

PHA Plans
Streamlined Annual
Version

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

OMB No. 2577-0226
(exp. 05/31/2006)

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief for certain types of PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development, Federal Housing Administration, is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Information in PHA plans is publicly available.

Streamlined Annual PHA Plan
for Fiscal Year: 2004

PHA Name: Community Development
Commission of Mendocino County
Housing Authority (CA084)

Approved by Resolution #815 on 7/15/04

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue.

Streamlined Annual PHA Plan Agency Identification

PHA Name: Community Development Commission of Mendocino County Housing Authority
PHA Number: CA084

PHA Fiscal Year Beginning: (mm/yyyy) 10/2004

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
 Number of public housing units: Number of S8 units: Number of public housing units:
 Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

PHA Plan Contact Information:

Name: Roy Tindle, Executive Director Phone: (707) 463-5462 ex 112
 TDD: (707) 463-5697 Email (if available): royt@cdhousing.org

Public Access to Information

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

PHA's main administrative office PHA's development management offices

Display Locations For PHA Plans and Supporting Documents

The PHA Plan revised policies or program changes (including attachments) are available for public review and inspection. Yes No.

If yes, select all that apply:

- Main administrative office of the PHA
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library PHA website Other (list below)

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

Main business office of the PHA PHA development management offices

Other (list below)

Streamlined Annual PHA Plan

Fiscal Year 2004

[24 CFR Part 903.12(c)]

Table of Contents

[24 CFR 903.7(r)]

Provide a table of contents for the Plan, including applicable additional requirements, and a list of supporting documents available for public inspection.

A. PHA PLAN COMPONENTS	Page Number
<input checked="" type="checkbox"/> 1. Site-Based Waiting List Policies	5
903.7(b)(2) Policies on Eligibility, Selection, and Admissions	
<input checked="" type="checkbox"/> 2. Capital Improvement Needs	7
903.7(g) Statement of Capital Improvements Needed	
<input type="checkbox"/> 3. Section 8(y) Homeownership	8
903.7(k)(1)(i) Statement of Homeownership Programs	
<input type="checkbox"/> 4. Project-Based Voucher Programs	9
<input checked="" type="checkbox"/> 5. PHA Statement of Consistency with Consolidated Plan	9
<input type="checkbox"/> 6. Supporting Documents Available for Review	11
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Attachment "A" Public Housing Homeownership

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50076, *PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Streamlined Annual Plan* identifying policies or programs the PHA has revised since submission of its last Annual Plan, and including Civil Rights certifications and assurances the changed policies were presented to the Resident Advisory Board for review and comment, approved by the PHA governing board, and made available for review and inspection at the PHA's principal office;

For PHAs Applying for Formula Capital Fund Program (CFP) Grants:

Form HUD-50070, *Certification for a Drug-Free Workplace;*

Form HUD-50071, *Certification of Payments to Influence Federal Transactions;* and

Form SF-LLL & SF-LLL a, *Disclosure of Lobbying Activities.*

1. Site-Based Waiting Lists (Eligibility, Selection, Admissions Policies)

[24 CFR Part 903.12(c), 903.7(b)(2)]

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

A. Site-Based Waiting Lists-Previous Year

1. Has the PHA operated one or more site-based waiting lists in the previous year? If yes, complete the following table; if not skip to B.

Site-Based Waiting Lists				
Development Information:	Date Initiated	Initial mix of Racial, Ethnic or Disability Demographics Agency plan 03 Current	Current mix of Racial, Ethnic or Disability Demographics since Initiation of SBWL	Percent change between initial and current mix of Racial, Ethnic, or Disability demographics
Baechtel Creek Village, 02-Willits, CA	10/2000	94% White 4% Native American 31% Disabled/Handicapped 2% Hispanic	98% White 2% American Indian 2% Hispanic	4 %Change 2 %Change 0%Change
Sea Cliff Apartments, 03-Fort Bragg, CA	10/2000	95% White 5% Native American 53% Disabled/Handicapped	95% White 5% American Indian 2% Hispanic	0 %Change 0 %Change 2% Change
Ukiah 30, 08-Ukiah, CA	10/2000	76% White 5% Black 14% Native American 5% Asian 24% Disabled/Handicapped 29% Hispanic	76% White 5% Black 14% American Indian 5% Asian 29% Hispanic	0%Change 0%Change 0%Change 0%Change 0%Change

