

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

**DRAFT**

PHA Plan  
**Agency Identification**

**PHA Name:** Orange County Housing Authority

**PHA Number:** CA094

**PHA Fiscal Year Beginning: (mm/yyyy)** 07/2006

**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

**Display Locations For PHA Plans and Supporting Documents**

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

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 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**

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

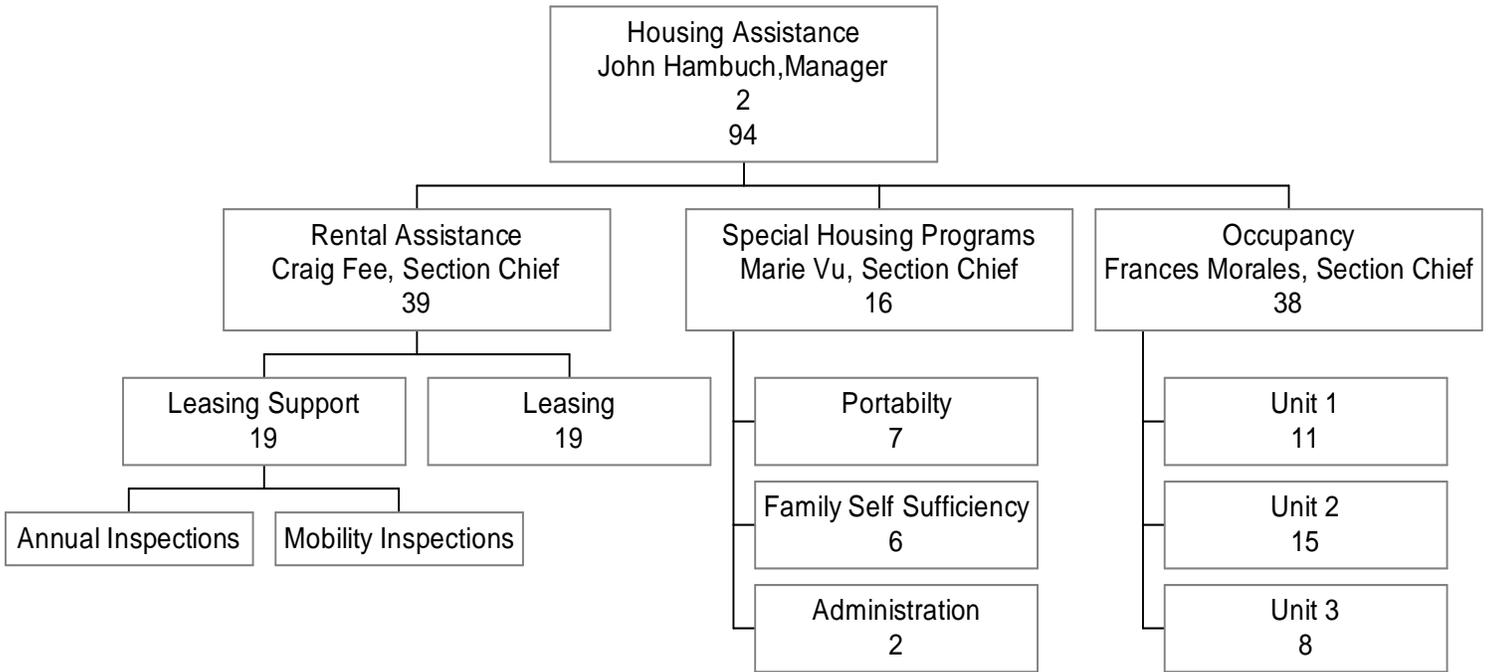
The Orange County Board of Supervisors acts as the Board of Commissioners of OCHA and the Housing and Community Development (H&CD) Commission is the advisory board for general policy direction and oversight of housing related issues. This 11-member H&CD Commission includes two Housing Choice Voucher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

OCHA is a division within the organizational structure of the Housing and Community Services (HCS) Department and its Director is the Executive Director of OCHA. OCHA is staffed as the Housing Assistance Division of the HCS Department. Under the direction of a Division Manager, OCHA is divided into three Sections:

- 1) The Occupancy Section is responsible for oversight of the waiting list, initial eligibility processing, annual and interim re-examinations for all clients,
- 2) The Rental Assistance Section performs leasing, annual and mobility-in inspections and,
- 3) The Special Housing Programs Section administers programs targeted for specific populations that include the Family Self-Sufficiency Program, Family Unification Program, Portability, Mobility, and Shelter Plus Care Program, which is funded through the Homeless Assistance Continuum of Care grant award.

The diagram on the next page provides an overview of the Housing Assistance Division, which includes 94 staff members. In addition, there are accounting, legal, information systems, and other administrative staff assigned in support of OCHA activities.

**HCS  
HOUSING ASSISTANCE DIVISION  
Organizational Chart**



**Housing Choice Voucher Program (HCVP):**

Over the past year OCHA administered the Housing Choice Voucher Program (HCVP) for over 9,500 households residing in 31 participating cities and unincorporated areas within Orange County that comprise OCHA's jurisdiction.

The HCVP provides tenant-based rental assistance for very low-income families and for disabled and elderly persons. The following chart (fig. 1) reflects the types of households currently receiving rental assistance, as of December 2005.

The waiting list was open during the month of November 2005, and OCHA received more than 20,000 applications. Sixty percent (12,000) of applicants submitted their application online, using the HCS website, the chart below (fig. 2) profiles the types of households applying online.

**Assisted Household Profile:**

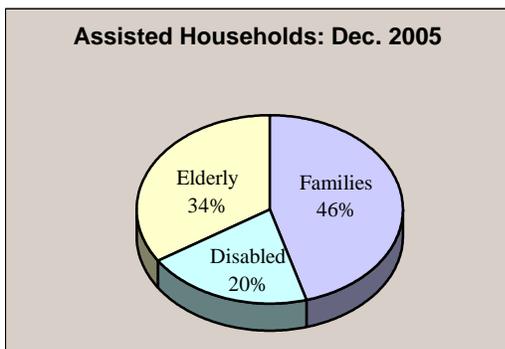


Fig. 1

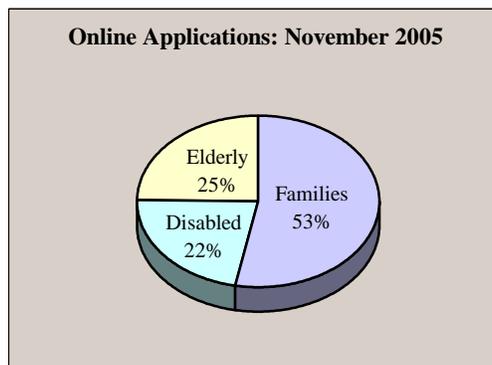


Fig. 2

**Success Rate for Households Receiving a Housing Choice Voucher:**

Households receiving vouchers are allowed 120 days to locate and lease a qualified unit. Over 80% of the households that received a voucher were successful in locating and leasing a qualified unit within this time limit. The following table indicates the number of tenants leased-up by city, throughout OCHA's jurisdiction in 2005:

**Number of Households Assisted  
By Type Within Each City:**

CITY	FAMILY	DISABLE D	ELDERLY	TOTAL
Aliso Viejo	18	4	13	35
Brea	16	5	107	128
Buena Park	252	126	96	474
Costa Mesa	144	176	138	458
Cypress	60	28	50	138
Dana Point	8	18	6	32
Fountain Valley	65	41	219	325
Fullerton	271	209	194	674
Huntington Beach	335	193	281	809
Irvine	270	165	191	626
Laguna Beach	1	10	20	31
Laguna Hills	12	23	30	65
Laguna Niguel	27	31	62	120
Laguna Woods	1	6	38	45
La Habra	101	57	70	228
La Palma	17	3	29	49
Lake Forest	69	77	50	196
Los Alamitos	8	5	4	17
Mission Viejo	66	97	89	252
Newport Beach	49	28	34	111
Orange	189	157	217	563
Placentia	72	26	47	145
Rancho Santa Margarita	23	32	47	102
San Clemente	34	34	66	134
San Juan Capistrano	25	17	50	92
Seal Beach	5	3	4	12
Stanton	116	66	207	389
Tustin	158	118	120	396
Westminster	797	373	959	2,129
Yorba Linda	19	10	49	78
<b>Total OCHA Leases:</b>	<b>3228</b>	<b>2138</b>	<b>3487</b>	<b>8853</b>
<b>Portability</b>	<b>42</b>	<b>18</b>	<b>12</b>	<b>77</b>
<b>Mobility</b>	<b>320</b>	<b>150</b>	<b>158</b>	<b>623</b>
<b>TOTAL Leased Tenants:</b>				<b>9553</b>

\*Disabled

\*\*Elderly = 62 years or older

\*\*\*Elderly/Disabled

**Participation outside OCHA jurisdiction:**

HCVP participants have the option of using their voucher to relocate outside of OCHA's jurisdiction. Transfers between Public Housing Authority (PHA) jurisdictions are processed under the provisions for Portability or Mobility.

Under Portability, when a tenant moves to another PHA jurisdiction, the receiving PHA has the option of either (1) absorbing the portable family into their own HCVP or (2) administering rental assistance and billing the initial PHA for reimbursement of payments to an owner. During 2005, OCHA received over 220 incoming portable tenants, who requested to move into Orange County from other PHAs. Currently, OCHA administers 102 portable vouchers and has absorbed 100 portable tenants into its HCVP.

