

U.S.DepartmentofHousingandUrbanDevelopment
OfficeofPublicandIndianHousing

PHAPlan

AnnualPlanforFiscalYear2003 -2004

**PHA Plan
Agency Identification**

PHAName: ELDORADO COUNTY PUBLIC HOUSING AUTHORITY

PHANumber: CA151

PHAFiscalYearBeginning(mm/yyyy):007/01/2003

Public Access to Information

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

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

Display Locations for PHA Plans and Supporting Documents

**El Dorado County Department of Community Services
Public Housing Authority**

937 Spring Street

Placerville, CA 95667

Business hours: 8:00 a.m. – 5:00 p.m. Monday through Friday

El Dorado County Department of Community Services

3368 Lake Tahoe Blvd., #202

South Lake Tahoe, CA 96150

Business hours: 8:00 a.m. - 5:00 p.m. Monday through Friday

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):

AnnualPHAPlan
PHAFiscalYear2001
[24CFRPart903.7]

i. AnnualPlanType:

SelectwhichtypeofAnnualPlanthePHAwillsubmit.

- StandardPlan**
- StreamlinedPlan:**
 - High-PerformingPH A**
 - SmallAgency(<250PublicHousingUnitsor<250Section8Vouchers)**
 - AdministeringSection8Only**
- TroubledAgencyPlan**

ii. ExecutiveSummaryoftheAnnualPHAPlan

[24CFRPart903.79(r)]

ThePHAAnnual PlanprovidesthegoalsandobjectivesoftheElDoradoCountyHousingAuthority.ThePlan containsdocumentationshowinghousingneedsinthejurisdictionofthePHA.ThePHAPlanisavailableforpublic reviewatboththePlacervilleandSouthLakeTahoeofficesoftheDepartmentofCommunityServices.

ThePlanprovidesastatementandinformationshowingtheHousingNeedsinthejurisdictionthatthePHAservices throughtheStateofCaliforniaConsolidatedPlan,ElDoradoCountyHousingElement,and theAffordableHousing NeedsAssessmentof1997.Alloftheabovedocumentsareavailableforpublicreviewatbothlocationsofthe PHA.

ThePlanshowstheneedsoffamiliesontheSection8housingprogramwaitinglist.ThePlanprovidesastrategy foraddressingtheneedsofthelow,verylow,andvery,verylow -incomehouseholdsinthejurisdiction.ThePlan offersaStatementofFinancialResourceswithanattachmentoftheSection8housingresourcesattheendofthe Plan.

ThePlanprovidesacompleteexplanationoftheSection8housingeligibility,selectionandadmissionpolicies, alongwithrentdeterminationpolicies.ThePlanreviewsindetailthePHAsgrievanceprocedures.ThePlan reviewsthesecti on8homeownershippolicies, familys elf-sufficiencypolicies ,andproject -basedassistancepolicies.

iii. Annual Plan Table of Contents

[24CFR Part 903.79(r)]

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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 filename in parentheses in the space to the right of the title.

Required Attachments: **Not applicable**

- FFY2001 Capital Fund Program Annual Statement/Performance and Evaluation Report
- FY2000 Capital Fund Program 5 -Year Action Plan
- Most recent board -approved operating budget (required ONLY for PHA that are troubled or at risk of being designated troubled)
- FY2001 Capital Fund Program 5 -Year Action Plan *
- Public Housing Drug Elimination Program (PHDEP) Plan
- Statement of Progress in Meeting 5 -Year Plan and Goals (in either of the following forms):
 - Narrative statement
 - Progress statements added to current 5 -Year Plan
- Assessment of Site -Based Waiting List Development Demographic Changes (if applicable)
- Answers to the revised template questions of Subcomponent 10(B) regarding initial assessments of voluntary conversion of public housing to tenant -based assistance *
- Section 8 Homeownership Capacity Statement (if applicable)

- Implementation of Public Housing Resident Community Service Requirements (NOT required for high performers or small PHAs) (sample included)
- Pet Policy (NOT required for high performers or small PHAs) (sample included)
- Resident Membership of PHA Governing Board (in one of the following forms):
 - Resident Member/sof Governing Board
 - PHA's Claim of Exemption from Resident Membership Requirement
- Deconcentration and Income Mixing
- Project-based Voucher program (if applicable) (sample included)
- Membership of Resident Advisory Board(s)
- Recommendations and comments received from the Resident Advisory Board on the PHA Plan (attach separate file or insert text for template question 18(A)(2))
- Definition of "substantial deviation" and "significant amendment or modification" (attach a separate file or insert text in template section 18(D))

Optional Attachments:

- PHA Management Organizational Chart
- Comments of Resident Advisory Board/s (must be attached if not included in PHA Plan text)
- Consortium Agreement (if applicable)
- Other (list below, providing each attachment name):

List of Resident Advisory Board Members

Section 8 Project -Based Voucher to Promote Affordable Housing

New Chapter 21 of Administrative Plan dedicated to Project -Based Vouchers

Progress in meeting 5 -Year Plan and Mission Goals

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 (not required for Small PHA Plan Update)
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 jurisdiction 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 include the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board -approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which include 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
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (Section 16(a) of the U.S. 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
	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
	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
	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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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
	The HUD -approved Capital Fund /Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 -Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Reasoning from initial assessments as required by 24 CFR 972.200	Annual Plan: Conversion of Public Housing *
	Approved or submitted public housing home ownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 home ownership program <input checked="" type="checkbox"/> Check here if included in the Section 8 Administrative Plan.	Annual Plan: Homeownership
	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
	Most recent self -sufficiency (ED/SS, TOP or ROSS, or other resident services) grant program reports	Annual Plan: Community Service & Self -Sufficiency
	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
	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 result of that audit, and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA /Recovery Plan	Troubled PHAs
X	Other supporting documents (optional) Project Based Vouchers Chapter of Administrative Plan	Annual Plan and Administrative Plan

* HUD Form 50075 not yet updated to show initial assessments as a supporting document.