Sanderson Way Village, 010-Fort Bragg, CA	10/2000	100% White	100% White	0 %Change
		11% Disabled/Handicapped 11% Hispanic	11% Hispanic	0%Change
Brookside Commons, 014-Ukiah, CA	10/2000	83% White	83% White	7 %Change
		17% Native American	17% American Indian	7 %Change
		0% Disabled/Handicapped	17% Hispanic	17 % Change
Glass Beach, 015-Fort Bragg, CA	10/2000	87% White 7% Black 7% Native American	86% White 7% Black 7% American Indian	1%Change 0 %Change 0 %Change
		1% Disabled/Handicapped 20% Hispanic	21% Hispanic	1 %Change

2. What is the number of site based waiting list developments to which families may apply at one time? All (3)
3. How many unit offers may an applicant turn down before being removed from the site-based waiting list? one (1)
4. Yes No: Is the PHA the subject of any pending fair housing complaint by HUD or any court order or settlement agreement? If yes, describe the order, agreement or complaint and describe how use of a site-based waiting list will not violate or be inconsistent with the order, agreement or complaint below:

B. Site-Based Waiting Lists – Coming Year

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 next component.

1. How many site-based waiting lists will the PHA operate in the coming year? 3
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? 3

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)

Baechtel Creek Village. This is the only office with an office open to the public.

2. Capital Improvement Needs

[24 CFR Part 903.12 (c), 903.7 (g)]

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

A. Capital Fund Program

1. Yes No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete items 7 and 8 of this template (Capital Fund Program tables). If no, skip to B.
2. Yes No: Does the PHA propose to use any portion of its CFP funds to repay debt incurred to finance capital improvements? If so, the PHA must identify in its annual and 5-year capital plans the development(s) where such improvements will be made and show both how the proceeds of the financing will be used and the amount of the annual payments required to service the debt. (Note that separate HUD approval is required for such financing activities.).

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

Applicability: 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.

1. Yes No: Has the PHA received a HOPE VI revitalization grant? (if no, skip to #3; if yes, provide responses to the items on the chart located on the next page, copying and completing as many times as necessary).
2. Status of HOPE VI revitalization grant(s):

HOPE VI Revitalization Grant Status	
a. Development Name:	
b. Development Number:	
c. Status of Grant:	
	<input type="checkbox"/> Revitalization Plan under development
	<input type="checkbox"/> Revitalization Plan submitted, pending approval
	<input type="checkbox"/> Revitalization Plan approved
	<input type="checkbox"/> Activities pursuant to an approved Revitalization Plan underway

3. Yes No: Does the PHA expect to apply for a HOPE VI Revitalization grant in the Plan year?
If yes, list development name(s) below:

4. Yes No: 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:

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

3. Section 8 Tenant Based Assistance--Section 8(y) Homeownership Program
(if applicable) [24 CFR Part 903.12(c), 903.7(k)(1)(i)]

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 the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

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, what is the maximum number of participants this fiscal year?

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:

c. What actions will the PHA undertake to implement the program this year (list)?

3. Capacity of the PHA to Administer a Section 8 Homeownership Program:

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner down payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- Requiring that financing for purchase of a home under its Section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- Partnering with a qualified agency or agencies to administer the program (list name(s) and years of experience below):
- Demonstrating that it has other relevant experience (list experience below):

4. Use of the Project-Based Voucher Program

Intent to Use Project-Based Assistance

Yes No: Does the PHA plan to "project-base" any tenant-based Section 8 vouchers in the coming year? If the answer is "no," go to the next component. If yes, answer the following questions.

1. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option? If yes, check which circumstances apply:
 - low utilization rate for vouchers due to lack of suitable rental units
 - access to neighborhoods outside of high poverty areas
 - other (describe below):
2. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

5. PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary) only if the PHA has provided a certification listing program or policy changes from its last Annual Plan submission.