The cities of Anaheim, Garden Grove and Santa Ana each operate their own PHA and are not within OCHA's jurisdiction. OCHA entered into a Mobility Agreement with these city PHAs and streamlined the portability requirements to facilitate tenant transfers between jurisdictions within the Orange County area. Under the provisions of Mobility, the initial PHA processes a family's eligibility, issues their voucher, then continues to administer assistance and make payments to an owner. The host PHA (jurisdiction in the city where the tenant requests to move) performs the initial/annual inspections, determines rent reasonableness and approves the rent. Currently, OCHA administers 623 mobility tenants residing in Santa Ana, Garden Grove and Anaheim. Over seven times as many mobility tenants from these cities have moved into OCHA's jurisdiction.

**Special Housing Programs:**

In addition to the HCVP, OCHA administers two project-based rental assistance properties, including a 120-unit family complex (The Parklands) located in Irvine, and a 97-unit senior citizen complex (Pacific Terrace) located in Midway City.

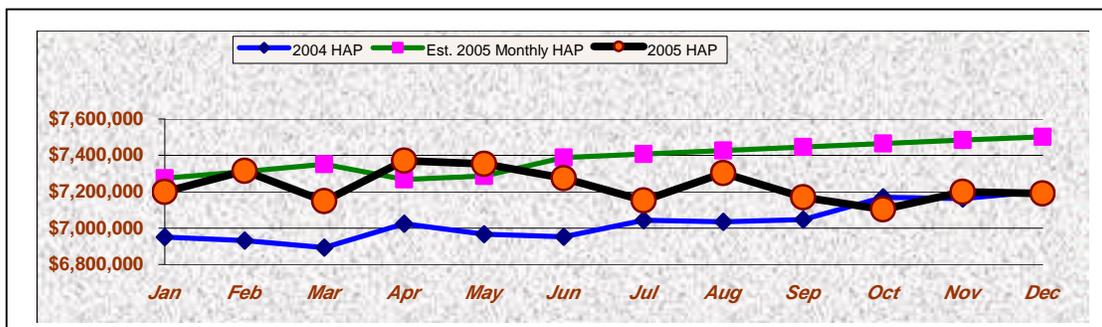
OCHA has also received funding allocations through HUD's competitive process under the Homeless Assistance Continuum of Care grant awards. This funding for the homeless includes 6 five-year contracts and 3 one-year renewal contracts in the Shelter Plus Care Program, which provides rental assistance to approximately 323 formerly homeless families and individuals that are disabled. This Program requires matching services through a partnership with the County's Health Care Agency and community-based organizations.

**ACCOMPLISHMENTS DURING THE PAST YEAR:**

The following presents an overview of activities, accomplishments and status of the HCVP administered by OCHA from January 1, 2005, to December 31, 2005:

Changes in federal funding over the past two years required OCHA to limit its assistance and implement cost-containment strategies. At the beginning of 2005, HUD's funding appeared sufficient to assist approximately 9,300 households per month based on costs and market trends during 2004. Access to approximately \$805,000 in HUD reserve funds and successful cost-containment efforts enabled OCHA to maintain assistance to more than 9,500 households during the year.

**Housing Choice Vouchers Issued:**



As indicated, funding limitations curtailed aggressive issuance of vouchers. Monthly Housing Assistance Payments (HAP) were carefully monitored to establish the number of vouchers that could be issued and households that could be added, in relation to the number of households leaving the HCVP. Increasing rents and tenant incomes also influenced the use of funds and required consistent assessments. As a result, OCHA issued a total of 440 vouchers to applicants on the waiting list in 2005.

**Leasing Accomplishments:**

In addition to performing inspections and leasing new participants from the waiting list, OCHA staff accomplished a number of ongoing HCVP activities essential to maintaining assistance for over 9,500 households. Rental Assistance staff in the Leasing Section performed and processed over 9,600 annual and initial inspections during 2005. Staff also completed and processed more than 1,900 new and transferring tenant-leases for HCVP participants, in addition to handling over 5,400 rent increases requested by owners. This was accomplished in addition to the 4,000 plus inspection requests received from the Anaheim, Garden Grove and Santa Ana PHAs for an annual inspection for their mobility tenants residing in OCHA's jurisdiction.

The Special Housing Programs Section assisted clients with special needs including those referred into the Shelter Plus Care Program by the county's Health Care Agency. Staff in this unit also administered incoming Portability, and Family Unification clients, new outgoing Mobility leases, and case management for the Family Self-Sufficiency Program.

**Leasing Activities:**

Annual and follow up Inspections:	9619
Rent Increases:	5431
New & Transfer Leases:	1951

**Special Housing Activities:**

Portability-In, Mobility-Out & SPC New Leases:	388
Portability Administered:	102
OCHA Mobility-Out administered:	623

**Occupancy/Eligibility Accomplishments:**

More than 8,000 annual interviews were conducted during 2005, to review tenant income and household composition in order to re-establish the appropriate share of rent based on 30% of the family's adjusted income. In addition over 3,600 interim interviews were scheduled, and a new tenant portion of rent calculated for households reporting a change in income or household composition. The following shows the total activity required to accomplish this during 2005:

Annual Re-Examinations:	8,902
Interim Re-Examinations:	<u>3,697</u>
Total Re-Examinations:	12,599

Data from monthly eligibility, inspection and leasing activities is transmitted to HUD electronically through the "PIC" database system. This data is essential information used to measure a PHA's management performance. Data is evaluated by HUD and then scored. The score a PHA receives determines future funding eligibility. OCHA received a "High" Performance rating from HUD in 2005.

**Waiting List Project:**

Beginning in July, staff prepared to open OCHA's Waiting List during November 2005. OCHA partnered with over 300 participating cities, libraries and community organizations located throughout Orange County to assist in the outreach and distribution of preliminary applications to the public. Staff scheduled a presentation for partner organizations by the county's Webmaster who demonstrated the on-line application process, available to the public for the first time. More

than 20,000 preliminary application packets were prepared, which included instructions and general information sheets, and were distributed to partner organizations. On the first day 1,700 applications were received online, and 200 were submitted by FAX. Over 20,000 applications were received during the four-week enrollment period.

**OCHA Accounting and Payments to Landlords:**

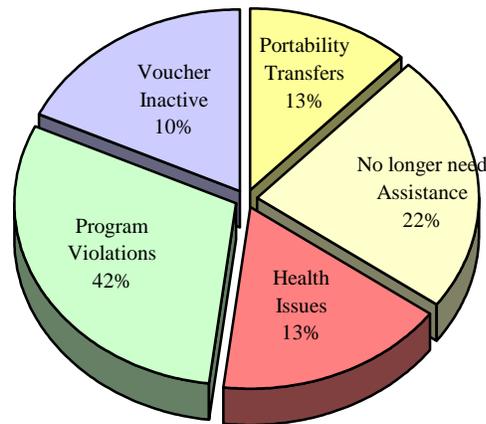
The Accounting Section issued more than \$86.7 million in Housing Assistance Payments (HAP) during 2005. The average HAP amount paid to an owner was \$760 per household, a 2 % increase over the average HAP amount paid to owners in 2004, and this is indicative of OCHA's cost-containment efforts.

**End of Participation:**

More than 680 households ended their participation in OCHA's rental assistance program in the past year. The following chart shows a profile of the main reasons for end of participation:

Profile of assisted tenants that ended their participation:

- 87 transferred from OCHA's program and were absorbed by another PHA through portability. (13%)
- 150 requested termination because they longer required assistance. (22%)
- 90 left the program for health-related reasons (could no longer live independently or passed away). (13%)
- 284 were terminated by OCHA due to a program violation. (42%)
- 71 initiated a transfer and allowed their Voucher to expire or did not need assistance. (10%)



**DA Investigations of HCVP Violations:**

When staff suspects a tenant of program violations, a referral is made to the county's District Attorney Investigation Unit. During 2005, DA staff completed the investigation of 312 referred cases of suspected program violations. Investigative reports were completed for 250 cases where participants had committed program violations and were returned to OCHA staff for appropriate action. This may include; repayment agreements, to repay overpayment of benefits, program suspension for a period of time, or termination from the program. Currently, the DA legal staff is prosecuting nine cases of suspected housing fraud. In 2005, the court ordered former tenants to repay over \$40,000 to OCHA.

**Informal Hearings:**

Any tenant, terminated from the HCVP by OCHA, is entitled to appeal this termination and request an Informal Hearing. A Hearing Officer contracted by OCHA conducts an informal hearing to consider the program violation determined by OCHA and circumstances of the tenant's appeal. There were 156 Informal Hearings scheduled in 2005. Hearing Officers upheld OCHA's decision to terminate in fifty-four percent of these cases (85) and offered repayment options or other sanctions in most of the remaining cases.

