

Public Review Document –Public Review period July 15, 2005 through August 29, 2005

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

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# PHA Plans

## Annual Plan for Fiscal Year 2006

**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:** Housing Authority of the County of Sacramento

**PHA Number:** CA007

**PHA Fiscal Year Beginning:** 01/2006

### **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 (Dos Rios, New Helvetia, River Oaks, The Housing Choice Voucher Office).

### **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 (Dos Rios, New Helvetia, River Oaks, Housing Choice Voucher Office)
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)
- Dos Rios, New Helvetia, River Oaks, The Housing Choice Voucher office

**Annual PHA Plan  
PHA Fiscal Year 2006**

[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

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

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

**N/A (Optional Requirement)**

**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:

- A. Admissions Policy for Deconcentration 46
- B. FY 2005 Capital Fund Program Annual Statement & 5Year Action Plan (ca007a01)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- C. Brief Statement of Progress in Meeting 5 Year Plan Missions & Goals 46
- D. Description of PHA's Pet Policy 46
- E. Resident Advisory Board Members 47
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### Optional Attachments:

- H. PHA Management Organizational Chart (ca007b01)
- FY 2000 Capital Fund Program 5 Year Action Plan N/A
- 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)
- I. Assessment of Demographic Changes with Site-based waiting lists 57
- J. Section 8 PHA Project-Based Vouchers 57
- K. Section 8 Homeownership Program Capacity Statement 57
- L. Community Service and Self-Sufficiency Requirement 58

## Supporting Documents Available for Review

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
x	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
x	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
x	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in	5 Year and Annual Plans

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	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.	
x	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
x	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
x	Public Housing Admissions and (Continued) Occupancy Policy (A&O), 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
x	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
x	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
x	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 type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
x	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
x	Public housing grievance procedures <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
x	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
x	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
x	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
x	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
x	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
x	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
x	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
x	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
x	Pet Policy	Annual Plan / ACOP

## **1. Statement of Housing Needs**

[24 CFR Part 903.7 9 (a)]

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

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

<b>Housing Needs of Families in the Jurisdiction (County of Sacramento) by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Non-Elderly Income <= 30% of AMI	34,635	5	N/A	4	3	4	5
Non-Elderly Income >30% but <=50% of AMI	27,485	5	N/A	4	3	4	5
Non-Elderly Income >50% but <80% of AMI	38,254	4	N/A	3	2	3	4
Non-Elderly Subtotal	100,374						
Elderly Income <= 30% of AMI	7,342	5	N/A	3	5	1	5
Elderly Income >30% but <=50% of AMI	5,495	5	N/A	3	5	1	5
Elderly Income >50% but <80% of AMI	4,494	5	N/A	3	4	1	4
Elderly Subtotal	17,331						
Total Non-Elderly and Elderly Income <= 30% of AMI	41,977	5	N/A	4	4	45	5
Total Non-Elderly and Elderly Income >30% but <=50% of AMI	32,980	5	N/A	4	4	4	5
Total Non-Elderly and Elderly Income >50% but <80% of AMI	42,748	4	N/A	3	3	3	4

<b>Housing Needs of Families in the Jurisdiction (County of Sacramento)</b>							
<b>by Family Type</b>							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Grand Total	117,705						
Individuals with Disabilities	115,695 persons	<b>5</b>	<b>N/A</b>	<b>5</b>	<b>5</b>	<b>n/a</b>	<b>4</b>
Black Non-Hispanic Households	17,705	<b>5</b>	<b>N/A</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>5</b>
Hispanic Households	18,590	<b>5</b>	<b>N/A</b>	<b>5</b>	<b>4</b>	<b>5</b>	<b>5</b>
White Non-Hispanic Households	63,070	<b>4</b>	<b>N/A</b>	<b>3</b>	<b>3</b>	<b>4</b>	<b>4</b>
Other households (total households minus white, black and Hispanic households)	18,340	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>

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: **2004-2007**
- U.S. Census data: the Comprehensive Housing Affordability Strategy  
CHAS 2000 Datasets
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

Analysis of Impediment to Fair Housing Choice (November 2004)  
Section Three City of Sacramento Housing Element of the General Plan (2002-2007)

## **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.

<b>Housing Needs of Families on the Waiting List</b>			
As of 6/1/05			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" 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	13,921		
Extremely low income <=30% AMI	12,569	90.3%	
Very low income (>30% but <=50% AMI)	1,205	8.7%	
Low income (>50% but <80% AMI)	142	1%	
Families with children	7,398	53.1%	
Near Elderly families <i>(Head of Household age 50-61)</i>	2,123	15.3%	
Elderly families <i>(Head of Household age 62 and older)</i>	1,412	10.6%	
Families with Disabilities <i>(Includes all families where one or more members are disabled.)</i>	4,758	34.2%	
Race / American Indian or Alaska Native	330	2.4%	
Race/Asian	1,335	9.6%	
Race/Black or African American	6,361	45.7%	
Race/Native Hawaiian /other Pacific Islander	311	2.2%	
Race / White	5,533	39.7%	

<b>Housing Needs of Families on the Waiting List</b>			
As of 6/1/05			
Race / Unknown / no response	51	.4%	
Ethnicity / Hispanic	2,028	14.6%	
Ethnicity / Non-Hispanic	11,893	85.4%	
Characteristics by Bedroom Size (Public Housing Only)			
0 BR	35	.3%	
1BR	5,287	38%	
2 BR	4,831	34.7%	
3 BR	3,157	22.7%	
4 BR	496	3.6%	
5 BR	115	.8%	
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)? 14 months			
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			

<b>Housing Needs of Families on the Waiting List</b>			
As of 6/14/04			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	13,041		
Extremely low income <=30% AMI	11,624	89%	
Very low income (>30% but <=50%	1,291	10%	

**Housing Needs of Families on the Waiting List  
As of 6/14/04**

AMI)			
Low income (>50% but <80% AMI)	118	1%	
Families with children	12,671	97%	
Elderly families	1,916	15%	
Families with Disabilities	2,772	21%	
Race / American Indian or Alaska Native	389	3%	
Race/Asian	1,247	10%	
Race/Black or African American	5,301	41%	
Race/Native Hawaiian /other Pacific Islander	83	1%	
Race/ White	5,857	45%	
Race / Unknown / no response	439	3%	
Ethnicity / Hispanic	1,927	15%	
Ethnicity / Non-Hispanic	11,114	85%	
<p>Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>If yes:</p> <p>How long has it been closed (# of months)? 42 months</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>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</p>			

**(1) 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)
- Work with DHS by participation in the Assisted Living Waiver Pilot Project.

