

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

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# State of California Department of Housing & Community Development

Annual Plan for Fiscal Year 2003

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

## PHA Plan Agency Identification

**PHA Name:** State of California, Department of Housing & Community Development

**PHA Number:** CA912

**PHA Fiscal Year Beginning:** 07/01/2003

### Public Access to Information

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

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

### Display Locations For PHA Plans and Supporting Documents

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

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)  
Local Colleges

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)

**Annual PHA Plan  
PHA Fiscal Year 2001**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**N/A**

**iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

**Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	N/A
ii. Table of Contents	1
1. Housing Needs	5
2. Financial Resources	9
3. Policies on Eligibility, Selection and Admissions	10
4. Rent Determination Policies	19
5. Operations and Management Policies	23
6. Grievance Procedures	24
7. Capital Improvement Needs	n/a
8. Demolition and Disposition	n/a
9. Designation of Housing	n/a
10. Conversions of Public Housing	n/a
11. Homeownership	29
12. Community Service Programs	31
13. Crime and Safety	n/a
14. Pets (Inactive for January 1 PHAs)	n/a
15. Civil Rights Certifications (included with PHA Plan Certifications)	36
16. Audit	36

17. Asset Management

n/a

18. Other Information

37

**Attachments**

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

**Required Attachments:**

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

**Optional Attachments:**

- PHA Management Organizational Chart (attachment A)
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) (attachment B)
- Other (List below, providing each attachment name)
- Administrative Plan (attachment C)
- Membership of the Resident Advisory Board (attachment D)
- Statement on progress on meeting Mission and Goals of the 5-Year Plan

**Supporting Documents Available for Review**

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
x	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	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	Annual Plan: Designation of

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	housing (Designated Housing Plans)	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	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) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
x	Policies governing project-based vouchers—included in Section 8 Administrative Plan	Annual Plan: Project-Based Vouchers

# **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
Family Type	Overall 1	Afford- ability	Supply	Quality	Access- ibility	Size	Location
Income <= 30% of AMI	1159	5	5	3	n/a	2	3
Income >30% but <=50% of AMI	1198	5	4	3	n/a	2	3
Income >50% but <80% of AMI	804	4	4	3	n/a	2	3
Elderly	546	4	4	3	n/a	2	3
Families with Disabilities (Mobility & self-care limitations)*	351	5	5	3	4	2	3
Hispanic	271	3	n/a	3	n/a	1	2
Black/Non Hispanic	52	3	n/a	3	n/a	n/a	2
White/Non Hispanic	3818	3	n/a	3	n/a	n/a	2

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:
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
\*State Independent Living Council - 1999

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	146		25
Extremely low income <=30% AMI	67	45.8%	
Very low income (>30% but <=50% AMI)	57	39%	
Low income (>50% but <80% AMI)	14	9.5%	
Families with children	72	49.3%	
Elderly families	23	15.7%	
Families with Disabilities	47	32.2%	
White/Non-Hispanic	144	98.6%	
Black/African American	-0-	-0%	
American Indian	0	0%	
Hispanic	-3-	.02%	
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1 week			
Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

## C. Strategy for Addressing Needs

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

In order to provide for the needs of the extremely low and very low-income families, HCD will: 1) apply for additional vouchers as they become available, 2) market the

Section 8 program to both landlords and families to encourage participation, 3) will begin a project-based voucher component, and 4) will begin a Section 8 homeownership program.

**(1) Strategies**

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

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs

Other: (list below)

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

Select all that apply

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

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

### **(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$345,245	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>State of California General Fund</b>	\$24,392	Administrative Costs
<b>Total resources</b>	<b>\$369,637</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

**(1) Eligibility**

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

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

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

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

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

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

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

**(2)Waiting List Organization**

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

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

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

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

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

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

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

If yes, how many lists?

3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
- One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

**(4) Admissions Preferences**

- a. Income targeting:
- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
- In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)
- c. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

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

- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)
- d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?
- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)
- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

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

### (1) Eligibility

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)  
Prior rental history; payment history; claims filed against tenant (e.g., damage claims, vacancy loss, unpaid rent).

**(2) Waiting List Organization**

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

**(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:

If participant is unable to locate a unit due to disability, illness/hospitalization or inability to locate unit meeting payment standards or landlord unwilling to rent to Section 8 (concerted effort must be shown).

**(4) Admissions Preferences**

- a. Income targeting

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

b. Preferences

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

Former Federal preferences

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

Other priority (select all that apply)

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

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

1 Date and Time

Former Federal preferences

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

Other priority (select all that apply)

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

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

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

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

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

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

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

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

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

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

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

- Through published notices
- Other (list below)  
Public Service Organizations

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

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:
- d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)
- For the earned income of a previously unemployed household member
  - For increases in earned income
  - Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  - Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  - For household heads
  - For other family members
  - For transportation expenses
  - For the non-reimbursed medical expenses of non-disabled or non-elderly families
  - Other (describe below)

e. Ceiling rents

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

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

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

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

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

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments

- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)
- Never
  - At family option
  - Any time the family experiences an income increase
  - Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
  - Other (list below)

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

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
  - Survey of rents listed in local newspaper
  - Survey of similar unassisted units in the neighborhood
  - Other (list/describe below)

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

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

## **(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

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

Market rents for units of the same size in the market area.

## **(2) Minimum Rent**

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

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

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

## **5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

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

### **B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning 07/01/2002</b>	<b>Expected Turnover</b>
Public Housing	n/a	
Section 8 Vouchers	36	3
Section 8 Certificates	n/a	
Section 8 Mod Rehab	n/a	
Special Purpose Section 8 Certificates/Vouchers (list individually)	n/a	
Public Housing Drug Elimination Program (PHDEP)	n/a	

### **C. Management and Maintenance Policies**

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

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

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

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)  
Local Office

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

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

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

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

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

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

#### 2. Activity Description

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

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

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

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

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

If yes, list criteria below:

Eligible participants must have completed an initial Section 8 lease term/

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

[24 CFR Part 903.7 9 (I)]

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

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

#### 1. Cooperative agreements:

- Yes  No: Has the PHA has 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?

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
Various Supportive services				
One Stop Career Center			“	“
Day Care			“	“
Head Start			“	“
Information and referral service			“	“

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

a. Participation Description – **Not required.**

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

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

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA’s public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

[24 CFR Part 903.7 9 (m)]

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

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

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

(select all that apply)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

## **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

## **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

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

#### 3. Description of Resident Election Process

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

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

Local offices submitted 5 candidates per county for consideration. Letters of interest were sent to each candidate explaining their responsibilities as a member of the Advisory Board. From the interest letters returned by the candidates, one candidate from each county was selected to represent their county. The term for Advisory Board membership is two years.

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

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance

- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other: Selection was determined by the returned interest letter with the final selection made by the PHA if two or more individuals in the same county indicated interest

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

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

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

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

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

The State of California Consolidated Plan has these objectives which are consistent with the PHA Plan:

- Address housing needs of low-income renter households;
- Address housing needs of the homeless and other special needs groups; and
- Address removing impediments to Fair Housing.

The State Department of Housing and Community Development (HCD) encourages suggestions, improvements, and additional objectives for consideration in the State Consolidated Plan updates. HCD also solicits information and feedback from housing authorities, such as the public responses to the PHA Plans.

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

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

HCD will implement a project-based voucher program in the 2003-2004 fiscal year. The Administrative Plan contains policies regarding this program.

HCD received a comment on the Annual Plan during the public comment period. This comment is summarized, and the HCD response is included as Attachment F.

## **Attachments**

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

# PHA Plan Table Library

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

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

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

Original Annual Statement

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

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

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

**Annual Statement**

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

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

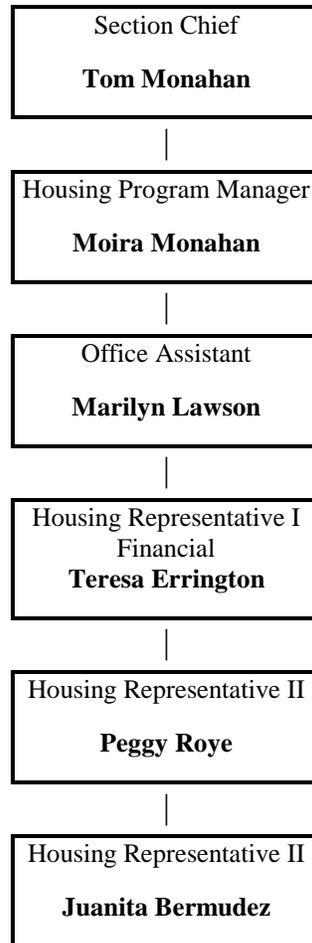
## Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

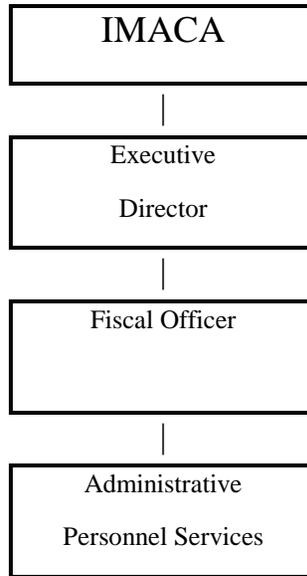
Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next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



# DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT – Housing Assistance Program



# CA 912





**ADVISORY BOARD COMMENTS**

No comments were received from the resident advisory board.

