

Eligibility for Admission

To be eligible for Program participation, an applicant must meet HUD's criteria for eligibility determination, as well as any additional criteria established by the OCHA.

HUD requirements include five factors for eligibility:

- Income limits
- Family composition
- Provision of Social Security number
- Citizenship/eligible immigrant status
- Other criteria for admission as defined in Section 4.E.

Applicant's initial eligibility for placement on the waiting list will be made in accordance with the following factors and will not be verified until selection from the application pool for a Voucher is achieved.

A. FAMILY COMPOSITION

The applicant must qualify as a family. A family consists of one or more persons living together:

(1) two or more persons sharing residence whose income and resources are available to meet the family's needs and who are either related by blood, marriage or operation of law, or have evidenced a stable family relationship, for the past twelve months, (2) an elderly family or single person, (3) disabled family, (4) the remaining member of a tenant family, and (5) a displaced family.

A family shall also include two or more persons who are related by blood, adoption or marriage and a person or persons who regularly resides with them and has done so for more than one year, and whose income and resources are available for use in meeting the living expenses of the group. Lodgers or visitors may not be included.

A family shall also include two or more persons with disabilities in cases where individual circumstances justify reasonable accommodation, as verified in writing by a reliable, knowledgeable professional (e.g. doctor, psychologist, case worker, social worker, independent or supported living agency).

A family shall also include the remaining member of a tenant family, who is eligible to remain in the unit based on family composition and/or bedroom size requirement. If these requirements are not met, the remaining member shall be given 60 days to find a unit of appropriate size.

A family shall also include a person who is temporarily absent from the family and intends to return within not more than six months. Family shall also include a member of the U. S. Armed Forces who is absent from the family, regardless of the length of their absence, if they intend to return to and reside with the family and their income and resources are available for use in meeting the living expenses of the 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.]

Spouse of Head of Household:

Spouse means the husband or wife of the head of household.

For proper application of the Noncitizens Rule, the definition of spouse is: the marriage partner who, in order to dissolve the relationship, would have to be divorced. It includes the partner in common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads of household.

Live-In Attendants:

A family may include a live-in attendant who meets the following criteria:

Provides medical statement(s) required by the OCHA, to allow the tenant to remain in the assisted unit. Such statement(s) allow the OCHA to determine requirements essential to the care and well being of the elderly, handicapped or disabled family member. This medical statement must include the type of care that will be provided and the time spent on each duty; and

Is not obligated for the support of the elderly, handicapped or disabled member; and

Would not be living in the unit except to provide for the care of the elderly, handicapped or disabled family member; and

Whose income will not be counted for purposes of determining eligibility or rent; and

May not be considered the remaining member of the tenant's family.

This live-in attendant must also submit required identification (e.g. Driver License/state issued identification card, Social Security card, birth certificate, alien registration card); and

Must be a legal resident in the U.S.A.

At any time, the OCHA may refuse to approve a particular person as a live-in-aide, or may withdraw such approval, if the person:

- Commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- Commits drug-related criminal activity or violent criminal activity; or
- Currently owes rent or other amounts to the OCHA or to another public housing agency (PHA) in connection with Section 8 or public housing assistance under the 1937 Act.

Relatives are not automatically excluded from being care attendants, but must meet the definition described above.

When a live-in attendant is added to the family composition, the OCHA must perform a criminal history check on the new member(s). A criminal check is required on all live-in attendants.

Live-in attendant needs to be available according to the type of care and time specified for each duty on the medical statement.

Family members of a live-in attendant may also reside in the unit providing doing so does not increase the subsidy by the cost of an additional bedroom and further provided that the presence of the live-in's family members do not overcrowd the unit.

Live-in attendants cannot be the remaining member of the tenant family. If the person they are attending is no longer a participant of the Section 8 Rental Assistance Program, an attendant will not be entitled to a Housing Choice Voucher.

Multiple Attendants:

A family may have multiple attendants who work separate shifts provided that doing so does not increase the subsidy by the cost of an additional bedroom.

Note Verification procedures in Chapter 9. Verifications.

Split Households Prior to Housing Choice Voucher Issuance:

Applicants who are on the OCHA's waiting list may have a change in family composition if two parties split up and each wants to retain their status (date/time) on the waiting list.

In cases where the OCHA must make a determination as to who will retain the waiting list position, the waiting list position may be retained by either of the two new family units if there is mutual consent of the heads of the two new family units or there is a determination by a Court as to which new family unit is to retain the position on the OCHA's waiting list. Otherwise, the OCHA will determine which of the two new family units will continue to retain the place on the waiting list.

In making this decision, the OCHA shall consider which family member has physical custody of the children. If there are no children in the household and the parties remain eligible and cannot make a decision as to who remains the applicant, the OCHA will hold the application for ninety days pending a decision by the parties. After that time, if there is no decision, the Voucher will be awarded to the person who is listed as head of household on the application.

Documentation as to these factors will be the responsibility of the requesting parties. If documentation is not provided, the OCHA reserves the right to make the decision based on who is listed as head of household on the application, as long as the individual qualifies as an eligible family. There may be an exception granted in the case of a battered spouse, with verification of this situation.

Multiple Families in the Same Household:

It is possible to have what appears to be two families in the same household (such as a mother and father and daughter with her own family.) If the family applies as a family unit, they shall be treated as a family unit.

Joint Custody of Children:

When both parents are applying for Section 8 Rental Assistance Programs and both parents are attempting to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.

Non-school age children who are subject to a joint custody agreement, but live in the unit at least 51% of the time, will be considered members of the household. The definition of "51% of the time" is 183 days of the year, which do not have to run consecutively.

B. INCOME LIMITATIONS

Annual Income for admission shall not exceed the very-low-income limits established by HUD or any other limits as may be established by HUD.

OCHA must target 75% of new admissions for extremely low income families.

C. MANDATORY SOCIAL SECURITY NUMBERS

Families are required to provide Social Security numbers or employer identification numbers for all family members age six and over if they have such identification prior to admission. All such members of the family must either:

- Submit Social Security number documentation; or
- Sign a certification that they have not been issued a Social Security number. If the family member is under the age of 18 at the time of admission, the certification can be executed by his or her parent or guardian. Such certification will be reviewed to determine the legal right to reside and in determining the family's rental contribution.

Verification methods are described in Chapter 9. Verification.

D. CITIZENSHIP

HUD prohibits making financial assistance available to persons other than United States citizens, nationals, or certain categories of eligible noncitizens in the Section 8 Rental Assistance Programs administered by the OCHA. A family may be eligible despite the ineligibility of one or more family members.

Effective June 19, 1995, Section 214 of the Housing and Community Development Act of 1980, as amended, was implemented by HUD and will be applied by the OCHA in accordance with governing directives and local housing authority policy.

E. OTHER CRITERIA FOR ADMISSION

There are other criteria that must be met in order for an applicant to be determined eligible for assistance under the Section 8 Rental Housing Choice Voucher Program.

If the family, as a previous participant in the Housing Choice Voucher Program, was terminated for receiving benefits which they were not entitled to receive, the family may be declared ineligible. Families that committed a willful and intentional misrepresentation will be denied admission.

Upon the OCHA's review, an applicant may be allowed to repay amounts owed in full if the family, as a previous participant in the Housing Choice Voucher Program, owes money to a PHA for a claim paid to an owner for unpaid rent, damages, and vacancy loss or other program violations. At the final eligibility determination, amounts owed to the OCHA or other PHA must be repaid as described in Chapter 25. Repayment Agreements of this document.

An applicant family may be declared ineligible for the Housing Choice Voucher Program if any member of the family has engaged in those activities (such as drug related or violent criminal activity) described in Chapter 20 of this Administrative Plan.

Initial screening of applicants will comprise of routine inquiries of the family and any other information provided to the OCHA. The inquiries will be standardized and directed to all applicants by inclusion of the inquiry on the application form. If the OCHA has reason to believe that the applicant family, or any member thereof, has engaged, or is engaging, in drug-related or violent criminal activity, the OCHA may conduct a closer inquiry to determine whether the family should be denied admission. Verification of any past activity will be done at the final eligibility and may include a check of court conviction records or other records. The OCHA must perform criminal history background checks necessary to determine

whether any household member is subject to a lifetime sex offender/registration requirement in California and in any other states where the household members are known to have resided.

F. SUITABILITY OF FAMILY

In issuing rental assistance, the OCHA may not screen for factors which relate to the suitability of the applicant family as tenants. It is the responsibility of the owner to screen voucher holders as to suitability and acceptability. Such factors include (but are not limited to) prior rent paying history, outstanding debts owed to previous owners, history of damage to rental properties, police record, employment, etc. However, the OCHA may take into consideration, before issuing a Housing Choice Voucher, whether the applicant owes money to the OCHA or another Housing Authority, or should be denied access to the program because of a history of drug or violent criminal activity or any other reason identified above.

G. CHANGES WHICH OCCUR BETWEEN FINAL ELIGIBILITY DETERMINATION AND EXECUTED CONTRACT DATE

Changes which occur during this period will affect eligibility to lease the unit.

Ineligible families will be given the opportunities outlined in Chapter 23 (Complaints and Appeals) of the Administrative Plan.

Applying for Admission

H. HOW TO APPLY

The policy of the OCHA is to ensure that applicants are treated in a fair and consistent manner.

Pre-applications are taken to compile a waiting list. Due to the demand for housing in the OCHA's jurisdiction, the OCHA may take applications on an "open enrollment" basis, depending on the length of the waiting list.

Families wishing to apply for any of the OCHA's programs may request a pre-application to be completed when the waiting list is open.

The application process will be undertaken in two phases: a preliminary application (referred to as a pre-application) will be taken first. When the family comes to the top of the waiting list and the OCHA is ready to pull the family into the applicant pool for final eligibility determination, the OCHA will take a formal application (referred to as a full application) and verify the information provided.