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

## **2. Statement of Financial Resources – Housing Authority of the County of Sacramento**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>		
a) Public Housing Operating Fund	2,962,587	
b) Public Housing Capital Fund	2,489,548	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	97,493,402	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	N/A	
g) Resident Opportunity and Self-Sufficiency Grants	350,000 350,000	RSDM– Family RSDM -- Elderly
h) Community Development Block Grant	N/A	
i) HOME	N/A	
<b>Other Federal Grants (list below)</b>	63,000 90,000	HCV Homeownership Coordinator FSS Coordinator
New Development	N/A	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
2002 County Capital Fund	80,941	Public Housing
2003 County Capital Fund	595,481	Public Housing
2003 County Capital Fund (additional)	154,611	Public Housing
2004 County Capital Fund	854,310	Public Housing
<b>3. Public Housing Dwelling Rental Income</b>	2,600,000	Public Housing Maintenance Operation
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
Contributions from other funds	492,675	Public Housing Maintenance Operation
Miscellaneous Income	26,000	Public Housing Maintenance Operation

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
Miscellaneous charges to tenants	80,000	Public Housing Maintenance Operation
Other charges to tenants	0	Public Housing Maintenance Operation
<b>Total resources</b>	<b>\$108,682,555</b>	

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

[24 CFR Part 903.7 9 (c)]

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

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

##### **(1) Eligibility**

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)  
**Within 60 days of being offered a unit**
- 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)

- Overall suitability
- Bad debt owed to PHA
- Credit History

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)

- Public Housing Intake and Eligibility Office (701 12<sup>th</sup> Street)
- Over the telephone as a reasonable accommodation
- By mail as a reasonable accommodation

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 (reasonable accommodations)  
 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.

## 2 Date and Time

Former Federal preferences:

- 1** 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)

PHA website

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)
- Any money owed to the PHA

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)
- Family's current address, if known
  - Name and address, if known of family's current and prior landlord

### **(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)
  - HCV OFFICE / 701 12<sup>th</sup> Street, Sacramento, CA 95814
  - By phone as a reasonable accommodation for persons with disabilities
  - By mail as a reasonable accommodation for persons with disabilities

### **(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:

- When requested for the purpose of making the program accessible to families with members with disabilities.

### **(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)

- Permanently disabled for families who have a member with a permanent disability.

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

**4** Date and Time

Former Federal preferences

Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

**3** 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
- 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

**2** Other preference(s) (list below)

- Permanently disabled for families who have a member with a permanent disability

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

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

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

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

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

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

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

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

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

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

- Through published notices  
 Other (list below)

- Housing Advocates
- Social Services
- TV and radio
- Newspapers

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

[24 CFR Part 903.7 9 (d)]

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

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

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

Describe the PHA’s income based rent setting policy/ies for public housing 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:

- If the HA determines that the hardship is temporary, a minimum rent will be imposed.
- If the family experiencing a hardship elected to pay the PHA's flat rent, and the amount of the flat rent exceeds the amount of income-based rent, the PHA shall immediately provide for the family to pay rent in the amount determined under income-based rent.

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:

- A family may choose to pay the flat rent, which is based on market comparables.

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

For the earned income of a previously unemployed household member

For increases in earned income

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

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

For household heads

For other family members

For transportation expenses

- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)
- Other (list below)
  - Whenever there is a change in household composition

- 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)
  - Inadequate funding

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

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

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

- Annually  
 Other (list below)

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

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

**(2) Minimum Rent**

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

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

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

**5. Operations and Management**

[24 CFR Part 903.7 9 (e)]

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

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

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

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	1088	216
Section 8 Vouchers	11,201	821
Section 8 Certificates	N/A	
Section 8 Mod Rehab	71	4
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		

### 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)

- Schedule of Fees and Charges
- Maintenance Procedures Manual
- Management Procedures Manual
- Admissions and Continued Occupancy Policy

(2) Section 8 Management: (list below)

- Housing Choice Voucher Administrative Plan
- Schedule of Fees and Charges

## 6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

### A. Public Housing

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

If yes, list additions to federal requirements below:

- The PHA has an informal (in-house) and formal (third party) hearing process for grievance procedures. In the case of serious crime issues, the PHA defers to the court's due process.

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)

Public Housing Intake and Eligibility Office / 701 12<sup>th</sup> Street, Sacramento

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

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

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
- Other (list below)  
Applications and Intake Office 701 12<sup>th</sup> Street, Sacramento 95814

**7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (**ca007a01**)

-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

-or-

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

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

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

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

1. Development name:

2. Development (project) number:

3. Status of grant: (select the statement that best describes the current status)

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

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

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

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

## **8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

### 2. Activity Description

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

<b>Demolition/Disposition Activity Description</b>
1a. Development name: WALNUT GROVE
1b. Development (project) number: 7036
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input checked="" type="checkbox"/>
4. Date application approved, submitted, or planned for submission: 1/1/2006
5. Number of units affected: 8
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

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

[24 CFR Part 903.7 9 (i)]

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

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (j)]

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

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

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered

under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>
1a. Development name: SCATT 50 – DOS RIOS 1b. Development (project) number: CA007002
2. Federal Program authority: <input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (01/25/2000)
5. Number of units affected: 36 6. Coverage of action: (select one) <input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: FAMILY SCATT	
1b. Development (project) number: CA007004	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (01/25/2000)	
6. Number of units affected: 54	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: SACRAMENTO COUNTY	
1b. Development (project) number: CA007009	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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: (01/25/2000)	
7. Number of units affected: 1	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	SACRAMENTO COUNTY
1b. Development (project) number:	CA007018
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input checked="" 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 checked="" 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:	<u>(01/25/2000)</u>
8. Number of units affected:	30
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	SCATT 50 – DOS RIOS
1b. Development (project) number:	CA007002
2. Federal Program authority:	<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission:	<u>(09/01/2005)</u>
9. Number of units affected:	11
6. Coverage of action: (select one)	<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: FAMILY SCATT SITES	
1b. Development (project) number: CA007004	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/01/2005)	
10. Number of units affected: 37	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: SACRAMENTO COUNTY	
1b. Development (project) number: CA007018	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/01/2005)	
11. Number of units affected: 17	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name: SACRAMENTO COUNTY	
1b. Development (project) number: CA007033	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input checked="" 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 checked="" type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (09/01/2005)	
12. Number of units affected: 1	
6. Coverage of action: (select one)	
<input checked="" type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

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

### 2. Program Description:

#### a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

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

[24 CFR Part 903.7 9 (1)]

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

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

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

b. Economic and Social self-sufficiency programs

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

<b>Services and Programs</b>				
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)
Janitorial/Custodial Training Program	8	<i>Interview</i>	<i>Resident must provide transportation</i>	<i>Public Housing</i>
Painter Training Program	8	<i>Interview</i>	<i>Resident must provide transportation</i>	<i>Public Housing</i>
Clerical Training Program	8	<i>Interview</i>	<i>Resident must provide transportation</i>	<i>both</i>
Landscaping Training Program	8	<i>Interview</i>	<i>Resident must provide transportation</i>	<i>Public Housing</i>

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

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2006 Estimate)	Actual Number of Participants (As of: 5/19/05)
Public Housing	0	3
Section 8	104	125

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

### C. Welfare Benefit Reductions

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

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

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

See attachment L of this document. The full community service policy is contained in the ACOP.