1. Statement of Housing Needs

[24CFR Part 903.79(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" 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	Affordability	Supply	Quality	Accessibility	Size	Location
Income=30% of AMI	2,361	5	5	5	3	4	4
Income>30% but <50% of AMI	1,300	5	5	4	3	4	4
Income>50% but <80% of AMI	4,542	5	5	3	3	3	4
Elderly	50%	5	3	3	5	2	5
Families with disabilities	90%	5	5	3	5	3	5
Caucasian	30%	5	5	3	3	2	4
Hispanic	60%	5	5	3	3	2	4
Black	30%	5	5	3	3	2	4
American Indian	95%	5	5	5	3	2	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 1995 -96 & 1999/2000
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") data set
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources (list and indicate year of information):

**El Dorado County Housing Element –1996
Affordable Housing Needs Assessment
Tahoe Regional Planning Agency –2/97**

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/sub -jurisdiction:			
	# of Families	% of Total Families	Annual Turnover
Waiting list total	911		100-120
Extremely low income (=30% AMI)	650	71%	
Very low income (>30% but =50% AMI)	261	29%	
Low income (>50% but <80% AMI)	0	0%	
Families with children	721	79%	
Elderly families	114	12%	
Families with disabilities	400	44%	
Race/ethnicity -white	749	82%	
Race/ethnicity -black	16	1%	
Race/ethnicity -hispanic	104	11%	
Race/ethnicity -Native Am	32	4%	
Race/ethnicity -Asian 101%			
Characteristics by Bedroom Size (Public Housing Only)	N/A		
1BR			
2BR			
3BR			
4BR			
5BR			
5+BR			

Housing Needs of Families on the Waiting List

Yes No: Is the waiting list closed?

If yes:

How long has it been closed (# of months)? 11/30/2000 - 16 months

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

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

C. Strategy for Addressing Needs

The PHA strategy for addressing the housing needs of families in the jurisdiction and on the waiting list for the upcoming year are to maintain section 8 lease -uprates by assisting with payment standards at the 100% level. The PHA does not have enough budget Authority to increase the Payment Standard any further. The rents in the jurisdiction are very high along with utility costs being very high. El Dorado County west slope does not have natural gas; therefore tenants must use either propane or electric for heating purposes. This creates a high utility allowance schedule for the entire west slope of our jurisdiction. With the high cost of utility top of the high cost of rents, it is difficult to locate housing that will meet the requirements of tenants not paying more than 40% of their monthly adjusted income toward their portion of rent and utilities.

(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.

- Employing effective maintenance and management policies to minimize the number of public housing units off -line
- Reducing turnover time for vacated public housing units
- Reducing time to renovate public housing units
- Seeking replacement of public housing units lost to the inventory through mixed -finance development
- Seeking replacement of public housing units lost to the inventory through Section 8 replacement housing resources
- Maintaining or increasing Section 8 lease -uprates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertaking measures to ensure access to affordable housing among families assisted by the PHA, regardless of units size required
- Maintaining or increasing Section 8 lease -uprates by marketing the program to owners, particularly those outside areas of minority and poverty concentration

- Maintaining or increasing Section 8 lease -uprates by effectively screening Section 8 applicant to increase owner acceptance of program
- Participating in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below):
Allowing Section 8 Project -Based Voucher to Promote Affordable Housing

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

Select all that apply.

- Applying for additional Section 8 units should they become available
- Leveraging affordable housing resources in the community through the creation of mixed - finance housing
- Pursuing housing resources other than public housing or Section 8 tenant -based assistance
- Other (list below): Allow for 20% of voucher allocation to be utilized toward project -based Section 8 Assistance through RFP Process

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

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

Select all that apply.

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

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

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

Select all that apply.

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

Need: Specific Family Types: The elderly

Strategy 1: Target available assistance to the elderly by:

Select all that apply.

- Seeking designation of public housing for the elderly
- Applying for special -purpose voucher targeted to the elderly should they become available
- Other (list below):

Need: Specific Family Types: Families with disabilities

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

Select all that apply.

- Seeking designation of public housing for families with disabilities
- Carrying out the modifications needed in public housing based on the Section 504 Needs Assessment for Public Housing
- Applying for special -purpose voucher targeted to families with disabilities should they become available
- Affirmatively marketing to local non -profit agencies that assist families with disabilities
- Other (list below):

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

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

Select if applicable.

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

Strategy 2: Conduct activities to affirmatively further fair housing:

Select all that apply.

- Counsel Section 8 tenants about units outside areas of poverty or minority concentration and assist them in locating those units
- Market the Section 8 program to owners outside areas of poverty/minority concentrations
- Other (list below):

Other Housing Needs and Strategies:

List below.

