

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year Beginning 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: Housing Authority of the County of Santa Clara

PHA Number: CA059

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: 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: *www.hacsc.org*
- 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)

5-YEAR PLAN
PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.5]

(Revised March 2007)

A. Mission

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is:
The mission of the Housing Authority of the County of Santa Clara is to improve the lives of low-income families, persons with disabilities and seniors in Santa Clara County by providing affordable, high-quality housing. Our philosophy, goals and professional commitment are dedicated toward fulfilling this mission.

B. Goals

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers: *Successfully compete for maximum allocation through all Notices of Funding Availability.*
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: *(Current PHAS score is 86 - Standard Performer) The Housing Authority intends to successfully meet the goals and necessary criteria to be a High Performer by end of the fiscal year.*
 - Improve voucher management: *(Current SEMAP score: Standard) The Housing Authority intends to successfully meet the goals and all necessary criteria to be a High Performer by the end of the fiscal year.*
 - Increase customer satisfaction:
Continue to develop ways to improve the policies/procedures of the Section 8 Program. We have automated and streamlined many of our functions (including enhancement of on-line access to forms at the Housing Authority website www.hacsc.org) in an attempt to make the

program work more efficiently for property owners and tenants, and will continue to assess and improve processes as needed.

- Concentrate on efforts to improve specific management functions:
Including rent reasonability, inspections process, public housing vacancy turnaround.
- Renovate or modernize public housing units:
See 5-year Action Plan for Capital Fund program (Attachment C of Annual Plan for FYB 2007).
- Demolish or dispose of obsolete public housing:
An application for disposition of public housing (conversion to Section 8 vouchers) is being submitted to HUD.
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
 - *Maintain 3 months worth of operating reserves in cash reserve.*
 - *Attract and maintain a large pool of highly qualified, diverse staff.*

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords:
Continue to distribute material, via hard copy and through the agency's website (www.hacsc.org) informing rental property owners about the benefits of the Section 8 Program; establish periodic owner seminar to inform interested owners about the program.
- Increase voucher payment standards
- Implement voucher homeownership program:
The Section 8 Homeownership Program was implemented in 2002 and was initially offered to participants of the Family Self-Sufficiency Program and persons with disabilities. In 2005, the program was also made available to participants of the regular Housing Choice Voucher program. To date, there are 11 households who have purchased a home using their voucher. The Housing Authority continues to work with the local NeighborWorks agency as well as various lenders to increase the resources available to eligible participants pursuing homeownership.
- Implement public housing or other homeownership programs:
The Family Self-Sufficiency (FSS) Program has assisted families in becoming homeowners since 1995 and has 88 graduates to date who bought a home when they left the program.
- Implement public housing site-based waiting lists:
Site-based waiting lists have been in effect since 2002.
- Convert public housing to vouchers:
An application for disposition of public housing (conversion to Section 8 vouchers) is being submitted to HUD.
- Other: (list below)

- *Continue to project-base as needed, up to 20% of our voucher allocation, in order to provide a stable resource of affordable housing units and to increase participation by rental property owners.*
- *Limited local preference was established for the chronically homeless, for up to 100 vouchers, contingent upon monthly turnover in the Housing Choice Voucher Program.*
- *Improve services to current Section 8 property owners by providing workshops and answers to frequently asked questions on the Housing Authority website (www.hacsc.org).*

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

- PHA Goal: Provide an improved living environment
 - Objectives:
 - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
 - Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
 - Implement public housing security improvements:
 - Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
 - Other: (list below)
 - *Assist victims of domestic violence, dating violence, sexual assault and stalking by education tenants of their rights under the Violence Against Women Act (VAWA) and providing referral information to help victims access local community agencies that provide services to victims of these crimes.*
 - *Continue to participate in Work Force Board Investment activities as a mandatory partner.*
 - *Continue to support efforts by Section 8 families to utilize their voucher under the Homeownership Program.*
 - *Seek funding for Aging Services Coordinators.*
 - *Duplicate the Independent Living Project (currently at Lenzen Gardens and Cypress Gardens) which provides onsite services to residents, for an additional two senior public housing sites (Rincon Gardens and Sunset Gardens) to prevent premature institutionalization.*
 - *Assist seniors participating in the Housing Choice Voucher Program that live in Housing Authority affiliated, tax-credit residences remain independent by providing services on-site.*

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
Refer unemployed TANF persons to CalWORKS and WIA.
- Provide or attract supportive services to improve assistance recipients' employability:
The Housing Authority serves as a mandated partner for the Workforce Investment Act, working with the Santa Clara County Housing Collaborative as well as NOVA WIB and its partner CONNECT! – a group of 25 plus agencies and educational institutions dedicated to workforce and business solutions for Silicon Valley.
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
 - *Continue to support the Family Self-Sufficiency Program – in 2001, the FSS Program was recognized with HUD's "Best Practices" award and is being used as a national model. To date, hundreds of families have increased their income and 88 of those have graduated from the program and purchased a home using their earned FSS escrow money.*
 - *Increase resources to be able to assist more people under the Housing Authority Scholarship Program. To date, over 235 students have been awarded more than \$225,000 in scholarships.*
 - *Continue to work with Lenders for Community Development, United Way, Citibank, and the Women Leading Change funders to provide financial literacy training to participants including the opportunity to have an IDA account.*
 - *Outreach to and educate local lenders and real estate agents about the Housing Authority homeownership program.*
 - *Continue to participate on the City of San Jose Senior Commission.*
 - *Continue to participate on the Aging Services Leadership Council.*
 - *Continue to participate on the Prop 63 Senior Mental Health Committee.*
 - *Continue to participate in the Housing Choice Coalition.*
 - *Continue to participate in the Santa Clara County Collaborative on Affordable Housing and Homeless Issues.*

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

PHA Goal: Ensure equal opportunity and affirmatively further fair housing
Objectives:

- Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability.*
- Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability.*
- Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.*
- Other: (list below)
 - *The Housing Authority has always made reasonable efforts to provide and arrange free language assistance (i.e., on-site translators) for persons with Limited English Proficiency (LEP) and will now enhance that language assistance to encompass the requirements of new LEP regulations.*
 - *The Housing Authority is implementing policies supporting the recently passed Violence Against Women Act (VAWA) to assist victims of domestic violence, dating violence, sexual assault and stalking by educating tenants of their rights under the VAWA and providing referral information to help victims access local community agencies that provide services to victims of these crimes.*

**For details on measures referenced above, see Chapter 1, Section F of The Public Housing Admissions and Continued Occupancy Plan and Chapter 3 of the Property Management Policies and Procedures Manual (public housing); and see Chapter 1, Section G of the Administrative Plan (Section 8 Program).*

Other PHA Goals and Objectives: (list below)

- *Seek funding for and/or partner with other agencies to seek funding which supports case management for Section 8 tenants and public housing residents*
- *Continue to support social services partnerships*

Annual PHA Plan
PHA Fiscal Year Beginning 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)]

For a majority of households in Santa Clara County, the large gap between income and housing affordability continues to grow. The housing focus, both nationally and locally, has been on two ends of the housing spectrum: ending homelessness and promoting homeownership. The Housing Authority has been collaborating with many local government and community organizations to support both of these goals. We have also been concentrating effort on improving our administrative processes to ensure accuracy and efficiency in all of our activities. The Annual and Five-year Plan therefore reflect the following major goals and activities.

- ✓ ***Apply for new voucher funding should it become available.*** *The Housing Authority currently administers 16,000 Housing Choice Vouchers at 100% lease up and last year (2006) opened its waiting list to over 56,000 individuals and families in need of rental assistance. New households are receiving assistance as existing clients leave the program, however, the wait for those at the end of the list will be many, many years. Meanwhile, no new voucher funding has been available, but should Notices of Funding Availability arise, the Housing Authority will aggressively pursue all opportunities for new funding. Additionally, the Housing Authority will continue to consider awarding additional Project-Based Assistance as a way of ensuring long-term resources of affordable housing for its waiting list households.*
- ✓ ***Continue to work with the City of San Jose and County of Santa Clara on the 10-year plan to end homelessness.*** *The Housing Authority is a long-standing member of the Santa Clara Collaborative on Housing and Homeless Issues whose mission is a coordinated effort by more than 100 local agencies to meet the housing and supportive services needs of the unhoused and very low income residents by increasing the supply of affordable housing and positioning the region to attract appropriate funds. In its continuing support of this endeavor:*
 - *Last year the Housing Authority increased the number of vouchers set-aside for the chronically homeless from 25 to 100.*
 - *The Opportunity Center of the Midpeninsula, the most recently built housing project developed by the Housing Authority (in partnership with Community Working Group and other agencies serving Palo Alto homeless persons), is dedicated to serving the homeless and those in danger of homelessness.*
 - *The Housing Authority, as administrator of the Shelter Plus Care (S+C) Program (serving 200+ homeless, disabled individuals and families) participates in the*

extensive County-wide Continuum of Care process to submit annual requests for renewal of S+C funds.

The Housing Authority will continue to be an active partner with the Collaborative and explore ways to further address the elimination of homelessness in our community.

- ✓ ***Continue and expand partnerships and activities to promote self-sufficiency and asset development for participants of Housing Authority programs.*** *The Housing Authority has been an active partner with North Valley Job Training Consortium Work Force Investment Board (NOVA WIB) and Silicon Valley Workforce Investment Board (SVWIB) now known as Work2Future. These partnerships help connect our participants to job training and employment. The Housing Authority also works closely with the United Way on Women Leading Change (WLC), a new program that focuses on self sufficiency and money management for single mothers.*

The Housing Authority's own Educational Scholarship Program continues to provide over \$20,000 every year for dozens of college-age and returning students who are participants of Housing Authority programs. The Housing Authority intends to seek broader community support and permanent sources of funds to maintain and grow this popular program.

- ✓ ***Increase the number of families participating in the homeownership program by partnering with developers, counselors, realtors and banks.*** *The Housing Authority's partnership with Neighborhood Housing Services Silicon Valley (NHSSV), a non-profit NeighborWorks agency providing homeownership counseling, broker and realtor services, has helped several low-income Housing Authority participants to become homeowners. Other local reputable homeownership counseling agencies (ACORN) and mortgage lenders administering FHA loans have also assisted our clients. The Housing Authority is working to conduct outreach and expand these resources.*

- ✓ ***Maximize housing development opportunities to improve the vitality of public housing and tax credit developments.*** *With the development of thirty housing projects, the Housing Authority is known for its achievements as an innovative affordable housing developer. While its development activities have slowed down in recent years, the Housing Authority continues to pursue activities and partnerships that will help increase the number of units in Santa Clara County dedicated for the long-term to assisting low-income and homeless persons. This past September marked the grand opening of the Opportunity Center of the Midpeninsula, an 89-unit multi-story housing development in Palo Alto serving the homeless and nearly homeless. And still in the development phase are 200 units of senior housing to be built at the old Fairgrounds site in San Jose.*

The Housing Authority is submitting an application for disposition to HUD for a voluntary conversion of public housing to Section 8 vouchers. During 2006 Housing Authority staff held a series of public meetings for residents of the public housing sites and the Resident Advisory Board to present and discuss the submittal of an application for disposition. Additionally, staff met with local government officials of the cities where the public housing sites are located – San Jose, Santa Clara, Gilroy and Campbell – as required by the disposition application process. Documentation of these resident and local government meetings is contained in the disposition application.

