

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

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004
Annual Plan for Fiscal Year 2003-2004

**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: Solano County Housing Authority

PHA Number: CA131

PHA Fiscal Year Beginning: (mm/yyyy) 07/01/03

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 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers: *The SCHA will apply for additional rental vouchers when any funding is available to increase the number of families receiving decent, safe and affordable housing.*
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: *The SCHA will promote the assistance of non-profit organizations and private developers in providing affordable units.*
 - 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) *The SCHA will implement procedures to achieve and maintain a SEMAP score of 95% or above.*
- Increase customer satisfaction: *The SCHA will conduct customer satisfaction surveys to obtain feedback on the areas clients feel need improvement. The SCHA will increase access to its services in communities of operation by providing office hours in those communities and will obtain customer feedback from those communities to ensure that clients needs are met. If areas of improvement are suggested and identified, the SCHA will implement measures as appropriate to improve customer satisfaction.*
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
The SCHA will implement processes to ensure maintenance of the Utility Allowance Schedule.
- 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: *The SCHA will provide informational bulletins to clients as well as rental unit referrals to expand voucher mobility.*
- Conduct outreach efforts to potential voucher landlords
The SCHA will conduct comprehensive landlord outreach, including informational brochures being available throughout its jurisdiction, including the SCHA main administrative office, Dixon Family Services office and Rio Vista Community Assistance Center. Additionally, the SCHA will sponsor periodic Landlord/Owner Open House events to promote the advantages of renting to a Section 8 recipient. The SCHA will participate in the local California Apartment Association and other community activities to further promote the awareness of the Section 8 rental assistance program as a resource for low- and very low-income families.
- Increase voucher payment standards
The SCHA reviews payment standards periodically to ensure they are sufficient to meet the needs of the participants. If, upon review, the SCHA determines that the payment standards are not adequate to meet the needs of the participants, the SCHA will increase the payment standard.
- Implement voucher homeownership program:

The SCHA will include the Homeownership Program as another housing type in the SCHA Administrative Plan and will not limit the number of families eligible to participate in the Section 8 Homeownership Program in an effort to expand homeownership opportunities for all Section 8 recipients.

- 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)
The SCHA operates the Section 8 Rental Assistance Program in collaboration with informational, referral and supportive services and programs provided by the Dixon Family Services, the Rio Vista Community Assistance Center and the City of Vacaville Office of Housing and Redevelopment which offer resources to the economically disadvantaged members of the community such as emergency food assistance, Housing Counseling services and Fair Housing Counseling..

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: *The SCHA will provide the opportunity for Section 8 participants to participate in the Family Self-Sufficiency Program, providing support and resources to families wishing to become self-sufficient. Referrals to community programs that provide services such as*

- computer skills training, resume writing and interviewing techniques will increase job opportunities.*
- Provide or attract supportive services to improve assistance recipients' employability: *The SCHA works in conjunction with the local CALWorks (TANF) office, Private Industry Council (Workforce Investment Board) and Employment Development Department to ease the transition from welfare to work by networking between housing and employment programs sharing program information for job and training referrals, childcare and transportation funding.*
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities. *The SCHA, through Dixon Family Services, Rio Vista Community Assistance Center and the City of Vacaville Office of Housing and Redevelopment work with Independent Living Resources and other agencies that serve the elderly and/or disabled community to increase the availability of services for families that include an elderly or disabled person.*
 - 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: *The SCHA is non-discriminatory in assisting families and provides a housing counselor to assist those who encounter discrimination in their search for suitable housing.*
 - 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: *The SCHA, through the City of Vacaville Office of Housing and Redevelopment's Housing Counseling Agency, provides assistance to clients to inform them of their rights to housing free from discrimination and assists them in the Fair Housing complaint process, if needed. The SCHA also promotes Fair Housing via Fair Housing month activities, participation in the Rental Housing Association and Landlord newsletter articles.*
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: *Upon request from a family, the SCHA assists families who are disabled to find suitable housing. The SCHA also works with Independent Living Resources and other agencies that serve the disabled members of the community.*

Other: (list below)

Other PHA Goals and Objectives: (list below)

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

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

The draft annual plan was available for a 45-day public review and comment period from February 12, 2003 – April 1, 2003. Public Notices were published in the Dixon Tribune and Vallejo Times-Herald newspapers on February 12, 2003 and February 13, 2003 respectively. The Plan was reviewed by the Solano County Housing Authority's Resident Advisory Board on March 20, 2003 and comments were considered and applicable changes were made to the Annual Plan. A public hearing was held on April 8, 2003 at the Housing Authority Board meeting and no additional comments were received at the public hearing. The Annual Plan was unanimously approved by the Housing Authority Board on April 8, 2003.