(2) Reasons for Selecting Strategies

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

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

2. Statement of Financial Resources

[24CFR Part 903.79(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 support services, Section 8 tenant-based assistance, Section 8 support services, or other.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FFY 2001 grants)		
a. Public Housing Operating Fund		
b. Public Housing Capital Fund		
c. HOPEVI Revitalization		
d. HOPEVI Demolition		
e. Annual Contributions for Section 8 Tenant-Based Assistance	\$2,803,679	
f. Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g. Resident Opportunity and Self-Sufficiency Grants		
h. Community Development Block Grant – 2003 Application	\$500,000	First Time Homebuyer's Downpayment Assistance Program
i. HOME		
Other Federal Grants (list below):		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below):		
3. Public Housing Dwelling Rental Income		
4. Other income (list below):		
5. Non-federal sources (list below):		
Total resources	\$3,303,679	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24CFR Part 903.79(c)]

A. Public Housing

Exemptions: PHA that do not administer public housing are not required to complete sub -component 3A.

N/A

(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 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 can interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below):

- c. If the PHA plan to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to sub-component (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 (i.e., not part of a previously HUD-approved site-based waiting list plan)?
If yes, how many lists?
 3. Yes No: Can 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
 - 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 the answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Incometargeting

- Yes No: DoesthePHAplantoexceedthefederaltargetingrequirementsby targetingmorethan40%ofallnewadmissionstopublichousingtofamiliesator below30%ofmedianareaincome?

b. Transferpolicies

Inwhatcircumstanceswilltransferstakeprecedenceovernewadmissions?

- Emergencies
- Overhousing
- Underhousing
- Medicaljustification
- AdministrativereasondeterminedbythePHA(e.g.,topermitmodernizationwork)
- Residentchoice(statecircumstances):
- Other(listbelow):

c. Preferences

1. Yes No: Hasthe PHAestablishedpreferencesforadmissiontopublic housing(otherthandateandtimeofapplication)?
Ifno,skiptosub -component(5),Occupancy.
2. WhichofthefollowingadmissionpreferencesdoesthePHAplantoemployinthe comingyear(selectall thatapplyfromthefollowingtwolists)?

Formerfederalpreferences:

- Involuntarydisplacement(disaster,governmentaction,actionofhousingowner, inaccessibility,propertydisposition)
- Victimsofdomesticviolence
- Substandardhousing
- Homelessness
- Highrentburden(rentismorethan50%ofincome)

Otherpreferences:

- Workingfamiliesandthoseunabletoworkbecauseofageordisability
- Veteransandveterans'families
- Residentswholiveand/orworkinthejurisdiction
- Thoseenrolledcurrentlyineducational,training,orupwardmobilityprograms
- Householdsthatcontributetomeetingincomegoals(broadrangeofincomes)
- Householdsthatcontributetomeetingincomerequirements(targeting)
- Thosepreviouslyenrolledineducational,training,orupwardmobilityprograms
- Victimsofrapeprisalsorhatecrimes
- Other(listbelow):

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

Date and time

Former federal preferences:

- Involuntary displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences:

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

4. 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) 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 Ad missions 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
 - Anytime family composition changes
 - At family request for revision
 - Other (list):

(6) Deconcentration and Income Mixing

Effective beginning with PHAs with Fiscal year ends of October 2001.

Note: Do not respond to questions listed under sub -component (6) of the template. Instead, the following questions should be answered and included as a required attachment to the template.

- a. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete. *

If yes, list these developments as follows:

Development Name	Number of Units	Explanation (if any) [see step 4 at 903.2(c)(2)(iv)]	Deconcentration policy (if no explanation) [see step 5 at 903.2(c)(1)(v)]

* HUD issued a proposed rule on August 15, 2001, redefining the established income range (EIR). Both the proposed rule and Notice PIH2001 -26 state that if a covered development's average income falls below 30 percent of the area median income, it will be considered within the EIR. Until a final rule is published, HUD field offices will accept, as part of the deconcentration requirement, a PHA's explanation that a covered development is both below the 30 percent area -wide median income level and above the 115% income average for PHA -wide covered developments.

Component 3,(6) Deconcentration and Income Mixing

- b. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, see note following.

Note: See Subpart A - Deconcentration of Poverty and Fair Housing, in Part 903 of the code of federal regulations (see HUD References section of this book) for instructions and steps to be followed in preparing information for this subcomponent.

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 sub -component 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 and drug -related activity only to the extent required by law or regulation
 - Criminal and drug -related activity more extensively than required by law or regulation
 - More general screening than criminal and drug -related activity (list factors below):
 - Other (list below):
- b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c. Yes No: Does the PHA request criminal records from state law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA access FBI criminal records for screening purposes (either directly or through an NCIC -authorized source)?
- e. What kinds of information does the PHA share with prospective landlords (select all that apply)?
- Criminal or drug -related activity
 - Other (describe below): Name, Address, and phone number of most recent landlords

(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 can interested persons apply for admission to Section 8 tenant -based assistance (select all that apply)?
- PHA main administrative office
 - Other (list below):

(3) Search Time

- a. Yes No: Does the PHA give extensions on standard 60 -day period to search for a unit?
If yes, state circumstances below: Persons of disabilities – as a reasonable accommodation.
Verification of rentals looked for but unable to lease.

(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 admission to the Section 8 program to families at or below 30% of median area income?
- b. Preferences
- 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 sub-component (5), Special -Purpose Section 8 Assistance Programs.
 - Which of the following admission preferences does the PHA plan to employ in the coming year (select all that apply from the following two lists)?

