA 25-2  
Angie Brown - Section 8 client - Eureka  
Cathi Metz - Section 8 client - Arcata

Staff:

Robert Morelli - Executive Director  
Coreen Holm - Executive Assistant

The Mission Statement and Goals set forth in the Agency Plans were submitted to the committee members for review and suggestions for additions or deletions. The discussion included:

- The Mission Statement - stays the same
- Goal one – stays the same – Mr. Morelli explained that in the CAL 25-2 development the agency would be departing from the 20 day turn around schedule to allow for the renovations to the development over the next few years.
- Goal two – stays the same – Mr. Morelli explained the scheduled improvements.
- Goal three – stays the same – Mr. Morelli explained the conversion of one of the units to a satellite office for the Eureka Police Department and Animal Control Officer.
- Goal four – stays the same – The lead based paint issue was explained - the Housing Authority pays for testing of the paint in a unit, if lead is found, the landlord must pay for the abatement.

Suggestions and actions being taken included:

- alter the landlord letter to remind them that if they are not renewing the lease, they must give a 90 day notice to the tenant;
- a new person is to be hired to deal with landlord and renters to coordinate lease-ups;
- set up an outreach program to educate landlords about Section 8 rules and dispel myths.

The meeting was adjourned with the Committee Members agreeing to think of suggestions to enhance the public housing units.

The next meeting was set for August 28<sup>th</sup>.

### August 28, 2001 - Meeting #3

Present:

Lyndah Liebes - Public Housing client - CA 25-4  
Richard Muse - Public Housing client - CA 25-2  
Angie Brown - Section 8 client - Eureka

Staff:

Robert Morelli - Executive Director  
Coreen Holm - Executive Assistant

Waiting list preferences were discussed at the meeting:

The Housing Authority will select families based on the following preferences within each bedroom size category:

- A. Veterans
- B. Displaced person(s): Individuals or families displaced by government action or whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise

- formally recognized pursuant to Federal disaster relief laws.
- C. Applicants who live or work within Humboldt County at the time of application.
  - D. All other applicants who do not meet the definitions in the other preference categories.

All preferences either singularly or in combination shall be treated equally.

The date and time of application will be noted and utilized to determine the sequence within the above-prescribed preferences.

Notwithstanding the above, families who are elderly, disabled, or displaced will be offered housing before other single persons.

Mr. Morelli explained that staff was considering making a change in the preferences by replacing - D. all others - with a preference for people on a program who have a case manager who works with them to improve their life. He explained that the wording he was waiting to hear from HUD about the acceptable wording of the preference.

The preference section would also be altered to state that any others who do not have a preference will be placed on the waiting list by date & time of application receipt in the Housing Authority office.

The meeting was adjourned with the next meeting scheduled for Tuesday, September 4th with the subject to be covered Pet Policy and Capital Improvements

#### September 4, 2001 - Meeting #4

Present:

Lyndah Liebes - Public Housing client - CA 25-4  
Richard Muse - Public Housing client - CA 25-2  
Angie Brown - Section 8 client - Eureka

Staff:

Robert Morelli - Executive Director  
Coreen Holm - Executive Assistant

During the discussion of the Pet Policy it was decided:

- a requirement to have pet spayed or neutered should be added to Section 18.5 of the Pet Policy in the inoculations and licensing section;
- add date of spay or neuter to pet application form;
- do not set up a pet committee;

During the discussion of the Capital Improvements Mr. Morelli explained the plan to renovate vacant apartments first and move families to the renovated unit rather than housing residents in motels.

Suggestions included:

- put showers not bathtubs in the handicap units;
- plant more trees – Mr. Morelli explained that each time trees are planted, children break them;
- have the lawns mowed more often.

The meeting was adjourned.

## **Resident Advisory Committee Meeting Minutes**

June 17, 2002 - Meeting #1

Present:

Lyndah Liebes - Public Housing client - CA 25-4  
Cynthia Clark - Section 8 client - Fortuna  
Angie Brown - Section 8 client - Eureka  
Richard Muse - Public Housing client - CA 25-2

Staff Present:

Robert Morelli  
Coreen Holm

The Resident Committee Members were given copies of the updated Five-Year Action Plan for the public housing program.

Mr. Morelli explained that the agency had accomplished more than had been previously thought and the five-year plan had been updated to show what had been accomplished and what was proposed for the future:

- the request for proposal for the roof replacement at the CAL 25-5 development was just completed;
- the request for proposal for the exterior painting at the CAL 25-5 development was being prepared;
- Phase II of the remodel plan will be started righter after Phase I is completed;
- the remodel of CAL 25-2 will be completed at the end of Phase II;
- remodel of CAL 25-4 will be done in year 4 of the five year plan;
- remodel of CAL 25-5 will be done in year 5 of the five year plan.

