

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 2008

Adopted: April 15, 2008
Resolution #538

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

PHA Name: Livermore Housing Authority
HA Code: CA074

PHA Plan Agency Identification

**PHA Name: LIVERMORE HOUSING
AUTHORITY**

PHA Number: CA 074

PHA Fiscal Year Beginning: 07/2008

PHA Programs Administered:

Public Housing and Section 8 **Section 8 Only** **Public Housing Only**
Number of public housing units: 125 Number of S8 units: Number of public housing units:
Number of S8 units: 719

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

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

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

Display Locations For PHA Plans and Supporting Documents

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

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

PHA Name: Livermore Housing Authority
HA Code: CA074

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]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The Mission of the Livermore Housing Authority is to provide affordable Housing. We provide and maintain safe, quality housing in a cost-effective manner. By partnering with others, we offer rental assistance and other related services to enable residents to become self-sufficient.**

B. Goals

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

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
- Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score 100)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)

- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)
Major improvements to public housing units, ie: fencing, water heaters

PHA Goal: Increase assisted housing choices

Objectives:

- Provide voucher mobility counseling:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

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

PHA Goal: Provide an improved living environment

Objectives:

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

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:

PHA Name: Livermore Housing Authority
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- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)
Continue to improve the Section 8 FSS Program

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)

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 20
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

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

A FY 2008 Annual Agency Plan has been prepared in compliance with Section 511 of the Quality Housing and Work Responsibility Act (QHWRA) of 1998 and the ensuing HUD requirements. The Plan describes the PHA, its mission and strategy for addressing the housing needs of low-income and very-low income families in the City of Livermore.

The Livermore Housing Authority is a public housing agency as defined in the United States Housing Act of 1937, as amended, and CFR, Chapter VIII.

The primary objective of the City of Livermore Housing Authority is to provide decent, safe and sanitary housing to low income families at an affordable price. Our mission is to *provide affordable housing and maintain safe quality housing in a cost-effective manner by partnering with others to offer rental assistance and other related services to enable residents to become self sufficient.*

The LHA has the responsibility for planning, financing, constructing, purchasing and managing properties using a variety of affordable housing programs. As the manager of rental properties, the LHA performs all the functions of a private owner, including selection of residents, rent collection and property maintenance. The LHA administers the Housing Choice Voucher Program to families living in housing that is privately owned. The LHA also has purchased 33 units of affordable and transitional housing.

Federal laws establish the rent structure of the housing programs administered by the LHA and require that family income be verified annually. Federal Regulations also impact the selection of program participants, occupancy, lease and grievance procedures.

The LHA assertively promotes homeownership opportunities and is in the process of implementing a program for participants of the Housing Voucher Program. Community centered homebuyer education and counseling will be provided

The plans, statements, budget summary, policies, etc. set forth in the Annual Plan all lead towards the accomplishment of our goals and objectives. Taken as a whole, they outline a comprehensive approach towards our goals and objectives and are consistent with the Consolidated Plan.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

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

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Attachments

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

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
- X Certification of Compliance – Board Resolution

Supporting Documents Available for Review

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

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
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	Housing Needs
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
X	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Public housing rent determination policies, including the methodology for setting public housing flat rents <input checked="" type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
X	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
X	Public housing grievance procedures <input 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
X	Most recent CIAP Budget/Progress Report (HUD 52825) for	Annual Plan: Capital Needs

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	any active CIAP grant	
X	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <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
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
X	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)
X	Public Housing Community Service Public Housing Pet Policy Voluntary Conversion required initial assessment	

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Income <= 30% of AMI	875	5	5	4	4	4	4
Income >30% but <=50% of AMI	482	5	5	4	3	3	3
Income >50% but <80% of AMI	1403	4	4	3	3	3	3
Elderly	560	5	4	3	3	2	3
Families with Disabilities	408	5	4	4	4	4	4
W/Nonhisp	744	5	4	3	3	3	4
B/Nonhisp	129	5	4	3	3	3	4
Asian/Pa Islander	132	5	4	3	3	3	4
Native American	56	5	4	3	3	3	3
Hispanic	459	5	4	3	3	3	4

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

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

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

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

Housing Needs of Families on the Waiting List					
Waiting list type: (select one)					
<input type="checkbox"/> Section 8 tenant-based assistance					
<input type="checkbox"/> Public Housing					
<input checked="" 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
	PH	HCV	PBV		
Waiting list total	409	1943	906		
Extremely low income <=30% AMI	312			76.28%	
Very low income (>30% but <=50% AMI)	77			18.83%	
Low income (>50% but <80% AMI)	22			4.89%	
Families with children	223				
Elderly families	22			5.38%	
Families with Disabilities	66			16.14%	
White/Non Hisp	306			74.81%	
Black/Non Hisp	75			18.34%	
Nat Amer/Alaskan	4			.98%	
Asian/Pac Islander	24			5.89%	
Hispanic					
Characteristics by Bedroom Size (Public Housing Only)					
1BR	162				
2 BR	191				
3 BR	52				

Housing Needs of Families on the Waiting List			
4 BR	2		
5 BR	2		
5+ BR			
The Housing Choice Voucher Program closed 9/2006 and remains closed. Public Housing Waiting list opened 2/15/2006 and continues open. Does the PHA expect to reopen the list in the PHA Plan year? No Yes X (Sec8) Does the PHA permit specific categories of families onto the waiting list, even if generally closed? X No Yes			

C. Strategy for Addressing Needs

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

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other: Continue Project Based Program

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

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

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

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

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community

- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2008 grants)		
a) Public Housing Operating Fund	312,135	
b) Public Housing Capital Fund	257,193	
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	8,094,893	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant		
i) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
3. Public Housing Dwelling Rental Income	608,960	
4. Other income (list below)		
Non Rental Income	42,652	
4. Non-federal sources (list below)		
Transitional & Affordable Housing	258,424	
Monitoring fees	26,064	
Total resources	9,600,321	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

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

(1) Eligibility

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

- When families are within a certain number of being offered a unit: (state number) 5
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

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

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

PHA Name: Livermore Housing Authority
HA Code: CA074

- 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)
App requests accepted by e-mail, fax or US mail.

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**

N/A

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

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

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

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

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

(3) Assignment

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

- One
 Two
 Three or More

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

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

(4) Admissions Preferences

a. Income targeting:

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

b. Transfer policies:

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

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

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

1 Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
- 2 Veterans and veterans' families
- 2 Residents who live and/or work in the jurisdiction
- 2 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
- Any time family income changes

(6) Deconcentration and Income Mixing

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

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

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

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

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

B. Section 8

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

(1) Eligibility

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

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- 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)
- Monies owed to Housing Authorities

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)

Eviction history and history of damage to rental units with Release from tenant.

All information is based on Housing Authority documentation.

(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)

(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: 1. As a reasonable accommodation for persons with disabilities. 2. A reasonable attempt by the family to locate housing.

(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)

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.

1 Date and Time

Former Federal preferences

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

Other preferences (select all that apply)

- 2 Working families and those unable to work because of age or disability
 2 Veterans and veterans' families
 2 Residents who live and/or work in your jurisdiction
 2 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)

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

- Through published notices
- Other (list below)
Community Outreach

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

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

(1) Income Based Rent Policies

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

a. Use of discretionary policies: (select one)

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

---or---

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

b. Minimum Rent

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

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

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

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

The Livermore Housing Authority Policy is that if the Family requests a hardship exemption, the minimum rent will be suspended until the LHA can determine whether the hardship exists and is of a temporary or long-term nature. Policy is addressed in the Section 8 HCV Administrative Plan and the Public Housing Admissions and Occupancy Policy.

c.

d. 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)

Mandatory Earned Income Disallowance

e. Ceiling rents

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

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

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

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

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

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

f. Rent re-determinations:

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

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

g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month

disallowance of earned income and phasing in of rent increases in the next year?

(2) Flat Rents

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

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

B. Section 8 Tenant-Based Assistance

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

(1) Payment Standards

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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Other (list below)

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

Annually

Other (list below)

When the market requires reconsideration.
Budget restraints

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)

Market conditions

(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)

Minimum rent hardship exemption policies are the same as Public Housing Policy.

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

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

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

An organization chart showing the PHA's management structure and organization is attached. Ca074h01

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

B. HUD Programs Under PHA Management

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

Program Name	Units or Families	Expected
---------------------	--------------------------	-----------------

	Served at Year Beginning	Turnover
Public Housing	125	
Section 8 Vouchers	719	
Section 8 Certificates		
Section 8 Mod Rehab		
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

- (1) Public Housing Maintenance and Management: (list below)
 - Public Housing Admissions and Occupancy Policy
 - Maintenance Operations Manual
 - Grievance Procedures
 - Procurement Policy
 - Investment Policy
- (2) Section 8 Management: (list below)
 - Section 8 HCV Administrative Plan
 - Quality Control Policy

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

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

A. Public Housing

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

If yes, list additions to federal requirements below:

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)]

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

A. Capital Fund Activities

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

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual

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Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) Ca074a01

-or-

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

(2) Optional 5-Year Action Plan

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

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

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name Ca074b01

-or-

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

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

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

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

1. Development name:

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

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

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

If yes, list development name/s below:

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

If yes, list developments or activities below:

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

If yes, list developments or activities below:

8. Demolition and Disposition

[24 CFR Part 903.7 9 (h)]

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

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

2. Activity Description

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

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:

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

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

[24 CFR Part 903.7 9 (i)]

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

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

2. Activity Description

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

Designation of Public Housing Activity Description

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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

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

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

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

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

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

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

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

2. Activity Description

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

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

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

- Families must have fully repaid any outstanding debt to any PHA
- Families must have completed all required home ownership counseling

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (I)]

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

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

- Yes No: Has the PHA has entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive

services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed?
07/01/1999

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

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)
LHA Scholarships	\$4000	Spec criteria	LHA office	both
Cal-Works, Las Positas		Spec criteria	Alameda County	both
CAPE		Spec crit/wait	CAPE	both
Allied Housing Scholarships		Spec criteria	Allied Housing	both
Operation Dressup			Area Churches	both

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2007 Estimate)	Actual Number of Participants (As of: 01/28/08)
Public Housing	0	0
Section 8	23	21

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

If no, list steps the PHA will take below:

The LHA constantly recruits for the FSS Program. Occasionally numbers fall below minimum due to graduation, portability, etc.

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

PHA Name: Livermore Housing Authority
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- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

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

13. PHA Safety and Crime Prevention Measures

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

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

PHA Name: Livermore Housing Authority
HA Code: CA074

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

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

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

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

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

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

C. Coordination between PHA and the police

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

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

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

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2005 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

PHA Name: Livermore Housing Authority
HA Code: CA074

- 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)]

Attachment Ca074f01

15. Civil Rights Certifications

[24 CFR Part 903.7 9 (o)]

Attachment Ca074r01

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

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

17. PHA Asset Management

[24 CFR Part 903.7 9 (q)]

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

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

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

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

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

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

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

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

- Attached at Attachment (File name)
- Provided below:

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

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments
List changes below:
- Other: (list below)

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

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

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

3. Description of Resident Election Process

Resident Commissioner self-nominate to City of Livermore Clerk who does selection.

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).

Attachment Ca074n01

1. Consolidated Plan jurisdiction: Alameda County HOME Consortium

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

- 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)

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

The Consolidated Plan for Alameda County supports the PHA's effort to target lower and very low-income individuals. There is a significant need of affordable housing for persons working to become self-sufficient.