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 more than 50% of income)

Other preferences:

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

3. If the PHA will employ admissions preferences, please prioritize by placing a 1 in the box representing 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 the choices (either through an absolute hierarchy or through a points system), place the same number next to each. That means you can use 1 more than once, 2 more than once, etc.

Date and time

Former federal preferences:

- Involuntary displacement (disaster, government action, action of housing owner, inaccessibility, property disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences:

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

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

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

5. If the PHA employs or 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 preference to income targeting requirements (select one):

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

(5) Special-Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admission 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 program to the public?

- Through published notices
- Other (list below): Notification to agencies serving population

4. PHA Rent Determination Policies

[24CFR Part 903.79(d)]

A. Public Housing

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

N/A

(1) Income-Based Rent Policies

Describe the PHA's income-based rent setting policy/ies for public housing use, 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. Which of the following amounts 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 the answer to question 2 is yes, list these policies below:

c. Rents set at less than 30% of 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 the answer to 1 is yes, list the amounts or percentages and the circumstances under which these will be charged 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 selected, state amount/s and circumstances below:

Fixed percentage (other than general rent -setting policy)

If selected, 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 (i.e., 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)?

All developments

All general occupancy developments (not elderly or disabled or elderly only)

Specified general occupancy developments

Certain parts of developments (e.g., the high-rise portion)

Certain size units (e.g., larger bedroom sizes)

Other (list below):

3. Which of the following best describe how you arrive at ceiling rents (select all that apply)?

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

f. Rent redeterminations

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

- Never
- At the family's option
- Anytime the family experiences an income increase
- Anytime a family experiences an income increase above a threshold amount or percentage (specify threshold):
- Other (list below):

g. Yes No: Does the PHA plan to implement individual savings accounts (ISAs) for residents 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

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

- 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 sub -component 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.
 - The standard reflects market or sub -market.
 - Other (list below):
- c. If the payment standard is higher than FMR, why has the PHA chosen this level (select all that apply)?
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area.
 - The standard reflects market or sub-market.
 - The PHA aims to increase housing options for families.
 - Other (list below):
- d. How often are payment standards reevaluated for adequacy (select one)?
- Annually
 - Other (list below):

- e. What factors will the PHA consider in its assessment of the adequacy of its payment standard (select all that apply)?
- Success rates of assisted families
 - Rent burdens of assisted families
 - Other (list below): Percentage of lease -up versus voucher issuance

(2) Minimum Rent

- a. Which amount best reflects the PHA's minimum rent (select one)?
- \$0
 - \$1-\$25
 - \$26-\$50
- b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?
If yes, list below:

5. Operations and Management

[24CFR Part 903.79(e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization (select one).

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

Resumes and Duty Statements of the El Dorado County Housing Authority

The following is a statement of the qualifications of El Dorado County Staff responsible for the administration of the Section 8 Housing Assistance Program.

Qualifications:

John Litwinovich is the Executive Director of the El Dorado County Housing Authority. As Executive Director, he is responsible for the general management of all programs relating to the Housing Authority.

Mr. Litwinovich has been the El Dorado County Community Services Director since 1982. Prior to that time, he was the Department's administrative assistant (1980 -1982). He also served as the executive director of the great Nashua Human Services Council in New Hampshire (1977 -1980), an economist/sociologist for the Nevada State Department of Economic Opportunity (1976 -77), and a planning and research sociologist for the Peace Corps, Instituto Mixto de Ayuda Social, Costa Rica 1974 -75. While Community Services Director, Mr. Litwinovich has successfully administered a Community Development Block Grant for housing rehabilitation for the City of Placerville, a CDBG contract to renovate a shelter for the El Dorado Women's Center, a CDBG grant for a community facility for the south end of El Dorado County (Pioneer Park), and is currently administering a community facility grant for the north end of the county (Greenwood/Georgetown). He is the Executive Director of the El Dorado County Housing Authority and the Section 8 Housing Assistance Program.

Joyce Aldrich is the Program Manager for the El Dorado County Housing Authority. She is responsible for management of all programs under the Housing Authority. She is responsible for application of future grant awards.

Joyce Aldrich has been with El Dorado County Department of Community Services since 1988, starting as Program Assistant in the LIHEAP/HEAP programs and moving to the Section 8 housing assistance program in 1989. Ms. Aldrich has been the Housing, Community and Economic Development Manager since 1997. Prior to that time Ms. Aldrich was Program Coordinator for the El Dorado County Housing Authority since 1994 and Program Coordinator for El Dorado County Department of Community Services South Lake Tahoe Office from 1992 -1994. Ms. Aldrich's background has been with Title Insurance from 1972 through 1976, working as both Director of Subdivisions secretary and Title Officer's secretary. Ms. Aldrich's education is in Business Administration.

Lynda Ozment will be responsible for budgeting and financial record keeping, including the review and approval of all reporting, quarterly progress reports, and annual performance reports.

Ms. Ozment has been the Senior Accountant at El Dorado County since 1989. Prior to her present position, she worked as a controller for Checkmate Management, Inc. In her position at El Dorado County, she has managed the financial record keeping and audit in regard to various state and federal grants, including CDBG grants from 1989 to

present. As the controller of Checkmate Management, Inc., she managed the financial operations of fifteen companies.

Sharon Guth is responsible for review and processing of the HA Pon monthly basis. She is responsible for the damage claim processing and Portability billing. Ms. Guth worked for the Department of Child Support Services prior to joining the Public Housing team in 2003 as Fiscal Technician. She assists Ms. Ozment in the review of financial record keeping for the Section 8 Housing Assistance Program.