# **ADMINISTRATIVE PLAN**

**Housing Choice Voucher Program  
Moderate Rehabilitation Program  
Family Self-Sufficiency**

## **State of California**

**Business, Transportation and Housing Agency  
Department of Housing and Community Development  
Division of Community Affairs  
1800 3<sup>rd</sup> Street  
P.O. Box 952054  
Sacramento, California 95814**

Revised December 1999	To HUD January 2000
Revised June 12, 2000	
Amended February 2002	
Amended April 2003	

# ADMINISTRATIVE PLAN

APPROVED BY:

	Date
--	------

William J. Pavão, Deputy Director  
Division of Community Affairs

# Table of Contents

<b>I.</b>	<b>STATEMENT OF POLICIES AND OBJECTIVES .....</b>	<b>I-1</b>
	INTRODUCTION .....	I-1
	JURISDICTION .....	I-1
	SUBCONTRACTORS .....	I-1
	SECTION 8 PROGRAM PURPOSE .....	I-1
	ADMINISTRATIVE PLAN PURPOSE .....	I-2
	FAIR HOUSING POLICY .....	I-2
	PRIVACY RIGHTS AND SECURITY OF TENANT FILES .....	I-3
	HCD/HAP ORGANIZATION .....	I-3
	SUBCONTRACTOR ORGANIZATION .....	I-3
	RECORDS FOR MONITORING PERFORMANCE .....	I-3
	FAMILY OUTREACH .....	I-4
	OWNER OUTREACH .....	I-4
	PRESERVATION .....	I-5
	SPECIAL HOUSING TYPES .....	I-5
<b>II.</b>	<b>ELIGIBILITY FOR ADMISSION .....</b>	<b>II-1</b>
	CRITERIA .....	II-1
	INCOME LIMITATIONS .....	II-2
	SOCIAL SECURITY NUMBERS .....	II-2
	FAMILY COMPOSITION .....	II-3
	NONCITIZEN PARTICIPATION .....	II-3
<b>III.</b>	<b>APPLYING FOR ADMISSION .....</b>	<b>III-1</b>
	HOW TO APPLY .....	III-1
	OPENING AND CLOSING OF WAITING LIST .....	III-1
	ACCEPTING APPLICATIONS .....	III-1
	PREFERENCE CATEGORIES .....	III-1
	WAITING LIST PLACEMENT AND SELECTION CRITERIA .....	III-1
	INCOME TARGETING .....	III-2
<b>IV.</b>	<b>INCOME DETERMINATION .....</b>	<b>IV-1</b>
	ELIGIBILITY DETERMINATION .....	IV-1
	MINIMAL/ZERO INCOME STATUS .....	IV-1
	MINIMUM RENT .....	IV-1
	ALIMONY AND CHILD SUPPORT .....	IV-2
	WELFARE INCOME CHANGES .....	IV-2
	NET INCOME FROM A BUSINESS .....	IV-3
	CHILD CARE BUSINESS .....	IV-3
	REGULAR CONTRIBUTIONS AND GIFTS .....	IV-4
	RECURRING GIFTS .....	IV-4

<b>V.</b>	<b>VOUCHER ISSUANCE AND BRIEFINGS.....</b>	<b>V-1</b>
	VOUCHER SIZE .....	V-1
	OCCUPANCY STANDARDS.....	V-1
	JOINT CUSTODY OF CHILDREN.....	V-1
	VOUCHER DETERMINATION FOR SPLIT HOUSEHOLDS .....	V-2
	ABSENCE FROM THE UNIT .....	V-2
	PERMANENTLY ABSENT .....	V-2
	VISITORS .....	V-3
	CHANGE IN FAMILY COMPOSITION .....	V-3
	PURPOSE OF BRIEFINGS .....	V-3
	ATTENDANCE REQUIREMENTS .....	V-3
	FORMAT .....	V-4
	HOUSEHOLD OBLIGATIONS.....	V-4
	TERM OF VOUCHERS .....	V-5
<b>VI.</b>	<b>LEASE APPROVAL AND HAP/VOUCHER CONTRACT EXECUTION.....</b>	<b>VI-1</b>
	OWNERSHIP DOCUMENTATION.....	VI-1
	LEASING TO RELATIVES.....	VI-1
	PAYMENT STANDARD.....	VI-1
	RENT REASONABLENESS .....	VI-1
	LEASE APPROVAL/ DISAPPROVAL .....	VI-2
	HAP CONTRACT EXECUTION .....	VI-2
	CHANGE IN OWNERSHIP .....	VI-2
<b>VII.</b>	<b>ANNUAL REEXAMINATIONS, INTERIM ADJUSTMENTS, ETC. ....</b>	<b>VII-1</b>
	ANNUAL REEXAMINATIONS.....	VII-1
	INTERIM ADJUSTMENTS .....	VII-1
	REPORTING CHANGES IN INCOME.....	VII-1
	WHEN INCOME CHANGES ARE REPORTED IN A TIMELY MANNER.....	VII-2
	WHEN INCOME CHANGES ARE NOT REPORTED IN A TIMELY MANNER .....	VII-2
	WHEN CHANGES ARE NOT PROCESSED BY HCD/SUBCONTRACTOR IN A TIMELY MANNER.....	VII-2
<b>VIII.</b>	<b>HOUSING QUALITY STANDARDS AND INSPECTIONS .....</b>	<b>VIII-1</b>
	HQS GUIDELINES.....	VIII-1
	CLEARING DEFICIENCIES .....	VIII-1
	OWNER FAILS TO CORRECT HQS ITEMS.....	VIII-1
	TENANT FAILS TO CORRECT HQS ITEMS.....	VIII-1
	REQUEST FOR SPECIAL UNIT INSPECTION .....	VIII-1
<b>IX.</b>	<b>PORTABILITY AND MOVES WITH CONTINUED ASSISTANCE.....</b>	<b>IX-1</b>
	OUTGOING VOUCHERS .....	IX-1
	INCOMING VOUCHERS .....	IX-1
	PARTICIPANT MOVES .....	IX-1

<b>X.</b>	<b>PROJECT-BASED VOUCHERS.....</b>	<b>X-1</b>
	PERCENTAGE LIMITATION .....	X-1
	ELIGIBLE PROPERTIES.....	X-1
	HOUSING QUALITY STANDARDS.....	X-1
	UNIT SELECTION POLICY, ADVERTISING .....	X-1
	CONTRACT TERMS .....	X-1
	TENANT SELECTION .....	X-2
	PORTABILITY .....	X-2
	VACANCIES .....	X-2
<b>XI.</b>	<b>HOMEOWNERSHIP PROGRAM .....</b>	<b>XI-1</b>
	GENERAL PROVISIONS.....	XI-1
	ELIGIBLE PARTICIPANTS .....	XI-1
	PURCHASE REQUIREMENTS .....	XI-1
	MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE.....	XI-2
	AMOUNT OF MONTHLY ASSISTANCE PAYMENT.....	XI-2
	MOVE WITH CONTINUED ASSISTANCE.....	XI-3
	TERMINATION OF HOMEOWNERSHIP ASSISTANCE .....	XI-3
	RECAPTURE OF HOMEOWNERSHIP ASSISTANCE.....	XI-3
<b>XII.</b>	<b>DENIAL OR TERMINATION OF ASSISTANCE.....</b>	<b>XII-1</b>
	FAMILY FRAUD .....	XII-1
	LANDLORD FRAUD .....	XII-1
	LEASE VIOLATIONS .....	XII-1
	DISCRETION TO DENY OR TERMINATE ASSISTANCE .....	XII-2
	REPAYMENT AGREEMENT .....	XII-2
<b>XIII.</b>	<b>INFORMAL REVIEW/HEARING.....</b>	<b>XIII-1</b>
	INFORMAL REVIEW FOR APPLICANTS .....	XIII-1
	WHEN INFORMAL REVIEWS ARE REQUIRED .....	XIII-1
	WHEN INFORMAL REVIEWS ARE NOT REQUIRED .....	XIII-1
	INFORMAL HEARINGS FOR PARTICIPANTS.....	XIII-2
	WHEN INFORMAL HEARINGS ARE REQUIRED .....	XIII-2
	WHEN INFORMAL HEARINGS ARE NOT REQUIRED .....	XIII-3
	FAMILY’S RIGHT TO DISCOVERY .....	XIII-3
<b>XIV.</b>	<b>HCD/SUBCONTRACTOR ERRORS .....</b>	<b>XIV-1</b>
	CALCULATION ERRORS .....	XIV-1
<b>XV.</b>	<b>TERMINOLOGY.....</b>	<b>XV-1</b>

## I. STATEMENT OF POLICIES AND OBJECTIVES

The Section 8 Program was created by the Housing and Community Development Act of 1974 and amended by the Housing and Community Development Act of 1981, the Housing and Urban-Rural Recovery Act of 1983, the Technical Amendments Act of 1984, the Housing and Community Development Act of 1987, and the Quality Housing and Work Responsibility Act (QHWRA) of 1998.

### Introduction

The California Department of Housing and Community Development (HCD) acts as the Public Housing Agency (PHA) in the administration of the Section 8, Family Self-Sufficiency and Section 8 Moderate Rehabilitation housing programs. Functions and responsibilities of the HCD staff shall be in compliance with the personnel policy of HCD and the Equal Opportunity Housing Plan (EOHP). All Federal, State and local housing laws will be followed and HCD will comply with Fair Housing Regulations.

HCD administers Section 8 Housing Choice Voucher Programs in 12 rural counties: Alpine, Amador, Calaveras, Colusa, Glenn, Inyo, Modoc, Mono, Sierra, Siskiyou, Trinity, and Tuolumne. In addition, HCD administers a Section 8 Moderate Rehabilitation project in Tuolumne County.

### Jurisdiction

HCD contracts with Subcontractors for specified administrative services in the counties mentioned above, with the exception that HCD provides direct administrative services to Alpine County and Sierra County.

### Subcontractors

The administrative services provided by HCD/Subcontractors include outreach to tenants and owners, waiting list management, determination of client eligibility, issuance of Housing Choice Vouchers, tenant and owner briefings, HQS inspections, annual re-certifications and inspections and interim adjustments. The Subcontractors are paid 70.6% of the earned administrative fee.

The four major objectives of the Section 8 Program are to:

- Provide improved living conditions for very low-income families while maintaining their rent payments at an affordable level;
- Promote freedom of housing choice and spatial de-concentration of lower income and minority families;
- Provide decent, safe and sanitary housing for eligible participants; and
- Provide an incentive to private property owners to rent to lower income families by offering timely assistance payments.

### Section 8 Program Purpose

[24 CFR 982.1]

The purpose of the Administrative Plan is to establish policies for items that are not covered under Federal regulations for the Section 8 Voucher, Moderate Rehabilitation and Family Self-Sufficiency Programs.

**Administrative  
Plan Purpose**

[24 CFR 982.54]

The Plan covers both admissions and continued participation in these programs. Policies are the same for all programs, unless otherwise noted.

HCD/Subcontractors are responsible for complying with all subsequent changes in Federal regulations pertaining to these programs. If such changes conflict with this Plan, Federal regulations will have precedence.

It is the policy of HCD to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment.

**Fair Housing  
Policy**

[24 CFR  
982.54(d)(6);  
982.304]

Specifically, HCD shall not on account of race, color, sex, religion, creed, national or ethnic origin, age, family or marital status, handicap or disability deny any family or individual the opportunity to apply for or receive assistance under HUD's Section 8 Housing Assistance Programs, within the requirements of the HUD regulations.

To further its commitment to full compliance with applicable Civil Rights laws, HCD will provide Federal/State/local information to Section 8 participants regarding "discrimination" and any recourse available to them should they feel they have been the victim of discrimination. Such information will be made available during the family briefing session and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Housing Choice Voucher holder's packet.

HCD subscribes to HUD's "open-housing" policy and, as such, directs Subcontractors to maintain a list of available housing submitted by owners in all neighborhoods within the Subcontractor's jurisdiction to ensure greater mobility and housing choice to extremely low and very low-income households served by the Subcontractor.

Disabled applicants and participants who require a reasonable accommodation due to their disability should submit a written request for the specific accommodation needed so that HCD/Subcontractor can accommodate the need. The request should include supporting documentation from the disabled person's physician.

