



7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><i>HACCC had planned to contract with financial and/or development consultants in FY 09 to assist in the redevelopment of three of the agency's larger public housing sites. These plans were delayed and have been carried over to TY10 below in both Sections "a" and "b" below.</i></p> <p>a) <b>HOPE VI or Mixed Finance Modernization or Development.</b> HACCC plans to contract with financial and development consultants in FY 2011 to develop an approach to the repositioning of its El Pueblo (176 units), Las Deltas (224 units) and Bayo Vista (246 units) public housing projects (CA011-005, CA011-006, CA011-009A, CA011-009B, CA011-010). HACCC's goal is to increase the number of housing units affordable to public housing eligible families and to provide adequate funding for these units over the long term. Failing that, HACCC will seek to preserve as many units as possible affordable to public housing eligible families with adequate funding for the long term. Depending on the plans developed, HACCC may apply for either HOPE VI (if any such funding becomes available), mixed finance or development funding by 3-31-12. At this point, a timeline for any such applications or proposals is not set.</p> <p>b) <b>Demolition and/or Disposition.</b> HACCC plans to contract with financial and development consultants in FY 2011 to develop an approach to the repositioning of its El Pueblo (176 units), Las Deltas (224 units) and Bayo Vista (246 units) public housing projects (CA011-005, CA011-006, CA011-009A, CA011-009B, CA011-010). HACCC's goal is to increase the number of housing units affordable to public housing eligible families and to provide adequate funding for these units over the long term. Failing that, HACCC will seek to preserve as many units as possible affordable to public housing eligible families with adequate funding for the long term. HACCC has a pending demolition/disposal application for El Pueblo (CA011-005). Depending on the plans developed, HACCC may submit demolition and/or disposition applications for Las Deltas and/or Bayo Vista as well by 3-31-12. At this point, a timeline for any such applications or proposals is not set.</p> <p>c) <b>Conversion of Public Housing.</b> None planned.</p> <p>d) <b>Homeownership.</b> None planned.</p> <p>e) <b>Project-based Vouchers.</b> HACCC has already committed 230 project-based vouchers (PBV). HACCC may project-base up to 1,374 additional units in FY 09/11. The use of PBVs is consistent with HACCC's PHA Plan. Among HACCC's goals are to expand the supply of assisted housing and to increase assisted housing choices. By utilizing PBVs from HACCC, developers are able to leverage funding and produce additional units of new or modernized affordable housing. HACCC plans to award PBV funding throughout its jurisdiction in order to provide affordable housing options for clients in as broad a geographic area as possible.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See attached.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period).</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

<p>9.0</p>	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Based on the most recent Consolidate Plan for the County (2005 – 2009), approximately 61,800 lower-income households in the Consortium did not have adequate housing in 2000. This means that these households paid more than 30% of their income for rent, lived in overcrowded units or lived in substandard housing conditions.</p> <p>Based on 2006 data, only 28% of households in Contra Costa County were renters. Renting is most prevalent among African American households at 53.8% followed by Latino/Hispanic households at 37.7%, White households at 23.8% and Asian households at 23%. Among renters in the County, 57.5% spend more than 30% of their income on rent and 27.5% spend more than 50%. Almost no low-income renters in the County have affordable rents. Fully 92.3% of low-income renters in the County spend over 30% of their income for rent as do 71% of senior households.</p> <p>There are only approximately 10,200 assisted rental units affordable to lower-income households, of which, over 950 are at risk of converting to market rate housing. Over 7,000 beds in 473 residential care facilities are available for individuals with special needs, (such as frail elderly and persons with disabilities) who cannot live independently in conventional housing. However, this is significantly less than the population of frail elderly, disabled, and others who may need a supportive housing environment.</p> <p>6.1% of the County’s renter households live in overcrowded housing. Among racial and ethnic groups reported in the Census, Latino/Hispanic households are most likely to live in crowded conditions in the County with 12.8% in such conditions.</p> <p>Due to the ongoing gap in the availability of affordable housing, the County Consortium has assigned a high priority to new housing construction, homeownership assistance, and housing rehabilitation, particularly for households earning less than 50 percent of the area median income.</p> <p>A final measure of need is seen in HACCC’s November, 2008 Section 8 wait list opening. Approximately 40,000 families applied for 6,000 positions on the wait list.</p> <p>This summary of the need for affordable housing in HACCC’s jurisdiction is based on County’s Consolidated Plan, Census Data, data from the California Budget Project and the Authority’s Wait List.</p>
<p>9.1</p>	<p><b>Strategy for Addressing Housing Needs.</b> 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. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <ul style="list-style-type: none"> <li>• Issue vouchers to families on the recently opened HCV wait list.</li> <li>• Award project-based vouchers to developers creating or preserving affordable housing.</li> <li>• Partner with the County to the extent permitted by HUD regulations to award project-based vouchers to developers receiving affordable housing funding from the County.</li> <li>• Attempt to increase the number of affordable housing units controlled by HACCC as the Authority repositions its public housing stock.</li> <li>• Continue to contract with the County and the City of Antioch to manage their rental rehabilitation programs which help to preserve and expand the supply of affordable housing.</li> <li>• Continue to expand the Authority’s self-sufficiency programs in an effort to stabilize and solidify the financial positions of families currently on the program while freeing existing housing subsidies for new families.</li> </ul>

<b>10.0</b>	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p><b>Expand the Supply of Assisted Housing</b> – HACCC completed contracts for 230 units of project-based vouchers. These vouchers helped fund 624 units of new affordable housing (including the project-based vouchers).</p> <p><b>Improve the Quality of Assisted Housing</b> – The Authority continued its increased educational programs for staff in both the public housing and housing choice voucher programs. Increased security measures were put in place at North Richmond &amp; Bayo Vista. Conducted REAC training for all maintenance staff. Implemented PG&amp;E's energy savings program through out the county. Completed 15,215 work orders.</p> <p><b>Increase Assisted Housing Choices</b> – Outreach and training of existing and potential HCV landlords has increased. Voucher payment standards were increased to 100% of FMR. Signed contracts for 230 Project Based Voucher units.</p> <p><b>Provide an Improved Living Environment</b> – Installed new security lighting at North Richmond and Bayo Vista. Continue to support Young Adult Empowerment Center at Las Deltas. Partnered with County to maximize utilization of Shelter Plus Care program.</p> <p><b>Promote self-sufficiency and asset development of families and individuals</b> – Continued to conduct extensive outreach for FSS program. Had XXX graduates during fiscal year.</p> <p><b>Ensure Equal Opportunity in Housing for all Americans</b> – HACCC provided training on the Violence Against Women Act and the Limited English Proficiency requirements for all HCV and public housing managers.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <ul style="list-style-type: none"> <li>• Changes to rent policies</li> <li>• Changes to admission policies</li> <li>• Changes to organization of any waiting list</li> <li>• Changes in the use of the Replacement Reserve Fund under the Capital Fund</li> <li>• Any change regarding the demolition, disposition or conversion designation of a property</li> </ul>
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<b>11.0</b>	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>
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# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Housing Authority of the County of Contra Costa

Program/Activity Receiving Federal Grant Funding

## PHA Plan Submission

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federalagency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

**2. Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

See attached

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Joseph Villarreal

Title

Executive Director

Signature

X

Date

January 11, 2011

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Housing Authority of the County of Contra Costa

Program/Activity Receiving Federal Grant Funding

PHA Plan Submission

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

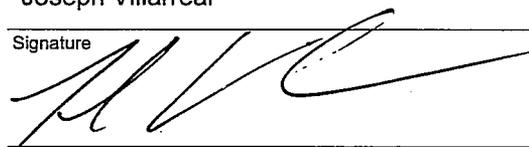
Name of Authorized Official

Joseph Villarreal

Title

Executive Director

Signature



Date (mm/dd/yyyy)

01/11/2011

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

Part I: Summary		Grant Type and Number Capital Fund Program Grant No: CA39P01150111 Replacement Housing Factor Grant No: Date of CFPP:		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: Housing Authority of the County of Contra Costa		Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	345,000			
3	1408 Management Improvements	345,000			
4	1410 Administration (may not exceed 10% of line 21)	172,000			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	236,012			
8	1440 Site Acquisition				
9	1450 Site Improvement	72,000			
10	1460 Dwelling Structures	408,000			
11	1465.1 Dwelling Equipment—Nonexpendable	100,000			
12	1470 Non-dwelling Structures	20,000			
13	1475 Non-dwelling Equipment	25,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2011	
PHA Name: Housing Authority of the County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: CA39P01150111 Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant Approval: 2011	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	1,725,012	
21	Amount of line 20 Related to LBP Activities	10,000	
22	Amount of line 20 Related to Section 504 Activities	15,000	
23	Amount of line 20 Related to Security - Soft Costs	345,000	
24	Amount of line 20 Related to Security - Hard Costs	100,000	
25	Amount of line 20 Related to Energy Conservation Measures	30,000	
Signature of Executive Director <b>Joseph Villarreal</b>		Signature of Public Housing Director	
		Date	Date
		8/1/11	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Part II: Supporting Pages		Federal FFY of Grant: 2011						
PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150111 CFPP (Yes/ No): no Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
PHA-Wide	Operations	1406		345,000				
	Agencywide Security	1408		345,000				
	Adminstration	1410		172,000				
	Audit	1411		2,000				
	Project Management, Planning Costs	1430		236,012				
CA011005/ El Pueblo Per Physical Needs Assessment	Site Improvements Exterior Modernization	1450 1460		30,000 140,000				
CA011006/9A/9B Las Deltas Per Physical Needs Assessment	Site Improvements Select Unit Modernization Security Door & Window Covers	1450 1460 1465.1		20,000 50,000 60,000				
CA011010/ Bayo Vista Per Physical Needs Assessment	Site improvements Select Unit Modernization Security Door & Window Covers	1450 1460 1465.1		22,000 218,000 40,000				
PHA-Wide	Accessibility Improvements, per Physical Needs Assessment	1470		20,000				
	Maintenance Truck	1475		25,000				
	Relocation Costs	1495.1						
	Contingency	1502						
	Grant Total			1,725,012				

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part I: Summary**

PHA Name/Number: Housing Authority of the County of Contra Costa		Locality: Contra Costa County, California			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012 _____	Work Statement for Year 3 FFY 2013 _____	Work Statement for Year 4 FFY 2014 _____	Work Statement for Year 5 FFY 2015 _____
B.	Physical Improvements Subtotal	Annual Statement	582,000	582,000	582,000	582,000
C.	Management Improvements		418,000	418,000	418,000	418,000
D.	PHA-Wide Non-dwelling Structures and Equipment		45,000	45,000	45,000	45,000
E.	Administration		209,000	209,000	209,000	209,000
F.	Other		421,969	421,969	421,969	421,969
G.	Operations		418,000	418,000	418,000	418,000
H.	Demolition					
I.	Development					
J.	Capital Fund Financing – Debt Service					
K.	Total CFP Funds		2,093,969	2,093,969	2,093,969	2,093,969
L.	Total Non-CFP Funds					
M.	Grand Total		2,093,969	2,093,969	2,093,969	2,093,969

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

**Part I: Summary (Continuation)**

PHA Name/Number: Housing Authority of the County of Contra Costa		Locality: Contra Costa County, California			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 1	
A.	Development Number and Name	Work Statement for Year 1 FFY 2011	Work Statement for Year 2 FFY 2012	Work Statement for Year 3 FFY 2013	Work Statement for Year 4 FFY 2014	Work Statement for Year 5 FFY 2015
		Annual Statement				
	CA011001/Alhambra Terrace				200,000	
	CA011003/Bridgemont			82,000		
	CA011004/Los Nogales				282,000	82,000
	CA011005/El Pueblo		100,000			
	CA011006/Las Deltas			200,000		
	CA011008/Los Arboles					400,000
	CA011009A/Las Deltas Annex 1		100,000			
	CA011009B/Las Deltas Annex 2		100,000			
	CA0110010/Bayo Vista		200,000			
	CA0110011/Hacienda			100,000		
	CA0110012/Casa de Manana				100,000	

**Capital Fund Program—Five-Year Action Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011**

CA0110013/Casa Serena			100,000		100,000
CA0110015/Elder Winds					
CA0110017/Vista del Camino			100,000		
CA0110018/Kidd Manor		82,000			









RESOLUTION NO. 5133

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

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or  Annual PHA Plan for the PHA fiscal year beginning April 1, 2011, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the County of Contra Costa

CA011

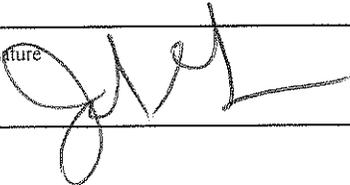
PHA Name

PHA Number/HA Code

         5-Year PHA Plan for Fiscal Years 20         - 20        

  X   Annual PHA Plan for Fiscal Years 20  11   - 20  12  

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

Name of Authorized Official	Title
John Gioia	Chair, Board of Commissioners
Signature	Date
	December 14, 2010

# Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:  
Housing Authority of the County of Contra Costa

Grant Type and Number  
Capital Fund Program Grant No: CA39P01150105  
Replacement Housing Factor Grant No:

Federal FY of Grant:  
2005

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost
		Original	Revised	Obligated	
1	Total non-CFP Funds				
2	1406 Operations	175,000			
3	1408 Management Improvements Soft Costs	393,000			
	Management Improvements Hard Costs	50,000			
4	1410 Administration	221,000			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,913			
8	1440 Site Acquisition				
9	1450 Site Improvement	275,000			
10	1460 Dwelling Structures	850,000			
11	1465.1 Dwelling Equipment--Nonexpendable				
12	1470 Nondwelling Structures	70,000			
13	1475 Nondwelling Equipment	25,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	35,000			
18	1499 Development Activities				
19	1502 Contingency	52,000			
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>2,218,913</b>			
	Amount of line 20 Related to LBP Activities	-0-			
	Amount of line 20 Related to Section 504 compliance	70,000			
	Amount of line 20 Related to Security --Soft Costs	244,000			
	Amount of Line 20 Related to Security-- Hard Costs	300,000			
	Amount of line 20 Related to Energy Conservation Measures	272,000			
	Collateralization Expenses or Debt Service	-0-			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150105 Replacement Housing Factor Grant No:			Federal FY of Grant: 2005	
Development Number Name/HA - Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
HA - Wide	Operations	1406		175,000		
	Resident Services	1408		100,000		
	Asst. Dir. Facilities Management	1408		34,000		
	Agencywide Security	1408		259,000		
	Computer Hardware/Communications	1408		50,000		
	Administration	1410		221,000		
	Audit	1411		2,000		
	Project Management, Planning Costs	1430		70,913		
CA011003/ Bridgmont	Site Lighting	1450		10,000		
CA011005/ El Pueblo	Landscape Improvements Unit Interior Modernization	1450 1460		10,000 50,000		
CA011010/ Bayo Vista	Landscape Improvements Unit Interior Modernization	1450 1460		10,000 800,000		
CA011015/ Elder Winds	Fencing, Parking Lot Repaving	1450		100,000		
CA045002/ Kidd Manor	Exterior Modernization & Site Security	1450		145,000		
HA - Wide	Accessibility Improvements	1470		70,000		
	Maintenance Truck	1475		25,000		
	Relocation Costs	1495.1		35,000		
	Contingency	1502		52,000		
	<b>Grant Total</b>			<b>2,218,913</b>		



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: Housing Authority of the County of Contra Costa

Original 5-Year Plan

Revision No:

Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 3 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 4 FFY Grant: 2008 PHA FY: 2008	Work Statement for Year 5 FFY Grant: 2009 PHA FY: 2009
CA011001/Alhambra Terrace		35,000			
CA011003/Bridgmont					80,000
CA011004/Los Nogales		40,000		75,000	
CA011005/El Pueblo					
CA011006/Las Deltas		100,000		200,000	
CA011008/Los Arboles					
CA011009A/Las Deltas Annex 1					
CA011009B/Las Deltas Annex 2					
CA0110010/Bayo Vista		800,000	800,000	800,000	800,000
CA0110011/Hacienda			190,000		
CA0110012/Casa de Manana		100,000			
CA0110013/Casa Serena			85,000		
CA0110015/Elder Winds					95,000
CA045001/Vista del Camino					
CA045002/Kidd Manor					
Relocation		100,000	100,000	100,000	100,000
Contingency		52,000	52,000	52,000	52,000
<b>Total Work Items</b>		1,227,000	1,227,000	1,227,000	1,227,000
Operations		175,000	175,000	175,000	175,000
Mgmt. Improvements		417,000	417,000	417,000	417,000
Administration		208,000	208,000	208,000	208,000
Audit		2,000	2,000	2,000	2,000
Fees & Costs		60,610	60,610	60,610	60,610
<b>Total CFP Funds (Est.)</b>		2,089,610	2,089,610	2,089,610	2,089,610

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

Development Number/Name/HIA-Wide	Activities for Year 1 FFY 2005	Activities for Year 2 FFY 2006	Activities for Year 3 FFY 2007	Activities for Year 4 FFY 2008	Activities for Year 5 FFY 2009
CA011001/ Alhambra Terrace	(SEE)	Landscape Improvements			
CA011002/ Los Medianos	ANNUAL				Repaint Unit Exteriors
CA011003/ Bridgmont	PLAN)				
CA011004/ Los Nogales		Landscape Improvements		Repaint Unit Exteriors	
CA011005/ El Pueblo					
CA011006/ Las Deltas		Select Unit Demolition		Unit Modernization	
CA011008/ Los Arboles					
CA011009A/ Las Deltas Annex 1					
CA011009B/ Las Deltas Annex 2					
CA0110010/ Bayo Vista		Remodel Select Units	Remodel Select Units	Remodel Select Units	Remodel Select Units
CA0110011/ Hacienda			Exterior Modernization		
CA0110012/ Casa de Manana		Exterior Modernization			
CA0110013/ Casa Serena			Exterior Repairs		
CA0110015/ Elder Winds					Utility Line Repairs
CA045001/ Vista del Camino					
CA045002/ Kidd Manor					
<b>Total Physical Improvements</b>		1,075,000	1,075,000	1,075,000	1,075,000



HOUSING AUTHORITY  
OF  
THE COUNTY OF CONTRA COSTA

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FACSIMILE TRANSMITTAL SHEET

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TO: SHIRLEY THOMAS

FROM: LAURIE LEWIS

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COMPANY: U.S. DEPT OF  
HSG & URBAN DEV

DATE: 04/03/09

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FAX NUMBER (415) 489-6754

TL NO. OF PGS INCL CVR: 2

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PHONE NUMBER  
(415) 489-6438

TELEPHONE NUMBER:  
(925) 957-8022

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RE: CAPITAL FUND

FAX NUMBER: (925) 372-0236

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FOR REVIEW

PLEASE REPLY

PLEASE COMMENT

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Good Morning Shirley,

Attached is the Statement of Completed Capital Fund Program  
Projects for the following grants:

**CA39P01150105 & CA39P01150206**

Thank You

Laurie

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**HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA  
 STATEMENT OF COMPLETED CAPITAL FUND PROGRAM PROJECTS  
 ANNUAL CONTRIBUTIONS CONTRACT SF-182  
 MARCH 31, 2008**

**CA39P01150105**

Funds approved	\$	2,218,913
Funds expended		2,218,913

Excess of funds approved	\$	-
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Funds advanced	\$	2,218,913
Funds expended		2,218,913

Excess of funds advanced	\$	-
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**CA39P01150206**

Funds approved	\$	60,294
Funds expended		60,294

Excess of funds approved	\$	-
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Funds advanced	\$	60,294
Funds expended		60,294

Excess of funds advanced	\$	-
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**The accompanying Independent Auditors' Report and notes are an integral part of this statement.**

HOUSING AUTHORITY  
OF THE  
COUNTY OF CONTRA COSTA



June 11, 2008

Shirley Thomas  
Facilities Management Specialist  
Office of Public Housing  
U.S. Department of Housing & Urban Development  
600 Harrison Street  
San Francisco, CA 94107-1387

**Subject:     Actual Comprehensive Grant Cost Certificates for**  
**Project Number CA39P01150105**  
**Project Number CA39P01150206**

Dear Shirley:

Enclosed please find HUD form 52839 for the above grants for financial year 03/31/2008.

If you have any questions, please contact me, at (925) 957-8014.

Sincerely,

John Hunter  
Finance Director

**Actual Comprehensive Grant  
Cost Certificate**  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(Exp. 06/30/2005)

PHA/IHA Name  HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA	Comprehensive Grant Number CA39P01150105
	FFY of Grant Approval 2005

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

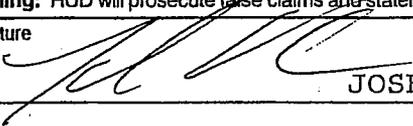
1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 2,218,913.00
B. Revised Funds Approved	\$
C. Funds Advanced	\$
D. Funds Expended (Actual Modernization Cost)	\$ 2,218,913.00
E. Amount to be Recaptured (A-D)	\$ NIL
F. Excess of Funds Advanced (C-D)	\$ NIL

2. That all modernization work in connection with the Comprehensive Grant has been completed;
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA have been fully paid;
4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and
5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature  JOSEPH VILLARREAL, EXECUTIVE DIRECTOR	Date 6-10-08
---	-----------------

<b>For HUD Use Only</b>	
The Cost Certificate is approved for audit.	
Approved for Audit (Director, Public Housing Division)	Date
The audited costs agree with the costs shown above.	
Verified (Director, Public Housing Division)	Date
Approved (Field Office Manager)	Date



**Annual Statement / Performance and Evaluation Report**  
**Part I: Summary**  
**Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)  
**FFY of Grant Approval** **2005**

**HA Name** **Housing Authority of the County of Contra Costa**  
**Capital Fund Program Grant Number** **CA39P01150105**

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number 1  Performance and Evaluation Report for Program Year Ending \_\_\_\_\_  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended	
1	Total Non-CGP Funds					
2	1406 Operations (May not exceed 10% of line 20)	\$175,000	\$221,744	\$221,744	\$221,744	
3	1408 Management Improvements	\$443,000	\$442,765	\$442,765	\$442,765	
4	1410 Administration	\$221,000	\$221,000	\$221,000	\$221,000	
5	1411 Audit	\$2,000	\$2,000	\$2,000	\$2,000	
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$70,913	\$62,067	\$62,067	\$62,067	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$275,000	\$278,199	\$278,199	\$278,199	
10	1460 Dwelling Structures	\$850,000	\$817,548	\$817,548	\$817,548	
11	1485.1 Dwelling Equipment - Nonexpendable					
12	1470 Nondwelling Structures	\$70,000	\$92,658	\$92,658	\$92,658	
13	1475 Nondwelling Equipment	\$25,000	\$44,815	\$44,815	\$44,815	
14	1485 Demolition					
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	\$35,000	\$36,117	\$36,117	\$36,117	
18	1498 Mod Used for Development					
19	1502 Contingency (may not exceed 8% of line 20)	\$52,000	\$0	\$0	\$0	
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$2,218,913	\$2,218,913	\$2,218,913	\$2,218,913	
21	Amount of line 20 Related to LBP Activities					
22	Amount of line 20 Related to Section 504 Compliance	\$70,000				
23	Amount of line 20 Related to Security	\$544,000				
24	Amount of line 20 Related to Energy Conservation Measures	\$270,000				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 Signature of Executive Director and Date *[Signature]* **6-10-08**

(2) To be completed for the Performance and Evaluation Report.  
 Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2517-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (1)
				Original	Revised (1)	Funds Obligated (1)	Funds Expended (1)	
<u>PHA Wide</u>	Operations -Operations	1406		\$175,000	\$221,744	\$221,744	\$221,744	
	<b>Total for Account 1406</b>			<b>\$175,000</b>	<b>\$221,744</b>	<b>\$221,744</b>	<b>\$221,744</b>	
<u>PHA Wide</u>	Management Improvements -Resident Services -Asst.Dir. Facilities Management -Security -Computer System Hardware / Software / Communications	1408		\$100,000	\$55,472	\$55,472	\$55,472	
		1408		\$34,000	\$34,000	\$34,000	\$34,000	
		1408		\$259,000	\$270,851	\$270,851	\$270,851	
		1408		\$50,000	\$82,442	\$82,442	\$82,442	
	<b>Total for Account 1408</b>			<b>\$443,000</b>	<b>\$442,765</b>	<b>\$442,765</b>	<b>\$442,765</b>	
<u>PHA Wide</u>	Administration -Technical and Non-Technical-Salaries & Benefit	1410		\$221,000	\$221,000	\$221,000	\$221,000	
	<b>Total for Account 1410</b>			<b>\$221,000</b>	<b>\$221,000</b>	<b>\$221,000</b>	<b>\$221,000</b>	
<u>PHA Wide</u>	Audit -Audit	1411		\$2,000	\$2,000	\$2,000	\$2,000	
	<b>Total for Account 1411</b>			<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	<b>\$2,000</b>	
<u>PHA Wide</u>	Fees and Costs -Project Management, Planning Costs	1430		\$70,913	\$62,067	\$62,067	\$62,067	
	<b>Total for Account 1430</b>			<b>\$70,913</b>	<b>\$62,067</b>	<b>\$62,067</b>	<b>\$62,067</b>	
CA-011003	Site Improvements -Site Lighting	1450		\$10,000	\$1,900	\$1,900	\$1,900	
CA-011005	-Landscape Improvements	1450		\$10,000	\$0	\$0	\$0	
CA-011010	-Landscape Improvements	1450		\$10,000	\$0	\$0	\$0	
CA011015	-Fencing, Parking Lot Repaving	1450		\$100,000	\$65,574	\$65,574	\$65,574	
CA-045002	-Exterior Modernization & Security Lighting	1450		\$145,000	\$210,725	\$210,725	\$210,725	
	<b>Total for Account 1450</b>			<b>\$275,000</b>	<b>\$278,199</b>	<b>\$278,199</b>	<b>\$278,199</b>	
CA-011005	Dwelling Structures -Unit Interior Modernization	1460		\$50,000	\$0	\$0	\$0	
CA-011010	-Unit Interior Modernization	1460		\$800,000	\$817,548	\$817,548	\$817,548	
	<b>Total for Account 1460</b>			<b>\$850,000</b>	<b>\$817,548</b>	<b>\$817,548</b>	<b>\$817,548</b>	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.  
 Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide	General Description of Major Work Categories	Development Account	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work (1)
				Original	Revised (1)	Funds	Funds	
<u>PHA Wide</u>	Non-Dwelling Structures	1470		\$70,000	\$92,658	\$92,658	\$92,658	
	-Accessibility Improvements			\$70,000	\$92,658	\$92,658	\$92,658	
<u>PHA Wide</u>	Non-Dwelling Equipment	1475		\$25,000	\$44,815	\$44,815	\$44,815	
	-Replace Aging Maintenance Truck			\$25,000	\$44,815	\$44,815	\$44,815	
<u>PHA Wide</u>	Relocation Costs	1495.1		\$35,000	\$36,117	\$36,117	\$36,117	
	-Relocation Costs			\$35,000	\$36,117	\$36,117	\$36,117	
	<b>Contingency</b>	1502		\$52,000	\$0	\$0	\$0	
	<b>Total for Account 1470</b>							
	<b>Total for Account 1475</b>							
	<b>Total for Account 1495.1</b>							
	<b>Total for Account 1502</b>							