Acceptance of Pre-applications:

When the waiting list is open, interested persons may apply to the OCHA.

Any applicant asking to be placed on the waiting list for Housing Choice Voucher Program will be given the opportunity complete a pre-application as long as the waiting list is open and the OCHA is accepting applications.

If the waiting list is open, pre-applications may be distributed as determined by the OCHA.

Duplicative active pre-applications or applications will not be honored.

Individuals who have a physical impairment, which would prevent them from obtaining an application in person, may have someone else secure an application for them.

The OCHA has a system in place to assist families with disabilities. Families can contact the OCHA at the TDD/TTY number for information assistance to the hearing impaired.

The OCHA may also take preliminary applications at designated outreach sites as it determines necessary to comply with special outreach efforts.

Pre-applications do not require an interview, but full applications do.

I. OPENING/CLOSING OF APPLICATION WAITING LIST

If the OCHA is taking applications on an open enrollment basis and determines that the waiting list is too long, the OCHA will utilize the following procedures for closing and opening the waiting list.

Required notices will provide potential applicants with the necessary information to apply for assistance, including an OCHA telephone number to call, dates and times during which applications will be accepted, and a brief program description, including information on eligibility requirements and local preferences.

Applications will only be accepted from applicants during the advertised periods of enrollment. These enrollment periods are determined based upon the need of the OCHA to augment its waiting list for any of the programs.

Suspension of Application Acceptance:

If the OCHA is taking applications on an open enrollment basis, the OCHA may suspend the taking of all applications if the waiting list is such that additional applicants would not be able to receive a Housing Choice Voucher within 24 months. The OCHA determines how long the list remains open. Suspension of application acceptance is announced publicly, as is the case for opening the waiting list.

There are specific instances where the OCHA may accept pre-applications even if the waiting list is currently closed. In cases where there are resident applicants who are being permanently displaced by governmental action of an OCHA member jurisdiction due ONLY to reasons of health or safety, the OCHA shall accept a pre-application from applicants who claim such preference within 120 days before or after their date of permanent displacement. The OCHA shall accept such pre-applications, but the OCHA shall not issue Housing Choice Vouchers to such eligible applicants in excess of ten percent (10%) of the OCHA's monthly turnover of Housing Choice Vouchers. In addition, applications may be submitted in accordance with HUD rules and regulations for Special Housing Programs, such as the Family Unification and Mainstream Programs, where the OCHA has exhausted specific program clients from its existing waiting list.

Reopening of the List:

If the waiting list is closed and the OCHA decides to open it, the OCHA shall publicly announce the opening in the manner provided by federal regulation and the notice provisions contained in this document.

This action is taken utilizing the following procedures:

- Notice in newspaper of general circulation
- Posting such notice in plain view in the applications office
- Notice published in minority media publications in the OCHA's jurisdiction

The OCHA will publish the application date(s) and program(s) for which applications are opening in English, Spanish and Vietnamese newspapers serving the OCHA's jurisdiction.

The publication will also specify the location where applications are accepted. Generally, applications will be accepted at the OCHA office in Santa Ana or other designated locations.

The OCHA will send the announcement to agencies whose clients are very-low-income. Announcement flyers will be available in the front office of the OCHA.

Application instructions will be posted in the OCHA office, in other designated offices and available through the voice mail system and web site.

The closing date of the application process may be determined at the same time that the OCHA determines to open enrollment. The open enrollment period shall continue until such time that the list includes sufficient applicants for 24 months of operations.

J. PRE-APPLICATION PROCEDURES

The OCHA will utilize a basic pre-application form. The information is to be completed as directed by the OCHA.

The purpose of the pre-application is to permit the OCHA to conduct an initial assessment of family eligibility or ineligibility and to determine placement on the waiting list.

Once the application is complete, the OCHA staff will assess the applicant's eligibility or ineligibility for selection as a Housing Choice Voucher Program participant.

The information on the form will not be verified until the client has been selected from the application pool for final processing. Final eligibility and placement on the list will be determined when the full application process is completed and the information verified.

Applicants are responsible for informing the OCHA of changes in family circumstances (i.e. income/assets, family composition, address, and living situation) within 15 calendar days and are responsible for responding to requests from the OCHA to update pre-applications.

Failure to provide information or respond to pre-application update requests may result in the applicant being removed from the waiting list. When applicants are notified in writing that their application has been rejected, the OCHA will follow the policy contained in Chapter 23 of this document.

K. NOTIFICATION OF FAMILY STATUS

Based on the information on the pre-application, if the family is preliminarily determined eligible, the applicant will be informed of the probable date that they will be contacted to determine if they are eligible to receive a Housing Choice Voucher. The OCHA communication will in no way lead applicants to believe that the estimated date of the Housing Choice Voucher issuance is exact, but will stress that the estimated date of the Housing Choice Voucher issuance is subject to several factors that are beyond the OCHA's control (i.e. preference determination, turnover, additional funding, etc.)

This information with respect to eligibility and estimated time-period to receive a Housing Choice Voucher will be put in writing and given to the applicant at the time of the interview or mailed to the applicant.

L. COMPLETION OF FULL APPLICATION

Applicants on the waiting list will be requested to fill out a full application when the OCHA estimates that a Housing Choice Voucher can be issued within 60 days.

Once the applicant's name is reached on the waiting list, notification will be mailed to the applicant. The applicant will be scheduled for an initial interview appointment.

The OCHA will interview the applicant by asking questions and completing a full application including a completed self-disclosure form. Families are encouraged not to bring children to the interview.

Requirement to Attend Scheduled Meeting:

It is the responsibility of the applicant to attend the scheduled application interview. It is the applicant's responsibility to reschedule the interview if they miss the appointment. Rescheduled appointments must be requested in writing within one year of the original appointment day.

If the applicant does not reschedule and/or misses two scheduled meetings, the OCHA has the right to reject the application.

Rejection of the application means that the household will be removed from the waiting list and must reapply when applications are being taken. Applicants will be notified in writing if the application is rejected for this reason.

All adult family members 18 years of age and older are required to attend the interview with the head of household and sign the housing application. Exceptions are made for the severely handicapped or students attending school out of state, in which case the paperwork will be given to the family to complete and return.

Verification of Full Application Information:

Information provided by the applicant will be verified in accordance with the provisions outlined in Chapter 9 of this document, including information on family composition, income, assets, allowances and deductions, preference status, full-time student status, and other factors relating to eligibility determination before the applicant is issued a Housing Choice Voucher.

All adult members 18 years and older must sign the HUD 9886 Release of Information Form, the OCHA's Release Form, property disposition, and INS 214 Declaration in order for the application to be considered complete.

M. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY

Only one Housing Choice Voucher will be issued per application.

After the verification process is completed, the OCHA makes its final determination of eligibility, based on the same factors used in determining preliminary eligibility, but with verified data at this point in time.

The household is not actually eligible for Housing Choice Voucher issuance until this final determination has been made, even though they may have been preliminarily determined eligible and may have been listed on the waiting list.

Family circumstances may have changed between initial pre-application and final eligibility determination. Because HUD can make changes in rules and regulations during the review process, which affect an applicant's eligibility, it is necessary to make a final eligibility determination.

N. PREFERENCE DENIAL

If the OCHA denies a preference claimed by the applicant, the OCHA will notify the applicant in writing of the reasons why the preference was denied and offer the applicant an opportunity for an informal review within 15 calendar days of such determination.

If requested, the informal review must be conducted by any person(s) designated by the OCHA.

The designee may be an officer or an employee of the OCHA, other than the person who made or reviewed the determination. At the time of the informal review, the applicant must provide proof of the claimed preference for which they are eligible.

Establishing Preferences and Maintaining the Waiting List

O. APPLICATION POOL

An application pool will be maintained in accordance with the following factors:

- Applications will become part of a permanent file.
- Applications will be maintained in order of preference. Applications equal in preference will be maintained by random sequence.
- All applicants must meet income eligibility requirements as established by HUD.

The waiting list may be updated every 12 to 24 months by the OCHA.

WAITING LIST PREFERENCES

During the eligibility process, all applicants will be given the opportunity to show that they qualify for the preferences described below.

If an applicant makes a false statement in order to qualify for a preference, the OCHA will deny admission to the program for the family and they will be removed from the applicant waiting list.

Preference:

Subject to preference requirements, the OCHA will apply these preferences to all applicants who qualify, weighted in descending order:

1. Resident applicants (referred to as “members”) who live, work, have been hired to work in or report to an office located in the Orange County Housing Authority’s jurisdiction:

“Non-member” applicants who move into or begin working in an OCHA jurisdiction will receive “member” preference status on the date their change report is received in writing. A “member” applicant will retain their preference for 60 days from the date they left the OCHA’s jurisdiction.

If resident applicants are placed or were admitted to transitional living facilities outside of the OCHA jurisdiction for reasons of health or safety (from their residence within the OCHA’s jurisdiction), under the administration of governmental case management, they will retain their preference.

If the applicant claims that they have lived or worked continuously in the OCHA’s jurisdiction, and based upon the District Attorney report it is found that they were out of the OCHA’s jurisdiction for a period of time, they will be denied admission based on willful misrepresentation and will be removed from the waiting list.

2. Resident applicants who are being permanently displaced by an OCHA member jurisdiction action for reasons of health or safety:

The member jurisdiction must provide documentation to the OCHA, evidenced by action adopted by the governing body of the Jurisdiction, that they have offered relocation assistance and benefits as legally required (including the OCHA’s Housing Choice Voucher Program benefits) to the affected resident applicants. Such designation of preference shall not exceed ten percent (10%) of the OCHA’s monthly turnover of Housing Choice Vouchers. Applicants shall be referred to the OCHA for consideration by a member jurisdiction and applicants must submit a pre-application within 120 days before or after the date the applicant is permanently displaced. The OCHA shall extend this preference within the ten percent (10%) per month limitation. (See Opening/Closing of Application Waiting List in Chapter 5 of this document.)