HCD will review and update its Equal Opportunity Housing Plan, as needed, to ensure that these objectives are being met.

All applicants are required to sign the Federal Privacy Act Statement form, which states the conditions under which HUD/HCD/Subcontractors will release tenant information.

**Privacy Rights and Security of Tenant Files**

Section 8 practices and procedures are designed to safeguard the privacy of applicants and Program participants. All applicant and participant files will be stored in a secure location that is only accessible by **authorized** staff.

[24 CFR 5.212]

HCD tenant files will be retained for seven years after cancellation/termination. After seven years, the tenant files will be confidentially destroyed (shredded) to ensure privacy/confidentiality. Any document containing an applicant, tenant, or landlord's social security number or other confidential item that is no longer required, will be confidentially destroyed (shredded) to ensure privacy/confidentiality.

All Subcontractors will retain tenant files for three years.

HCD is located in Sacramento, California and administers the Section 8 Housing Assistance Program (HAP) through the Los Angeles HUD office and the Sacramento HUD Office. The Housing Assistance Program is in the Division of Community Affairs, State of California, Department of Housing and Community Development.

**HCD/HAP Organization**

HCD's HAP staff includes:

- Program Manager;
- Housing and Community Development Representative II (Program);
- Housing and Community Development Representative I (Financial);
- Office Assistant

Subcontractor staff positions vary from Subcontractor to Subcontractor. Staffing can include the following:

**Subcontractor Organization**

- Program Specialist
- Housing Coordinator
- Housing Specialist
- Accountant
- Secretary
- Building Maintenance Worker
- Inspector
- Executive Director

In order to demonstrate compliance with HUD and other pertinent regulations, HCD/Subcontractor will maintain records, reports and other documentation for a time that is in accordance with HUD requirements and in a manner that will allow an auditor, housing professional or other interested party to follow, monitor and/or assess HCD's/Subcontractor's operational procedures objectively and with accuracy.

**Records for Monitoring Performance**

HCD/Subcontractor publicizes and disseminates information, as needed, concerning the availability and nature of housing assistance for extremely low and very low-income families. HCD/Subcontractor will provide notification to the public of the availability and nature of housing assistance for extremely low and very low-income families. Such notification will begin at least 30 days prior to the opening of the waiting list through publication of notices in newspapers of local circulation, minority media, and other suitable means.

**Family Outreach**

[24 CFR  
982.201(b)(2)]

**The Notice shall:**

- Advise the public that applications will be taken at a designated date, time, location and what, if any, preferences are being accepted; and
- Briefly describe the Section 8 Program.

To reach persons who do not have access to a local newspaper, HCD/Subcontractor shall distribute fact sheets to libraries, social service offices and other agencies as determined appropriate by HCD/Subcontractor.

HCD/Subcontractor issues public invitations to owners as needed to make dwelling units available for leasing by eligible families in accordance with the Equal Opportunity Housing Plan. On a continuing basis, HCD/Subcontractor will welcome the participation of owners of decent, safe, and sanitary housing units.

**Owner Outreach**

[24 CFR  
982.54(d)(5);  
982.153]

HCD/Subcontractor makes personal contact through formal or informal discussions/meetings with private property owners, property managers, and real estate agencies. Program requirements are explained and printed material is offered to acquaint the owner/manager with the opportunities available under the Program.

HCD/Subcontractor maintains a list of interested landlords and their property available for the Section 8 Program and updates this list as new information is received. When new units become available, Program staff will make the information available to prospective tenants.

---

Tenant-based assistance will be offered to eligible residents of projects covered by the Emergency Low-Income Housing Preservation Act of 1987 (ELIHPA) and the Low-Income Housing Preservation and Resident Homeownership Act of 1990 (LIHPRHA). Families must meet two separate criteria in order to be eligible for a preservation voucher:

**Preservation**

- The resident family must be income eligible on the effective date of the prepayment, and
- As a result of the owner's rent increase occurring no later than one year after the prepayment, the family would have to pay more than 30% of their monthly-adjusted income for rent unless the family received Section 8 tenant-based assistance.

Both assisted and unassisted residents may be eligible for preservation tenant-based assistance. In order to be eligible for one of the special rental vouchers, the resident must be either:

- A low-income family;
- A moderate-income elderly or disabled family; or
- A moderate-income family residing in a low-vacancy area (3% or less vacancy rate). HUD is responsible for determining whether the project where the owner is prepaying or voluntarily terminating the mortgage insurance is located in a low-vacancy area.

---

HCD/Subcontractor will permit use of any special housing type if it is needed as a reasonable accommodation to provide accessibility for persons with disabilities. Need shall be determined on a case-by-case basis.

**Special Housing Types**

[24 CFR 982.601]

## II. ELIGIBILITY FOR ADMISSION

---

To be eligible for admission to the Section 8 Program, an applicant must meet HUD's criteria for eligibility determination. The factors for eligibility are:

### Criteria

[24 CFR  
982.552(b), (c);  
982.201(1)]

- The applicant must be a family
- The household's annual income shall not exceed the applicable income limit;
- All family members six years or older must provide a Social Security Number or certify they do not have one;
- The applicant must furnish evidence of citizenship or eligible immigrant status;
- No member of the household is currently engaging in, or has engaged during the previous 12 months, in any drug-related criminal activity, any violent criminal activity, or any criminal activity that would threaten the health, safety, or right to peaceful enjoyment of the premises by other residents; and
- No member of the household can be subject to a lifetime registration requirement under the State sex offender registration program.

The following criteria shall also be met for an applicant to be eligible for assistance under the Section 8 Program:

- The family may not have any outstanding debt owed HCD or any other Housing Authority on any previous tenancy for Public Housing or Section 8. **No repayment agreement (between any housing authority and the tenant) will be accepted. The family must repay in full any amount owed to be considered eligible for admission.**
- A family whose assistance was terminated due to any family obligation violation under the Section 8 Program will not be assisted for three years from the date of termination.
- Assistance is denied if any family member engages in drug related, violent criminal activity, abuses the use of alcohol, or is registered under a state sex offender registration program.

Drug-related activity means the felonious manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute a controlled substance. (The felonious use or possession of a controlled substance must have occurred within one year before the date that HCD/Subcontractor provides notice to an applicant/participant of HCD's/Subcontractor's determination to deny admission or terminate assistance.)

Violent criminal activity includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property of another.

**Admission to the Section 8 Program is immediately and permanently denied to individuals convicted of manufacturing or producing methamphetamine in violation of any Federal, State or local law.**

---

- Families that have been evicted from Public Housing or by Section 8 owners for engaging in drug-related criminal activity or alcohol abuse will be denied admission for three years. However, if the person demonstrates a successful completion of a rehabilitation program and/or demonstrates that the circumstances leading to the eviction no longer exists, this requirement may be waived with prior approval from HCD.
- If a family member fails to sign and submit consent forms for obtaining continuing eligibility factor verifications, assistance will be denied.
- Denial or termination of assistance for cause shall be applicable for three years from the date of action by HCD/Subcontractor. Individuals convicted of fraud, bribery, or other felonious criminal activity, including attempted or threatened physical force against the person or property of HCD/Subcontractor or employees of HCD/Subcontractor, shall be denied assistance, including application for assistance, for a period of three years.

**Criteria  
(cont')**

HCD/Subcontractor is not required to determine family criminal activity, but shall, at the initial screening, include on all applications standardized questions regarding criminal activity.

Determinations of the above will be based on credible evidence and/or the preponderance of evidence provided.

**Credible Evidence** is defined as documentation available through law enforcement agencies or officials, documentation available through the judicial system, written witness accounts in conjunction with reliable documentation from other credible evidence.

**Preponderance of Evidence**, as quoted from Black’s Law Dictionary, is “evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it, that is, evidence which as a whole shows that the fact sought to be proved is more probable than not.”

Annual income shall not exceed the Very Low-Income Limit as established by HUD and published in the Federal Register.

**Income  
Limitations**  
[24 CFR  
982.201(b)]

Families are required to provide Social Security numbers for all family members age six and older prior to admission, or certify they do not have a Social Security number. If the individual is under 18, his or her parent or guardian must execute the certification. When the individual obtains a Social Security number, it must be disclosed at the next regularly scheduled income reexamination.

**Social Security  
Numbers**  
[24 CFR 5.216]

Verification is completed by the provision of a valid Social Security card issued by the Social Security Administration or other acceptable documentation of social security number such as a military I.D. card.

The applicant must qualify as a family. A family may be a single person or a group of persons. Discrimination on the basis of familial status is prohibited and a group of persons may not be denied solely on the basis that they are not related by blood, marriage or operation of law.

**Family  
Composition**

[24 CFR  
982.201(c)]

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

A single person may be:

- An elderly person
- A displaced person
- A person with a disability
- Any "other single" person

**Head of Household:** The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors who qualify under State law will be recognized as head of household.

Only one adult person is designated as the head of household within the family.

Section 214 of the Housing and Community Development Act of 1980 was amended by a Restriction on Assistance to Noncitizens, published in the Federal Register March 20, 1995. On May 12, 1999, the Federal Register published the Final Rule on the Restriction on Assistance to Noncitizens.

**Noncitizen  
Participation**

[24 CFR Part 5,  
Subpart E]

HCD/Subcontractor shall verify the eligibility of the individual of at least one family member *prior* to providing assistance.

All regulatory procedures in the implementation of Section 214 will be administered in a uniform manner prescribed without regard to race, national origin, or personal characteristics (e.g., accent, language spoken, or familial association with a noncitizen).

### III. APPLYING FOR ADMISSION

Families may apply for any of HCD/Subcontractor programs by completing an application when applications are being accepted.

#### How to Apply

The opening of the waiting list (accepting applications) shall be undertaken in accordance with HUD requirements and adequate notification shall be provided in accordance with the Administrative Plan under Family Outreach.

#### Opening and Closing of Waiting List

If HCD/Subcontractor is taking applications on an open enrollment basis, HCD/Subcontractor may suspend intake of applications if the waiting list is such that additional applicants would not be assisted within 12 months.

[24 CFR  
982.206(a);  
982.54(d)(1)]

Applications will be accepted according to the open waiting list announcement. Applications will be date stamped when received in the Subcontractor's office and added to the waiting list accordingly.

#### Accepting Applications

A preference category has been established for admission as described below.

#### Preference Categories

All families must indicate at the time of application if they qualify for the preference indicated below. Verification of the claimed preference is required prior to admission. If the preference claimed at the time of application submittal has changed upon verification, the application will be placed back on the waiting list in order of receipt by date and time.