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 on its waiting lists 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)

Address housing needs of low-income households

6. Supporting Documents Available for Review for Streamlined Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard FiveYear, and Streamlined Five-Year/Annual Plans;</i>	5 Year and Annual Plans
X	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Streamlined Annual Plan</i>	Streamlined Annual Plans
	<i>Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.</i>	5 Year and standard Annual Plans
X	Fair Housing Documentation Supporting Fair Housing Certifications: 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	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA’s public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Deconcentration Income Analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input checked="" type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the method for setting public housing flat rents. <input checked="" 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 checked="" 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 (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. <input checked="" type="checkbox"/> Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
X	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
X	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
		Sufficiency
X	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
	Any policies governing any Section 8 special housing types <input type="checkbox"/> Check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
X	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
X	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	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
X	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
X	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (Section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
X	Public Housing Community Service Policy/Programs <input checked="" type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
X	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input checked="" type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Pet Policy
X	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
	Consortium agreement(s) and for Consortium Joint PHA Plans <u>Only</u> : Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection.	Joint Annual PHA Plan for Consortia: Agency Identification and Annual Management and Operations

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: CA39P08450103 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	2,172	2,172	2,172	2,172
4	1410 Administration	24,850	24,850	24,850	24,850
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	4,250	2,887.39	2,887.39	2,887.39
8	1440 Site Acquisition				
9	1450 Site Improvement	7,455	4,450	4,450	4,450
10	1460 Dwelling Structures	187,437	194,251.61	194,251.61	194,251.61
11	1465.1 Dwelling Equipment— Nonexpendable	13,845	9,898	9,898	9,898
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: CA39P08450103 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	8,500	10,000	4,570.06	4,570.06
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	248,509	248,509	248,509	248,509
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: CA39PO8450203 Replacement Housing Factor Grant No:		Federal FY of Grant: 10/2003	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	9,905		9,905	
4	1410 Administration	4,953		4,953	
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs				
8	1440 Site Acquisition				
9	1450 Site Improvement				
10	1460 Dwelling Structures	33,097		33,097	
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				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: CA39PO8450203 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/2003
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs	1,570		1,570	
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	49,525		49,525	
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

CAPITAL FUND PROGRAM TABLES START HERE

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: CA39P08450104 Replacement Housing Factor Grant No:		Federal FY of Grant: 10/2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	49,702			
4	1410 Administration	24,851			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	3,500			
8	1440 Site Acquisition				
9	1450 Site Improvement	10,000			
10	1460 Dwelling Structures	160,456			
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				

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: CA39P08450104 Replacement Housing Factor Grant No:		Federal FY of Grant: 10/2004	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Lin e No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
17	1495.1 Relocation Costs				
18	1499 Development Activities				
19	1501 Collateralization or Debt Service				
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)	248,509			
22	Amount of line 21 Related to LBP Activities	0			
23	Amount of line 21 Related to Section 504 compliance	0			
24	Amount of line 21 Related to Security – Soft Costs	0			
25	Amount of Line 21 Related to Security – Hard Costs	0			
26	Amount of line 21 Related to Energy Conservation Measures	0			

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: Ca39P08450103 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/2003		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
CA39P084				Original	Revised	Funds Obligated	Funds Expended	
008/ Ukiah 30	Fees and costs	1430		4,250	2,887.39	2,887.39	2,887.39	Comp.
	Repair, Remove fences, decks, trellises and foliage hazards	1450		7,455	4,450	4,450	4,450	Comp.
	Long term replacement: roofs, kitchen, bath, interior, floor covering, HVAC, plumbing, electrical items, paint int/exterior	1460		187,437	194,251.61	194,251.61	194,251.61	Comp.
	Long term replacement (Appliances)	1465 .1		13,845	9,898	9,898	9,898	Comp.
	Relocation Costs (temporary)	1495 .1		8,500	10,000	4,570.06	4,570.06	
HA wide	Computer Hardware, network and Communication Equipment upgrades	1408		2,172	2,172	2,172	2,172	Comp.
	Administration	1410		24,850		24,850	24,850	Comp.

