



U.S. Department of Housing and Urban Development  
San Francisco Regional Office - Region IX  
600 Harrison Street  
San Francisco, California 94107-1387  
www.hud.gov  
espanol.hud.gov

MAY 30 2007

Mr. Joseph Tanner  
Executive Director  
Housing Authority of the City of Vallejo  
200 Georgia Street  
Vallejo, CA 94590-5905

Dear Mr. Tanner:

This letter is to inform you that the Housing Authority of the City of Vallejo's Annual Plan (Plan) submission for the PHA Fiscal Year beginning July 1, 2007, is approved. This approval of the Annual Plan does not constitute an endorsement of the strategies and policies outlined in the Plan. In providing assistance to families under programs covered by this Plan, the Housing Authority will comply with the rules, standards, and policies established in its Plan, as provided in 24 CFR Part 903 and other applicable regulations.

Your approved Plan and all required attachments and documents must be made available for review and inspection at the principal office of the PHA during normal business hours. HUD also will make an electronic version of your approved Plan available for public display on HUD's PHA Plans Web page at the following address:

<http://www.hud.gov/offices/pih/pha/index.cfm>

Once posted, your plan will remain on display until your next Plan (whether next year's plan or an intervening significant amendment or modification) is submitted and is approved by HUD.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Mamie E. Dunn, Public Housing Revitalization Specialist, at (415) 489-6451.

Sincerely,

A handwritten signature in cursive script that reads "Stephen Schneller".

Stephen Schneller  
Director  
Office of Public Housing



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San Francisco Regional Office - Region IX  
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MAY 09 2007

Mr. Joseph Tanner  
Executive Director  
Housing Authority of the City of Vallejo  
200 Georgia Street  
Vallejo, CA 94590-5905

RECEIVED  
City of Vallejo  
Housing and Community  
Development Division

MAY 11 2007

Dear Mr. Tanner:

SUBJECT: Housing Authority of the City of Vallejo 2007 Agency Plan

Referred to \_\_\_\_\_

This office has reviewed the Housing Authority of the City of Vallejo's (HACV) Annual Public Housing Agency (PHA) Plan submission. As required by Section 511 of the 1998 Public Housing Reform Act and the implementing regulations at 24 CFR Part 903, your Plan was reviewed for:

- (1) Completeness of required information;
- (2) Consistency with the information and data available to HUD, including your jurisdiction(s) consolidated plan; and
- (3) Compliance with the provisions of the public housing reform act or other applicable Federal law.

Based upon this review, the Department of Housing and Urban Development (HUD) has determined that your submitted PHA plan is technically deficient in meeting the statutory and / or regulatory requirements. This correspondence outlines the deficiencies identified during the review process and suggested remedies.

#### **Plan Deficiencies and Suggested Remedies**

The following deficiency must be remedied in order for HUD to approve your plan:

#### **Deficiency 1:**

The Housing and Community Development Manager signed the original PHA Certification of Compliance with the PHA Plans and Regulations: Board Resolution to Accompany the Streamlined Annual PHA Plan, form HUD-50076.

#### **Suggested Remedy 1:**

The Plans Certification of Compliance with the PHA Plans and Related Regulations requires signature of the Chairman of the Board of Commissioners, or other authorized

PHA official if there is no Board of Commissioners. Please resubmit the Streamlined PHA Certifications of Compliance with the PHA Plans and Related Regulation form signed by the Chairman of the Board of Commissioner. This certification form must be completed, signed and mailed to this office with the original signature.

**Deficiency 2:**

On page 9, under sub-component 1 C, the HACV did not address Strategy 1: Target available assistance to families at or below 30% of AML.

**Suggested Remedy 2:**

Please identify the strategies the HACV will undertake in the coming year to address the needs of families at or below 30% of AML.

**Deficiency 3:**

On page 20, under sub-component 3B(4) (2), the HACV did not list under "Other Preference, its preference for single persons who are elderly, displaced, homeless, or persons with disabilities.

**Suggested Remedy 3:**

Please list the above-mentioned preference under "Other Preferences.

**Deficiency 4:**

On page 20, under sub-component 3B(4) (3), the HACV did not prioritize its admission preference for Date and Time.

**Suggested Remedy 4:**

Please prioritize the admission preference for "Date and Time" by placing a number in the space that represents your priority, for example, a "1" for your first priority, a "2" for your second priority, and so on.

**Deficiency 5:**

Under sub-component 12C, Welfare Benefit Reductions, the HACV indicated N/A and did not select the applicable check boxes for this question.

**Suggested Remedy 5:**

Please select the applicable check boxes.

**Deficiency 6:**

On page 42, under Component 18A, the HACV did not answer questions #2 and #3.