D. Other Information Required by HUD

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

Attachments

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

Section 8 PHA Project-Based Assistance

The Housing Authority of the City of Livermore implemented a Section 8 project-based program in 2002. Major regulatory changes to the program occurred in late 2005. The Board of Commissioners approved the revisions to the Section 8 Administrative Plan on 12/12/07. (Resolution #532) This is included as Attachment CA074l01.

Violence Against Women Act (VAWA)

To comply with the Violence Against Women and Department of Justice Reorganization Act of 2005, the Livermore Housing Authority has implemented policies protecting victims of domestic violence, dating violence and stalking. The LHA will use the services of The Tri-Valley Haven for Women, Sojourner House and Shephards Gate for counseling and emergency housing. Attachment Ca074t01.

- Ca074a01 FY 2008 Capital Fund Program Statement
- Ca074b01 Optional Table for 5-Year Action Plan
- Ca074c01 LHA Resident Board Members
- Ca074d01 LHA Resident Commissioners
- Ca074e01 Community Service Requirements
- Ca074f01 Pet Ownership Policy
- Ca074g01 Progress in meeting mission and goals of 5-year plan
- Ca074h01 LHA Organizational Chart
- Ca074i01 Statement of LEP compliance
- Ca074j01 Definition of “Substantial Deviation”
- Ca074k01 Initial assessment of Voluntary Conversion
- Ca074l01 Project Based Section 8 Program
- Ca074m01 PHA Certification of Compliance-Board Resolution
- Ca074n01 Certification of Local Official
- Ca074o01 Certification for a Drug-Free Workplace
- Ca074p01 Disclosure of Lobbying Activities
- Ca074q01 Certification of Payments to Influence Federal Transactions
- Ca074r01 Civil Rights Certification
- Ca074s01 RAB comments/Public Meeting
- Ca074t01 Violence Against Women Act (VAWA)
- Ca074u01 Homeownership
- Ca074v01 Independent Auditors’ Report

**PHA Plan
 Table Library**

**Attachment Ca074a01
 Capital Fund Program Annual Statement
 Parts I, II, and II**

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

Capital Fund Grant Number **CA39PO7450108** FFY of Grant Approval: 07/01/08

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	\$215,000
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	\$215,000
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

PHA Name: Livermore Housing Authority
HA Code: CA074

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

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost
CA074Leahy	OPERATIONS	1406	\$215,000

PHA Name: Livermore Housing Authority
HA Code: CA074

Annual Statement
Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)
CA074	03/31/10	12/31/11

PHA Name: Livermore Housing Authority
 HA Code: CA074

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

Attachment Ca074b01

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
CA074	LEAHY SQUARE	0		
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
1406 OPERATIONS			\$215,000	07/01/08
Total estimated cost over next 5 years				

Attachment Ca074c01

**HOUSING AUTHORITY OF THE CITY OF LIVERMORE
RESIDENT ADVISORY BOARD**

In compliance with the requirements of the Quality Housing and Work Responsibility Act of 1998, the Livermore Housing Authority assisted residents of Section 8 and Public Housing in establishing a Resident Advisory Council (RAC).

**Current members are: Donna Black
Suzette Smith
Patricia Miller
Virginia Edwards**

Attachment Ca074d01

The Board of Commissioners for the Housing Authority of the City of Livermore includes two Resident Commissioners that are appointed by the City Council. Term of appointment is four years. The current Resident Commissioner is Ghulam Nassiry.

Attachment Ca074e01

**IMPLEMENTATION OF PUBLIC HOUSING RESIDENT
COMMUNITY SERVICE REQUIREMENTS**

The Livermore Housing Authority notified all residents of the Public Housing Leahy Square Apartments of Community Service requirements. In order to be eligible each adult family member must either (1) contribute eight hours monthly of community service or (2) participate in an economic self-sufficiency program unless they are exempt from this requirement.

Notification gave residents a general overview of the regulation including:

- (1) examples of community service or educational programs;**
- (2) exempt status of some family members, e.g. 62 or older, employed;**
- (3) penalties for non-compliance and;**
- (4) steps to cure non-compliance.**

Residents were advised that copies of the Policy would be available for review and comments at the project administration office for 30 days.

Copies of the regulation were provided the Resident Advisory Board and it met on November 28, 2000 to review and give comments.

The Policy was reviewed and approved by the Board of Commissioners on January 10, 2001.

In reviewing the population of Leahy Square (125 households) it appeared that compliance could be achieved by staff. A more intensive review was completed to determine what members of families would be required to comply.

The Livermore Housing Authority in cooperation with community agencies and schools administers the program. The LHA has a cooperate agreement with the area TANF agency and continues to use the agency to verify resident participation in self-sufficiency programs.

The Resident Lease was updated to include the requirement.

Attachment Ca074f01

PET OWNERSHIP POLICY

The Livermore Housing Authority notified all residents of the Public Housing Leahy Square Apartments of new regulations allowing pet ownership. Copies of the proposed policy were made available in the administration office for review.

The notification advised residents that households could own one pet if it is maintained responsibly in accordance with applicable State and local public health, animal control, anti-cruelty laws and apartment regulations and obligations.

Pets are restricted to non farm animals weighing less than 30 pounds. Dogs and cats must be spayed or neutered, licensed and have all required vaccinations. Pets must be under the control of the pet owner and not allowed to run free on the grounds.

Pets must be registered at the office and the owner must provide the name of a responsible person who will care for the animal if the family is unable to.

A pet deposit of \$200 will be required. The LHA will allow a payment plan, if needed. Pet deposits will be used for costs of damages caused by the pet.

These regulations do not affect pre-existing regulations for residents that are elderly or have animals that assist, support or provide service to persons with disabilities.

Copies of the regulation and policy were provided to the Resident Advisory Council for review and comments. The final policy was approved by the Board of Commissioners on January 10, 2001.

The Resident Lease has been amended to include Pet ownership requirements.

Attachment Ca074g01

PROGRESS IN MEETING MISSION AND GOALS OF 5-YEAR PLAN

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

LHA Goal: Expand the supply of assisted housing.

- **The LHA has aligned itself with the City of Livermore to develop more affordable units in the City.**
- **With this partnership, the LHA is in the process of purchasing nine additional low-rent units.**
- **The LHA continues to use the Project-Based Program to provide for special needs or tenants having difficulty finding units.**
- **Section 8 Special Housing Types are available, if needed.**

LHA Goal: Improve the quality of assisted housing.

- **The LHA continues to maintain 125 units of Public Housing, 29 units of low rent housing including 7 transitional units and 719 Section 8 HCV units.**
- **LHA continues to work to maintain high PHAS and SEMAP scores.**
- **The LHA has implemented a Preventative Maintenance Program for Leahy Square.**
- **The LHA has improved the physical landscaping of Leahy Square including completion of peripheral fencing.**
- **The LHA has replaced 28 bathtubs and surrounds. Plans are to continue into next fiscal year.**

LHA Goal: Increase assisted housing choices.

- **The LHA adjusts payment standards as needed to improve voucher use success.**
- **The LHA provides mobility counseling.**
- **The LHA is continuing to expand opportunities to acquire affordable housing.**
- **The LHA is partnering with local housing agencies to assist clients to acquire deposits and moving costs.**
- **The LHA is implementing a Homeownership Program.**

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

LHA Goal: Provide an improved living environment.

- **Continue to improve the physical condition of Leahy Square using Capital Funds and Agency resources.**
- **The LHA provides information by posting materials in lobby and providing referral information.**

HUD Strategic Goal: Promote Self-Sufficiency and asset development of families and individuals.

LHA Goal: Promote Self-Sufficiency and asset development of families and individuals.

- **On-site Pre-school Program (CAPE) provides services to resident children.**
- **Counseling services to FSS and transitional housing families.**
- **Implement a Homeownership Program.**
- **LHA provides scholarships to Public Housing and Section 8 families. \$4000 in scholarship monies were awarded in 2007.**
- **The LHA provides waiting list preferences to encourage self-sufficiency.**

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

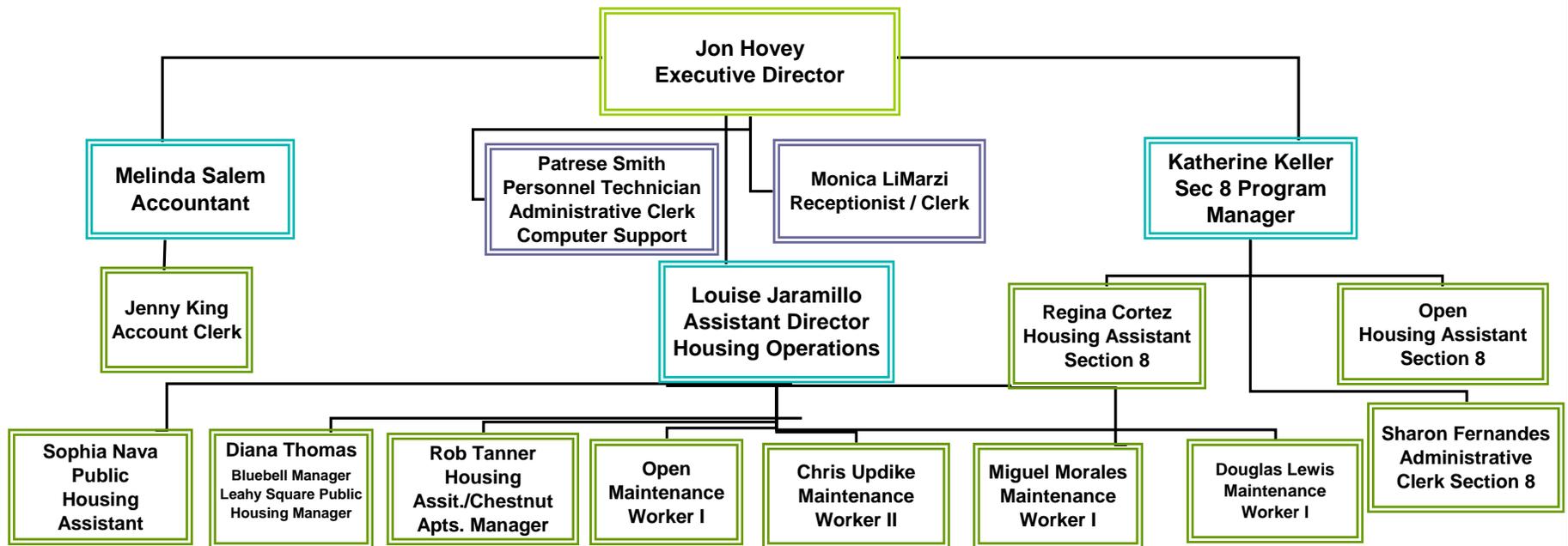
PHA Goal: Ensure equal opportunity and affirmatively further fair housing.

- **The LHA undertakes affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status or disability.**
- **The LHA continues to have contacts with disability groups to find accessible housing.**
- **The LHA is accessing needs of families who have Limited English Proficiency.**

Other LHA Goals and Objectives:

- **Maintain efficient asset management.**
- **Review operations to keep up with changing needs.**
- **Review hardware and software systems to keep up with program requirements and regulation changes.**
- **Maintain program integrity in Public Housing and Section 8 HCV Programs.**
- **Continue to improve Internal Quality Control.**

Housing Authority of the City of Livermore Organizational Chart



Attachment Ca074i01

LEP (Limited English Proficiency Persons)

Statement of LEP Compliance

The Livermore Housing Authority is committed to its obligations to ensure meaningful access to the Authority's programs and services to all eligible persons, including those who have limited English proficiency because of their national origin. The Authority has analyzed its obligation to provide reasonably the greatest degree of access to its programs and services by persons who have limited English proficiency.