- ✓ ***Take affirmative measures to support Equal Opportunity in Housing for all families living in assisted housing regardless of race, color, religion, national origin, sex, familial status***

and disability. *The Housing Authority conducts the following activities to support and promote Fair Housing and Equal Opportunity in Housing:*

- *Staff training in Fair Housing policies;*
- *Owner education and outreach;*
- *Maintaining good working relationships with fair housing groups and task forces such as Bay Area Legal Aid and Mid Peninsula Citizens for Fair Housing;*
- *Continued participation in the Bay Area Fair Housing Task Force;*
- *Make reasonable efforts to provide and arrange free language assistance for our clients with Limited English Proficiency (LEP).*

In addition, the Housing Authority is implementing policies supporting the recently passed Violence Against Women Act (VAWA) to assist victims of domestic violence, dating violence, sexual assault and stalking by educating tenants of their rights under the Violence Against Women Act (VAWA) and providing referral information to help victims access local community agencies that provide services to victims of these crimes.

- ✓ ***Take affirmative measures to ensure the Housing Authority's policies and procedures support program integrity, efficiency of processes, reduced bureaucracy, and financial responsibility.*** *The Housing Authority is pursuing designation from HUD as a Moving to Work (MTW) agency. Currently, there are 32 MTW agencies across the nation. The Housing Authority desires to participate in the MTW program because it would allow the Housing Authority more flexibility in how it administers the Section 8 and public housing programs. As a MTW agency, we can design and test innovative policies and procedures that may better meet the needs of our clients, reduce bureaucracy and increase opportunities for enhancing self-sufficiency.*

As a MTW agency, the Housing Authority would be able to conduct a thorough analysis and revision of its housing rent policy with the goal to include incentives for those who are moving from welfare to work. Another goal under MTW is to reduce non-essential employee tasks with a prioritization on timely and effective service to our community. Homeownership and other self-sufficiency focused activities would continue to be supported and enhanced under the MTW program.

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[24 CFR Part 903.7 9 (r)]

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Attachments

Required Attachments:

- A. Admissions Policy for Deconcentration
- B. FY 2007 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)
- D. Resident Advisory Board (RAB) Members, *RAB Comments and Public Comments*
- E. List of Resident Board Member
- F. Community Service Description of Implementation
- G. Information on Pet Policy (*Chapter 10 of the Public Housing Admissions and Continued Occupancy Plan*)
- Section 8 Homeownership Capacity Statement, if applicable
- H. Description of Homeownership Programs, if applicable

Optional Attachments:

- I. PHA Management Organizational Chart
- C. FY 2007 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- D. Comments of Resident Advisory Board or Boards (*See Attachment D above*)
- Other (List below, providing each attachment name)
- J. *Public Housing Admissions and Continued Occupancy Plan (TOC only)*
- K. *Section 8 Administrative Plan (TOC only)*
- L. *PHA Certification of Compliance with the PHA Plans and Related Regulations*
- M. *Certification of Consistency with Consolidated Plan*

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy	Annual Plan: Operations

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

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

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	40,840	5	5	3	N/A	4	3
Income >30% but <=50% of AMI	31,874	5	5	3	N/A	4	3
Income >50% but <80% of AMI	28,373	5	5	3	N/A	3	3
Elderly	17,128	5	5	3	N/A	2	3
Families with Disabilities	11,200	5	5	3	N/A	4	3
Race/Ethnicity <i>White</i>	105,530	5	5	3	N/A	2	3
Race/Ethnicity <i>Black</i>	8,765	5	5	3	N/A	2	3
Race/Ethnicity <i>Hispanic</i>	49,235	5	5	3	N/A	2	3
Race/Ethnicity <i>Native American</i>	1,020	5	5	3	N/A	2	3
Race/Ethnicity <i>Asian</i>	54,095	5	5	3	N/A	2	3
Race/Ethnicity <i>Pacific Islander</i>	879	5	5	3	N/A	2	3

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 *City of Sunnyvale*
Indicate year: *2005 – 2010*
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (<i>figures below are combined total for County of Santa Clara and City of San Jose Housing Authorities</i>)			
<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	58,411		940
Extremely low income <=30% AMI	44,739	76.54%	
Very low income (>30% but <=50% AMI)	12,700	21.72%	
Low income (>50% but <80% AMI)	1,010	1.7%	
Families with children	21,034	36.0%	
Elderly families	10,473	17.9%	
Families with Disabilities	8,941	15.3%	
Race/ethnicity <i>White</i>	20,414	34.9%	
Race/ethnicity <i>Black</i>	10,654	18.2%	
Race/ethnicity <i>American Indian</i>	2458	4.2%	
Race/ethnicity <i>Asian</i>	18,403	31.5%	
Race/ethnicity <i>Hawaiian/Pacific Islander</i>	5,249	8.9%	
Race/ethnicity <i>Unresponsive</i>	1,223	2%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

Housing Needs of Families on the Waiting List			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 12 months			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input type="checkbox"/> Section 8 tenant-based assistance			
<input checked="" type="checkbox"/> Public Housing (<i>figures below are combined total for County of Santa Clara and City of San Jose Housing Authorities</i>)			
<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	8,966		141
Extremely low income <=30% AMI			
Very low income (>30% but <=50% AMI)			
Low income (>50% but <80% AMI)			
Families with children	5,121	57.1%	
Elderly families	3,845	42.8%	
Families with Disabilities			
Race/ethnicity <i>White</i>	815	9%	
Race/ethnicity <i>Black</i>	75	.008%	
Race/ethnicity <i>Native American</i>	14	.001%	
Race/ethnicity <i>Asian</i>	2,397	26.7%	
Race/ethnicity <i>Hispanic</i>	640	.071%	

Housing Needs of Families on the Waiting List			
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3,354	37.4%	
2 BR	3,168	35.3%	
3 BR	1,920	21.4%	
4 BR	12	.001%	
5 BR			
5+ BR			
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p><i>Waiting lists for FAMILY Public Housing are CLOSED, however, waiting lists for SENIOR Public Housing remain OPEN.</i></p> <p>If yes:</p> <p>How long has it been closed (# of months)?</p> <p>Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes</p> <p>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p>			

C. Strategy for Addressing Needs

The Housing Authority administers over 16,555 units of public and Section 8 assisted housing throughout Santa Clara County. This number does not nearly meet the total need for affordable housing in our community, as evidenced by the recent opening (April 2006) of the Housing Authority's Waiting List in which 59,000 households signed up for rental assistance, 75% of which are in the Extremely-Low Income category (30% of AMI). Although there are theoretically enough units to house families, what exists is generally not affordable to those making less than 50% of the median income. Clearly there is a strong need for more affordable housing in the County of Santa Clara. Many special needs populations such as at-risk youth, seniors and the mentally disabled also experience high levels of housing problems due to high housing cost burden.

The Housing Authority's strategy for addressing the housing needs of families in our jurisdiction and on our waiting list in the upcoming year is first, to maximize our use of current voucher funding and public housing units by conducting activities like those listed below. We are taking this strategy in order to assist as many people as possible with our funding in the absence of receiving any additional funding which is obviously needed if we are to actually meet the housing needs of our community. The activities include:

- *Enhancement and acceleration of lease-up processing:*
 - *Implementation of prescreening surveys mailed to large batches of Voucher wait list registrants to ensure up-to-date contact information and interest in rental assistance.*
 - *Ensure processing of registrants for public housing is done within 30 days of anticipated vacancies.*
- *Implementation of a modern web-based rent comparable system, called GoSection8, to provide thorough and always up-to-date rent survey data to support approval of contract rents under the Housing Choice Voucher Program.*

- Review HUD's 2007 Proposed Fair Market Rents and, if found to be inadequate for current and projected rent levels, submit data to HUD to support higher, more realistic rents that will allow more families to rent decent units in our jurisdiction.
- Establish Voucher Payment Standards at 110% of HUD-issued Fair Market Rents to help ensure we can offer comparable rents to the open market.

In addition, we intend to apply for additional vouchers should they become available.

(1) Strategies

NEED: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)
 - Continue to project-base as needed, up to 20% of our voucher allocation, in order to provide a stable resource of affordable housing units and to increase participation by rental property owners.

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

NEED: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
 - *Continue to support social services partnerships with all programs that assist seniors in public housing and Section 8.*

NEED: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

NEED: Specific Family Types: Races or ethnicities with disproportionate housing needs

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)
 - *Provide periodic staff training conducted by fair housing agencies as well as conducting owner education and outreach for this issue.*
 - *Maintain good working relationships with fair housing groups and task forces.*
 - *Provide links to fair housing information on the Housing Authority website (www.hacsc.org).*

Other Housing Needs & Strategies: (list needs and strategies below) N/A

(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)]

Financial Resources: Planned Sources and Uses <i>(combined total for County of Santa Clara and City of San Jose Housing Authorities)</i>		
Sources	Planned \$	Planned Uses
1. Federal Grants (FYB 2007 grants)		
a) Public Housing Operating Fund	1,015,101	
b) Public Housing Capital Fund	1,177,234	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	225,615,416	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	0	
i) HOME	0	
Other Federal Grants (list below)		
Winter Shelter	264,300	Public Housing Operations
Resident Programs	24,962	Public Housing Operations
Shelter Plus Care	2,393,712	Tenant-based Assistance
2. Prior Year Federal Grants (unobligated funds only) (list below)		
	N/A	
3. Public Housing Dwelling Rental Income		
	1,865,230	Public Housing Operations
4. Other income (list below)		
Meal Service Program (Rincon)	297,667	Public Housing Operations
Property Management Fee	1,185,757	Public Housing Operations
Developer Fees	1,400,000	Sec 8 & Public Housing
Billed Services	2,414,335	Sec 8 & Public Housing
Other Income	2,454,776	Sec 8 & Public Housing
5. Non-federal sources (list below)		
California Office of Migrant Services	399,220	
Cities Within Santa Clara County	73,071	
Other Grants	147,340	
Total resources	240,728,121	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number)
- When families are within a certain time of being offered a unit: (state time)
At the time the family's name is at the top of the list and a unit is expected to become available within 30 days.
- 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) *Credit scores*

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)

Interested persons may apply by either calling or visiting the Housing Authority's main office or any of its housing sites. When any public housing waiting list is

opened, a public notice is placed in local newspapers, minority publications, local agencies, the Housing Authority's website (www.hacsc.org) and other media entities. Interest list forms submitted to the Housing Authority are date/time stamped, and placed in order on the waiting list accordingly.

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? 5

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? *As many as are open.*

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)

The Housing Authority's website (www.hacsc.org).

(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 (*The Housing Authority implemented site-based waiting lists in 2002*)

If selected, list targeted developments below:

- *Lucretia Gardens and Julian Gardens*
- *Eklund Gardens 1 & 2*
- *Miramar Apartments and Deborah Drive Apartments*

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

- *Lucretia Gardens and Julian Gardens*
- *Eklund Gardens 1 & 2*
- *Miramar Apartments and Deborah Drive Apartments*

Employing new admission preferences at targeted developments
If selected, list targeted developments below:

Other (list policies and developments targeted below)
See Attachment A (Deconcentration of Poverty and Income Mixing). This policy is contained in the Admissions and Continued Occupancy Plan for Public Housing, Chapter 4, Section F and was adopted by the Board of Commissioners on October 19, 1999.

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:

- *Lucretia Gardens*
- *Miramar Apartments*
- *Deborah Drive Apartments*

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:

- *Julian Gardens*
- *Eklund Gardens 1 & 2*

B. Section 8

(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)

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

Criminal or drug-related activity

Other (describe below)

Tenant's previous address if requested (per 24 CFR 982.307).