### **iii. Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

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

#### **Table of Contents**

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#### **Attachments**

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

#### Required Attachments:

- Admissions Policy for Deconcentration
- FY 2006 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

#### Optional Attachments:

- PHA Management Organizational Chart
- FY 2006 Capital Fund Program 5 Year Action Plan

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

**Supporting Documents Available for Review**

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

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

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US 2. 3. 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 4. Documentation of the required deconcentration and income mixing analysis	Selection, and Admissions Policies
NA	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
NA	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
NA	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
NA	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
NA	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
NA	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
NA	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
NA	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
NA	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
NA	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
NA	Approved or submitted applications for designation of public	Annual Plan: Designation

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	housing (Designated Housing Plans)	of Public Housing
NA	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
NA	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
X	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
NA	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
NA	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
NA	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

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

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

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 2005-2009
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

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

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

Housing Needs of Families on the Waiting List .			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance: <a href="#">New Wait List established in December 2005. Availability of all data pending</a>			
<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:			
<b>NOTE:</b> Numbers represent online applicants only, as of December 1, 2005:	# of families	% of total families	Annual Turnover
Waiting list total	12,014		NA
Extremely low income <=30% AMI	8,718	73%	
Very low income (>30% but <=50% AMI)	2,610	22%	
Low income (>50% but <80% AMI)	686	6%	
Families with children	3,131	67%	
Elderly families	1,657	25%	
Families with Disabilities	2,734	33%	
Ethnicity: Hispanic	2,463	21%	
Ethnicity: Non-Hispanic	9,570	80%	
Ethnicity: Not Reported	15	12%	
Race: Am. Indian/Alaska Native	438	4%	
Race: Asian	4,197	35%	
Race: Black/African American	1,440	12%	
Race: Native Hawaiian/Pacific Islander	0	0	
Race: White	5,962	50%	
Race: Not reported	11	9%	
Characteristics by Bedroom Size	NA Public Housing		
1BR	NA		
2 BR	NA		
3 BR	NA		
4 BR	NA		
5 BR	NA		
5+ BR	NA		
Is the waiting list closed: <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes: How long has it been closed (# of months)? <b>2 Months (Dec. 1, 2005)</b>			
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 checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

## C. Strategy for Addressing Needs

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

### (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:**

- 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:**

- 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**

- 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**

- 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:**

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

- **Working Preference: “Elderly” applicants are given a preference equal to “working families” on the Wait List.**

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

**Strategy 1:**

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

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

- **Working Preference: “Disabled” applicants are given a preference equal to “working families” on the Wait List.**
- **Pursue working relationships with community-based organizations to assist families with disabilities in applying for, complying with the rules and regulations of, and maintaining rental assistance.**

**Need: Specific Family Types: Races & Ethnicities with Disproportionate Housing Needs.**

**Strategy 1:**

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

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

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

**Strategy 2:**

**Conduct activities to affirmatively further fair housing**

- 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:**

**(2) Reasons for Selecting Strategies**

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

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

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

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2005 grants)</b>	NA	
a) Public Housing Operating Fund	NA	
b) Public Housing Capital Fund	NA	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$90,442,750.	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	\$122,452.	
FSS ENHANCEMENT PROGRAM	\$100,000.	
FSS HOP COORDINATOR	\$63,000.	
h) Community Development Block Grant	NA	
i) HOME	NA	
j) OTHER FEDERAL GRANTS:		
1996 CONTINUUM OF CARE SPC TBA 4 <sup>th</sup> Yr. Renewal	\$643,392.	SPC Rental Assistance
1999 CC SPC TBA 1 <sup>st</sup> Yr. Renewal	\$1,066,848.	SPC Rental Assistance
2000 CC TBA 5 <sup>th</sup> YR. of 5 YR. GRANT	\$1,406,940.	SPC Rental Assistance
2000 CC TBA 1 <sup>st</sup> YR. RENEWAL	\$533,460.	SPC Rental Assistance
2001 CC TBA 4 <sup>th</sup> YR of 5 YR GRANT	\$1,596,600.	SPC Rental Assistance
2002 CC TBA 3 <sup>rd</sup> YR of 5 YR GRANT	\$1,961,460.	SPC Rental Assistance
2003 CC TBA 2 <sup>nd</sup> YR of 5 YR GRANT	\$3,787,140.	SPC Rental Assistance
2004 CC TBA 1 <sup>st</sup> YR of 5 YR GRANT	\$2,895,120.	SPC Rental Assistance
2001 CC PROJECT-BASED 3 <sup>rd</sup> YR of 5 YR GRANT	\$1,412,880.	SPC Rental Assistance
<b>2. Prior Year Federal Grants</b>	NA	
<b>3. Public Housing Dwelling Rental Income</b>	NA	
<b>4. Other income (list below)</b>		
OPERATING RESERVE	\$4,230,703.	DEV. AFFORD. HSING.
OPERATING RESERVE	\$400,000.	HSG. SUP. SER. PRO.
<b>4. Non-federal sources (list below)</b>	NA	
<b>Total resources</b>	<b>\$110,662,745.00</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.

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

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

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

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

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

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

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

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

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

#### **(2)Waiting List Organization** NA

a. Which methods does the PHA plan to use to organize its public housing waiting list:

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

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

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

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

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

2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment** NA

- 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** NA

- 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?
- Emergencies
  - Overhoused
  - Underhoused
  - Medical justification
  - Administrative reasons determined by the PHA (e.g., to permit modernization work)
  - Resident choice: (state circumstances below)
  - Other: (list below)
- c. (blank)

d. Preferences

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

**(5) Occupancy NA**

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

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

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

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

**(6) Deconcentration and Income Mixing NA**

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

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

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

- Adoption of site based waiting lists
- If selected, list targeted developments below:

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

## B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

**Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
- Criminal and drug-related activity, more extensively than required by law or regulation
- More general screening than criminal and drug-related activity (list factors below)
- Other (list below)

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

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

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

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

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

- Name and Telephone Number of last two known landlords.

### (2) Waiting List Organization

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

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program

Other federal or local program (list below)

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

PHA main administrative office

Other (list below)

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

### **(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

- A standard 120-day period is given for all vouchers issued. Additional extensions may be granted for reasonable accommodation of disabled clients or for hard-ship cases, approved on a case-by case basis.

### **(4) Admissions Preferences**

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

- Involuntary Displacement by Government Action or for reasons of health or safety in OCHA's participating jurisdiction.

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

Date and Time

### Former Federal preferences

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

Victims of domestic violence  
Substandard housing  
Homelessness  
High rent burden

### Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 2 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

**1 Other preference(s):**

- Involuntary Displacement by Government Action or for reasons of health or safety in OCHA's participating jurisdiction.

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

Date and time of application

Drawing (lottery) or other random choice technique

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

This preference has previously been reviewed and approved by HUD

The PHA requests approval for this preference through this PHA Plan

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

The PHA applies preferences within income tiers

Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

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

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

The Section 8 Administrative Plan

Briefing sessions and written materials

Other (list below)

- **Eligibility information brochures, application instructions and Housing & Community Services website.**

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

c.

Through published notices

Other (list below)

- OCHA works in collaboration with outside agencies who provide referrals from targeted populations with special needs who are eligible to participate in the Family Unification Program and Shelter Plus Care Program.

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

[24 CFR Part 903.79 (d)]

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

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

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

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

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

a. Use of discretionary policies: (select one)

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

b. Minimum Rent

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

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

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

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

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

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

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

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

- For the earned income of a previously unemployed household member  
 For increases in earned income  
 Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:  
 Fixed percentage (other than general rent-setting policy)  
:  
 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)

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

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents** NA

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 category):

- 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?

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

c. If the payment standard is higher than FMR, why has the PHA chosen this level?

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

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

- Annually
- Other (list below)

- **Leasing success is monitored monthly by the number of vouchers that expire and become inactive.**

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

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

### **(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.

- 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.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	Not Applicable	
Section 8 Vouchers	9353	
Section 8 Certificates	Not Applicable	
Section 8 Mod Rehab	Not Applicable	
Special Purpose Section 8 Certificates/Vouchers (list individually)	None	
Public Housing Drug Elimination Program (PHDEP)	Not Applicable	
Enhanced Vouchers	8	
Family Unification	140	
Other Federal Programs(list individually)		
Shelter Plus Care	323	

### C. Management and Maintenance Policies

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

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

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

**6. PHA Grievance Procedures**

[24 CFR Part 903.79 (f)]

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

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

**A. Public Housing NA**

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?
2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
- PHA main administrative office
  - PHA development management offices
  - Other (list below)

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

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982? If yes, list additions to federal requirements below:
- **An informal review is conducted for applicants and include Voucher holders who have not received approval of their Request for Lease Approval submitted, nor has a HAP Contract been entered into between OCHA and the owner.**
  - **Informal hearings are conducted in compliance with HUD regulation and decisions rendered are made by Hearing Officers who are not County employees or OCHA staff.**
2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)
- PHA main administrative office
  - Other (list below)

## **7. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

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

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

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

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

- a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)
- b. If yes to question a, select one:
- The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name)
- or-
- The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

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

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

• **The Orange County Housing Authority does not administer public housing.**

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)
- b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)
1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
- Revitalization Plan under development
- Revitalization Plan submitted, pending approval
- Revitalization Plan approved
- Activities pursuant to an approved Revitalization Plan underway
- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:
- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities:
- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement? If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

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

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

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

2. Activity Description

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

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

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

[24 CFR Part 903.7 9 (i)]

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

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

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

### 2. Activity Description

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

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

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

[24 CFR Part 903.79(j)]

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

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

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

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 NA</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: )

Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )

Requirements no longer applicable: vacancy rates are less than 10 percent

Requirements no longer applicable: site now has less than 300 units

Other: (describe below)

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

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

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

[24 CFR Part 903.7 9 (k)]

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

**A. Public Housing**

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

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

2. Activity Description

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

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval	

<input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected:
6. Coverage of action: (select one)
<input type="checkbox"/> Part of the development
<input type="checkbox"/> Total development

**B. Section 8 Tenant Based Assistance**

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

2. Program Description:  
**OCHA’s Administrative Plan continues to include a pilot Section 8 Housing Choice Voucher (HCV) Homeownership Program, which targets active participants in the Section 8 HCV Program. Language in the current Administrative Plan states OCHA’s intention to implement such a program if certain conditions are met. Such conditions include obtaining technical assistance from a nonprofit or other partner organization(s) that will provide homeownership counseling, lender coordination or other required program components. To date, OCHA has not entered into an agreement with such an organization. However, OCHA has been in discussions with Neighborhood Housing Services of Orange County and other community-based organizations. OCHA has also met with other Housing Authorities in the Southern California region, such as neighboring San Bernardino County and the City of Anaheim in Orange County, that have implemented or are in the process of implementing a HCV Homeownership program.**

a. Size of Program:  
 Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option? If yes, which statement best describes the number of participants?