#### Waiting List Placement and Selection Criteria

[24 CFR 982.204]

**Preference 1:** Families involuntarily displaced by federal, state, or local government agencies by a declared disaster or by actions beyond the families' control (e.g., conversion of the rental unit to non-residential use) will be given consideration for the involuntarily displaced preference, if displacement occurred no more than six months from the date of the preference status certification. This does not apply to loss of residency due to evictions with cause. All families assisted under this category must be without housing. Victims of domestic violence are included in this category. **To be assisted, the family must be on the waiting list. Only when HUD provides *additional* funding for specifically named disasters, government actions, etc., will applications be accepted from those families not on the waiting list.**

#### Verification of Preference Claimed:

**Preference 1:** Documentation from government agency regarding displacement; documentation from owner/landlord verifying displacement due to owner action; documentation from social service providers/law enforcement agencies regarding displacement due to domestic violence.

The waiting list will be organized according to date and time of application.

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The QHWRA of 1998 requires that in each fiscal year not less than 75% of new admissions to the Section 8 Program must have incomes at or below 30% of the area median income (40% of new admissions for Moderate Rehabilitation units). HCD/Subcontractor shall monitor new admissions and, when necessary, admit applicants regardless of preferences or priorities to meet this requirement. When there is not a sufficient pool of extremely low-income families (30% of the area median income) on the waiting list, HCD/Subcontractor will conduct outreach efforts and open the waiting list to extremely low-income families only.

**Income Targeting**

[24 CFR  
982.201(b)(2)]

Income targeting is not applicable to: 1) conversion of a participant's assistance from the Certificate to the Voucher Program; 2) continuously assisted families; or 3) families subject to displacement as a result of the prepayment of a mortgage or voluntary termination of an eligible low-income housing contract.

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## IV. INCOME DETERMINATION

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Information provided by the applicant will be verified, including information on family composition, income, assets, allowances and deductions, preference status, full time student status, and other factors relating to eligibility determination **before** an applicant is issued a Housing Choice Voucher.

**Eligibility  
Determination**

[24 CFR 5.230]

Third party verifications (sent by mail) are preferred. Oral third party verifications are acceptable, if properly documented (date when verified and the name of the person providing the information). If third party verification is impossible, HCD/Subcontractor may use documents provided by the applicant. Documents, when allowed by law, will be photocopied. When documents cannot be photocopied, HCD/Subcontractor shall certify that they viewed the document(s), noting what document(s) were viewed, the source of information, the information obtained, and the documents shall be signed and dated by HCD/Subcontractor. If the third party verifications and documents cannot be provided, HCD/Subcontractor may accept a notarized applicant certification with the information provided. If third party verification cannot be obtained, HCD/Subcontractor shall document in the tenant file steps taken to obtain information.

[24 CFR  
982.516(a)(2)]

If additional information is needed to determine eligibility, HCD/Subcontractor will send a letter to the applicant, requesting the additional information be submitted within 10 working days. If there is no response after the 10 days, a second request will be sent allowing another 10 working days to respond. If there is no response to the second request for additional information, ***an ineligibility letter will be sent.***

After the verification process is completed, HCD/Subcontractor will make a final determination of eligibility based on verified data.

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Families claiming to have annual income less than \$3,600 or whose expenses exceed their income will be required to complete a Minimal/Zero Income Certification on a quarterly basis. Initially, families will be required to execute verification forms including unemployment benefits, TANF, SSI, etc., to ensure that other sources of income are not being received by the household.

**Minimal/Zero  
Income Status**

When expenses exceed the household's declared income, HCD/Subcontractor will discuss the discrepancy with the family to determine if there is any unreported income.

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For participants with little or no income, there will be no minimum tenant rent.

**Minimum Rent**

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Regular alimony and child support payments are counted as income. If the amount of child support or alimony received is less than the amount awarded by the court, HCD/Subcontractor will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and have made an effort to collect payments. Efforts to collect payments include filing with courts or appropriate agencies responsible for enforcing such payments.

**Alimony and  
Child Support**[24 CFR  
5.609(b)(7)]

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HCD/Subcontractor **will not** reduce the family share of rent for families whose welfare assistance is reduced due to:

**Welfare Income  
Changes**

- Fraud;
- Failure to participate in an economic self-sufficiency program;
- Noncompliance with a work activity requirement.

The prohibition of rent reduction is not applicable if the welfare assistance is reduced due to the expiration of a lifetime limit on receiving benefits, or the family complied with welfare program requirements but is unable to obtain employment.

HCD/Subcontractor will obtain written verification from the welfare agency which indicates that the reduction was due to noncompliance or fraud **before** denying the request for rent reduction.

HCD/Subcontractor will notify the owner and family of the results of the reexamination of income, offering the family an opportunity for an informal hearing regarding the denial of the reduction of rent.

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In order to verify the net income from a business, HCD/Subcontractor will review IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.

**Net Income  
from a Business**

Acceptable methods of verification include one of the following:

1. IRS Form 1040, including: Schedule C (Small Business); Schedule E (Rental Property Income); Schedule F (Farm Income). If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense is computed using straight-line depreciation rules.
2. Audited or unaudited financial statement(s) of the business.
3. Credit report or loan application.
4. Documents such as Profit and Loss Statements, manifests, appointment books, cash books, bank statements, and receipts will be used as a guide for the prior six months (or lesser period if not in business for six months) to project income for the next 12 months. The family will be advised to maintain these documents in the future if they are not available.
5. Family's self-certification as to net income realized from the business during previous years.

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If an applicant/participant is operating a licensed day care business, income will be verified as with any other business.

**Child Care  
Business**

If the applicant/participant is operating a "cash and carry" operation (which may or may not be licensed), HCD/Subcontractor will require that the applicant/participant complete a form for each customer which indicates: name of person(s) whose child (children) is/are being cared for, phone number, number of hours child is being cared for, method of payment (check/cash), amount paid, and signature of the customer.

If the family has filed a tax return, the family will be required to provide it.

If child care services were terminated, telephone verification is acceptable from the customer whose child was cared for.

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Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

**Regular Contributions and Gifts**

Any contribution or gift received every two months or more frequently will be considered a “regular” contribution or gift, unless the amount is less than \$600.00 per year. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts.

[24 CFR 5.609(b)(7)]

If the family’s expenses exceed its known income, HCD/Subcontractor will inquire further about financial assistance/contributions and gifts.

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If a family is receiving recurring financial gifts, the family must complete a “Financial Gift” form which contains the following information:

**Recurring Gifts**

- The person who provides the financial gifts
- The amount of the financial gifts
- The regularity (dates) of the financial gifts
- The purpose of the financial gifts

This self-certification may be used in conjunction with the Minimal/Zero Income Certification for families reporting minimal/zero income.

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## V. VOUCHER ISSUANCE AND BRIEFINGS

The voucher size is determined by the occupancy standards and the family composition.

**Voucher Size**

HUD requires that HCD establish occupancy standards for the determination of Housing Choice Voucher size and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. These standards also must meet the minimum requirements of Housing Quality Standards (HQS).

**Occupancy Standards**

[24 CFR 982.402]

The occupancy standards for Housing Choice Voucher issuance determine the size of the voucher to be issued. The criteria and standards prescribed for the determination of unit size should apply to the majority of families. However, in some cases the relationship, age, sex, health, or handicap of a family member may warrant the assignment of a larger unit. Guidelines for maximum voucher issuance includes:

- Persons of different generations, persons of the opposite sex (excluding spouses), and unrelated adults, may have separate bedrooms;
- Children of the opposite sex may share a bedroom until one of the children reaches the age of six.
- Children should not share a bedroom with parents, but the family may choose to accept a one bedroom Voucher if they have one child under two years of age;
- Unborn children shall be included in the size of the household;
- Persons with verifiable medical needs or other extenuating circumstances may be provided a larger unit;
- Foster children are included when determining unit size;
- Live-in attendants will generally be provided a separate bedroom;
- Space will not be provided for a family member who is absent more than 90 consecutive days (e.g., member of the military);
- Families will not be required to use rooms other than bedrooms for sleeping purposes.

The following provides guidance on the above. *Subcontractors are required to request HCD's approval prior to issuing a larger size Voucher:*

<u>Voucher Size</u>	<u>Min. No. of Persons</u>	<u>Max. No. of Persons</u>
0-BDR.	1	2
1-BDR.	1	3
2-BDR.	2	4
3-BDR.	3	6
4-BDR.	6	8
5-BDR.	8	10
6 BDR	10	12

Children who are subject to a joint custody agreement but live with the parent who is a voucher applicant or recipient for at least 51% (183 non consecutive days) of the time will be considered members of that household.

**Joint Custody of Children**

[24 CFR 982.315]

In cases when a family assisted under the Section 8 Program becomes divided into two families due to divorce, legal separation, or the division of the family, HCD/Subcontractor will review the situation and make a determination as to who will retain assistance, subject to the following:

**Voucher  
Determination  
for Split  
Households**

- The desires of the parties involved;
- Which party has custody of the dependent children;
- To whom the assistance was issued;
- Who remains in the unit;
- Whether domestic violence is involved.

[24 CFR 982.315]

Documentation to prove these items will be the responsibility of the requesting party. If documentation is not provided, HCD/Subcontractor reserves the right to determine who will receive assistance.

Federal regulations allows for a family's brief absence from their unit. Absence means that no adult member will be residing in the unit. Absences exceeding 14 days must receive prior approval from HCD/Subcontractor. Family absences of 14 consecutive days or less are not subject to notification procedures.

**Absence from the  
Unit**

[24 CFR  
982.54(d)(10);  
982.551(b)(7)(i)]

Absences of up to 60 consecutive days, with prior written notification by the family, are acceptable. HCD/Subcontractor considers hospitalization, incarceration, family care, vacation, and employment as acceptable reasons for absences up to 60 days. The family's written notification to HCD/Subcontractor must include the beginning and ending dates of the absence, and the reason for the absence. The family must notify HCD/Subcontractor upon returning from the absence. It is understood that incarceration or hospitalization may prevent the prior approval; therefore, HCD/Subcontractor will allow seven (7) days after the beginning date of the incident for the family to provide proper written notice. Failure to receive prior written approval or failure to notify HCD/Subcontractor of a family absence that exceeds 14 days is grounds for termination of assistance.

If the family must leave the unit for more than 60 days, the unit will not be considered to be their principal place of residence and the family will be terminated from the Program. However, on a case-by-case basis, exceptions for an additional 30 days absence may be granted do to extenuating circumstances (i.e., hospitalization).

Persons not listed on the application/lease three months prior to the absence will not be recognized as a family member.

If any adult member of the family leaves the household for more than 90 days, that adult member is considered permanently absent from the unit. The remaining adult member of the family must report, in writing, the change in family composition to HCD/Subcontractor who will then remove the absent adult as a family member.