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)

Currently, the Housing Authority's waiting list is closed with approximately 59,000 registrants waiting for assistance. The list was last opened in April, 2006, at which time interested persons could apply on-line via the internet or by picking up a registration form at one of various sites in the County, including libraries and supportive services agencies, and mailing in the completed form.

(3) Search Time

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

If yes, state circumstances below:

Families may request an extension by submitting a written request prior to the expiration date of the voucher. Extensions of an additional 60 days may be granted at the discretion of the Housing Authority for 1) extenuating circumstances that have affected the family's ability to find a unit within the initial 60-day period (verification is required), or 2) the family was prevented from finding a unit due to disability accessibility requirements.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

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

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
- 1 Homelessness (*Chronic homelessness*)
- High rent burden
- 1 Other – *Federally declared disaster*

Other preferences (select all that apply)

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

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

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)
 - *The Housing Authority’s website (www.hacsc.org)*

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

- Through published notices
- Other (list below)
 - *On the Housing Authority’s website (www.hacsc.org)*

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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?

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

The Housing Authority will immediately grant the minimum rent exception to all families who request it. The Minimum Rent will be suspended until the Housing Authority determines whether the hardship is:

- ✓ Covered by statute; or
- ✓ Temporary or long term

If the Housing Authority determines that the minimum rent is not covered by statute, the Housing Authority will impose a minimum rent including payment for minimum rent from the time of suspension. The Housing Authority will use its standard verification procedures to verify circumstances which have resulted in financial hardship, such as loss of employment, death in the family, etc.

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

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

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

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

- For the earned income of a previously unemployed household member

- For increases in earned income
- Fixed amount (other than general rent-setting policy)
If yes, state amount/s and circumstances below:
- Fixed percentage (other than general rent-setting policy)
If yes, state percentage/s and circumstances below:
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold) \$40
- 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)
The current Fair Housing Market Rents based on the 40th percentile published by the Department of Housing and Urban Development.

B. Section 8 Tenant-Based Assistance

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard

- Reflects market or submarket
- Other (list below)

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
 - *Rental comparability data for rents currently charged by other owners for comparable units in the unassisted market.*

(2) Minimum Rent

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

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

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

The Housing Authority recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The HA will review all relevant circumstances brought to the Housing Authority's attention regarding financial hardship as it applies to the minimum rent. The Housing Authority's policies and procedures regarding minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998 can be found in Chapter 6 of the HA's Administrative Plan and can be accessed at www.hacsc.org.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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 (*see Attachment H*).
- A brief description of the management structure and organization of the PHA follows:

B. HUD Programs Under PHA Management*

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	555	65
Section 8 Vouchers	15947	900
Section 8 Certificates	N/A	
Section 8 Mod Rehab	209	15
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)		
Shelter Plus Care	205	24

* Above figures are the combined total for County of Santa Clara and City of San Jose Housing Authorities.

C. Management and Maintenance Policies

- (1) Public Housing Maintenance and Management: (list below)
- ✓ *Property Management Policies and Procedures Manual.*
 - ✓ *Public Housing and Admissions and Continued Occupancy Plan.*
 - ✓ *HUD Handbook 7465.1 Public Housing Occupancy Handbook.*
- (2) Section 8 Management: (list below)
- Section 8 Administrative Plan.*

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

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

If yes, list additions to federal requirements below:

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

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

Select one:

- The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at *Attachment B (FY 2007 Capital Fund Program Annual Statement)*

-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 C (FY 2007 Capital Fund Program 5 Year Action Plan)*

-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)

N/A

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

1. Development name:

2. Development (project) number:

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

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

- Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?

If yes, list development name/s below:

- Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?

If yes, list developments or activities below:

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

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name: <u>Sunset Gardens</u>
1b. Development (project) number: <u>CA059005</u>
2. Activity type: Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>3/27/07</u>
5. Number of units affected: <u>75</u>
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

Demolition/Disposition Activity Description	
1a. Development name:	<i>Rincon Gardens</i>
1b. Development (project) number:	<i>CA059004</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/27/07</u>
5. Number of units affected:	<i>200</i>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

Demolition/Disposition Activity Description	
1a. Development name:	<i>Lenzen Gardens</i>
1b. Development (project) number:	<i>CA059007</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/27/08</u>
5. Number of units affected:	<i>94</i>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

Demolition/Disposition Activity Description	
1a. Development name:	<i>Cypress Gardens</i>
1b. Development (project) number:	<i>CA059008</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/27/07</u>
5. Number of units affected:	<i>125</i>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

Demolition/Disposition Activity Description	
1a. Development name:	<i>Miramar and Deborah</i>
1b. Development (project) number:	<i>CA059016</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/27/07</u>
5. Number of units affected:	<i>20</i>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

Demolition/Disposition Activity Description	
1a. Development name:	<i>Eklund 1 and Eklund 2</i>
1b. Development (project) number:	<i>CA059014</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/27/07</u>
5. Number of units affected:	<i>16</i>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

Demolition/Disposition Activity Description	
1a. Development name:	<i>Julian Gardens and Lucretia Gardens</i>
1b. Development (project) number:	<i>CA059012</i>
2. Activity type:	Demolition <input type="checkbox"/> Disposition <input checked="" type="checkbox"/>
3. Application status (select one)	Approved <input type="checkbox"/> Submitted, pending approval <input checked="" type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission:	<u>3/27/07</u>
5. Number of units affected:	<i>25</i>
6. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input checked="" type="checkbox"/> Total development
7. Timeline for activity:	a. Actual or projected start date of activity: <u>04/27/07</u> b. Projected end date of activity: <u>04/27/08</u>

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

[24 CFR Part 903.7 9 (i)]

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

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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.

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

<input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved:)
<input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent
<input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units
<input type="checkbox"/> Other: (describe below)

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/>	HOPE I
<input type="checkbox"/>	5(h)
<input type="checkbox"/>	Turnkey III

<input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) <input type="checkbox"/> Approved; included in the PHA's Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description: *See Attachment H*

a. Size of Program

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

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

25 or fewer participants

26 - 50 participants

51 to 100 participants

Market conditions have severely limited the number of participants qualified to use the homeownership option; currently there are 11 homeownership vouchers.

more than 100 participants

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (1)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? 04/23/99

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

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

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>Women Leading Change (WLC) is a voluntary program which is a partnership between the Housing Authority, United Way, and Lenders for Community Development (LCD) focusing on Single Head of Household (SHOH) with children to become financially literate. All participate in an IDA program with a 2 to 1 match.</i>	97	<i>Specific Criteria: Participant must 1) be SHOH with at least one child under 18; 2.) be employed; 3.) have 3 yrs of employment (not necessarily concurrent; 4.) meet additional criteria of LCD</i>	<i>Community Services office of the Housing Authority</i>	<i>Anyone on Section 8 who meets the minimum criteria</i>
<i>(figures above are combined total for County of Santa Clara and City of San Jose Housing Authorities)</i>				

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FYB 2007 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing	N/A	
Section 8	<i>0 (County of Santa Clara 059) 19 (City of San Jose 056)</i>	<i>155 (County of Santa Clara 059) 124 (City of San Jose 056)</i>

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

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

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

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

Community Service Description of Implementation is attached. (See Attachment F).

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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) *N/A*

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports

- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

N/A

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

N/A

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

N/A

- Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes No: Has the PHA included the PHDEP Plan for FY 2005 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY

[24 CFR Part 903.7 9 (n)]

HUD published the Final Pet Rule per the directions of QWHRA. Changes were made to Chapter 10 of the Housing Authority of the County of Santa Clara's Public Housing Admissions and Continued Occupancy Plan (see Attachment G) to reflect the rule which became effective August 9, 2000. Chapter 10 explains the Housing Authority's policies on the keeping of pets and any criteria or standards pertaining to the policy. The purpose of this policy is to establish procedures in accordance with the Final Rule for the ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes rules governing the keeping of common household pets.

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

Due to severe cuts in operating funds and capital improvement funds, HACSC will explore management alternatives for the public housing properties

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 D*

Provided below:

3. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

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

1. Yes No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)

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

3. Description of Resident Election Process

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

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

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).

Consolidated Plan jurisdiction: *City of Sunnyvale*

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

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

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

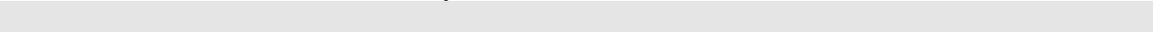
- *To encourage development of more affordable housing.*
- *To preserve affordable housing.*
- *To preserve Section 8 funding and support application for additional funds.*

D. Other Information Required by HUD

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

N/A

Attachments

- A. Admissions Policy for Deconcentration
 - B. FY 2007 Capital Fund Program Annual Statement
 - C. FY 2007 Capital Fund Program 5 Year Action Plan
 - D. Resident Advisory Board (RAB) Members, RAB Meeting Minutes/Comments and Public Hearing Comments.
 - E. List of Resident Board Member
 - F. Community Service Description of Implementation
 - G. Information on Pet Policy (Chapter 10 of the Public Housing Admissions and Continued Occupancy Plan)
 - H. Description of Homeownership Program
 - I. PHA Management Organizational Chart
 - J. Public Housing Admissions and Continued Occupancy Plan (Table of Contents only)
 - K. Section 8 Administrative Plan (Table of Contents Only)
 - L. PHA Certification of Compliance with the PHA Plans and Related Regulations
 - M. Certification of Consistency with Consolidated Plan
- 

ATTACHMENT A

ADMISSIONS POLICY FOR DECONCENTRATION

(Chapter 4, Section F of the Public Housing Admissions and Continued Occupancy Plan)

F. DECONCENTRATION OF POVERTY AND INCOME-MIXING

The Housing Authority's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects.

Gross annual income is used for income limits at admission and for income-mixing purposes.

The Housing Authority will gather data and analyze, at least annually, the tenant characteristics of its public housing stock, including information regarding tenant incomes, to assist in the Housing Authority's deconcentration efforts.

The Housing Authority will use the gathered tenant incomes information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the Housing Authority in its deconcentration goals.

If the Housing Authority's annual review of tenant incomes indicates that there has been a significant change in the tenant income characteristics of a particular project, the Housing Authority will evaluate the changes to determine whether, based on the Housing Authority methodology of choice, the project needs to be redesignated as a higher or lower income project or whether the Housing Authority has met the deconcentration goals and the project needs no particular designation.

Deconcentration and Income-Mixing Goals

Admission policies related to the deconcentration efforts of the Housing Authority do not impose specific quotas. Therefore, the Housing Authority will not set specific quotas, but will strive to achieve deconcentration and income-mixing in its developments.

The Housing Authority's income-mixing goal is a long-range goal and may not be achieved in the first year of implementation. The Housing Authority will use its annual analysis of its public housing stock and tenant incomes to provide benchmarks for the Housing Authority.

The Housing Authority's income-mixing goal, in conjunction with the requirement to target at least 40 percent of new admissions to public housing in each fiscal year to "extremely low-income families", will be to achieve the following occupancy percentages:

- For higher income projects, an occupancy rate of 40% very low- and extremely low-income families.
- For lower income projects, an occupancy rate of 20% families at or above the low-income limit 30% of area median).

In each fiscal year, the Housing Authority will strive to achieve the following goals for deconcentration of poverty and income-mixing:

- Increase the number lower income families into higher income developments.