**Suggested Remedy 6:**

Please select the applicable check box for the above-mentioned questions.

Once we have received the information/documents specified above and verified that the deficiencies have been corrected, we will be able to approve your plan.

**Resubmission**

As these deficiencies are technical in nature, we anticipate that HACV will be able to correct it within two weeks. The HACV is not required to conduct additional public hearings or Resident Advisory Board (RAB) consultations prior to resubmitting its plan to correct these technical deficiencies. However, if the HACV wishes to conduct such consultations, it may do so. If additional RAB comments are generated at these meetings, they must be submitted as an attachment to the resubmitted PHA Plan. When resubmitting a plan file, please be sure to follow the submission instructions found on the PHA Plans submission web page.

**<http://www.hud.gov/offices/pih/pha/index.cfm>**

Please notify me immediately of your timeline for submission of your corrected plan.

Please resubmit your Plans Certification of Compliance with the PHA Plans and Related Regulations form no later than June 15, 2007. Please advise me immediately if you will be unable to meet the resubmission deadline.

If you have any questions regarding your PHA Plan or the information in this letter, please contact Mamie Dunn, Public Housing Revitalization Specialist, at (415) 489-6451.

Sincerely,



For Stephen Schneller  
Director  
Office of Public Housing

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 2007

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

## PHA Plan Agency Identification

**PHA Name:** City of Vallejo Housing Authority

**PHA Number:** CA055

**PHA Fiscal Year Beginning:** (mm/yyyy) 07/2007

**PHA Programs Administered:**

Public Housing and Section 8     Section 8 Only     Public Housing Only  
 Number of public housing units:      Number of S8 units: 2,266      Number of public housing units:  
 Number of S8 units:

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

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

### 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 2007**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Troubled Agency Plan**

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

[24 CFR Part 903.7 9 (r)]

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

The City of Vallejo Housing Authority (VHA) is required by the U. S. Department of Housing and Urban Development (HUD) to adopt annual plans for its Housing Choice Voucher Program.

Established in 1942, the Authority is overseen by a nine (9) member Board of Commissioners that consists of the Mayor of the City of Vallejo as Chairperson, six Vallejo City Council members, and two tenants. Board members serve four (4) year terms.

VHA has been allocated 2,266 units of Housing Choice Voucher housing by HUD. As of February 22, 2007, VHA administered 1,937 units of Housing Choice Voucher housing in the City of Vallejo. As of February 22, 2007, there were 1,310 families on the Authority's waiting list.

According to the most recent U. S. Census (2000), Vallejo has a population of 116,670. As indicated in its Consolidated Plan for 2005 – 2009, the City has large, unmet housing needs. A total of 5,015 very low-income households are experiencing a problem with housing, which represents thirteen (13) percent (%) of the total number of households (39,601) in Vallejo.

The Authority budget for Fiscal Year 2005/2006 was \$28 million, including \$1.9 million in operating fees. The Authority had an operating reserve at June 30, 2006 of \$2.5 million.

In its Five Year Plan for 2005 – 2009, the Authority has established three goals: (1) to increase the availability of decent, safe, and affordable housing for renters and homeowners, (2) to promote self-sufficiency and asset development of families and individuals, and (3) to ensure equal opportunity in housing for all residents.

In addition to offering a (tenant-based) voucher program, in 2006 the Housing Authority issued a Request for Proposals (“RFP”) for a project-based voucher program for existing housing. The Authority intends to offer project-based vouchers in FY 2007/2008.

In 2000, the Housing Authority formed a Resident Advisory Board (RAB) made up of Authority tenants. The Housing Authority is required to consider the comments of the RAB when preparing the Annual Plan. The RAB meets bi-monthly.

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

[24 CFR Part 903.79 (r)]

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

#### **Table of Contents**

	<u>Page #</u>
<b>Annual Plan</b>	
i. Executive Summary	1
ii. Table of Contents	
1. Housing Needs	6
2. Financial Resources	11
3. Policies on Eligibility, Selection, and Admissions	13
4. Rent Determination Policies	22
5. Operations and Management Policies	26
6. Grievance Procedures	28
7. Capital Improvement Needs	28
8. Demolition and Disposition	30
9. Designation of Housing	31
10. Conversions of Public Housing	32
11. Homeownership	34
12. Community Service Programs	36
13. Crime and Safety	38
14. Pets (Inactive for January 1 PHAs)	40
15. Civil Rights Certifications (included with PHA Plan Certifications)	40
16. Audit	40
17. Asset Management	41
18. Other Information	41