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement  
 Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.  
 Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (2)
	Original	Revised (1)	Original	Revised (1)	
PHA-Wide	12/31/2007		12/31/2008		
CA-011-003	12/31/2007		12/31/2008		
CA-011-005	12/31/2007		12/31/2008		
CA-011-010	12/31/2007		12/31/2008		
CA-011-015	12/31/2007		12/31/2008		
CA-045-002	12/31/2007		12/31/2008		

To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

(2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

# Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name:  
Housing Authority of the County of Contra Costa

Grant Type and Number  
Capital Fund Program Grant No: CA39P01150206  
Replacement Housing Factor Grant No:

Federal FY of Grant:  
2006

Original Annual Statement  Reserve for Disasters/ Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost
		Original	Revised	
1	Total non-CFP Funds			
2	1406 Operations			
3	1408 Management Improvements Soft Costs	6,000		
	Management Improvements Hard Costs	6,000		
4	1410 Administration	6,000		
5	1411 Audit			
6	1415 Liquidated Damages			
7	1430 Fees and Costs	4,294		
8	1440 Site Acquisition			
9	1450 Site Improvement			
10	1460 Dwelling Structures	28,000		
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	1499 Development Activities			
19	1502 Contingency	10,000		
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>60,294</b>		
	Amount of line 20 Related to LBP Activities			
	Amount of line 20 Related to Section 504 compliance	15,000		
	Amount of line 20 Related to Security -Soft Costs	4,000		
	Amount of Line 20 Related to Security- Hard Costs			
	Amount of line 20 Related to Energy Conservation Measures	2,000		
	Collateralization Expenses or Debt Service			

**Annual Statement/Performance and Evaluation Report  
 Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
 Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150206 Replacement Housing Factor Grant No:			Federal FY of Grant: 2006	
Development Number Name/HA-Wide Activities HA- Wide	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
	Asst. Dir. Facilities Management	1408		2,000		
	Agencywide Security	1408		4,000		
	Computer Hardware/Communications	1408		6,000		
	Administration	1410		6,000		
	Project Management, Planning Costs	1430		4,294		
CA011008/ Los Arboles	Unit Modernization	1460		18,000		
CA045001/ Vista del Camino	Select Unit Modernization	1460		10,000		
	Contingency	1502		10,000		
	<b>Grant Total</b>			<b>60,294</b>		

**Actual Comprehensive Grant  
Cost Certificate**  
Comprehensive Grant Program (CGP)

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

OMB Approval No. 2577-0157  
(Exp. 06/30/2005)

PHA/IHA Name	Comprehensive Grant Number <b>CA39P01150106</b>
	FFY of Grant Approval <b>2006</b>

The PHA/IHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Comprehensive Grant, is as shown below:

A. Original Funds Approved	\$ 2,040,834.00
B. Revised Funds Approved	\$
C. Funds Advanced	\$
D. Funds Expended (Actual Modernization Cost)	\$ 2,040,834.00
E. Amount to be Recaptured (A-D)	\$ NIL
F. Excess of Funds Advanced (C-D)	\$ NIL

2. That all modernization work in connection with the Comprehensive Grant has been completed;

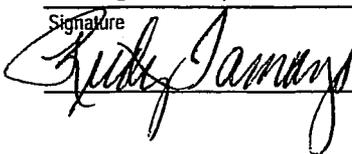
3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or material-men's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work; and

5. That the time in which such liens could be filed has expired.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Signature 	Date
RUDY TAMAYO, DEPUTY EXECUTIVE DIRECTOR	4-30-09

**For HUD Use Only**

The Cost Certificate is approved for audit.

Approved for Audit (Director, Public Housing Division)	Date
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The audited costs agree with the costs shown above.

Verified (Director, Public Housing Division)	Date
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Approved (Field Office Manager)	Date
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02911

form HUD-52839 (2/92)  
ref Handbook 7485.3

**Annual Statement /  
Performance and Evaluation Report  
Part I: Summary  
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)  
FFY of Grant Approval **2006**

HA Name **Housing Authority of the County of Contra Costa** Capital Fund Program Grant Number **CA39P01150106**

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number 1  Performance and Evaluation Report for Program Year Ending \_\_\_\_\_  
 Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost (2)
		Original	Revised (1)	Obligated	
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$175,000	\$204,083	\$204,083	\$204,083
3	1408 Management Improvements Soft Costs	\$368,000	\$368,000	\$368,000	\$368,000
	Management Improvements Hard Costs	\$40,000	\$40,000	\$40,000	\$40,000
4	1410 Administration	\$204,000	\$204,083	\$204,083	\$204,083
5	1411 Audit	\$2,000	\$2,000	\$2,000	\$2,000
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$70,834	\$109,071	\$109,071	\$109,071
8	1440 Site Acquisition				
9	1450 Site Improvement	\$85,000	\$62,754	\$62,754	\$62,754
10	1460 Dwelling Structures	\$914,000	\$1,021,430	\$1,021,430	\$1,021,430
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	\$70,000	\$7,460	\$7,460	\$7,460
13	1475 Nondwelling Equipment	\$25,000	\$21,953	\$21,953	\$21,953
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$35,000	\$0	\$0	\$0
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of line 20)	\$52,000	\$0	\$0	\$0
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$2,040,834	\$2,040,834	\$2,040,834	\$2,040,834
21	Amount of line 20 Related to LBP Activities	\$0			
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				

(1) To be completed for the Performance and Evaluation Report on a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date  3/31/09  
Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended		
<u>PHA Wide</u>	<u>Operations</u>	1406		\$175,000	\$204,083	\$204,083	\$204,083		
	Total for Account 1406			\$175,000	\$204,083	\$204,083	\$204,083		
<u>PHA Wide</u>	<u>Management Improvements</u>	1408		\$100,000	\$100,000	\$100,000	\$100,000		
	-Resident Services	1408		\$9,000	\$9,000	\$9,000	\$9,000		
	-Asst.Dir. Facilities Management	1408		\$259,000	\$259,000	\$259,000	\$259,000		
	-Agency Wide Security	1408		\$40,000	\$40,000	\$40,000	\$40,000		
	-Computer Hardware/Communications	1408							
	Total for Account 1408			\$408,000	\$408,000	\$408,000	\$408,000		
<u>PHA Wide</u>	<u>Administration</u>	1410		\$204,000	\$204,083	\$204,083	\$204,083		
	-Technical and Non-Technical-Salaries & Benefit	1410							
	Total for Account 1410			\$204,000	\$204,083	\$204,083	\$204,083		
<u>PHA Wide</u>	<u>Audit</u>	1411		\$2,000	\$2,000	\$2,000	\$2,000		
	Total for Account 1411			\$2,000	\$2,000	\$2,000	\$2,000		
<u>PHA Wide</u>	<u>Fees and Costs</u>	1430		\$70,834	\$109,071	\$109,071	\$109,071		
	-Project Management, Planning Costs	1430		\$70,834	\$109,071	\$109,071	\$109,071		
	Total for Account 1430			\$70,834	\$109,071	\$109,071	\$109,071		
<u>CA-011001</u>	<u>Site Improvements</u>	1450		\$10,000	\$0	\$0	\$0		
	-Landscape Improvements	1450		\$10,000	\$0	\$0	\$0		
	Total for Account 1450			\$10,000	\$0	\$0	\$0		
<u>CA-011004</u>	<u>Site Improvements</u>	1450		\$30,000	\$0	\$0	\$0		
	-Landscape Improvements	1450		\$30,000	\$0	\$0	\$0		
	Total for Account 1450			\$30,000	\$0	\$0	\$0		
<u>CA-011010</u>	<u>Site Improvements</u>	1450		\$45,000	\$62,754	\$62,754	\$62,754		
	-Landscape Improvements	1450		\$45,000	\$62,754	\$62,754	\$62,754		
	Total for Account 1450			\$45,000	\$62,754	\$62,754	\$62,754		
<u>CA-011004</u>	<u>Dwelling Structures</u>	1460		\$252,000	\$0	\$0	\$0		
	-Select Unit Modernization	1460		\$252,000	\$0	\$0	\$0		
	Total for Account 1460			\$252,000	\$0	\$0	\$0		
<u>CA-011005</u>	<u>Dwelling Structures</u>	1460		\$0	\$97,589	\$97,589	\$97,589		
	-Select Unit Modernization	1460		\$0	\$97,589	\$97,589	\$97,589		
	Total for Account 1460			\$0	\$97,589	\$97,589	\$97,589		

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended		
CA-011008	Dwelling Structures -Select Unit Modernization	1460		\$0	\$555	\$555	\$555		
	<b>Total for Account 1460</b>			\$0	\$555	\$555	\$555		
CA-011010	Dwelling Structures -Unit Interior Modernization	1460		\$632,000	\$717,857	\$717,857	\$717,857		
	<b>Total for Account 1460</b>			\$632,000	\$717,857	\$717,857	\$717,857		
CA-011011	Dwelling Structures -Unit Interior Modernization	1460		\$0	\$20,732	\$20,732	\$20,732		
	<b>Total for Account 1460</b>			\$0	\$20,732	\$20,732	\$20,732		
CA-011012	Dwelling Structures -Unit Interior Modernization	1460		\$0	\$485	\$485	\$485		
	<b>Total for Account 1460</b>			\$0	\$485	\$485	\$485		
CA-011013	Dwelling Structures -Unit Interior Modernization	1460		\$0	\$18,104	\$18,104	\$18,104		
	<b>Total for Account 1460</b>			\$0	\$18,104	\$18,104	\$18,104		
CA-011015	Dwelling Structures -Select Unit Modernization	1460		\$30,000	\$68,509	\$68,509	\$68,509		
	<b>Total for Account 1460</b>			\$30,000	\$68,509	\$68,509	\$68,509		
CA-011017	Dwelling Structures -Select Unit Modernization	1460		\$0	\$80,399	\$80,399	\$80,399		
	<b>Total for Account 1460</b>			\$0	\$80,399	\$80,399	\$80,399		
CA-011018	Dwelling Structures -Select Unit Modernization	1460		\$0	\$17,200	\$17,200	\$17,200		
	<b>Total for Account 1460</b>			\$0	\$17,200	\$17,200	\$17,200		
PHA Wide	Accessibility Improvements Maintenance Truck	1470 1475		\$70,000 \$25,000	\$7,460 \$0	\$7,460 \$0	\$7,460 \$0	\$7,460 \$0	

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended		
	Non Dwelling Equipment	1475		\$0	\$21,953	\$21,953	\$21,953		
	Relocation Costs	1495.1		\$35,000	\$0	\$0	\$0		
	Contingency	1502		\$52,000	\$0	\$0	\$0		
	<b>Totals</b>			<b>\$2,040,834</b>	<b>\$2,040,834</b>	<b>\$2,040,834</b>	<b>\$2,040,834</b>		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

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

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	All Funds Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates (2)
	Original	Revised	Original	Actual	
PHA-Wide	12/31/2009	3/31/2009	12/31/2011	6/30/2009	
CA-011-003	12/31/2009	3/31/2009	12/31/2011	6/30/2009	
CA-011-005	12/31/2009	3/31/2009	12/31/2011	6/30/2009	
CA-011-010	12/31/2009	3/31/2009	12/31/2011	6/30/2009	
CA-011-015	12/31/2009	3/31/2009	12/31/2011	6/30/2009	
CA-045-002	12/31/2009	3/31/2009	12/31/2011	6/30/2009	

To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.

Signature of Executive Director and Date Signature of Public Housing Director/Office of Native American Programs Administrator and Date

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA  
 STATEMENT OF COMPLETED CAPITAL FUND PROGRAM PROJECT  
 ANNUAL CONTRIBUTIONS CONTRACT SF-182  
 MARCH 31, 2010

CA39P01150106

	Funds approved		Excess of funds approved	
\$ 2,040,834		Funds expended		
2,040,834		Funds advanced		
\$ -		Funds expended		Excess of funds advanced
2,040,834		Funds approved		
\$ -		Funds expended		

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The accompanying Independent Auditors' Report and notes are an integral part of this statement.

# Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150107 Replacement Housing Factor Grant No:		Federal FY of Grant: 2007	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	215,000			
3	1408 Management Improvements Soft Costs	391,000			
	Management Improvements Hard Costs	40,000			
4	1410 Administration	215,000			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,693			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	988,000			
11	1465.1 Dwelling Equipment--Nonexpendable				
12	1470 Nondwelling Structures	20,000			
13	1475 Nondwelling Equipment	80,000			
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	5,000			
18	1499 Development Activities				
19	1502 Contingency	102,000			
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>2,158,693</b>			
	Amount of line 20 Related to LBP Activities	-0-			
	Amount of line 20 Related to Section 504 compliance	20,000			
	Amount of line 20 Related to Security--Soft Costs	259,000			
	Amount of line 20 Related to Security--Hard Costs	10,000			
	Amount of line 20 Related to Energy Conservation Measures	63,000			
	Collateralization Expenses or Debt Service	-0-			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150107 Replacement Housing Factor Grant No:			Federal FY of Grant: 2007	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
HA - Wide	Operations	1406		215,000		
	Resident Services	1408		100,000		
	Asst. Dir. Facilities Management	1408		32,000		
	Agencywide Security	1408		259,000		
	Computer Hardware/Communications	1408		40,000		
	Administration	1410		215,000		
	Audit	1411		2,000		
	Project Management, Planning Costs	1430		70,693		
CA011008/ Los Arboles	Landscape Improvements Select Unit Modernization	1450 1460		30,000 653,000		
CA011015/ Elder Winds	Exterior Modernization	1460		80,000		
CA011010/ Bayo Vista	Unit Interior Modernization	1460		255,000		
HA - Wide	Accessibility Improvements	1470		20,000		
	(4) Amp-Based Management Vehicles	1475		80,000		
	Relocation Costs	1495.1		5,000		
	Contingency	1502		102,000		
	<b>Grant Total</b>			<b>2,158,693</b>		

**Annual Statement /  
Performance and Evaluation Report**  
Part I: Summary  
Capital Fund Program (CFP)

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)

Capital Fund Program Grant Number  
**CA39P01150107**

FFY of Grant Approval  
**2007**

**Housing Authority of the County of Contra Costa**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ X ] Revised Annual Statement/Revision Number 1 [ X ] Performance and Evaluation Report for Program Year Ending 2011

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost (2)
		Original	Revised (1)	Obligated	
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 10% of line 20)	\$215,869	\$215,869	\$215,869	\$215,869
3	1408 Management Improvements Soft Costs	\$391,739	\$431,738	\$431,738	\$431,738
	Management Improvements Hard Costs	\$40,000	\$0	\$0	\$0
4	1410 Administration	\$215,869	\$215,869	\$215,869	\$215,869
5	1411 Audit	\$2,000	\$2,000	\$2,000	\$2,000
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$70,693	\$41,594	\$41,594	\$41,594
8	1440 Site Acquisition				
9	1450 Site Improvement	\$30,000	\$25,933	\$25,933	\$25,933
10	1460 Dwelling Structures	\$988,000	\$1,127,022	\$1,127,022	\$1,127,022
11	1465.1 Dwelling Equipment - Nonexpendable				
12	1470 Nondwelling Structures	\$20,000	\$13,668	\$13,668	\$13,668
13	1475 Nondwelling Equipment	\$80,000	\$80,000	\$80,000	\$80,000
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	\$5,000	\$5,000	\$5,000	\$5,000
18	1498 Mod Used for Development				
19	1502 Contingency (may not exceed 8% of lines 2 - 19)	\$99,523	\$0	\$0	\$0
20	Amount of Annual Grant (Sum of lines 2 - 19)	<b>\$2,158,693</b>	<b>\$2,158,693</b>	<b>\$2,158,693</b>	<b>\$2,158,693</b>
21	Amount of line 20 Related to LBP Activities	\$0			
22	Amount of line 20 Related to Section 504 Compliance	\$20,000			
23	Amount of line 20 Related to Security	\$269,000			
24	Amount of line 20 Related to Energy Conservation Measures	\$63,000			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Performance and Evaluation Report.  
Signature of Executive Director and Date *[Signature]* 4/28/11  
Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2577-0157 (Exp. 3/31/2022)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
<u>PHA Wide</u>	Operations Total for Account 1408	1406		\$215,869	\$215,869	\$215,869	\$215,869	
<u>PHA Wide</u>	Management Improvements -Resident Services -Asst.Dir. Facilities Management -Agency Wide Security -Computer Hardware/Communications Total for Account 1408	1408		\$100,000	\$100,000	\$100,000	\$100,000	
		1408		\$32,738	\$32,738	\$32,738	\$32,738	
		1408		\$259,000	\$259,000	\$259,000	\$259,000	
		1408		\$40,000	\$0	\$0	\$0	
<u>PHA Wide</u>	Administration -Technical and Non-Technical-Salaries & Benefit Total for Account 1410	1410		\$215,869	\$215,869	\$215,869	\$215,869	
<u>PHA Wide</u>	Audit Total for Account 1411	1411		\$2,000	\$2,000	\$2,000	\$2,000	
<u>PHA Wide</u>	Fees and Costs -Project Management, Planning Costs Total for Account 1430	1430		\$70,693	\$41,594	\$41,594	\$41,594	
<u>CA-011010</u>	Site Improvements -Landscape Improvements Total for Account 1450	1450		\$0	\$8,717	\$8,717	\$8,717	
<u>CA-011017</u>	Site Improvements -Landscape Improvements Total for Account 1450	1450		\$30,000	\$17,216	\$17,216	\$17,216	
<u>CA-011006</u>	Dwelling Structures -Select Unit Modernization Total for Account 1460	1460		\$0	\$16,913	\$16,913	\$16,913	
<u>CA-011008</u>	Dwelling Structures -Select Unit Modernization Total for Account 1460	1460		\$653,000	\$0	\$0	\$0	
	Dwelling Structures Total for Account 1460			\$653,000	\$0	\$0	\$0	

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

**Annual Statement / Performance and Evaluation Report  
Part II: Supporting Pages  
Capital Fund Program (CFP)**

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
CA-011010	-Unit Interior Modernization	1460		\$255,000	\$67,758	\$67,758	\$67,758	
	<b>Total for Account 1460</b>			\$255,000	\$67,758	\$67,758	\$67,758	
CA-011015	Dwelling Structures -Select Unit Modernization	1460		\$80,000	\$0	\$0	\$0	
	<b>Total for Account 1460</b>			\$80,000	\$0	\$0	\$0	
CA-01109a	Dwelling Structures -Select Unit Modernization	1460		\$0	\$22,937	\$22,937	\$22,937	
	<b>Total for Account 1460</b>			\$0	\$22,937	\$22,937	\$22,937	
CA-01109b	Dwelling Structures -Select Unit Modernization	1460		\$0	\$22,937	\$22,937	\$22,937	
	<b>Total for Account 1460</b>			\$0	\$22,937	\$22,937	\$22,937	
CA-011017	Dwelling Structures -Select Unit Modernization	1460		\$0	\$996,477	\$996,477	\$996,477	
	<b>Total for Account 1460</b>			\$0	\$996,477	\$996,477	\$996,477	
PHA Wide	Dwelling Equipment Accessibility Improvements Non-Dwelling Equipment Relocation Costs Contingency	1465.1 1470 1475 1495.1 1502		\$0 \$20,000 \$80,000 \$5,000 \$99,523	\$13,668 \$0 \$80,000 \$5,000 \$0	\$13,668 \$0 \$80,000 \$5,000 \$0	\$13,668 \$0 \$80,000 \$5,000 \$0	
	<b>Totals</b>			\$2,158,693	\$2,158,693	\$2,158,693	\$2,158,693	

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.  
Signature of Public Housing Director/Office of Native American Programs Administrator and Date

# Annual Statement/Performance and Evaluation Report Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary

PHA Name: **Housing Authority of the County of Contra Costa**      Grant Type and Number: **Capital Fund Program Grant No: CA39P01150108**      Federal FY of Grant: **2008**  
 Replacement Housing Factor Grant No: \_\_\_\_\_

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement (revision no: )  
 Performance and Evaluation Report for Period Ending:  Final Performance and Evaluation Report

Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	211,000			
3	1408 Management Improvements Soft Costs	410,000			
	Management Improvements Hard Costs	10,000			
4	1410 Administration	211,000			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	70,723			
8	1440 Site Acquisition				
9	1450 Site Improvement	30,000			
10	1460 Dwelling Structures	904,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Nondwelling Structures	20,000			
13	1475 Nondwelling Equipment	25,000			
14	1485 Demolition	30,000			
15	1490 Replacement Reserve				
16	1492 Moving to Work Demonstration				
17	1495.1 Relocation Costs	80,000			
18	1499 Development Activities				
19	1502 Contingency	102,000			
20	<b>Amount of Annual Grant: (sum of lines 2-19)</b>	<b>2,105,723</b>			
	Amount of line 20 Related to LBP Activities	-0-			
	Amount of line 20 Related to Section 504 compliance	20,000			
	Amount of line 20 Related to Security—Soft Costs	320,000			
	Amount of Line 20 Related to Security-- Hard Costs	10,000			
	Amount of line 20 Related to Energy Conservation Measures	63,000			
	Collateralization Expenses or Debt Service	-0-			

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)  
Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150108 Replacement Housing Factor Grant No:			Federal FY of Grant: 2008	
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
HA - Wide	Operations	1406		211,000		
	Resident Services	1408		90,000		
	Agencywide Security	1408		320,000		
	Computer Hardware/Communications	1408		10,000		
	Administration	1410		211,000		
	Audit	1411		2,000		
	Project Management, Planning Costs	1430		70,723		
CA011005/ El Pueblo	Demolition	1485		30,000		
CA011008/ Los Arboles	Landscape Improvements Select Unit Modernization	1450 1460		30,000 612,000		
CA011011/ Hacienda	Exterior Modernization	1460		80,000		
CA011017/ Vista del Camino	Unit Interior Modernization	1460		212,000		
HA - Wide	Accessibility Improvements	1470		20,000		
	Maintenance Truck	1475		25,000		
	Relocation Costs	1495.1		80,000		
	Contingency	1502		102,000		
	<b>Grant Total</b>			<b>2,105,723</b>		



# Capital Fund Program Five-Year Action Plan

## Part I: Summary

PHA Name: Housing Authority of the County of Contra Costa

Original 5-Year Plan  
 Revision No:

Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: 2009 PHA FY: 2009	Work Statement for Year 3 FFY Grant: 2010 PHA FY: 2010	Work Statement for Year 4 FFY Grant: 2011 PHA FY: 2011	Work Statement for Year 5 FFY Grant: 2012 PHA FY: 2012
	500,000/Continuous				
CA011001/Alhambra Terrace					
CA011003/Bridgmont			80,000		
CA011004/Los Nogales				275,000	105,000
CA011005/El Pueblo					
CA011006/Las Deltas					
CA011008/Los Arboles		200,000			
CA011009A/Las Deltas Annex 1					
CA011009B/Las Deltas Annex 2		400,000			
CA0110010/Bayo Vista			200,000		
CA0110011/Hacienda		100,000		265,000	
CA0110012/Casa de Manana			400,000	535,000	990,000
CA0110013/Casa Serena					
CA0110015/Elder Winds					
CA0110017/Vista del Camino		275,000			
CA0110018/Kidd Manor		100,000			
Relocation		100,000	100,000	100,000	80,000
Contingency		52,000	52,000	52,000	52,000
<b>Total Work Items</b>		1,227,000	1,227,000	1,227,000	1,227,000
Operations		175,000	175,000	175,000	175,000
Mgmt. Improvements		417,000	417,000	417,000	417,000
Administration		208,000	208,000	208,000	208,000
Audit		2,000	2,000	2,000	2,000
Fees & Costs		60,610	60,610	60,610	60,610
<b>Total CFP Funds (Est.)</b>		2,089,610	2,089,610	2,089,610	2,089,610

## Capital Fund Program Five-Year Action Plan

### Part II: Supporting Pages—Work Activities

Development Number/Name/HA-Wide	Activities for Year 1 FFY 2007	Activities for Year 2 FFY 2008	Activities for Year 3 FFY 2009	Activities for Year 4 FFY 2010	Activities for Year 5 FFY 2011
CA011001/ Alhambra Terrace	(SEE)			Remodel Select Units	Remodel Select Units
CA011002/ Los Medanos	ANNUAL				
CA011003/ Bridgmont	PLAN)		Exterior Modernization		
CA011004/ Los Nogales				Exterior Modernization	Exterior Modernization
CA011005/ El Pueblo					
CA011006/ Las Deltas					
CA011008/ Los Arboles		Unit Modernization			
CA011009A/ Las Deltas Annex 1					
CA011009B/ Las Deltas Annex 2					
CA0110010/ Bayo Vista		Remodel Select Units			
CA0110011/ Hacienda			Exterior Modernization		
CA0110012/ Casa de Manana		Exterior Modernization		Exterior Modernization	
CA0110013/ Casa Serena			Remodel Select Units	Remodel Select Units	Remodel Select Units
CA0110015/ Elder Winds					
CA0110017/ Vista del Camino		Remodel Select Units	Remodel Select Units		
CA0110018/ Kidd Manor		Exterior Modernization			
<b>Total Physical Improvements</b>		1,075,000	1,075,000	1,075,000	1,075,000