- Increase the number higher income families into lower income developments.
- Lower income developments where the Housing Authority's goal is to increase higher income families:

Miramar Apartments	Deborah Gardens	Lucretia Gardens
--------------------	-----------------	------------------
- Higher income developments where the Housing Authority's goal is to increase lower income families:

Julian Gardens	Eklund Gardens 1	Eklund Gardens 2
----------------	------------------	------------------

Project Designation Methodology

The Housing Authority will determine and compare tenant incomes at the family developments listed in this Chapter.

Upon analyzing its findings the Housing Authority will apply the policies, measures and incentives listed in this Chapter to bring higher income families into lower income developments and lower income families into higher income developments.

The Housing Authority's goal is to have eligible families having higher incomes occupy dwelling units in projects predominantly occupied by eligible families having lower incomes, and eligible families having lower incomes occupy dwelling units in projects predominantly occupied by eligible families having higher incomes.

Families having lower incomes include very low- and extremely low-income families.

Skipping of families for deconcentration purposes will be applied uniformly to all families.

When selecting applicant families and assigning transfers for a designated project the Housing Authority will determine whether the selection of the family will contribute to the Housing Authority's deconcentration goals.

The Housing Authority will not select families for a particular project if the selection will have a negative effect on the Housing Authority's deconcentration goals. However, if there are insufficient families on the waiting list under no circumstances will a unit remain vacant longer than necessary.

Aggregate Average Method

The Housing Authority will review the annual resident income of all family sites and using the incomes of all families in the targeted developments as a baseline, determine the average income of all of its resident families.

The Housing Authority will designate higher income developments those with average income above the aggregate average.

The Housing Authority will designate lower income developments those with average income below the aggregate average.

Change in Circumstances

Applicants are required to notify the Housing Authority in writing when their circumstances change.

ATTACHMENT B

CAPITAL IMPROVEMENT PROGRAM TABLES

Annual Statement/Performance and Evaluation Report		Grant Type and Number		Federal FY of Grant:	
Capital Improvement Program and Capital Improvement Program Replacement Housing Factor (CIP/CIPRHF) Part I: Summary		Capital Improvement Program Grant No.: CA39PO5950106		2007	
PHA Name: Housing Authority of the County of Santa Clara		Replacement Housing Factor Grant No. N/A			
x Original Annual Statement ___ Reserve for Disasters/Emergencies _ Revised Annual Statement (revision no.)		Final Performance and Evaluation Report			
Performance and Evaluation Report for Period Ending:		Total Estimated Cost		Total Actual Cost	
Line No.	Summary by Development Account	Original	Revised	Obligated	Expended
1	Total non-CFP Funds	\$ -			
2	1406 Operations	\$ 200,000.00			
3	1408 Management Improvements	\$ 56,500.00			
4	1410 Administration	\$ 84,150.00			
5	1411 Audit	\$ 4,050.00			
6	1415 Liquidated Damages	\$ -			
7	1430 Fees and Costs	\$ 35,000.00			
8	1440 Site Acquisition	\$ -			
9	1450 Site Improvement	\$ 870,775.00			
10	1460 Dwelling Structures	\$ 2,769,674.90			
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	\$ 10,000.00			
18	1499 Development Activities	\$ -			
19	1501 Collateralization or Debt Service	\$ 343,221.25			
20	1502 Contingency	\$ -			
21	Amount of Annual Grant (sum of lines 2-20)	\$ 4,373,371.15			

**Annual Statement/Performance and Evaluation Report
 Capital Improvement Program and Capital Fund Program Replacement Housing Factor (CIP/CIPRHF) Part I: Summary**

PHA Name: Housing Authority of the County of Santa Clara		Grant Type and Number Capital Improvement Program Grant No.: CA39PO59501 Replacement Housing Factor Grant No. N/A		Federal FY of Grant: 2007
x Original Annual Statement ___ Reserve for Disasters/Emergencies _ Revised Annual Statement (revision no.:) Performance and Evaluation Report for Period Ending: ___ Final Performance and Evaluation Report				
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
		Original	Revised	Obligated Expended
22	Amount of line 21 Related to LBP Activities			
23	Amount of line 21 Related to Section 504 compliance			
24	Amount of line 21 Related to Security - Soft Costs			
25	Amount of Line 21 Related to Security - Hard Costs			
26	Amount of line 21 Related to Energy Conservation Measures			

**Annual Statement/Performance and Evaluation Report
 Capital Improvement Program and Capital Improvement Program Replacement Housing Factor (CIP/CIPRHF)
 Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Santa Clara		Grant Type and Number		Federal FY of Grant: 2007			
		Capital Improvement Program Grant No.: CA39PO590106					
		Replacement Housing Factor Grant No: N/A					
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost	Status of Work
				Original	Revised		
Fees and Costs	Consultant Fees	1430		\$ 25,000.00			
	Architect/inspection fees	1430		\$ 10,000.00			
			Total 1430	\$ 35,000.00			
Nondwelling Equipment							
			Total 1475	\$ -			
Relocation	Relocation	1495		\$ 10,000.00			
			Total 1495	\$ 10,000.00			
Collateralization or Debt Service	Bond financing approved FY 2006	1501		\$ 343,221.25			
			Total 1501	\$ 343,221.25			
Contingency	Contingency	1502		\$ -			
			Total 1502	\$ -			

**Annual Statement/Performance and Evaluation Report
Capital Improvement Program and Capital Improvement Program Replacement Housing Factor (CIP/CIPRHF)
Part III: Supporting Pages**

PHA Name: Housing Authority of the County of Santa Clara

Grant Type and Number
Capital Improvement Program Grant No.: CA39PO590106
Replacement Housing Factor Grant No: N/A

Federal FY of Grant: 2007

Development Number Name/HA-Wide Activities	All Fund Obligates (Quarter Ending Date)			All funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
04/Rincon Gardens	8/15/2009			8/15/2009			
05/Sunset Gardens	8/15/2009			8/15/2009			
07/Lenzen Gardens	8/15/2009			8/15/2009			
08/Cypress Gardens	8/15/2009			8/15/2009			
12/Lucretia-Julian	8/15/2009			8/15/2009			
14/Halford-Poinciana	8/15/2009			8/15/2009			
16/Miramar-Deborah	8/15/2009			8/15/2009			
HA-Wide							
Operations	8/15/2009			8/15/2009			
Management -	8/15/2009			8/15/2009			
Improvements	8/15/2009			8/15/2009			
Administration	8/15/2009			8/15/2009			
Audit	8/15/2009			8/15/2009			
Fees & Costs	8/15/2009			8/15/2009			
Nondwelling Equipment	8/15/2009			8/15/2009			
Relocation	8/15/2009			8/15/2009			
Collateralization or	8/15/2009			8/15/2009			
Debt Service	8/15/2009			8/15/2009			
Contingency	8/15/2009			8/15/2009			

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

Activities for Year 1 2007	Activities for Year : 4 FFY Grant: 2010 PHA FY: 2010		Activities for Year 5: FFY Grant: 2011 PHA FY: 2011		
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	04/Rincon Gardens		04/Rincon Gardens	Carports	\$ 200,000.00
	Replace unit window & sliding glass doors with Vinyl double pane windows	\$ 1,500,000.00		Replace tile roof	\$ 650,000.00
	Install ceiling fans in 3rd floor units	\$ 4,000.00		Installation of Security Cameras	\$ 35,000.00
	Rehab units	\$ 750,000.00		Rehab units	\$ 250,000.00
	Paint	\$ 45,000.00		Upgrade HVAC in hallway	\$ 500,000.00
	Replace Carpet in Corridors	\$ 87,500.00			
	Replace Entrance doors	\$ 20,000.00			
	Replace awning covers	\$ 28,000.00			
	Modernize landscape	\$ 200,000.00			
	2" Asphalt overlay in Parking lot	\$ 75,000.00			
	Subtotal	\$ 2,709,500.00		Subtotal	\$ 1,635,000.00
	05/Sunset Gardens		05/Sunset Gardens	Carports	\$ 80,000.00
	Improve complex numbering system	\$ 5,000.00		Modernize residential units	\$ 60,000.00
	Paint common areas/ community room	\$ 3,000.00		Seal coat and restripe parking lot	\$ 12,000.00
	Replace community room carpeting	\$ 7,000.00		Roof replacement on Common Building	\$ 152,000.00
	Unit rehab	\$ 562,500.00		Unit rehab	\$ 562,500.00
	Replace Furnaces	\$ 150,000.00		Exterior paint	\$ 60,000.00
				Replace Ramps to units	\$ 600,000.00
	Subtotal	\$ 727,500.00		Subtotal	\$ 1,526,500.00
	Total CFP Estimated Cost	\$ 3,437,000.00		Total CFP Estimated Cost	\$ 3,161,500.00

Capital Improvement Program Five- Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1 2007	Activities for Year : 4 FFY Grant: 2010 PHA FY: 2010			Activities for Year 5 FFY Grant: 2011 PHA FY: 2011		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	07/Lenzen Gardens	Unit rehabs	\$ 470,000.00	07/Lenzen Gardens	Unit rehabs	\$ 470,000.00
					Common area paint	\$ 30,000.00
					Carpet in common areas	\$ 60,000.00
					Replace common area furniture	\$ 30,000.00
		Subtotal	\$ 470,000.00		Subtotal	\$ 590,000.00
	08/Cypress Gardens	Repair landscaping in fire lane area	\$ 18,000.00	08/Cypress Gardens	Install security camera at building entrances	\$ 100,000.00
		Replace domestic water storage tanks	\$ 40,000.00		Unit rehab including bathrooms	\$ 250,000.00
		Replace bathtubs in units	\$ 60,000.00		Kitchen cabinets	\$ 125,000.00
		Card reader access at exterior doors of building	\$ 5,000.00		Replace pocket doors in bathroom	\$ 10,000.00
		Replace Carpeting in Corridors	\$ 25,000.00		Subtotal	\$ 485,000.00
		Unit rehab including bathrooms	\$ 250,000.00			
		Kitchen cabinets	\$ 125,000.00			
		Replace pocket doors in bathroom	\$ 10,000.00			
		Subtotal	\$ 533,000.00			
		Total CFP Estimated Cost	\$ 1,003,000.00		Total CFP Estimated Cost	\$ 1,075,000.00

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

Activities for Year 1 2007	Activities for Year : 2 FFY Grant: 2008 PHA FY: 2008			Activities for Year: 3 FFY Grant: 2009 PHA FY: 2009		
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	012/Lucretia/Julian	Unit rehab Water heaters Replace Unit furnaces Landscaping Parking lot	\$ 135,000.00 \$ 9,000.00 \$ 27,000.00 \$ 15,000.00 \$ 7,000.00	012/Lucretia/Julian	None	\$ -
		Subtotal	\$ 193,000.00		Subtotal	\$ -
	Eklund I and II	Painting Roof Replacement Unit Rehab Water heaters and fan coils Wood trim/siding replacement	\$ 20,000.00 \$ 45,000.00 \$ 95,000.00 \$ 36,800.00 \$ 1,000,000.00	Eklund I and II	Unit rehab Landscape modernization	\$ 50,000.00 \$ 30,000.00
		Subtotal	\$ 1,196,800.00		Subtotal	\$ 80,000.00
	14/Halford-Poinciana	Replace fire sprinkler	\$ 20,000.00	14/Halford-Poinciana	None	\$ -
		Subtotal	\$ 20,000.00		Subtotal	\$ -
		Total CFP Estimated Cost	\$ 1,216,800.00		Total CFP Estimated Cost	\$ 80,000.00