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3. Applicants who are currently serving in the U. S. armed forces, or veterans who have been honorably discharged or surviving spouses of veterans (who have not re-married after the death of the veteran).
4. Applicants (families/individuals) with earned income from recent employment who meet the following criteria:
 - Only head of household, spouse or sole member can qualify.
 - Must receive earned income, which is defined as salaries and wages, overtime pay, tips and bonuses, and any other form of compensation for work performed.
 - Work at least 42 weeks for a period of one year from the date of the pre-application.
 - Length of employment is calculated separately for each individual and cannot be combined with another person to qualify.
 - Employment must be verifiable. Burden of proof is the responsibility of the applicant.
5. Disability status.
 - Must be disabled status for at least 12 months from the time their initial interview date.

To minimize the risk of discrimination, HUD requires that any working preference must also be given to applicant households whose head, spouse, or sole member is age 62 or older or is receiving Social Security disability, Supplement Social Security Income disability benefits, or any other payments based on the individual's inability to work.

PREFERENCE ELIGIBILITY

Applicants will be placed on the waiting list according to information provided by them as to their qualification for preferences. This preference claim will not be verified at the time of pre-application.

If an applicant misrepresents an address to retain jurisdictional member preference, their file will be made inactive.

Applicant circumstances may change while awaiting a Voucher offer. These changes may affect entitlement to a preference. Applicants are required to notify the OCHA in writing within 15 calendar days of any change in their circumstances. Whenever applicants claim a different preference, they will be placed on the waiting list in the order of their claimed preference.

However, to be finally determined eligible, applicants must still meet the preference category(ies) cited at the time that a Voucher is expected to be available and a full application is completed during the OCHA Intake review.

If the applicant's preference cannot be verified, the applicant will be notified of the preference denial and given the opportunity for an informal review as authorized in Chapter 5, Section G of this document.

PREFERENCE CODES

MEMBERS				
PRIORITY CODES HIGHEST	1	2	3	4
	P. VETERANS WORKING OR VA ELDERLY VA DISABLED VA HANDICAPPED	<u>NON VETERAN WORKING</u> OR ELDERLY DISABLED HANDICAPPED	VETERANS NON WORKING OR VA NOT ELDERLY VA NOT DISABLED VA NOT HANDICAPPED	OTHERS NON WORKING

NON-MEMBERS				
5	6	7	8	PRIORITY CODES LOWEST
VETERAN WORKING OR VA ELDERLY VA DISABLED VA HANDICAPPED	NON VETERAN WORKING OR ELDERLY DISABLED HANDICAPPED	VETERAN NON WORKING OR VA NOT ELDERLY VA NOT DISABLED VA NOT HANDICAPPED	OTHERS NON WORKING	

DEFINITIONS:

Members – Living or working in member cities

Working – Working 42 weeks for a period of one year from the date of pre-application

Others – Single or family that do not meet any of the criteria in 1, 2, 3 for Members, or 5, 6, 7 for Non-Members.

The priority codes are to be used for applicants with the following application status codes:

E – Eligible pre-application: This applicant is waiting for an interview.

P – Initial interview, waiting for voucher: This applicant has been: A) Scheduled for an interview; B) Completed/made eligible and is waiting for a voucher.

C – Assigned a Subsidy Number: This applicant is scheduled a briefing and assigned a Subsidy Number.

H – Housed by Field Rep.: This applicant has been leased-up, and information transferred to Section 8 module.

I – Made ineligible, Non-Member: This applicant has been made ineligible or has been placed back on Waiting List as a Non-Member.

W – Withdrawn, made inactive: This applicant has been determined inactive or has withdrawn.

Note: 5, 6, 7, 8 Preference Codes are Non-Member, and must be used with an “I” status code.

User Codes for all Non-Members:

(NE) – Santa Ana

(GG) – Garden Grove

(AH) – Anaheim

(JJ) – All other cities outside of OCHA’s jurisdiction

ORDER OF SELECTION

The selection from the OCHA's waiting list will be made without regard to race, color, creed, religion, sex, handicap or disability, national origin, family status, marital status, or source of income.

The pre-applicants will be selected according to preference status and random placement of the pre-application.

Interviews for completion of a full application are scheduled on this basis.

REOPENING OF WAITING LIST FOR PREFERENCES

The OCHA will announce the opening of its waiting list whenever it is determined that fewer applicants are on the waiting list than would provide 24 months of referrals for assistance from that list. As funding becomes available for Special Programs or Project-Based Assistance, the OCHA will change the placement of waiting list applicants that meet the criteria for those programs. The OCHA may open the waiting list to accept pre-applications from applicants that meet conditions for those programs.

F. MAINTAINING THE WAITING LIST

After the preliminary eligibility determination has been made, applicants are placed on the appropriate waiting list in order of preference. The OCHA will maintain an accurate waiting list, which conforms to HUD requirements.

The waiting list will provide the following information regarding potentially eligible households who have an active pre-application:

- Name of head of household
- Date, time, and random placement number of the pre-application
- Unit size required
- Preference status codes
- Minority and ethnicity status

G. UPDATING THE WAITING LIST

The OCHA may periodically update the waiting list to ensure that it is current and accurate. The OCHA will mail a notice to the applicant's last known address, requesting information regarding their continued interest in maintaining a place on the waiting list.

If the applicant did not notify the OCHA of a move as required, the OCHA will not be responsible for the applicant's failure to receive the update request.

The request notice will include a deadline date by which applicants must contact the OCHA of their continued interest, by mail or in person. If the OCHA fails to receive the applicant's notice of continued interest by the deadline date, the applicant's name will be removed from the waiting list.

If the letter is returned by the Post Office, with the forwarding address noted, the OCHA will resend the letter. If the letter is returned by the Post Office as undeliverable, this will be used as proof that the applicant has moved without notice to the OCHA and that the applicant will be removed from the Waiting List.

The OCHA does not accept responsibility for mail delays and/or non-receipt by the applicant.

If there is no response within the time period stated in the OCHA's letter, the OCHA will send the notice to the applicant for the denial of assistance with an opportunity for an informal review.

H. FINALIZING THE DETERMINATION

All completed and verified applications are added to an “eligible” list and families are called in for briefing and issuance of Vouchers in accordance with this Administrative Plan.

A statistical report is prepared by the Section 8 staff each month to ensure that the very-low-income requirement is met, that the elderly/non-elderly and unit size distribution is followed and that the number of Vouchers issued is sufficient to maintain contracts for the number of units authorized under the Annual Contributions Contracts with HUD.

Special Housing

In order to provide additional housing opportunities, the OCHA has expanded the list of available housing types to include shared housing, congregate care, homeownership and project-based opportunities. These special housing types will offer a broader array of housing opportunities to our clients. However, these options may require that Voucher holders who take advantage of them, accept special conditions for housing as part of their lease or ownership agreements.

A. SHARED HOUSING

Single Individuals and Two-person Households with a one-bedroom Voucher may utilize their Section 8 Housing Choice Vouchers to occupy a bedroom in a qualified unit. Such qualified unit is defined in this Plan. There will be a separate Housing Assistance Payment (HAP) contract and lease for each assisted family in a shared housing unit. Maximum rent calculation will be based on the single-room occupancy standard (75% of the “0” bedroom Voucher standard). The utility allowance will not be granted in any shared housing contract.

The Request for Tenancy Approval (RTA) must state that this is a shared housing proposal and must be signed by the property owner or management agent. The OCHA will inspect the proposed shared housing unit to determine the Housing Quality Standards (HQS) for the sleeping room, kitchen facilities, bathroom facilities and other living spaces available to the tenant at the unit.

Elderly and/or Disabled/Handicapped Individuals may elect to form a shared housing mutually assisted family under reasonable accommodation regulations and can be issued a Housing Choice Voucher for the appropriate bedroom size to allow such expanded families to share a housing unit. Such families need to have had Section 8 Rental Assistance Housing Choice Vouchers, which have been issued to each member of the proposed mutually assisted family, and be elderly and/or disabled/handicapped. They must state in writing their request to form such a mutually assisted family and the reasons/benefits that they believe would provide for reasonable accommodation. Said statement should be directed to the Chief of Special Housing Programs for the OCHA, 1770 N. Broadway, Santa Ana, CA 92706.

Upon review, a mutually assisted family that includes two or more existing Voucher holders may be recognized as a new Voucher family. Only one head-of-household will be designated. The other member(s) of the mutually assisted family will surrender their Voucher(s), and their doing so will be noted in the file. If, in the future, the mutually assisted family breaks apart, each member thereof surrendering his or her Voucher will regain the Housing Choice Voucher.

Leasing activity will be the same as any other Voucher holders after the re-issuance of the new multi-bedroom Section 8 Housing Choice Voucher for mutual assistance.

B. CONGREGATE CARE

Single individuals may elect to utilize their Section 8 Housing Choice Vouchers in congregate care facilities. The fact that the proposed unit is a congregate care facility must be noted on the RTA and must be signed by the property owner or management agent. The OCHA will inspect the proposed sleeping room and other facilities available to the tenant.

The rent calculation will be based on the single-room occupancy standard (75% of the “0” bedroom Voucher standard). No utility allowance will be granted for any congregate care contract.

No payments may be made for security, administration, medical activities or food provided at the congregate care facility. HAP payments can only cover housing expenses.