Paula Lambdin is the Program Coordinator for the Department of Community Services in our South Lake Tahoe office. With this position, Paula assists Section 8 Housing applicants and participants. Paula has been the Program Coordinator since 1994. Paula is responsible for assisting households in the south shore of the Lake along with her program assistant of 1/2 time.

Rebecca Klare is the Program Coordinator of the Section 8 housing program. As such, she is responsible for the direct supervision of Section 8 program staff. As a Program Coordinator, she is responsible for every day maintenance of the waiting list and initial admission to the section 8 housing program. She handles all initial portability moves into or out of four county. She supervises a staff of three.

FSS Coordinator is responsible for direct supervision of Section 8 Family Self Sufficiency Program enabling participants of the program to obtain self sufficiency through a series of workshops and goals to be met. The FSS Coordinator handles all FSS functions in our jurisdiction. She supervises a staff of one.

Program Assistants - El Dorado County Housing Authority has 4 program assistants to run the section 8 housing program. This includes the Family Self Sufficiency program.
Job Description Attached

Office Assistant - El Dorado County Housing Authority has one office assistant, which is categorized as support staff to the rest of the Section 8 staff.
Job Description Attached

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		
Section 8 Vouchers	374	75-100
Section 8 Certificates		
Section 8 Mod Rehab		
Special-Purpose Section 8 Certificates/Vouchers (list individually):		
Public Housing Drug Elimination Program		

(PHDEP)		
Other Federal Programs (list individually):		

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):

24 CFR 982 and 983
El Dorado County Housing Authority Agency Plan
El Dorado County Housing Authority Administrative Plan
Section 8 Financial Management
Section 8 Housing Choice Voucher Program Masterbook
Section 8 Housing Family Self Sufficiency Program Masterbook
Section 8 Housing Quality Standards Masterbook
Section 8 Management Assessment Masterbook

6. PHA Grievance Procedures

[24CFR Part 903.79(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.

N/A

A. Public Housing

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

If yes, list addition to federal requirements below:

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

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

B. Section 8 Tenant -Based Assistance

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

If yes, list addition to federal requirements below:

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

- PHA main administrative office
 Other (list below):

7. Capital Improvement Needs

[24CFR Part 903.79(g)]

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

N/A

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to sub-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 attached to the PHA Plan as 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 there.)

(2) 5-Year Action Plan

Agencies are required 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.

Select one:

The Capital Fund Program 5-Year Action Plan is attached to the PHA Plan as 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 there.)

¹ HUD Form 50075 not yet updated to show Capital Fund 5-Year Action Plan as required attachment.

B. HOPEVI and Public Housing Development and Replacement Activities (Non-Capital Fund)

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

1. Yes No: Has the PHA received a HOPEVI 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.
2. Status of HOPEVI revitalization grant (complete one set of questions for each grant):
 - a. Development name:
 - b. Development (project) number:
 - c. 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
3. Yes No: Does the PHA plan to apply for a HOPEVI revitalization grant in the plan year?
If yes, list development name/s below:
4. Yes No: Will the PHA be engaging in any mixed -financed development activities for public housing in the plan year?
If yes, list developments or activities below:
5. Yes No: 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

[24CFR Part 903.79(h)]

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

N/A

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: <input type="checkbox"/> Demolition <input type="checkbox"/> Disposition
3.	Application status (select one): <input type="checkbox"/> Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
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

[24CFR Part 903.79(i)]

Exemptions from component 9: Section 8 only PHAs are not required to complete this component.

N/A

1. Yes No: Has the PHA designated, has it applied for approval to designate, or does it plan in the upcoming fiscal year to apply for approval to designate any public housing for occupancy by elderly families only, by families with disabilities only, 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)?
If no, skip to component 10. If yes, complete one activity description for each development. (PHA is eligible to complete a streamlined submission 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: <input type="checkbox"/> Occupancy by elderly families only <input type="checkbox"/> Occupancy by families with disabilities only <input type="checkbox"/> Occupancy by elderly families and families with disabilities
3.	Application status (select one): <input type="checkbox"/> Approved; included in the PHA's Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4.	Date this designation approved, submitted, or planned for submission (<u>dd/mm/yy</u>):
5.	If approved, this designation will constitute a (select one): <input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously -approved Designation Plan
6.	Number of units affected:
7.	Coverage of action (select one): <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

10. Conversion of Public Housing to Tenant -Based Assistance

[24CFR Part 903.79(j)]

Exemptions from component 10: Section 8 only PHAs are not required to complete this component.

N/A

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. (PHA eligible to complete a streamlined submission 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 selected, proceed to next question.) <input type="checkbox"/> Other (explain below):
3.	<input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? If yes, go to block 4. If no, go to block 5.
4.	Status of Conversion Plan (select the statement that best describes the current status): <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on (dd/mm/yyyy): <input type="checkbox"/> Conversion Plan approved by HUD on (dd/mm/yyyy): <input type="checkbox"/> Activities pursuant to HUD -approved Conversion Plan underway

5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one):
- Units addressed in a pending or approved demolition application (date submitted or approved):
 - Units addressed in a pending or approved HOPEVI demolition application (date submitted or approved):
 - Units addressed in a pending or approved HOPEVI Revitalization Plan (date submitted or approved):
 - Requirements no longer applicable: Vacancy rates are less than 10%.
 - 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

* Pending revision of the PHA Plan template

11. Homeownership Programs Administered by the PHA

[24CFR Part 903.79(k)]

A. Public Housing

Exemptions from sub -component 11A: Section 8 only PHAs are not required to complete 11A.