<input checked="" type="checkbox"/>	25 or fewer participants
<input type="checkbox"/>	26 - 50 participants
<input type="checkbox"/>	51 to 100 participants
<input type="checkbox"/>	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 903.79 (l)]

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

**a. Family Unification: 21/08/2000**

**b. Information Sharing: 04/02/2000**

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

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

### 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.**

<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)
<i>FSS Enhancement Program</i>	<i>465</i>	<i>Voluntary HCV participant</i>	<i>OCHA Main Office</i>	<i>HCV participant</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 2005 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	Not Applicable	NA
Section 8	303 Mandatory slots remaining.	154

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:**

• **Not Applicable**

•

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

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

- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

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

[24 CFR Part 903.7 9 (m)]

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

**a. The Orange County Housing Authority does not administer public housing.**

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

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

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

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

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

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

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

1. List the crime prevention activities the PHA has undertaken or plans to undertake:
- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
  - Crime Prevention Through Environmental Design
  - Activities targeted to at-risk youth, adults, or seniors
  - Volunteer Resident Patrol/Block Watchers Program
  - Other (describe below)
2. Which developments are most affected? (list below)

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

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)
- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
  - Police provide crime data to housing authority staff for analysis and action
  - Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
  - Police regularly testify in and otherwise support eviction cases
  - Police regularly meet with the PHA management and residents
  - Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
  - Other activities (list below)
2. Which developments are most affected? (list below)

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

PHAs eligible for FY 2005 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 2005 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)]

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

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

**17. PHA Asset Management**

[24 CFR Part 903.7 9 (q)]

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

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

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

## **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

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

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

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

**a. Volunteer candidates were reviewed and appointed by locally elected officials.**
  - b. Eligible candidates: (select one)  
 Any recipient of PHA assistance  
 Any head of household receiving PHA assistance  
 Any adult recipient of PHA assistance  
 Any adult member of a resident or assisted family organization  
 Other (list)
  - c. Eligible voters: (select all that apply)  
 All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)  
 Representatives of all PHA resident and assisted family organizations  
 Other (list)  
  

**a. Volunteer candidates were reviewed and appointed by locally elected officials.**

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

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

1. Consolidated Plan jurisdiction:

Aliso Viejo, Brea, Cypress, Dana Point, Laguna Beach, Laguna Hills, Laguna Woods, La Palma, Los Alamitos, Placentia, Rancho Santa Margarita, San Clemente, San Juan Capistrano, Seal Beach, Stanton, Villa Park, and Yorba Linda.

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

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

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

1. Consolidated Plan jurisdiction: City of Buena Park.

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

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

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

1. Consolidated Plan jurisdiction: City of Costa Mesa.

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- Other:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.
1. Consolidated Plan jurisdiction: City of Fountain Valley.
- 2 The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- Other:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments:
1. Consolidated Plan jurisdiction: City of Fullerton.
- 2 The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- Other:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: N/A.
1. Consolidated Plan jurisdiction: City of Huntington Beach.
- 2 The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction:
- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- Other:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: “Draft Annual Plan is inconsistent with the City of Huntington Beach’s Consolidated Plan, Housing Market Analysis (page II-HE-25) which indicates preferential

preservation of the City's low income bond financed projects at-risk of losing affordability controls..."

1. Consolidated Plan jurisdiction: City of Irvine.

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

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

Other:

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

1. Consolidated Plan jurisdiction: City of La Habra.

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

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

Other:

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

1. Consolidated Plan jurisdiction: City of Laguna Niguel.

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

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

Other:

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

1. Consolidated Plan jurisdiction: City of Lake Forest.

2 The PHA has taken the following steps to ensure consistency of this PHA Plan with the

Consolidated Plan for the jurisdiction:

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

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

1. Consolidated Plan jurisdiction: City of Mission Viejo.

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

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

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

1. Consolidated Plan jurisdiction: City of Newport Beach.

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

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

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

1. Consolidated Plan jurisdiction: City of Orange.

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

- The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
- The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

- The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
- Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan.
- Other:

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

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

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

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

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

1. Consolidated Plan jurisdiction: City of Tustin.

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

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

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

1. Consolidated Plan jurisdiction: City of Westminster.

**D. Other Information Required by HUD**

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



## **CHAPTER 4: ELIGIBILITY FOR ADMISSION**



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## Chapter 4. Eligibility for Admission

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### 4.0 Overview

- A** To be eligible for Housing Choice Voucher Program (HCVP) participation, an applicant must meet HUD's criteria for eligibility determination, as well as any additional criteria established by OCHA.
- B** HUD requirements include five factors for eligibility:
  - 1. Income limits
  - 2. Family composition
  - 3. Provision of Social Security number
  - 4. Citizenship/eligible immigrant status
  - 5. Other criteria for admission
- C** Applicant's initial eligibility for placement on the Waiting List will be made in accordance with the following factors and will not be verified until selection from the application pool for a Housing Choice Voucher (HCV) is achieved.

### 4.1 Income Limitations

- A** Annual Income for admission shall not exceed the very-low-income limits established by HUD or any other income limits as may be established by HUD.
- B** OCHA must target 75% of new admissions for extremely low-income families.

### 4.2 Family Composition

- A** The applicant must qualify as a family. A family consists of one or more persons living together:
  - 1. Two or more persons sharing a residence whose income and resources are available to meet the family's need and who are either related by blood, marriage, or have evidenced a stable family relationship for the past twelve months;
  - 2. An elderly family or single person;
  - 3. Disabled family,
  - 4. The remaining member of a tenant family, and;
  - 5. A displaced family.
- B** A family shall also include two or more persons who are related by blood, adoption or marriage and a person or persons who regularly resides with them and has done so for more than one-year, and whose income and resources are available for use in meeting the living expenses of the group. Lodgers or visitors may not be included.
- C** A family shall also include two or more persons with disabilities in cases where individual circumstances justify reasonable accommodation, as verified in writing by a reliable,



knowledgeable professional (e.g. doctor, psychologist, case worker, social worker, independent or supported living agency).

- D** A family shall also include the remaining member of a tenant family, who is eligible to remain in the unit based on family composition and/or bedroom size requirement. If these requirements are not met, the remaining member shall be given 60 days to find a unit of appropriate size.
- E** A family shall also include a person who is temporarily absent from the family and intends to return within not more than six months. Family shall also include a member of the U.S. Armed Forces who is absent from the family, regardless of the length of their absence, if they intend to return to and reside with the family and their income and resources are available for use in meeting the living expenses of the family.
- F** A new member can be added to the household in compliance with HUD and OCHA requirements. A new person must be a member of a household for a minimum of six months before the original head of household can authorize an application to be changed to name the new member as the head of household on a pre-application or application.

**G Head of Household:**

- 1. The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a rental agreement under state/local law. Emancipated minors who qualify under state law will be recognized as head of household. The head of household can only be changed due to death of head of household, change in marital status or other special circumstance to be determined by OCHA on a case-by-case basis.

**H Spouse of Head of Household:**

- 1. Spouse means the husband or wife of the head of household.
- 2. For proper application of the Non-citizens Rule, the definition of spouse is: the marriage partner whom, in order to dissolve the relationship, would have to be divorced. It includes the partner in common law marriage. The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads of household.

**I Live-In Attendants:**

- 1. A family may include a live-in attendant who meets the following criteria:
  - a. Provides medical statement(s) required by OCHA, to allow the tenant to remain in the assisted unit. Such statement(s) allow OCHA to determine requirements essential to the care and well being of the elderly or disabled family member. This medical statement must include the type of care that will be provided and the time spent on each duty; and
  - b. Is not obligated for the support of the elderly or disabled member; and
  - c. Would not be living in the unit except to provide for the care of the elderly or disabled family member; and
  - d. Whose income will not be counted for purposes of determining eligibility or rent; and
  - e. May not be considered the remaining member of the tenant's family.
- 2. This live-in attendant must also submit required identification (e.g. Driver License/state issued identification card, Social Security card, birth certificate, alien registration card); and must be a legal resident in the U.S.A.



3. At any time, OCHA may refuse to approve a particular person as a live-in-aide, or may withdraw such approval, if the person:
  - a. Commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
  - b. Commits drug-related criminal activity or violent criminal activity; or
  - c. Currently owes rent or other amounts to OCHA or to another public housing agency (PHA) in connection with the Housing Choice Voucher Program or public housing assistance under the 1937 Act.
4. Relatives are not automatically excluded from being care attendants, but must meet the definition described above.
5. When a live-in attendant is added to the family composition, OCHA must perform a criminal history check on the new member(s). A criminal history check is required on all live-in attendants.
6. Live-in attendant needs to be available according to the type of care and time specified for each duty on the medical statement.
7. Family members of a live-in attendant may also reside in the unit providing doing so does not increase the subsidy by the cost of an additional bedroom and further provided that the presence of the live-in's family members do not overcrowd the unit.
8. A request to add a Live-in attendant that results in a change of bedroom size must include a written statement of a long-term need, signed by a licensed doctor. The "long term need" must be at least twelve (12) months. The live-in attendant can be approved to reside in the unit for a shorter period of time if the family does not request a change in bedroom size.
9. Live-in attendants cannot be the remaining members of the tenant family. If the person they are attending is no longer a participant of the HCVP, an attendant will not be entitled to a Housing Choice Voucher.

**J Multiple Attendants:**

1. A family may have multiple attendants who work separate shifts provided that doing so does not increase the subsidy by the cost of an additional bedroom.
2. Note Verification procedures in Chapter 9, Verifications.