**Annual Statement /  
Performance and Evaluation Report  
Part I: Summary  
Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)  
FFY of Grant Approval

HA Name: **Housing Authority of the County of Contra Costa** Capital Fund Program Grant Number: **CA39P01150108** **2008**

[ ] Original Annual Statement [ ] Reserve for Disasters/Emergencies [ X ] Revised Annual Statement/Revision Number [ X ] Performance and Evaluation Report for Program Year Ending 2011

Line No.	Summary by Development Account	Total Estimated Cost			Total Actual Cost (2)	
		Original	Revised (1)	Obligated	Expended	
1	Total Non-CGP Funds					
2	1406 Operations (May not exceed 10% of line 20)	\$211,000	\$210,572	\$210,572	\$210,572	
3	1408 Management Improvements Soft Costs	\$410,000	\$421,145	\$421,145	\$421,145	
	Management Improvements Hard Costs	\$10,000	\$0	\$0	\$0	
4	1410 Administration	\$211,000	\$210,572	\$210,572	\$210,572	
5	1411 Audit	\$2,000	\$2,000	\$328	\$328	
6	1415 Liquidated Damages					
7	1430 Fees and Costs	\$70,723	\$70,723	\$9,963	\$9,963	
8	1440 Site Acquisition					
9	1450 Site Improvement	\$30,000	\$129,324	\$122,843	\$122,843	
10	1460 Dwelling Structures	\$904,000	\$804,676	\$605,063	\$605,063	
11	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$15,064	\$76,107	\$76,107	
12	1470 Nondwelling Structures	\$20,000	\$20,000	\$0	\$0	
13	1475 Nondwelling Equipment	\$25,000	\$25,000	\$24,619	\$24,619	
14	1485 Demolition	\$30,000	\$30,000	\$0	\$0	
15	1490 Replacement Reserve					
16	1492 Moving to Work Demonstration					
17	1495.1 Relocation Costs	\$80,000	\$80,000	\$15,741	\$15,741	
18	1498 Mod Used for Development					
19	1502 Contingency (may not exceed 8% of line 20)	\$102,000	\$86,647	\$0	\$0	
20	Amount of Annual Grant (Sum of lines 2 - 19)	\$2,105,723	\$2,105,723	\$1,696,953	\$1,696,953	
21	Amount of line 20 Related to LBP Activities	\$0	\$0			
22	Amount of line 20 Related to Section 504 Compliance	\$20,000	\$0			
23	Amount of line 20 Related to Security	\$330,000	\$0			
24	Amount of line 20 Related to Energy Conservation Measures	\$66,000	\$0			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Signature of Executive Director and Date

Signature of Executive Director:  Date: **8/26/11**

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement / Performance and Evaluation Report  
 Part II: Supporting Pages  
 Capital Fund Program (CFP)

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

OMB Approval #577-0157 (Exp. 01/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost			Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Obligated	Funds Expended		
PHA Wide	Operations	1406		\$211,000	\$210,572	\$210,572	\$210,572	\$210,572		
	Total for Account 1406			\$211,000	\$210,572	\$210,572	\$210,572	\$210,572		
PHA Wide	Management Improvements	1408		\$90,000	\$22,500	\$22,500	\$22,500	\$22,500		
	-Resident Services	1408		\$0	\$75,398	\$75,398	\$75,398	\$75,398		
	-Asst. Dir. Facilities Management	1408		\$320,000	\$323,247	\$323,247	\$323,247	\$323,247		
	-Agency Wide Security	1408		\$10,000	\$0	\$0	\$0	\$0		
	-Computer Hardware/Communications	1408		\$0	\$0	\$0	\$0	\$0		
	Total for Account 1408			\$420,000	\$421,145	\$421,145	\$421,145	\$421,145		
PHA Wide	Administration	1410		\$211,000	\$210,572	\$210,572	\$210,572	\$210,572		
	-Technical and Non-Technical Salaries & Benefit	1410		\$211,000	\$210,572	\$210,572	\$210,572	\$210,572		
PHA Wide	Audit	1411		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
	Total for Account 1411			\$2,000	\$2,000	\$2,000	\$2,000	\$2,000		
PHA Wide	Fees and Costs	1430		\$70,723	\$70,723	\$9,963	\$9,963	\$9,963		
	-Project Management, Planning Costs	1430		\$70,723	\$70,723	\$9,963	\$9,963	\$9,963		
	Total for Account 1430			\$70,723	\$70,723	\$9,963	\$9,963	\$9,963		
CA-011001	Site Improvements	1450		\$30,000	\$30,000	\$23,519	\$23,519	\$23,519		
	-Landscape Improvements	1450		\$30,000	\$30,000	\$23,519	\$23,519	\$23,519		
CA-011006	Site Improvements	1450		\$0	\$36,314	\$36,314	\$36,314	\$36,314		
	-Landscape Improvements	1450		\$0	\$36,314	\$36,314	\$36,314	\$36,314		
CA-011010	Site Improvements	1450		\$0	\$35,086	\$35,086	\$35,086	\$35,086		
	-Landscape Improvements	1450		\$0	\$35,086	\$35,086	\$35,086	\$35,086		
CA-01105a	Site Improvements	1450		\$0	\$13,962	\$13,962	\$13,962	\$13,962		
	-Landscape Improvements	1450		\$0	\$13,962	\$13,962	\$13,962	\$13,962		
CA-01105b	Site Improvements	1450		\$0	\$13,962	\$13,962	\$13,962	\$13,962		
	-Landscape Improvements	1450		\$0	\$13,962	\$13,962	\$13,962	\$13,962		
CA-011005	Dwelling Structures	1480		\$0	\$41,123	\$41,123	\$41,123	\$41,123		
	-Select Unit Modernization	1480		\$0	\$41,123	\$41,123	\$41,123	\$41,123		
	Total for Account 1480			\$0	\$41,123	\$41,123	\$41,123	\$41,123		

Annual Statement / Performance and Evaluation Report  
 Part II: Supporting Pages  
 Capital Fund Program (CFP)

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

OMB Approval 2577-0157 (Exp. 03/1/2022)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost			Total Actual Cost			Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Obligated	Funds Expended		
CA-011006	Dwelling Structures -Select Unit Modernization	1460		\$0	\$221,403	\$221,403	\$221,403	\$221,403		
	Total for Account 1460			\$0	\$221,403	\$221,403	\$221,403	\$221,403		
CA-011008	Dwelling Structures -Select Unit Modernization	1460		\$812,000	\$7,883	\$4,550	\$4,550	\$4,550		
	Total for Account 1460			\$812,000	\$7,883	\$4,550	\$4,550	\$4,550		
CA-011009a	Dwelling Structures -Select Unit Modernization	1460		\$0	\$78,714	\$78,714	\$78,714	\$78,714		
	Total for Account 1460			\$0	\$78,714	\$78,714	\$78,714	\$78,714		
CA-011009b	Dwelling Structures -Select Unit Modernization	1460		\$0	\$50,116	\$50,116	\$50,116	\$50,116		
	Total for Account 1460			\$0	\$50,116	\$50,116	\$50,116	\$50,116		
CA-011010	Dwelling Structures -Select Unit Modernization	1460		\$0	\$193,437	\$193,437	\$193,437	\$193,437		
	Total for Account 1460			\$0	\$193,437	\$193,437	\$193,437	\$193,437		
CA-011011	Dwelling Structures -Unit Interior Modernization	1460		\$80,000	\$0	\$0	\$0	\$0		
	Total for Account 1460			\$80,000	\$0	\$0	\$0	\$0		
CA-011017	Dwelling Structures -Select Unit Modernization	1460		\$212,000	\$212,000	\$15,720	\$15,720	\$15,720		
	Total for Account 1460			\$212,000	\$212,000	\$15,720	\$15,720	\$15,720		
CA-011005	Demolition -Demolition	1465		\$30,000	\$30,000	\$0	\$0	\$0		
	Total for Account 1460			\$30,000	\$30,000	\$0	\$0	\$0		
PHA Wide	Dwelling Equipment Accessibility Improvements	1465.1		\$0	\$15,064	\$76,107	\$76,107	\$76,107		
	Non Dwelling Equipment	1470		\$20,000	\$0	\$0	\$0	\$0		
	Relocation Costs	1475		\$25,000	\$25,000	\$24,619	\$24,619	\$24,619		
	Contingency	1495.1		\$90,000	\$90,000	\$15,741	\$15,741	\$15,741		
		1502		\$102,000	\$66,647	\$0	\$0	\$0		
	Totals			\$2,105,723	\$2,105,723	\$1,696,953	\$1,696,953	\$1,696,953		

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
 Signature of Executive Director and Date  
 (2) To be completed for the Performance and Evaluation Report.  
 Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

<b>Part I: Summary</b>		FFY of Grant: 2009 FFY of Grant Approval:	
PHA Name: Housing Authority of the County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: CA39S01150109 Replacement Housing Factor Grant No: Date of CFFP:		

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements		575,400			
4	1410 Administration (may not exceed 10% of line 21)		287,700			
5	1411 Audit					
6	1415 Liquidated Damages					
7	1430 Fees and Costs		231,846			
8	1440 Site Acquisition					
9	1450 Site Improvement		340,000			
10	1460 Dwelling Structures		1,382,300			
11	1465.1 Dwelling Equipment—Nonexpendable		60,000			
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>					

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2009	
PHA Name: Housing Authority of the County of Contra Costa		FFY of Grant Approval:	
Grant Type and Number Capital Fund Program Grant No: CA39S01150109 Replacement Housing Factor Grant No: Date of CFFP:			
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Summary by Development Account		Total Actual Cost <sup>1</sup>	
Line		Original	Revised <sup>2</sup> Obligated
18a	1501 Collateralization or Debt Service paid by the PHA	0	
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment	0	
19	1502 Contingency (may not exceed 8% of line 20)	0	
20	Amount of Annual Grant:: (sum of lines 2 - 19)	2,877,246	
21	Amount of line 20 Related to LBP Activities	50,000	
22	Amount of line 20 Related to Section 504 Activities	40,000	
23	Amount of line 20 Related to Security - Soft Costs	445,400	
24	Amount of line 20 Related to Security - Hard Costs	0	
25	Amount of line 20 Related to Energy Conservation Measures	135,000	
Signature of Executive Director, Joseph Villarreal		Signature of Public Housing Director	
		Date	Date
		4/9/09	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part II: Supporting Pages		Federal FFY of Grant: 2009						
PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39S01150109 CFFP (Yes/No): Replacement Housing Factor Grant No:						
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
El Pueblo CA011005	Site Repairs Select Unit Modernization	1450 1460		50,000 300,000				
Las Deltas CA011006/9A/9B	Vacant Unit Site Repairs Vacant Unit Modernization	1450 1460		80,000 652,300				
Bayo Vista CA011010	Vacant Unit Site Repairs Vacant Unit Modernization	1450 1460		20,000 120,000				
Casa de Manana CA011012	Driveway Repairs	1450		120,000				
Vista del Camino CA011017	Site Improvements Select Unit Modernization	1450 1460		70,000 310,000				
CA011006/9A/9B, CA011005, CA011010 CA011017	Replacement Stoves and Refrigerators	1465		60,000				

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.



Part III: Implementation Schedule for Capital Fund Financing Program						Federal FFY of Grant: 2009
PHA Name: Housing Authority of the County of Contra Costa						Reasons for Revised Target Dates
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		Actual Obligation End Date	All Funds Expended (Quarter Ending Date)		
	Original Obligation End Date			Original Expenditure End Date	Actual Expenditure End Date	
El Pueblo CA011005	3/18/10			3/18/12		
Las Deltas CA011006/9A/9B	3/18/10			3/18/12		
Bayo Vista CA011010	3/18/10			3/18/12		
Casa deManana CA011012	3/18/10			3/18/12		
Vista del Camino CA011017	3/18/10			3/18/12		

**Annual Statement / Performance and Evaluation Report**  
**Part I: Summary**  
**Capital Fund Program (CFP)**

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

OMB Approval No. 2577-0157 (Exp. 3/31/2002)  
**FFY of Grant Approval**

HA Name: **Housing Authority of the County of Contra Costa** Capital Fund Program Grant Number: **CA39P01150109** **2009**

Original Annual Statement  Reserve for Disasters/Emergencies  Revised Annual Statement/Revision Number 1  Performance and Evaluation Report for Program Year Ending 2011