N/A

1. Yes No: Does the PHA administer any homeownership programs under an approved Section 5(h) homeownership program (42 U.S.C. 1437c(h)) or an approved HOPEI program (42 U.S.C. 1437aaa), or has the PHA applied or does it plan to apply to administer any homeownership programs under Section 5(h), the HOPEI program, or Section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z -4)?

If no, skip to sub -component 11B. If yes, complete one activity description for each applicable program/plan. (Small and high - performing PHAs eligible to complete streamlined submission may skip to sub -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	
1a.	Development name:
1b.	Development (project) number:
2.	Federal program authority: <input type="checkbox"/> HOPEI <input type="checkbox"/> Section 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the U.S. Housing Act 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. Housing Act of 1937, as implemented by 24 CFR part 982? If no, skip to component 12. If yes, provide responses to question 2 for each program, copying and completing as many times as necessary. (High-performing PHA eligible to complete streamlined submission may skip to component 12.)

2. Program description

a. Size of program

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

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

- 25 or fewer
 26–50
 51–100
 More than 100

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

[24CFR Part 903.79(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 12C.

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 (dd/mm/yy)?

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)
- Coordinating the provision of specific social and self -sufficiency services and programsto eligible families
- Jointly administering programs
- Partnering to administer a HUD Welfare -to-Work voucher program
- Jointly administering other demonstration program
- Other (describe): The Department of Social Services and the Housing Authority have a cooperative agreement to provide service to specific target groups of Family Unification participants along with a Memorandum of Understanding to provide the Family Car Loan Program where participants of the Cal Works program may qualify to obtain a loan to purchase a car when that is a major factor in obtaining/maintaining gainful employment.

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 (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 program to enhance the economic and social self-sufficiency of residents? If no, skip to sub-component (2), Family Self-Sufficiency Programs. If yes, complete the following table. (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)
FSS workshops	70-95	FSS participants	PHA main office	Section 8 participants
Homeownership Club	15-20	FSS participants	PHA main office	Section 8 FSS participants

(2) FamilySelf SufficiencyProgram/s

a. Participationdescription

FamilySelf -Sufficiency(FSS) Participation		
Program	RequiredNumberofParticipants (startofFY2002 estimate)	ActualNumberofParticipants (asof dd/mm/yy)
PublicHousing	N/A	
Section8	90	93

- b. Yes No: IfthePHAisnotmaintainingtheminimumprogramsizerequiredby HUD,doesthemostrecentFSSActionPlanaddressthestepsthePHA planstotaketoachieveatleasttheminimumprogramsizel? Ifno,liststepsthePHAwilltakebelow:

C. WelfareBenefitReductions

1. ThePHAiscomplyingwiththestatutoryrequirements ofSection12(d)oftheU.S. HousingActof1937(relatingtothetreatmentofincomechangesresultingfromwelfare programrequirements)by(selectallthatapply):
- AdoptingappropriatechangestothePHA’spublichousingrentdetermination policiesandtrainingstafftocarryoutthosepolicies
 - Informingresidentsofnewpolicyonadmissionandreeexamination
 - Activelynotifyingresidentsofnewpolicyattimesinadditiontoadmissionand reexamination
 - EstablishingorpursuingacooperativeagreementwithallappropriateTANFagencies regardingtheexchangeofinformationandcoordinationofservices
 - EstablishingaprotofofexchangeofinformationwithallappropriateTANF agencies
 - Other(listbelow):

D. ReservedforCommunityServiceRequirementPursuanttoSection12(c) oftheU.S.HousingActof1937

13. PHA Safety and Crime Prevention Measures

[24CFR Part 903.79(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 13D.

N/A

A. Need for Measures to Ensure the Safety of Public Housing Residents

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

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply)?
 - Safety and security survey of residents
 - Analysis of crime statistics over time for crimes committed "in and around" public housing authority
 - Analysis of cost trends over time for repair of vandalism and removal of graffiti
 - Resident reports
 - PHA employee reports
 - Police reports
 - Demonstrable, quantifiable success with previous or ongoing anti-crime/ 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. What crime prevention activities has the PHA undertaken or does it plan 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 -risky 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 are involved 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.
 - PHA has an agreement with local law enforcement agency for provision of above - baselinelaw enforcement services.
 - Other activities (list below):
2. Which developments are most affected (list below)?

D. Additional Information as Required by PHDEP/PHDEP Plan

PHA eligible for FY2001 PHDEP funds must provide a PHDEP Plan meetings 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 FY2001 in this PHA Plan?
- Yes No: This PHDEP Plan is Attachment (provide filename):

14. ReservedforPetPolicy

[24CFRPart903.79(n)]

N/A

15. Civil Rights Certifications

[24CFR Part 903.79(o)]

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

16. Fiscal Audit

[24CFRPart903.79(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 (state number)?
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If no, when are they due (state below)?

17. PHA Asset Management

[24CFR Part 903.79(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.

N/A

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

[24CFR Part 903.79(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?
If no, skip to sub -component B. If yes, continue to questions 2 and 3.