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: Ca39P08450203 Replacement Housing Factor Grant No:			Federal FY of Grant: 10/2003			
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA39P084								
008/ Ukiah 30	Fees and costs	1430						
	Repair, Remove fences, decks, trellises and foliage hazards	1450						
	Long term replacement: roofs, kitchen, bath, interior, floor covering, HVAC, plumbing, electrical items, paint int/exterior	1460		33,097		33,097		
	Long term replacement (Appliances)	1465 .1						
	Relocation Costs (temporary)	1495 .1		1,570		1,570		
HA wide	Computer Hardware, network and Communication Equipment upgrades	1408		9,905		9,905		
	Administration	1410		4,953		4,953		

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part II: Supporting Pages

PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program Grant No: Ca39P08450104 Replacement Housing Factor Grant No:				Federal FY of Grant: 10/2004		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA39P084								
84-02 Baechtel Creek Village	Fees and costs	1430		3,500				
	Long term replacement: exterior finish repair, paint inside and out; replace and paint deteriorated railings at exterior of dwelling; replace and enclose water heaters	1460		160,456				
84-10 Sanderson	Improve play area	1450		10,000				
HA wide	Computer Hardware, network and Communication Equipment upgrades	1408		49,702				
	Administration	1410		24,851				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)
Part III: Implementation Schedule

PHA Name: Community Development Commission of Mendocino County		Grant Type and Number Capital Fund Program No: CA39-P084-50103 Replacement Housing Factor No:					Federal FY of Grant: 2003	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual		
008/ Ukiah 30	1/04	12/31/03	12/31/03	1/05	3/31/04	3/31/04	Lack of unforeseen conditions.	
HA-Wide	1/04	12/31/03	12/31/03	1/05	3/31/04	3/31/04	Lack of unforeseen conditions.	

Capital Fund Program Five-Year Action Plan

Part I: Summary

PHA Name Community Development Commission of Mendocino County						<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1
Development Number/Name/H A-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008	
	Annual Statement					
Baechtel Creek Village		\$ 59,500	\$ 95,895	\$ 175,000	\$ 155,000	
Seacliff Apartments		\$ 11,000	\$ 79,105	\$ 0	\$ 20,000	
Ukiah 30		\$ 38,500	\$ 0	\$ 0	\$ 0	
Sanderson Way		\$ 25,000	\$ 0	\$ 0	\$ 0	
Brookside Commons		\$ 20,000	\$ 0	\$ 0	\$ 0	
Glass Beach Apts.		\$ 21,000	\$ 0	\$ 0	\$ 0	
Total CFP Funds (Est.)		\$ 175,000	\$ 175,000	\$175,000	\$175,000	
Total Replacement Housing Factor Funds						

CFP Funds Listed for 5-year planning	\$ 175,000	\$ 175,000	\$175,000	\$175,000
Replacement Housing Factor Funds				

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year 1	Activities for Year : <u>2</u> FFY Grant: 2005 PHA FY: 2005			Activities for Year: <u>3</u> FFY Grant: 2006 PHA FY: 2006		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See	84-02/Baechtel Creek Village	Design: Exterior repairs	\$59,500	84-02/Baechtel Creek Village	Exterior Repairs	\$95,895
Annual Statement						
	84-03/ Seacliff	Exterior Repairs	\$11,000	84-03/ Seacliff	Exterior Repairs	\$79,105
	84-08/Ukiah 30	Exterior Repairs	\$38,500			
	84-10 Sanderson	Exterior Improvements (prep and paint)	\$25,000			
	84-013/Brookside	Exterior Repairs	\$20,000			
	84-015/Glass Beach	Exterior Repairs	\$21,000			
Total CFP Estimated Cost			\$ 175,000			\$ 175,000

Capital Fund Program Five-Year Action Plan

Part II: Supporting Pages—Work Activities

Activities for Year : <u>4</u> FFY Grant: 2007 PHA FY: 2007			Activities for Year: <u>5</u> FFY Grant: 2008 PHA FY: 2008		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
<i>84-02/Baechtel Creek Village</i>	Exterior Repairs	\$175,000	<i>84-02/Baechtel Creek Village</i>	Site Improvements: Landscape, Irrigation, Parking, Trash Enclosures, Drainage, Electrical	\$155,000
84-03/ Seacliff Apartments			84-03/ Seacliff Apartments	Exterior Repairs	20,000
Total CFP Estimated Cost		\$175,000			\$175,000