Solano County contracted with the City of Vacaville Office of Housing and Redevelopment to administer the Solano County Housing Authority Section 8 programs effective 7/1/02. The Five-Year Plan has been updated to reflect the expanded mission and goals of the SCHA due to its role as administrator of the program effective 7/1/02. The Annual Plan specifies the needs and policies of the Solano County Housing Authority (SCHA) to meet the goals contained in the Five-Year Plan. An overview of those needs and policies are as follows:

Housing needs: *The SCHA currently has funding for 250 participants in the Section 8 Rental Assistance Program and has a waiting list of approximately 386 low-income families. The waiting list was recently opened after a lengthy period of being closed. The strategies to address housing needs include the following:*

1. Maximize the number of affordable units available to the SCHA;
2. Increase the number of affordable housing units;
3. Target available assistance to families at or below 30% of Area Median Income (AMI), families at or below 50% of AMI, elderly and families with disabilities;
4. Increase awareness of SCHA resources among families of races and ethnicities with disproportionate needs; and
5. Conduct activities to affirmatively further fair housing.

Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy, increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.

Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states “Of the Bay Area’s nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments.” This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.

Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord’s willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients’ housing search.

The SCHA is actively seeking interested owners to begin implementing project-based housing assistance in its jurisdiction for a portion of its tenant-based Vouchers. Implementation of this program will allow the SCHA to address its housing needs by increasing the stock of affordable housing available to prospective Section 8 participants.

Financial Resources: *Resources available to the SCHA to address identified needs include the Section 8 Housing Choice Voucher (HCV) Program and HUD Family Self-Sufficiency funds totaling \$2,315,810.*

Policies on Eligibility, Selection and Admissions: *The SCHA uses a preference system to determine placement on the Section 8 waiting list. Applications are selected from the list based on preferences that include Solano County Residency; Working Family; Elderly or Disabled; Veterans; and Displaced by Local Government Action. Applications with the same preference rating are placed on the list by date and time of application. When funding is available, names are pulled from the list and eligibility is determined based on HUD's guidelines for the Section 8 HCV Program.*

Rent Determination Policies: *The SCHA's policy for determining the amount of rental assistance for a family is based on family income and the Voucher Payment Standard. The Payment Standard is currently set at 99% of the area Fair Market Rent (a HUD established gross rent including utilities based on regional conditions) based on eligible unit size. This Standard is evaluated annually by the SCHA to determine if it is adequate in relation to the area rent amounts and assistance provided to the Section 8 recipients.*

Operations and Management Policies: *The SCHA operates the Section 8 Rental Assistance Program in collaboration with informational, referral and supportive services and programs provided by the Dixon Family Services, the Rio Vista Community Assistance Center and the City of Vacaville Office of Housing and Redevelopment.*

Grievance Procedures: *The SCHA has established the following grievance procedures for families participating in the Section 8 HCV Program:*

- *Settlement Conference – The Settlement Conference offers the participant the opportunity to meet with representatives of the SCHA to discuss issues and attempt to resolve them in a less formal setting. The participant may choose to skip the Settlement Conference and go directly to the Informal Hearing described below.*
- *Informal Hearing – If the Settlement Conference does not resolve the issues or the participant chooses to skip the Settlement Conference, an Informal Hearing is scheduled. A Hearing Officer who is not involved with the daily operations of the SCHA conducts the Hearing. Both the family and the SCHA present their case to the Hearing Officer. Decisions reached by the Hearing Officer are final.*

Homeownership Program: *The SCHA has included the Homeownership Program as another housing type in the SCHA Administrative Plan and has implemented the Section 8 Homeownership Program. The SCHA is targeting Family Self-Sufficiency (FSS) participants for the program and will not limit the number of families eligible to participate in the Section 8 Homeownership Program in an effort to expand homeownership opportunities for all Section 8 recipients. The SCHA is actively working to establish partnerships with Citibank, First Northern Bank, Freddie Mac*

and Fannie Mae to finance homes for purchase by qualifying Section 8 participants. The SCHAs will require that financing for purchase of a home under its Section 8 Homeownership Program comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. The SCHAs will also refer participants to any and all available homeownership assistance programs (including the City of Vacaville Homebuyer Education Learning Program, H.E.L.P.).