Line No.	Summary by Development Account	Total Estimated Cost		Obligated	Total Actual Cost (2)
		Original	Revised (1)		
1	Total Non-CGP Funds				
2	1406 Operations (May not exceed 20% of line 20)	\$418,000	\$210,572	\$210,572	\$210,572
3	1408 Management Improvements Soft Costs	\$408,000	\$373,935	\$373,935	\$373,935
4	Management Improvements Hard Costs	\$10,000	\$36,065	\$36,065	\$36,065
5	1410 Administration	\$209,000	\$210,572	\$210,572	\$210,572
6	1411 Audit	\$2,000	\$4,043	\$4,043	\$4,043
7	1415 Liquidated Damages				
8	1430 Fees and Costs	\$237,969	\$118,127	\$118,127	\$118,127
9	1440 Site Acquisition				
10	1450 Site Improvement	\$142,000	\$232,062	\$1,816	\$1,816
11	1460 Dwelling Structures	\$440,000	\$821,234	\$14,998	\$14,998
12	1465.1 Dwelling Equipment - Nonexpendable	\$0	\$15,301	\$15,301	\$15,301
13	1470 Nondwelling Structures	\$20,000	\$0	\$0	\$0
14	1475 Nondwelling Equipment	\$25,000	\$72,058	\$72,058	\$72,058
15	1485 Demolition				
16	1490 Replacement Reserve				
17	1492 Moving to Work Demonstration				
18	1495.1 Relocation Costs	\$80,000	\$0	\$0	\$0
19	1498 Mod Used for Development				
20	1502 Contingency (may not exceed 8% of line 20)	\$102,000	\$0	\$0	\$0
21	Amount of Annual Grant (Sum of lines 2 - 19)	<b>\$2,093,969</b>	<b>\$2,093,969</b>	<b>\$1,057,487</b>	<b>\$1,057,487</b>
22	Amount of line 20 Related to LBP Activities				
23	Amount of line 20 Related to Section 504 Compliance	\$20,000			
24	Amount of line 20 Related to Security	\$30,000			
25	Amount of line 20 Related to Energy Conservation Measures	\$63,000			

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement. (2) To be completed for the Signature of Executive Director and Date

Signature of Executive Director and Date: *[Signature]* 4/26/11

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

**Annual Statement / Performance and Evaluation Report**  
**Part II: Supporting Pages**  
**Capital Fund Program (CFP)**

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

OMB Approval 2577-0157 (Exp. 3/31/2002)

Development Number / Name HA - Wide Activities	General Description of Major Work Categories	Development Account Number	Quantity	Total Estimated Cost		Total Actual Cost		Status of Proposed Work
				Original	Revised	Funds Obligated	Funds Expended	
<u>PHA Wide</u>	<u>Operations</u>	1406		\$418,000	\$210,572	\$210,572	\$210,572	
	Total for Account 1406			\$418,000	\$210,572	\$210,572	\$210,572	
<u>PHA Wide</u>	<u>Management Improvements</u>	1408		\$62,000	\$132,754	\$132,754	\$132,754	
	-Resident Services	1408		\$0	\$0	\$0	\$0	
	-Asst.Dir. Facilities Management	1408		\$346,000	\$241,181	\$241,181	\$241,181	
	-Agency Wide Security	1408		\$10,000	\$36,065	\$36,065	\$36,065	
	-Computer Hardware/Communications	1408						
	Total for Account 1408			\$418,000	\$410,000	\$410,000	\$410,000	
<u>PHA Wide</u>	<u>Administration</u>	1410		\$209,000	\$210,572	\$210,572	\$210,572	
	-Technical and Non-Technical-Salaries & Benefit	1410						
	Total for Account 1410			\$209,000	\$210,572	\$210,572	\$210,572	
<u>PHA Wide</u>	<u>Audit</u>	1411		\$2,000	\$4,043	\$4,043	\$4,043	
	Total for Account 1411			\$2,000	\$4,043	\$4,043	\$4,043	
<u>PHA Wide</u>	<u>Fees and Costs</u>	1430		\$237,969	\$118,127	\$118,127	\$118,127	
	-Project Management, Planning Costs	1430						
	Total for Account 1430			\$237,969	\$118,127	\$118,127	\$118,127	
CA-011006	<u>Site Improvements</u>	1450		\$30,000	\$30,000	\$0	\$0	
	-Landscape Improvements	1450						
	Total for Account 1450			\$30,000	\$30,000	\$0	\$0	
CA-01109b	<u>Site Improvements</u>	1450		\$0	\$1,600	\$1,600	\$1,600	
	-Landscape Improvements	1450						
	Total for Account 1450			\$0	\$1,600	\$1,600	\$1,600	
CA-011010	<u>Site Improvements</u>	1450		\$0	\$216	\$216	\$216	
	-Landscape Improvements	1450						
	Total for Account 1450			\$0	\$216	\$216	\$216	
	<u>Site Improvements</u>							

CA-011018	-Landscape Improvements	1450		\$112,000	\$200,246	\$0	\$0
	<b>Total for Account 1450</b>			<b>\$112,000</b>	<b>\$200,246</b>	<b>\$0</b>	<b>\$0</b>
CA-011003	<u>Dwelling Structures</u> -Unit Interior Modernization	1460		\$310,000	\$310,000	\$0	\$0
	<b>Total for Account 1460</b>			<b>\$310,000</b>	<b>\$310,000</b>	<b>\$0</b>	<b>\$0</b>
CA-011006	<u>Dwelling Structures</u> -Unit Interior Modernization	1460		\$40,000	\$60,000	\$0	\$0
	<b>Total for Account 1460</b>			<b>\$40,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>
CA-01109a	<u>Dwelling Structures</u> -Unit Interior Modernization	1460		\$30,000	\$60,000	\$0	\$0
	<b>Total for Account 1460</b>			<b>\$30,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>
CA-01109b	<u>Dwelling Structures</u> -Unit Interior Modernization	1460		\$30,000	\$60,000	\$0	\$0
	<b>Total for Account 1460</b>			<b>\$30,000</b>	<b>\$60,000</b>	<b>\$0</b>	<b>\$0</b>
CA-011010	<u>Dwelling Structures</u> -Unit Interior Modernization	1460		\$0	\$99,234	\$14,998	\$14,998
	<b>Total for Account 1460</b>			<b>\$0</b>	<b>\$99,234</b>	<b>\$14,998</b>	<b>\$14,998</b>
CA-011013	<u>Dwelling Structures</u> -Select Unit Modernization	1460		\$30,000	\$352,000	\$0	\$0
	<b>Total for Account 1460</b>			<b>\$30,000</b>	<b>\$352,000</b>	<b>\$0</b>	<b>\$0</b>
PHA Wide	Dwelling Equipment - Nonexpendable	1465.1		\$0	\$15,301	\$15,301	\$15,301
	Accessibility Improvements	1470		\$20,000	\$0	\$0	\$0
	Non Dwelling Equipment	1475		\$25,000	\$72,058	\$72,058	\$72,058
	Relocation Costs	1495.1		\$80,000	\$0	\$0	\$0
	Contingency	1502		\$102,000	\$0	\$0	\$0
	<b>Totals</b>			<b>\$2,033,969</b>	<b>\$2,093,969</b>	<b>\$1,057,487</b>	<b>\$1,057,487</b>

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

Signature of Executive Director and Date

(2) To be completed for the Performance and Evaluation Report.

Signature of Public Housing Director/Office of Native American Programs Administrator and Date

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010 FFY of Grant Approval: 2010	
PHA Name: Housing Authority of the County of Contra Costa		Grant Type and Number Capital Fund Program Grant No: CA39P01150110 Replacement Housing Factor Grant No: Date of CFFP:	
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Total Actual Cost <sup>1</sup> Obligated Expended
1	Total non-CFP Funds	Original	
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	416,000	
3	1408 Management Improvements	416,000	
4	1410 Administration (may not exceed 10% of line 21)	208,000	
5	1411 Audit	2,000	
6	1415 Liquidated Damages		
7	1430 Fees and Costs	236,060	
8	1440 Site Acquisition		
9	1450 Site Improvement	132,000	
10	1460 Dwelling Structures	552,000	
11	1465.1 Dwelling Equipment—Nonexpendable		
12	1470 Non-dwelling Structures	20,000	
13	1475 Non-dwelling Equipment	25,000	
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs	80,000	
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010 FFY of Grant Approval: 2010	
PHA Name: Housing Authority of the County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: CA39P01150110 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	2,087,060	
21	Amount of line 20 Related to LBP Activities	30,000	
22	Amount of line 20 Related to Section 504 Activities	15,000	
23	Amount of line 20 Related to Security - Soft Costs	416,000	
24	Amount of line 20 Related to Security - Hard Costs	30,000	
25	Amount of line 20 Related to Energy Conservation Measures	120,000	
Signature of Executive Director <b>Joseph Villarreal</b>		Signature of Public Housing Director	Date
			6-22-10

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.











Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2010</b>	
PHA Name: Housing Authority of the County of Contra Costa		FFY of Grant Approval: 2010	
Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R011501-05 through CA39R011501-09		Date of CFP:	

Line	Type of Grant Original Annual Statement Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies		Revised Annual Statement (revision no: )		Total Actual Cost <sup>1</sup> Expended
		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
		Original	Total Estimated Cost <sup>2</sup> Revised <sup>2</sup>	Obligated		
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
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 I Dwelling Equipment—Nonexpendable					
12	1470 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495 I Relocation Costs					
17	1499 Development Activities <sup>4</sup>	\$812,311				

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FY of Grant: 2010	
PHA Name: Housing Authority of the County of Contra Costa		FY of Grant Approval: 2010	
Grant Type and Number: Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R011501-05 through CA39R011501-09		Date of CFFP:	
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
		Obligated	Expended
18a	1501 Collateralization or Debt Service paid by the PHA		
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	\$812,311	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director		Date 1-10-11	Signature of Public Housing Director
			Date

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.











Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>PHA Name:</b> Housing Authority of the County of Contra Costa		<b>Grant Type and Number</b> Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R01150110 Date of CFFP:		<b>FFY of Grant: 2010</b> FFY of Grant Approval: 2010	
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Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: )		Total Actual Cost <sup>1</sup>
			Original	Revised <sup>2</sup>	
1	Total non-CFFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>				
3	1408 Management Improvements				
4	1410 Administration (may not exceed 10% of line 21)				
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 Non-dwelling Structures				
13	1475 Non-dwelling Equipment				
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
16	1495.1 Relocation Costs				
17	1499 Development Activities <sup>4</sup>		15,434.00		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

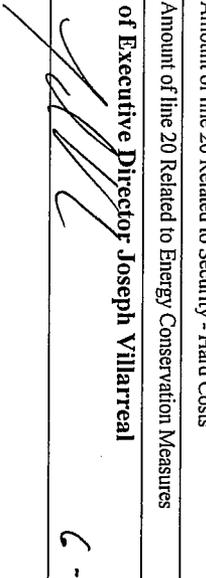
Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

Part I: Summary

PHA Name: Housing Authority of the County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R01150110 Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010
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Type of Grant  
 Original Annual Statement       Reserve for Disasters/Emergencies  
 Performance and Evaluation Report for Period Ending:       Revised Annual Statement (revision no: )  
 Final Performance and Evaluation Report

Line	Summary by Development Account	Original	Total Estimated Cost Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant:: (sum of lines 2 - 19)	15,434.00			
21	Amount of line 20 Related to LBP Activities				
22	Amount of line 20 Related to Section 504 Activities				
23	Amount of line 20 Related to Security - Soft Costs				
24	Amount of line 20 Related to Security - Hard Costs				
25	Amount of line 20 Related to Energy Conservation Measures				
Signature of Executive Director Joseph Villarreal		Date	Signature of Public Housing Director		Date
		6-23-10			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.





2010 Capital Fund

Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) County of Contra Costa Housing Authority (CA011 ) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) SF-182 dated 2/24/1962

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 15,434.00 for Fiscal Year 2010 to be referred to under Capital Fund Grant Number CA39R01150110

PHA Tax Identification Number (TIN): On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 74

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein. OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

The parties have executed this Agreement, and it will be effective on 7/15/2010. This is the date on which CFP assistance becomes available to the PHA for obligation.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one): [ ] Yes [X] No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

Table with 2 columns: U.S. Department of Housing and Urban Development (By, Date, Title) and PHA Executive Director (By, Date, Title). PHA Executive Director: Joseph Villarreal, Executive Director, Date: 6-23-10.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant 2010</b>	
PHA Name: Housing Authority of the County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R01150210 Date of CFFP:	FFY of Grant 2010 FFY of Grant Approval: 2010	

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: Summary by Development Account	Reserve for Disasters/Emergencies <input type="checkbox"/>	Revised Annual Statement (revision no: ) Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds					
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>					
3	1408 Management Improvements					
4	1410 Administration (may not exceed 10% of line 21)					
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 Non-dwelling Structures					
13	1475 Non-dwelling Equipment					
14	1485 Demolition					
15	1492 Moving to Work Demonstration					
16	1495.1 Relocation Costs					
17	1499 Development Activities <sup>4</sup>		151,090.00			

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2010	
PHA Name: Housing Authority of the County of Contra Costa		FFY of Grant Approval: 2010	
Grant Type and Number Capital Fund Program Grant No: Replacement Housing Factor Grant No: CA39R01150210 Date of CFPP:			
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant:: (sum of lines 2 - 19)	151,090.00	
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 Activities		
23	Amount of line 20 Related to Security - Soft Costs		
24	Amount of line 20 Related to Security - Hard Costs		
25	Amount of line 20 Related to Energy Conservation Measures		
Signature of Executive Director Joseph Villarreal		Date	Signature of Public Housing Director
		6-23-10	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFPP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.