**K Split Households Prior to Housing Choice Voucher Issuance:**

1. Applicants who are on OCHA's waiting list may have a change in family composition if two parties split up and each wants to retain their status (date/time) on the waiting list.
2. In cases where OCHA must make a determination as to who will retain the Waiting List position, the Waiting List position may be retained by either of the two new family units if there is mutual consent of the heads of the two new family units or there is a determination by a Court of Law, as to which new family unit is to retain the position on OCHA's Waiting List. Otherwise, OCHA will determine, which of the two new family units will continue to retain the place on the Waiting List.
3. In making this decision, OCHA shall consider, which family member has physical custody of the children. If there are no children in the household and the parties



remain eligible and cannot make a decision as to who remains the applicant, OCHA will hold the application for ninety-days pending a decision by the parties. After that time, if there is no decision, the Housing Choice Voucher will be awarded to the person who is listed as head of household on the application.

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

**L Multiple Families in the Same Household:**

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

**M Joint Custody of Children:**

1. When both parents are applying separately for the Housing Choice Voucher Program (HCVP), and both parents are attempting to claim the child, the parent whose address is listed in the school records will be allowed to claim the school-age child as a dependent.
2. Non-school age children who are subject to a joint custody agreement, but live in the unit at least 51% of the time, will be considered members of the household. The definition of "51% of the time" is 183 days of the year, which do not have to run consecutively.

### **4.3 Mandatory Social Security Numbers**

- A** Families are required to provide Social Security numbers or employer identification numbers for all family members age six and over if they have such identification prior to admission. All such members of the family must either:
1. Submit Social Security number documentation; or
  2. Sign a certification that they have not been issued a Social Security number. If the family member is under the age of 18 at the time of admission, his or her parent or guardian can execute the certification. Such certification will be reviewed to determine the legal right to reside, and in determining the family's rental contribution.
  3. Verification methods are described in Chapter 9, Verification Procedures.

### **4.4 Citizen/Eligible Immigrant Status**

- A** HUD prohibits making financial assistance available to persons other than United States citizens, nationals, or certain categories of eligible non-citizens in the HCVP administered by OCHA. A family may be eligible despite the ineligibility of one or more family members.
- B** Effective June 19, 1995, Section 214 of the Housing and Community Development Act of 1980, as amended, was implemented by HUD and will be applied by OCHA in accordance with governing directives and local housing authority policy.



#### **4.5 Other Criteria for Admission**

- A** There are other criteria that must be met in order for an applicant to be determined eligible for assistance under the Housing Choice Voucher Program (HCVP).
- B** If the family, as a previous participant in the HCVP, was terminated for receiving benefits, which they were not entitled to receive, the family may be declared ineligible. Families that have committed a willful and intentional misrepresentation will be denied admission.
- C** Upon OCHA's review, an applicant may be allowed to repay amounts owed in full if the family, as a previous participant in the HCVP, owes money to a PHA for a claim paid to an owner for unpaid rent, damages, vacancy loss or other program violations. At the final eligibility determination, amounts owed to OCHA or other PHA must be repaid as described in Chapter 25, Repayment Agreements.
- D** An applicant family may be declared ineligible for the HCVP, if any member of the family has engaged in activities such as drug related activity, or violent criminal activity, as described in Chapter 20 of this Administrative Plan.
- E** Initial screening of applicants will be comprised of routine inquiries of the family and any other information provided to OCHA. The inquiries will be standardized and directed to all applicants by inclusion of the inquiry on the application form. If OCHA has reason to believe that the applicant family, or any member thereof, has engaged, or is engaging, in drug-related or violent criminal activity, OCHA may conduct a closer inquiry to determine whether the family should be denied admission. Verification of any past activity will be done at the final eligibility and may include a check of court conviction records or other records. OCHA must perform criminal history background checks necessary to determine whether any household member is subject to a lifetime sex offender/registration requirement in California and in any other states where the household members are known to have resided.
- F** OCHA, and those who provide housing and receive federal financial assistance through OCHA, shall not:
  - 1. Ask if an applicant for a dwelling, has a disability, or if a person intending to reside in a dwelling, or anyone associated with an applicant, or resident, has a disability; or
  - 2. Ask about the nature, or severity, of a disability, of such persons.
- G** OCHA may verify a person's disability only to the extent necessary, to ensure that applicants are qualified for the housing for which they are applying; that applicants are qualified for deductions used in determining adjusted income; that applicants are entitled to any preference they may claim; and that applicants who have requested a reasonable accommodation have a need for the requested accommodation. OCHA may require documentation of the manifestation of the disability that causes a need for a specific accommodation or accessible unit.
- H** OCHA shall not:
  - 1. Ask what the specific disability is;
  - 2. Require applicants to provide access to confidential medical records in order to verify a disability; or
  - 3. Require specific details as to the disability.



#### **4.6 Suitability of Family**

- A** In issuing HCVP benefits, OCHA may not screen for factors, which relate to the suitability of the applicant family as tenants. It is the responsibility of the owner to screen HCVP recipients as to suitability and acceptability for tenancy. Such factors include (but are not limited to) history of rental payments to previous owner(s), outstanding debts owed to previous owners, history of damage to rental properties, police record, employment, etc. However, OCHA may take into consideration, before issuing a Housing Choice Voucher (HCV), whether the applicant owes money to OCHA or another housing authority, or should be denied access to the HCVP because of a history of drug or violent criminal activity.

#### **4.7 Changes, Which Occur Between Final Eligibility Determination and Executed Contract Date**

- A** Changes that occur during the period between final eligibility and the executed contract date will affect eligibility to lease the unit.
- B** If an applicant is determined to be over-income at the eligibility interview and subsequently reports a decrease in income, the verification of income information must be presented to OCHA within 60 days of the date that applicant was notified.
- C** Ineligible families will be given the opportunity to appeal, as outlined in Chapter 23 (Complaints and Appeals), of this Administrative Plan.



## **CHAPTER 5: APPLYING FOR ADMISSION**



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## Chapter 5: Applying for Admission

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### 5.0 How to Apply

- A** The policy of OCHA is to ensure that applicants are treated in a fair and consistent manner.
- B** Pre-applications are taken to compile a waiting list. Due to the demand for housing in OCHA's jurisdiction, OCHA may take applications on an "open enrollment" basis, depending on the length of the waiting list.
- C** Families wishing to apply for any of OCHA's programs may submit a pre-application during any period that the waiting list is open.
- D** The application process will be undertaken in two phases: a preliminary application (referred to as a pre-application) will be taken first. When the family comes to the top of the waiting list and OCHA is ready to pull the family into the applicant pool for final eligibility determination, OCHA will take a formal application (referred to as a full application) and verify the information provided.
- E Acceptance of Pre-Applications:**
  - 1. When the waiting list is open, interested persons may apply directly to OCHA.
  - 2. Any applicant who asks to be placed on the waiting list for the Housing Choice Voucher Program (HCVP) will be given the opportunity complete a pre-application as long as the Waiting List is open and OCHA is accepting applications.
  - 3. If the Waiting List is open, pre-applications will be distributed as determined by OCHA.
  - 4. Duplicative active pre-applications or full applications will not be honored.
  - 5. Individuals who have a physical impairment, which would prevent them from obtaining a pre-application in person, may have someone else secure a pre-application for them.
  - 6. OCHA has a system in place to assist families with disabilities. For example: families can contact OCHA at the TDD/TTY number for information regarding assistance to the hearing impaired.
  - 7. OCHA may also take pre-applications at designated outreach sites as it determines necessary to comply with special outreach efforts during the period that the Waiting List is open.
  - 8. Pre-applications do not require an interview, however full applications will.

### 5.1 Opening/Closing of Pre-Application Waiting List

- A** If OCHA is taking pre-applications on an open enrollment basis, and determines that the waiting list is too long, OCHA will utilize the following procedures for closing and opening the Waiting List.
- B** Required public notices will provide potential pre-applicants with the necessary information to apply for assistance, including an OCHA telephone number to call, dates



and times during which pre-applications will be accepted, and a brief program description, including information on eligibility requirements and local preferences.

- C** Pre-applications will only be accepted from applicants during the advertised periods of enrollment. These enrollment periods are determined based upon the need of OCHA to augment its waiting list for any of the programs it is administering.

**D Suspension of Pre-Application Acceptance:**

1. If OCHA is taking pre-applications on an open enrollment basis, OCHA may suspend the taking of all pre-applications if the Waiting List is such that additional applicants would not be able to receive a HCVP within a period of 24 months. OCHA determines how long the list remains open. Suspension of pre-application acceptance is announced publicly.
2. There are specific instances where OCHA may accept pre-applications if the Waiting List is closed:
  - a. In cases where there are resident applicants who are being permanently displaced by governmental action of an OCHA member jurisdiction due ONLY to reasons of health or safety, OCHA shall accept a pre-application from applicants who claim such preference within 120-days before or after their date of permanent displacement. OCHA shall accept such pre-applications, but OCHA shall not issue Housing Choice Vouchers (HCV) to such eligible applicants in excess of ten percent (10%) of OCHA's monthly turnover of HCVs. In addition, pre-applications may be submitted in accordance with HUD rules and regulations for Special Housing Programs, such as the Family Unification Program, where OCHA has exhausted the specific program clients from its existing Waiting List.
  - b. In the event of a federally declared disaster, OCHA may designate Housing Choice Vouchers to be made available for eligible displaced households if funding permits. If the disaster area includes southern California, priority may be given to disaster victims who were residing in OCHA's jurisdiction.