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

[24 CFR Part 903.7 9 (m)]

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

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

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

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

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

- Safety and security survey of residents

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

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

- Young Street
- Main Street
- Northcrest Circle

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

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

- Contracting with outside and/or resident organizations for the provision of crime-and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below) Decentralization of certain management offices.
  - Installation of security cameras
  - Campus card access installation
  - Criminal background checks will be performed on existing residents on a random basis or a targeted area with reported problems.

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

- Young Street
- Main Street
- Northcrest Circle

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

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)

- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

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

- Young Street
- Main Street
- Northcrest Circle

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

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

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

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See attachment D in this document. The pet policy is part of the ACOP

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

## **17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)

- Not applicable  
 Private management  
 Development-based accounting  
 Comprehensive stock assessment  
 Other: (list below)

3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
- No RAB written comments have been received..
  - RAB recommendations received during the initial RAB meetings where the proposed significant changes were discussed were all favorable and in support of the changes. *See attachment F of this document.*
  - RAB comments made at the public hearing can be reviewed in attachment F of this document.
2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)
- Attached at:  
 Provided below:  
*See attachment F of this document*
3. In what manner did the PHA address those comments? (select all that apply)
- All RAB and public comments received in writing will be included in Attachment F. All comments will be considered and responded to in Attachment F.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:

- Other: (list 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: *See attachment F, "Written Public Comments and PHA's Responses". All changes that were made as a result of public comments are highlighted in yellow below in Section F.*
- Other: (list below)

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

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

## 3. Description of Resident Election Process

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

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

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

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

### c. Eligible voters: (select all that apply)

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

## C. Statement of Consistency with the Consolidated Plan

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

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)
  - Project-based Assistance: Designates up to 20% of the vouchers to be used where there is a 10-year contract with the PHA to accept voucher-eligible tenants.
  - The PHA meets quarterly with the Resident Advisory Board to exchange information and discuss issue or concerns. More frequent meetings are scheduled during the PHA Plan process.
  - PHA staff provide referral service to residents, directly and via the quarterly newsletter.
  - The PHA funds, or collaborates with other agencies to provide various activities designed to support self-sufficiency and independence, such as: painter, landscaping, and clerical training programs, a bus driver hired to provide transportation to grocery shopping, and Senior Nutrition Services.
  - The PHA has formed a task force of housing and community development staff that meet regularly to collaborate and coordinate to ensure that the PHA activities and initiative are consistent with the Consolidate Plan.
- Other: (list below)

3. The Consolidate Plan of the jurisdiction supports the PHA Plan with the following actions and commitments (See #2 above)

**D. Other Information Required by HUD**

**Definition of a Significant Amendment:**

The Housing Authority hereby defines substantial deviation and significant amendment or modification as any change in policy which significantly and substantially alters the Authority's stated mission and the persons the Authority serves. This would include admissions preferences, demolition or disposition activities and conversion programs. Discretionary or administrative amendments

consistent with the Authority's stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.

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

## Attachments

### **A. Admissions Policy for Deconcentration (integrated into text of the Annual Plan)**

The Sacramento County Housing Authority completed the analysis of its family developments to determine concentrations of poverty and determined that the family complexes that were not within the Established Income Range (EIR) are small complexes or are scattered sites that lend themselves to deconcentration.

### **B. Fiscal year 2005 Capital Fund Program Annual Statement and 5-Year (see separate attachment ca007a01).**

### **C. Brief Statement of Progress in Meeting 5 Year Plan Mission and Goals**

The Sacramento County Housing Authority is in the second year of the 5-Year portion of the PHA Plan, submitted last year, that includes fiscal years 2005-2009.

The focus for Public Housing has been and will continue to be the improvement of PHAS scores with particular emphasis on the physical indicator and unit turn-around time. The Housing Authority showed strong improvement in our PHAS score for the County moving from a score of 78 to 84. Our vacancy turn-over time has continued to improve as well.

One of the continuing strategic goals has been and will be to improve our residents' quality of life by focusing on increased public housing security and safety. We have made security gate improvements and have begun the process of installing new card key systems and security cameras in many on many of our properties.

Another Housing Authority strategic goal has been and will continue to be promoting self-sufficiency among our assisted residents. Our resident training program involves training in painting, janitorial and clerical disciplines. Many of the graduates of these programs have gone on to acquire full time employment in these fields.

The Sacramento County Housing Authority completed the 5 Year portion of the PHA Plan that includes fiscal years 2005-2009. The focus for Public Housing will be to improve PHAS scores with particular emphasis on the physical indicator and unit turn-around time.

The focus for the Housing Choice Voucher Program will be to continue to provide safe, decent and affordable housing in the most efficient way possible.

### **D. Description of the PHA's Pet Policy**

The PHA adopted a pet policy which allows residents to have pets, provided that they request permission to keep a pet in advance, sign a Pet Policy/Agreement and agree to

paying a pet deposit. The pet policy covers common household pets such as dogs, cats, fish, birds, rabbits, and rodents.

Residents may have up to two pets, but only one dog. Dogs are limited to a maximum adult weight of 25 pounds and must be housebroken. Dogs and cats must be spayed or neutered and must have a health certificate prepared by a veterinarian.

For accommodation purposes parts of the pet policy (including pet deposit) do not apply to animals that are needed as a reasonable accommodation for persons with disabilities.

The Pet Policy is included with the Admissions and Continued Occupancy Policy.

#### **E. Resident Advisory Board Members**

<u>Member</u>	<u>Representing</u>	<u>Address</u>
Evelyn Spoor	Crystal Gardens	6045 Dry Creek Road, Rio Linda
Roy Griffin	Creekside	6029 Dry Creek Road, Rio Linda
Julius Piatkowski	Arden Villa	3241 Alta Arden
Mary Hamilton	Gibson Oaks	480 Redwood Avenue
Sandra Seitz	Gran Casa Linda	3725 Cypress Street
Porche McCullough	Dos Rios	321 Eliza St
Earlene Endsley	William Land Villa	1043 43 <sup>rd</sup> Avenue

#### **F. RESIDENT ADVISORY BOARD RECOMMENDATIONS**

### **ANNUAL PLAN OUTREACH**

**The following Annual Plan meeting dates were publicized using the following methods:**

- **The PHA Plan, ACOP and Administration Plan drafts are available on the SHRA Website: [www.shra.org](http://www.shra.org) beginning 7/15/05**
- **The Resident Advisory Board outreach meeting dates were published in the resident newsletter.**
- **The meetings were announced at the RAB meeting.**
- **The notice of public hearing is posted to the SHRA Website and the Sacramento Bee**

**The outreach meetings with residents and the Resident Advisory Boards (RAB) were held at geographically diverse sites and at various times to accommodate working resident's schedules.**

**PHA staff highlighted significant policy changes. This provided residents and the RAB an overview of the general direction the PHA will take for the upcoming year, but also gave enough detail to make residents and RAB members aware of areas that they may want to research in further detail.**

**No outside organizations were notified or invited to these working meetings to develop the draft plan, but the entire community was invited to comment and inspect the Annual Plan document at several housing sites and the main Public Library.**

**Staff, residents, and RAB members attended the outreach meetings listed below. Attendance lists are available upon request.**

2006 PHA Annual Plan

MEETING DATES

June 22, 2005 at the Comstock Building 1725 K Street 6:00 P.M.