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

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

Optional Attachments:

- PHA Management Organizational Chart – *Attachment “A”*
- 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 PHA Plan text)
- Other (List below, providing each attachment name)
 - Attachment “B” – Homeownership Capacity Statement*
 - Attachment “C” – Statement of Progress in Meeting the 5-Year Plan Mission and Goals*
 - Attachment “D” – Resident Membership of the PHA Governing Board*
 - Attachment “E” – Membership of the Resident Advisory Board*

Supporting Documents Available for Review

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair	Annual Plan: Housing Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	
X	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: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
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 <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
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	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	
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 <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	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) Housing Element	5 Year and Annual Plans

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access- ibility	Size	Location
Income <= 30% of AMI	2719	5	4	4	5	3	4
Income >30% but <=50% of AMI	500	4	4	4	5	3	4
Income >50% but <80% of AMI	363	3	4	3	4	3	4
Elderly	143	4	5	4	4	3	4
Families with Disabilities	71	4	5	4	4	3	3
Amer Indian/Alaska Native	27	N/A	N/A	N/A	N/A	N/A	N/A
Asian	27	N/A	N/A	N/A	N/A	N/A	N/A
Native Hawaiian/Pac Island	27	N/A	N/A	N/A	N/A	N/A	N/A
Black	27	N/A	N/A	N/A	N/A	N/A	N/A
White	1397	N/A	N/A	N/A	N/A	N/A	N/A
Hispanic	537	N/A	N/A	N/A	N/A	N/A	N/A
Not Hispanic	1325	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: 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)
2003 Housing Element

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	386		47
Extremely low income <=30% AMI	304	78%	
Very low income (>30% but <=50% AMI)	76	20%	
Low income (>50% but <80% AMI)	6	2%	
Families with children	244	63%	
Elderly families	23	6%	
Families with Disabilities	93	24%	
Amer Indian/Alaska Native	12	3%	
Asian	2	<1%	
Native Hawaiian/Pac Island	8	2%	
Black	200	52%	
White	144	37%	
Undeclared Race	20	5%	
Hispanic	62	16%	
Not Hispanic	296	77%	
Undeclared Nationality	28	7%	
Characteristics by Bedroom Size	N/A	N/A	N/A

Housing Needs of Families on the Waiting List			
(Public Housing Only)			
1BR	N/A	N/A	N/A
2 BR	N/A	N/A	N/A
3 BR	N/A	N/A	N/A
4 BR	N/A	N/A	N/A
5 BR	N/A	N/A	N/A
5+ BR	N/A	N/A	N/A
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? N/A			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes N/A			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- 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.
The SCHA annually compares payment standards in effect with local rents to ensure they are adequate.

- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required.
The SCHA conducts comprehensive landlord outreach to increase the number of available units and provides referral lists to participants of rental units known to be available.
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
As part of its effort to conduct comprehensive landlord outreach, the SCHA provides informational brochures throughout its jurisdiction, including the SCHA main administrative office, Dixon Family Services office and Rio Vista Community Assistance Center. Additionally, the SCHA sponsors periodic Landlord/Owner Open House events and participates in the local California Apartment Association and other community activities that promote the awareness of the Section 8 rental assistance program as a resource for low- and very low-income families.
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program.
Section 8 participants are provided with a personalized data sheet that provides landlords with information to assist them in the screening process, including a current copy of the participant's credit report. The SCHA will also provide a prospective landlord with the names, addresses and telephone numbers of the participant's three previous landlords, if know. An informational brochure is also available to landlords regarding screening of tenants.
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.
The SCHA will provide information and comments during the Consolidated Plan development process to ensure coordination with broader community strategies.
- Other (list below)
Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy and increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.

Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states "Of the Bay Area's nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments." This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and

has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.

Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' housing search.

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)

Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy and increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.

Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states "Of the Bay Area's nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments." This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.

Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' housing search.

The SCHA will continue to conduct comprehensive landlord outreach to increase the number of available units and will provide referral lists to participants of rental units known to be available. The SCHA will provide informational brochures throughout its jurisdiction, including the SCHA main administrative office, Dixon Family Services office and Rio Vista Community Assistance Center. Additionally, the SCHA will sponsor periodic Landlord/Owner Open House events and participates in the local California Apartment Association and other community activities that promote the awareness of the Section 8 rental assistance program as a resource for low- and very low-income families.