**Permanently  
Absent**

[24 CFR 982.312]

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Any adult not included on the application that has been in the unit for 14 consecutive days or more without HCD/Subcontractor approval, or a total of 30 days in a 12-month period, is considered to be living in the unit as an unauthorized household member.

**Visitors**

Absence of evidence of any other address will be considered verification that the visitor is a member of the household.

Statements from neighbors and/or the landlord will be considered in making the determination.

Use of the unit address as the visitor's current residence for any purpose that is not explicitly temporary shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the household and HCD/Subcontractor will terminate assistance because prior approval was not requested for the addition.

Minors and college students who were part of the family, but who now live away from home during the school year and are no longer on the lease may visit for up to 120 days per year without being considered a member of the household.

In a joint custody arrangement, if the minor is in the household less than 183 days per year, the minor will be considered to be a visitor and not a family member.

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HCD/Subcontractor may verify changes in family composition (either reported or unreported) through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources. However, the burden of proof that an individual has moved or lives elsewhere rests on the family.

**Change in Family Composition**


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The purpose of the briefing is to provide new participants with the information contained in the Housing Choice Voucher packets. This will ensure that all participants are aware of their responsibilities if they fail to comply with their responsibilities.

**Purpose of Briefings**

[24 CFR 982.301]

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Upon determination of eligibility, a briefing is scheduled, which the head of household is required to attend.

**Attendance Requirements**

Applicants are responsible for rescheduling briefing appointments. If the applicant does not reschedule and misses the scheduled briefing appointment, HCD/Subcontractor *may reject the application*. Rejection of the application means the applicant will be removed from the waiting list. The applicant will be notified in writing if the application is rejected for this reason. Applicants may reapply when applications are being taken.

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Briefings can either be in a group or held individually.

**Format**

The Voucher holders' packet shall contain the following:

- A general information brochure explaining the basics of the rental Program for landlord use;
- A current list of interested landlords and the address of their available property (if available);
- A list of Payment Standards;
- The HUD brochure A Good Place to Live;
- The HUD brochure on lead-based paint Protect Your Family;
- Conditions and procedures for notifying HCD/Subcontractor of changes that occur between annual reexams;
- Family Obligations and Responsibilities form;
- Utility schedule;
- Instructions on calculating gross rent; and
- Any supplemental material HCD/Subcontractor deems necessary.

HCD/Subcontractor will discuss the allowable deposits that can be collected by the owner; the conditions in the lease under which tenancy may be terminated, and the conditions under which Section 8 housing assistance may be terminated.

While the relationship between the tenant and landlord are the same as in the private housing market, the Section 8 recipients have the following additional obligations:

**Household Obligations**

[24 CFR 982.551]

1. The family must supply any information that is determined to be necessary in the administration of the Program, including submission of required evidence of citizenship or eligible immigration status.
2. The family must supply any information requested by HCD/Subcontractor for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with federal requirements.
3. The family must disclose and verify Social Security Numbers and must sign and submit consent forms for obtaining information as required by federal regulations.
4. All information supplied by the family must be true and complete.
5. Any HQS failures that are determined to be caused by the tenant, will be the tenant's responsibility to correct. If the failure is life threatening, the tenant must correct the defect within 24 hours. For other tenant-caused failures/defects, the tenant must correct the defect within 30 calendar days (or by any HCD/Subcontractor-approved extension).
6. The family must allow HCD/Subcontractor to inspect the unit at reasonable times and after reasonable notice (24 hours).
7. The family may not commit any serious or repeated violation of the lease.
8. The family must notify the owner and, at the same time, notify HCD/Subcontractor no less than 30-days prior to when the family intends to move out of the unit or terminate the lease.
9. The family must promptly give HCD/Subcontractor a copy of any owner eviction notice.
10. The family must use the assisted unit for residence by the family. The unit must be the family's only residence

family's only residence.

11. HCD/Subcontractor must approve the composition of the assisted family residing in the unit. The family must promptly inform HCD/Subcontractor of the birth, adoption or court-awarded custody of a child. The family must, within 10 working days, request, in writing, HCD/Subcontractor approval to add any other family member as an occupant of the unit.
12. The family must, within 10 working days, notify HCD/Subcontractor in writing if any family member no longer resides in the unit.
13. Prior approval from HCD/Subcontractor must be received before a foster child or a live-in aide may reside in the unit.
14. Upon written approval of the landlord, members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family.
15. The family must not sublease or let the unit.
16. The family must not assign the lease or transfer the unit.
17. The family must supply any information or certification requested by HCD/Subcontractor to verify that the family is living in the unit.
18. The family must not own or have any interest in the unit.
19. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the Program.
20. The members of the family may not engage in drug-related criminal activity, alcohol abuse or violent criminal activity.
21. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit.

**Household  
Obligations  
(cont')**

The newly-issued voucher is valid for a period of 60 days from the date of issuance. A maximum of 60 additional days (approved in 30-day increments) may be approved if:

**Term of  
Vouchers**

- Extenuating circumstances (e.g., hospitalization or family emergency), which has affected the family's ability to find a unit within the 60 days;
- The voucher holder is disabled; or
- The family has evidence that they have made consistent efforts to locate a unit and requested assistance from HCD/Subcontractor to help locate a unit.

[24 CFR 982.303;  
982.54(d)(2)]

**The maximum voucher term is 120 days. However, disabled applicants are provided an additional 60 days (approved in 30-day increments if they are unable to find a unit which is accessible to them, a maximum voucher term of 180 days).**

## VI. LEASE APPROVAL AND HAP/VOUCHER CONTRACT EXECUTION

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Owners must provide their current address of residence or business. Owners must submit proof of ownership of the property and a Letter of Transfer of Authority if a management agent manages the property.

### Ownership Documentation

Unless the HAP contract was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. HCD may waive this restriction as a reasonable accommodation for a family member who is a person with a disability if the disability and reasonable accommodation can be verified. The family completes a "Request for Reasonable Accommodation" form. A "Verification of Need for Reasonable Accommodation" must be completed by an individual providing professional services that relate to the disability.

### Leasing to Relatives

A maximum of 110% of the HUD-published Fair Market rents is the Payment Standard for all counties, unless an exception payment standard has been approved by HUD.

### Payment Standard [24 CFR 982.503(b)]

The HCD/Subcontractor will make a determination as to the reasonableness of the rent that the owner is proposing in relation to comparable units on the private unassisted market. The market area for rent reasonableness comparables shall include the areas in which HCD/Subcontractor provides Section 8 Program services.

### Rent Reasonableness

[24 CFR 982.507]

Rent reasonableness determinations are made when units are placed under HAP contract for the first time *and* when owners request annual or special contract rent adjustments. HCD/Subcontractor will certify and document in the tenant file that the approved rent:

- Does not exceed rents charged by the owner for comparable unassisted units in the private market; and
- Is reasonable in relation to rents charged by other owners for comparable units in the private market.

The items used for rent reasonableness documentation include:

- Square footage;
  - Number of bedrooms;
  - Number of bathrooms;
  - Location;
  - Unit type;
  - Quality;
  - Amenities;
  - Facilities;
  - Date built; and
  - Management and maintenance services.
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HCD/Subcontractor, for access by HUD/HCD, will maintain documentation of the rent reasonableness study for each unit leased.

**Rent Reasonableness (cont'd)**

HCD/Subcontractor will maintain a file(s) that includes comparable data on unassisted units in the private market. HCD/Subcontractor will compare the subject unit against selected units in the same area with similar characteristics. Adjustments will be made for favorable and unfavorable differences between the subject unit and the comparables. **The information on unassisted units will be updated on an annual basis.**

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After HCD/Subcontractor has reviewed the Request for Lease Approval and Lease, documented rent reasonableness, and conducted an inspection and approved the unit, HCD/Subcontractor approves the lease.

**Lease Approval/Disapproval**

[24 CFR 982.305]

If HCD/Subcontractor determines that the lease cannot be approved (i.e., fails the 40% Rule, fails rent reasonableness), the landlord and family will be notified and the reason(s) provided. HCD/Subcontractor will explain the problems to the owner and suggest how they may be corrected. If the problem can be corrected, HCD/Subcontractor will continue processing the Request for Lease Approval and Lease.

If the problem cannot be corrected after HCD/Subcontractor has negotiated with the owner, HCD/Subcontractor will inform the tenant that the lease is disapproved and the tenant should continue to search for eligible housing.

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Prior to HAP contract execution, HCD/Subcontractor will ensure that the income information is not more than 120 days old for participants, or not more than 60 days old for new admissions.

**HAP Contract Execution**

[24 CFR 982.305(c)]

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A change of ownership will be processed upon receipt of a Payee Data Record (Std. 204) for the new owner, evidence of ownership, and a Letter of Authority Transfer, if applicable. Prior to the change of ownership being processed by HCD, any payments made to the previous owner will be the responsibility of the new owner to recover.

**Change in Ownership**

## VII. ANNUAL REEXAMINATIONS, INTERIM ADJUSTMENTS AND OTHER ACTIONS

Families will be notified in writing 120 days in advance of the scheduled effective date of the reexamination. HCD/Subcontractor will use the same procedures for obtaining and verifying information that were used at admission. HCD/Subcontractor should compare the information the family reports against the family's most recent reexamination to identify any discrepancies and ask the family to explain them.

**Annual  
Reexaminations**  
[24 CFR 5.250;  
982.516(g);  
982.551(b)]

The following procedures will be followed for each reexamination:

- Reverification of family income and composition
- Unit inspection;
- Rent reasonableness verified, if the landlord is requesting a rent increase;
- The family and owner are notified of changes in subsidy and tenant rent.

The head of household, and any additional adult living in the unit, must have a current Form HUD-9886, *Authorization for Release of Information/Privacy Act Notice* on file any time verification of income is to be determined.

Families and owners must be notified in writing of the results of the reexamination and effective date of any changes.

Families who fail to cooperate with HCD/Subcontractor in providing the necessary information may be terminated from the Program.

HCD/Subcontractor shall conduct an interim reexamination of family income/composition, whenever a change is reported.

**Interim  
Adjustments**

[24 CFR 982.516]

The family may request an interim reexamination of family income/composition when changes have occurred since the last determination. HCD/Subcontractor will conduct a family requested reexamination within 10 working days of the request.

If the interim reexamination indicates that the tenant rent will be reduced or increased by 10% or more, changes will take effect the first of the month following the determination, allowing for a minimum of 30 days notification to the tenant and landlord. If the increase/decrease is less than 10%, no change will be processed, but the documentation will become part of the tenant file.

Any change in family income requires that families report income changes to HCD/Subcontractor within 10 working days (in writing) of when the change occurs.

**Reporting  
Changes in  
Income**  
[24 CFR  
982.516(c)]

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HCD/Subcontractor will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following guidelines:

**When Income Changes are Reported in a Timely Manner**

- Increase in tenant rent will be effective on the first of the month following at least 30-day notice of change to the tenant and the owner.
- Decreases in the tenant rent are effective the first of the month following that in which the change is reported. However, no rent reductions will be processed until all the facts have been verified, even if a retroactive adjustment results.