LEP individuals are defined as persons who do not speak English as their primary language and who have a limited ability to read, write, speak or understand English.

The Livermore Housing Authority will, when necessary, take affirmative steps to communicate with people who need services or information in a language other than English.

These steps include using bilingual staff, volunteers or private agencies or individuals that provide translating services.

The City of Livermore has a significant Hispanic population. Staff members are available to provide both oral and written interpretation of everyday communications with persons who have limited English proficiency and whose first language is Spanish.

Staff members have been provided guidance in the event any person needs language assistance in any language other than English.

In determining what language service is needed to assist families who have Limited English proficiency, the LHA will consider the following:

- The total numbers of applicants and participants who speak a particular language other than English;
- The cost to hire bilingual staff ; or
- The availability of organizations to translate documents, letters and forms for families who have limited English proficiency.

The LHA will reevaluate its language assistance plan on a yearly basis to determine 1) the population of persons with limited English proficiency has changed and 2) the language assistance provided continues to create meaningful access to the Authority's services and programs.

Attachment Ca074j01

**“SUBSTANTIAL DEVIATION” AND
“SIGNIFICANT AMENDMENT OR MODIFICATION”**

The Livermore Housing Authority will define the following amendments or modifications as considerable departure from present 5 year and Annual Plans:

- **significant changes to admissions policies;**
- **significant changes of waiting list preferences;**
- **significant changes of non-emergency work items, over \$50,000, not included in current annual statement or 5 year action plan; or**
- **change of homeownership activities.**

Any changes adopted to reflect HUD regulatory requirements will not be considered “substantial” or “significant”. These changes will not be considered significant amendments.

Attachment Ca074k01

**INITIAL ASSESSMENT OF VOLUNTARY CONVERSION OF DEVELOPMENT
FROM PUBLIC HOUSING STOCK**

- a. **How many of the PHA's developments are subject to the Required Initial Assessments? One**
- b. **How many of the PHA's developments are not subject to to the Required Initial Assessments based on exemption (e.g. elderly and/or disabled Developments not general occupancy projects? None**
- c. **How many assessments were conducted for the covered developments? One**
- d. **Identify PHA developments that may be appropriate for conversion based on the Required Initial Assessments: None**
- d. **If the PHA has not completed the Required Initial assessments, describe the Status of these assessments: N/A**

SECTION 8 PBV ADMINISTRATIVE PLAN

(FINAL RULE PUBLISHED OCTOBER 13, 2005)

CHAPTER 20

1.1 FAIR HOUSING

It is the policy of the Livermore Housing Authority (LHA) to comply fully with all Federal, State, and local nondiscrimination laws; the Americans With Disabilities Act; and the U. S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity.

No person shall, on the ground of race, color, sex, religion, national or ethnic origin, familial status, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under the LHA housing programs.

To further its commitment to full compliance with applicable Civil Rights laws, the LHA will provide Federal/State/local information to applicants for and participants in the Section 8 Project-Based Voucher (PBV) Program regarding discrimination and any recourse available to them if they believe they may be victims of discrimination. Such information will be made available with the application, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made available at the LHA office. In addition, all written information and advertisements will contain the appropriate Equal Opportunity language and logo.

The LHA will assist any family that believes they have suffered illegal discrimination by providing them copies of the housing discrimination form. The LHA will also assist them in completing the form, if requested, and will provide them with the address of the nearest HUD Office of Fair Housing and Equal Opportunity.

1.2 *REASONABLE ACCOMODATION*

Sometimes people with disabilities may need a reasonable accommodation in order to take full advantage of the LHA PBV program and related services. When such accommodations are granted they do not confer special treatment or advantage for the person with a disability; rather, they make the program fully accessible to them in a way that would otherwise not be possible due to their disability. This policy clarifies how people can request accommodations and the guidelines the LHA will follow in determining whether it is reasonable to provide a requested accommodation. Because

disabilities are not always apparent, the LHA will ensure that all applicants/participants are aware of the opportunity to request reasonable accommodations.

LHA policies for implementation of reasonable accommodations as outlined in Chapter 1.3 and 1.4 of the Section 8 Program Administrative Plan apply to the PBV Program.

1.3 SERVICES FOR NON-ENGLISH SPEAKING APPLICANTS AND PARTICIPANTS

Please refer to Chapter 1 of the Section 8 Administration Plan.

4 FAMILY OUTREACH

The LHA will publicize the availability and nature of the Section 8 PBV Program for extremely low-income and very low-income families in a newspaper of general circulation and by other suitable means. The LHA will also try to utilize public service announcements. The LHA will also distribute fact sheets to the broadcast and news media, and community service agencies.

The LHA will communicate the status of program availability to other service providers in the community and advise them of housing eligibility factors and guidelines so that they can make proper referral of their clients to the program.

1.5 PROJECT-BASED VOUCHER PROGRAM LIMIT

The PBV Program cannot exceed 20 percent of the total budget authority under the LHA's Housing Choice Voucher Program.

1.6 CONSISTENCY WITH THE PHA PLAN

The PBV shall be consistent with the goals and objectives of the LHA Annual Plan.

1.7 RIGHT TO PRIVACY

All adult members of both applicant and participant households are required to sign HUD Form 9886, *Authorization for Release of Information and Privacy Act Notice*. The *Authorization for Release of Information and Privacy Act Notice* states how family information will be released and includes the *Federal Privacy Act Statement*.

Any request for applicant or participant information will not be released unless there is a signed release of information request from the applicant or participant.

In accordance with State and Federal Constitutional protections, the LHA will respect the privacy of information relating to applicants, participants, and tenants in LHA programs. Accordingly, personal information is deemed private and confidential and will be

released only by authorization of the LHA PBV Administrator and written consent of the affected party or by court subpoena.

It is important to note that the privacy policy is applicable to the release of participant information and not the gathering and use of information necessary to ensure eligibility and compliance with program regulations. Except, as required by federal regulations, solicited by the LHA unless directly attributed to carrying out the responsibilities of the agency.

1.9 Definitions

New Construction/Rehabilitation - Units needing at least \$3000 in construction costs to meet Housing Quality Standards in order to participate in the PBV Program

Existing Housing – Housing units that already exist on the proposal selection date and that substantially comply with the HQS on that date. All units must fully comply with the HQS before HAP execution. For purposes of clarification, “substantially comply” is defined to mean that there is at least a Temporary Certificate of Occupancy issued for Newly Constructed Properties or less than \$3000 in repairs necessary to meet HQS in rehabilitated properties.

Twenty-Five Percent Maximum – No more than 25 % of the units in any PBV project may receive assistance excepted as noted below.

- Single family dwellings (four or fewer units)
- Dwellings specifically designated for elderly
- Dwellings specifically designated for disabled families (as defined by HUD in 24 CFR 5.403 (b).
- Families receiving supportive services as defined below.

Exception to Twenty-Five Percent Maximum

PBV units are not counted against the 25% per building cap when units are in a single-family building (less than four units) or are “Excepted Units” in a multifamily building. “Excepted Units” means units in a multifamily building that are specifically made available for qualifying families. Qualifying families are elderly or disabled families or families receiving supportive services. To qualify a family must have at least one member receiving at least one supportive service. The services can either be provided on site or utilized on a referral basis through services staff on site. Eligible services can include:

- Substance Abuse Counseling
- Clinical Services for Non-Disabled Participants
 - Non-Disabled Mental Health Services
 - Non-Disabled Behavioral Support Services
 - Linkages to Medical Providers for Non-Disabled Tenants
- Self –Sufficiency Counseling

- Job Training/Career Counseling
- Money Management Counseling
- Youth Services – Child Care, After School Programs
- Housing Retention
- Section 8 FSS Participation

Monitoring

All services will be monitored annually at the HAP anniversary. Each family will be required to certify that they are maintaining their participation in their services program at the time of the family's annual re-examination. Participation in services will be verified using third party procedures of verification. In addition, the owner must certify annually that it continues to provide a supportive services program. The owner must also notify the LHA immediately once a family is no longer in compliance with their services obligation.

1.10 Inclusion Clause

Notwithstanding the contents of this PBV Administrative Plan, for all areas not specifically addressed by this plan the Section 8 Administrative Plan shall govern as a supplement to Part 983 of 24 CFR.

2.0 UNIT SELECTION CRITERIA

2.1 NON-COMPETITIVE SELECTION PROCESS

Selection of a proposal can be made for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (*e.g.*, HOME, and units for which competitively awarded Low Income Tax Credits have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. In these cases, assistance can be awarded non-competitively and posted for Public Notification.

Non-Competitive proposals can be presented to the LHA at anytime. Owners are not required to wait until an Invitation For Proposals is published to present a proposal for consideration under the guidelines of non-competitive selection. However, the LHA must publish the award of any units under the PBV Program in a newspaper of general

circulation. Every effort will be made to publish the results of any awards under the PBV Program within 30 days of the award date.

2.2 *COMPETITIVE SELECTION PROCESS*

Invitations for proposals to participate in the Project-Based Voucher (PBV) Program may be advertised in a newspaper of general circulation. The Livermore Housing Authority (LHA) will accept applications for at least thirty (30) days from the last day of said publication.

The advertisement will state the number of units available for the Project-Based Program and whether the competition is for rehabilitation, new construction or existing units. In addition, the advertisement shall summarize the unit selection policy for the units to be assisted. However, the unit selection criteria will not be included in the advertisement but in the Request For Proposals. Availability of units under the Existing Housing option may be advertised in separate advertisements.

2.3 *RECEIVING AND SCREENING COMPETITIVE PROPOSALS*

When Project-Based proposals are received, the date of receipt will be marked on each proposal and a proposal number assigned to it. Essential information will be logged on the appropriate control log, and a file folder will be established for each proposal. Clearly ineligible proposals will be rejected at this point.

If more proposals are received than can possibly be funded, a priority system for processing the remaining proposals will be established. Proposals that are unable to be assisted at the time of project selection will be rejected and will have to re-apply during future outreach.

Two types of criteria will be used to place proposals in the appropriate category. They are Requirements and Rankings. If a proposal fails to meet a requirement, it is clearly ineligible and will be rejected. A system of rankings will be used to determine which proposals will be processed immediately. Projects scoring the highest number of points in the ranking process shall be given priority for consideration. All projects selected must score at least 60 % of the total attainable points in order to be selected for participation in the PBV Program.