Community Development Commission of Mendocino County Public Homeownership Program

A. Method of Sale by PHA

1. Goals and Objectives of the Program

The Community Development Commission of Mendocino County (CDC) intends to sell scattered site single-family rental units owned by the CDC and located in the unincorporated area of Mendocino County just south of the City of Ukiah and within the City of Ukiah. Currently, there are practically no affordable homeownership opportunities located in or near the City of Ukiah. The CDC would like to offer the units in the unincorporated area and incorporated area for sale to provide affordable homeownership opportunities while at the same time reducing the maintenance costs for the CDC by reducing the number of scattered site units owned by the CDC. The CDC owns scattered site units in the City of Ukiah and just south of the city in the unincorporated area.

The units will be offered only to the residents for purchase. In this way, there will be no displacement or relocation for the residents. There are five single family units located in the unincorporated area of Mendocino County and eight located within the City of Ukiah that could be sold to residents. One of the units is currently vacant. The units will be sold as fee simple properties. There will be no other method of sale. This is the only method of homeownership that the CDC is proposing as part of the program.

B. Sale via Purchase and Resale Entity (PRE)

The CDC does not propose to make sales to a PRE as a part of this program.

C. Property Description

Existing ACC Units	13
New ACC Units	0
PHA Acquired Non-ACC Units	0
Financing Assistance Only	0
Total	13

1. Project Number or Street Address

The street addresses of the five units in the unincorporated area are:

213 Tedford Avenue
214 Tedford Avenue
1504 South Dora Street
114 Poulos Court
115 Poulos Court

The street addresses of the eight units in the City of Ukiah are:

1718 Lockwood Drive
1542 Lockwood Drive
1886 Elm Street
212 Irvington Drive
213 Irvington Drive
295 Magnolia Street
239 Burlington Drive
611 Myron Street

Number of bedrooms, Age, and Fair Market Value:

Address	Number of Bedrooms	Year Constructed	FMV (estimated)
213 Tedford Ave	3	1953	\$260,000
214 Tedford Ave	3	1955	\$260,000
1504 South Dora St	3	1953	\$260,000
114 Poulos Ct	3	1955	\$260,000
115 Poulos Ct	3	1955	\$260,000
1718 Lockwood Dr	3	1956	\$260,000
1542 Lockwood Dr	3	1951	\$260,000
1886 Elm St	3	1953	\$260,000
212 Irvington Dr	3	1953	\$260,000
213 Irvington Dr	3	1953	\$260,000
295 Magnolia St	3	1950	\$260,000
239 Burlington Dr.	3	1956	\$260,000
611 Myron St	3	1950	\$260,000

2. If acquiring new ACC housing

Under this program, the CDC will not be acquiring new ACC housing for homeownership.

3. If acquiring non-public housing

Under this program, the CDC will not be acquiring non-public housing for homeownership.

4. If only offering financing assistance to households

Under this program, the CDC will not be only offering financing assistance to households for homeownership.

D. Repair or Rehabilitation

1. This is not applicable. Repairs are not needed at present for units proposed for sale.

E. Purchaser Eligibility and Selection

1. Purchaser Eligibility

The order of preferences for potential homebuyers will be to offer the homes for sale to the residents of the homes. No one else will be offered the homes for purchase. If a current resident does not purchase his or her unit, the unit will continue to be rented to the resident as an ACC unit. In this way, no relocation or displacement will occur. Maximum income levels of 80% of AMI are desired; however, since the CDC is offering purchase to the current residents the maximum income limit of 80% of AMI cannot be enforced. All residents expressing interest in purchasing homes will be required to attend housing counseling provided by CDC at no charge. The CDC has been administering homebuying programs for the County of Mendocino since 1993 with a mortgage credit certificate program. In 1998, the County of Mendocino began a downpayment assistance program. It is administered by the CDC and with that the CDC provides regular homebuying counseling classes. The CDC also administers the City of Ukiah downpayment assistance program and an Individual Development Account (IDEA) program. The minimum downpayment requirement for the buyers will be 2% of the purchase price. The buyers will need to utilize the County of Mendocino Downpayment Assistance Program (DAP) or the City of Ukiah DAP. This program requires a minimum of 3% of the purchase price as a requirement for the County of Mendocino program and 4% for the City of Ukiah program, but half of that can come from a gift. The CDC plans to sell the units below market price at a price sufficient to provide a gift equal to 2% of the purchase price thus reducing the downpayment assistance requirement for buyers to 2% of the purchase price. There will be no replacement/reserve requirement. The units pass a yearly HQS inspection and are in satisfactory condition at the time of sale. The County of Mendocino has a Home Improvement Loan Program administered by the CDC providing affordable financing for low-income homeowners needing home repairs. Buyers of the homes could utilize this program if repairs are needed in the future.