**E Reopening of the Waiting List:**

1. If the Waiting List is closed and OCHA makes the determination to open it, OCHA shall publicly announce the opening in the manner provided by federal regulation and the notice provisions contained in this document.
2. This action is taken utilizing the following procedures:
  - a. Notice in newspaper of general circulation;
  - b. Posting such notice in plain view in the application location(s) office;
  - c. Notice published in minority media publications within OCHA's jurisdiction.
3. OCHA will publish the application date(s) and program(s) for which pre-applications are being accepted in English, Spanish and Vietnamese newspapers serving OCHA's jurisdiction.
4. The publication will also specify the location where completed pre-applications are accepted. Generally, pre-applications will be accepted at OCHA's office in Santa Ana.
5. OCHA will send the announcement to agencies whose clients are very low-income. Announcement flyers will be available in the front office of OCHA.
6. Pre-application instructions will be posted in OCHA's office, in other designated offices and made available through the voicemail system, and the HCS website.



7. The closing date of the pre-application process may be determined at the same time that OCHA initiates open enrollment. The open enrollment period shall continue until such time that the list contains sufficient pre-applicants for 24 months of operations or the pre-determined closing date as publicized.

## **5.2 Pre-Application Procedures**

- A** OCHA will utilize a basic pre-application form. The requested information is to be completed as directed by OCHA.
- B** The purpose of the pre-application is to permit OCHA to conduct an initial assessment of family eligibility or ineligibility and to determine placement on the Waiting List.
- C** Once the pre-application is complete, OCHA staff will assess the applicant's eligibility or ineligibility for selection as a HCVP participant.
- D** The information on the pre-application form will not be verified until the client has been selected from the application pool for final application processing. Final eligibility and placement on the Waiting List will be determined when the full application process is completed and all of the pre-applicants information is verified.
- E** Applicants are responsible for informing OCHA of changes in family circumstances (i.e. income/assets, family composition, address, and living situation) within 15 calendar days and are responsible for responding to requests from OCHA to update pre-applications.
- F** Failure to provide information or respond to pre-application update requests may result in the applicant being removed from the Waiting List. When applicants are notified in writing that their pre-application has been rejected, OCHA will follow the policy contained in Chapter 23 (Complaints and Appeals) of this Plan.

## **5.3 Notification of Family Status**

- A** Based on the information on the pre-application, if the family is preliminarily determined eligible, the applicant will be informed of the probable date that they will be contacted to determine if they are eligible to receive a HCV. OCHA communication will in no way lead applicants to believe that the estimated date of the HCV issuance is exact, but will stress that the estimated date of the HCV issuance is subject to several factors that are beyond OCHA's control (i.e. preference determination, turnover, additional funding, etc.)
- B** This information, with respect to eligibility and estimated time-period to receive a HCV, will be presented in writing, and given to the applicant at the time of the interview or mailed to the applicant.

## **5.4 Completion of Full Application**

- A** Applicants on the Waiting List will be requested to fill out a full application when OCHA estimates that a HCV can be issued within 60 days.
- B** Once the applicant's name is reached on the Waiting List, notification will be mailed to the pre-applicant. The pre-applicant will be scheduled for an initial interview appointment.
- C** OCHA will interview the pre-applicant by asking questions and completing a full application including a completed self-disclosure form. Families are encouraged not to bring minor children to the interview.



**D Requirement to Attend Scheduled Meeting:**

1. It is the responsibility of the applicant to attend the scheduled application interview. It is the applicant's responsibility to reschedule the interview if they miss the initial appointment. Requests for rescheduled appointments must be for reasonable or special accommodation needs, and must be requested in writing within one (1) year of the original appointment day.
2. If the applicant does not reschedule and/or misses two (2) scheduled appointments, OCHA has the option to reject the pre-application.
3. Rejection of the pre-application means that the household will be removed from the Waiting List and must reapply when pre-applications are being taken. Applicants will be notified in writing if their pre-application is rejected for this reason.
4. Under reasonable accommodation, or due to medical reasons, if a family member cannot make the initial eligibility interview, a phone interview may be scheduled. In this case, the required documents must be delivered by a family member or care attendant to the applicant then mailed back to OCHA by a specified date.
5. All adult family members 18 years of age and older are required to attend the interview with the head of household and sign the housing application. Exceptions are made for the severely disabled or students attending school out of state. In this case the paperwork will be given to the family to have it completed and returned.

**E Verification of Full Application Information:**

1. Information provided by the applicant will be verified in accordance with the provisions outlined in Chapter 9 of this Plan, including information on family composition, income, assets, allowances and deductions, preference status, full-time student status, and other factors relating to eligibility determination before the applicant is issued a HCV.
2. All adult members 18 years and older must sign the HUD 9886 Release of Information Form, OCHA's Release Form, property disposition, and INS 214 Declaration in order for the application to be considered complete.

**5.5 Final Determination and Notification of Eligibility**

- A** Only one HCV will be issued per application.
- B** After the verification process is completed, OCHA makes its final determination of eligibility, based on the same factors used in determining preliminary eligibility, but with verified data at this point in time.
- C** The household is not actually eligible for HCV issuance until this final determination has been made, even though they may have been preliminarily determined eligible and may have been listed on the Waiting List.
- D** Family circumstances can change between initial pre-application, subsequent updates, and final eligibility determination. Additionally, changes in HUD rules and regulations during the review process may affect an applicant's eligibility. These circumstances make it necessary to make a final eligibility determination.



## **5.6 Preference Denial**

- A** If OCHA denies a preference claimed by the pre-applicant, OCHA will notify the applicant in writing as to the reasons why the preference was denied, and offer the applicant an opportunity for an informal review within 15 calendar days of such determination.
- B** The informal review, if requested, will be conducted by any person(s) designated by OCHA.
- C** The designee may be an officer or an employee of OCHA, other than the person who made or reviewed the determination. At the time of the informal review, the applicant must provide proof of the preference for which they claim they are eligible.



## **CHAPTER 6: ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST**



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## Chapter 6: Establishing Preferences and Maintaining the Waiting List

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### 6.0 Application Pool

- A An application pool will be maintained in accordance with the following factors:
  - 1. Applications will become part of a permanent file.
  - 2. Applications will be maintained in order of preference. Applications equal in preference will be maintained by random sequence.
  - 3. All applicants must meet income eligibility requirements as established by HUD.
- B The Waiting List may be updated every 12 to 24 months by OCHA.

### 6.1 Waiting List Preferences

- A During the eligibility process, all applicants will be given the opportunity to show that they qualify for the preferences described in this chapter.
  - 1. If an applicant makes a false statement in order to qualify for a preference, OCHA will deny admission to the program for the family and they will be removed from the pre-applicant Waiting List.
- B **Preference:** Subject to preference requirements, OCHA will apply these preferences to all pre-applicants who qualify, weighted in descending order:
  - 1. Resident applicants (referred to as “members”) who live, work, have been hired to work in or report to an office located in the OCHA’s jurisdiction:
    - a. “Non-member” applicants who move into or begin working in an OCHA jurisdiction will receive “member” preference status on the date their change report is received in writing. A “member” applicant will retain their preference for 60 days from the date they left OCHA’s jurisdiction.
    - b. If resident applicants are placed or were admitted to transitional living facilities outside of OCHA’s jurisdiction for reasons of health or safety (from their residence within OCHA’s jurisdiction), under the administration of governmental case management, they will retain their preference.
    - c. If the applicant claims that they have lived or worked continuously in OCHA’s jurisdiction, and based upon a District Attorney investigation report it is found that they were out of OCHA’s jurisdiction for a period of time, they will be denied admission based on willful misrepresentation and will be removed from the Waiting List.
  - 2. Special Relocation:
    - a. Resident applicants who are being permanently displaced by an OCHA member jurisdiction action for reasons of health or safety: The member jurisdiction must provide documentation to OCHA, evidenced by action adopted by the governing body of the jurisdiction, that they have offered relocation assistance and benefits as legally required (including OCHA’s HCVP benefits) to the affected resident applicants. Such designation of preference shall not exceed ten percent (10%) of OCHA’s monthly turnover of HCV. Applicants shall be referred to OCHA for consideration by a member jurisdiction, and applicants must submit a pre-application within 120 days before or after the date the applicant is permanently displaced. OCHA shall extend this preference within the ten percent (10%) per



- month limitation. (See Opening/Closing of Application Waiting List in Chapter 5 of this document)
- b. Resident and nonresident applicants displaced by a federally declared disaster requiring mandatory evacuation: OCHA may designate Housing Choice Vouchers to be made available for eligible displaced households if funding permits. If the disaster area includes southern California, priority may be given to disaster victims who were residing in OCHA's jurisdiction. OCHA will accept and prioritize the processing of eligibility for households referred through the responsible disaster agency, such as the Federal Emergency Management Agency (FEMA), and will require appropriate verification of circumstances and other eligibility criteria.
3. Applicants who are currently serving in the U. S. armed forces, veterans who have been honorably discharged or surviving spouses of veterans (who have not remarried after the death of the veteran).
  4. Applicants (families/individuals) with earned income from recent employment who meet the following criteria:
    - a. Only head of household, spouse or sole member can qualify.
    - b. Must receive earned income, which is defined as salaries and wages, overtime pay, tips and bonuses, and any other form of compensation for work performed
    - c. Work at least 20 hours per week for 42 weeks in any one-year period from the date of pre-application. Exception: If applicant is scheduled for an initial interview appointment in less than 42 weeks from the pre-application date, the OCHA will consider the employment history prior to the pre-application date.
    - d. Length of employment is calculated separately for each individual and cannot be combined with another person to qualify.
    - e. Employment must be verifiable. Burden of proof is the responsibility of the applicant.
  5. Disability status.
    - a. Must be disabled status for at least 12 months from the time of their initial interview date.
    - b. To minimize the risk of discrimination, HUD requires that any working preference must also be given to applicant households whose head, spouse, or sole member is age 62 or older or is receiving Social Security disability, Supplement Social Security Income disability benefits, or any other payments based on the individual's inability to work.