2.4 *REQUIREMENTS FOR NON-COMPETITIVE AND COMPETITIVE PROPOSALS*

If the following requirements are not met, proposals will be rejected:

- a) The project under consideration must meet HUD goals for deconcentration of poverty in determining areas in which to place subsidized units pursuant to 24 CFR 983.57.
- b) Generally, no more than 25 percent of the dwelling units in each building may have project-based voucher or any other federal project-based housing assistance. The following types of housing units are exempt from the 25 percent per building cap:

- i. Project-based dwelling units in single family (one-to four-unit) properties;
 - ii. units in a multifamily building (5 or more units) set aside for elderly or disabled families; and
 - iii. units in a multifamily building set aside for families participating in support services programs supplied by the owner on site or on a referral basis as specified in Section 1.9 above.
- c) The restrictions concerning the number of subsidized units in each building apply to all types of housing selected for the project-based voucher program—existing, newly constructed, and rehabilitated housing.
- d) The proposed property must be eligible for the PBV Program. The LHA will consider rehab, new construction and existing units for PBV assistance.
- e) The following types of units are not eligible for participation in the program:
- Owner occupied units;
 - Housing for which the construction/rehabilitation has started prior to Agreement execution, except for existing housing projects;
 - Manufactured homes;
 - Shared housing;
 - Nursing homes and facilities providing continual psychiatric, medical, nursing services, board and care or intermediate care;
 - Units within the grounds of penal, reformatory, medical, mental, and similar public or private institutions;
 - College or other school dormitory;
 - Public Housing units owned by the LHA;
 - Units subsidized by any other Section 8 assistance (tenant-based or project-based);
 - A unit subsidized with any State or local rent subsidy;
 - A Section 236 project or a unit subsidized with Section 236 rental assistance payments;
 - A unit subsidized with rental assistance payments under Section 521 of the Housing Act of 1949;
 - Housing assisted under former Section 23 of the U.S. Housing Act of 1937 (before amendment by the HCD Act of 1974);
 - A Section 221 (d)(3) project;
 - A project with a Section 202 loan;
 - A Section 202 project for non-elderly persons with disabilities (Section 162 assistance);
 - Section 202 supportive housing;
 - Section 811 supportive housing;
 - Section 101 rent supplement projects;
 - Transitional Housing;
 - High-rise elevator project for families with children;

- A unit subsidized with tenant-based assistance under the HOME Program; or any unit with other duplicative federal, state or local housing subsidy, as determined by HUD. For this purpose, “housing subsidy” does not include welfare payments, a social security payment received by the family or a rent reduction because of a tax credit.
- c) Proposed contract rents must not exceed either 110% of the established Fair Market Rents as published by HUD in the Federal Register, or the HUD approved exception rents if applicable.
 - d) Pursuant to the Livermore Consolidated Plan and the LHA PHA Plan, the goal of the PBV Program is to increase the number of affordable housing units in Livermore utilizing PBV assistance to ensure affordability of housing for low-income families. The proposed site must meet certain site and neighborhood standards specified in the Code of Federal Regulations, (24CFR 983.57). Although it will not be possible to determine compliance with all of the standards until an inspection is completed.

Generally the LHA must determine whether the census tract in which the proposed PBV development will be located is (i) in a HUD-designated Enterprise Zone, Economic Community, or Renewal Community; (ii) Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition; (iii) Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization; (iv) Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement; (v) Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area; (vi) If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate; (vii) Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

In addition, the site must be suitable from the standpoint of facilitating and furthering full compliance with the applicable provisions of Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d–2000d(4)) and HUD’s implementing regulations at 24 CFR part 1; Title VIII of the Civil Rights Act of 1968 (42 U.S.C. 3601– 3629); and HUD’s implementing regulations at 24 CFR parts 100 through 199; Executive Order 11063 (27 FR 11527; 3 CFR, 1959–1963 Comp., p. 652) and HUD’s implementing regulations at 24 CFR part 107. The site must meet the section 504 site selection requirements described in 24 CFR 8.4(b)(5).

The site must meet the HQS site standards at 24 CFR 982.401(1).

- a) Owners must provide a relocation plan regarding temporary relocation. Current occupants of units to be assisted must appear to be eligible for Section 8 assistance.

Therefore, if the units to be assisted are occupied by over-income tenants, the proposal calls for a reduction in the total number of units in a fully occupied building, or if the families to be assisted are living in units which are not suitable to family size, the project generally will be rejected or partially assisted. (Rehabilitation and Existing Only) Relocation provisions for minimizing displacement do not apply to Existing Housing Projects.

The project must meet Uniform Relocation Act requirements as follows:

Temporary relocation will not exceed 12 months and every tenant will be given 30 days written notice regarding any relocation along with a copy of the approved relocation plan. Tenants must be provided with alternative housing that is safe, decent and sanitary and receive reimbursement from the owner for reasonable out-of-pocket expenses incurred in connection with the temporary relocation. Such expenses include moving costs to and from temporary housing, increases in monthly housing costs and increases in utility costs.

If the owner can demonstrate that permanent displacement can be prevented by allowing over-income tenants to remain in unassisted units or ineligible tenants to be housed in a suitably sized unit in the same building or complex, the proposal may still be accepted.

Any preliminary determination of a family's eligibility during the initial screening process will be based on unverified information provided in the owner's proposal.

- b) The owner must provide acceptable evidence of site control (a copy of the deed, purchase option, contract of sale or other documents acceptable to the LHA as proof of ownership). The LHA may reject a proposal if adequate evidence of site control is not provided.
- c) Owners must submit the proposed contract rent per unit, including an indication of which utilities, services and equipment are included in the rent, and which are not included. For those utilities that are not included in the rent, an estimate of the average monthly cost for each unit type for the first year of occupancy must be submitted. The LHA may reject a proposal at the initial screening stage if the proposal appears clearly unfeasible because the current rents substantially exceed the Section 8 Existing Housing Payment Standard Rent Limits.

If the owner is willing to accept lower rents, the owner may appeal the proposal rejection.

- d) The owners must submit a completed HUD form No. 2530 - Previous Participation Certification for all principal participants.

- e) Housing to be assisted under the PBV Program must be modest in design. Amenities must be limited to those amenities, as determined by HUD, that are generally provided in unassisted, decent, safe and sanitary housing for lower income families in the market area. The use of more durable, high-quality materials to control or reduce maintenance, repair and replacement costs is not considered an excess amenity.
- f) Acceptable amenities are range/oven, refrigerator, disposal, vent fan, carpet/drapes, laundry (coin), underground garage, and solar heat/hot water.
- g) Before any property can be contracted for PBV assistance, the LHA must contract with the unit of general local government to complete environmental review procedures or make a determination that project to be assisted is exempt under 24 CFR 58.34 or is categorically excluded and not subject to compliance with environmental laws.
- h) All contracted housing must meet applicable accessibility requirements as set forth in Section 504 of the Rehabilitation Act of 1973 in addition to any applicable State and local standards. Moreover, all units must meet the requirements of the Fair Housing Amendment Act of 1988 pursuant to 24 CFR 100.205.
- i) Properties assisted under the “Existing” PBV guidelines must conform to Section 302 of the Lead-Based Paint Poisoning Prevention Act by establishing procedures to eliminate as far as practicable the hazards of lead-based paint. This requirement does not apply to studio or single room occupancy units. All painted surfaces, interior and exterior, up to five feet from the floor or ground readily accessible to children under seven years of age must be free of chipping, peeling and loose paint.
- j) Projects seeking to rehabilitate existing structures require a minimum expenditure of \$3,000.00 per assisted unit, including the unit’s prorated share of work to be accomplished on common areas or systems. “Existing Housing” Projects must require less than \$3000.00 repairs per assisted unit including the unit’s prorated share of work to be accomplished on common areas or systems. There is no limit on the amount of expenditure for new construction projects.
- k) Owner must certify that they have not been debarred from participating in the Section 8 Project-Based Voucher Program or any other Federal Subsidy Program.

2.5 NEW CONSTRUCTION REQUIREMENTS

The owner must submit to the LHA an architect’s certification that the working drawings, specifications and proposed construction comply with HUD minimum property standards, local codes and ordinances, and zoning requirements.

All sites must be consistent with the requirements of 24 CFR 983.57 and this Administrative Plan. The site must not be located in an area of minority concentration,

except if sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or the project is necessary to meet overriding housing needs that cannot be met in that housing market area.

2.6 ALL OWNER APPLICATIONS MUST CONTAIN:

- a) A description of the proposed housing, including the number of units by size, bedroom count, bathroom count, sketches of the proposed building, unit plans, listing of amenities and services, and estimated date of completion; Existing Housing Projects are excepted from provisions requiring constructions plans and drawings.
- b) Identification and description of the proposed site, site plan and neighborhood, and evidence of site control;
- c) Evidence that the proposed New Construction is permitted by current zoning ordinances or regulations or evidence to indicate that the needed re-zoning is likely and will not delay the project; Existing Housing Projects are not subject to this provision.
- d) A signed certification of the owner's intention to comply with Title VI of the Civil Rights Act of 1966, Title VIII of the Civil Rights Act of 1968, E.O. 11063, E.O. 11246, Section 3 of the Housing and Urban Development Act of 1968 and all applicable Federal requirements listed in 24 CFR 983.11 including, but not limited to, the payment of not less than the prevailing wages in the locality pursuant to the Davis-Bacon Act to all laborers and mechanics employed in the construction or rehabilitation of the project; Existing Housing Projects are not subject to Federal Labor Standards.
- e) A statement from the owner certifying the number of persons, businesses, non-profit corporations occupying the property on the date of submission of the application; the number of persons displaced, temporarily relocated or moved permanently within the building complex; estimated cost of relocation payments and services; the funding source of relocation activities; and the name of the organization that will carry out the relocation activities. Existing Housing Projects are not subject to the provisions of Relocation.
- f) The identity of the owner, developer, builder, architect, management agent (and other participants), the names of officers and principal members, shareholders, investors and other parties having a substantial interest; the previous participation of each in HUD Programs on the prescribed HUD Form No. 2530 and a disclosure of any possible conflict of interest by any of these parties that would be a violation of the Agreement or the Contract; and information on the qualifications and experience of the principle participants;
- g) The owner's plan for managing and maintaining the units;

- h) Evidence of financing or lender interest and the proposed terms of financing;
- i) The proposed term of the Contract; and
- j) Such other information as the LHA believes necessary.

2.8 NOTIFYING OWNERS OF SCREENING RESULTS

Once proposals have been screened, owners will be notified about the results. Rejection letters will include the reason for the rejection and indicate the owner's right to appeal the rejection. The LHA must also give prompt Public Notice of such selection. For purposes of announcing PBV awards, Public Notice shall be given in the form of posted notices in the LHA main office at 3203 Leahy Way and advertisement in a newspaper of general circulation.

The owner should understand that the proposal has not yet been approved for rehabilitation/construction, but only selected for processing. Owners must not begin the rehabilitation/construction or be cautious about entering into commitments for financing or contracts for rehabilitation/construction until the project has been approved.

A formal briefing of tenants will be conducted at a later date; however, tenants will need some basic information about the program and the status of the proposal before inspections of their units begin. The LHA may participate in a meeting scheduled with the tenants to discuss the program.

The information collected during the inspection must be sufficient to (1) determine that site and neighborhood standards and other Federal requirements are met; (2) identify the rehabilitation/construction work that is required for units to meet standards or to repair or replace building systems and components in danger of failure; (3) identify other rehabilitation/construction work that the owner wishes to complete and additional energy conservation items that may be cost effective.

When the inspection is completed, the inspector and the owner should agree on the following:

- Deficiencies which must be corrected in order for the assisted unit(s) to meet Housing Quality Standards (HQS) or other Local Standards approved by HUD (including requiring weather stripping and caulking) and, in general terms, the extent of the work that will be done. All units must meet HQS standards prior to execution of the HAP Contract.