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If the family does not report income changes in writing within 10 working days to HCD/Subcontractor, the family will have caused an unreasonable delay in the interim reexamination processing and the following guidelines will apply:

**When Income Changes are NOT Reported in a Timely Manner**

- Increase in tenant rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and may be required to make a lump sum payment.
- Decrease in tenant rent will be effective on the first of the month following the month that the change was reported.

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“Processed in a timely manner” means that the change takes effect on the date it should, provided that the family has reported the change in a timely manner. If the change does not take effect on that date, HCD/Subcontractor has not processed the change in a timely manner.

**When Changes are not Processed by HCD/Subcontractor in a Timely Manner**

In this case, an increase will be effective after the required 30-day notice prior to the first of the month after completion of processing by HCD/Subcontractor.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

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## VIII. HOUSING QUALITY STANDARDS AND INSPECTIONS

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No unit will be placed on the Section 8 Program unless Housing Quality Standards (HQS) are met. The units must continue to meet these standards as long as the family is on the Program. HCD/Subcontractor adheres to the acceptability criteria in Program regulations.

### HQS Guidelines

[24 CFR 982.401;  
982.405]

There are four types of inspections:

- Initial
- Annual
- Special
- Move-out: Move-out inspections will be completed within 15 working days and are required for units leased prior to October 1995, and when requested by either the tenant or landlord for units leased after October 1995.

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At initial and annual inspections, the owner or tenant will be given not more than 30 days to correct the items noted as “fail” (extenuating circumstances could, with HCD/Subcontractor approval, extend the time limit). If after 30 days an extension has not been approved, the HAP payment will be abated for 30 days. After the 30 day abatement, if the repairs have not been made the HAP contract will be cancelled and the family will be required to find another unit for continued assistance.

### Clearing Deficiencies

[24 CFR  
982.404(a);  
982.453]

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If the HAP contract is terminated due to the owner’s failure or refusal to correct the failed items, and the Section 8 tenant was required to move to another unit to continue receiving Section 8 Assistance, HCD/Subcontractor will not approve the vacated unit for a new Section 8 tenant for a minimum of one year, and will only approve the vacated unit upon receiving a written assurance from the owner that they will fulfill the requirements of the minimum HQS in the future.

### Owner Fails to Correct HQS Items

[24 CFR  
982.306(e)(4)]

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If the HAP contract is terminated due to the tenant’s failure or refusal to correct the failed items, the tenant will be terminated from the Section 8 Program.

### Tenant Fails to Correct HQS Items

[24 CFR  
982.404(b)]

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A landlord/owner, tenant, the Subcontractor or HCD may request to have the tenant’s unit inspected prior to the reexamination date. HCD/Subcontractor will schedule the inspection within five working days of the request.

### Request for Special Unit Inspection

[24 CFR  
982.405(c)]

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## IX. PORTABILITY AND MOVES WITH CONTINUED ASSISTANCE

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HCD/Subcontractor will allow voucher families to move to another locality and continue their rental assistance under the Housing Choice Voucher Program after the family has leased a unit for a minimum of one year in the county where the family established eligibility, or after the family has lived in the county for at least one year prior to admission to the Program. This requirement will be waived for tenants who are moving from one county to another within HCD's jurisdiction.

### Outgoing Vouchers

[24 CFR 982.353]

Exceptions to the one-year requirement may be requested, in writing, by the family for extenuating circumstances (e.g., healthcare, employment, etc.). HCD must approve the exception prior to the participant move.

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HUD regulations stipulate that a housing authority will accept families with a valid Housing Choice Voucher from another PHA's jurisdiction. Each Subcontractor may choose to:

### Incoming Vouchers

[24 CFR 982.355]

- “Absorb” the incoming family by issuing a voucher, if funding is available;
- Administer the voucher from the initial PHA; or
- If a voucher becomes available at a later date, the Subcontractor may, at that time, “absorb” the portable voucher.

However, HCD may require the absorption of incoming portables based on: 1) overall Program lease rate; 2) to meet other HUD requirements; and/or, 3) for reasons as determined by HCD.

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After the initial lease, family moves shall be limited to one move per 12-month period, unless one of the following requirements is met.

### Participant Moves

- When a mutual rescission between the owner and the tenant has been signed and a 30-day notice is included; or
- For good cause (the tenant must provide documentation, i.e., police reports, court order, etc.).

[24 CFR  
982.314;  
982.552(a)]

In either case, the tenant must provide proper notice (30-day written notice) to HCD/Subcontractor and landlord. If the tenant moves without the above-listed requirements, the tenant may be terminated from the Program.

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## X. PROJECT-BASED VOUCHERS

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HCD will begin implementation of a project-based voucher component in fiscal year 2003-2004. A maximum of 20 percent of the baseline number of units shall be permitted to be project-based. A maximum of 25 percent of the dwelling units in any one building may have project-based voucher assistance, except for single-family dwellings and projects for the elderly and disabled.

**Percentage  
Limitation**

[24 CFR 983.2]

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Housing that is eligible to receive project-based vouchers includes existing housing, newly-constructed housing, and rehabilitated housing. Single-family dwellings are eligible for project-based vouchers. The locations of units selected to receive project-based voucher assistance shall be consistent with the goals of deconcentrating poverty and expanding housing and economic opportunities.

**Eligible  
Properties**

[24 CFR  
983.7]

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All units shall be inspected and shall comply with Housing Quality Standards (HQS), both initially and annually thereafter. Within a project, however, a representative sample of project-based units may be inspected, rather than each unit individually.

**Housing Quality  
Standards**

[24 CFR 983.5 and  
24 CFR 982.401 and  
982.405]

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HCD/Subcontractor will advertise the availability of the project-based assistance in a newspaper of general circulation that serves the specific county. The advertisement shall be published once a week for three consecutive weeks and shall state that HCD/Subcontractor is accepting applications for project-based assistance for housing projects. The advertisement shall specify an application deadline of at least 20 days after the last date of publication of the advertisement, shall specify the number of units that HCD/Subcontractor estimates that it will be able to assist, and state that only applications submitted in response to the advertisement will be considered. The advertisement shall also state the HCD/Subcontractor selection policies.

**Unit Selection  
Policy,  
Advertising**

[24 CFR  
983.51]

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HCD shall enter into a contract of up to 10 years with owners whose units are selected to receive project-based vouchers. The contract term may be extended for such a period of time as is determined appropriate to achieve long-term affordability of the housing or to expand housing opportunities. All HAP contract extensions are contingent upon availability of future funds.

**Contract Terms**  
[24 CFR 983.151]

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Application procedures for the project-based component shall be the same as for the tenant-based component. Applicants referred by owners of units with project-based vouchers may be placed on the waiting list in accordance with waiting list policies and selection preferences. There will be one waiting list for both tenant-based and project-based vouchers. If an applicant on the waiting list rejects an offer of a project-based voucher or is rejected by the owner, the applicant shall maintain their position on the waiting list for the next available tenant-based voucher or project-based voucher. Applicants shall be required to notify HCD/Subcontractor within 7 days of an offer of a project-based voucher of their acceptance or rejection of the unit.

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**Tenant Selection**

Families with project-based vouchers may move from the assisted building after 12 months. HCD/Subcontractor will provide these families with a voucher. If no voucher is available at the time the family moves, HCD/Subcontractor shall give the family priority to receive the next available voucher.

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**Portability**

HCD shall provide vacancy payments for up to 60 days after a unit becomes vacant in an amount not to exceed the rent to the owner as provided by the HAP contract on the day the family vacated, provided that the vacancy was not the owner's fault and HCD/Subcontractor and the owner take action to minimize the likelihood and length of the vacancy. If no eligible family rents a vacant unit within 120 days (commencing on the first day of the month when the vacancy occurs), HCD may terminate its commitment to make any additional housing assistance payments for the balance of the HAP contract term.

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**Vacancies**

All other requirements pertaining to tenant-based vouchers also pertain to project-based vouchers, including, but not limited to, the maximum initial gross rent, rent to owner and rent adjustments; tenant rent payment; and income targeting requirements.

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## XI. HOMEOWNERSHIP PROGRAM

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HCD will begin offering a homeownership program in the 2003-2004 fiscal year. The Section 8 homeownership program permits eligible participants in the Section 8 voucher program the option of purchasing a home with their Section 8 assistance rather than renting. Assistance can be used to purchase new or existing single-family homes, condominiums, or manufactured homes.

### General Provisions

[24 CFR 982.4]

Participation in the Section 8 homeownership program is voluntary. The program is open to all participants. Eligible applicants for the homeownership program must have completed an initial Section 8 lease term, may not owe HCD or any other housing authority any outstanding debt, and must meet eligibility criteria as follows:

### Eligible Participants

[24 CFR 982.4 and 982.982.627]

- Eligible Section 8 homeownership program participants must be first-time homebuyers, meaning that no member of the household has had an ownership interest in any residence during the three years preceding commencement of homeownership assistance. However, a single parent or displaced homemaker, who while married, owned a home with a spouse is considered a first-time homebuyer for purposes of this program.
- Eligible households must have at least one adult member who will own the home who is employed full time (a minimum of an average of 30 hours per week) and has been continuously employed full time for one year prior to execution of the sales agreement. However, disabled and elderly households are not subject to this requirement. At the time the family begins receiving homeownership assistance, the head of household, spouse, and/or other adult household members who will own the home must have a gross annual income of at least the Federal minimum hourly wage multiplied by 2000 hours. Except for elderly and disabled households, the minimum income requirement shall not include welfare assistance.

Eligible families must comply with the following requirements:

### Purchase Requirements

- Complete a homeownership counseling program prior to commencement of homeownership assistance;
- Locate a home to purchase within 180 days. For good cause, HCD/Subcontractor may extend the time to locate a home for additional thirty day increments. During the family's search for a home to purchase, their rental assistance shall continue;
- Submit a sales agreement containing specific components to HCD/Subcontractor for approval;
- Allow HCD/Subcontractor to inspect the proposed home to assure that the dwelling meets Housing Quality Standards;
- Select an independent professional inspector, pay for the inspection, and provide inspection report to HCD/Subcontractor for review. HCD/Subcontractor may disapprove the unit due to information contained in the report or for failure to meet federal Housing Quality Standards;

[24 CFR 982.628; 982.629; 982.630, 982.631, 982.632, 982.633]

- 
- Obtain approval of the proposed. The proposed financing terms must be submitted to and approved by HCD/Subcontractor prior to close of escrow. Balloon payment mortgages and adjustable rate mortgages are prohibited. If a mortgage is not insured by FHA, HCD will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, GNMA, FNMA, FHLMC, California Housing Finance Agency, USDA Rural Housing Services or other private lending institution;
  - Agree, in writing, to comply with all family obligations under the Section 8 program and with HCD's homeownership policies. These obligations include complying with mortgage terms; not selling or transferring the home to anyone other than a member of the assisted family who resides in the home while receiving homeownership assistance; and supplying all required information to HCD/Subcontractor, including, but not limited to, annual verification of household income, notice of move out, and notice of mortgage default; and
  - Execute documentation as required by HUD and HCD, consistent with State and local law, securing HCD's right to recapture the homeownership assistance.
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Assistance is limited to: 15 years if the initial mortgage incurred to finance purchase has a term of 20 years or longer; 10 years in all other cases. Households that qualify as elderly at the start of homeownership assistance and households that qualify as disabled at any time during receipt of homeownership assistance are not held to this maximum term, however.