## **6.2 Preference Eligibility**

- A** Applicants will be placed on the Waiting List according to information provided by them as to their qualification for preferences. This preference claim will not be verified at the time of pre-application.
- B** If an applicant misrepresents an address to retain jurisdictional member preference, their file will be made inactive.
- C** Applicant circumstances may change while awaiting a HCV offer. These changes may affect entitlement to a preference. Applicants are required to notify OCHA in writing within 15 calendar days of any change in their circumstances. Whenever applicants claim a different preference, they will be placed on the Waiting List in the order of their claimed preference.



- D** However, to be finally determined eligible, applicants must still meet the preference category(ies) cited at the time that a HCV is expected to be available and a full application is completed during the OCHA intake review.
  
- E** If the applicant's preference cannot be verified, the applicant will be notified of the preference denial and given the opportunity for an informal review as authorized in Chapter 5 of this document.



**PREFERENCE CODES CHART**

<b>MEMBERS: (Residing or working in OCHA member city)</b>				
<b>PRIORITY CODES: HIGHEST</b>	<b>Waiting List Category 1</b>	<b>Waiting List Category 2</b>	<b>Waiting List Category 3</b>	<b>Waiting List Category 4</b>
<u><b>Special Relocation</b></u> <u>a. Referrals from Member Cities:</u> Residents displaced by government action for reasons of health or safety (Referred by City under qualifying criteria) <u>b. Victims of a federally declared disaster requiring mandatory evacuation (if resources are available)</u>	<u><b>U.S. VETERANS</b></u>  Including: ELDERLY DISABLED  WORKING FAMILIES	<u><b>Non-VETERANS</b></u>  Including: ELDERLY DISABLED  WORKING FAMILIES	<u><b>U.S. VETERANS</b></u>  That are not: ELDERLY DISABLED  WORKING FAMILIES	<u><b>OTHERS:</b></u>  NON WORKING FAMILIES
<b>NON-MEMBERS: (NOT residing or working in OCHA member city)</b>				
<b>PRIORITY CODES: LOWEST</b>	<b>Waiting List Category 5</b>	<b>Waiting List Category 6</b>	<b>Waiting List Category 7</b>	<b>Waiting List Category 8</b>
	<u><b>U.S. VETERANS</b></u>  Including: ELDERLY DISABLED WORKING FAMILIES	<u><b>Non-VETERANS</b></u>  Including: ELDERLY DISABLED WORKING FAMILIES	<u><b>U.S. VETERANS</b></u>  That are not: ELDERLY DISABLED  WORKING FAMILIES	<u><b>OTHERS:</b></u>  NON WORKING FAMILIES

**DEFINITIONS:**

**Members** – Living or working in member cities

**Working** – Working a minimum of 20 hours per week for a period of 42 weeks in any one year from the date of pre-application

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

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

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

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

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

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

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

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

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

(NE) – Santa Ana

(GG) – Garden Grove

(AH) – Anaheim

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



### **6.3 Order of Selection**

- A** The selection from OCHA's Waiting List will be made without regard to race, color, creed, religion, sex, disability, national origin, family status, marital status, or source of income.
- B** The Pre-applicants will be selected according to preference status and random placement of the pre-application.
- C** Interviews for completion of a full application are scheduled on this basis.

### **6.4 Reopening of the Waiting List for Preferences**

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

### **6.5 Maintaining the Waiting List**

- A** After the preliminary eligibility determination has been made, applicants are placed on the appropriate Waiting List in order of preference. OCHA will maintain an accurate Waiting List, which conforms to HUD requirements.
- B** The Waiting List will provide the following information regarding potentially eligible households who have an active pre-application:
  - 1. Name of head of household
  - 2. Date, time, and random placement number of the pre-application
  - 3. Unit size required
  - 4. Preference status codes
  - 5. Minority and ethnicity status

### **6.6 Updating the Waiting List**

- A** OCHA may periodically update the Waiting List to ensure that it is current and accurate. OCHA will mail a notice to the applicant's last known address, requesting information regarding their continued interest in maintaining a place on the Waiting List.
- B** If the applicant did not notify OCHA of a move as required, OCHA will not be responsible for the applicant's failure to receive the update request.
- C** The request notice will include a deadline date by, which applicants must contact OCHA of their continued interest, by mail or in person. If OCHA fails to receive the applicant's notice of continued interest by the deadline date, the applicant's name will be removed from the Waiting List.
- D** If the letter is returned by the Post Office, with the forwarding address noted, OCHA will resend the letter. If the letter is returned by the Post Office as undeliverable, this will be used as proof



that the applicant has moved without notice to OCHA and that the applicant will be removed from the Waiting List.

- E** OCHA does not accept responsibility for mail delays and/or non-receipt by the applicant.
- F** If there is no response within the time period stated in OCHA's letter, OCHA will send the notice to the applicant for the denial of assistance with an opportunity for an informal review.

## **6.7 Finalizing Applicant Determination**

- A** All completed and verified applications are added to an "eligible" list and families are scheduled for a briefing and issuance of HCVs, at a location specified in writing by OCHA, in accordance with this Administrative Plan.
- B** A statistical report is prepared by OCHA staff each month to ensure that the very low-income requirement is met, that the elderly/non-elderly and unit size distribution is followed and that the number of HCV issued is sufficient to maintain contracts for the number of units authorized under the Annual Contributions Contracts (ACC) with HUD.



## **CHAPTER 29: SPECIAL HOUSING**



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## Chapter 29. Special Housing

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### 29.0 Overview

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

### 29.1 Shared Housing

**A Single Individuals and Two-person Households:**

1. With a one-bedroom HCV, individuals may utilize their HCV to occupy a bedroom in a qualified unit. Such qualified unit is defined in this Plan. There will be a separate Housing Assistance Payment (HAP) contract and rental agreement for each assisted family in a shared housing unit. Maximum rent calculation will be based on the single-room occupancy standard (75% of the "0" bedroom HCV Payment Standard). The utility allowance will not be granted in any shared housing contract.
2. If more than one bedroom in the same unit will be rented as Shared Housing, the total contract rents shall not exceed the pro-rata for the applicable bedroom size. Rent reasonableness requirements apply.
3. The Request for Tenancy Approval (RTA) must state that this is a shared housing proposal and must be signed by the property owner or management agent. OCHA will inspect the proposed shared housing unit to determine the Housing Quality Standards (HQS) for the sleeping room, kitchen facilities, bathroom facilities and other living spaces available to the tenant at the unit.

**B Elderly and/or Disabled:**

1. Individuals may elect to form a shared housing, mutually assisted family under reasonable accommodation regulations, and can be issued a HCV for the appropriate bedroom size to allow such expanded families to share a housing unit. Such families need to have HCVs, which have been issued to each member of the proposed mutually assisted family, and be elderly and/or disabled. They must state in writing their request to form such a mutually assisted family and the reasons/benefits that they believe would provide for reasonable accommodation. Said statement should be directed to the Chief of Special Housing Programs for OCHA, 1770 N. Broadway, Santa Ana, CA 92706.
2. Upon review, a mutually assisted family that includes two or more existing HCV holders may be recognized as a new HCV family. Only one head-of-household will be designated. The other member(s) of the mutually assisted family will surrender their HCV(s), and in doing so will be noted in the file. If, in the future, the mutually assisted family breaks apart, each member who surrendered their original HCV will be issued a new HCV.
3. Leasing activity will be the same as any other HCV holders after the re-issuance of the new multi-bedroom HCV for mutual assistance.



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## 29.2 Congregate Care

- A Single individuals may elect to utilize their HCVs in congregate care facilities. The fact that the proposed unit is a congregate care facility must be noted on the RTA and must be signed by the property owner or management agent. OCHA will inspect the proposed sleeping room and other facilities available to the tenant.
- B The rent calculation will be based on the single–room occupancy payment standard (75% of the “0” bedroom HCV payment standard). No utility allowance will be granted for any congregate care contract.
- C No payments may be made for security, administration, medical activities, or food provided at the congregate care facility. HAP payments can only cover housing expenses.

## 29.3 Homeownership

- A OCHA has initiated a pilot program to explore the feasibility of utilizing HCV for homeownership opportunities as allowed under HUD regulations. This program option is described in Chapter 30, “Homeownership,” and will only be available if OCHA is successful in obtaining technical assistance from a nonprofit or other partner organization(s) that will provide homeownership counseling, lender coordination, or other required program components. If OCHA is successful in designing its homeownership option for HCV, participation will be limited to participants or new HCV holders who meet the necessary criteria for income and/or down payments as required by lenders and the program guidelines. Eligible properties must be realistic for potential purchase through this program and located in OCHA’s jurisdiction.

## 29.4 Project-Based Assistance

- A OCHA may elect to enter into project–based assistance (PBA) contracts for HCV holders as part of its initiatives to expand housing opportunities and enhance deconcentration strategies. OCHA will advertise opportunities for PBA in conjunction with the Housing Development Section of HCS. A competitive process will be used to review and select project proposals. The Board of Commissioners shall approve each allocation of HCV that are committed projects.
- B The maximum term for PBA contracts shall not exceed ten (10) years. Eligible projects shall consist of newly constructed and vacant units. OCHA’s allocation of project-based assistance shall not exceed 100 HCV per fiscal year. However, OCHA may increase the available allocation if additional housing units are targeted for “hard-to-house” HCV holders. “Hard-to-house” as defined by HUD is a household consisting of 3 or more minors or a disabled person. In accordance with HUD guidelines, the maximum number of units available under PBA will not exceed 20 percent of OCHA’s baseline allocation.
- C Residents of PBA units shall be OCHA HCV holders. OCHA will refer potential PBA residents for each approved project in accordance with tenant admission requirements. Owners/managers of PBA projects will screen and select tenants based on admission requirements that comply with federal, state and local Fair Housing rules. The following priorities will be used to refer and select PBA residents:
  - 1. Priority one will be HCV holders that are seeking their initial rental agreement;
  - 2. Priority two will be HCV holders that request to relocate to the complex and who meet the resident qualifications of the project;



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3. Priority three will be households on OCHA Waiting List who meet resident qualifications of the project; and
  4. If there are not sufficient eligible applicants that meet the criteria in the above 3 priorities, OCHA will re-open its Waiting List in accordance with HUD guidelines to accept pre-applications from targeted applicants that will meet the resident qualifications of the project.