2. Selection Criteria

Only those residing in the units at the time of sale will be eligible for purchasing the properties. Thus, there will be no marketing strategy or outreach beyond these residents. Residents have been sent letters informing them of the intent of the CDC to develop a public housing homeownership program and asking for their interest in purchasing the units in which they reside. If the plan is approved, those who are interested will be invited to an introductory meeting outlining the process for homebuying and financing options. Those still interested will then attend a special homebuying counseling session provided by the CDC. They will be expected to meet the requirements of the downpayment assistance program. County of Mendocino and City of Ukiah DAP guidelines are attached as supporting documentation.

3. Restrictions

The CDC will require that homebuyers cannot have owned a home within the previous three years. This will meet the definition of “first-time homebuyer” for the DAP programs and make them eligible for that financial assistance. There will be a requirement that the property be the homebuyer’s principal residence. There will be no employment/credit requirements. They will need to meet the underwriting requirements of the DAP programs. The DAP programs have a preferred front-end ratio of 27-35% with a maximum back-end ratio of 50%. The front-end ratio can go as high as the back end ratio limit of 50% on a case-by case basis. This allows homebuyers with good credit and low overall debt to be able to afford homeownership in an expensive housing market. However, for the requirements of this program, the front-end ratio will be capped at 35%.

F. Sale and Financing

1. Anticipated sale price of units

The anticipated sale price of the units will be slightly below market value. Right now, the estimate would be around \$260,000. The County of Mendocino has a minimum buyer contribution of 3% and the City of Ukiah has a minimum buyer contribution of 4%. Up to half of the buyer contribution can come as gift to the buyer. One possible option for a gift is for the seller to sell the property below the appraised value of the property. The Community Development Commission of Mendocino County intends to sell the homes at below appraised value equal to 1% if the purchase price for homes in the unincorporated area and 2% for homes in the City of Ukiah. This will result in all buyers needing to pay a minimum of 2% of the purchase price from their own funds and is the most equitable way to assist all the buyers.

2. Types and amounts of assistance provided

The types of assistance provided will be:

Type of Loan	Length of Loan	Amortized or Deferred	Interest Rate
Conventional (1 st position)	30 years	Amortized	Market
DAP (2 nd position)	30 years	Deferred	3% Simple Annual
CDC (3 rd position)	30 years	Deferred	Market

Beyond this, the CDC will sell the property at below the appraised value such that the minimum buyer share requirement for the DAP will be 2% for all buyers.

The County of Mendocino DAP has a buyer share minimum requirement of 3% of the purchase price while the City of Ukiah has a 4% minimum buyer share requirement. Half of that can come as a gift. The CDC will gift to the buyer by reducing the sales price by that amount from the appraised value so that the buyer contributes a minimum 2% of the purchase price.

3. Subsidy limits for second mortgages

The only subsidy limits will be those imposed by the DAP programs.

4. Resale restrictions

The properties will have a resale restriction that the CDC has the right of first purchase if sold within the first five years.

5. Recapture policy

The recapture policy will be the same as that utilized for the DAP programs. At time of sale, all principal and interest for any outstanding loans will be paid before the seller receives any proceeds from the sale.

G. Consultation with Residents and Purchasers

1. Description of consultation process

The public housing homeownership plan is a part of the PHA plan. Also, letters have been sent to the tenants in all the units informing them of the interest of the CDC to develop a public housing homeownership plan and inquiring about their interest in purchasing the home in which they reside. If this plan is approved, a general meeting of all interested residents will be conducted. Those still interested will then attend a special housing counseling session provided by CDC.