C. HOMEOWNERSHIP

The OCHA has initiated a pilot program to explore the feasibility of utilizing Section 8 Housing Choice Vouchers for homeownership opportunities as allowed under HUD regulations. This program option is described in Chapter 30, “Homeownership,” and will only be available if the OCHA is successful in

obtaining technical assistance from a nonprofit or other partner organization(s) that will provide homeownership counseling, lender coordination or other required program components. If the OCHA is successful in designing its homeownership option for Section 8 Housing Choice Vouchers, participation will be limited to participants or new Section 8 Housing Choice Voucher holders, who meet the necessary criteria for income and/or down payments as required by lenders and the program guidelines. Eligible properties must be realistic for potential purchase through this program and located in the OCHA's jurisdiction.

D. PROJECT-BASED ASSISTANCE

The OCHA may elect to enter into project-based assistance (PBA) contracts for Section 8 Housing Choice Voucher holders as part of its initiatives to expand housing opportunities and enhance deconcentration strategies. The OCHA will advertise opportunities for PBA in conjunction with the Housing Development Section of H & CD. A competitive process will be used to review and select project proposals. The Board of Commissioners shall approve each allocation of Housing Choice Vouchers that are committed projects.

The maximum term for PBA contracts shall not exceed ten (10) years. Eligible projects shall consist of newly constructed and vacant units. The OCHA's allocation of project-based assistance shall not exceed 100 Housing Choice Vouchers per fiscal year. However, the OCHA may increase the available allocation if additional housing units are targeted for "hard-to-house" Housing Choice Voucher holders. "Hard-to-house" as defined by HUD is a household consisting of 3 or more minors or a disabled person. In accordance with HUD guidelines, the maximum number of units available under PBA will not exceed 20 percent of the OCHA baseline allocation.

Residents of PBA units shall be OCHA Section 8 Housing Choice Voucher holders. The OCHA will refer potential PBA residents for each approved project in accordance with tenant admission requirements. Owners/managers of PBA projects will screen and select tenants based on admission requirements that comply with federal, state and local Fair Housing rules. The following priorities will be used to refer and select PBA residents:

1. Priority one will be Section 8 Housing Choice Voucher holders that are seeking their initial lease;
2. Priority two will be Section 8 Housing Choice Voucher holders that request to relocate to the complex and who meet the resident qualifications of the project;
3. Priority three will be households on the OCHA waiting list who meet resident qualifications of the project;
4. If there are not sufficient eligible applicants that meet the criteria in the above 3 priorities, the OCHA will re-open its waiting list in accordance with HUD guidelines to accept pre-applications from targeted applicants that will meet the resident qualifications of the project.

Residents of PBA units will comply with all rules and regulations governing Section 8 Tenant-Based Assistance and may elect to relocate after residing in the PBA unit for 12-consecutive months. The OCHA will maintain its commitment to refer and assist Section 8 Housing Choice Voucher holders in vacant PBA units for the term of the PBA contract.

Section 8 Homeownership Option

A. INTRODUCTION

Under the Section 8 homeownership option, a public housing agency may provide tenant-based assistance to an eligible family that purchases a dwelling unit that will be occupied by the family. The OCHA has initiated a pilot program to explore the feasibility of utilizing Housing Choice Vouchers for homeownership opportunities, as allowed under HUD regulations. This program option is described below and will only be available if the OCHA is successful in obtaining technical assistance from a nonprofit or other partner organization(s) that will provide homeownership counseling, lender coordination or other required program components and if OCHA can determine the financing for the program is feasible considering Orange County's housing market. If the OCHA is successful in designing its homeownership option, participation will be limited to current OCHA participants or new Housing Choice Voucher holders, who meet the necessary criteria for income and/or down payments as required by lenders and the program guidelines. Eligible properties must be realistic for potential purchase through this program and located in the OCHA's jurisdiction.

The U.S. Department of Housing and Urban Development (HUD) specifies general requirements for the program, and requires the public housing agency (PHA) to address specific local policies in its Administrative Plan. An overview of the general requirements and OCHA's local policies are described below.

B. GENERAL REQUIREMENTS

Overview:

The Homeownership Option is used to assist a family residing in a home purchased and owned by one or more members of the family.

1. A family assisted under the Homeownership Option may be a newly admitted or existing participant in the Housing Choice Voucher Program.
2. A live-in aide must be approved, if needed, as a reasonable accommodation.
3. A minimum homeowner contribution is required that equals at least three percent of the total cost of the home for participation in the Section 8 Homeownership Program, and at least one percent of the homeowner contribution must come from the family's personal resources.
4. Financing for purchase of a home under the Section 8 Homeownership Program must comply with generally accepted private sector underwriting standards.

Initial Requirements:

The OCHA must determine that the family satisfies all of the initial requirements at commencement of homeownership assistance for the family as described below:

1. The family is qualified to receive homeownership assistance if: (1) The family has been admitted to the Housing Choice Voucher Program; (2) The family satisfies any first-time homeowner requirements (which includes status as a first-time homeowner, a cooperative member, or a family with disabilities, as defined in the HUD regulations); (3) The family satisfies the minimum income requirement stated in the HUD regulations; (4) The family satisfies the employment requirements (not applicable to an elderly or disabled family – a family with a disabled person may receive an exemption if needed as a reasonable accommodation); (5) The family has not defaulted on a mortgage securing debt to purchase a home under the Homeownership Option; (6) Except for cooperative members, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home; (7) Except for cooperative members, the family has entered a contract of sale in accordance with the

HUD regulations; (8) The family also satisfies any other initial requirements established by the OCHA in the Administrative Plan.

2. The unit is eligible if: (1) The unit is occupied by its owner or by a person with any interest in the unit; (2) The unit was either under construction or already existing at the time the family enters into the contract of sale; (3) The unit is either a one unit property (including a manufactured home) or a single dwelling unit in a cooperative or condominium; (4) The unit has been inspected by a PHA inspector and by an independent inspector selected by and paid by the family; and (5) The unit satisfies Housing Quality Standards (HQS).
3. The family has satisfactorily completed the PHA program of required pre-assistance homeownership counseling: (1) Before commencement of homeownership assistance for a family, the family must attend and satisfactorily complete the pre-assistance homeownership and housing counseling program required by the PHA; (2) The PHA should ensure that its counseling program is consistent with the homeownership counseling provided under HUD's Housing Counseling Program; (3) The PHA may adapt the subjects covered in pre-assistance counseling to local circumstances and the needs of individual families.
4. Before commencement of homeownership assistance, a member or members of the family must enter into a contract of sale with the seller of the unit to be acquired by the family: (1) The family must give the PHA a copy of the contract of sale; (2) Contents of the contract of sale are specified in the HUD regulations; and (3) The contract of sale contains a certification from the seller that the seller has not been debarred, suspended, or subject to limited denial of participation under HUD programs.

C. OCHA LOCAL POLICIES

Additional OCHA Requirements for Participation in the Section 8 Homeownership Program:

1. A Voucher Holder must be in good standing with the OCHA to participate in the Section 8 Homeownership Program.
2. Interest in applying for the Section 8 Homeownership Program by a newly admitted or existing participant in the Section 8 Voucher Program should be submitted in writing to the designated staff person in the Special Housing Programs Section.

Maximum Time to Locate and Purchase a Home:

1. Newly admitted Voucher Holder: Maximum time allowed is 6 months from OCHA's acceptance of an application for the Section 8 Homeownership Program until entering into a contract of sale with the seller of the unit to be acquired by the family. Since this is a pilot program, written requests for an extension may be submitted, reviewed, and considered on a case-by-case basis. An applicant unable to purchase within the maximum time granted will be issued a Voucher to lease a unit and will have 60 days to submit a Request for Tenancy Approval.
2. Existing Participant in the Housing Choice Voucher Program: Maximum time allowed is 12 months from the OCHA's acceptance of an application for the Section 8 Homeownership Program until entering into a contract of sale with the seller of the unit to be acquired by the family.

Financing Purchase of Home and Affordability of Purchase:

1. A minimum homeowner contribution is at least three percent of the total cost of the home for participation in the Section 8 Homeownership Program. Additionally, at least one percent of the homeowner contribution must come from the family's personal resources.

2. Financing for purchase of a home under the Section 8 Homeownership Program must comply with generally accepted private sector underwriting standards.

Additional OCHA Requirements for Continuation of Homeownership Assistance for the Family:

1. Occupancy of home: Homeownership assistance may only be paid while the family is residing in the home. If the family moves out of the home, the OCHA may not continue homeownership assistance after the month when the family moves out. The family or lender is not required to refund to the OCHA the homeownership assistance for the month when the family moves out.
2. Family obligations: (1) Compliance with mortgage. (2) Prohibition against conveyance or transfer of home as long as the family is receiving homeownership assistance. (3) The family may grant a mortgage on the home for debt incurred to finance purchase of the home or any refinancing of such debt. (4) Upon death of a family member who holds, in whole or in part, title to the home or ownership of cooperative membership shares for the home, homeownership assistance may continue pending settlement of the decedent's estate, notwithstanding transfer of title by operation of law to the decedent's executor or legal representative, as long as the home is solely occupied by remaining family members. (5) Supplying required information, including : (a) any mortgage or other debt incurred to purchase the home, any refinancing of such debt (including information needed to determine whether the family has defaulted on the debt, and the nature of any such default); (b) any sale or other transfer of any interest in the home; or (c) the family's homeownership expenses. (6) Notice of move-out. (7) Notice of mortgage default. (8) Prohibition on ownership interest on second residence: during the time the family receives homeownership assistance under this program, no family member may have any ownership interest in any other residential property; (9) Additional OCHA requirement: the family must allow the OCHA to inspect the unit at reasonable times and after reasonable notice; (10) Other family obligations: the family must comply with the obligations of a participant family, except for the lease-related provisions which do not apply under the homeownership option.