2010 Capital Fund

Capital Fund Program (CFP) Amendment

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

To The Consolidated Annual Contributions Contract (form HUD-53012)

Whereas, (Public Housing Authority) County of Contra Costa Housing Authority (CA011 ) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) SF-182 dated 2/24/1962

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 151,090.00 for Fiscal Year 2010 to be referred to under Capital Fund Grant Number CA39R01150210

PHA Tax Identification Number (TIN): On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 75

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

X (ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein. OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFF Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

The parties have executed this Agreement, and it will be effective on 7/15/2010. This is the date on which CFP assistance becomes available to the PHA for obligation.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : [ ] Yes [X] No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

Table with 2 columns: U.S. Department of Housing and Urban Development By, Date; PHA Executive Director By, Date. Title: Joseph Villarreal, Executive Director. Date: 6-23-10

HACCC FY 11/12 PHA Annual Plan  
Challenged Elements  
1/10/11

There are no challenged elements in the Housing Authority of the County of Contra Costa's FY 2011/2012 PHA Annual Plan.

A handwritten signature in black ink, appearing to read 'JVillarreal', with a long horizontal flourish extending to the right.

Joseph Villarreal  
Executive Director



SEP 1 8 1980

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
San Francisco Regional Office, Region IX  
600 Harrison Street  
San Francisco, CA 94107

## MEMORANDUM OF AGREEMENT

This Agreement is made this the 21<sup>st</sup> day of Sept., 2009, by and between the Housing Authority of the County of Contra Costa, State of California (PHA), and the Secretary of the United States Department of Housing and Urban Development (HUD) acting by and through the Director of the San Francisco Office of Public Housing pursuant to the requirements of Section 6 (j)(2)(B) of the United States Housing Act of 1937, 42 U.S.C. 1437 ("the Act"), in Public Housing Assessment System (PHAS); Final Rule, 65 Fed. Reg. 1712 (to be codified at 24 CFR Part 902). (Further references to this regulation will be to the codified section number)

The PHA entered into a Low Rent Public Housing Annual Contribution Contract ("ACC") Number SF-182 pursuant to the authority of the United States Housing Act of 1937, 42 U.S.C. 1437 on February 24, 1962, as subsequently amended, with HUD. As a result, HUD provides funding to the PHA.

Under the authority of 6(j) of the Act, the PHA was evaluated in accordance with the provisions of PHAS as codified at 24 CFR Part 902, received a score of less than 60% as required, and was designated as "troubled."

Under the requirements of 24 CFR Section 902.75, those housing authorities which are designated as troubled must enter into a binding contractual agreement designated as a Memorandum of Agreement (MOA) with HUD for the purpose of improving the PHAS score to 60% or above as required by 24 CFR Part 902.

The Act and related regulations require the PHA MOA to include the following:

- a. Baseline data, which could be raw data.
- b. Performance targets for such periods specified by HUD;
- c. Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;
- d. Technical assistance to the PHA provided or facilitated by HUD;
- e. The PHA's commitment to take all actions within its control to achieve the targets;
- f. The consequences of failing to meet the targets; and,
- g. A description of the involvement of local public and private entities including PHA resident leaders, as appropriate, in carrying out the agreement and rectifying the PHA's problems.

Failure by the PHA to achieve the performance targets under this Memorandum of Agreement (MOA) may result in HUD's imposition of such sanctions as: the imposition of budget and management controls by HUD; or declaration of substantial default and subsequent actions, including referral to the Department Enforcement

Center (DEC) for judicial appointment of a receiver, limited denial of participation, suspension, debarment, or other actions deemed appropriate by the DEC.

Under 24 CFR Section 902.75(b)(8), the PHA has the primary responsibility for and has obtained the active local public and private entity participation, including the involvement of public housing resident leaders, as appropriate, in assisting the PHA's efforts to improve.

HUD has consulted with the assessment team which has provided recommendations for management improvements necessary to eliminate or substantially remedy existing deficiencies.

The parties agree that this Memorandum of Agreement (MOA) is a binding contractual agreement between the PHA and HUD.

1. This agreement shall consist of:
  - a. This Part A, Terms and Conditions;
  - b. Part B, Performance Targets and Strategies, which sets out the:
    - 1) Baseline Data
    - 2) Strategies to be used by the PHA in achieving the performance targets within the time period of the MOA;
    - 3) Target dates for completion of strategies; and,
    - 4) Technical assistance to the PHA provided or facilitated by HUD;
    - 5) The description of the involvement of local public and private entities, including PHA resident leaders, as appropriate, in carrying out the agreement and rectifying the PHA's problem in accordance with the requirements of 24 CFR Section 902.75(b)(8).
2. The PHA agrees that the performance targets, strategies, and time frames specified in this MOA are reasonable and that it will take all actions within its control to complete them as set out in this Agreement.
3. HUD agrees to provide technical assistance as stated in Part B to the Authority and, based upon the compliance with the MOA, give the PHA appropriate consideration for discretionary or competitive funding resources as those resources are available to HUD.
4. The Executive Director of the PHA shall provide to the HUD staff (as designated in Part B), a quarterly written progress report based upon that month's scheduled targets and strategies as set out in Part B. This report shall be furnished no later than the 15<sup>th</sup> of the month following the last day of the quarter and shall identify the accomplishment and/or failure of each task/goal to be completed that month. Failure to provide the written progress reports shall constitute a substantial default under this MOA.

5. Subsequently, the designated HUD staff shall provide a response, no later than the 20 business day following receipt of the quarterly written report provided, to the Executive Director of the PHA that identifies the current accomplishments/shortfalls for the quarter. The HUD response will be based upon that quarter's PHA progress report and supporting documents. The Executive Director shall include the report on the agenda for discussion or action for the immediately upcoming monthly PHA Board Meeting.
6. HUD shall have the primary responsibility for validating the accuracy of the scheduled accomplishments as well as the quality of the work performed by the PHA.
7. Incentives for successfully meeting the performance targets include:
  - a. The removal of troubled designation, overall or with respect to the Capital Funds Program (Section 9(d) of the Act); and
  - b. A higher capacity rating for competitive grant programs as the PHA improves its performance under the MOA.
8. The following events or conditions shall constitute substantial default of this agreement:
  - a. The PHA is determined by HUD to be in violation of Federal statutes, including but not limited to the U.S. Housing Act of 1937 (42 U.S.C. 1437 et seq.), or in violation of regulations implementing such statutory requirements, whether or not such violations would constitute a substantial breach or default under provisions of the relevant ACC.
  - b. HUD determines that the PHA has failed to meet the terms of, or to make reasonable progress to execute or meet requirements included in this MOA.
  - c. The PHA does not show substantial improvement, as defined in 24 CFR Section 902.75(g);
  - d. HUD determines that the PHA is in default under the ACC, in accordance with its terms and conditions;
9. Failure by the PHA to achieve the performance targets under this Memorandum of Agreement (MOA) may result in HUD's imposition of such sanctions as the imposition of management budget controls by HUD, declaration of substantial default, and subsequent actions, including referral to the Department Enforcement Center (DEC) for judicial appointment of a receiver, limited denial of participation, suspension, debarment, or other actions deemed appropriate by the DEC.

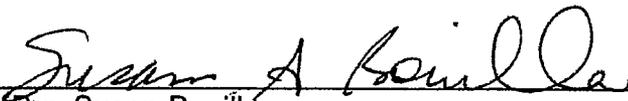
10. In addition to those provisions listed elsewhere, the following shall also constitute a substantial default under this MOA:
  - a. Material violation of a statutory or regulatory provision or program requirement applicable to a public agreement or transaction including applications for grant and financial assistance, or to the performance of requirements under a grant or assistance award.
  - b. Any other cause of so serious or compelling a nature that it affects the present responsibility of the PHA.
11. This MOA does not supersede, modify or amend the ACC or in any way excuse the PHA from complying fully with its obligations under the ACC. HUD does not waive its rights under the ACC. The PHA's satisfaction of, or failure to meet, the goals set forth in this MOA does not limit, modify or preclude HUD's right to take any remedial action allowed by the ACC or any provision of the Act or regulations thereunder;
12. Notwithstanding anything to the contrary, upon the occurrence of events or conditions that constitute a substantial default by the PHA with respect to its obligations under the ACC and applicable regulations to which the PHA is subject or this MOA, HUD may, in its discretion:
  - a. Solicit competitive proposals from other public housing agencies and private housing management agents (which may be selected by existing tenants through administrative procedures established by the Secretary) in the eventuality that these agents may be needed for managing all, or part, of the housing administered by a public housing agency;
  - b. Petition for the appointment of a receiver (which may be another public housing agency or a private management corporation) of the public housing agency to any district court of the United States or to any Court of the State in which the real property of the public housing agency is situated, that is authorized to appoint a receiver for the purposes and having the powers prescribed in this subsection;
  - c. Require the agency to make other arrangements acceptable to the Secretary and in the best interests of the public housing residents for managing all, or part of, such housing; and
  - d. Take such other actions available to it under the terms of the ACC, Section 6 of the National Housing Act, Title 24 CFR Sections 902.75 through Section 902.83 and those listed in the Field Office Monitoring of Public Housing Agencies (PHAs) Handbook 7460.7 REV-2.
13. This MOA creates no third party benefits or right in any person or entity not a party to this Agreement.
14. The PHA covenants that it will operate in good faith and with due diligence to fulfill and complete the terms of this agreement. HUD shall have the right to declare a

substantial default should the PHA cease to operate in good faith, act in any manner inconsistent with the terms of this Agreement, take any action that would undermine the MOA, or for any other cause that would impede or impact the PHA's ability to timely and truly complete the terms of this Agreement.

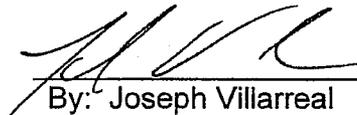
15. The PHA affirmatively states that it has complied with all State and Local requirements precedent to entering into this MOA, and that this is a legal and binding contract upon the PHA.

This agreement shall be in full force and effect, binding the parties from 9/21/2009 (date of MOA) to 9/21/2010 (one year from date). This document may be amended by a document signed by all parties to this original agreement.

**Housing Authority of the County of Contra Costa**

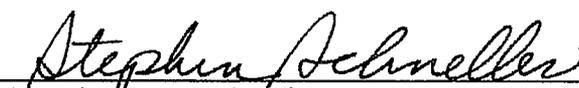
  
By: Susan Bonilla  
Chairperson

9/15/09  
Date

  
By: Joseph Villarreal  
Executive Director

9-15-09  
Date

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

  
By: Stephen Schneller  
Director, San Francisco Office of Public  
Housing

9/21/2009  
Date

**Memorandum of Agreement (MOA)  
Part B  
Performance Targets and Strategies**

**US Department of Housing and Urban Development**  
Office of Public and Indian Housing  
San Francisco Office of Public Housing

**PHA Name: Housing Authority of Contra Costa County**

**PHA FYE: 03/31**

**MOA Term:  
10/01/2009 to 09/30/2010**

**Operational Area: 1. GOVERNANCE**

Targets and Strategies	Baseline as of: June 2009	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
1.1 Provide oversight of Executive Director's performance	ED's performance not evaluated	ED has formal performance goals and receives annual performance evaluation	03/31/2010	Executive Director
A. Establish formal performance goals				
B. Evaluate the ED's performance annually and document the results				
1.2 Evaluate effectiveness of current elected Board of Supervisors/Board of Commissioners/Advisory Board structure	Effectiveness of current Board not evaluated	Make and implement recommendations to support improvements and/or restructuring, if applicable	08/31/2010	Executive Director

**Operational Area: 2. ORGANIZATION AND STAFFING**

Targets and Strategies	Baseline as of: June 2009	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD
2.1 Establish plan for completing transition to Asset Management organizational model	Transition in progress	Transition complete & well organized for effective management	09/30/2010	Executive Director
A. Finalize organizational structure and staffing				
B. Coordinate changes with employee union				
C. Revise position descriptions & performance standards where appropriate to match new staffing plan				
D. Establish transition plan with measurable milestones				
E. Execute the transition plan				

**Operational Area: 3. FINANCE AND PROCUREMENT**

Indicator #:	PHAS Performance Targets	Baseline as of: 3/31/08	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
2-1	Name: Current ratio	7.4				
2-2	Expendable Fund Balance.	0				
2-3	Tenant Receivable/Outstanding	1.9				
2-4	Occupancy Loss	4.3				
2-5	Expense Management/Utilities	1.5				
2-6	Net Income/Loss Divided by the Expendable Fund Balance	1.5				
Targets and Strategies		Baseline as of: June 2009	Final Performance Target	Estimated Completion Date	Lead staff for PHA and HUD	
3.1	Increase awareness of performance under FASS indicators.	PHA does not track FASS indicators	PHA is aware of standing under FASS indicators	03/31/2010	Executive Director	
A.	Establish a tracking system for FASS indicators					
B.	Report to ED & Board monthly on status of FASS indicators					
3.2	Ensure HACCC and bank both have executed copies of the General Depository Agreement	PHA could not find executed GDA	Executed GDA on file and current	12/31/2009	Executive Director	
3.3	Ensure all Finance policies and procedures are current	Some policies & procedures not in place	All policies & procedures are current and adopted by Board	03/31/2010	Executive Director	
A.	Review and update all Finance Policies & Procedures					