Capital Improvement Program Five- Year Action Plan
Part II: Supporting Pages - Work Activities

Activities for Year 1 2007		Activities for Year : 2 FFY Grant: 2008 PHA FY: 2008		Activities for Year 3: FFY Grant: 2009 PHA FY: 2009	
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost
See Annual Statement	16/Miramar-Deborah Paint exterior Replace boilers systems Replace second floor decks Replace metal railings Unit rehab - including kitchen cabinets Water proof deck coating	\$ 17,500.00 \$ 6,500.00 \$ 4,500.00 \$ 7,500.00 \$ 20,000.00 \$ 4,000.00	16/Miramar-Deborah	Modernize residential units	\$ 80,000.00
	Subtotal	\$ 60,000.00		Subtotal	\$ 80,000.00
	HA- Wide Operations CFP Staff Training Resident initiative computer training Computer Software Senior Housing Coordinator Salaries & benefits Travel Recording Fees Audit Consultant fees Architect/inspection Nondwelling Structures Computer hardware Relocation Collateralization or Debt Service Contingency	\$ 200,000.00 \$ 1,500.00 \$ 7,500.00 \$ 10,000.00 \$ 24,000.00 \$ 54,001.00 \$ 700.00 \$ 150.00 \$ 4,918.00 \$ 25,000.00 \$ 57,154.00 \$ - \$ 10,000.00 \$ 25,000.00 \$ 343,221.25 \$ 10,000.00		Operations CFP Staff Training Resident initiative computer training Computer Software Senior Housing Coordinator Salaries & benefits Travel Recording Fees Audit Consultant fees Architect/inspection Nondwelling Structures Computer hardware Relocation Collateralization or Debt Service Contingency	\$ 200,000.00 \$ 1,500.00 \$ 7,500.00 \$ 10,000.00 \$ 24,000.00 \$ 55,621.00 \$ 700.00 \$ 150.00 \$ 5,066.00 \$ 25,000.00 \$ 58,869.00 \$ - \$ 10,000.00 \$ 25,000.00 \$ 347,758.75 \$ 10,000.00
	Subtotal	\$ 773,144.25		Subtotal	\$ 781,164.75
	Total CFP Estimated Cost	\$ 833,144.25		Total CFP Estimated Cost	\$ 861,164.75

ATTACHMENT D

RESIDENT ADVISORY BOARD MEETING MINUTES/COMMENTS January 25, 2007 5:00 pm Parrot Office

(Includes Public Hearing comments from March 15, 2007)

MEMBERS OF THE RESIDENT ADVISORY BOARD:

The following persons are residents/participants of Public Housing and the Housing Choice Voucher Program:

Edna M. Elkins, Hua Nan, Linda Sloan, Nai Chen, Summer Coulston.

HOUSING AUTHORITY STAFF:

Candace Capogrossi (Deputy Exec. Director); Sandi Douglas (Community Services Mgr); George Lott (Property Mgr); Julie James (Mgt Analyst).

AGENDA:

1. Introductions
2. Purpose of meeting
3. Overview of Plans
4. Discussion of past, continuing and new/planned activities
5. Additional questions/comments from RAB

1. INTRODUCTIONS

2. PURPOSE OF MEETING

In 1998, Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) formed the public housing agency Five-Year and Annual Plan requirement. The Plans provide details about the Housing Authority's goals and activities for their operations and programs in the coming year, including information about program participants, waiting list registrants, and the Housing Authority's strategy for handling operational concerns, residents' concerns and needs, and more.

3. OVERVIEW OF ANNUAL AND FIVE-YEAR PLAN

Each year, the Housing Authority is required to consult the Resident Advisory Board (RAB) to discuss its plans for updating the Annual Plan. The RAB meeting provides the Housing Authority and the residents with a forum for sharing information and discussing the agency's activities and policies. The Housing Authority also holds resident meetings at each of its Public Housing sites to discuss its plans for Capital Improvements funding.

4. DISCUSSION OF PAST, CONTINUING AND NEW/PLANNED ACTIVITIES

Candace Capogrossi welcomed everyone and thanked the RAB for their participation in this year's Plan process. Ms. Capogrossi presented information concerning the Housing Authority's challenges and accomplishments over the past year as well as new and continuing activities planned for the upcoming year:

- A. Opportunity Center – The Housing Authority completed construction of the Opportunity Center of the Midpeninsula, a 5-story, 88-unit housing development in Palo Alto that will house 88 single adults and families who are homeless or in danger of becoming homeless. The residences are located on the second through fifth floors, while a variety of services will be provided on the first floor—lockers, showers, counselors, medical and psychiatric screening, a clothes closet, information and referral services, classrooms and computers, and laundry facilities.
- B. Section 8 Wait List – the Housing Authority reopened its wait list in April 2006 and received registration forms from approximately 59,000 households. There is no new funding for additional vouchers, however, attrition of existing voucher holders allows for re-issuance of approximately 80 vouchers a month.

A member of the RAB asked about how the Housing Authority keeps wait list registrants' mailing address current and asked if registrants could be provided with P.O. boxes for this purpose. Ms. Capogrossi explained that registrants from the wait list are expected to notify the Housing Authority when they have a change of address. Registrants who have no home or permanent address are encouraged to use a family member's or a friend's address as a "care of" mailing address. Many homeless persons also use the address of the shelter where they stay or the agency providing them with supportive services.

- C. Chronically Homeless Vouchers – Last year, the Housing Authority increased its use of vouchers for chronically homeless persons residing in the City of San Jose and County of Santa Clara from 25 to 100. The process for pulling eligible persons from the wait list for this voucher set-aside has been implemented.
- D. Moving To Work – Candy explained the Moving To Work designation which allows a housing authority to operate its Section 8 Program with much flexibility outside the limitations of HUD regulations. The purpose is to use this flexibility to design a program that works more efficiently and encourages low income persons to move to employment and eventually end their reliance on rental assistance. The Housing Authority has been seeking the Moving To Work designation from HUD and hopes to attain it in the next Fiscal Year.
- E. Homeownership program – Last year, the Housing Authority expanded its Section 8 Homeownership Program, making it available to all Section 8 Voucher holders, instead of just Family Self-Sufficiency program participants and disabled families. The Housing Authority continues to partner with Neighborhood Housing Services Silicon Valley, the agency that provides counseling assistance and other resources to clients that are interested in the program.
- F. Women Leading Change – Women Leading Change (WLC) is a new program currently being offered to Family Self-Sufficiency program participants and offers single mothers an education in money management and provides savings fund matching (2 to 1) by the United Way. The Housing Authority will continue to support activities that promote self-sufficiency and asset development for families and individuals participating in Housing Authority programs.

- G. Equal Opportunity in Housing – The Housing Authority continues to take affirmative measures to promote access to assisted housing, to provide a suitable living environment for households living in assisted housing, and to ensure accessible housing to persons with disabilities. In addition, the Housing Authority will enhance its language assistance activities to comply with the new Limited English Proficiency (LEP) regulations, and implement policies supporting the recently passed Violence Against Women Act (VAWA) to assist victims of domestic violence, dating violence, sexual assault and stalking by educating tenants of their rights under the VAWA.
- H. Senior Housing – A member of the RAB asked how the Housing Authority avoids accusations of being discriminating when they provide housing developments only designated for senior housing. Ms. Capogrossi explained that senior-only housing is legal under HUD regulations provided certain criteria are met, including that the development is specifically designed for (architecturally and in the provision of on-site services) and occupied by elderly persons under a Federal, State or local government program. Housing Authorities are required to apply for designation as seniors only.
- I. Public Housing Disposition – The Housing Authority is planning to submit an application to HUD for Disposition of Public Housing. In the application, the Housing Authority will request permission to convert its public housing (550 units) to Section 8 or Project-Based vouchers. This action is needed because the current funding provided by HUD for maintaining and improving public housing (Capital Fund Program) has steadily decreased every year. Converting the public housing will ensure that it continues to serve low-income persons and is maintained properly. If the application for the conversion is not approved, the Housing Authority will continue to utilize the decreasing Capital Fund Program, but may need to explore property management alternatives in order to maintain the housing.
- J. Capital Fund and 5 Year Action Plan - Through HUD's Comprehensive Grant Program, capital funds are distributed to large housing authorities for major capital improvements/investments of public housing developments. Housing Authorities are required to submit a 5-year Action Plan for these funds describing each large capital item and indicating the amount of grant funds anticipated to be spent for the upcoming plan year. In order to determine which projects will be selected to be worked on, keeping in mind funding availability and health and safety projects taking precedence over other activities, the Housing Authority assesses the needs of each public housing building. Suggestions for capital improvements are submitted through different sources, including requests submitted by tenants. The Housing Authority also conducts resident meetings at each public housing facility on an annual basis to discuss needed improvements for each building.

1. ADDITIONAL QUESTIONS/COMMENTS FROM RAB.

The following questions and concerns were voiced by various members of the RAB:

- A. Section 8 versus Tax Credit Housing – A member of the RAB asked why, as a voucher holder, they are asked to answer questions from their landlord about their eligibility for the

tax credit program. Ms. Capogrossi explained that when a voucher holder lives in a development that is also a tax credit project, the property owner must ensure that all residents are eligible according to the tax credit guidelines and the tenant will therefore be asked to provide certain information to the landlord. Additionally, the Housing Authority must ensure that the residents who are also voucher holders are eligible for the Section 8 program.

- B. Housing Assistance Payment Contract and Other Forms – A member of the RAB asked if the contract and other forms used by the Housing Authority could be printed using larger size font so that they will be easier to read. Ms. Capogrossi explained the forms provided by HUD cannot be altered by the Housing Authority. A sample in a larger font may be requested as an accommodation.
- C. Section 8 Voucher Use in Public Housing – A member of the RAB asked if their voucher can be used at a public housing development. Ms. Capogrossi explained that vouchers cannot be used at public housing developments, but that anyone living in a public housing unit pays rent similarly to a voucher-holder, meaning they pay approximately 30% of their adjusted income as their portion of the rent.
- D. Building Safety – A member of the RAB asked about safety concerns they had regarding code violations at their building (privately owned) and whether the Housing Authority’s annual inspection of her unit can address these issues. Ms. Capogrossi explained that the Housing Authority’s inspections deal with HUD-established Housing Quality Standards specifically and that larger issues that are code violations should be dealt with by the local City Code Enforcement entity. If concerned, they should contact the Inspections unit for clarification.
- E. Decorations at Public Housing Sites – A member of the RAB asked if it was true that there is a new rule that residents are not allowed to put up holiday decorations at the public housing sites. George Lott, Property Manager in the Housing Authority’s Property Management Department, stated that there is no such rule and that the only limitation on decorations is that they be inclusive and not exclusive of any particular religion. Clarification of this issue will be issued to the public housing sites.
- F. Scheduling Conflicts for Resident Activities at Public Housing Sites – Members of the RAB and Housing Authority staff discussed a current conflict at one of the public housing sites where two resident groups are trying to use the same community space at the same time and have been unable to resolve the issue. Ms. Capogrossi and Mr. Lott said they will continue to assist the residents in finding solution to the problem that will be acceptable to all sides.
- G. Section 8 Income Limits – A member of the RAB asked for clarification on how the tenant’s portion of rent is determined under the Section 8 Voucher Program as she had heard a “rumor” that tenants are kicked off of Section 8 if they make too much. Ms. Capogrossi explained that there is an income limit which cannot be exceeded when someone first enters the voucher program. However, after entering the program, the participant’s income can increase (and the rental assistance correspondingly decreases) and the tenant will not be terminated from the program unless their income becomes so high

that their portion of the rent is enough to cover the entire rent for the unit. If this occurs for 6 consecutive months, then the Housing Authority would give notice to the tenant that their participation in the Section 8 Program will end.