- Building systems or components in danger of failure that will be repaired or replaced and, in general terms, the extent of the work that will be done.
- Other rehabilitation/construction work that is eligible under the program, such as making the units accessible for the handicapped or completion of optional energy conservation work.
- Routine maintenance items which must be corrected at the owner's expense because they are not eligible work items.

Other property improvements the owner wishes to make which are not eligible work items under the PBV Program. Condition reports of eligible required work items will be prepared by the LHA or its subcontractor. If during the initial inspection, the LHA discovers that the proposal does not meet program requirements, the owner will be informed in writing of the reason(s) for the rejection and of the right to appeal.

2.9 RANKING AND SELECTION OF COMPETITIVE PROPOSALS

The items on the checklist have been listed in order of importance, with the greatest number of points awarded for factors that are most important and essential to project success.

The LHA will score the project as a whole, taking into consideration a wide variety of factors that are not easily quantifiable. Generally, projects scoring the highest points for each category will receive the highest overall feasibility scores. However, the LHA will be consistent as possible in awarding points. Screening of Existing Housing Projects will be conducted separately from New Construction/Rehabilitation Projects.

The LHA will select projects it plans to approve and notify all owners of the results. Selection will be based on the results of the ranking; however, when applicable, the selection scoring may be adjusted somewhat to take into consideration the number and bedroom distribution of units approved in the allocation.

Tied scores shall be selected based on the date and time a proposal was received

Owners whose proposals have been selected will be informed in writing of the number of units that the LHA has tentatively approved, and the owner advised to request all tenants of units proposed for assistance prepare preliminary applications so tenant eligibility can be determined.

Incomplete applications or applications that cannot be fully funded shall be rejected. Owners shall be advised that they may resubmit the application at a later date in response to a future advertisement. Applications that are deemed incomplete due to technical

errors in the documentation may be given an opportunity to correct the error and considered for the advertisement to which it responded initially.

For proposals in which the LHA has an identity of interest, the LHA will request that another entity select, score and rank eligible projects.

The preliminary selection notice will explain to the owner the next steps in processing the proposal, including:

- Obtaining a firm financial commitment.
- Notifying tenants about the selection of the proposal for Section 8 project-based assistance and their relocation responsibilities and rights. The owner should inform the tenants that the LHA will contact them to set up meetings to determine eligibility for the program and explain their rights and responsibilities under the program. A more detailed briefing will be provided by the LHA when eligibility interviews are conducted.
- The selection of a rehabilitation/construction contractor is the sole responsibility of the owner; the LHA will not assume any responsibility or liability for the performance of any contractor. Owner must be willing to certify that the selected contractor has not been debarred from participation in Federally Funded Programs.
- Filling vacancies with applicants from the LHA waiting list prior to the execution of the HAP Contract.

2.9.1 SELECTION OF NON-COMPETITIVE PROPOSALS

Notwithstanding the competitive selection procedures, selection of a proposal can be made for housing assisted under a federal, state, or local government housing assistance, community development, or supportive services program that requires competitive selection of proposals (*e.g.*, HOME, and units for which competitively awarded Low Income Housing Tax Credits have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection proposal did not involve any consideration that the project would receive PBV assistance. In these cases, assistance can be awarded non-competitively and posted for Public Notification.

Non-Competitive proposals can be presented to the LHA at anytime. Owners are not required to wait until an Invitation For Proposals is published to present a proposal for consideration under the guidelines of non-competitive selection. However, the LHA must publish the award of any units under the PBV Program in a newspaper of general circulation within 30 days of the award notice.

2.10 AHAP REQUIREMENTS

1. Complete and Approved Application
2. Environmental Impact Review/Clearance
3. Subsidy Layering Review – Where applicable
4. Inspection of Units/Site prior to Start of Construction
5. HUD Release of Funds Authorization

Units that are occupied by ineligible tenants cannot be placed under Agreement or HAP Contract. The Agency will inspect each unit proposed for the PBV Program and identify any tenants that reside in said units.

A variety of problems may be encountered in determining family eligibility, including families who are not income eligible and otherwise eligible families whose units are too large or too small for their family composition. In addition, families selected for “excepted” units must meet the requirements set forth by the supportive services plan for the property.

2.11 REQUIREMENTS FOR COMPLETION OF CONSTRUCTION

In order for units constructed or rehabilitated under the PBV program to be accepted for assistance, the owner must provide the LHA with the following:

- Owner certification that the work has been completed in accordance with the HQS and all requirements of the Agreement; and
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing.
- For New Construction and Substantial Rehab, a Certificate of Occupancy
- Architect’s Certification that the work has been completed in accordance with the HQS and all State, local and other Building Codes.

3.0 RENT AND HOUSING ASSISTANCE PAYMENT

3.1 HAP CONTRACT TERM/EXTENSION

The initial Housing Assistance Payments Contract term for the project may be for up to ten years subject to the future availability of sufficient appropriated funds under the LHA’s consolidated ACC with HUD. Within one year before expiration, the LHA may agree to extend the term of the HAP contract for an additional term of five years if the LHA determines an extension is appropriate to continue providing affordable housing for low-income families. Subsequent extensions are subject to the same limitations. Any extension of the term must be on the form and subject to the conditions prescribed by HUD at the time of the extension. It is the intent of the LHA PBV Program to renew

PBV HAP Contracts for as long as the overriding need for affordable housing exists and the HAP is necessary to ensure financial viability for the property owner.

3.2 HAP CONTRACT AMENDMENTS (TO ADD OR SUBSTITUTE CONTRACT UNITS)

- At the discretion of the LHA and subject to all PBV requirements, the HAP contract may be amended to substitute a different unit with the same number of bedrooms in the same building for a previously covered contract unit. Prior to such substitution, the LHA must inspect the proposed substitute unit and must determine the reasonable rent for such unit.
- At the discretion of the PHA, and provided that the total number of units in a building that will receive PBV assistance or other project-based assistance will not exceed 25 percent of the number of dwelling units (assisted or unassisted) in the building or the 20 percent of authorized budget authority as provided in Section 983.6, (Unless Excepted Units are already authorized in the project), a HAP contract may be amended during the three-year period immediately following the execution date of the HAP contract to add additional PBV contract units in the same building. An amendment to the HAP contract is subject to all PBV requirements (e.g., rents are reasonable), except that a new PBV request for proposals is not required. The anniversary and expiration dates of the HAP contract for the additional units must be the same as the anniversary and expiration dates of the HAP contract term for the PBV units originally placed under HAP contract.

3.3 RENT

The initial rent to owner is established at the beginning of the HAP contract term. It cannot exceed the lesser of 110 % of the applicable FMR (or HUD approved Exception FMR), the reasonable rent or the rent requested by the owner.

Rents for units in which the LHA has an identity of interest must be established by a HUD-approved independent entity. Initial rents must be established by a State Certified Appraiser to establish reasonable rents for the units and approved by HUD. In no circumstance can initial rents exceed 110% of the established Fair Market Rent or HUD approved Exception Rent.

Annual rent increases must be requested from the LHA no less than 60 days prior to the HAP Contract anniversary date in order to be effective on the Contract anniversary date. Failure to submit the request for a rent adjustment in time will result in no increase for the new contract year. Rents may be adjusted up, down or left as is, subject to funding availability.

3.4 RENT REASONABLENESS

LHA will not approve an initial rent or a rent increase for any PBV unit without determining that the rent amount is reasonable. Reasonableness is determined prior to the initial lease and at the following times:

- A. At the time a request for a rent increase is received from the owner;
- B. If there is a 5 % or greater reduction in the FMR that is in effect 60 days before the contract anniversary as compared with the FMR in effect one year before the contract anniversary;
- C. Whenever the LHA approves a change in the allocation of responsibility for utilities between owner and tenant;
- D. Whenever the HAP contract is amended to substitute a different contract unit in the same building; and
- E. Whenever there is any other change that may substantially affect the reasonable rent.

3.5 *MAXIMUM SUBSIDY*

Maximum project-based assistance cannot exceed 110 % of the established Fair Market Rent (FMR) published by HUD or the exception payment standard rent (requested by the LHA and approved by HUD)

3.6 *UTILITY ALLOWANCE*

Please refer to Chapter 6, letter N.

3.7 *CHANGE OF OWNERSHIP*

All changes in ownership for PBV units must comply with the provisions set forth in the HAP Contract. All changes of ownership for PBV units must be approved by the LHA prior to closing.

Changes of ownership executed without LHA approval may result in HAP Contract termination.

4.0 Inspection Policies, Housing Quality Standards, and Damage Claims

The LHA will inspect all units to ensure that they meet Housing Quality Standards (HQS). No unit will be initially placed on the Section 8 PBV Program unless the HQS are met. Units will be inspected at least annually, and at other times as needed, to determine if the units meet HQS. At the LHA's discretion, a sample of units for a particular project representing a minimum of 20% will be inspected. If 20% or more of the sampling of units fail HQS, 100% of the units must be inspected for the property. The sampling will be selected to ensure that all units are inspected within a 5-year cycle.

The LHA must be allowed to inspect the dwelling unit at reasonable times with reasonable notice. The family and owner will be notified of the inspection appointment by first class mail. If the family cannot be at home for the scheduled inspection appointment, the family must call and reschedule the inspection or make arrangements to enable the LHA to enter the unit and complete the inspection.

If the family misses the scheduled inspection and fails to reschedule the inspection, the LHA will only schedule one more inspection. If the family misses two inspections, the LHA will consider the family to have violated a Family Obligation and their assistance will be terminated. Inspection standards outlined in Section 10 of the Section 8 Administrative Plan and 24 CFR 982.401 apply to the PBV Program.

Quality Control Inspections

A representative sample, not to exceed 5 %, of PBV units shall be included in LHA supervisory quality control HQS inspections.

PHA Owned Units

Units in which the LHA has an Identity of Interest must be inspected by a public or private independent entity or the unit of general local government. The independent entity must furnish a copy of each inspection report to the HUD Field Office.

5.0 LHA OWNED HOUSING

Units owned by the LHA and not receiving subsidy under any other program are eligible housing units for the PBV Program. In order to comply with federal regulation, the LHA will be required to request that the Regional HUD office conduct the provisions set forth pursuant to 24 CFR 983.59, 983.301 (g) and 983.303 (f).

6.0 REPAYMENT AGREEMENTS

Refer to Chapter 18 of the Section 18 of the Section 8 Administrative Plan.

6.1 OWNERS AND FAMILY DEBTS

LHA's policies regarding the collection of debts from owners and families, specifically the assessment of debts and method of recovering monies owed to the LHA shall be consistent with the policies and procedures set forth in section 18 of the Section 8 Administrative Plan.

7.0 MOVES FROM ASSISTED UNITS

Participating families may not move from an assisted unit with their housing assistance during the initial term of the lease (twelve months). The assistance is tied to the unit and cannot be transported with the tenant. The PHA must issue any eligible family wishing to move with continued assistance a Section 8 Voucher from its tenant-based Voucher Program. If such assistance is not available, the family shall be give priority for the next available unrestricted tenant-based Voucher.