June 23, 2004 at the Dos Rios Office 321 Eliza Street 10:00 A.M.

June 24, 2004 at the River Oaks Office 240 Seavey Cir. 1:00 P.M.

### **Resident & RAB Involvement in the 2006 PHA Plan Process**

During the development of the PHA Plan, several outreach meetings (see schedule above) were held with residents and Resident Advisory Board (RAB) members to discuss the significant proposed changes to the PHA Plan, the Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher Administrative Plan. To facilitate productive meetings, the PHA staff prepared initial recommendations for changes and then presented these proposed changes at these meetings.

### **Summary of Significant proposed changes to the PHA Plan for Public Housing:**

**1. Improving Safety and Security**

- Installation of electronic card control campus access systems
- Security cameras at sites
- Improved screening of guests and caregivers prior to granting access to developments

**2. Enhanced applicant screening**

- Denial of admission for current parolees and probationers
- Admission of applicants with any criminal charges will be delayed pending final court decision
- Criminal activity that occurs while an applicant is on the waiting list, will result in denial of housing

**3. Elderly Designation**

- 4 Projects / 288 units
- Gibson Oaks / 480 Redwood Ave./ 80 units

- Pine Knoll / 917 38th Street / 30 units
- Sutter's View / 3526 L Street / 70 units
- Riverview / 626 I Street / 108 units

**4. Expedited grievance process**

- For evictions involving the most serious infractions such as drugs or violent criminal actions
- PHA hearings are eliminated in this process and eviction cases go directly to court if need be

**5. New timeframes for unit-to-unit transfers**

Residents with approved transfers will be allowed two calendar days to complete their transfer. Exceeding this time frame may result in resident sanctions.

**6. New Policy on Interim Reexaminations for increases in income**

Though all residents' income increases must be reported, the PHA will only recalculate rent increases at annual recertifications. Prior to this, increases of income greater than \$200 were enacted on an interim basis.

**7. Simplification of admission preferences**

The preference for admission will be date and time of application and displacement by government action or natural disaster.

**RAB Initial Recommendations**

As stated above, the RAB members were invited to attend working meetings where the proposed significant changes to the PHA Plan and ACOP were presented and discussed. The RAB members that attended these meetings (attendance logs available upon request) were in support of the changes the PHA proposed. The RAB expressed especially strong support for all of the proposed enhancements to Public Housing Safety and Security.

The role of the RAB in the PHA Plan process was also discussed at these meetings. The RAB understood their responsibility to take these proposed changes back to the residents that they represent. No written RAB comments were received. RAB comments at the Public Hearing can be viewed below.

**Written Public Comments & PHA's Responses**

The public comment period ran from July 15 through October 5, 2005, well exceeding the 45-day requirement. The only written comments received were from Legal Services of Northern California, 515 12<sup>th</sup> Street, Sacramento, CA 95814. Below is summary of those comments and the PHA's responses to these comments. Due the length of the document, the full text was not presented here; however, a full text copy can be provided upon request.

## ACOP / PHA Plan– Conventional Housing

### *Changes to Grievance Policy*

#### **Legal Services Comment:**

- HUD regulations do not allow a PHA to exclude any other grievance from the administrative grievance procedures other than those cited in CRF 966.52. Therefore, the language, “At the discretion of the PHA, an issue may be elevated to only a formal hearing or directly to legal due process”, is unacceptably broad and contrary to federal law (Reference pg 13-4 of the ACOP)
- These provisions for excluding certain crimes from the grievance procedure are permissive, not mandatory. We strongly support the PHA’s current grievance procedures, which allow participants with the opportunity for a determination to terminate assistance for any reason. In our experience, the formal and informal hearing process is an efficient means of resolving allegations short of a costly trial. Additionally, participants, who are unrepresented a majority of the time, have the opportunity to defend themselves in a less formal setting.
- Requiring families to notify the PHA within 5 days if they will be represented at their formal hearing will harm those who are not able to secure representation until after that time period. A tenant has a right to be represented by counsel at their hearing under federal law.

#### **PHA Response:**

Due Process - Our proposal to expedite the eviction process for tenants who have engaged in serious lease violations would only apply to charges that fall under the provisions in the HUD regulations set out in 24 CFR Section 966.51(2)(i), as you cited. The text on page 13-10 repeats the HUD regulations regarding is when the expedited hearing procedure would be invoked, and page 13-4 simply makes reference to that exception. The actual text in the ACOP is as follows:

Page 13-4

“The PHA will provide the opportunity for a formal hearing before termination of assistance except when the expedited formal hearing procedures are invoked due to the nature and seriousness of the reasons that led up to the lease termination.”  
(emphasis added)

Page 13-10

#### **F. Expedited Grievances Procedure**

The PHA shall exercise its right to exclude the most serious lease violations from the grievance procedures. This includes:

- Any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the PHA; or

- Any violent or drug-related criminal activity on or off such premises; or
- Any criminal activity that resulted in felony conviction of a household member

In order to avoid any misinterpretation of the basis for the expedited grievance process, we will delete the paragraph on page 13-4 that starts with "Note".

The ACOP provides that the PHA intends to invoke its right to proceed directly to court, which HUD recognizes as adequate due process. Due to the time required to evict a tenant who has engaged in such serious lease violations, the costs of the administrative hearing officer, the potential additional legal costs to defend the hearing decision in court under a writ of mandamus proceeding, as well as the staff time involved to conduct informal and formal hearings and participate in the unlawful detainer court process; we simply cannot afford the time or costs to provide additional hearings that are not otherwise required.

In addition to these costs, the PHA's mission is to provide safe and secure housing for its residents. In cases of serious lease violations that threatens the other resident's health, safety or right to peaceful enjoyment, expediting the grievance process is warranted. This change in policy was a high priority for our Resident Advisory Board.

Tenant Representation - The purpose for the five days advance notification of legal representation is to allow the PHA the opportunity to also arrange for legal representation at the hearing. If a tenant arrives at the hearing with legal representation and did not notify the PHA in advance, then we can require the hearing to be rescheduled to allow the PHA to have the opportunity to also have legal representation.