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



## **CHAPTER 30: HOUSING CHOICE VOUCHER HOMEOWNERSHIP OPTION**



## Chapter 30. Housing Choice Voucher Homeownership Option

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### 30.0 Overview

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

### 30.1 General Requirements

- A** The Homeownership Option is used to assist a family residing in a home purchased and owned by one or more members of the family.
1. A family assisted under the Homeownership Option may be a newly admitted or existing participant in the HCVP.
  2. A live-in aide must be approved, if needed, as a reasonable accommodation.
  3. A minimum homeowner contribution is required that equals at least three percent of the total cost of the home for participation in the HCV Homeownership Program, and at least one percent of the homeowner contribution must come from the family's personal resources.
  4. Financing for purchase of a home under the HCV Homeownership Program must comply with generally accepted private sector underwriting standards.
- B Initial Requirements:**
1. OCHA must determine that the family satisfies all of the initial requirements at commencement of homeownership assistance for the family as described below:
    - a. The family is qualified to receive homeownership assistance if: (1) The family has been admitted to the HCVP; (2) The family satisfies any first-time homeowner requirements (which include status as a first-time homeowner, a cooperative member, or a family with disabilities, as defined in HUD regulations); (3) The family satisfies the minimum income requirement stated in HUD regulations; (4) The family satisfies the employment requirements (not applicable to an elderly or disabled family – a family with a disabled person may receive an exemption if needed as a reasonable accommodation); (5) The family has not defaulted on a mortgage securing debt to purchase a home under the Homeownership Option; (6) Except for cooperative members, no family member has a present ownership interest in a residence at the commencement of homeownership assistance for the purchase of any home; (7) Except for cooperative members, the family



has entered a contract of sale in accordance with HUD regulations; and, (8) The family also satisfies any other initial requirements established by OCHA in the Administrative Plan.

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

## 30.2 OCHA Local Policies

### A Additional OCHA Requirements for Participation in the HCV Homeownership Program:

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

### B Maximum Time to Locate and Purchase a Home:

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



**C Financing Purchase of Home and Affordability of Purchase:**

1. A minimum homeowner contribution is at least three percent of the total cost of the home for participation in the HCV Homeownership Program. Additionally, at least one percent of the homeowner contribution must come from the family's personal resources.
2. Financing for purchase of a home under the HCV Homeownership Program must comply with generally accepted private sector underwriting standards.

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

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



## **E Determination of Homeownership Expenses:**

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

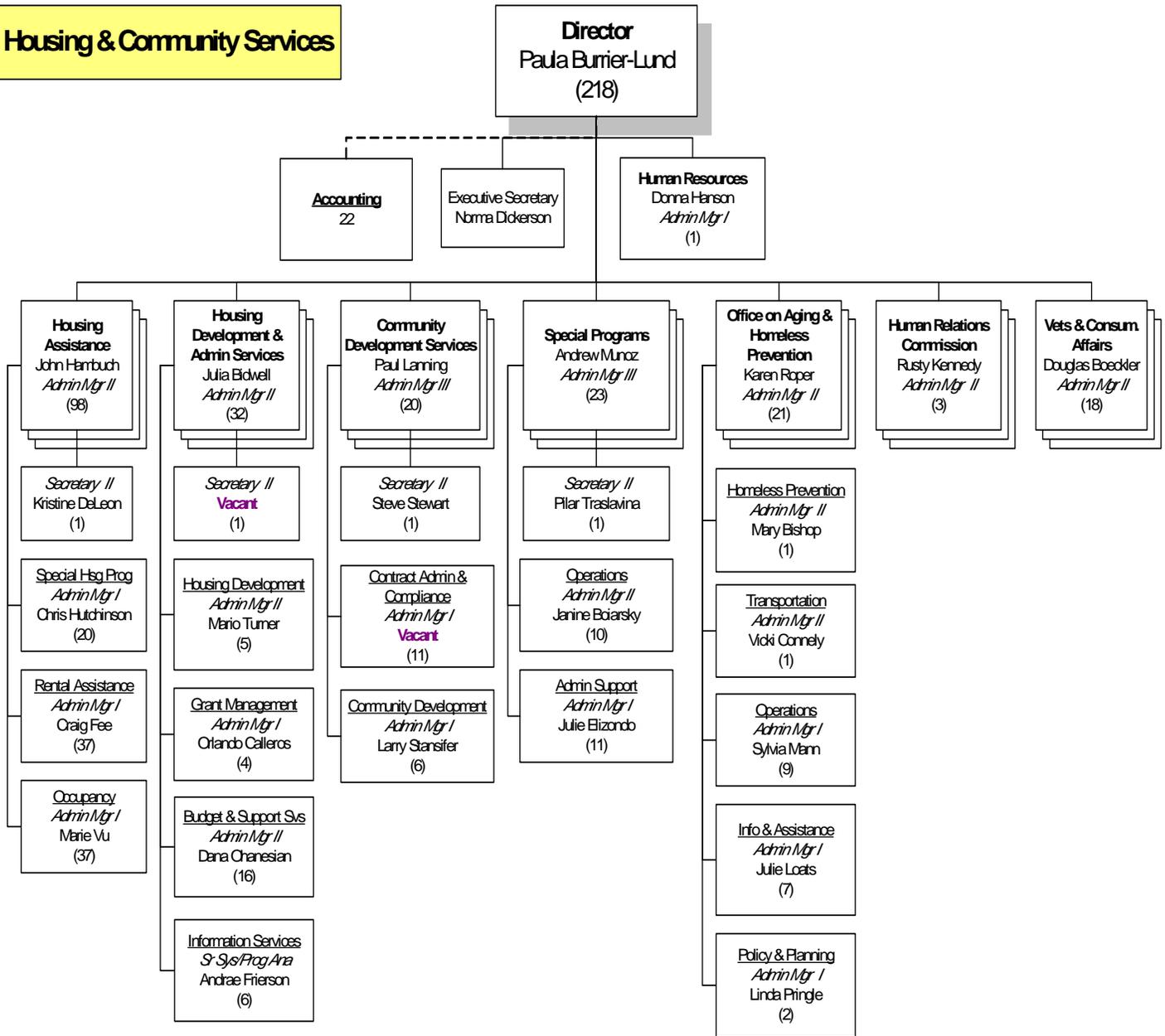
## **F OCHA Policy for Payment of Homeownership Assistance Payments to the Lender on Behalf of the Family:**

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

## **G Move with Continued Tenant-based Assistance:**

1. Move to new unit:
  - a. The family may move either with voucher rental assistance (in accordance with rental assistance program requirements) or with voucher homeownership assistance (in accordance with homeownership option program requirements).
  - b. OCHA policy prohibits more than one move by the family during any one-year period.
  - c. HUD regulations specify requirements for continuation of homeownership assistance and grounds for termination or denial of assistance.
2. Portability:
  - a. A family determined eligible for homeownership assistance by the initial PHA may purchase a unit outside of the initial PHA's jurisdiction, if the receiving PHA is administering a HCV homeownership program and is accepting new homeownership families.
  - b. In general, the portability procedures apply to the homeownership option and the administrative responsibilities of the initial and receiving PHA are not altered except that some administrative functions (e.g., issuance of a voucher or execution of a tenancy addendum) do not apply to the homeownership option.

**Housing & Community Services**



**HOUSING AND COMMUNITY SERVICES DEPARTMENT  
Resident Advisory Board**

**H&CD COMMISSION ROSTER – 2-YEAR TERMS**

<b>Officer Election</b>	<b>Commission Member</b>		<b>Appointed By</b>	<b>Original Appt. Date</b>	<b>Ending Date</b>
	<b>Margie L.</b>	<b>Rice</b>	Board Office 1st District	7/24/01	6/30/05
	<b>James A.</b>	<b>Wahner</b>	Board Office 2nd District	2/23/99	6/30/05
Vice-Chair 7/28/05	<b>Jim</b>	<b>Palmer</b>	Board Office 3rd District	5/11/99	6/30/05
	<b>Peter</b>	<b>Beard</b>	Board Office 4th District	10/7/03	6/30/05
	<b>Bruce A.</b>	<b>Sonnenberg</b>	Board Office 5th District	8/21/01	6/30/05
Chair 7/28/05	<b>Lydia</b>	<b>Sondhi</b>	League of California Cities	3/30/99	6/30/06
	<b>Rose</b>	<b>Espinoza</b>	League of California Cities	7/1/04	6/30/06
	<b>Paris</b>	<b>Merriam</b>	H&CD Commission S8 Tenant	7/1/04	6/30/06
	<b>William P.</b>	<b>Bernard</b>	H&CD Commission S8 Tenant (Over 62)	2/23/99	6/30/06
	<b>Scott C.</b>	<b>Larson</b>	H&CD Commission Member-At-Large	3/23/99	6/30/06
	<b>Jim</b>	<b>Righeimer</b>	H&CD Commission Member-At-Large	5/11/99	6/30/06

**Component 3, (6) Deconcentration and Income Mixing**

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

a.  Yes  No: Does the PHA have any general occupancy (family) public housing developments covered by the deconcentration rule? If no, this section is complete. If yes, continue to the next question.

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

If yes, list these developments as follows:

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

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

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

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

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