**Maximum  
Term of  
Homeownership  
Assistance**

[24 CFR982.634]

The amount of the monthly assistance payment will be based on three factors: the voucher payment standard for which the family is eligible; the monthly homeownership expense; and the family's household income. HCD/Subcontractor will pay the lower of either the payment standard minus the total family contribution or the family's monthly homeownership expenses minus the total family contribution. A family's monthly assistance payment may be changed in the month following annual recertification of the household income. The family will be responsible for the rest of the homeownership expenses, which are defined in the following paragraph.

**Amount of  
Monthly  
Assistance  
Payment**

[24 CFR 982.635]

Monthly homeownership expenses include all of the following: principal and interest on the initial mortgage, second mortgage and any mortgage insurance premium; real estate taxes and public assessments; homeowner's insurance; maintenance expenses per HCD allowance; costs of major repairs and replacements, per HCD allowance; utility allowance per HCD's schedule; principal and interest on mortgage debt incurred to finance major repairs, replacements or improvements for the home, including changes needed to make the home accessible; homeowner association dues, fees or regular charges assessed.

HCD will provide the lender with notice of the amount of the housing assistance payment prior to close of escrow and will pay the monthly assistance payment directly to the family, unless otherwise required by the lender. The family will be responsible to submit the entire mortgage payment to the lender unless the lender requires direct payment of HCD's monthly assistance payment.

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Families shall be permitted to continue homeownership assistance in a new unit, provided that they are still eligible as defined above. The family would not be required to undergo homeowner counseling prior to purchase of the new unit, however.

**Move with  
Continued  
Assistance**

[24 CFR 982.637]

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A family's homeownership assistance may be terminated if the family fails to comply with its obligations under the Section 8 program, HCD homeownership policies, or if the family defaults on the mortgage. The family must comply with the terms of any mortgage incurred to purchase the home. The family must provide HCD/Subcontractor with written notice of any sale or transfer of the home; any plan to move out of the home prior to the sale; changes in the family's household income and homeownership expenses on an annual basis; any notice of mortgage default received by the family; and any other notices which may be required pursuant to HCD homeownership policies. Homeownership assistance will only be provided while the family resides in the home.

**Termination of  
Homeownership  
Assistance**

[24 CFR 638]

A family's homeownership assistance may be changed in the month following annual recertification of the household income, but participation in the homeownership program shall continue until such time as the assistance payment amounts to \$0 for a period of six consecutive months. After that time, the homeownership assistance will be terminated.

A participant in the homeownership program shall be entitled to the same termination notice and informal hearing procedures as set forth in the following section of the Administrative Plan.

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The homeownership assistance provided to a family may be subject to total or partial recapture upon the sale or refinancing of the home. Sales proceeds that are used by the family to purchase a new home with Section 8 homeownership assistance are not subject to recapture. Further, a family may refinance their home to take advantage of lower interest rates without any recapture penalty, provided that no cash is taken out through the refinancing. The amount of homeownership assistance that is subject to recapture shall automatically be reduced in annual increments of 10% beginning one year from the purchase date. At the end of 10 years, the amount of homeownership assistance subject to recapture shall be zero.

**Recapture of  
Homeownership  
Assistance**

[24 CFR 982.60]

## XII. DENIAL OR TERMINATION OF ASSISTANCE

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If the family has knowingly committed fraud in connection with the Section 8 Program, HCD/Subcontractor may terminate assistance and cancel the contract.

### Family Fraud

[24 CFR  
982.551(k)]

If the family has misrepresented income, assets, or allowances, which would have caused an increase in the tenant portion of the rent, HCD/Subcontractor will recover any overpayment made as a result of tenant fraud or abuse.

**Option Not to Terminate:** If the family has misrepresented any facts that caused HCD to overpay assistance, HCD may choose not to terminate and may offer to continue assistance, provided that the family executes a Repayment Agreement and makes payments in accordance with the agreement or reimburses HCD in full.

**Misrepresentation in Collusion with Owner:** If the family intentionally, willingly, and knowingly commits fraud or is involved in any other illegal scheme with the owner, HCD may deny or terminate assistance.

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If the landlord has committed fraud or misrepresentation in connection with the Program, HCD/Subcontractor will terminate the contract and review the circumstances and family's involvement to determine if the family is eligible to relocate to another unit with continuation of assistance.

### Landlord Fraud

[24 CFR 982.453]

HCD may bar the landlord from participation in the Section 8 Program for breach of the HAP contract.

HCD will make every effort to recover any overpayments made as a result of landlord fraud or abuse.

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The following criteria will be used to decide if a serious or repeated violation of the lease will result in a termination of assistance:

### Lease Violations

[24 CFR  
982.310(a)&(d);  
982.551(e)]

- If the owner terminates tenancy through court action for serious or repeated violations of the lease;
  - If the owner notifies the family of termination of tenancy for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action;
  - If there are police reports, neighborhood complaints or other third party information, that has been verified by the HA.
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In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, HCD/Subcontractor has discretion to consider all of the circumstances in each case, including the seriousness of the case and the extent of participation or culpability of individual family members. HCD/Subcontractor may also review the family’s more recent history and record of compliance, and the effects of denial or termination of assistance on other family members who were not involved in the action or failure to act.

**Discretion to Deny or Terminate Assistance**

[24 CFR 982.552(c)(2)]

HCD may impose, as a condition of continued assistance for other family members, a requirement that family members who participated in or were culpable for the action or failure will not reside in the unit. HCD may permit the other members of the family to continue in the Program.

A repayment agreement is a document entered into between HCD and a person who owes a debt to HCD. It contains the nature of the debt, the terms of the payment, any special provisions of the agreement, and the remedies available to HCD upon default of the agreement. The minimum monthly amount of a monthly payment for any repayment agreement is \$25.00. HCD will use a sliding scale system to determine the monthly payment.

**Repayment Agreement**

[24 CFR 982.552(c)(vii)]

**Payment Schedule for Monies Owed to HCD:**

<b>Initial Payment Due (% of Total Amount)</b>	<b>Amount Owed</b>	<b>Maximum Term</b>
30% - 35%	\$0 - \$500	3 – 6 months
30% - 35%	\$501 - \$1,000	6 - 10 months
20% - 30 %	\$1,001 +	12 - 18 months

HCD will not enter into a repayment agreement if a participating family already has a repayment agreement.

**Late Payments:** A payment will be considered to be in arrears if the payment is not received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the close of the next business day. HCD may grant an extension of up to five business days for extenuating circumstances. Monthly payments may be decreased in cases of family hardship, if requested with reasonable notice from the family, provided that the hardship is verified.

If the family’s repayment agreement is in arrears three times during the term of the agreement, HCD, after review of the circumstances leading to the nonpayment, may:

- Require the family to pay the balance in full;
- Pursue civil collection of the balance due; and/or
- Terminate the housing assistance.

The family may not move to another unit or port out until the repayment agreement is paid in full.

### XIII. INFORMAL REVIEW/HEARING

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An applicant must provide a written request to HCD/Subcontractor for an informal review of the decision to deny assistance. The written request must be delivered in person or postmarked within 10 working days from the date assistance was denied, and must state the reason(s) the applicant believes there should be a reconsideration (informal review) of the decision to deny assistance.

**Informal Review  
for Applicants**

[24 CFR 982.554]

HCD/Subcontractor shall schedule a date for an informal review and notify the applicant within 10 working days from the date the request was received. The informal review shall be conducted by an HCD/Subcontractor staff person other than the person who made or approved the decision under review or a subordinate of this person, and shall be conducted in the area where the family applied for assistance. A final decision shall be rendered within 15 working days after the informal review.

The review shall be tape-recorded. The recording shall only be transcribed, at the sole discretion of HCD/Subcontractor, when HCD/Subcontractor considers it necessary. Tape recordings shall be maintained for one year from the date of the review. HCD/Subcontractor shall identify the date, time, and principal attendees for the record. HCD/Subcontractor may determine relevance of information or testimony, may limit the length of presentations, and may reject threatening or abusive persons from the review. HCD/Subcontractor may request additional evidence, proof, or documentation from the family at the time of the review. HCD/Subcontractor shall specify a reasonable timeframe for the family to respond, after which no additional information shall be considered.

HCD must provide applicants with the opportunity for an informal review of decisions denying:

**When Informal  
Reviews are  
Required**

1. Qualification for preference
2. Listing on HCD's/Subcontractor's waiting list
3. Issuance of a voucher
4. Participation in the Program

Informal reviews are not required for established policies, procedures, and determinations, such as:

**When Informal  
Reviews are NOT  
Required**

1. Discretionary administrative determinations by HCD/Subcontractor
2. General policy issues or class grievances
3. A determination of the family unit size under HCD/Subcontractor subsidy standards
4. Refusal to extend or suspend a voucher
5. Disapproval of lease
6. Determination that unit is not in compliance with HQS
7. Determination that unit is not in accordance with HQS due to family size or composition

[24 CFR  
982.554(c)]

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HCD shall designate the branch chief that oversees the duties of the HAP Program Manager, or the branch chief's designee, as the Hearing Officer. The decision by the Hearing Officer shall be final and no further informal appeal shall be available from HCD.

**Informal Hearings for Participants**

[24 CFR 982.555]

A participant must provide a written request to HCD for an informal hearing by HCD. The written request must be delivered in person or postmarked within 10 working days from the date the tenant was notified of the disputed action, and must state the reason(s) the participant believes there should be a reconsideration (informal hearing) of the proposed or stated action by HCD/Subcontractor. If a written request is not received within the 10 working days, the participant will forfeit the right to an informal hearing.

HCD shall schedule a date for an informal hearing and notify the participant and HCD/Subcontractor within 10 working days from the date the request was received. The hearing shall be conducted at HCD/Subcontractor's designated site. The hearing may be conducted by telephone if acceptable to both parties. A final decision shall be rendered within 15 working days after the informal hearing.