Following discussion the members of the committee recommended that the proposed additions to the Five-Year Plan be done.

Mr. Morelli reported that the Section 8 rental assistance programs were doing well and would be at 100% lease-up at the end of June.

On the subject of a Section 8 home ownership plan Mr. Morelli reported that Wells Fargo Bank had been in contact with the Housing Authority and was going to put on a home ownership seminar at the Housing Authority office.

It was the suggestion of the committee members that a home ownership plan be explored to see if it was feasible and if there was any interest.

Mr. Morelli explained the Mortgage Credit Certificate program.

It was decided that there was no need for another meeting.

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

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

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

3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

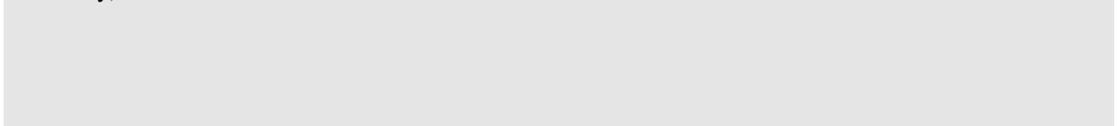
- \_\_\_ Any recipient of PHA assistance
- \_\_\_ Any head of household receiving PHA assistance
- \_\_\_ Any adult recipient of PHA assistance
- \_\_\_ Any adult member of a resident or assisted family organization
- \_\_\_ Other (list)

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: State of California

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

- x The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- x The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- x The PHA has consulted with the Consolidated Plan agency during the development of

this PHA Plan.

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

Other: (list below)

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

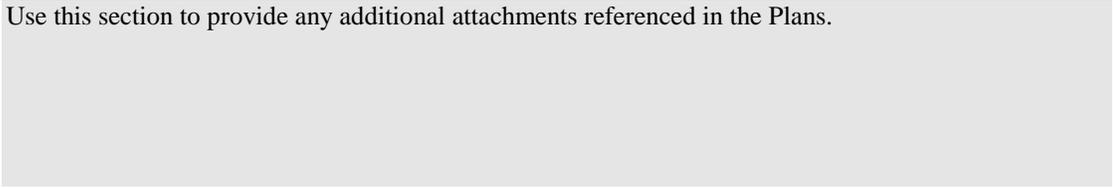
The State Department of Housing and Community Development (HDC) encourages the Housing Authority of the County of Humboldt to submit suggestions, improvements, and additional objectives for consideration in the State Consolidated Plan updates.

**D. Other Information Required by HUD**

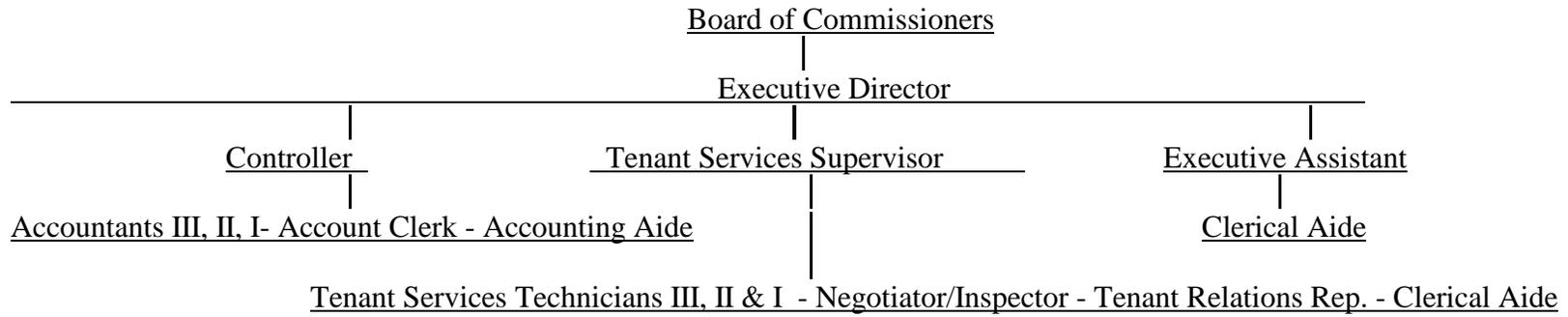
Use this section to provide any additional information requested by HUD.

## **Attachments**

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



Housing Authority of the County of Humboldt  
Organizational Chart



**PHA Plan  
Table Library**

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

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

Line No.	Summary by Development Account	Total Estimated
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	

**Annual Statement**

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

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

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**Table Library**

**Table Library**

**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>				