There was no intent to deny a tenant his or her right to representation, although we do expect tenants to comply with the five day notice requirement, which we include in our letters that notify them of their hearing date. This five day notice requirement has been our standard practice for many years; we are simply including that requirement in our ACOP as well. However, we will delete the reference to the five-day notice under the section on page 13-7 describing the tenant's rights, since that same notice requirement is already set out on that same page, to avoid confusion regarding right to legal representation.

### ***Citizenship/Eligible Immigration Status***

#### **Legal Services Comment:**

Under HUD regulations, applicants who are denied based on citizenship status have a right to an informal hearing. 24 CFR§5.514. Language allowing appeals for this eligibility requirement has been removed from this section and should be replaced. (ACOP reference pg 2-6)

#### **PHA Response:**

24 CFR Section 982.201(a) specifies that for program admission, the applicant must be a citizen or a noncitizen with eligible immigration status. 49 CFR Section 5.514 does provide that the PHA cannot deny assistance while the household is appealing the INS

denial of immigration eligibility, and that the family is entitled to an administrative hearing if the basis of the denial of admission (or program termination) was their citizenship or immigration status. Therefore, the appeal provision for applicants who are denied based on citizenship status will be reinstated.

## ***Denial of Admission Due to Drug Related and/or Other Criminal Activity***

### **Legal Services Comments:**

- The PHA should not evaluate an applicant's suitability as a prospective participant based solely on their past criminal history. Language to this effect has been removed and should be replaced. (ACOP Reference pg 2-13)
- The automatic denial of an applicant if any criminal activity occurs while the family is on the waiting list is extremely broad and may result in denials for very minor activities. The rejection of an applicant on the wait list should be discretionary and not mandatory ("may" instead of "will") and the criminal activity should be defined more narrowly to an activity that is serious or threatens health and safety (ACOP reference 2-14)
- "Criminal Activities: such as public intoxication should be shown to be repeated before being allowed to become the basis for an application denial (ACOP reference 2-15)
- The PHA should not have a blanket policy to deny admission to the program of all applicants currently on parole or probation or those whose release from parole or probation is within 12 months of the date of application. This is a very broad and strict policy. (ACOP reference 2-16)
- A pattern is a regular or predictable action. Clearly something that occurs twice in the course of a year and a half cannot be considered a pattern under any standards. The PHA should have a more reasonable definition of pattern under its standard for violation (ACOP reference 2-16).
- If the PHA requires applicants to make a request for a copy of the criminal record and an opportunity to dispute, as opposed to automatically providing the record to the applicant, the PHA must notify the applicant that they have the right to be provided with the criminal record and an opportunity to dispute the record upon which the PHA proposed to take adverse action (ACOP reference 2-17)

### **PHA Response:**

Criminal History or Activity While on Wait List - 24 CFR Section 960.203 provides that PHA can establish tenant selection criteria and is obligated to screen out and deny admission to applicants with unfavorable criminal histories. Those include: "(c)(2) A record of disturbance of neighbors, destruction of property ... which may adversely affect the health, safety or welfare of other tenants; and (3) A history of criminal activity involving crimes of physical violence of persons or property *or other criminal acts which would adversely affect the health, safety or welfare of other tenants* ..." (emphasis added). The regulations allow the PHA to take into consideration the criminal record (convictions), including infractions and misdemeanors as well as felony convictions, as long as the act falls under the foregoing criteria. This regulatory standard would be applied to denials for admission (subject to admission after rehabilitation for drug or

alcohol offenses). We will add at the top of page 2-12 after criminal activity “as defined in HUD regulations” for clarification.

Parole or Probation - A person serves on parole or probation in lieu of being incarcerated. The crime for which the person is serving on probation typically occurred in the recent past. A person on parole is someone released from state prison before the completion of their sentence and the severity of their crime in many cases would make them ineligible for admission (i.e., parole after serving time for a violent felony). After one year from the date that the person served their parole or probation period, they can then apply and may be admitted based on an evaluation of the seriousness of the crime, time period since the act occurred, and the extent of their conduct in the crime(see 24 CFR Section 960.203(d)), as long as they have not committed any new crimes during the one year waiting period.

Drug Conviction - Under 24 CFR Section 960.204, PHAs are required to deny admission to persons evicted for drug-related criminal activity for three years from the date of the eviction, unless they can demonstrate successful rehabilitation or the criminal household member is no longer part of that household, persons with evidence of recent use of illegal drugs, and persons with a pattern of use of illegal drugs. The ACOP parole and probation policies are consistent with these HUD requirements in that the person with a drug conviction must demonstrate successful rehabilitation before they can be placed on the wait list or admitted into the program.

Public Intoxication – The regulations allow the PHA to consider a conviction of being drunk in public as an abuse of alcohol, even if the person does not have multiple convictions. (see 24 CFR Section 960.204 (b) “abuse *or* pattern of abuse). The regulations require the PHA to deny admission for a household member’s abuse of alcohol that may threaten the other tenant’s health, safety or right to peaceful enjoyment. Therefore, the PHA has the discretion to adopt an 18 month standard.

Criminal Records – The provision in the ACOP for shredding the criminal records would occur after the applicant has been informed of the reasons for their denial of admission and had the opportunity to inspect and refute the criminal record, as required under the regulations (24 CFR Section 960.204 (c)).

### ***Plan for Unit Offers***

#### **Legal Services Comment:**

It is unclear why the PHA will only make one offer of a designate elderly unit, while all other applicants are made two offers. Elderly applicants must not be treated differently and they should be given the same number of offers for a designated elderly unit as other participants are for undesignated units. (ACOP reference pg 4-9)

**PHA Response:**

The decision whether to provide more offers for elderly units is at the discretion of the PHA. Due to the limited number of senior only complexes, and the policy not to require underage existing tenants to move, the one unit offer is reflective of the limited number of senior-only units.

***Transfer Policy*****Legal Services Comment:**

Two days is an unreasonable amount of time to expect resident to completely move from one unit to another and have the vacated unit cleaned to avoid fees. This places a greater hardship on residents with full time employment. We recommend that the PHA keep the current policy allowing 5 days to transfer. In addition, allowing the PHA to initiate termination of tenancy if the resident fails to transfer in the allotted time is an extreme sanction of a minor infraction. Requiring the resident to be responsible for per diem rent on both units during the transfer time will be highly prohibitive and should not be a requirement to transfer units. (ACOP reference pg 9-15).

**PHA Response:**

The reduction in the number of days allowed for a transfer is essential to meeting both the PHA's goal and HUD's mandate to reduce the vacant unit turnaround time. The PHA will change the unit turnover time to three (3) days in light of the public comments. In most cases, it is the tenant who has elected to transfer to another unit and the PHA provides residents with at least a 30 day advanced written confirmation concerning the intended vacate date upon receipt of the approved request to transfer. Residents who request additional move time beyond the three days due to their disability may do so by submitting a request for a reasonable accommodation in compliance with the PHA's policies and procedures.