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)
Employ admission preferences aimed at families who are enrolled in or are recent graduates of an educational or employment training program.

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)
Employ admission preferences aimed at families who are enrolled in or are recent graduates of an educational or employment training program.

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

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)
Employ admissions preferences aimed at families with disabilities.

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)
The SCHA employs numerous bilingual staff to improve communication with families of different racial and cultural backgrounds. This maximizes community awareness of available resources.

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)
The SCHA educates the community about Fair Housing through activities during Fair Housing month and Fair Housing workshops for landlords and others associated with the rental housing industry. The SCHA also provides a HUD-certified Housing Counseling program to ensure local compliance with HUD-approved Fair Housing requirements. The SCHA actively participates in local California Apartment Association activities.

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)

Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy and increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.

Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states "Of the Bay Area's nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments." This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.

Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' housing search.

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	N/A	N/A
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	2,315,810	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	N/A	
h) Community Development Block Grant	N/A	
i) HOME	N/A	
Other Federal Grants (list below)		
FSS Coordinator (included in Section 8 amount)	62,000	
2. Prior Year Federal Grants (unobligated funds only) (list below)	N/A	

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	N/A	
4. Other income (list below)	N/A	
4. Non-federal sources (list below)	N/A	
Total resources	2,315,810.00	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

Not applicable; SCHA does not administer 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)

c. Preferences

1. Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If “no” is selected, skip to subsection **(5) Occupancy**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

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

(6) Deconcentration and Income Mixing

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

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

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

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

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

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

Other (list policies and developments targeted below)

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

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

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

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

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

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

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

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Eligibility

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

- Criminal or drug-related activity only to the extent required by law or regulation
The SCHA coordinates with local Police Departments and the Solano County Sheriff's Department to screen all new participants, incoming portables and current participants for cause for any activities that would exclude them from participating in the Section 8 program.
- 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)
When a previous participant is screened, the reason for termination (i.e., fraud, criminal activity, owes money to a housing authority) will also be determined.
- 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)

The SCHA will verify current and previous landlords, if known. The SCHA will also provide a credit report if authorized by the participant.

(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)

Applications are accepted via US mail as well as in person at the SCHA main administrative office, the Dixon Family Services office and Rio Vista Community Assistance Center. Applications are also made available during outreach activities such as the Landlord/Tenant Open House events. Extensive outreach is conducted, including public service announcements through local newspaper media sources and direct distribution of announcements to many locations throughout the SCHA's jurisdiction. These locations include grocery stores, churches, laundromats, rental housing complexes, social or interest groups, etc.

(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:

Due to the severe lack of available units, the SCHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search. The basis for this is as follows:

- Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy, increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.*
- Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states "Of the Bay Area's nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments." This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market.*
- Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00).*

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

1. Yes No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 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)
Households displaced by local government action.

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

4 Date and Time

Former Federal preferences

- 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)

- 2 Working families and those unable to work because of age or disability
- 1 Veterans and veterans’ families
- 3 Residents who live and/or work in your jurisdiction
- 2 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)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 2 Other preference(s) (list below)
Households displaced by local government action.

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs **Not applicable to the SCHA**

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

Not applicable; SCHA does not administer Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

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

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase

- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but 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)

The SCHA reviews payment standards periodically to ensure they are sufficient to meet the needs of the participants. During the most recent review, the SCHA determined that payment standards set at 99% of FMR were adequate to ensure success among assisted families in the SCHA's segment of the FMR area.

Factors that must be taken into consideration by the SCHA when reviewing the payment standards are:

- *Maintaining required lease-up rates have been impacted by market conditions such as slowing of the state economy, increased rent amounts and decreasing vacancy rates which can cause affordable rental units to be unavailable.*
- *Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states "Of the Bay Area's nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments." This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.*
- *Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of 120 days*

allowed under the Administrative Plan to facilitate clients' housing search

- 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)
When new FMRs are published.
- 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)
Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy and increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.

Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states "Of the Bay Area's nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments." This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.

Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of

120 days allowed under the Administrative Plan to facilitate clients' housing search.

(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)
Section 8 regulatory exemptions.

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.
Solano County contracted with the City of Vacaville Office of Housing and Redevelopment to administer the Solano County Housing Authority Section 8 programs effective 7/1/02.
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	N/A
Section 8 Vouchers	250	47
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A

Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		
FSS Program	Included above	Included above
Homeownership Program	Included above	Included above

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)
SCHA Administrative Plan

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

Not applicable; SCHA does not administer Public Housing

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

1. Yes 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:

Settlement Conferences: Participants are given the opportunity for a Settlement Conference to resolve issues in a less formal setting prior to an Informal Hearing.