#### **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:

x Admissions Policy for Deconcentration

- FY 2005 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)
- x List of Resident Advisory Board Members
- x List of Resident Board Members
- Community Service Description of Implementation
- Information on Pet Policy
- x Section 8 Homeownership Capacity Statement, if applicable
- x Description of Homeownership Programs, if applicable

**Optional Attachments:**

- PHA Management Organizational Chart
- FY 2005 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)
- x Other (List below, providing each attachment name):

Res. No. 07-04 dated April 3, 2007

**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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies x check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures x check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program X 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
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

# 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	2,220	4	N/A	N/A	N/A	N/A	N/A
Income >30% but <=50% of AMI	2,032	2	N/A	N/A	N/A	N/A	N/A
Income >50% but <80% of AMI	2,853	1	N/A	N/A	N/A	N/A	N/A
Elderly	1,501	3	N/A	N/A	N/A	N/A	N/A
Families with Disabilities	3,273	3	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity, <= 30% but < 80% of AMI	N/A	3	N/A	N/A	N/A	N/A	N/A
Race/Ethnicity							
Race/Ethnicity							
Race/Ethnicity							

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) City of Vallejo Housing Element, General Plan, 2003

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

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1,310		N/A
Extremely low income <=30% AMI	1,122	85.64	
Very low income (>30% but <=50% AMI)	188	14.36	
Low income (>50% but <80% AMI)	0		
Families with children	849	64.81	
Elderly families	105	8.02	
Families with Disabilities	195	14.89	
Race/ethnicity: Hispanic	49	3.74	
Race/ethnicity: Non-Hispanic	1,261	96.26	
Race/ethnicity: Native			

Housing Needs of Families on the Waiting List			
American/Alaskan Native Race/ethnicity:	15	1.15	
Asian Race/ethnicity:	87	6.64	
Native Hawaiian/Pacific Islander Race/ethnicity:	2	0.15	
Black/African American Race/ethnicity:	1,084	82.75	
White	122	9.31	
Characteristics by Bedroom Size (Public Housing Only) N/A			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No x Yes			
If yes:			
How long has it been closed (# of months)? 1			
Does the PHA expect to reopen the list in the PHA Plan year? No x Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? x 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:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- x 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
- x 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
- x Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

Select all that apply

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

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

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

Select all that apply

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

requiring that 75% of new tenants are at or below 30% of area median income.  
No other strategies will be implemented during the Plan period.

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

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

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

**(2) Reasons for Selecting Strategies**

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

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

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2007 grants)</b>		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	24.4 million	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>		
<b>4. Other income (list below)</b>		
<b>4. Non-federal sources (list below)</b>		
<b>Total resources</b>	24.4 million	24.4 million

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing (Not Applicable)**

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

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

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

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

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

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

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

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

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

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

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

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

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

- PHA main administrative office
- PHA development site management office

Other (list below)

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

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

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

3.  Yes  No: May families be on more than one list simultaneously?  
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

- PHA main administrative office
- All PHA development management offices
- Management offices at developments with site-based waiting lists
- At the development to which they would like to apply
- Other (list below)

### **(3) Assignment**

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

- One
- Two
- Three or More

b.  Yes  No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

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

a. Income targeting:

Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

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

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection **(5) Occupancy**)

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

Former Federal preferences:

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

Other preferences: (select below)

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

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second

priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

#### Date and Time

#### Former Federal preferences:

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

#### Other preferences (select all that apply)

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

#### 4. Relationship of preferences to income targeting requirements:

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

### **(5) Occupancy**

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

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

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

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

**(6) Deconcentration and Income Mixing**

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

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

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

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to **other** policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments

- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## **B. Section 8**

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

### **(1) Eligibility**

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

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

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

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

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

The PHA requests criminal records from a credit reporting agency.

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

- x Criminal or drug-related activity
- x Other (describe below):  
Negative tenancy history, failure to comply with lease.

**(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)

- x 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)

- x PHA main administrative office
- x Other (list below):  
On line, via application printed in the newspaper, via applications located at various social service agencies.

**(3) Search Time**

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

If yes, state circumstances below:

All tenants have 120 days to search for a unit. Non-disabled tenants may request extensions in writing in 30-day increments, for up to two additional months, or for a total of 180 days. Disabled tenants may request extensions in writing in 30-day increments, for eight (8) additional months, or for a total of 365 days.

**(4) Admissions Preferences**

a. Income targeting

Yes x 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. x 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
- x Veterans and veterans' families
- x 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
- x Other preference(s) (list below):
  - Persons with disabilities
  - Homeless families who have school-aged children attending school in Vallejo
  - Single persons who are elderly, displaced, homeless, or persons with disabilities

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.

x Date and Time: Housing Authority does not have an admissions preference for 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  
3 Veterans and veterans' families  
1 Residents who live and/or work in your jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
Other preference(s) (list below):  
2 Persons with disabilities.  
4 Homeless families with school-aged children attending school in Vallejo.  
5 Single persons who are elderly, displaced, homeless, or persons with disabilities.