2. The comments from the Resident Advisory Board/s are (the PHA **must** select one):

Attached as (provide filename here):

Provided below:

Advisory Board members reviewed the change to Section 8 Project -based vouchers and determined they would be beneficial to program participants -allowing more housing availability. Advisory Board members assisted PHA staff with the addition of Chapter 21 of the Administrative Plan in providing policies for the HCV Project -based Voucher Assistance.

Advisory Board members were given information as to their opportunity to serve on the governing board. No participants on the Advisory Board chose this option at this time.

3. In what manner did the PHA address the comments from the Resident Advisory Board/s (select all that apply)?

Considered comments, but determined that no changes to the PHA Plan were necessary

Changed portions of the PHA Plan in response to comments (list changes below):

Other (list below):

B. Description of Election Process for Residents on the PHA Board

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

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

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): Past participant to the Section 8 HCV Rental Assistance Program and Family Self Sufficiency Program.

- c. Eligible voters (select all that apply):
- All adult recipients of PHA assistance (public housing and Section 8 tenant based assistance)
 - Representatives of all PHA resident and assisted family organizations
 - Other (list):

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction (state name): State of California Consolidated Plan
El Dorado County

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 activities below.)
 - Other (list below):

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

The State Department of Housing and Community Development (HCD) encourages the Housing Authority of the County of El Dorado to submit suggestions, improvements and additional objectives for consideration in State Consolidated Plan updates. HCD also solicits information and feedback from housing authorities, such as public responses to the PHA Plans. This collaboration of the housing needs of El Dorado County provides HCD with a means of sharing solutions to similar problems among the agencies in its jurisdiction.

The PHA Plan has updated its Administrative Plan to better serve the needs of the low income, very low income, and especially the very, very low income residents of El Dorado County.

The Administrative Plan recognizes that families with a Rent Burden are a risk as families that are homeless.

The Administrative Plan recognizes that victims of domestic violence are at risk and have reserved a ranking preference for those that fall into this category.

The PHA recognizes that there are circumstances that require a continuous filing on the Section 8 Housing Assistance program for families with certain preferences even though the regular waiting list may be closed.

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.

List of Section 8 Tenant Based Program Advisory Board members:

Deborah Reams
Norma Strike
Sandra Maggard
Mary Groseclose
Rena Bryla

Section 8 Homeownership Program Capacity Statement:

El Dorado County Housing Authority has included the following criteria in its Administrative Plan requiring the following component to the Homeownership program:

The PHA will offer homeownership assistance under the pilot program for homeownership assistance for disabled families.

The PHA will comply with CFR 982.640 in recapturing a percentage of the homeownership assistance provided to the family upon sale or refinancing of the home.

Using Section 8 Project-Based Voucher to Promote Affordable Housing

In recent months, the rental market has reached crisis status in the housing authority's jurisdiction. Vacancy rates now hover around 4%.

In 2001 alone, the jurisdiction had a significant housing deficit; more than 1,600 jobs were created, but fewer than 200 units were built, of which zero were multi-family units, which are deemed most needed.

The housing authority currently has approximately 900 families waiting for Section 8 vouchers. The average wait to receive assistance is 2-3 years.

Given these factors, the housing authority proposes to project -base up to a maximum of 74, or 20% of its existing tenant -based vouchers.

Because the supply of units for tenant -based assistance is very limited, project -basing in certain unincorporated areas of the jurisdiction where the jobs are, would assure the availability of units for at least 20 years.

The Housing Authority proposes project -basing in the following general locations:

El Dorado Hills

Unincorporated areas of El Dorado County

This proposal is consistent with the Administrative Plan. The housing authority encourages program participation by owners of units located outside of poverty and minority concentration, and periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choice and better housing opportunities to families. The housing authority believes the strategy of project -basing assistance will increase lease -up rates, housing choice, and the availability of affordable housing in our communities.

Given the above, the Housing Authority intends to implement project -based vouchers to the fullest extent permitted under HUD Regulations. Potentially up to 74, or 20%, of the 374 voucher increment could be project -based. The project-based voucher increment can be utilized for new construction, existing units, or rental rehabilitation. The project -basing will be available as long as unused vouchers are available and will cease when full lease -up in the Housing Authority is achieved.

Meeting the 5 -Year Plan Mission and Goals

Mission Update:

The El Dorado County Housing Authority staff continues to work at meeting the mission of the PHA by participation in Affordable Housing Committees, attending meetings on Regional Housing Needs Plan from SACOG, and providing input to the needs of the low income population in order that the Housing Element Update will reflect the concerns of the low income population of the jurisdiction.

Goals Update:

The PHA applied for Fair Share Vouchersto assist families in our jurisdiction on March 25, 2002. If funded, 15% of vouchers will be designated to disabled families. No award to application.

The PHA continues to provide landlord workshopsto update landlords on new regulations under the program as well as work on outreach to obtain new landlords to the program.

The PHA contributes to work with JOB ONE on a monthly basis. The program assistant assigned to Family Self-Sufficiency participants is going to South Lake Tahoe office of JOB ONE on a monthly basis and twice monthly to Placerville.

The PHA has set policies to ensure program participation in the Housing Choice Voucher Project-based Rental Assistance. The PHA has advertised a Request for Proposal allowing Developers the opportunity to receive a percentage of assistance through the Project-based Assistance.

The PHA continues to work with affordable housing developers to meet the needs of low income households within the jurisdiction.