Determination of Homeownership Expenses:

1. Amount of monthly homeownership assistance payment: (1) The PHA must use the same payment standard schedule, payment standard amounts, and subsidy standards for the homeownership option as for the rental voucher program. (2) Homeownership expenses for a homeowner (other than a cooperative member) may only include amounts allowed by the OCHA to cover the entire costs calculated on a monthly basis for the ownership of the proposed residential unit; these costs are generally shown as principal and interest amortizing all outstanding debts, real estate taxes, mortgage and home insurance, and any other recurring fees.
2. Maximum term of homeownership assistance: (1) Except in the case of a family that qualifies as an elderly or disabled family, family members shall not receive homeownership assistance for more than (a) fifteen years, if the initial mortgage incurred to finance purchase of the home has a term of 20 years or longer; or (b) ten years, in all other cases. (2) The maximum term of assistance does not apply to elderly and disabled families. The HUD regulations delineate specific criteria for applicability of the maximum term of assistance for various family members.

OCHA Policy for Payment of Homeownership Assistance Payments to the Lender on Behalf of the Family:

1. Payment to the Lender: The OCHA will pay homeownership assistance payments to a lender on behalf of the family. The lending institution will maintain an escrow balance for all costs outside of principal and interest. It is expected that the full amount of the payment will be due to the lender, and there will not be any excess amount to be paid directly to the family.
2. Administrative fees: The ongoing administrative fee is paid to the OCHA for each month that homeownership assistance is paid by the OCHA on behalf of the family.

Move with Continued Tenant-based Assistance:

1. Move to new unit: (1) The family may move either with voucher rental assistance (in accordance with rental assistance program requirements) or with voucher homeownership assistance (in accordance with homeownership option program requirements). (2) The OCHA policy prohibits more than one move by the family during any one-year period. (3) HUD regulations specify requirements for continuation of homeownership assistance and grounds for termination or denial of assistance.

2. Portability: (1) A family determined eligible for homeownership assistance by the initial PHA may purchase a unit outside of the initial PHA's jurisdiction, if the receiving PHA is administering a voucher homeownership program and is accepting new homeownership families. (2) In general, the portability procedures apply to the homeownership option and the administrative responsibilities of the initial and receiving PHA are not altered except that some administrative functions (e.g., issuance of a voucher or execution of a tenancy addendum) do not apply to the homeownership option.

**HOUSING AND COMMUNITY SERVICES DEPARTMENT
RESIDENT ADVISORY BOARD**

H&CD COMMISSION ROSTER – 2-YEAR TERMS

*Original Appointment Date reflects appointment to the current H&CD Commission
(REV. 10/03-ss)

OFFICER ELECTION	COMMISSION MEMBER	RECOMMENDING BODY	*ORIGINAL APPOINTMENT DATE	CURRENT EXPIRATION DATE
	Margie L. Rice	Board Office 1st District	7/24/01	6/30/05
	James A. Wahner	Board Office 2 nd District	2/23/99	6/30/05
VICE-CHAIR (7/24/03)	Scott C. Larson	Board Office 3 rd District	3/23/99	6/30/03
	Peter Beard	Board Office 4 th District	10/7/03	6/30/05
	Bruce A. Sonnenberg	Board Office 5 th District	8/21/01	6/30/05
	Lydia Sondhi	League of CA Cities	3/30/99	6/30/04
	Kathryn McCullough	League of CA Cities	3/30/99	6/30/04
	Jasmine Hezar	H&CD Commission S8 Tenant	7/20/00	6/30/04
	William P. Bernard	H&CD Commission S8 Tenant (Over 62)	2/23/99	6/30/04
	Jim Palmer	H&CD Commission Member-At-Large	5/11/99	6/30/04
CHAIR (7/24/03)	Jim Righeimer	H&CD Commission Member-At-Large	5/11/99	6/30/04

Deconcentration of Poverty and Income Mixing (Revised)

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.

(6) Deconcentration and Income Mixing

· The Orange County Housing Authority does not administer public housing.

- a. Yes No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.
- b. Yes No: Do any of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments? If no, this section is complete.

If yes, list these developments as follows:

Deconcentration Policy for Covered Developments			
Development Name:	Number of Units	Explanation (if any) [see step 4 at §903.2(c)(1)(iv)]	Deconcentration policy (if no explanation) [see step 5 at §903.2(c)(1)(v)]

CAPITAL FUND PROGRAM TABLES START HERE

· The Orange County Housing Authority does not administer public housing.

Annual Statement/Performance and Evaluation Report					
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary					
PHA Name:		Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:			Federal FY of Grant:
<input 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				
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	1499 Development Activities				
19	1501 Collateralization or Debt Service				

Annual Statement/Performance and Evaluation Report
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name:	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No:	Federal FY of Grant:
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Original Annual Statement
 Reserve for Disasters/ Emergencies
 Revised Annual Statement (revision no:)
 Performance and Evaluation Report for Period Ending:
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
20	1502 Contingency				
21	Amount of Annual Grant: (sum of lines 2 – 20)				
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 compliance				
24	Amount of line 21 Related to Security – Soft Costs				
25	Amount of Line 21 Related to Security – Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

**Capital Fund Program Five-Year Action Plan
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See						
Annual						
Statement						
Total CFP Estimated Cost			\$			\$

FINAL DRAFT

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2003 - 2004

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

PHA Plan Agency Identification

PHA Name: Orange County Housing Authority

PHA Number: CA094

PHA Fiscal Year Beginning: (mm/yyyy) 07/2003

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 (County Executive Office)
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)
Participating Member Cities (Final Public Housing Agency Plan)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

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

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

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities: Utilizing Operating Reserves Funding (approx. \$4,000,000 over the next five years).
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score) 73
 - Increase customer satisfaction: Expand owner participation (currently 3200+) and improve responsiveness to owner/tenant inquiries.
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - Renovate or modernize public housing units:
 - Demolish or dispose of obsolete public housing:

- Provide replacement public housing:
- Provide replacement vouchers: As part of the mark-to-market effort/Opt Outs.
- Other: (list below)

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards: Where warranted by high rents or necessary for reasonable accommodations.
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Expand utilization of vouchers for Special Housing types as needed.

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

PHA Goal: Promote self-sufficiency and asset development of assisted households

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability: Through the FSS Enhancement Program.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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

- PHA Goal: Ensure equal opportunity and affirmatively further fair housing Objectives:
- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability: In conjunction with the Orange County Fair Housing Council.
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability: Utilizing the Orange County Housing Authority's referral list.
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required: Working with County agencies and community-based organizations for special needs clients and providing special accommodations when necessary.
 - Other: (list below)

Other PHA Goals and Objectives: (list below)

1. Allocate program dollars in a manner that ensures timely investment in projects and provides the best benefit toward meeting departmental goals for the dollars invested.
2. Increase and preserve affordable housing opportunities, especially for those most in need.
3. Improve communication, capacity and morale by such means as conducting regular meetings; recognizing employee achievements; supporting employee events; providing training for employees; and promoting Department accomplishments.
4. Work with other County departments as well as cities, non-profits, residents of unincorporated islands, the business community, and other broad-based interests to address housing and community needs.
5. Advance county housing interests at the State and Federal levels through involvement in industry organizations and development of - legislative and program policies.

Annual PHA Plan
PHA Fiscal Year 2003 - 2004
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

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

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

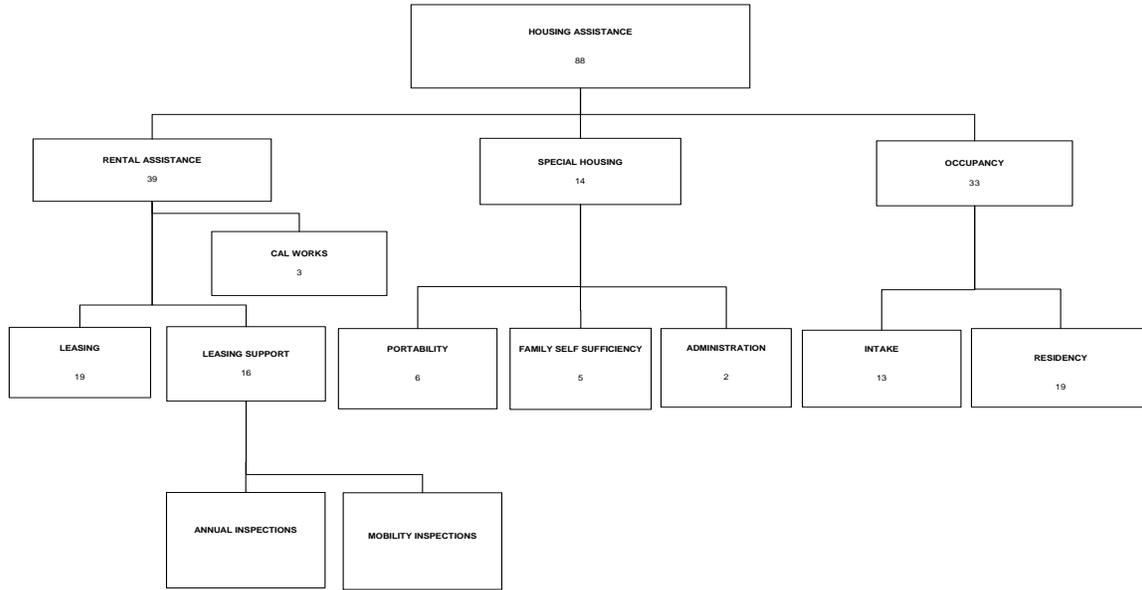
Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Orange County Housing Authority (OCHA) was founded in 1971 and has been designated as Public Housing Agency (PHA) #CA094 by the U.S. Department of Housing and Urban Development (HUD).

In 1986, OCHA was brought into the structure of the County of Orange government. The Orange County Board of Supervisors acts as the Board of Commissioners of OCHA and the Housing and Community Development (H&CD) Commission is the advisory board for general public direction and oversight of housing related issues. This 11-member H&CD Commission includes two Housing Choice Voucher recipients, five appointees by the Board of Supervisors, two representatives from the League of California Cities, and two members-at-large.