H. Counseling for purchasers

1. Statement describing need for counseling

All of the residents who will be purchasing homes will be first time homebuyers. They will need housing counseling to assist them in understanding the homebuying process and the financing for their home purchase.

2. Description of counseling program

CDC will provide the housing counseling. CDC has provided housing counseling for all of Mendocino County since 1998. Housing counseling is based on "A Guide to Homeownership" by Fannie Mae. Counseling is formalized for pre-purchase counseling. Post-purchase counseling is provided on a case-by-case basis at the request of the homeowner. Multi-lingual counseling is offered. Spanish has been the only requested multi-lingual housing counseling. Other languages could be provided with an arranged translator.

3. Inclusion of funds for homeownership counseling program in budget

Housing counseling is provided by the CDC as part of the administration for the DAP programs. Since the residents will be utilizing the DAP programs for their purchases, housing counseling will be paid from the funding sources for these programs. This would be CDBG and HOME.

I. Non-purchasing residents

1. Plan for working with non-purchasing residents

Those residents that do not want to purchase the homes will remain in those homes and the residents will continue to be public housing tenants. The CDC does not have extra available units to relocate residents and does not have the funds to permanently displace residents.

2. Notification/counseling of rights

Residents will be notified of their right to purchase the home in which they reside. They will be informed that they may purchase only that home as a part of this program and if

they choose not to purchase they may continue to reside there and it will remain rental property owned by the CDC.

3. Right of first refusal

Residents are the only ones who will be given the opportunity to purchase the homes.

4. Relocation assistance

No relocation assistance will be required as there will be no relocation.

5. Relocation must be complete prior to transferring ownership

As stated above, there will be no relocation with this program.

6. Anticipated relocation costs included in program budget

The program has been designed so that residents will not be subject to relocation. The expected cost of relocation is thus zero.

J. Sale Proceeds

1. Plan for use of net proceeds from program

The net proceeds will be used to provide loans for affordable housing activities. The proceeds will be a revolving loan fund to assist in preserving and expanding the affordable housing stock. Funds can be used for acquisition, construction, infrastructure development, predevelopment and land acquisition for affordable housing. Loans will be available to nonprofit and for profit developers. Loans will be below market interest rate and may be deferred when necessary to insure the feasibility of the project. Loan repayments will be recycled for the above uses.

K. Records, Accounts and Reports

1. Description of record keeping process by PHA

Administrative records will be maintained by the Public Housing Department of CDC. Purchase and financial records will be maintained by the Finance Department of CDC.

2. Plan for annual report on sales to HUD/PIC and in Annual Plan

Sales information will be reported annually to HUD/PIC and in the Agency Annual Plan.

M. Timetable

1. Residents meetings and other consultations: April, 2004 – completion of home sales (projected to be November of 2006).

2. When each source of funding will be secured. DAP and CDC funding is available.

Only issues for securing funding will be securing funding from 1st lender and from the buyer. It is expected that some buyers will need time to save the minimum required percentage of the purchase price. This is why the homebuying process is projected to last until November of 2006. Thus, the timeline is April, 2004 – November of 2006.

3. Number of units to be acquired, rehabilitated, and/or sold annually.

Only units to be sold are units already owned by the CDC. It is expected that some buyers will need to time save for their portion of the home purchase. Thus, projecting 5 units sold within the calendar year of 2005 and 8 sold within 2006.

4. Marketing and outreach process.

Outreach has already begun to ascertain interest from tenants in purchase units. Will receive input during public participation phase of agency annual plan. Will meet with all interested residents when plan is approved.

Initial outreach: April, 2004
Feedback: May-June, 2004
Outreach meeting: November, 2004

5. Duration of counseling and training.

Counseling will be conducted as a group, projected to be in November of 2004. Counseling is typically eight hours in duration; however, a special housing counseling session will be prepared for the residents so duration of counseling may vary from the norm. After this session, counseling will happen with residents on an on-going basis as needed as residents proceed with the homebuying process.