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

- x 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)

- x 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)

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

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

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

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

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

- Through published notices  
 Other (list below)

#### **4. PHA Rent Determination Policies (Not Applicable)**

[24 CFR Part 903.7 9 (d)]

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

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

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

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

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

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

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

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

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

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

- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

- Yes for all developments

- Yes but only for some developments
- No

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

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

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

Other (list below)

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

x Annually

x Other (list below):

Or when the market experiences a major change.

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

x Success rates of assisted families

x Rent burdens of assisted families

Other (list below)

## **(2) Minimum Rent**

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

x \$0

\$1-\$25

\$26-\$50

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

- 0 – rent. Minimum rent is an option.

## **5. Operations and Management**

[24 CFR Part 903.79 (e)]

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

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

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached.

x A brief description of the management structure and organization of the PHA follows:

The Housing and Community Development Manager is responsible for the operation of the entire Housing and Community Development Division of the Community Development Department, which includes the Vallejo Housing Authority. The

Housing and Community Development Manager directly supervises two Senior Community Development Analysts, one Housing Accounting Specialist, and the Secretary. One of the Senior Community Development Analysts supervises three Leased Property Negotiators, a Senior Housing Specialist, four Housing Specialists, a Family Self-sufficiency Coordinator, and a part-time Homeownership Coordinator. The Secretary supervises three Administrative Clerks.

**B. HUD Programs Under PHA Management**

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

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing		
Section 8 Vouchers	1,937	200
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

**C. Management and Maintenance Policies**

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

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

(2) Section 8 Management: (list below)

Administrative Plan

## **6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

### **A. Public Housing (Not Applicable)**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

- PHA main administrative office  
 Other (list below)

## **7. Capital Improvement Needs (Not Applicable)**

[24 CFR Part 903.7 9 (g)]

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

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

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

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

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

Select one:

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

-or-

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

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

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

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

b. If yes to question a, select one:

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

-or-

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

### **B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund) (Not Applicable)**

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

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

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

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

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

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

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

## **8. Demolition and Disposition (Not Applicable)**

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

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

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities (Not Applicable)**

[24 CFR Part 903.7 9 (i)]

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

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

eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

**2. Activity Description**

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

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

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

**(Not Applicable)**

[24 CFR Part 903.79(j)]

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

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

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one

activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

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

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

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

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

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

[24 CFR Part 903.7 9 (k)]

**(Not Applicable)**

**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. x 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 under #2 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:

VHA administers a Section 8 Homeownership Program. Preference for participation in this program will be given only to Family Self-sufficiency Program participants. VHA has estimated that five (5) or fewer participants will purchase homes during the life of the Annual Plan.

#### a. Size of Program

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

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

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

#### b. PHA-established eligibility criteria

- Yes x 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:

- x Yes  No: Has the PHA 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? 21/04/99  
In addition, the Memorandum of Understanding (MOU) with County of Solano Health and Social Services is currently being updated. The term of the new MOU will be 7/1/07 through 6/30/10.

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

- x Client referrals  
x Information sharing regarding mutual clients (for rent determinations and otherwise)  
x 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  
x 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 x No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

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

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

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2005 Estimate)	Actual Number of Participants (As of: 22/02/07)
Public Housing		

Section 8	60	140
-----------	----	-----

- 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? N/A  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions N/A**

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.
  - x Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
  - x 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 (Not Applicable)**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

PHAs eligible for FY 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 (Not Applicable)**

[24 CFR Part 903.7 9 (n)]

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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

**16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

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

### **17. PHA Asset Management (Not Applicable)**

[24 CFR Part 903.7 9 (q)]

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

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

### **18. Other Information**

[24 CFR Part 903.7 9 (r)]

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

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

2. If yes, the comments are: (if comments were received, the PHA **MUST** select one)

- Attached at Attachment (File name)  
x Provided below: The RAB met on 3/29/07 to review the proposed Annual Plan. The RAB affirmed the goals and strategies in the Annual Plan, but did not provide written comments.

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:  
x Other: (list below) The RAB is in agreement with the goals and strategies as outlined in the Annual Plan. Therefore, no changes to the Annual Plan were necessary.

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

1.  Yes x 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 x No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

### 3. Description of Resident Election Process

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

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

b. Eligible candidates: (select one)

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

c. Eligible voters: (select all that apply)

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

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

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

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

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

HUD Housing Choice Vouchers, Family Self-sufficiency, and preservation, rehabilitation, and construction of housing for very low-income persons.