***Emergency Repairs*****Legal Services Comment:**

Lockouts should be considered emergency repair and require immediate attention (ACOP reference 9-15)

**PHA Response:**

Lockouts are treated on a priority basis for maintenance personnel assignment, although they do not fall under the definition of an "emergency" (i.e., immediate threat to health and safety).

***Elderly Designated Housing***

***Note: There are currently no approved or applied for Elderly Designated Units in the County Housing Authority. The comments below pertain to the Sacramento City Housing Authority only; however, since this comment received by Legal Services of Northern California were not broken down by City or County Housing Authority, we are including them below.***

**Legal Services Comment:**

The proposal to designate 576 units of housing elderly or near elderly only is not supported by the needs analysis in this year's PHA Plan, and should be reconsidered to allow disabled family to occupy those units. The PHA Plan needs analysis shows that there are more people with disabilities on the waitinglist than there are elderly and near elderly households combined. This demonstrates that there is far greater need for housing for persons with disabilities than there are for those who are elderly. The proposal should seek to include the housing needs of extremely low income persons with disabilities and designate those units for both elderly and disabled occupants.

**PHA Response:**

The buildings approved for designation as senior-only were originally designed and constructed with the intent to serve the needs of this population. No current non senior residents of public housing would be involuntarily displaced by the proposed designation. The supportive services and physical needs of the both the elderly, many of whom are disabled, can more effectively and efficiently be provided by strategically converting some buildings to elderly only.

The needs assessments (Community-wide and Public Housing Waiting List) are being misinterpreted. The Community-wide Needs Assessment data is derived from the U.S. Census data. Please note that the "disabled category" reflects the number of low-income disabled individuals, including children, not households. The needs assessment for persons on the Public Housing Waiting List reflects the number of families with one or more persons with a disability. Many families represented in this number include families with children; therefore, they would not be eligible to rent the one-bedroom senior designated units. In addition the Allocation Plan submitted for HUD approval also required approval from the U.S. Department of Fair Housing and Equal Opportunity as part of the final review and approval process outlined in the federal regulations.

A review of the complete HUD-approved Designated Plan provides a more comprehensive view of all aspects of the senior-only complexes. The number of units in the approved by HUD for Elderly Designation is 288, rather than the 576 suggested by the Legal Services comment. This is a much more reasonable number and percentage of the total unit.

**PUBLIC HEARING**

The Public Hearing for the 2006 PHA Plan was held in front of the Board of Commissioners on October 5, 2005. The following is an account of the public comments made at this meeting.

**RAB public comment / speaker #1:** The new Public Housing Transfer Policy which changes the number of day allowed for a resident to transfer from one unit to another from 5 days to two days is unreasonable, especially for the disabled.

**RAB public comment / speaker #2:** The Designated Elderly Housing Plan has been long awaited by residents of many of the developments that were originally constructed and utilized for this purpose. The generation gap between the elderly and the younger disabled currently residing at these complexes has often caused problems. This RAB member fully supports the Designated Elderly Housing Plan.

**RAB public comment / speaker #3:** The Designated Elderly Housing Plan brings a much needed option for the elderly Public Housing residents. The member also approved of the new eviction policy which allows the PHA to take the most serious lease violations directly to court. The member spoke of a recent case where using the current process of internal hearings prior to court adjudication, it took several months to evict a person who threatened the health and safety of the other residents.

**Legal Services of Northern California / speaker #4:** A representative of the organization stated that their concerns had already been expressed in the written public comments (see above); however, she did which to emphasis the following points:

- the public housing transfer policy which reducing the number of days for transfer from five days to two days should be reconsidered,
- the Elderly Designated Plan is not taking into consideration the needs of the disabled families and should be reconsidered; and
- although the elimination of the internal hearing process for the most serious lease violations is within the PHA's discretion, it should be reconsidered. The residents can better defend themselves in the less formal and less costly forum of the internal hearing process.

**Commissioner's Comment:** One Commissioner expressed his concern regarding not admitting applicants until 12 months after they had been released from parole or probation.

#### **G. Resident Membership of the PHA Governing Board**

The Sacramento Housing and Redevelopment Commission acts as the governing body for the Sacramento City and County Housing Authorities. Members of the Housing and Redevelopment Commission are appointed to serve four-year terms. Because the Sacramento Housing and Redevelopment Agency is a joint powers authority, six Commission members are appointed by the Sacramento County Board of Supervisors and five members are appointed by the Sacramento City Council. Commissioner, Jim Hoag, represents the public housing population in the City of Sacramento and Julius Piatkowski represents public housing residents in Sacramento County.

#### **H. Management Organizational Chart (see separate attachment (ca005b01))**

## **I. Assessment of Demographic changes with Site-based Waiting Lists**

The Sacramento County Housing Authority does not currently have any site-based waiting lists. Plans to implement some site-based waiting lists in 2005 will include the appropriate monitoring to ensure that any changes in racial, ethnic or disability related resident composition at each PHA site is analyzed and appropriately addressed. The PHA will also use independent tester (every three years) to assure that the site-based waiting list is not being implemented in a discriminatory manner, and that no patterns or practices of discrimination exist.

## **J. Section 8 PHA Project-Based Vouchers**

The Housing Authority of the County of Sacramento intends to implement project-based vouchers to the fullest extent permitted under the regulations. An equal distribution of existing housing and new construction is anticipated. Project-basing will proceed as long as unused vouchers are available and will cease at such as full lease up is achieved. However, a minimal number of turnover vouchers may be used to help stimulate new construction that serves the affordable housing market. Project-basing will take place County-wide, but targeted in areas where the poverty level is less than 20%, or, with appropriate HUD waivers, in established redevelopment areas where project basing of vouchers helps to leverage additional re-investment in a particular neighborhood. A full spectrum of housing types will be sought, including SRO's and housing suitable for hard-to-house (large and disabled) families.

Project-basing is consistent with the goals stated in the PHA and Consolidated Plan, in that increased voucher utilization and supply of affordable housing will result. Project-basing of voucher is seen as a critical element of an aggressive lease up strategy that will help to make a wider variety of housing choice available to qualified low income households.

Project-based vouchers are seen as viable alternatives to tenant-based assistance. The apparent saturation of the local market is evidenced by the sub-50% success rate among newly issued voucher holders. It is necessary to expand the supply of affordable housing, and project-based vouchers provide an appropriate means to make more housing available to low income families. Project-basing helps to ensure that these units will be available for up to ten years. SHRA believes the strategy of project-basing assistance will increase lease-up rates, housing choice, and the availability of affordable housing

## **K. Section 8 Homeownership Program Capacity Statement**

The Housing Authority of the County of Sacramento, California has demonstrated its capacity to administer a Section 8 Homeownership program by:

- Partnering with home counseling centers to provide home counseling to Section 8 Homeownership Program participants.
- Executing partnership agreements with three lending institutions to provide first mortgages to program participants and requiring that the financing for

purchase of a home be insured or guaranteed by the state or Federal government; comply with the secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.