Informal Hearing: Participants are informed of their right to an Informal Hearing according to Section 8 regulations.

Legal Resource Information: Participants are provided with information regarding legal assistance available in the community. This information is provided at the beginning of the hearing process.

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

Not applicable; SCHAs do not administer Public Housing

[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

Not applicable; SCHA does not administer Public Housing

[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.)

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

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

Not applicable; SCHA does not administer Public Housing

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

7. Coverage of action (select one)

Part of the development

Total development

10. Conversion of Public Housing to Tenant-Based Assistance

Not applicable; SCHAs do not administer Public Housing

[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.

Conversion of Public Housing Activity Description	
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)	

- Conversion Plan in development
- Conversion Plan submitted to HUD on: (DD/MM/YYYY)
- Conversion Plan approved by HUD on: (DD/MM/YYYY)
- Activities pursuant to HUD-approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)

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

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)]

The SCHA has included the Section 8 Homeownership Program as another housing type in the SCHA Administrative Plan and has implemented the Section 8 Homeownership Program. The SCHA is targeting Family Self-Sufficiency (FSS) participants for the program and will not limit the number of families eligible to participate in the Section 8 Homeownership Program in an effort to expand homeownership opportunities for all Section 8 recipients. The SCHA is actively working to establish partnerships with Citibank, First Northern Bank, Freddie Mac and Fannie Mae to finance homes for purchase by qualifying Section 8 participants. The SCHA will require that financing for purchase of a home under its Section 8 Homeownership Program comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. The SCHA will also refer participants to any and all available homeownership assistance programs (including the Homebuyer Education Learning Program, H.E.L.P.)

A. Public Housing

Not applicable; SCHAs do not administer Public Housing

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

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

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	<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.) *HUD has certified the SCHA as a High Performing PHA.*

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

If yes, what was the date that agreement was signed? 14/08/00

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

- Client referrals
 Information sharing regarding mutual clients (for rent determinations and otherwise)
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
 Jointly administer programs
 Partner to administer a HUD Welfare-to-Work voucher program
 Joint administration of other demonstration program
 Other (describe)

The SCHA, through the City of Vacaville Office of Housing and Redevelopment and the City of Vacaville, is a Cal-Works (TANF) work site, providing work site and supervision to those working towards economic self-sufficiency.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

- Public housing rent determination policies
 Public housing admissions policies
 Section 8 admissions policies
 Preference in admission to section 8 for certain public housing families
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA

- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>Family Self-Sufficiency</i>	<i>11</i>	<i>Other</i>	<i>PHA Main Office</i>	<i>Section 8 participants</i>
<i>Resource Area</i>	<i>Unlimited</i>	<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>All in need</i>
<i>Housing Counseling</i>	<i>Unlimited</i>	<i>None</i>	<i>PHA Main Office</i>	<i>All in need</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: 01/01/03)
Public Housing	N/A	N/A
Section 8	42	11

- 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? *The SCCHA began contracting with the City of Vacaville Office of Housing and Redevelopment to administer the Solano County Section 8 Programs effective 7/1/02. The SCCHA has been actively promoting participation in the FSS Program in accordance with its Administrative Plan (Appendix 1, Part 5) since that time. The SCCHA will market the FSS Program using a variety of methods such as direct mailing to all participants, FSS articles in the quarterly Homefront newsletter, availability of brochures in interview rooms and SCCHA lobby and contact with Housing Representatives. If these efforts do not prove to be sufficient in recruiting new participants for FSS, the SCCHA will determine and implement additional outreach activities.*

If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

Not applicable; SCCHA does not administer Public Housing

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

Not applicable; SCHA does not administer Public Housing

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

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

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

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

Not applicable; SCHA does not administer Public Housing

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

Not applicable; SCHA does not administer Public Housing

[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:

The Resident Advisory Board comments included the following:

- *Inquiries as to why there is no Public Housing available in the Solano County Jurisdiction,*
- *A request to add the library as a place to obtain the Annual Plan,*
- *Discussion on the affordability of Solano County jurisdiction,*
- *Commendation on targeting households with less than 30% of the area median income for Section 8 assistance,*
- *Commendation for the SCHA quarterly newsletter, The Homefront,*
- *Discussion on not finding available units in the newspaper that will accept Section 8,*
- *Inquiry into whether the SCHA does follow-up with landlords who stop accepting Section 8,*
- *Inquiry into why the SCHA FSS program has 11 participants and not the required 42.*

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.