- Other: (list below)

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

The one year Action Plan for Fiscal Year 2007/2008 in the Consolidated Plan will outline a program of investment of over \$2.2 million in new Federal Community Development Block Grant (CDBG) Program funds, HOME Investment Partnerships Program funds, and program income (revenue). Funds will primarily be spent on housing, neighborhood improvements, and social services. This Action Plan includes the period beginning July 1, 2007 and ending June 30, 2008.

The Consolidated Plan establishes priorities for various housing programs by weighing the severity of needs for assistance among the population groups most in need, analyzing the housing stock and market conditions, and assessing the resources likely to be available over the life of the Consolidated Plan.

Based on the above, one of the groups that has been identified as a high priority for assistance is very low-income renters, through HUD Housing Choice Vouchers; the Family Self-sufficiency Program; and the preservation, rehabilitation, and construction of housing for very low-income persons.

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

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

The City of Vallejo Housing and Redevelopment Commission (HRC) reviewed and provided comments on the draft FY 2007/2008 Annual Plan for the City of Vallejo Housing Authority at its regular meeting on March 14, 2007. The Commission noted several omissions and amendments needed to the Annual Plan, including on pages 27, 35, 41, and 43. Other comments included: (1) there are a high number of African-American residents (83 percent of the total) on the Housing Authority Waiting List; and (2) the client goals proposed for the Family Self-sufficiency Program and homeownership assistance are low. Staff believes this is because of limited funding being available for these activities, which tends to result in conservative yet realistic goals being set in these areas. After discussion, the HRC voted unanimously, 6-0-0, to recommend approval of the Annual Plan by the Housing Authority Board of Commissioners.

The City of Vallejo Housing Authority Board of Commissioners held a public hearing on the Annual Plan on April 3, 2007. No public comments were received. The Board then voted 6-0-0 to approve the Annual Plan, (Res. No. 07-04 attached).

No written comments were received on the Plan during the comment period.

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## **Attachments**

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

## ATTACHMENT: ADMISSIONS POLICY FOR DECONCENTRATION

The HA will communicate the status of housing availability to other service providers in the community, and advise them of housing eligibility factors and guidelines in order that they can make proper referrals for housing assistance.

### N. OWNER OUTREACH

The HA makes a concerted effort to keep private owners informed of legislative changes in the tenant-based program, which are designed to make the program more attractive to owners. This includes informing participant owners of applicable legislative changes in program requirements.

The HA encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

The HA conducts periodic meetings with participating owners to improve owner relations and to recruit new owners.

The HA maintains a list of interested landlords and a list of units available for the Section 8 Program and updates this list at least monthly. When listings from owners are received, they will be compiled by the HA staff by bedroom size.

The HA will maintain lists of available housing submitted by owners in all neighborhoods within the Housing Authority's jurisdiction to ensure greater mobility and housing choice to very low income households. The lists of owners/units will be provided at the front desk and provided at briefings.

The staff of the HA initiates personal contact with private property owners and managers by conducting formal and informal discussions and meetings.

Printed material is offered to acquaint owners and managers with the opportunities available under the program.

The HA has active participation in a community based organization(s) comprised of private property and apartment owners and managers.

The HA will actively recruit property owners with property located outside areas of minority and poverty concentration and apply for exception payment standards if the HA determines it is necessary to make the program more accessible in the HA's jurisdiction.

The HA encourages program participation by owners of units located outside areas of poverty or minority concentration. The HA periodically evaluates the demographic distribution of assisted families to identify areas within the jurisdiction where owner outreach should be targeted. The purpose of these activities is to provide more choices and better housing opportunities to families. Voucher holders are informed of a broad range of areas where they may lease units inside the HA's jurisdiction and given a list of landlords or other parties who are willing to lease units or help families who desire to live outside areas of poverty or minority concentration.

In the event that the HA determines families are leasing in areas of high minority or poverty concentration, the HA will work with a nonprofit agency through the regional counseling program who contacts others in the area, identifies families in the program, and counsels the families on their prospective move and services available in the areas in which the family is interested.

The HA shall endeavor to:

Develop working relationships with owners and real estate broker associations.

Establish contact with civic, charitable or neighborhood organizations which have an interest in housing for low-income families and public agencies concerned with obtaining housing for displacements.

Explain the program, including equal opportunity requirements and nondiscrimination requirements, including Fair Housing Amendments Act of 1988 and Americans with Disabilities Act, to real estate agents, landlords, and other groups that have dealings with low-income families or are interested in housing such families.