- Being awarded IDA, IDEA and WISH program grants from the Federal Home Loan Bank of San Francisco to provide down payment assistance to program participants.
- Work with the Sacramento Housing and Redevelopment Loan Processing Department to provide additional financing to program participants.
- Requiring that 1% of the down payment come from the program participant's own resources.

As of May 1, 2005, the Housing Authority of the County of Sacramento, California has provided initial informational briefings regarding Section 8 Homeownership program to 581 Housing Choice Voucher program participants and 58 families have purchased homes using the Section 8 Homeownership voucher. The Housing Authority of the County of Sacramento expects an additional 20 Housing Choice Voucher program participants will become homeowners using the Section 8 Homeownership Program in 2006

#### **L. Community Service and Self-Sufficiency Requirements**

At the time the family prepares to move in to a public housing unit, the lease requirement to perform community service will be explained. All adult family members who are not exempt from this requirement will be given a "Community Service and Self-Sufficiency Resource Form" listing the phone numbers of the local Volunteer Bureau and sites where they can receive job training. Family members will be encouraged to contact these agencies if they need assistance finding places where they can fulfill this requirement. No exempt adult residents will be given the appropriate form so that a representative from the organization can sign, verifying that the resident family member completed their service hours.

Families will be reminded that they need to provide this form at the time of their annual recertification. They must show that all family members contributed eight (8) hours of community service or participated in an economic self-sufficiency program for at least a minimum of thirty (30) hours a week.

If all family members are not compliant with this requirement at the annual recertification, the non-compliant family member and head of household will be asked to sign an agreement committing to make up these hours, plus any additional hours they incur, and to provide documentation of such. If the non-compliant family member and head of household refuse to sign this agreement, the family will be given notice that they are not complying with the terms of their lease and they may lose their housing assistance.

The community service requirement will be waived for a family member when he/she becomes employed at least 30 hours per week.

The ACOP includes a full chapter (#15) to further explain the PHA policy on the community service requirement.



# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO		Grant Type and Number Capital Fund Program Grant No. CA30P00750106 Replacement Housing Factor Grant No.			Federal FY of Grant:  2006	
X 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	
1	Total non-CFP Funds					
2	1406 Operations	248,954				
3	1408 Management Improvements	374,500	0	0	0	
4	1410 Administration	248,954				
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs	257,710	0	0	0	
8	1440 Site Acquisition					
9	1450 Site Improvements	60,000	0	0	0	
10	1460 Dwelling Structures	1,256,027	0	0	0	
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	43,403	0	0	0	
18	1499 Development Activities					
19	1501 Collateralization or Debt Service					
20	1502 Contingency					
21	Amount of Annual Grant: (sum of lines 2 - 20)	<b>\$2,489,548</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
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					
Signature of HA Executive Director and Date:			Signature of HUD Public Housing Director and Date:			

# Annual Statement/Performance and Evaluation Report

## Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)

### Part II: Supporting Pages

PHA Name: HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO		Grant Type and Number Capital Fund Program Grant No. CA30P00750106 Replacement Housing Factor Grant No.				Federal FY of Grant: <b>2006</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct. No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
HA-Wide Operations	Operations	1406	1	248,954	0	0	0	
	<b>Subtotal</b>			<b>\$248,954</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
HA-Wide Management Improvements	Resident Initiatives	1408	1	3,500	0	0	0	
	Resident Training Programs	1408	1	325,000				
	Computers/Vehicle Replacement	1408	1	46,000				
	<b>Subtotal</b>			<b>\$374,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Administration	Program Administration	1410	1	121,382				
	Procurement & Labor Compliance	1410	1	64,254				
	Sundry	1410	1	6,000				
	Travel	1410	1	5,000				
	Design & Construction Administration	1410	1	37,127				
	LBP Monitoring & Testing	1410	1	15,191				
	<b>Subtotal</b>			<b>\$248,954</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Fees & Costs	Permits, Fees, Planning Costs	1430		21,702				
	Architects & Engineers			108,508				
	Design & Construction Architecture	1430	1	52,500				
	Laboratory Testing & Consultants			32,500				
	Design & Construction Technicians	1430	1	42,500				
	<b>Subtotal</b>			<b>\$257,710</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
Relocation	Relocation Costs	1495		43,403				
	<b>Subtotal</b>			<b>\$43,403</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	
7-01 Dos Rios	Tree Replacement	1450	1	60,000				
	<b>Subtotal</b>			<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	



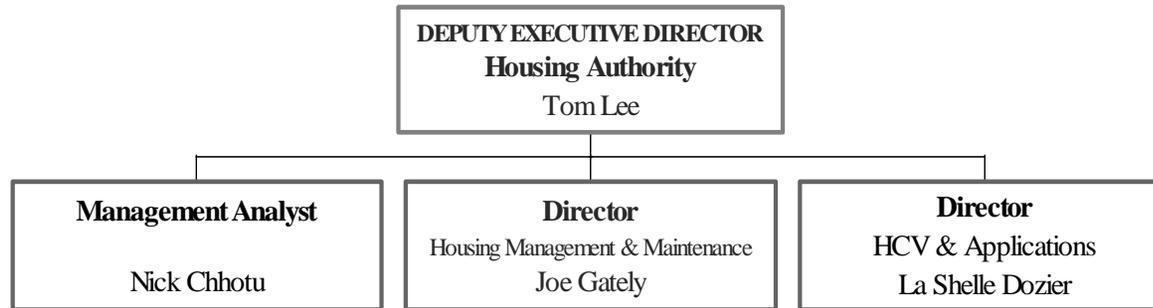
**Annual Statement/Performance and Evaluation Report**  
**Capital Fund Program Part III: Implementation Schedule**

Development Number Name/HA-Wide Activities	All Funds Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
HA-Wide Operations	10/1/2008			10/1/2010			
HA-Wide Management Improvements	10/1/2008			10/1/2010			
7-01 Dos Rios	10/1/2008			10/1/2010			
7-02 Dos Rios Scat	10/1/2008			10/1/2010			
7-04 County Scat Sites	10/1/2008			10/1/2010			
7-05 Alta Arden / Dry Creek /	10/1/2008			10/1/2010			
7-07 Mariposa / Shupe /	10/1/2008			10/1/2010			
7-14 Elk Grove Rd	10/1/2008			10/1/2010			