RAB comments that did not require changes to the PHA Plan included:

- *Inquiries as to why there is no Public Housing available in the Solano County Jurisdiction,(no action required by SCH A)*
- *Discussion on the affordability of Solano County jurisdiction, (Addressed in Annual Plan)*
- *Commendation on targeting households with less than 30% of the area median income for Section 8 assistance, (no action required by SCH A)*
- *Commendation for the SCH A quarterly newsletter, The Homefront, (no action required by SCH A)*
- *Discussion on not finding available units in the newspaper that will accept Section 8, (Addressed in Annual Plan)*
- *Inquiry into whether the SCH A does follow-up with landlords who stop accepting Section 8,(Addressed in Annual Plan)*
- *Inquiry into why the SCH A FSS program has 11 participants and not the required 42. (Addressed in the Annual Plan)*

The PHA changed portions of the PHA Plan in response to comments
List changes below:

The SCH A will add the library as a display locations for the PHA Plan.

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: (provide name here)

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)
Unmet priority housing needs are much greater than the public and private resources expected to be available over the next five years. Therefore, the strategies listed below are based upon Federal, State, local, and private resources available and reasonably expected to be available during the next five years.
 1. *Continue to provide rental assistance through the Housing Choice Voucher Program;*
 2. *Continue to increase the supply of affordable housing available to Section 8 Housing Choice Voucher recipients;*
 3. *Continue to promote self-sufficiency;*
 4. *Continue to promote homeownership opportunities; and*
 5. *Eliminate discrimination in the renting of property and provide housing counseling services.*

Other: (list below)

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

The Consolidated Plan outlines commitments to the objective of the meeting the housing needs of low-income renter households. The Annual Plan identifies renter housing needs as having high priority. HUD funds received under the HOME, CDBG and HOPWA programs will support the commitment to this high priority need and will be used primarily for rehabilitation, minor repairs, acquisition, acquisition with rehabilitation, and new construction of both rental and ownership housing.

However, unmet priority housing needs are much greater than the public and private resources expected to be available over the next five years. Therefore, the strategies listed below are based upon Federal, State, local, and private resources available and reasonably expected to be available during the next five years.

- 1. Continue to provide rental assistance through the Housing Choice Voucher Program;*
- 2. Continue to increase the supply of affordable housing available to Section 8 Housing Choice Voucher recipients;*
- 3. Continue to promote self-sufficiency;*
- 4. Continue to promote homeownership opportunities; and*
- 5. Eliminate discrimination in the renting of property and provide housing counseling services.*