OCHA is a division within the organizational structure of the Housing and Community Development Department and its Director is the Executive Director of OCHA. OCHA is staffed as the Housing Assistance Division of the H&CD Department. Under the direction of a Division Manager, OCHA is divided into three Sections: 1) The Occupancy Section is responsible for oversight of the waiting list, initial eligibility processing, annual and interim re-examinations for all clients, 2) The Rental Assistance Section performs inspections, leasing and CalWORKs activities and, 3) The Special Housing Programs Section administers programs targeted for specifically targeted populations that include the Family Self-Sufficiency, Family Unification Program, Portability, Mobility, and Shelter Plus Care, a tenant-based program that is funded through the Homeless Assistance Continuum of Care grant award. The diagram on the following page provides an overview of the Housing Assistance Division that includes 88 staff members. In addition, there are accounting, legal, information systems, and other administrative staff assigned in support of OCHA activities.

H&CD
HOUSING ASSISTANCE DIVISION
Organizational Chart



On July 1, 2002, the beginning of Fiscal Year 2002-03, OCHA had Annual Contributions Contracts (ACC) with HUD to assist 9,103 households under the tenant-based Section 8 Housing Choice Voucher Program.

In August 2002, HUD awarded OCHA a new ACC for an additional 452 Housing Choice Vouchers. OCHA was one of eight Housing Authorities in California selected to receive additional Vouchers under a competition for “Fair Share Vouchers”. Staff was successful in issuing these Vouchers and leasing a sufficient number of households to fully utilize the new Vouchers within three months. By November 30, 2002, OCHA was providing rental assistance to 9,706 households, thereby achieving and exceeding its goal of 100% lease up.

OCHA has maintained this high level of lease-up through the end of the calendar year in an attempt to fully utilize the available ACC funds. More than 80% of the Vouchers issued in 2002 were to households eligible for “one bedroom” units, which have lower rents and therefore require less rental assistance. These savings allow OCHA to exceed the 100% lease-up rate on a temporary basis.

OCHA is the contract administrator for two project-based rental assistance properties, including a 120-unit family complex (The Parklands) located in the City of Irvine, and a 97-unit senior citizen complex (Pacific Terrace) located in Midway City. In addition to the aforementioned tenant and project based assistance programs, OCHA has received funding allocations through HUD’s competitive process under the Homeless Assistance Continuum of Care grant awards. This funding for the homeless includes 4 five-year contracts and a one-year renewal contract to provide rental assistance to more than 190 formerly homeless families that are disabled under a Shelter Plus Care Program in partnership with the Orange County Health Care Agency and community-based organizations. Two additional Shelter Plus Care awards were also provided for project-based Shelter Plus Care assistance that will house 50 households over a 10-year period.

Most households receiving assistance through OCHA’s tenant-based programs reside in 31 Participating Cities and unincorporated Areas of Orange County that comprise OCHA’s jurisdiction. Participants in the tenant-based programs can also elect to use their assistance to relocate outside of OCHA’s jurisdiction. Such clients are accommodated through either mobility or portability provisions.

OCHA entered into a Mobility agreement with the Housing Authorities in the cities of Anaheim, Garden Grove, and Santa Ana that streamline the process for participants to receive assistance between

jurisdictions throughout Orange County and thereby optimize their housing options. Approximately, 680 households are receiving rental assistance benefits from OCHA while residing in Anaheim, Garden Grove or Santa Ana and more than 1,400 clients from these three Housing Authorities are residing in OCHA's jurisdiction. Under these Mobility agreements, the initial agency that processed a family's eligibility continues to administer the assistance and makes payments to owners while the partner agency performs the required inspections, rent reasonableness documentation, and coordinates leasing/contracting.

Clients who move outside Orange County are assisted through federal portability procedures. Under Portability, another Housing Authority will either (1) issue incoming clients one of their Vouchers or (2) administer assistance using OCHA Voucher and submit invoices to OCHA for the monthly payments and a portion of the administrative fee. During 2002, all incoming voucher holders were absorbed into OCHA's jurisdiction, totaling 300 absorbed voucher holders.

OCHA's tenant-based programs assist various clientele that include disabled, elderly persons, and families. Similarly, OCHA's Waiting List reflects a similar representation of very low-income applicants who need rental assistance.

The following table illustrates the overall, steady, increase in voucher usage and tenant lease-up throughout OCHA's jurisdiction from 2000 through 2002.

**Participating Cities and Others
Assisted Tenants Comparison**

Participating City	Yr. 2000 # of Tenants	Yr. 2001 # of Tenants	Yr. 2002 # of Tenants	Increase/ (Decrease)
Aliso Viejo	N/A	19	31	12
Brea	62	120	164	102
Buena Park	498	536	578	80
Costa Mesa	462	473	516	54
Cypress	149	153	154	5
Dana Point	57	24	30	(27)
Fountain Valley	114	255	294	180
Fullerton	727	763	778	51
Huntington Beach	756	736	841	85
Irvine	151	321	494	343
Laguna Beach	35	31	32	(3)
Laguna Hills	66	54	57	(9)
Laguna Niguel	60	64	72	12
Laguna Woods	N/A	21	30	9 *
La Habra	235	244	267	32
La Palma	9	14	29	20
Lake Forest	96	127	156	60
Los Alamitos	20	23	26	6
Mission Viejo	80	151	237	157
Newport Beach	94	80	97	Ø
Orange	513	551	601	88
Placentia	137	153	171	34
Rancho Santa Margarita	33	69	96	63
San Clemente	150	128	125	(25)
San Juan Capistrano	29	36	62	33
Seal Beach	6	9	11	5
Stanton	249	349	406	157
Tustin	380	358	380	Ø
Westminster	1,473	1,679	1,848	375
Yorba Linda	49	48	71	22
Unincorporated Areas	372	386	403	31
<i>Sub-total</i>	<i>7,062</i>	<i>7,975</i>	<i>9,057</i>	<i>2,367</i>
Portability	64	32	30	(32)
Mobility	183	405	619	436
<i>Total</i>	<i>7,309</i>	<i>8,412</i>	<i>9,706</i>	<i>2,397</i>

* Limited comparison not including year 2000; not an incorporated city at that time.

PROGRESS TOWARD GOALS AND OBJECTIVES IDENTIFIED IN THE FIVE-YEAR PLAN

In Section B of the Five-Year Plan for Fiscal Years 2000-2004, OCHA identified a number of HUD strategic goals and objectives in support of its mission. During Fiscal Year 2002-2003, OCHA made progress toward accomplishing the following goals and objectives outlined in the Plan:

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

- Met or exceeded 100% lease-up and increased the number of assisted households from 9,195 to 9,706 between July 1, 2002 and December 31, 2002.
- Applied for funding under the Fair Share competitive award and received a new allocation of 452 Housing Choice Vouchers and fully utilized these resources within 3 months.
- Achieved a Section 8 Management Assessment Program (SEMAP) score as a “high performer” PHA.
- Obtained and issued Enhanced Vouchers to sustain rental assistance benefits for 74 families impacted by an “opt out” project in City of Huntington Beach.
- Increased landlord participation by establishing new Owner Hotline in March 2002, which received over 5,000 calls during its initial 9 months of operation.
- Collaborated with three local PHAs to enhance outreach activities to owners and coordinate mobility opportunities for participating households.
- Continued ongoing outreach activities and furthered communication with local apartment associations, produced two owner newsletters, and hosted a second annual conference for landlords.
- Amended Administrative Plan to expand housing choices for households to include shared housing.
- Amended Administrative Plan to include project-based assistance using Housing Choice Vouchers.
- Amended Administrative Plan to expand guidelines about “Conducting Business in Accordance With Core Values and Ethical Standards.”
- Provided staff with training from the Fair Housing Council to ensure success of affirmatively furthering fair housing initiatives and goals.

ACCOMPLISHMENTS DURING PAST YEAR

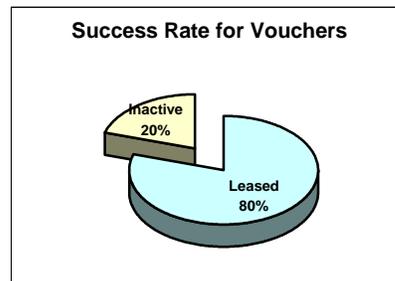
The following presents an overview of activities, accomplishments and status of the tenant-based rental assistance programs administered by OCHA from January 1, 2002 to December 31, 2002.

Waiting List and Vouchers Issued

At the beginning of the year, more than 16,000 applicants were on OCHA’s waiting list for rental assistance. After receiving a new allocation of 820 Housing Choice Vouchers in October 2001, OCHA developed an aggressive schedule to process applicants and began to schedule between 300 and 800 applicants from the waiting list during the months between January and June 2002. After receiving an additional award of 452 Housing Choice Vouchers in August 2002, this level of processing applicants was continued, and by December 2002 over 2,300 vouchers had been issued.

Overall Vouchers Issued vs. Inactive

Ongoing Vouchers Issued	2,333
Vouchers Used	1,862
Success %	80%
Leased	471
Inactive	1,862



Success Rate for Households Receiving a Voucher

Households receiving Vouchers are allowed 120 days to locate and lease a qualified unit. Of 2,333 Vouchers issued that potentially expire between January and December 2002, only 471 were made inactive. The remaining 1,862 Voucher recipients have been leased and are receiving assistance or have a lease being processed at this time. This represents an 80% success rate for those receiving a Housing Choice Voucher during the year and a 6% increase over the prior year.