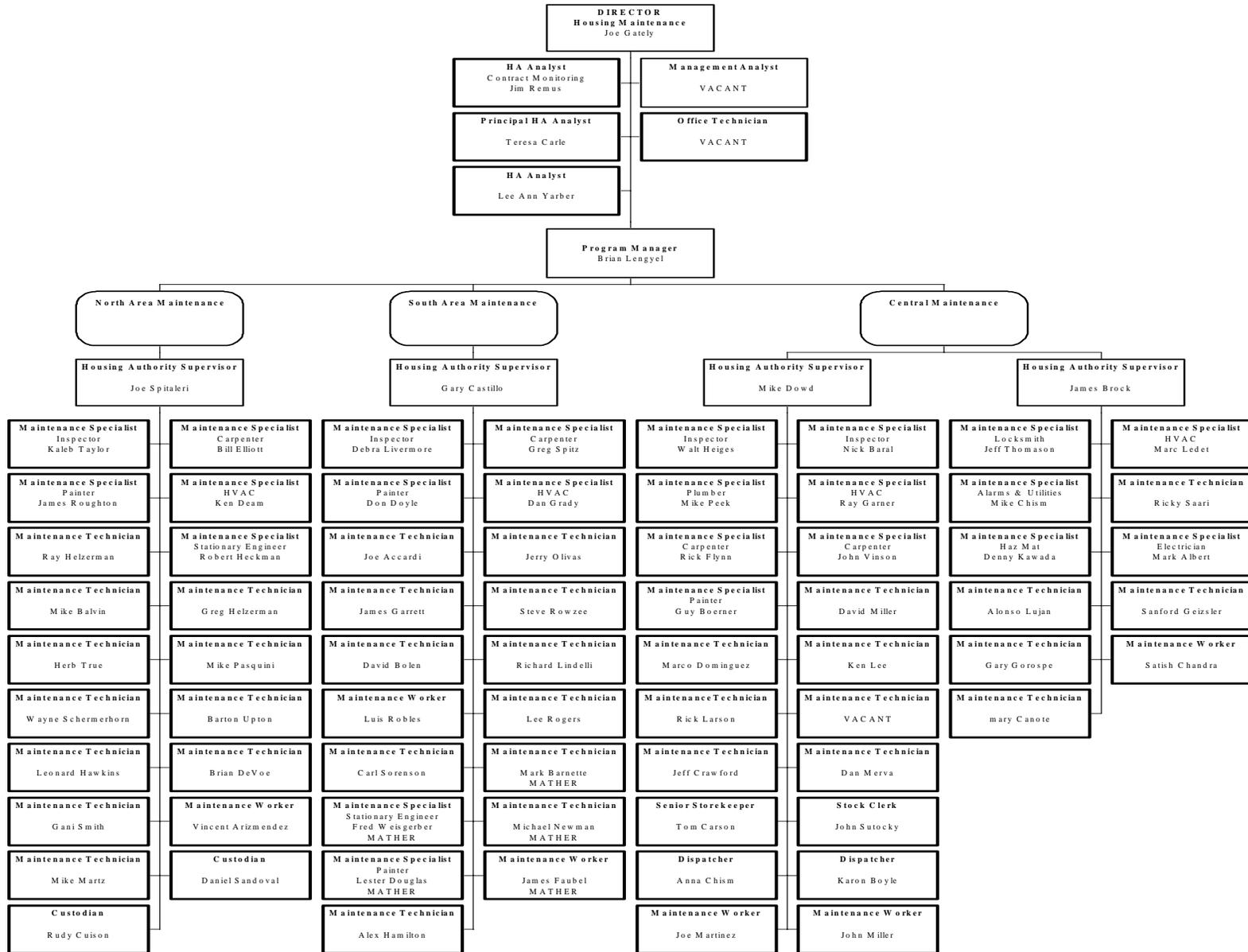
Signature of HA Executive Director and Date:

Signature of HUD Housing Authority Director and Date:

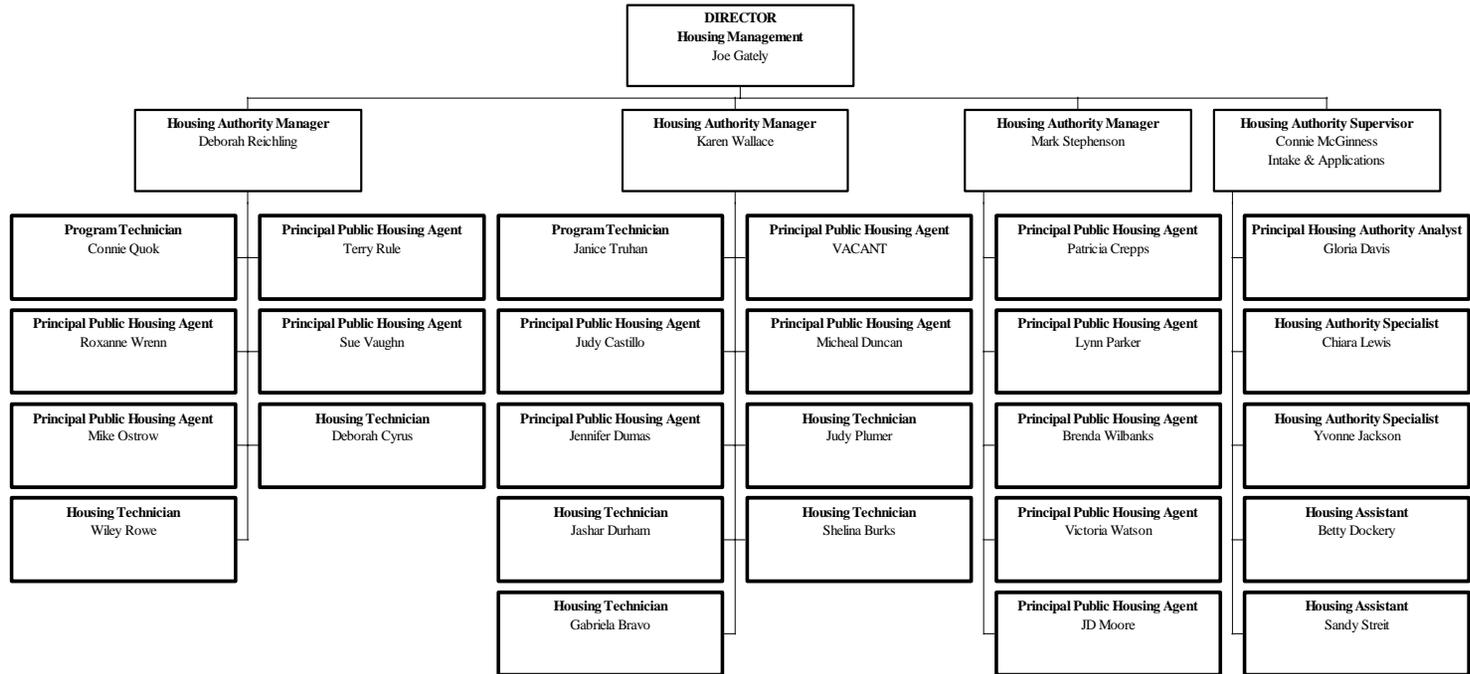
# Housing Administration



# Housing Maintenance



# Housing Management



# Housing Choice Vouchers