H. Contacting the Housing Authority – Members of the RAB complained that they sometimes experienced long delays in trying to talk to staff at the Housing Authority. They were either put on hold for long periods of time or left a voice mail message for someone who never returned their call. Ms. Capogrossi stated that the Housing Authority always desires to improve its customer service and she will notify the appropriate staff about these issues.

Ms. Capogrossi thanked the RAB for their time and comments. A copy of the newly updated PHA Annual Plan will be mailed to each RAB member for additional review and comment prior to submission to HUD.*

The meeting was adjourned at 7:00 pm.

** No additional comments were received from the RAB members after viewing the updated plan.*

PUBLIC HEARING COMMENTS

No public comments were received during the Public Hearing held on March 15, 2007, at the Housing Authority office at 100 Great Oaks Boulevard in San Jose, California.

ATTACHMENT E

LIST OF RESIDENT BOARD MEMBERS

The Housing Authority of the County of Santa Clara's Resident Member of the Board of Commissioners is Verna Hayden. Verna was appointed by the Santa Clara County Board of Supervisors. Verna lives at Sunset Gardens, a conventional public housing site in Gilroy, CA. Her term of appointment is April 2006 to April 2008.

ATTACHMENT F

COMMUNITY SERVICE REQUIREMENTS FOR PUBLIC HOUSING

At the time of move in and at each recertification, the Property Specialist will determine if any adult household members (18 or older) is required to perform 8 hours of community service each month per the HUD regulations.

The following adults are exempt from this requirement:

1. Age 62 or older
2. Blind or Disabled as defined by the Social Security Administration and unable to comply with this requirement
3. Primary caretaker for a blind or disabled person
4. Engaged in a work activity
5. Participating in the Family Self Sufficiency program
6. Participating in a Welfare to Work program

All adults who are exempt from this requirement must sign the “Certification of Exemption from Community Service” form at move in and at each recertification.

This regulation must be explained to all new residents and all existing residents who are required to participate. A 12 month supply of “Self-Certification Affidavits” will be given to each participating household member at move in and at each recertification.

Each month, the participant is required to perform a total of 8 hours of community service. The service performed will be documented on a “Self-Certification Affidavit” which will be completed by each participant. The “Self-Certification Affidavit” must be turned in to the Resident Manager along with the rent payment on a monthly basis. We must receive the form by the 5th of each month.

The Resident Manager will forward a copy of the “Self-Certification Affidavit to the Property Specialist as they are received. The Resident Manager will file the original “Self-Certification Affidavit” in the resident file section 1.

The Property Specialist will maintain a “List of Community Service Participants” by property.

On the 10th of each month, the Property Specialist will confirm the “Self-Certification Affidavit” was completed and received from each participant:

1. If the form was received, the Property Specialist will record on the list of participants and file the form in the tenant file in section 1.
2. If the form was NOT received, the Property Specialist will send the “Rental Agreement Violation, Failure to perform Community Service

Requirement” letter. A copy of this letter will be maintained in the resident file. After 7 days, if the “Self-Certification Affidavit” is not received, the Property Specialist will send the “Rental Agreement Violation, Second Warning, Failure to perform Community Service” letter to the resident. A copy of this letter will be maintained in the tenant file. If the “Self-Certification Affidavit” is still not received, no further action will be taken until it is time to begin processing the annual recertification.

During the annual recertification review, the Property Specialist will verify that the Community Service requirement has been met for the preceding 12 month period:

1. If so, the Property Specialist will complete the recertification in accordance with the recertification procedures. The Property Specialist will also determine if any household members are required to participate in the upcoming 12 months. If so, the Property Specialist will give them a 12 month supply of “Self-Certification Affidavits”.
2. If the resident has not met the community service requirement, the “Annual Review of Community Service Requirement” form will be sent to the resident. If the resident turns in the affidavit as requested, the Property Specialist will continue to process the recertification. If the resident does not turn in the requested affidavit, a Notice of Termination of Tenancy will be served. The Property Manager must authorize this action to be taken. The termination of tenancy may be cancelled if the non-complying resident is no longer a member of the household, or in the non-complying member signs an agreement to complete the required service within the next 12 months. The Property Manager must approve this agreement.

ATTACHMENT G

PET POLICY

(Chapter 10 of the Public Housing Admissions and Occupancy Plan)

INTRODUCTION

The Housing Authority has discretion to decide whether or not to develop policies pertaining to the keeping of pets in public housing units. This Chapter explains the Housing Authority's policies on the keeping of pets and any criteria or standards pertaining to the policy. The rules adopted are reasonably related to the legitimate interest of the Housing Authority to provide a decent, safe and sanitary living environment for all tenants, to protecting and preserving the physical condition of the property, and the financial interest of the Housing Authority.

The purpose of this policy is to establish the Housing Authority's policy and procedures for ownership of pets in elderly and disabled units and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. It also establishes reasonable rules governing the keeping of common household pets.

Nothing in this policy or the dwelling lease limits or impairs the right of persons with disabilities to own animals that are used to assist them.

ANIMALS THAT ASSIST PERSONS WITH DISABILITIES

Pet rules will not be applied to animals who assist persons with disabilities.

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability

A. MANAGEMENT APPROVAL OF PETS

All pets must be approved in writing in advance by the Housing Authority management.

The pet owner must submit and enter into a Pet Agreement with the Housing Authority.

Registration of Pets

Pets must be registered with the Housing Authority before they are brought onto the premises. Registration includes certificate signed by a licensed veterinarian or State/local authority that the pet has received all inoculations required by State or local law, and that the pet has no communicable disease(s) and is pest-free.

Registration must be renewed and will be coordinated with the annual recertification date and proof of license and inoculation will be submitted at least 30 days prior to annual reexamination.

Dogs and cats must be spayed or neutered.

Execution of a Pet Agreement with the Housing Authority stating that the tenant acknowledges complete responsibility for the care and cleaning of the pet will be required.

Registration must be renewed and will be coordinated with the annual recertification date.

Approval for the keeping of a pet shall not be extended pending the completion of these requirements.

Refusal To Register Pets

The Housing Authority may not refuse to register a pet based on the determination that the pet owner is financially unable to care for the pet. If the Housing Authority refuses to register a pet, a written notification will be sent to the pet owner stating the reason for denial and shall be served in accordance with HUD Notice requirements.

The Housing Authority will refuse to register a pet if:

The pet is not a common household pet as defined in this policy;

Keeping the pet would violate any House Pet Rules;

The pet owner fails to provide complete pet registration information, or fails to update the registration annually;

The Housing Authority reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. The pet's temperament and behavior may be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

The notice of refusal may be combined with a notice of a pet violation.

A resident who cares for another resident's pet must notify the Housing Authority and agree to abide by all of the pet rules in writing.

B. STANDARDS FOR PETS

If an approved pet gives birth to a litter, the resident must remove all pets from the premises except one.

Pet rules will not be applied to animals who assist persons with disabilities.

Persons With Disabilities

To be excluded from the pet policy, the resident/pet owner must certify:

That there is a person with disabilities in the household;

That the animal has been trained to assist with the specified disability; and

That the animal actually assists the person with the disability.

Types of Pets Allowed

No types of pets other than the following may be kept by a resident.

Tenants are not permitted to have more than one type of pet.

1. Dogs
 - Maximum number: (2)
 - Maximum adult weight: 30 pounds
 - Must be housebroken
 - Must be spayed or neutered
 - Must have all required inoculations
 - Must be licensed as specified now or in the future by State law and local ordinance
2. Cats
 - Maximum number (2)
 - Must be declawed
 - Must be spayed or neutered
 - Must have all required inoculations
 - Must be trained to use a litter box or other waste receptacle
 - Must be licensed as specified now or in the future by State law or local ordinance
3. Birds
 - Maximum number (2)
 - Must be enclosed in a cage at all times
4. Fish
 - Maximum aquarium size 5 gallons
 - Must be maintained on an approved stand
5. Rodents (Rabbit, guinea pig, hamster, or gerbil ONLY)
 - Maximum number 2
 - Must be enclosed in an acceptable cage at all times
 - Must have any or all inoculations as specified now or in the future by State law or local ordinance
6. Turtles
 - Maximum number 2
 - Must be enclosed in an acceptable cage or container at all times
7. Rabbit
 - Maximum number 2
 - Must be enclosed in an acceptable cage or container at all times.

C. PETS TEMPORARILY ON THE PREMISES

Pets which are not owned by a tenant will not be allowed.

Residents are prohibited from feeding or harboring stray animals.

This rule excludes visiting pet programs sponsored by a humane society or other non-profit organization and approved by the Housing Authority.

State or local laws governing pets temporarily in dwelling accommodations shall prevail.

D. DESIGNATION OF NO-PET AREAS

The following areas are designated no-pet areas, except those pets assisting persons with disabilities: community rooms, kitchen, dining room or laundry facilities

E. ADDITIONAL FEES AND DEPOSITS FOR PETS

Tenants with animals must pay a pet deposit.

The resident/pet owner shall be required to pay a refundable deposit for the purpose of defraying all reasonable costs directly attributable to the presence of a dog or cat.

An initial payment of \$100 per pet on or prior to the date the pet is properly registered and brought into the apartment, and;

The Housing Authority reserves the right to change or increase the required deposit by amendment to these rules.

The Housing Authority will refund the Pet Deposit to the tenant within 21 days, less any damage caused by the pet to the dwelling unit, upon removal of the pet or the owner from the unit.

The Housing Authority will return the Pet Deposit to the former tenant or to the person designated by the former tenant in the event of the former tenant's incapacitation or death.

The Housing Authority will provide the tenant or designee identified above with a written list of any charges against the pet deposit.

All reasonable expenses incurred by the Housing Authority as a result of damages directly attributable to the presence of the pet in the project will be the responsibility of the resident, including:

The cost of repairs and replacements to the resident's dwelling unit;

Fumigation of the dwelling unit;

Common areas of the project.

Pet Deposits are not a part of rent payable by the resident.

F. ALTERATIONS TO UNIT

Residents/pet owners shall not alter their unit, patio, premises or common areas to create an enclosure for any animal. Installation of pet doors is prohibited.

G. PET WASTE REMOVAL CHARGE

A separate pet waste removal charge of \$50.00 per occurrence will be assessed against the resident for violations of the pet policy.

Pet deposit and pet waste removal charges are not part of rent payable by the resident.

All reasonable expenses incurred by the Housing Authority as the result of damages directly attributable to the presence of the pet will be the responsibility of the resident, including:

The cost of repairs and replacements to the dwelling unit;

Fumigation of the dwelling unit.

If the tenant is in occupancy when such costs occur, the tenant shall be billed for such costs as a current charge.

If such expenses occur as the result of a move-out inspection, they will be deducted from the pet deposit. The resident will be billed for any amount which exceeds the pet deposit.

The pet deposit will be refunded when the resident moves out or no longer has a pet on the premises, whichever occurs first.

The expense of flea de-infestation shall be the responsibility of the resident.