7.1 WHEN A FAMILY MAY MOVE

A family participating it the PBV Program may only move from the assisted unit if:

- A. The Owner has given the tenant a notice to vacate, has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the tenant. Continued assistance may not be available if termination is a result of tenant malfeasance; or**
- B. The tenant has given notice of lease termination (in accordance with the lease agreement) to owner and LHA. Continued Assistance would be conditional on funding availability; or**
- C. Unit is overcrowded or under-occupied pursuant to 24 CFR 983.259. If a tenant is required to vacate a unit because it is the wrong size or is needed by a disabled family due to accessibility features, the family must move within 60 days of an offer of other assistance or the subsidy will be terminated. The family may not be forced to move unless they reject an alternative offer of housing.**
- D. After living in the PBV unit for twelve months, provided that the family is currently in good standing and has not been terminated**

or skipped from their assisted unit. Continued assistance would be conditional on funding availability.

8.0 RENT AND HOUSING ASSISTANCE PAYMENT

8.1 HAP CONTRACT TERM/EXTENSION

Initial Housing Assistance Payments Contract term for the project may be for up to ten years subject to the future availability of sufficient appropriated funds under the PHA's consolidated ACC with HUD. Within one year before expiration, the PHA may agree to extend the term of the HAP contract for an additional term of five years if the PHA determines an extension is appropriate to continue providing affordable housing for low-income families. Subsequent extensions are subject to the same limitations. Any extension of the term must be on the form and subject to the conditions prescribed by HUD at the time of the extension. It is the intent of the Livermore Housing Authority PBV Program to renew PBV Housing Assistance Payment Contracts for as long as the overriding need for affordable housing exists and the HAP is necessary to ensure financial viability for the property owner.

8.2 The initial rent to owner is established at the beginning of the HAP contract term. It cannot exceed the lesser of 110% of the applicable FMR (or HUD approved Exception FMR), the reasonable rent or the rent requested by the owner.

Annual rent increased must be requested from the LHA no less than sixty 60 days prior to the HAP contract anniversary date in order to be effective on the Contract anniversary date. Failure to submit the request for a rent adjustment in time will result in no increase for the new contract year. Rents may be adjusted up, down or left as is, subject to funding availability.

(9.0) HOW PARTICIPANTS ARE SELECTED

(a) Who may receive PBV assistance?

The PHA may select families who are participants in the PHA's tenant-based voucher program and families who have applied for admission to the voucher program.

Except for voucher participants (determined eligible at original admission to the voucher program), the PHA may only select families determined eligible for admission at commencement of PBV assistance.

(b) Protection of in-place families.

(9.1) The term "in-place family" means and eligible family residing in a proposed contract unit on the proposal selection date.

In order to minimize displacement of in-place families, if a unit to be placed under contract that is either an existing unit or one requiring rehabilitation is occupied by an eligible family on the proposal selection date, the in-place family must be placed on the PHA's waiting list (if the family is not already on the list).

Once its continued eligibility is determined, the family will be given an absolute selection preference and referred to the project owner for an appropriately sized PBV unit in the project. (However, the PHA may deny assistance for the grounds specified in 24 CFR 982.552 and 982.553.) Admission of such families is not subject to income-targeting under 24 CFR 982.201(b) (2) (i), and such families must be referred to the owner from the PHA's waiting list. A PHA shall give such families priority for admission to the PBV program. This protection does not apply to families that are not eligible to participate in the program on the proposal selection date.

(c) Selection from PHA waiting list.

(9.2) (1) Applicants who will occupy PBV units must be selected by the PHA from the PHA waiting list. The PHA must select applicants from the waiting list in accordance with the policies in the PHA administrative plan.

(2) The Livermore Housing Authority will use a separate waiting list for admission to PBV units. The Livermore Housing Authority will offer to place applicants who are listed on the waiting list for tenant-based assistance on the waiting list for PBV assistance.

(3) The Livermore Housing Authority will use a single waiting list for the PHA's whole PBV program. The waiting list may establish criteria or preferences for occupancy of particular units.

(4) The PHA may place families referred by the PBV owner on its PBV waiting list.

(5) Not less than 75 percent of the families admitted to a PHA's tenant-based and project-based voucher programs during the PHA fiscal year from the PHA waiting list shall be extremely low-income families. The income-targeting requirements at 24 CFR 982.201 (b)(2) apply to the total of admissions to the PHA's project-based voucher program and tenant-based voucher program during the PHA fiscal year from the PHA waiting list for such programs.

(6) In Selecting families to occupy PBV units with special accessibility features for person with disabilities, the PHA must first refer families who require such accessibility features to the owner (see 24CFR 8.26 and 100.202).

(9.3) (d) Preference for services offered

In selecting families, PHA's may give preference to disabled families who need services offered at a particular project in accordance with the limits under this paragraph. The prohibition on granting preferences to persons with specific disability at 24 CFR 982.207 (b) (3) continues to apply.

(1) Preference limits.

The preference is limited to the population of families (including individuals) with disabilities that significantly interfere with their ability to obtain and maintain themselves in housing; who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and for whom such services cannot be provided in a non-segregated setting.

(2) Disabled residents shall not be required to accept the particular services offer at the project.

(3) In advertising the project, the owner may advertise the project as offering services for a particular type of disability: however, the project must be open to all otherwise eligible persons with disabilities who may benefit from services provided in the project.

(9.4) Offer of PBV assistance.

(1) If a family refuses the PHA's offer of PBV assistance, such refusal does not affect the family's position on the PHA waiting list for tenant-based assistance.

(2) If a PBV owner rejects a family for admission to the owner's PBV units, such rejection by the owner does not affect the family's position on the PHA waiting list for tenant-based assistance.

(3) The PHA may not take any of the following actions against and applicant who has applied for, received, or refused an offer of PBV assistance;

(1) Refuse to list the applicant on the PHA waiting list for tenant-based

- assistance;
 - (2) Deny any admission preference for which the applicant is currently qualified.
 - (3) Change the applicant's place on the waiting list based on preference, date, and time of application or other factors affecting selection under the PHA selection under the PHA selection policy;
 - (4) Remove the applicant from the waiting list for tenant-based voucher assistance.
- (10.0) PHA information for accepted Family.
- (a) Oral Briefing. When a family accepts an offer of PBV assistance, the PHA must give the family an oral briefing. The briefing must include information on the Following subjects:
 - (1) A description of how the program works; and
 - (2) Family and owner responsibilities.
 - (b) Information packet. The PHA must give the family a packet that includes information on the following subjects:
 - (1) How the PHA determines the total tenant payment for a family;
 - (2) Family obligations under the program; and
 - (3) Applicable fair housing information.
 - (c) Providing information for person with disabilities. (1) If the family head or or spouse is a disabled person; the PHA must take appropriate steps to assure effective communication, in accordance with 24 CFR 8.6 in conducting the oral briefing and in providing the written information packet. Including in alternative formats.
 - (3) The PHA shall have some mechanism for referring to accessible PBV units a family that includes a person with mobility impairment.
 - (d) Providing information for person with limited English proficiency. The PHA Should take reasonable steps to assure meaningful access by persons with limited English proficiency in accordance with obligations contained in Title VI of the Civil Rights Act of 1964 and Executive Order 13166.
- (10.1) Leasing of Contract Units
- (a) Owner selection of tenants.
 - (1) During the term of the HAP contract, the owner must lease contract units only to eligible families selected and referred by the PHA from the PHA waiting list.
 - (2) The owner is responsible for adopting written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility to perform the lease obligations.
 - (3) An owner must promptly notify in writing any rejected applicant of the grounds for any rejection.
 - (b) Size of unit. The contract unit leased to each family must be appropriate for the size of the family under the PHA's subsidy standards.

(10.2) Vacancies

(a) Filling vacant units.

(1) The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving the owner notice, the PHA must make every reasonable effort to refer promptly a sufficient number of families for the owner to fill such vacancies.

(2) The owner must lease vacant contract units only to eligible families on the PHA waiting list referred by the PHA.

(3) The PHA and the owner must make reasonable good faith efforts to minimize the likelihood and length of any vacancy.

(b) Reducing number of contract units. If any contract units have been vacant for a period of 120 or more days since owner notice of vacancy (and notwithstanding the reasonable good faith efforts of the PHA to fill such vacancies), the PHA may give notice to the owner amending the HAP contract to reduce the number of contract units by subtracting the number of contract units (by the number of bedrooms) that have been vacant for such period.

(10.3) Tenant Screening

(a) The owner is responsible for screening and selection of the family to occupy the owner's unit.

The owner is responsible for screening of families on the basis of their tenancy histories. An owner may consider a family's background with respect to such factors as:

- (1) Payment of rent and utility bills;
- (2) Caring for a unit and premises;
- (3) Respecting the rights of other residents to peaceful enjoyment of their housing;
- (4) Drug-related criminal activity or other criminal activity that is a threat to the health, safety, or property of others; and
- (5) Compliance with other essential conditions of tenancy.

(b) Other tenant screening information can be found in the Section 8 Administration plan(same as Section 8 existing).

(1) Providing tenant information to owner refer to Chapter 9 G

(2) Screening and termination for drug abuse and other criminal behavior. Refer to Chapter 15c.

(10.4) Security deposit requirements – refer to Chapter 8E

Attachment Ca074s01

RESIDENT AND PUBLIC COMMENTS

LIVERMORE HOUSING AUTHORITY

Resident Advisory Board Meeting January 29, 2008

Advisory Board Members Present:

**Donna Black, Public Housing
Suzette Smith, Public Housing
Virginia Edwards, Section 8**

Staff Present:

Louise M. Jaramillo, Asst. Director/Housing Operations

Introduction: Staff explained the regulatory process that the LHA is required to go through each year as part of the Agency Plan process. The LHA will submit the Streamlined Annual Plan for 2008. The purpose of the Advisory Board was explained and members again were encouraged to participate by asking questions and making comments to help develop the Plan.

Comments

Staff reviewed the past years activities. Residents were advised that monies awarded under the Capital Fund were used for improvements to Leahy Square. A member asked whether replacement of storm windows could be a future consideration.

Members were advised that the LHA is in the process of replacing tubs/surrounds and/or bathroom floors. 28 of the worst have been completed.

Rehab work continues at the Chestnut Apartments. This includes landscaping and fencing. Bids are being requested for exterior painting.

The LHA is working with the City of Livermore to transfer an additional 9 units. (The Las Positas Apartments) of low rent housing. The LHA signed a regulatory agreement with the City which requires units to be rented to low income households.

Members were advised that applications for Public Housing remain open. Section 8 HCV Program continues closed. Openings at low-rent units at Chestnut and Bluebell Apartments open and close as needed.

Members were advised that the LHA has begun to implement a HCV Homeownership Program. All Section 8 program participants were notified and, if interested, they completed a questionnaire to help determine those that would qualify. Several questions were asked about how the Homeownership Program would work.

Also, suggested by one member that the Agency look into a debt reduction counseling program for all program participants so that they could improve their changes of qualifying for other homeownership programs. This would also benefit renters who must locate units.

Members were advised that the LHA has awarded \$4000 in scholarship monies to Public Housing and Section 8 participants this year.

Members were advised that the LHA maintained High Performer status.

The Board discussed the on-going problem of persons dumping garbage, appliances, etc. at Leahy Square. Members were advised that thanks to some residents, who took time to provide license numbers of non-residents who were dumping. These individuals were made to retrieve their dumped items by the Livermore Police Department.

A member suggested that perhaps Leahy Square could have a Spring cleaning day. This would provide larger dumpsters for disposal of larger items. The LHA has done this in the past and will look into the possibility this Spring.

PUBLIC NOTICE

A Public Notice was published on 2/1/08, inviting public comment regarding the Agency Plan and notifying the public of the Public Hearing scheduled for March 18, 2008. Copies of the Plan and supporting documents are available for review during normal business hours at the LHA Administration Office.