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## **List of Resident Advisory Board Members**

Addie J. Everheart, Chair  
Kurt Boardman  
Cynthia Edwards  
Janice Lewis-Coleman  
Diane Orozco  
Teresa Papillon  
Lydia Pitchford

### **List of Resident Board Members**

Chairman Anthony J. Intintoli, Jr.

Vice Chair Gary Cloutier

Commissioner Gerald Davis

Commissioner Tony Pearsall

Commissioner Tom Barte

Commissioner Stephanie Gomes

Commissioner Hermie Sunga

Commissioner Addie J. Everheart

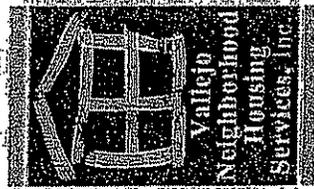
Commissioner Lydia Pitchford

### **Homeownership Capacity Statement**

The Vallejo Housing Authority's Section 8 Homeownership Program has established a minimum homeowner downpayment requirement of at least three percent, and requires that at least one percent of the downpayment come from the family's resources. The Authority also requires that financing for the purchase of a home under its Section 8 Homeownership Program is provided, insured, or guaranteed by the state or Federal government, complies with secondary mortgage market underwriting requirements; and complies with generally accepted private sector underwriting standards.

## Mission Statement

The specific purpose of this corporation is to facilitate the production, acquisition, rehabilitation and preservation of housing for low to moderate income households in order to combat community deterioration and to preserve neighborhood stability. To this end, the corporation develops, owns and manages housing in the public and community interests; expands credit opportunities to residents through education and product line; helps home owners/residents to improve housing conditions; and fosters creation and development of locally based partnerships to address the physical, economic, and social needs of neighborhoods.



## VALLEJO AREA MEDIAN INCOME GUIDELINES (AMI)

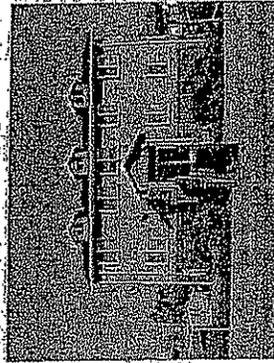
80% of AMI

# in family:

1	2	3	4
41,450	47,350	52,300	59,200
5	6	7	8
63,950	68,650	73,400	78,150

## VNHIS Down Payment/Closing Cost Assistance Programs

Neighborhood Works®  
Home Ownership  
Center



National Partners Include:

Bank of America, Countrywide, Fannie Mae, Freddie Mac,  
& Neighborhood Works@America

Some programs are funded by the City of Vallejo using  
CDBG & HOME funds which are provided by HUD.

A Non Profit Organization  
Phone: 707-552-4663

## Vallejo Neighborhood Housing Services, Inc.

Vallejo Neighborhood Housing Services, Inc. (VNHS) offers down payment assistance loans as well as closing cost assistance to families when purchasing a home. There are three programs available, each with their own set of guidelines:

Incorporated, available for properties located in the city limits of Vallejo, maximum of 20% of the sales price for families at or below 80% of the AMI (see chart on back). In addition, a grant of up to 3% of the sales price for non-recruiting closing costs is available. Borrower must put 1% down. If the house was built prior to January 1, 1978, the maximum funding available is \$25,000.00 (including closing costs) unless the house has been certified to be lead based paint abated. Loans are amortized over a 30 year period.

VNHS service areas - maximum of 20% of the sales price. Property must be located in Solano, Napa or Lake County, or the cities of Colcord, Pittsburg, and Antioch (located in Contra Costa County). If the house was built prior to January 1, 1978, the maximum funding available is \$25,000.00 unless the house has been certified to be lead based paint abated. According to funding source, term of loan may be amortized over a 30 year period or 30 years with repayment due in 10 years. No closing cost assistance available.

Housing Choice Voucher Program (formerly known as Section 8 Home Ownership Program). VNHS has special financing available for approved housing choice voucher participants in Vallejo, Berkeley, and Fairfield. Prospective clients should contact their case worker for specifics. Details of the financing will be discussed on an individual basis.

*Client must complete a certified Home Buyer Education class.*

Please return this form if you would like someone to contact you for the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Purchase Information    | <input type="checkbox"/> Rehabilitation        |
| <input type="checkbox"/> Down Payment Assistance | <input type="checkbox"/> Rental Rehabilitation |
| <input type="checkbox"/> Refinance/Refinancing   | <input type="checkbox"/> Home Buyers Club      |

Comments:

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_

Vallejo Neighborhood  
Housing Services, Inc.  
610 Lepton Street  
Vallejo CA 94590

Phone: 707-552-HOMES (4663)  
Fax: 707-643-2143  
www.vallejohs.org

HOUSING AUTHORITY OF THE CITY OF VALLEJO  
ANNUAL PLAN, FISCAL YEAR 2007/2008

The Vallejo Housing Authority (VHA) is required by the U. S. Department of Housing and Urban Development (HUD) to prepare an Annual Plan for its Housing Choice Voucher Program for the City of Vallejo.