H. PET AREA RESTRICTIONS

Pets must be maintained within the resident's unit. When outside of the unit (within the building or on the grounds) dogs and cats must be kept on a leash or carried and under the control of the resident or other responsible individual at all times.

Pets are not permitted in common areas including lobbies, community rooms and laundry areas except for those common areas which are entrances to and exits from the building.

Residents/Pet Owners are not permitted to exercise pets or permit pets to deposit waste on project premises.

I. NOISE

Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.

J. CLEANLINESS REQUIREMENTS

Litter Box Requirements. All animal waste or the litter from litter boxes shall be picked up immediately by the pet owner, disposed of in sealed plastic trash bags, and placed in a trash bin.

Litter shall not be disposed of by being flushed through a toilet.

Litter boxes shall be stored inside the resident's dwelling unit.

Removal of Waste From Other Locations. The Resident/Pet Owner shall be responsible for the removal of their pet's waste by placing it in a sealed plastic bag and disposing of it in an outside trash bin.

Any unit occupied by a dog, cat, or rodent will be fumigated at the time the unit is vacated.

The resident/pet owner shall take adequate precautions to eliminate any pet odors within or around the unit and to maintain the unit in a sanitary condition at all times.

K. PET CARE

No pet (excluding fish) shall be left unattended in any apartment for a period in excess of 12 hours.

All residents/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet.

Residents/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets, or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents.

L. RESPONSIBLE PARTIES

The resident/pet owner will be required to designate two responsible parties for the care of the pet if the health or safety of the pet is threatened by the death or incapacity of the pet owner, or by other factors that render the pet owner unable to care for the pet.

M. INSPECTIONS

The Housing Authority may, after reasonable notice to the tenant during reasonable hours, enter and inspect the premises, in addition to other inspections allowed.

N. PET RULE VIOLATION NOTICE

If a determination is made on objective facts supported by written statements, that a resident/pet owner has violated the Pet Rule Policy, written notice will be served.

The Notice will contain a brief statement of the factual basis for the determination and the pet rule(s) which were violated. The notice will also state:

That the resident/pet owner has 14 days from the effective date of the service of notice to correct the violation or make written request for a meeting to discuss the violation;

That the resident/pet owner's failure to correct the violation, request a meeting, or appear at a requested meeting may result in initiation of procedures to terminate the pet owner's tenancy.

O. NOTICE FOR PET REMOVAL

If the resident/pet owner and the Housing Authority are unable to resolve the violation at the meeting or the pet owner fails to correct the violation in the time period allotted by the Housing Authority, the Housing Authority may serve notice to remove the pet.

The Notice shall contain:

A brief statement of the factual basis for the Housing Authority's determination of the Pet Rule that has been violated;

The requirement that the resident /pet owner must remove the pet within 14 days of the notice; and

A statement that failure to remove the pet may result in the initiation of termination of tenancy procedures.

P. TERMINATION OF TENANCY

The Housing Authority may initiate procedures for termination of tenancy based on a pet rule violation if:

The pet owner has failed to remove the pet or correct a pet rule violation within the time period specified; and

The pet rule violation is sufficient to begin procedures to terminate tenancy under terms of the lease.

Q. PET REMOVAL

If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, the situation will be reported to the Responsible Party designated by the resident/pet owner. This includes pets who are poorly cared for or have been left unattended for over 24 hours.

If the responsible party is unwilling or unable to care for the pet, or if the Housing Authority after reasonable efforts cannot contact the responsible party, the Housing Authority may contact the appropriate State or local agency and request the removal of the pet.

If the pet is removed as a result of any aggressive act on the part of the pet, the pet will not be allowed back on the premises.

R. EMERGENCIES

The Housing Authority will take all necessary steps to insure that pets which become vicious, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are referred to the appropriate State or local entity authorized to remove such animals.

If it is necessary for the Housing Authority to place the pet in a shelter facility, the cost will be the responsibility of the tenant/pet owner.

ATTACHMENT H

HOMEOWNERSHIP PROGRAM

Since 1995, the Housing Authority has assisted 88 Family Self-Sufficiency (FSS) participants to purchase a home when they graduated from the program and discontinued their use of their Housing Choice Voucher. In 2002, the Housing Authority augmented homeownership options by implementing the Section 8 Homeownership Program, allowing FSS participants to use their monthly Voucher assistance to help them pay the mortgage when they purchase a home. By January 1, 2003, two low income homeowners bought their home under the Homeownership Program. Both homeowners purchased below market units in an attractive condominium complex in San Jose.

That same year, the Housing Authority entered into a partnership with Neighborhood Housing Services Silicon Valley (NHSSV). NHSSV is a non-profit organization that serves the community in general, offering a variety of products and services to first time and low-income homebuyers. The Housing Authority and NHSSV hold periodic collaborative orientations to introduce Housing Authority clients to the Homeownership Program. NHSSV continues the client's homeownership education for those clients interested in pursuing the program.

One of the key components of the NHSSV services is a first-time homebuyers' workshop. This workshop provides training in the areas of budget, credit repair, loan programs, closing costs, and available grants. Those clients wanting to pursue homeownership schedule an individual meeting with the NHSSV First Time Homebuyers Educational Manager who conducts an in depth analysis of the family's financial and credit circumstances as it relates to their homeownership potential and eligibility in the Homeownership Program. Families are given specific assignments to complete related to their specific situations, i.e., activities that will improve their credit score. Once they have met certain criteria, they can be pre-qualified for a home loan by a NHSSV Specialist, and, when ready, then referred to a NHSSV Seller, who will work with tenants to locate a home. Clients are also free to seek financing and realtor services from other entities.

Starting in 2006, the Housing Authority expanded its Homeownership Program, making it available to 350 of the highest income Voucher holders who were not in the FSS Program. There are now 88 FSS graduates who have purchased a home without assistance and 11 Voucher participants using their Voucher under the Homeownership Program, including two families who were able to purchase homes at an affordable development built by one of our community partners – the Mexican American Community Services Agency (MACSA).

The Housing Authority has always been committed to working with people and families with disabilities. In 2005, Candace Capogrossi, Deputy Executive Director, began working with another one of our community partners, the Housing Choices Coalition (HCC), a local service agency focused on advocacy in housing for persons with disabilities, to determine how the two partners could help develop a homeownership program specific to the needs of this population. HCC consequently created a coalition to support this goal, of which the Housing Authority and NHSSV are members.

More details regarding the Section 8 Homeownership Program are shown are the following pages as excerpted from the Housing Authority's Administrative Plan.

HOMEOWNERSHIP PROGRAM
(Chapter 21 of the Section 8 Administrative Plan)

21.0 INTRODUCTION

The Section 8 Homeownership Program provides eligible Section 8 Housing Choice Voucher participants the option of purchasing a home with their assistance rather than renting.

The HA will offer the homeownership option only to participating families who:

1. Are currently enrolled in the Family Self-Sufficiency (FSS) Program and in compliance with the FSS contract.
2. Are graduates of the Family Self-Sufficiency (FSS) Program.
3. Are elderly families or disabled families.

21.1 FAMILY ELIGIBILITY REQUIREMENTS [24 CFR 982.627]

Participation in the Section 8 Homeownership Program is voluntary. Current Section 8 participants who are enrolled in the FFS program; graduated from the program; or are elderly/disabled families:

1. Must meet the general requirements for admission or continued participation in the Section 8 Housing Choice Voucher Program. Potential participants must have been in the Section 8 Program for a minimum of one year.
2. Must be in full compliance with their lease and Section 8 program requirements.
3. Must be a first time homeowner.
4. Must meet lender's income and credit requirements.
5. At least one adult must be employed full time (minimum of 30 hours per week) and have been continuously employed during the year before commencement in home ownership.
6. Must have completed the Home Ownership Counseling Programs.
7. Must have fully repaid any outstanding debt to the Housing Authority.
8. Must not have defaulted on a mortgage security debt to purchase a home under the homeownership option.
9. Must not have any member who has a present ownership interest in the residence at the commencement of homeownership assistance.

21.2 FIRST TIME HOMEOWNER

Participants in the homeownership program must be "first time homeowners" except families with a disabled member. "First-time homeowners" means that no member of the household has had an ownership interest in any residence during the three years preceding commencement of home ownership assistance (regardless of whether the home was the family's principal residence). However, a single parent or displaced homemaker who, while married, owned a home with a spouse (or resided in a home owned by spouse) is considered

a “first-time homeowner” for the purpose of the Section 8 Homeownership Program. Under certain prescribed circumstances, a “lease-purchase agreement” may be considered an ownership option.

21.3 MINIMUM INCOME REQUIREMENT

Amount of Earned Income:

The minimum gross income is 2000 hours per year of full-time employment at federal minimum wage standards.

Exclusion of Welfare Assistance Income:

With the exception of elderly and disabled families, the HA will disregard any “welfare assistance” income in determining whether the family meets the minimum income requirements for the homeownership program. “Welfare assistance includes but not limited to Temporary Assistance for Needy Families (TANF); Supplemental Security Income (SSI); or other welfare assistance specified by HUD.

“Welfare Assistance” does not affect the calculation of the family’s total tenant payment or the calculation for the amount of homeownership assistance payment.

21.4 EMPLOYMENT HISTORY

Families must demonstrate that one or more adult members have been continuously employed full time (minimum of 30 hours per week) for at least 1 year prior to commencement of homeownership program participation.

Elderly and Disabled families are exempt from the employment requirements. In the case of an elderly or disabled family, the HA will consider income from all sources including welfare assistance.

21.5 HOME OWNERSHIP COUNSELING PROGRAM [24 CFR 982.630]

A family’s participation in the homeownership program is a condition of the family successfully completing Homeownership Counseling sessions conducted by a homebuyer education and counseling agency approved by the Housing Authority.

The following topics will be included in the homeownership counseling sessions:

Budgeting and money management;

Credit counseling;

Home maintenance (including care of the grounds);

How to negotiate the purchase price of a home;

How to obtain homeownership financing and loan pre-approvals, including a description of types of financing that may be available, and the pros and cons of different types of financing;

How to find a home, including information about homeownership opportunities.

21.6 ELIGIBLE UNITS [24 CFR 982.628]

The unit must meet all of the following requirements:

1. The unit was already existing or under construction at the time the family was determined eligible for homeownership assistance.
2. The unit is a one-unit property or a single dwelling unit in a cooperative or condominium.
3. Manufactured homes as defined in the federal register. The manufactured home and the real property upon which the home sits must be eligible for purchase. Or the program may consider purchase of a manufactured home where the family will not own title to the real property if the home is located on a permanent foundation and the family has the right to occupy the manufactured home site for a period of at least 30 years.

21.7 PURCHASE REQUIREMENTS [24 CFR 982.629]

The HA has established the maximum time that will be allowed for a family to locate and purchase a home.

The family's deadline date for locating a home to purchase will be 120 days from the date the family's eligibility for the homeownership option is determined.

The HA will require periodic reports on the family's progress in finding and purchasing a home. The family will provide such reports on a monthly basis to their Family Self Sufficiency case manager in Community Services.

If the family is unable to purchase a home within the maximum time limit, the HA will issue the family a transfer voucher to lease a unit within 60 days.

21.8 CONTRACT [24 CFR 982.631]

The family must enter into a contract of sale with the seller of the unit. A copy of the contract must be given to the HA. The contract of sale must specify the price and terms of sale, and provides that the buyer will arrange for a pre-purchase independent inspection of the home. The contract shall also state that the buyer is not obligated to buy the unit unless the inspection is satisfactory and that the buyer is not obligated to pay for necessary repairs.