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HCD must provide participants with the opportunity for an informal hearing for decisions related to any of the following HCD determinations:

**When Informal Hearings are Required**

1. Determination of the family's annual or adjusted income and the computation of the housing assistance payment
2. Appropriate utility allowance used from schedule
3. Family unit size determination under HCD subsidy standards
4. Determination to terminate assistance for any reason
5. Determination to terminate a family's FSS Contract, withhold supportive services, or propose forfeiture of the family's escrow account
6. Determination not to reduce a family's portion of rent because of: 1) family's noncompliance with welfare requirements; or 2) welfare fraud.

[24 CFR 982.555(a)]

HCD/Subcontractor must always provide the opportunity for an informal hearing before terminating assistance.

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Informal hearings are not required for established policies, procedures and determinations, such as:

**When Informal Hearings are NOT Required**

1. Discretionary administrative determinations by the HA
2. General policy issues or class grievances
3. Establishment of the HCD schedule of utility allowances for families in the Program
4. An HCD determination not to approve an extension of a voucher
5. An HCD determination not to approve a unit or lease
6. An HCD determination that an assisted unit is not in compliance with HQS (HCD must provide a hearing for family breach of HQS because that is a family obligation determination)
7. An HCD determination that the unit is not in accordance with HQS because of the family size
8. An HCD determination to exercise or not to exercise any right or remedy against the owner under a HAP contract

[24 CFR  
982.555(b)]

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**Right to “Discovery”** The family’s right to discovery is stated in the Federal regulations (Section 982.555). HCD also elects to establish its right to discovery. Prior to the informal hearing date, the family must provide to HCD/Subcontractor, any new family documents that are directly relevant to the hearing and that the family intends to introduce at the informal hearing. HCD/Subcontractor shall be given an opportunity to examine and to copy any such document(s) at HCD/Subcontractor expense. The document examination shall be allowed at the Subcontractor’s office prior to the informal hearing. If the family does not make the document available for examination, the Hearing Officer may determine that consideration shall not be given to the document for the purposes of the informal hearing.

**Family’s Right to Discovery**

[24 CFR  
982.555(e)(2)]

The Hearing Officer shall conduct the hearing. The hearing shall be tape recorded. The recording shall only be transcribed, at the sole discretion of HCD, when HCD considers it necessary. Tape recordings shall be maintained for one year from the date of the hearing. The Hearing Officer shall identify the date, time, and principal attendees for the record. The Hearing Officer may determine relevance of information or testimony, may limit the length of presentations, and may reject threatening or abusive persons from the hearing. The Hearing Officer may request additional evidence, proof, or documentation from the family at the time of the hearing. The Hearing Officer shall specify a reasonable timeframe for the family to respond, after which no additional information shall be considered.

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## XIV. HCD/SUBCONTRACTOR ERRORS

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If HCD makes a calculation error at admission to the Program or at an annual reexamination, an interim reexamination will be conducted, if necessary, to correct the error, but the family will not be charged retroactively. Families will be given decreases, when applicable, retroactive to when the decrease for the change would have been effective if the change had been calculated correctly.

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**Calculation  
Errors**

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## XV. TERMINOLOGY

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**Abuse of Alcohol:** When it is determined that a household member's abuse or pattern of abuse of alcohol threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.

**Disability:** Used where "handicap" was formerly used.

**Drug-related activity:** The felonious manufacture, sale or distribution, or the possession with intent to manufacture, sell or distribute a controlled substance. (The felonious use or possession of a controlled substance must have occurred within one year before the date that HCD/Subcontractor provides notice to an applicant/participant of HCD's/Subcontractor's determination to deny admission or terminate assistance.)

**Failure to Provide:** Refers to all requirements in the first Family Obligation and Responsibilities.

**Family:** Used interchangeably with "Applicant" or "Participant" or "Household". Can refer to a single person family.

**Group of Persons:** A group of persons may be:

- Two or more persons who intend to share residency whose income and resources are available to meet the family's needs
- Two or more elderly or disabled persons living together, or one elderly or disabled person living with one or more live-in aides is a family

**Head of Household:** The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors who qualify under State law will be recognized as head of household.

**HQS:** The Housing Quality Standards required by regulations as enhanced by HCD.

**Landlord:** Used interchangeably with "owner".

**Mixed Family:** A family including citizens or eligible immigrants and members without citizenship or eligible immigration status.

**Non-citizens Rule:** Refers to the regulation effective June 19, 1995 restricting assistance to U.S. citizens and eligible immigrants.

**Tenant:** Used to refer to participants in terms of their relationship to landlords.

**Violent criminal activity:** Includes any felonious criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property of another.

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# **RESIDENT ADVISORY BOARD MEMBERS CA912**

**Ms. Teresa Calsadillas  
P.O. Box 9372  
Mammoth Lakes, CA 93546**

**STATEMENT ON PROGRESS IN MEETING MISSION  
AND GOALS OF THE FIVE-YEAR PLAN**

The State of California's Department of Housing and Community Development (HCD) acts as the Public Housing Authority for rural counties within the State where housing authorities have not been established. The mission of the PHA continues to be to provide rental subsidies to extremely low- and very low-income families to allow them to afford safe, decent and sanitary housing by:

Goal 1: Expanding the supply of assisted housing by applying for additional rental vouchers.

**Progress: HCD did not apply for additional vouchers during the 3rd year of the 5-Year period.**

Goal 2: Improving the quality of assisted housing by improving voucher management (SEMAP Score) and improving customer satisfaction.

**Progress: As part of the Department's annual strategic planning process, tenants and landlords are provided with a Housing Assistance Program customer service survey. The survey requests the quality of service provided in various areas (e.g., responsiveness of staff to inquiries, courtesy of staff, knowledge of staff, reasonableness of program rules, etc.). The results from the August 2002 survey indicated that 82% of respondents considered the Housing Assistance Program to be either good or excellent and 13% judged it to be average.**

**SEMAP score was 85%, an acceptable level; HCD will continue to work to improve the SEMAP indicators to above average.**

Goal 3: Increasing assisted housing choices by conducting outreach efforts to potential voucher landlords.

**Progress: HCD and HCD's subcontractors continually seek new landlords for the Section 8 Program. Outreach seminars are conducted to explain the Section 8 Program to potential landlords.**

Goal 4: Promoting self-sufficiency and asset development of assisted households by increasing the success rate of FSS participants. (Not applicable to CA 912).

**Progress: HCD's success rate continues to improve for participants in the FSS program. In addition, various programs (e.g., budgeting/parenting life skills, mentoring, literacy programs, child care referrals) that are available to FSS participants are also available to countywide residents, including Section 8 families.**

Goal 5: Ensuring equal opportunity and furthering fair housing objectives by undertaking affirmative measures to ensure access to assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability.

**Progress: Community newspapers, local bulletin boards, local radio stations and any local minority organization are utilized to ensure all eligible individuals are aware of opportunities in the Section 8 Program. Tenant outreach sessions are conducted throughout the county(ies). Procedures are in place to address discrimination complaints for any housing issue.**

**Comments Received during Public Comment Period and HCD Response**

**Comment:**

One commenter recommended that the HAP Administrative Plan contain a requirement that tenants who are disabled, and who are in need of a reasonable accommodation, submit a written request for the specific reasonable accommodation that they need. The commenter further recommended that the written request be supported by written documentation from their physician. The commenter pointed out that since there are a large number of disabled tenants participating in the Section 8 program, HCD/subcontractor could better assist disabled tenants if they knew whether a tenant needed an accommodation, and what type of accommodation was required.

**Response:**

HCD agrees with this commenter that HCD cannot provide a reasonable accommodation unless it is informed of the need for the accommodation by the tenant. Therefore, the Administrative Plan was amended to state that disabled tenants and applicants who require a reasonable accommodation should submit a written request for the specific accommodation that is needed. The request should include supporting documentation from the disabled person's physician.

# **THE STATE DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT SOLICITS COMMENTS REGARDING THE CONTENT OF THE ANNUAL FY 2003 PLAN**

The State Department of Housing and Community Development (HCD) is soliciting comments regarding the content of the Annual FY 2003 Plan. The purpose of this comment period is to provide an opportunity for residents and private/public agencies who live/operate in the jurisdictions listed below to comment on the operations of the Section 8 Housing Program.

Jurisdictions served by HCD's HAP program: Alpine, Amador, Calaveras, Colusa, Glenn, Inyo, Modoc, Mono, Sierra, Siskiyou, Trinity, and Tuolumne.

The Annual Plan is a requirement of the Quality Housing Work Responsibility Act (QHWRA) of 1998. HCD acts as the Public Housing Agency (PHA) for twelve rural counties that do not have a housing agency. The Annual Plan provides details regarding immediate program operations, program participants, programs and services, and strategies for handling operational concerns, participants' concerns and needs, programs and services for the upcoming fiscal year. The following items are addressed in the plans: 1) Annual Plan (i.e., Housing Needs, Financial Resources, Policies on Eligibility, Selection and Admissions, Operations and Management Policies, Grievance Procedures, Homeownership, Project-Based Vouchers, Community Service Programs and Progress Report), and; 2) Supporting Documents (i.e., Section 8 Administrative Plan, Equal Opportunity Housing Plan and, FSS Agency Plans).

The public notice and review period for the Annual Plan will be 45 calendar days, and begins **February 19, 2003**. HCD must receive all comments by close of business on **April 4, 2003**.

This document is available for public review on HCD's website ([www.hcd.ca.gov/hrc/pubs.htm](http://www.hcd.ca.gov/hrc/pubs.htm)); as of February 19th, and in Sacramento at HCD's Housing Resource Center in Room 430 and the following libraries and community colleges: California State Library, Government Publications (Sacramento), California State University, Meriam Library (Chico), Free Library, Government Publications (Fresno County), University of California, Shields Library, Government Document (Davis), Feather River College, Shasta College (Shasta/Tehama/Trinity District) and Siskiyou Joint Community College.

A limited number of copies of this document are also available to entities or individuals unable to access one of the above sources. Comments can be provided via facsimile (916-323-6016), electronic ([mmonahan@hcd.ca.gov](mailto:mmonahan@hcd.ca.gov)), or regular mail (Department of Housing and Community Development, DCA, P.O. Box 952054, Sacramento, California, 94252-2054, Attention: Moira Monahan). In addition, a public hearing has also been scheduled for March 17, 2003 at State Department of Housing and Community Development, 1800 3<sup>rd</sup> Street, Room 170, Sacramento, during the hours of 10:00 a.m. – 2:00 p.m. Requests for translators, or other special services should be requested from HCD at least five days prior to the hearing date, at (916) 324-7701.

This proposal has been determined to be EXEMPT from CEQA (Public Resources Code Section 21080.10(b)) and CATEGORICALLY EXCLUDED from NEPA (Title 24 Code of Federal Regulations 50.20(o)(2)).