Leasing and Inspections Activities

Staff accomplished a considerable number of program-related activities essential to maintain assistance to over 9,700 current participants, in addition to leasing new participants from the Waiting List, and also handled special client caseloads. "Special Housing" leases include incoming Portability and Family Unification clients, new outgoing Mobility leases and case management for the Family Self-Sufficiency Program was performed by the Special Housing Programs Section. Staff in the Rental Assistance Section handled new and transfer leases for program participants, processed rent increases, in addition to performing initial, annual, and mobility inspections for the overall Housing Choice Voucher program. Such activities include:

New leases:	1,562
Annual and follow up Inspections:	9,361
Mobility Inspections:	2,719
Rent Increases:	3,947
Special Housing Leases:	443
Transfer Leases:	923

In March 2002, the Leasing Section established a new "Owner Hotline," and assigned staff exclusively to answer phones and work with landlords. The hotline and a fax number are dedicated solely for new and existing owners, and will provide a same-day response to any questions they may have regarding program information. The hotline has been well received by new and existing owners as an enhancement in customer service. From March 1, 2002 to December 31, 2002, the hotline received a total of 5,105 calls.

Re-Examinations Processed

During Calendar Year 2002, staff in the Occupancy Section scheduled interviews and processed annual re-examinations of income and household composition for all participants on the program in order to re-establish their appropriate share of rent based on 30% of adjusted income. In addition, staff performed interim re-examinations for families that reported a change of income or household composition as those changes occurred. The following shows the total activity required to accomplish this during 2002:

Annual Re-Examinations	7,755
Interim Re-Examinations	3,494
Annual Total	11,249

Results of the above work were transmitted monthly to HUD electronically using the Public and Indian Housing Information Center (PIC) system. This data was evaluated by HUD and is available for review on HUD's PIC website. Staff monitored this site following each transmission to obtain reports on the quality and accuracy of the data submitted in order to identify and correct "fatal errors" that will impact OCHA's performance score in SEMAP.

OCHA Accounting & Payments to Landlords

In the past year, the Accounting Section processed and issued over 3,500 monthly Housing Assistance Payments (HAP). The amount of monthly payments has increased significantly with the addition of approximately 1,000 assisted households and increasing rents. HAP checks for the month of January 2002 were \$5,438,629 and increased to \$6,785,831 in December 2002. This difference of \$1,347,203 represents a 25% increase in Housing Assistance Payments and reflects the dynamics of increasing rents and number of assisted households.

OCHA payment statistics for December 31, 2002 indicate that the overall average HAP is \$659 per household and the average tenant pays approximately \$324 per month. The following chart reflects average HAP and average Tenant share of rent by unit size, excluding 5 bedroom and SRO's.

Terminations and Hearings

Terminations and Transfers in the Program

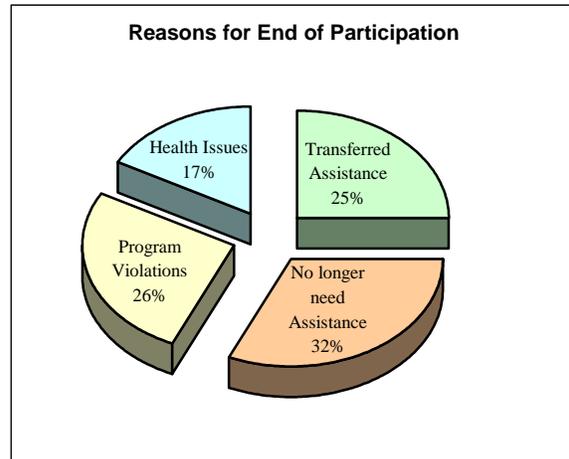
During 2002, tenants, owners or OCHA terminated approximately 1,500 assisted leases. Tenants or owners initiated over 60% of the terminations, and the assisted households moved, successfully leased another rental unit, and continued to receive rental assistance from OCHA. The balance, a total of 569 participants, ended their participation in OCHA's rental assistance program.

End of Participation

Of the 569 assisted tenants that ended their participation:

- * 144 households transferred from OCHA's program to another agency through portability or mobility.*
- * 180 requested termination and no longer need assistance.*
- * 96 households left the program for health-related reasons (could no longer live independently) or because of death.*

OCHA initiated a termination for 149 participants due to a program violation or failure to comply with one or more family obligations. A profile of participants who ended their participation and the major reasons are shown on the right.



Staff referrals and investigations for program violations

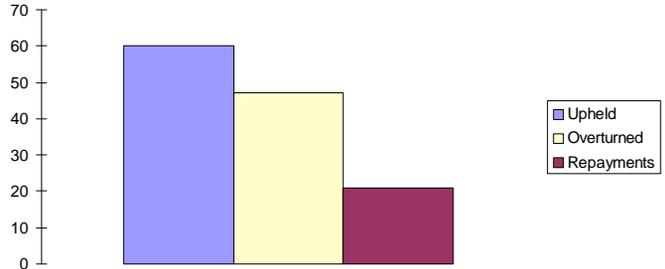
OCHA staff initiated terminations for participants who fail to comply with procedural requirements (i.e. refuse to appear for re-examinations, inspections etc.) or other violations. In addition, staff referred suspected cases of program abuse to the County's District Attorney Investigation Unit, which completed 489 cases of suspected program violations during 2002. OCHA staff reviewed reports from the District Attorney investigators, and determined the appropriate action. The resulting determinations included repayment of benefits that persons were not entitled to receive, suspension of benefits for a period of time, or termination from the program.

Informal Hearings

All participants in the program whose rental assistance is being terminated by OCHA are entitled to request an informal hearing prior to loss of their benefits. More than 50% of terminations involved informal hearing decisions as a result of the District Attorney investigations; investigators gave testimony in 91 of the hearings. Results of the 117 hearings during 2002 were as follows:

- 60 Terminations were upheld
- 47 Terminations were overturned (21 Participants signed repayment agreements and were allowed to retain their benefits)

2002 Hearing Results

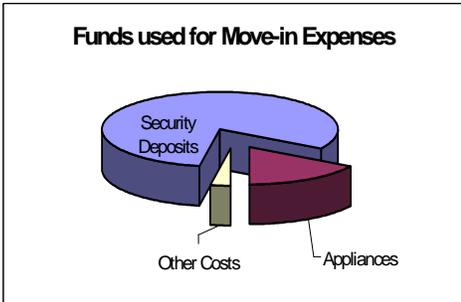


Partnerships to Assist CalWORKs Clients

In response to an April 2000 request for proposals from SSA, the Housing and Community Development Department (H&CD) submitted a proposal to utilize CalWORKs Incentive Funds to help eligible low-income households succeed in locating and obtaining affordable housing. Following approval of the project in October 2000, H&CD entered into a Memorandum of Understanding (MOU) with SSA that would provide up to \$4 million to assist CalWORKs families who receive a Housing Voucher countywide.

Under this agreement, the Orange County Housing Authority (OCHA) was authorized to use up to \$2 million of CalWORKs funds for eligible housing-related emergency intervention services to help approximately 740 CalWORKs families from its waiting list over a three-year period within its jurisdiction of 31 cities and unincorporated county areas. In addition, H&CD contracted with local Housing Authorities in the cities of Anaheim, Garden Grove and Santa Ana to utilize the remaining \$2 million for comparable three-year programs in their jurisdictions. The scope of services and resources provided to families included:

SERVICES PROVIDED	TOTAL
Explain Potential benefits to CW Program	1476
Good Tenantship Counseling	1253
Assistance and Preparatory Coaching	864
Consultation and Advice	1259
Negotiation of Rent Move-in Arrangements	1019
Utility Arrangement Security Deposits	921
Financial management Credit Reports	173
Referrals and Resource Lists	916
Special Outreach Activities	588
Marketing Activity	237



Unfortunately, it was necessary to end the CalWORKs Housing Services Program prior to the three-year term, due to State budget reductions that severely impacted SSA. The three Housing Authorities received notifications by August 30, 2002, at which time the initial allocation of \$4,000,000 was reduced by \$2,348,677. Although the Housing Authorities used only about 60% of the authorized funding, more than 1,200 participants received program benefits. This represents 80% of the original number of households targeted for assistance by the four agencies.

CalWORKs Housing Services Program

AGENCY	TOTAL ALL PHA'S		OCHA		ANAHEIM		SANTA ANA		GARDEN GROVE	
	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT	QTY	AMOUNT
TOTAL CLIENTS SERVED	1,220	\$788,467	485	\$254,662.66	372	\$266,387	201	\$152,578.71	162	\$134,673.52
TOTAL DEPOSITS	842	\$637,135	229	\$194,041	386	\$262,018	120	\$113,544	107	\$88,580
TOTAL APPLIANCES	237	\$129,954	100	\$56,115.71	2	\$1,044	73	\$38,099.71	62	\$34,478.78
TOTAL OTHER COSTS	151	\$21,378	27	\$4,505.95	25	\$3,325	5	\$935	94	\$11,614.74

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration (Attachment “A”)
- 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 “D”)
- FY 2000 Capital Fund Program 5-Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
 - Special Housing Policy (Attachment “B”)
 - Housing Choice Voucher Homeownership Option (Attachment “C”)
 - Resident Advisory Board Roster (Attachment “E”)
 - Component 3 (6), Deconcentration of Poverty and Income Mixing (Attachment “F”)
 - Capital Funds Tables (Attachment “G”)

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	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	Housing Needs
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	57,236	5	4	3	4	3	5
Income >30% but <=50% of AMI	58,478	5	3	3	4	2	4
Income >50% but <80% of AMI	101,062	4	3	4	3	3	4
Elderly	168,817	5	4	4	5	3	5
Families with Disabilities	145,628	5	5	4	5	4	5
American Indian	9,149	4	3	3	3	3	4
Asian/Pacific Islander	166,299	4	3	3	3	3	4
Black	25,174	4	3	3	3	3	4
White	1,409,436	4	3	3	3	3	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2000-2004
- 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)

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:			
<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	11,142		6,392
Extremely low income <=30% AMI	8,615	77%	
Very low income (>30% but <=50% AMI)	2,424	22%	
Low income (>50% but <80% AMI)	103	1%	
Families with children	5,010	45%	
Elderly families	2,029	18%	
Families with Disabilities	1,530	14%	
ETHNICITY			
Hispanic	5,549	51%	
Non-Hispanic	3,557	32%	
Not Reported	1,936	17%	
RACE			
American Indian/Alaska Native	167	1%	
Asian	3,169	28%	
Black/African American	753	7%	
Native Hawaiian/Pacific Islander	181	2%	
White	4,863	44%	
Not Reported	2,009	18%	

Characteristics by Bedroom Size (Public Housing Only)	Not Applicable		
1BR	Not Applicable		
2 BR	Not Applicable		
3 BR	Not Applicable		
4 BR	Not Applicable		
5 BR	Not Applicable		
5+ BR	Not Applicable		
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)? 18 months as of December 31, 2002 (closed June 30, 2001). Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- 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)

Working Preference: “Elderly” applicants are given a preference equal to “working families” on the waiting list.