21.9 INSPECTION [24 CFR 982.631]

Two types of physical inspections must be completed on the unit. One inspection must be completed by the HA to verify HUD's Housing Quality Standards (HQS). The other inspection must be completed by an independent professional inspector, selected and paid for by the family.

The Professional Property Inspector's inspection must cover major building systems and components. The inspector must be qualified to identify physical defects and report on property conditions, including major building systems and components. These systems and components include, but are not limited to:

Foundation and structure;

Housing interior and exterior;

Roofing;

Plumbing, electrical and heating systems.

Copies of the independent inspection report will be provided to the family and the HA. Based on the information in this report, the family and the HA will determine whether any pre-purchase repairs are necessary.

The HA may disapprove the unit for homeownership assistance because of information in the report. The HA's own Housing Quality Standards inspection may also disqualify the unit.

21.10 FINANCING [24 CFR 982.632]

The family is responsible for securing financing. The HA has established financing requirements, listed below, and may disapprove proposed financing if the HA determines that the debt is unaffordable. The HA may prohibit the following forms of financing:

1. Balloon payment mortgages
2. Variable interest rate loans
3. Seller financing on a case-by-case basis

The HA will require a minimum cash down payment of 3% percent of purchase price to be paid by the participating household. At least one percent of the three percent has to come directly from the family's resources.

21.11 PARTNERSHIPS

The HA has created partnerships with agencies and lenders to assist eligible families obtain homeownership via the Section 8 Program. The partners include City of San Jose Redevelopment Agency and Housing Agency, Fannie Mae, Freddie Mac, Washington Mutual Neighborhood Housing Services of Silicon Valley, etc.

21.12 CONTINUED ASSISTANCE [24 CFR 982.633]

Homeownership assistance may only be paid while the family is residing in the home. The family or lender is not required to refund homeownership assistance for the month when the family moves out.

The family must comply with the following obligations:

The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.

The family may not convey or transfer ownership of the home, except for purposes of financing, refinancing, or pending settlement of the estate of a deceased family member. Use and occupancy of the home are subject to CFR 982.551 (h) and (i).

The family must supply information to the HA as specified in CFR 982.551(b). The family must further supply any information required by the HA or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.

The family must notify the HA before moving out of the home.

The family must notify the HA if the family defaults on the mortgage used to purchase the home.

No family member may have any ownership interest in any other residential property.

Before commencement of homeownership assistance, the family must execute a statement in which the family agrees to comply with all family obligations under the homeownership option.

21.13 MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE [24 CFR 982.634]

Except in the case of elderly or disabled families, the maximum term of homeownership assistance is:

15 years, if the initial mortgage term is 20 years or longer, or

10 years in all other cases.

The elderly exception only applies if the family qualified as elderly at the start of homeownership assistance. The disabled exception applies if, at any time during receipt of homeownership assistance, the family qualifies as disabled.

If the family ceases to qualify as elderly or disabled during the course of homeownership assistance, the maximum term becomes applicable from the date assistance commenced.

21.14 HOMEOWNERSHIP ASSISTANCE PAYMENTS [24 CFR 982.635]

The HA may offer two types of Homeownership Assistance Payments:

The monthly homeownership assistance payment is the lower of: the voucher payment standard minus the total tenant payment, or the monthly homeownership expenses minus the total tenant payment.

21.15 HOMEOWNERSHIP EXPENSES [24 CFR 982.635]

In determining the amount of the homeownership assistance payment, the HA will use the same payment standard schedule, payment standard amounts, and subsidy standards as those described in this plan for the Housing Choice Voucher program.

The HA will pay the homeownership assistance payment to the family or to the lender at the discretion of the HA.

Some homeownership expenses are allowances or standards determined by the HA in accordance with HUD regulations. These allowances are used in determining expenses for all homeownership families and are not based on the condition of the home.

Homeownership expenses include:

1. Principal and interest on mortgage debt.
2. Mortgage insurance premium.

3. Taxes and insurance.
4. The HA utility allowance used for the voucher program.
5. The HA allowance for routine maintenance costs
6. The HA allowance for major repairs and replacements.
7. Principal and interest on debt for improvements.
8. Homeownership Association dues.

21.16 PORTABILITY [24 CFR 982.636, 982.353(b) and (c), 982.552, 982.553]

Subject to the restrictions on portability included in HUD regulations. The family may exercise portability if the receiving HA is administering a voucher homeownership program and accepting new homeownership families.

The receiving HA may absorb the family into its voucher program, or bill the initial HA. The receiving HA homeownership policies apply.

21.17 MOVING WITH CONTINUED ASSISTANCE [24 CFR 982.637]

A family receiving homeownership assistance may move with continued tenant-based assistance. The family may move with voucher rental assistance or with voucher homeownership assistance. Continued tenant-based assistance for a new unit cannot begin so long as any family member holds title to the prior home.

21.18 DENIAL OR TERMINATION OF ASSISTANCE [24 CFR 982.638]

Termination of homeownership assistance is governed by the policies for the Housing Choice Voucher program.

The HA will terminate homeownership assistance if the family is dispossessed from the home due to a judgment or order of foreclosure.

The HA will terminate homeownership assistance if the family violates any of the family obligations, or transfer or conveyance of the ownership of the home, or fails to provide requested information to the HA or commits fraud in relation to the Section 8 Program or Homeownership Option Program.

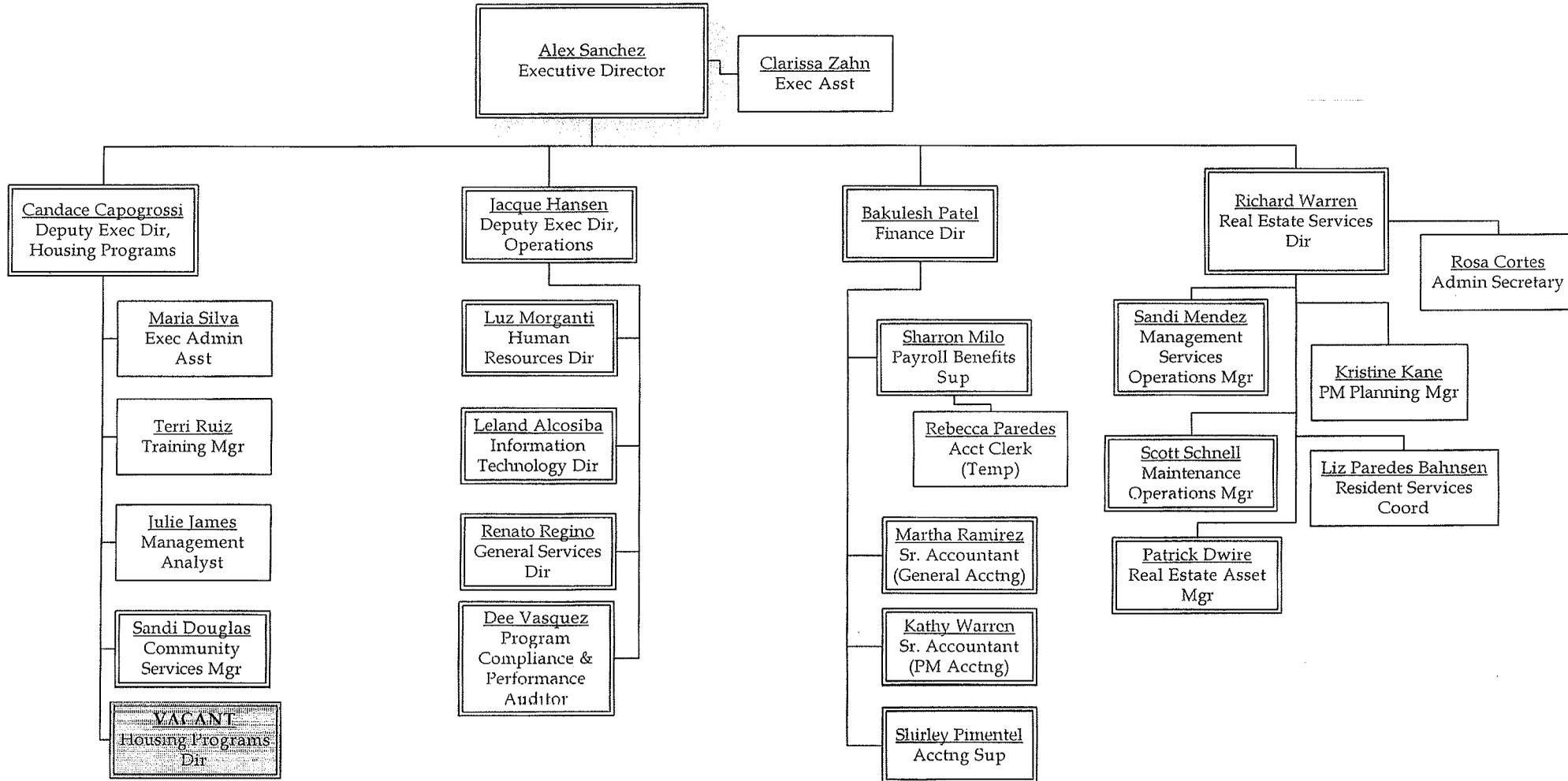
21.19 AUTOMATIC TERMINATION OF HOMEOWNERSHIP ASSISTANCE [24 CFR 982.635 (e)]

Homeownership assistance for a family terminates automatically 180 calendar days after the last housing assistance payment on behalf of the family. However, a PHA has the discretion to grant relief from this requirement in cases where automatic termination would result in hardship for the family.

ATTACHMENT I

ORGANIZATIONAL CHART

Housing Authority of the County of Santa Clara (059) and the City of San Jose (056)



ATTACHMENT J

PUBLIC HOUSING ADMISSIONS AND CONTINUED OCCUPANCY PLAN TABLE OF CONTENTS

(Due to the size of this document, only the Table of Contents has been included here; please contact the Housing Authority at (408) 361-4627 for a complete copy)

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ATTACHMENT K

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**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 X standard Annual, standard 5-Year/Annual or streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2007, 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
County of Santa Clara

CA059

PHA Name

PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 2008 (FYB 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 Bill Anderson	Title Chair, Board of Commissioners
Signature X 	Date April 3, 2007

**Certification of Consistency
with the Consolidated Plan**

**U.S. Department of Housing
and Urban Development**

I certify that the proposed activities/projects in the application are consistent with the jurisdiction's current, approved Consolidated Plan.
(Type or clearly print the following information:)

Applicant Name: Housing Authority of the County of Santa Clara

Project Name: PHA Plan

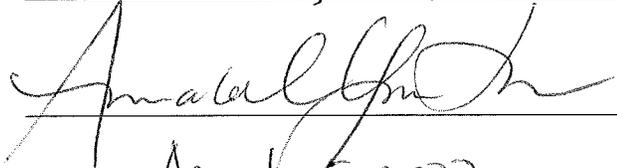
Location of the Project: Administrative Office: 505 W. Julian Street, San Jose, CA 95110
Public Housing: Various sites throughout the County of Santa Clara
Section 8: Various sites throughout the County of Santa Clara

Name of the Federal Program to which the applicant is applying: Submission of PHA Annual Plan

Name of Certifying Jurisdiction: City of Sunnyvale

Certifying Official of the Jurisdiction Name: Annabel Yurutucu

Title: Housing Officer

Signature: 

Date: April 5, 2007