A draft of this document is available for review at the following locations:

Housing and Community Development Division, at 200 Georgia Street

The City's Web Page at: <http://www.ci.vallejo.ca.us/> (for Internet access, you may go to John F. Kennedy Library, at 505 Santa Clara Street)

Anyone interested in commenting on this document is invited to attend a public hearing scheduled by the Vallejo Housing Authority on Tuesday, April 3, 2007 at 6:45 p. m. in the Council Chambers of City Hall, 555 Santa Clara Street. Written or verbal comments may also be submitted until 4:00 p. m. on April 9, 2007 to: Guy L. Ricca, Senior Community Development Analyst, Vallejo Housing Authority, P. O. Box 1432, Vallejo, CA 94590, or 200 Georgia Street, Vallejo, CA 94590, Tel: (707) 648-4395. E-mail: [gricca@ci.vallejo.ca.us/](mailto:gricca@ci.vallejo.ca.us/).

If you have any questions concerning this public notice, please call the Housing and Community Development Division at (707) 648-4507.

The City of Vallejo provides its programs and services in a non-discriminatory manner, and is an Equal Opportunity Employer. The City also encourages women and minority-owned businesses to submit bids and proposals for Federal Community Development Block Grant (CDBG) Program contracts. These contracts are typically for general contractors to make public or facility improvements. For further information on this public notice, the hearing-impaired may call the California Relay Service at 1-800-735-2922 without a TTY/TDD, or 1-800-735-2020 with a TTY/TDD.





**VALLEJO HOUSING AUTHORITY**

VHA  
**Agenda Item No. PUB. HEAR. A**

**BOARD COMMUNICATION**

**Date: April 3, 2007**

**TO:** Chair and Commissioners of the Housing Authority

**FROM:** Craig Whittom, Assistant City Manager / Community Development  
Laura Simpson, Housing and Community Development Manager

**SUBJECT:** PUBLIC HEARING: CONSIDERATION OF CITY OF VALLEJO HOUSING  
AUTHORITY FISCAL YEAR 2007/2008 ANNUAL PLAN

**BACKGROUND AND DISCUSSION**

The U. S. Department of Housing and Urban Development (HUD) requires Housing Authorities to prepare an Annual Plan for its Housing Choice Voucher Program, one of the programs administered by the City's Housing and Community Development Division. It is now time to prepare and submit the Annual Plan for FY 2007/2008. The draft Plan, with a fiscal year from July 1 to June 30, provides details regarding the Authority's immediate operations, and is enclosed as Attachment "B". This Plan must be submitted to HUD by April 15, 2007.

The Vallejo Housing Authority (VHA) was established in 1942 pursuant to the State of California Housing Authorities Law. This law states that there is a shortage of safe or sanitary housing at rents affordable to low-income families. The State of California declared the provision of affordable housing as a public purpose.

The VHA has adopted By-Laws that empower it to utilize all the powers granted pursuant to the Housing Authorities Law. As such, the VHA adopted a resolution on July 21, 1998 directing staff to seek, and apply for, rental assistance programs.

The VHA's primary source of rental assistance is the U. S. Department of Housing and Urban Development's (HUD) Housing Choice Voucher Program. The Federal Government (in the original Housing Act of 1937) has also declared that citizens are entitled to safe, decent housing. VHA has entered into an agreement with HUD, which allows it to provide Housing Choice Voucher assistance to low-income families. VHA has also agreed to comply with the regulations, requirements, and laws associated with the Housing Choice Voucher Program.

VHA administered 1,937 units of Housing Choice Voucher Program housing in the City of Vallejo as of February 22, 2007. As of February 22, 2007, there were 1,310 families on the Authority's waiting list. VHA also provides homeownership opportunities for tenants, and intends to offer project-based vouchers in FY 2007/2008.

In 2000, the Housing Authority formed a Resident Advisory Board (RAB) made up of Authority tenants. The Housing Authority is required to consider the comments of the RAB when preparing the Annual Plan. The RAB meets every other month.

The Annual Plan proposes several strategies for addressing the needs identified: a shortage of affordable housing for all eligible populations, for families at or below 30% and 50% of the area median income, for the elderly, for families with disabilities; and races and ethnicities with disproportionate housing needs. Strategies are selected and proposed based on the following factors: funding constraints, staffing constraints, the influence of the housing market on Housing Authority programs, and the results of consultation with residents, and the Resident Advisory Board.