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)
Working preference: “Disabled” applicants are given a preference equal to “working families” on the waiting list.

Pursue working relationships with community-based organizations to assist families with disabilities in applying for, complying with the rules and regulations of, and maintaining rental assistance.

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)

OCHA published in free publications the availability of the “opened waiting list” period. Additional publications were made available in local newspapers in the following languages: English, Spanish, and Vietnamese.

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)

Utilize the special and higher (50th percentile) FMR as the Payment Standards and implement Restricted Payment Standards (at 110% of FMR) for targeted high rent areas and reasonable accommodation.

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- Community Groups – Project Independence and Community Housing Resources.
- 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.

· The Orange County Housing Authority does not administer public housing.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)		
a) Public Housing Operating Fund	Not Applicable	
b) Public Housing Capital Fund	Not Applicable	
c) HOPE VI Revitalization	Not Applicable	
d) HOPE VI Demolition	Not Applicable	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$70,512,946	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	Not Applicable	
g) Resident Opportunity and Self-Sufficiency Grants	\$120,000	
h) Community Development Block Grant	Not Applicable	
i) HOME	Not Applicable	
Other Federal Grants (list below)		
1996 Continuum of Care (Shelter Plus Care Tenant Based Rental Assistance)	\$668,400	Shelter Plus Care (1996 Renewal)
1999 Continuum of Care (Shelter Plus Care Project Based Rental Assistance)	\$3,070,080	Shelter Plus Care
2000 Continuum of Care (Shelter Plus Care Tenant Based Rental Assistance)	\$1,406,940	Shelter Plus Care
2001 Continuum of Care (Shelter Plus Care Tenant Based Rental Assistance)	\$1,596,600	Shelter Plus Care
2. Prior Year Federal Grants (unobligated funds only) (list below)	Not Applicable	
3. Public Housing Dwelling Rental Income	Not Applicable	
4. Other income (list below)		
Operating Reserve	\$8,000,000	Reserve for HAP
Operating Reserve	\$3,125,303	Development of Affordable Housing Projects
Operating Reserve	\$400,000	Housing Supportive Services Programs

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Operating Reserve	\$50,000	FSS Enhancement Program
4. Non-federal sources (list below)	Not Applicable	
Total Resources	\$88,950,269	

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.

- The Orange County Housing Authority does not administer public housing.

(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)

OCHA contracts with the County of Orange, Office of the District Attorney to conduct investigations of fraudulent activities and program abuse.

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)

Name and Telephone Number of last two known landlords.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

During the open period, applicants may obtain applications for the rental assistance program at local city halls, libraries, and additional distributions sites.

(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: A standard 120-day period is given. Additional extensions may be granted for reasonable accommodation of disabled clients or hardship cases approved on a case-by case basis.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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)

- 3 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)

- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
Involuntary Displacement by Government Action in OCHA's participating jurisdiction.

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)
Eligibility literature, application instructions, and Housing & Community Development website.

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

- Through published notices
- Other (list below)
OCHA informs participating/partner referral agencies of special programs, opportunities for example, the Social Services Agency and potential Family Unification Program participants. Such agencies disseminate information throughout the special needs population and assist in identifying potential participants who may qualify.

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.

- Orange County Housing Authority does not administer public housing.

(1) Income Based Rent Policies

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

- a. Use of discretionary policies: (select one)

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

---or---

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

- b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

Market comparability study

Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR

- Above 110% of FMR (if HUD approved; describe circumstances below)
- b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)
- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)
- 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)
Leasing success is monitored monthly by the number of vouchers that expire and become inactive.
- 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)
Number of households leased in participating cities/localities.

(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)
See Administrative Plan.

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.
(Attachment "D")
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management

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

Program Name	Units or Families Served at Year Beginning 2003	Expected Turnover
Public Housing	Not Applicable	
Section 8 Vouchers	9,029	2,618 (29%)
Section 8 Certificates	Not Applicable	
Section 8 Mod Rehab	Not Applicable	
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Enhanced Voucher	28	6 (20%)
Family Unification	150	30 (20%)
Public Housing Drug Elimination Program (PHDEP)	Not Applicable	
Other Federal Programs(list individually)		
Shelter Plus Care	194	38 (20%)

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)

- The Orange County Housing Authority does not administer public housing.

(2) Section 8 Management: (list below)

See 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

The Orange County Housing Authority does not administer public housing.

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

If yes, list additions to federal requirements below:

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

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

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

See Administrative Plan. Hearing Officers are not County employees or staff.

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

- PHA main administrative office
 Other (list below)

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

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

· The Orange County Housing Authority does not administer public housing.

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.

· The Orange County Housing Authority does not administer public housing.

(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.

· The Orange County Housing Authority does not administer public housing.

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.

· The Orange County Housing Authority does not administer public housing.

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: (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.

· The Orange County Housing Authority does not administer public housing.

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

2. Activity Description

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

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

· The Orange County Housing Authority does not administer public housing.

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

2. Activity Description

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

Conversion of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other

than conversion (select one)

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

· The Orange County Housing Authority does not administer public housing.

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

2. Activity Description

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

Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?
 Pilot program will only be initiated if OCHA has a partner organization to provide technical support and required homeownership counseling.

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:

Pilot program will only be initiated if OCHA has a partner organization to provide technical support and required homeownership counseling.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

Yes No: Has the PHA 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? DD/MM/YY

Family Unification	21/08/2000
Information Sharing	04/02/2000
CalWORKs:	06/10/2000

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)

CalWORKs Program: Housing related supportive services and resources were provided to mutual clients.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)
<i>FSS Enhancement Program</i>	<i>465</i>	<i>FSS Participants</i>	<i>OCHA Main Office</i>	<i>Section 8 FSS Participants</i>

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Not Applicable	
Section 8	465 (total mandate)	469 as of 31/12/2002

- 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:

B. Welfare Benefit Reductions

Not applicable.

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

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

· The Orange County Housing Authority does not administer public housing.

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

· The Orange County Housing Authority does not administer public housing.

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

· The Orange County Housing Authority does not administer public housing.

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.

· The Orange County Housing Authority does not administer public housing.

- 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)]

- The Orange County Housing Authority does not administer public housing.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[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.

- The Orange County Housing Authority does not administer public housing.

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)

Volunteer candidates were reviewed and appointed by locally elected officials.

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

Volunteer candidates were reviewed and appointed by locally elected officials.

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: Orange County Urban County Program (includes all unincorporated areas and the following cities: Aliso Viejo, Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, Placentia, Rancho Santa Margarita, San Clemente, Seal Beach, Stanton, Villa Park, and Yorba Linda.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Buena Park.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Costa Mesa.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Fountain Valley.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: NA.

1. Consolidated Plan jurisdiction: City of Fullerton.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Huntington Beach.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: The City of Huntington Beach concurs with most of the goals and policies included in OCHA's Plan, with reservations in regard to replacement of public housing units lost to inventory through Section 8 replacement housing resources. OCHA has met with City staff to resolve this issue, as OCHA does not administer public housing (see attached letter from City

of Huntington Beach). The City's Consolidated Plan goals include "preservation of the City's low-income bond financed projects at-risk of losing affordability controls." OCHA staff offered suggestions to collaborate and explore resources including project-based Housing Vouchers that may assist the City in its effort to preserve "at-risk" affordable housing.

1. Consolidated Plan jurisdiction: City of Irvine.
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of La Habra.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Laguna Niguel.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Lake Forest.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Mission Viejo.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A

1. Consolidated Plan jurisdiction: City of Newport Beach.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Orange.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of San Juan Capistrano.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Tustin.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

1. Consolidated Plan jurisdiction: City of Westminster.

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:

- 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.
- Other:

3. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.

C. Other Information Required by HUD

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

Attachments

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

1. Attachment A: Eligibility for Admissions, Applying for Admission, Establishing Preferences and Maintaining the Waiting List Policy, Administrative Plan, Sections 4-1 through 6-4. (ca094a03)
2. Attachment B: Policy for Special Housing, Administrative Plan, Section 29. (ca094b03)
3. Attachment C: Section 8 Homeownership Administrative Plan, Section 30. (ca094c03)
4. Attachment D: H&CD Organizational Chart. (ca094d03)
5. Attachment E: Resident Advisory Board Roster. (ca094e03)
6. Attachment F: Component 3 (6), Deconcentration of Poverty and Income Mixing. (ca094f03)
7. Attachment G: Capital Funds Tables. (ca094g03)

PHA Plan Table Library

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

· The Orange County Housing Authority does not administer public housing.

Annual Statement

Capital Fund Program (CFP) Part I: Summary

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

Original Annual Statement

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

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

· The Orange County Housing Authority does not administer public housing.

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

· The Orange County Housing Authority does not administer public housing.

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)

- The Orange County Housing Authority does not administer public housing.

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

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