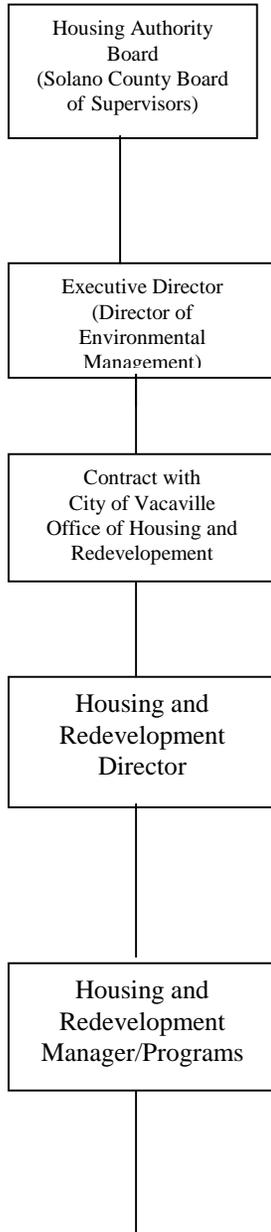
D. Other Information Required by HUD

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

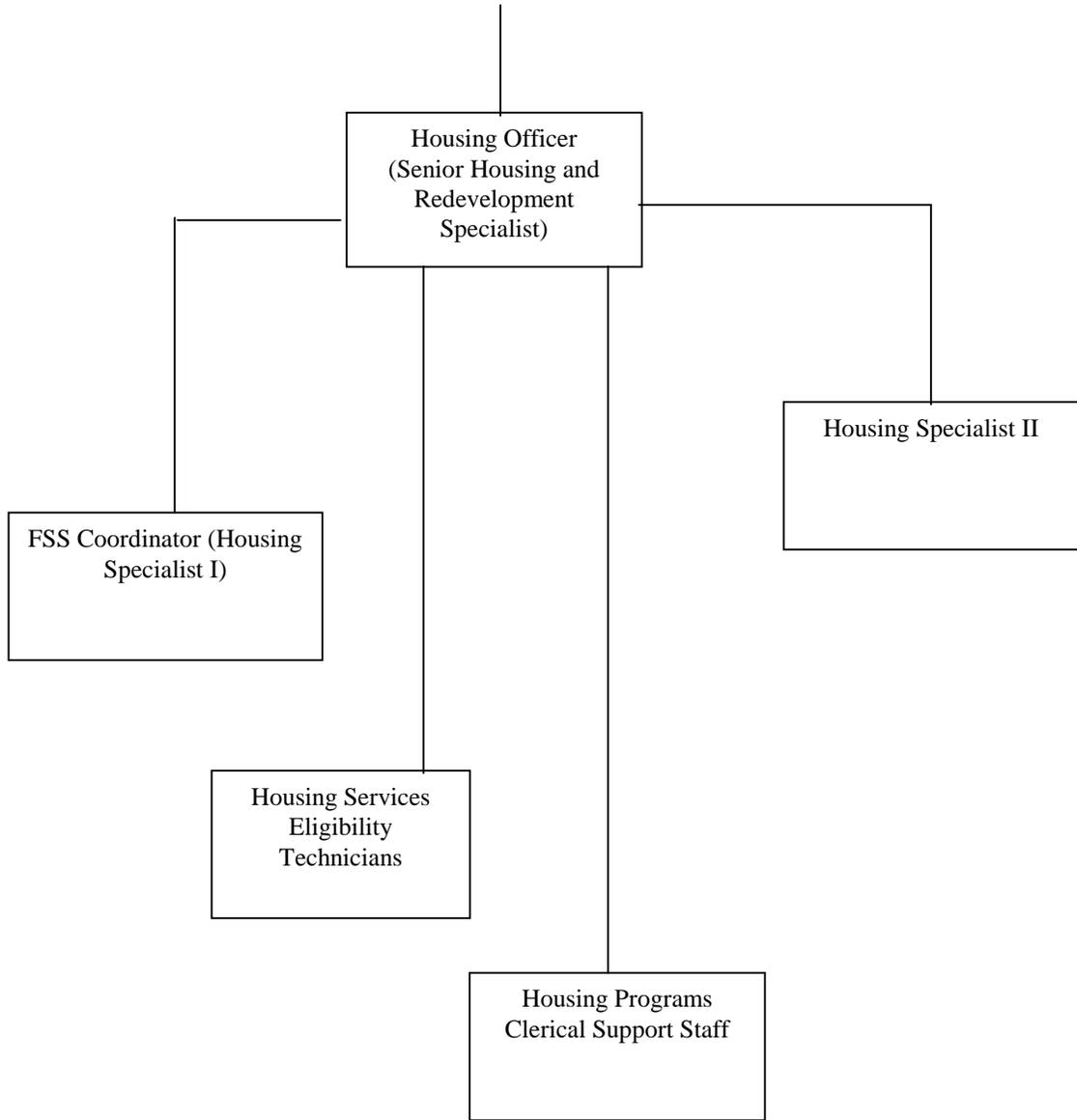
Attachments

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

Solano County Housing Authority Management Organizational Chart Attachment "A"



Solano County Housing Authority
Management Organizational Chart
Attachment "A"
(continued)



Section 8 Homeownership
Capacity Statement
Attachment "B"

The SCHA, in implementing its Section 8 Homeownership Program, will employ the following provision in its plan to demonstrate capacity:

“(The SCHA will) require that financing for purchase of a home under its Section 8 Homeownership Program will: be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.”

Statement of Progress in Meeting The 5-Year Plan Mission and Goals Attachment “C”

The SCHA continues to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination as its mission. In order to achieve HUD’s Strategic Goals, the SCHA has implemented many changes to further the SCHA’s mission.

Maintaining required lease-up rates has been impacted by market conditions such as slowing of the state economy, increased rent amounts and decreasing vacancy rates causing affordable rental units to be unavailable.