PUBLIC HEARING

LHA Commissioner Ghulam Nassiry called a Public Hearing meeting to order on March 18, 2008 at 5:30PM. The Hearing was to review the final Draft of the 2008 Agency Plan. Staff provided copies of the Plan. All other supportive documents were also made available for review and questions. Staff addressed questions. Discussions resulted in no change to the Draft. The meeting was adjourned at 6:10PM.

Attachment Ca074t01

HOUSING AUTHORITY OF THE CITY OF LIVERMORE VIOLENCE AGAINST WOMEN ACT (VAWA) POLICY

I. Purpose and Applicability

The purpose of this policy is to implement the applicable provisions of the Violence Against Women and Department of Justice Reauthorization Act of 2005 (Pub. L. 109-162) and more generally to set forth policies and procedures regarding domestic violence, dating violence, and stalking, as hereinafter defined..

This Policy shall be applicable to the administration by the Livermore Housing Authority of all federally subsidized public housing and Section 8 rental assistance under the United States Housing Act of 1937 (42 U.S.C. 1437 et seq). This Policy is gender-neutral, and its protections are available to males who are victims of domestic violence, dating violence, or stalking as well as female victims of such violence.

II. Goals and Objectives

This Policy has the following principal goals and objectives:

- A. Maintaining compliance with all applicable legal requirements imposed by VAWA;
- B. Ensuring the physical safety of victims of actual or threatened domestic violence, dating violence, or stalking who are assisted by the LHA.
- C. Providing and maintaining housing opportunities for victims of domestic violence, dating violence or stalking;
- D. Creating and maintaining collaborative arrangements between the LHA, law enforcement authorities, victim service providers and others to promote the safety and well-being of victims of actual and threatened domestic violence, dating violence and stalking, who are assisted by the LHA; and
- E. Taking appropriate action in response to an incident or incidents of domestic violence, dating violence or stalking, affecting individuals assisted by the LHA.

III. Definitions

As used in this Policy:

- A. **Domestic Violence** – The term “domestic violence” includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.
- B. **Dating Violence** – means violence committed by a person:

- (a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- (b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - (i) The length of the relationship
 - (ii) The type of relationship
 - (iii) The frequency of interaction between the persons involved in the Relationship

C. Stalking – means

- (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate another person and to place under surveillance with the intent to kill, injure, harass or intimidate another person; and
- (b) in the course of, or as a result of, such following, pursuit, surveillance or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to-
 - (i) that person;
 - (ii) a member of the immediate family of that person; or
 - (iii) the spouse or intimate partner of that person
- (c) *Immediate Family Member* – means, with respect to a person -a spouse, parent, brother, sister, or child of that person, or an individual to whom that person stands in position or place of a parent -any other person living in the household of that person and related to that person by blood or marriage.
- (d) *Perpetrator* – means person who commits an act of violence, dating violence or stalking against a victim.

IV. Admissions and Screening

- A. Non-Denial of Assistance.** The LHA will not deny admission to public housing or to the Section 8 rental assistance program to any person because that person is or has been a victim of domestic violence, dating violence, or stalking, provided that such person is otherwise qualified.

V. Termination of Tenancy or Assistance

- A. VAWA Protections.** Under VAWA, public housing residents and persons assisted under the Section 8 rental assistance program have the following protections, which will be observed by the LHA:
- (1) An incident or incidents of actual or threatened domestic violence, dating violence or stalking will not be considered to be a “serious or repeated” violation of the lease by the victim or threatened victim of that violence and will not be good cause for terminating the tenancy or occupancy rights of or assistance to the victim of that violence.
 - (2) In addition to the foregoing, tenancy or assistance will not be terminated by

the LHA as a result of criminal activity, if that criminal activity is directly related to domestic violence, dating violence or stalking engaged in by a member of the assisted household, a guest or another person under the tenant's control, and the tenant or an immediate family member is the victim or threatened victim of this criminal activity. However, the protection against termination of tenancy or assistance described in this paragraph is subject to the following limitations:

- a. Nothing contained in this paragraph shall limit any otherwise available authority of LHA or a Section 8 owner or manager to terminate tenancy, evict, or to terminate assistance, as the case may be, for any violation of a lease or program requirement not premised on the act or acts of domestic violence, dating violence, or stalking in question against the tenant or a member of the tenant's household. However, neither the LHA nor a Section 8 manager or owner may apply a more demanding standard to the victim of domestic violence, dating violence or stalking than that applied to other tenants.
- b. Nothing contained in this paragraph shall be construed to limit the LHA or a Section 8 owner or manager to evict or terminate from assistance any tenant or lawful applicant if the owner, manager or the LHA, as the case may be, can demonstrate an actual and imminent threat to other tenants or to those employed at or providing service to the property, if the tenant is not evicted or terminated from assistance.

B. Removal of the Perpetrator. Notwithstanding any Federal, State or local law to the contrary, the LHA or a Section 8 owner or manager may bifurcate a lease, or remove a household member from a lease, without regard to whether a household member from a lease, without regard to whether a household member is a signatory to a lease, in order to evict, remove, terminate occupancy rights, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in acts of physical violence against family members or others. Such action against the perpetrator of such physical violence may be taken without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also the tenant or a lawful occupant. Such eviction, removal, termination of occupancy rights, or termination of assistance shall be effected in accordance with the procedures prescribed by law applicable to terminations of tenancy and evictions by the LHA.

VI. Verification of Domestic Violence, Dating Violence or Stalking

- A. Requirement for Verification.** The law allows, but does not require the LHA or a Section 8 owner or manager to verify that an incident or incidents of actual or threatened domestic violence, dating violence or stalking claimed by a tenant or other lawful occupant is bona fide and meets the requirements of the applicable definitions set forth in this policy. The LHA shall require verification in all cases where an individual claims protection against an action

involving such individual proposed to be taken by the LHA. Section 8 owners or managers receiving rental assistance administered by the LHA may elect to require verification, or not to require it as permitted under applicable law.

Verification of a claimed incident or incidents of actual or threatened domestic violence, dating violence or stalking may be accomplished in one of these ways:

1. *HUD-approved form* – by providing to the LHA or to the requesting Section 8 owner or manager a written certification, on a form approved by HUD, that the individual is a victim of domestic violence, dating violence or stalking and that the incident or incidents in question are bona fide incidents of actual or threatened abuse meeting the requirements of the applicable definition(s) set forth in this policy. The incident or incidents in question must be described in reasonable detail as required in the HUD-approved form, and the completed certification must include the name of the perpetrator.
2. *Other documentation* – by providing the LHA or to the requesting Section 8 owner or manager documentation signed by an employee or agent of a victim service provider, an attorney, or a medical professional, from whom the victim has sought assistance in addressing the domestic violence, dating violence or stalking, of the effects of the abuse, described in such documentation. The professional providing the documentation must sign and attest under penalty of perjury to the professional's belief that the incident or incidents in question are bona fide incidents of abuse meeting the requirements of the applicable definition(s) set forth in this policy.
3. *Police or court record* – by providing to the LHA or to the requesting Section 8 owner or manager a Federal, State, or local police or court record describing the incident or incidents in question.

B. Time allowed to provide verification/failure to provide. An individual who claims protection against adverse action based on an incident or incidents of actual or threatened domestic violence, dating violence or stalking must provide such verification within 14 business days. Failure to provide verification, in proper form within such time will result in loss of protection under VAWA and this policy against a proposed adverse action. Consideration will be given to persons with disabilities who request a special accommodation.

C. Waiver of verification requirement. The Executive Director of the LHA or a Section 8 owner or manager may waive the above-stated requirements for verification and provide the benefits of this policy based on the victim's statement or other corroborating evidence. Such waiver must be in writing. Waiver in a particular instance or instances shall not operate as precedent for, or create any right to, waiver in any other case or cases, regardless of similarity in circumstances.

VII. Confidentiality

- A. Right of confidentiality.** All information provided to the LHA regarding domestic violence, dating violence, or stalking, including the fact that the individual is a victim of such violence or stalking, will be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except where disclosure is:
1. Requested or consented to by the individual in writing;
 2. Required for use in a public housing eviction proceeding or in connection with termination of Section 8 assistance, or
 3. is otherwise required by applicable law.
- B. Notification of rights.** All tenants of public housing and tenants participating in the Section 8 rental assistance program administered by the LHA shall be notified in writing concerning their right to confidentiality and the limits on such rights to confidentiality.

VIII Transfer to New Residence

- A. Application for Transfer.** In situations that involve significant risk of violent harm to an individual as a result of previous incidents or threats of domestic violence, dating violence or stalking, the LHA will, if an approved unit size is available at a location that may reduce the risk or harm, approve transfer by a public housing or Section 8 tenant to a different unit in order to reduce the level of risk to the individual. A tenant who requests transfer must attest in such application that the requested transfer is necessary to protect the health or safety of the tenant or another member of the household who is or was the victim and who reasonably believes that the tenant or other household member will be imminently threatened by harm from further violence if the individual remains in the present dwelling unit.
- B. No right to transfer.** The LHA will make effort to accommodate requests for Transfer when suitable alternative vacant units are available and the circumstances warrant such action. However, except with respect to portability of Section 8 assistance, the decision to grant or refuse to grant a transfer shall lie within the sole discretion of the LHA, and this policy does not create any right on the part of the applicant to be granted a transfer.

IX Court Orders/Family Breakups

- A. Court Orders.** It is the LHA's policy to honor orders entered by courts of the jurisdiction affecting individuals assisted by the LHA and their property.
- B. Family Break-up.** Other LHA policies regarding family break-up are contained in the LHA's Public Housing Admissions and Continuing Occupancy Plan (ACOP) and its Section 8 Administrative Plan.

X. Relationships with Service Providers

It is the policy of the LHA to cooperate with organizations and entities, both private and governmental, which provide shelter and/or services to victims of domestic violence. If the LHA staff becomes aware that an individual assisted by the LHA is a victim of domestic violence, dating violence or stalking, the LHA will refer the victim to such providers of shelter or services as appropriate. Notwithstanding the foregoing, this Policy does not create any legal obligation requiring the LHA either to maintain a relationship with any particular provider of shelter or services to victims of domestic violence, dating violence or stalking.

XI. Notification

The LHA shall provide written notification to applicants, tenants and Section 8 owners and managers, concerning the rights and obligations created under VAWA relating to confidentiality, denial of assistance and, termination of tenancy or assistance.

XII. Relationship with Other Applicable Laws

This Policy shall not preempt or supersede any provision of Federal, State or local law that provides greater protection than that provided under VAWA for victims of domestic violence, dating violence or stalking.

Attachment Ca074u01

SECTION 8 HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM OF THE HOUSING AUTHORITY OF THE CITY OF LIVERMORE

CHAPTER 23

23.0 SECTION 8 HOUSING CHOICE VOUCHER HOMEOWNERSHIP PROGRAM [24CFR 982.625]

INTRODUCTION

The Livermore Housing Authority Board of Commissioners approved the agency participating in the Section 8 Housing Voucher Homeownership Program on October 10, 2007 (Resolution Number 531).

The Section 8 Housing Choice Voucher Homeownership Program permits eligible participants in the Housing Choice Voucher Homeownership Program, including participants with portable vouchers, the option of purchasing a home with their voucher assistance rather than renting.