Commission and RAB Review and Comment

At its regular meeting in March, the Housing and Redevelopment Commission reviewed the draft Annual Plan. After discussion, the Commission voted unanimously, 6-0-0, to recommend approval of the Plan by the Housing Authority. Comments on the Plan from the Commission, and staff's responses, are contained in the document.

The RAB was scheduled to review the Plan at its March 29, 2007 meeting. Staff will provide any RAB comments on the Plan to the Board in a verbal report on April 3.

Fiscal Impact

The submission of the Annual Plan is a requirement associated with the Housing Choice Voucher Program. By submitting this document, the VHA meets this requirement and maintains its eligibility for Federal housing program funding.

RECOMMENDATION

After conducting a public hearing to receive comments on the draft Annual Plan for FY 2007/2008, approve the Plan.

ALTERNATIVES CONSIDERED

Because the Plan is a HUD requirement, no other alternatives were considered.

ENVIRONMENTAL REVIEW

There is no environmental impact associated with this action.

PROPOSED ACTION

Conduct a public hearing. Adopt the enclosed resolution approving the Annual Plan.

DOCUMENTS ATTACHED

Attachment "A" - Resolution

Attachment "B" - Draft Annual Plan, FY 2007/2008, Housing Authority of the City of Vallejo

**CONTACT:**

Craig Whittom, Assistant City Manager/Community Development, (707) 648-4579, or [cwhittom@ci.vallejo.ca.us](mailto:cwhittom@ci.vallejo.ca.us).

Laura J. Simpson, Housing and Community Development Manager, (707) 648-4393, or [lsimpson@ci.vallejo.ca.us](mailto:lsimpson@ci.vallejo.ca.us).

Guy L. Ricca, Senior Community Development Analyst, (707) 648-4395, or [gricca@ci.vallejo.ca.us](mailto:gricca@ci.vallejo.ca.us).

Fiscal Year (FY) 2007/2008 City of Vallejo Housing Authority Annual Plan Amendment, (9/7/07)

The Vallejo Housing Authority proposes to use the Project-Based Voucher Program to provide assistance to twenty-one (21) of the 87 rental units at Avian Glen Apartments. This development is within Census Tract 2502.00, on the east side of the City of Vallejo, and not in an area of high minority or poverty concentration. The Avian Glen Apartment project is located at 301 Avian Drive, in an area designated by the Vallejo City Council as a comprehensive Neighborhood Revitalization area as defined by the California Debt Limit Allocation Committee.

The Vallejo Housing Authority has concluded that project-basing of this assistance, rather than tenant-basing of the assistance, is an appropriate option because the need for affordable housing in Vallejo is apparent by increasing housing prices and rents, long waiting lists for Housing Authority-assisted units, and the displacement of long-time City residents. To address these conditions, the City of Vallejo proactively encourages market-rate and affordable housing developments.

Both the City's Housing Element and Consolidated Plan identify a need for affordable multi-family housing in the City of Vallejo.

Therefore, project-basing of housing units in certain strategic locations is needed to ensure the availability of units for a period of years.

**PHA Plan  
Table Library  
(Not Applicable)**

**Component 7**

**Capital Fund Program Annual Statement  
Parts I, II, and II**

**Annual Statement**

**Capital Fund Program (CFP) Part I: Summary**

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

Original Annual Statement

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

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

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

**Annual Statement**

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

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

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

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
<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>				



**Standard PHA Plan  
PHA Certifications of Compliance**

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

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:  
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and  
Streamlined 5-Year/Annual PHA Plans***

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the  standard Annual,  standard 5-Year/Annual or  streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 7/07, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

HOUSING AUTHORITY OF THE  
CITY OF VALLEJO

CA055

PHA Name

PHA Number/HA Code

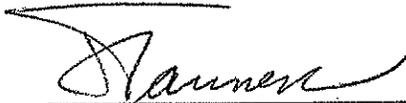
- Standard PHA Plan for Fiscal Year: 2007
- Standard Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_
- Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official  ANTHONY J. INTINTOLI, JR.	Title CHAIRMAN, VALLEJO HOUSING AUTHORITY BOARD OF COMMISSIONERS
Signature  <i>Anthony J. Intintoli Jr.</i>	Date  5/14/07

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Joseph M. Tanner the Executive Director certify  
that the Five Year and Annual PHA Plan of the City of Vallejo Housing Authority is  
consistent with the Consolidated Plan of the City of Vallejo prepared  
pursuant to 24 CFR Part 91.

 4-16-07

Signed / Dated by Appropriate State or Local Official