Solano County is currently an affordable outlying community to the Sacramento Metropolitan and San Francisco Greater Bay Area housing market, evidenced by mean travel time to work for households in this area equaling 26.9 – 35.4 minutes (Bay Area Census). A recent article in a local newspaper, the Vacaville Reporter, states “Of the Bay Area’s nine counties, Solano County is projected to be the fastest growing through the year 2025, according to the Association of Bay Area Governments.” This rapid growth has added to the deterioration of affordable housing for very low- and low-income families in Solano County and these families are becoming priced out of the market. Solano County recognizes these factors and has a commitment to take steps to maintain the availability of affordable housing units for low- and very low-income households served by the Section 8 program.

Families in the Solano County Housing Authority jurisdiction with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord’s willingness to accept rental subsidy assistance (i.e., a family of four with an annual income of \$33,900 can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment is \$875.00). Due to the lack of available units, the SCHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients’ housing search.

To increase the availability of decent, safe and affordable housing, the SCHA will continue its outreach efforts within the communities included in its jurisdiction to promote Section 8 Rental assistance as an option for property owners. The SCHA will also continue to apply for additional Vouchers to increase opportunities of rental assistance to very low-income households as Fair Share and other applications become available.

To improve the quality of assisted housing, the SCHA strives to maintain SEMAP scores that designate it as a High Performer and is proud to have achieved this goal for

FY 2002. The SCHA has created a plan to improve its maintenance of the Utility Allowance Schedule. The SCHA has designated a staff person to be responsible for reviewing the utility schedule at least annually. The staff person will also update the utility shedule if there has been a change of 10% or more since the last revision and will distribute the updated schedule to all staff. This will ensure that the SCHA maintains an up-to-date utility schedule, that an update is done at least annually if needed and that staff are advised of any changes.

To increase assisted housing choices, the SCHA provides information to clients on housing availability through a referral list and Voucher mobility counseling. The SCHA has also conducted extensive outreach to maintain current landlords and recruit new ones, including an Open House, performing on-site visits and creating quarterly newsletters to inform landlords of changes in regulations and state law. Finally, to ensure equal opportunity housing, the SCHA has coordinated fair housing presentations and has provided training to landlords and has a housing counselor on staff to provide information and assist in the complaint process.

The SCHA maintains its payment standards at 99% of Fair Market Rent (FMR) in order to provide additional affordable units to Voucher families. The SCHA has implemented a Section 8 Homeownership Program to increase families' housing choices and availability.

To provide an improved living environment, the SCHA operates the Section 8 Rental Assistance Program in collaboration with informational, referral and supportive services and programs provided by the Dixon Family Services, the Rio Vista Community Assistance Center and the City of Vacaville Office of Housing and Redevelopment. The SCHA has office hours on-site at the Dixon Family Services and Rio Vista Community Assistance Center and has a plan to provide on-site services in Vallejo in the near future.

To promote self-sufficiency and asset development of families and individuals, the SCHA provides the opportunity for all Voucher holders to participate in the Family Self-Sufficiency program. This program assists families with their ongoing efforts to achieve economic self-sufficiency by providing support, resource information and referral services.

Finally, the SCHA has implemented the Section 8 Homeownership Program. The SCHA is targeting Family Self-Sufficiency (FSS) participants for the program, but will not limit the number of families eligible to participate in the Section 8 Homeownership Program in its effort to expand homeownership opportunities for all Section 8 recipients. The SCHA is actively working to establish partnerships with Citibank, First Northern Bank, Freddie Mac and Fannie Mae to finance homes for purchase by qualifying Section 8 participants. The SCHA will require that financing for purchase of a home under its Section 8 Homeownership Program comply with secondary mortgage market underwriting requirements; or comply with generally

accepted private sector underwriting standards. The SCHAs will also refer participants to any and all available homeownership assistance programs to facilitate their search for suitable housing and to increase their buying power.

Resident Membership of the
PHA Governing Board
Attachment "D"

The SCHA is exempt from appointing a resident member to its Governing Board per 24 CFR Part 964.425(b), which states:

"Public housing agencies that only administer Section 8 assistance. A public housing agency that has no public housing units, but administers Section 8 tenant-based assistance, is eligible for the exception described in paragraph (a) of this section, regardless of the number of Section 8 Vouchers it administers."

Membership of the Resident Advisory Board
Attachment "E"

The SCHA's Resident Advisory Board consists of the following appointed members:

Patricia Downer

Julie Ferrell

Mary Hendrix

Gloria Rocca

Sherry Jasara

PHA Plan Table Library

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

Not applicable; the SCHA does not administer Public Housing

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

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

Original Annual Statement

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

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

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

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

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

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

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

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