The homeownership is limited to 5% of the total Voucher Program in any fiscal year. The Authority will exceed this limit only if needed as a reasonable accommodation. In addition, families can have no outstanding debt to the Housing Authority

A. FAMILY ELIGIBILITY REQUIREMENTS [24CFR 982.627]

Participation in the Housing Choice Voucher Homeownership program is voluntary. Each homeownership participant must meet the general requirement for admission to the Housing Choice Voucher Program as set forth in this Administrative Plan.

1. Must meet the general requirements for admission or continued participation in the Section 8 Voucher Choice Program. Must be in full compliance with their lease and Section 8 program requirements.
2. Must be a first time homeowner as defined by the regulations or have a member who is a person with disability.
3. Must meet the minimum program requirements.
4. At least one adult must be employed fulltime (an average of thirty (30) hours per week) and have been continuously employed during the year prior to commencement of home ownership assistance. Homeownership assistance commences upon the first HAP payment toward the mortgage. Elderly and disabled families are exempt from this provision.

5. Must have completed all required Home Ownership Counseling programs.
6. Must have fully repaid any outstanding debt to any Housing Authority.
7. Must have not defaulted on a mortgage security debt to purchase a home under the Section 8 Housing Choice Voucher Homeownership Program.
8. Must not have any member who has a present ownership interest in the residence at the commencement of home ownership assistance or any other residential property. Cooperative members who have acquired cooperative membership shares prior to commencement of homeownership assistance are exempt from this requirement

B. FIRST TIME HOMEOWNER

Participants in the homeownership program must be "first time homeowners" except those households which include a person with disabilities. "First-time homeowners" means that no member of the household has had an ownership interest in the residence of any family member during the three (3) years preceding commencement of home ownership assistance. 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. Cooperative members are considered to be first-time homeowners.

C. MINIMUM INCOME REQUIREMENT [CFR982.627]

Amount of Earned Income:

The minimum gross income is two thousand (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 Housing Authority will disregard any "welfare assistance" income in determining whether the family meets the minimum income requirements. Welfare assistance includes assistance from Temporary assistance for Needy Families (TANF); Supplemental Security Income (SSI) that is subject to an income eligibility test; food stamps; general assistance; or other welfare assistance specified by HUD. The Disregard of welfare assistance income under this section affects the determination of minimum monthly income in determining initial qualification for the homeownership program. The disregard of welfare assistance does not effect the calculation of the family's total tenant payment or the calculation for the amount of homeownership assistance payment

D. EMPLOYMENT HISTORY [CFR982.627]

Families must demonstrate that one or more adult members of the family who will own the home at commencement of homeownership assistance is employed full-time an average of 30 hours per week and has been so continuously employed for one year prior to execution of the sales agreement.

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

E. ELIGIBLE UNITS [CFR 982.628]

The unit must meet both of the following requirements;

1. The unit either already exists or is under construction at the time the family enters into a contract of Sale.
2. The unit is either a one-unit property or a single dwelling unit in a cooperative or condominium.

Homeownership assistance may also be provided for the purchase of a home where the family will not own fee title to the real property on which the home is located. This will only occur if the home is located on a permanent foundation and the family has the right to occupy the home site for a period of forty (40) years.

F. PRE-PURCHASE HOMEOWNERSHIP COUNSELING PROGRAM [24 CFR 982.630]

A family's participation in the homeownership program is a condition of the family successfully completing Pre-Purchase Homeownership Counseling sessions conducted by a homebuyer and counseling authority approved by the Housing Authority.

At a minimum the following topics will be included in the homeownership counseling sessions:

1. Budgeting and money management
2. Credit counseling
3. Home maintenance (including care of the grounds)
4. How to negotiate the purchase price of a home
5. How to find a home
6. Fair Housing Issues
7. 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
8. Anti-Predatory Lending

G. PURCHASE REQUIREMENTS [24CFR 982.629]

The Housing Authority has established the maximum time allowed for a family to locate and purchase a home.

The family's deadline date for locating a home to purchase will be one hundred and eighty (180) days from the date the family is issued a homeownership voucher. The family will be issued a homeownership voucher once they have completed all required pre-purchase counseling. Extensions may be granted on a case-by case basis.

The Housing Authority of the City of Livermore 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 the Homeownership Coordinator.

If the family is unable to purchase a home within the maximum time limit, the Housing Authority of the City of Livermore will issue the family a voucher to lease a unit if the family is in compliance with the Section 8 program rules, or place the family's name on a waiting list for a voucher.

H. CONTRACT [24CFR 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 Housing Authority. The contract of sale must specify the price and terms of sale, and provide that the purchaser will arrange for a pre-purchase independent inspection of the home. The contract shall also state that the purchaser is not obligated to buy the unit unless the inspection is satisfactory. The contract of sale must provide that the purchaser is not obligated to pay for any necessary repairs. Additionally, the seller must certify in the sales contract that he/she has not been debarred, suspended, or subject to a limited denial of participation under part 24 of the Code of Federal Regulations.

I. INSPECTION [CFR 982.631]

Two types of physical inspections must be completed on the unit. One inspection must be completed by the Housing Authority 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 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 Housing Authority of the City of Livermore will determine whether any pre-purchase repairs are necessary.

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

J. FINANCING [24CFR 982.632]

The family is responsible for securing financing. The Housing Authority of the City of Livermore has established financing requirements, listed below, and may disapprove proposed financing if the Housing Authority of the City of Livermore determines that the debt is unaffordable. The Housing Authority of the City of Livermore 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
4. All costs can not exceed 50% monthly gross income.

If the mortgage is not FHA-insured, LHA will require the lender to comply with generally accepted mortgage underwriting standards consistent with those of HUD/FHA, Ginnie Mae, Fannie Mae, Freddie Mac, California Finance Authority (CHFA), USDA Rural Housing Services, The Federal Home Loan Bank or other private lending institutions.

The Housing Authority of the City of Livermore will require minimum cash down payment of 1% percent of purchase price to be paid by the participating household from their own resources.

K. PARTNERSHIPS

The Housing Authority of the City of Livermore has created partnerships with agencies and lenders to assist eligible families obtain homeownership via the Section 8 Program.

L. CONTINUED ASSISTANCE [24CFR 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. Payments will not be made once the family moves out.

The family must comply with the following obligations:

1. The family must comply with the terms of the mortgage securing debt incurred to purchase the home, or any refinancing of such debt.
2. 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 the Housing Choice Obligations of the participant. [24CFR 551 (h) & (I)]
3. The family must supply information to the Housing Authority as specified in obligations of the participant. The family must further supply any information required by the Housing Authority of the City of Livermore or HUD concerning mortgage financing or refinancing, sale or transfer of any interest in the home, or homeownership expenses.
4. The family must notify the Housing Authority before moving out of the home.
5. The family must notify the Housing Authority if the family defaults on the mortgage used to purchase the home.
6. No family member may have any ownership interest in any other residential property.
7. The family must notify the Housing Authority before re-financing or incurring any additional debt.
8. The family's monthly payment must not exceed 50% of their gross monthly income.
9. The family will be required to attend post purchase counseling courses.

Before commencement of homeownership assistance, the family must execute statement on which the family agrees to comply with all family obligations under the Section 8 Housing Choice Voucher Homeownership Program.

M. MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE [24CFR 982.634 Except in the case of elderly or disabled families (for whom there is no maximum term), the maximum term of homeownership assistance is:

- Fifteen (15) years, if the initial mortgage term is twenty (20) years or longer, or
- Ten (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 meets HUD's definition of a disabled family.

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.

N. HOMEOWNERSHIP ASSISTANCE PAYMENTS [24CFR 982.635]

Amount of monthly homeownership assistance payment. While the family is residing in the home; the PHA shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of:

- (1) The payment standard minus the total tenant payment; or
 - (2) The family's monthly homeownership expenses minus the total tenant payment.
- (b) Payment standard for family. (1) The payment standard for a family is the lower of:
- (i) The payment standard for the family unit size; or
 - (ii) The payment standard for the size of the home.
- (2) If the home is located in an exception payment standard area, the PHA must use the appropriate payment standard for the exception payment standard area.
- (3) The payment standard for a family is the greater of:
- (i) The payment standard (as determined in accordance with

- paragraphs (b)(1) and (b)(2) of this section) at the commencement of homeownership assistance for occupancy of the home; or
- (ii) The payment standard (as determined in accordance with paragraphs (b)(1) and (b)(2) of this section) at the most recent regular reexamination of family income and composition since the commencement of homeownership assistance for occupancy of the home.
 - (4) The PHA must use the same payment standard schedule, payment standard amounts and subsidy standards pursuant to Secs. 982.402 and 982.503 for the Section 8 Housing Choice Voucher Homeownership Program as for the rental voucher program.

O. HOMEOWNERSHIP EXPENSES [24CFR 982.635]

Determination of homeownership expenses.

(1) The PHA shall adopt policies for determining the amount of homeownership expenses to be allowed by the PHA in accordance with HUD requirements.

(2) Homeownership expenses for a homeowner (other than a cooperative member) may only include amounts allowed by the PHA to cover:

(i) Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home;

(ii) Real estate taxes and public assessments on the home;

(iii) Home insurance;

(iv) The PHA allowance for maintenance expenses;

(v) The PHA allowance for costs of major repairs and replacements;

(vi) The PHA utility allowance for the home;

(vii) Principal and interest on mortgage debt incurred to finance costs for major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the Section 8 Housing Choice Voucher Homeownership program is readily accessible to and usable by such person, in accordance with part 8 of this title; and

(viii) Land lease payments (where a family does not own fee title to the real property on which the home is located; see Sec. 982.628(b)).

(3) Homeownership expenses for a cooperative member may only include amounts allowed by the PHA to cover:

(i) The cooperative charge under the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;

(ii) Principal and interest on initial debt incurred to finance purchase of cooperative membership shares and any refinancing of such debt;

(iii) Home insurance;

(iv) The PHA allowance for maintenance expenses;

(v) The PHA allowance for costs of major repairs and replacements;

(vi) The PHA utility allowance for the home; and

(vii) Principal and interest on debt incurred to finance major repairs, replacements or improvements for the home. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the PHA determines that allowance of such costs as homeownership expenses is needed as a reasonable accommodation so that the Section 8 Housing Choice Voucher Homeownership Program is readily accessible to and usable by such person, in accordance with part 8 of this title.

(4) If the home is a cooperative or condominium unit, homeownership expenses may also include cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.

(d) The PHA will pay homeownership assistance payments:

(1) To the family.

(e) Automatic termination of homeownership assistance.

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

P. PORTABILITY [24CFR 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 Housing Authority is administering a Voucher Homeownership Program and accepting new homeownership families.

The receiving Housing Authority may absorb the family into its Voucher Program, or bill the initial Housing Authority. The receiving Housing Authority homeownership policies apply.

Q. MOVING WITH CONTINUED ASSISTANCE [24CFR 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.

R. DENIAL OR TERMINATION OF ASSISTANCE [24CFR 982.638]

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

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

The Housing Authority of the City of Livermore 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 Housing Authority or commits fraud in relation to the Section 8 Program or Section 8 Housing Choice Voucher Homeownership Program.

S. AUTOMATIC TERMINATION OF HOMEOWNERSHIP ASSISTANCE [24CFR 982.635 (E)]

Homeownership assistance for a family terminates automatically one hundred and eighty (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.