PHA Plan Table Library

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

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 Non-dwelling Structures	
13	1475 Non-dwelling 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	

AnnualStatement
CapitalFundProgram(CFP)PartII:SupportingTable

Development Number/Name HA-WideActivities	GeneralDescriptionofMajorWork Categories	Development Account Number	Total Estimated Cost

**AnnualStatement
CapitalFundProgram(CFP)PartIII:ImplementationSchedule**

Development Number/Name HA-WideActivities	AllFundsObligated (QuarterEndingDate)	AllFundsExpended (QuarterEndingDate)

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 years. Copy this table as many times as necessary. Note: PHAs need not include information from Year 1 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				

**Certification by State or Local Official of PHA Plans Consistency with
the Consolidated Plan**

I, Cathy E. Creswell the Deputy Director certify
that the Five Year and Annual PHA Plan of the El Dorado County Housing Authority is
consistent with the Consolidated Plan of the State of California prepared
pursuant to 24 CFR Part 91.

Cathy Creswell 3/27/03

Signed / Dated by Appropriate State or Local Official



RESOLUTION NO. PHA 1-03

**OF THE BOARD OF COMMISSIONERS
OF THE EL DORADO COUNTY PUBLIC HOUSING AUTHORITY**

A RESOLUTION APPROVING SUBMISSION OF THE EL DORADO COUNTY PUBLIC HOUSING AUTHORITY (PHA) 2003-04 ANNUAL AGENCY PLAN UPDATE FOR SUBMISSION TO THE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, RECOGNIZING THE CONTRIBUTION OF THE PHA AGENCY PARTICIPANT ADVISORY BOARD IN ASSISTING WITH THE ANNUAL UPDATE OF THE AGENCY PLAN, APPROVING AN AMENDMENT TO THE PHA ADMINISTRATIVE PLAN FOR THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM AND AUTHORIZING THE DIRECTOR OF COMMUNITY SERVICES, AS THE EXECUTIVE DIRECTOR OF THE HOUSING AUTHORITY, TO MAKE FUTURE AMENDMENTS TO THE ADMINISTRATIVE PLAN AS MAY BE REQUIRED TO COMPLY WITH HUD REGULATORY CHANGES

WHEREAS, The United States Department of Housing and Urban Development (HUD) requires submission by the El Dorado County Public Housing Authority of an Annual Update to the Agency Plan, and
WHEREAS, Assistance of the PHA Agency Participant Advisory Board with development of the Agency Plans is appreciated, and
WHEREAS, Pursuant to changes in Section 8 Housing Choice Voucher Program regulations effective October 1, 1999, the PHA Administrative Plan must be amended when changes are to be implemented, and
WHEREAS, Future amendments to the PHA Administrative Plan may be executed by the Executive Director of the PHA,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the El Dorado County Housing Authority as follows:

1. The El Dorado County Public Housing Authority (PHA) 2003/04 Annual Agency Plan Update is approved for submission to the Department of Housing and Urban Development
2. The Chairman's is authorized to sign the PHA Certifications of Compliance with the PHA Plan and Related Regulations
3. The PHA recognizes the contribution of the PHA Agency Participant Advisory Board in assisting with the update of the Agency Plan
4. The PHA approves an amendment to the PHA Administrative Plan for the Housing Choice Voucher Assistance Program
5. The Director of Community Services, as the Director of the Housing Authority, is authorized to make future amendments to the Administrative Plan as may be required to comply with HUD regulatory changes

PASSED AND ADOPTED by the Board of Commissioners of the El Dorado County Public Housing Authority at a meeting of said Authority, held on the 29th day of April, 2003, by the following vote of said Authority:

AYES DUPRAY, BAUMANN, PAINE, SOLARO

NOES NONE

ABSENT: NONE

ATTEST:

DIXIE L. FOOTE, Clerk of the
Authority/Board of Supervisors

By Margaret E. Moody
Deputy

By Dixie L. Foote
Chairman, Board of Commissioners

I CERTIFY THAT:

THE FOREGOING INSTRUMENT IS A CORRECT COPY OF THE ORIGINAL ON FILE IN THIS OFFICE.

DATE April 29, 2003

ATTEST: DIXIE L. FOOTE, Clerk of the Board of Supervisors of the County of El Dorado, State of California.

By Margaret E. Moody
Deputy Clerk

**PHA Certifications of Compliance with the PHA Plans
and Related Regulations
Board Resolution to Accompany the PHA Plan**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the 5-Year Plan and Annual Plan for PHA fiscal year beginning 7/1/03 hereinafter referred to as the Plan of which this document is a part and make the following certifications and agreements with the Department of Housing Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).

8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low- or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.
13. For PHA Plan that includes a PHDEP Plan as specified in 24 CFR 761.21: The PHDEP Plan is consistent with and conforms to the "Plan Requirements" and "Grantee Performance Requirements" as specified in 24 CFR 761.21 and 761.23 respectively and the PHA will maintain and have available for review/inspection (at all times), records or documentation of the following:
 - Baseline law enforcement services for public housing developments assisted under the PHDEP plan;
 - Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);
 - Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;
 - Coordination with other law enforcement efforts;
 - Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and
 - All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.
14. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
15. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
16. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
17. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
18. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
19. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
20. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
21. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.

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

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

El Dorado County PHA
PHA Name

CA151
PHA Number

Helen K. Baumann

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

HELEN K. BAUMANN, Chairman 4/29/2003

ATTEST: DIXIE L. FOOTE, Clerk
of the Board of Supervisors

By *Margaret B. Moody*
DEPUTY 4/29/2003