<p>B. Present updated Policies to Board for adoption</p> <p>3.4 Improve controls on receipt of Miscellaneous funds</p>	<p>Current controls inadequate</p>	<p>Adequate controls in place and monitored</p>	<p>01/31/2010</p>	<p>Executive Director</p>
<p>A. Establish &amp; implement internal control policy on receipt of Miscellaneous funds.</p> <p>3.5 Ensure all Finance staff are trained in current HUD financial requirements</p>	<p>Staff have not been to training recently</p>	<p>Staff have been trained in current HUD financial requirements</p>	<p>09/30/2010</p>	<p>Executive Director</p>
<p>3.6 Ensure HACCC's Procurement Policy is current and complies with all HUD requirements</p>	<p>Current policy outdated, new policy in draft</p>	<p>Policy is current, adopted, and implemented</p>	<p>03/10/2010</p>	<p>Executive Director</p>
<p>A. Finalize draft policy; review to ensure it meets all HUD requirements</p>				
<p>B. Present the new policy to the Board for adoption</p>				
<p>C. Train staff &amp; Board on requirements of new policy</p> <p>3.7 HACCC is not in compliance with current Procurement Policy due to lack of independent cost estimates (ICE)</p>	<p>ICE not prepared prior to solicitation</p>	<p>ICE prepared as required by policy</p>	<p>12/31/2009</p>	<p>Executive Director</p>

Operational Area: **4. HOUSING MANAGEMENT**

PHAS Performance Targets	Baseline as of: 3/31/2008	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
Indicator #: Name:					
3-1 Vacant Unit Turnaround Time	0				
2-4 Occupancy Loss					
<b>Targets and Strategies</b>					
4.1 Ensure ACOP is current and includes all HUD guidance	Baseline as of: June 2009 Current ACOP does not include all HUD guidance	Final Performance Target ACOP current, staff trained	Estimated Completion Date 06/30/2010	Lead staff for PHA and HUD Executive Director	
A. Finalize draft ACOP revision; review to ensure it includes all current HUD guidance					
B. Determine if waiting lists will be centralized or site based and include policy in ACOP					
C. Determine if occupancy standards will be site-based or PHA-wide and include policy in ACOP					
D. Brief RAB & comply with public comment requirements					
E. Present to the Board for adoption					
F. Train staff on revised ACOP					
G. Establish procedure for annual review & update					
4.2 Develop written SOPs to ensure program stability	Few SOPs in place	SOPs in place for critical functions	03/31/2010	Executive Director	
A. Determine which functions need SOPs and establish a plan/schedule for developing them					

<p><b>B. Develop &amp; implement SOPs per schedule</b></p>																																	
<p>4.3 Waiting List management</p>																																	
<p>A. Establish a schedule for purging the PH waiting lists so that each list is updated at least annually</p>																																	
<p>B. Purge the waiting list</p>																																	
<p>C. Determine when to reopen the waiting list and what methodology will be used (e.g. lottery, first come/first served); develop an action plan</p>																																	
<p>D. If site-based waiting lists will be implemented:</p>																																	
<p>a. Establish an action plan for the transition with milestones for implementation</p>																																	
<p>b. Notify those currently on the waiting list</p>																																	
<p>c. Implement site-based waiting lists</p>																																	
<p>4.4 Improve marketing strategies for less desirable properties</p>																																	
<p>A. Identify barriers to leasing, including crime, curb appeal, size of units, delays in turnover maintenance, etc.</p>																																	
<p>B. Identify strategies to counteract each barrier and develop an action plan with milestones for implementing those strategies</p>																																	
<p>C. Monitor leasing to determine if strategies are successful; adjust the action plan based on actual events as necessary</p>																																	
<p>4.5 Update forms &amp; letters to include PHA contact information, FHEO logo, accessibility logo, and TTD line information for the deaf.</p>																																	

Operational Area: **5. PROPERTY MAINTENANCE**

Indicator #:	PHAS Performance Targets Name:	Baseline as of 3/31/08	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
1	Physical Conditions					
3-3a	Emergency WOs	1.30				
3-3b	Non-emergency WOs	2.61				
3-4a	Unit inspections	2.61				
3-4b	System inspections	2.61				
<b>Targets and Strategies</b>						
5.1	Provide maintenance policy and procedural guidance via an up to date Maintenance Plan	Baseline as of: June 2009 Maint Plan in draft	Final Performance Target Plan finalized and staff trained	Estimated Completion Date 09/30/2010	Lead staff for PHA and HUD Executive Director	
A.	Finalize the draft Maintenance Plan					
B.	Train staff on the new plan					
5.2	Annual inspections may not comply with local code	PHA has not compared local code to UPCS	Comparison complete & documented; inspections comply	09/30/2010	Executive Director	
A.	Compare local code to UPCS standards and document any differences					
B.	Incorporate any local codes that are more stringent than UPCS into annual inspection process					
C.	Train staff on revised inspection standards					

**Operational Area: 6. RESIDENT SERVICES AND INITIATIVES**

PHAS Performance Targets	Baseline as of: 3/31/08	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
<b>Indicator #:</b> Name:					
4 Resident satisfaction	9				
3-5 Economic self sufficiency	Excl.				
<b>Targets and Strategies</b>	<b>Baseline as of: June 2009</b>	<b>Final Performance Target</b>	<b>Estimated Completion Date</b>	<b>Lead staff for PHA and HUD</b>	
6.1 Community Service Requirement	PHA not in compliance	PHA in compliance	09/30/2010	Executive Director	
A. Develop an action plan with verifiable milestones to bring HACCC into compliance					
B. Immediately begin actions to bring all non-compliant residents into compliance with Community Service Requirements based on HUD requirements or initiate lease enforcement.					
C. Identify staff individual(s) responsible to ensure Community Service Requirements are followed accordingly.					
D. Provide training to staff and brief residents on Community Service requirements					
6.2 Develop & implement strategies for maintaining resident services despite anticipated funding cutbacks.	Funding cuts will reduce services	Maximum possible services retained			
6.3 Expand resident involvement by inviting expansion/addition of Resident Councils	Only 3 properties have Councils	Residents invited to expand Councils			

Operational Area: **7. CAPITAL FUNDS**

Indicator #:	PHAS Performance Targets Name:	Baseline as of: 3/31/08	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
3-2a	Funds unexpended	Excl				
3-2b	Funds unobligated	Excl				
3-2c	Quality of work	2.28				
3-2d	Contract administration	4.57				
3-2e	Budget controls	2.28				
<b>Targets and Strategies</b>						
		Baseline as of:	Final Performance Target	Estimated Completion Date		Lead staff for PHA and HUD
7.1 Not Applicable						
A.						
1)						
a)						

**Operational Area: 8. SECURITY**

Indicator #:	PHAS Performance Targets Name:	Baseline as of: 3/31/08	1 <sup>st</sup> qtr Performance Target	2 <sup>nd</sup> qtr Performance Target	3 <sup>rd</sup> qtr Performance Target	Final Performance Target
3-6a	Reporting and tracking crime	1.74				
3-6b	Applicant screening	1.74				
3-6c	Lease enforcement	1.74				
3-6d	Grant management	Excl				
<b>Targets and Strategies</b>						
8.1	Maintain focus on improving security at all properties.	Baseline as of: June 2009 Major drug related crime at several properties	Final Performance Target Strategies result in reduced crime, improved security	Estimated Completion Date 09/30/2010	Lead staff for PHA and HUD Executive Director	
A.	Continue to assess the security needs of all developments and prioritize those needs based on funding availability.					
B.	Identify additional funding sources for future security needs.					
C.	Revise security plans based on results of assessment					
D.	Monitor crime rate to judge success of strategies, adjust strategies as necessary					





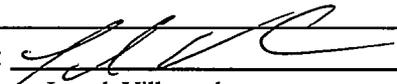
## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> c. a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input checked="" type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: 4c	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b> Housing and Urban Development	<b>7. Federal Program Name/Description:</b> HCV Program 14,871, Low Rent Housing 14,850 CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$ 82,000,000	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI): None	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI): None	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature:  Print Name: <u>Joseph Villarreal</u> Title: <u>Executive Director</u> Telephone No.: <u>925-957-8011</u> Date: <u>1/11/11</u>	
<b>Federal Use Only:</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**PART VII: NOTIFICATION TO APPLICANTS AND TENANTS  
REGARDING PROTECTIONS UNDER THE VIOLENCE AGAINST WOMEN  
REAUTHORIZATION ACT OF 2005 (VAWA)**

**16-VII.A. OVERVIEW**

The Violence against Women Reauthorization Act of 2005 (VAWA) requires PHAs to inform public housing tenants of their rights under this law, including their right to confidentiality and the limits thereof. Since VAWA provides protections for applicants as well as tenants, PHAs may elect to provide the same information to applicants [24 CFR 5.2007(3)].

This part describes the steps that HACCC will take to ensure that all actual and potential beneficiaries of its public housing program are notified about their rights under VAWA.

**16-VII.B. VAWA NOTIFICATION**

HACCC Policy

HACCC will post the following information regarding VAWA in its offices and on its Web site. It will also make the information readily available to anyone who requests it.

A summary of the rights and protections provided by VAWA to public housing applicants and residents who are or have been victims of domestic violence, dating violence, or stalking (see sample notice in Exhibit 16-1)

The definitions of *domestic violence*, *dating violence*, and *stalking* provided in VAWA (included in Exhibit 16-1)

An explanation of the documentation that HACCC may require from an individual who claims the protections provided by VAWA (included in Exhibit 16-1)

A copy of form HUD-50066, Certification of Domestic Violence, Dating Violence, or Stalking

A statement of HACCC's obligation to keep confidential any information that it receives from a victim unless (a) HACCC has the victim's written permission to release the information, (b) it needs to use the information in an eviction proceeding, or (c) it is compelled by law to release the information (included in Exhibit 16-1)

The National Domestic Violence Hot Line: 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY) (included in Exhibit 16-1)

Contact information for local victim advocacy groups or service providers

## **16-VII.C. NOTIFICATION TO APPLICANTS**

### HACCC Policy

HACCC will provide all applicants with notification of their protections and rights under VAWA at the time they request an application for housing assistance.

The notice will explain the protections afforded under the law, inform each applicant of PHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

HACCC will also include in all notices of denial a statement explaining the protection against denial provided by VAWA (see section 3-III.F).

## **16-VII.D. NOTIFICATION TO TENANTS [24 CFR 5.2007(3)]**

VAWA requires PHAs to notify tenants assisted under public housing of their rights under this law, including their right to confidentiality and the limits thereof.

### HACCC Policy

HACCC will provide all tenants with notification of their protections and rights under VAWA at the time of admission and at annual reexamination.

The notice will explain the protections afforded under the law, inform the tenant of PHA confidentiality requirements, and provide contact information for local victim advocacy groups or service providers.

HACCC will also include in all lease termination notices a statement explaining the protection against termination or eviction provided by VAWA (see Section 13-IV.D).

**EXHIBIT 16-1: SAMPLE NOTICE TO PUBLIC HOUSING APPLICANTS AND RESIDENTS REGARDING THE VIOLENCE AGAINST WOMEN ACT (VAWA)**

*This sample notice was adapted from a notice prepared by the National Housing Law Project.*

A federal law that went into effect in 2006 protects individuals who are victims of domestic violence, dating violence, and stalking. The name of the law is the Violence against Women Act, or "VAWA." This notice explains your rights under VAWA.

**Protections for Victims**

If you are eligible for public housing, the housing authority cannot refuse to admit you to the public housing program solely because you are a victim of domestic violence, dating violence, or stalking.

If you are the victim of domestic violence, dating violence, or stalking, the housing authority cannot evict you based on acts or threats of violence committed against you. Also, criminal acts directly related to the domestic violence, dating violence, or stalking that are caused by a member of your household or a guest can't be the reason for evicting you if you were the victim of the abuse.

**Reasons You Can Be Evicted**

The housing authority can still evict you if the housing authority can show there is an *actual* and *imminent* (immediate) threat to other tenants or housing authority staff if you are not evicted. Also, the housing authority can evict you for serious or repeated lease violations that are not related to the domestic violence, dating violence, or stalking against you. The housing authority cannot hold you to a more demanding set of rules than it applies to tenants who are not victims.

**Removing the Abuser from the Household**

The housing authority may split the lease to evict a tenant who has committed criminal acts of violence against family members or others, while allowing the victim and other household members to stay in the public housing unit. If the housing authority chooses to remove the abuser, it may not take away the remaining tenants' rights to the unit or otherwise punish the remaining tenants. In removing the abuser from the household, the housing authority must follow federal, state, and local eviction procedures.

## **Proving that You Are a Victim of Domestic Violence, Dating Violence, or Stalking**

The housing authority can ask you to prove or “certify” that you are a victim of domestic violence, dating violence, or stalking. In cases of termination or eviction, the housing authority must give you at least 14 business days (i.e. Saturdays, Sundays, and holidays do not count) to provide this proof. The housing authority is free to extend the deadline. There are three ways you can prove that you are a victim:

- Complete the certification form given to you by the housing authority. The form will ask for your name, the name of your abuser, the abuser’s relationship to you, the date, time, and location of the incident of violence, and a description of the violence.
- Provide a statement from a victim service provider, attorney, or medical professional who has helped you address incidents of domestic violence, dating violence, or stalking. The professional must state that he or she believes that the incidents of abuse are real. Both you and the professional must sign the statement, and both of you must state that you are signing “under penalty of perjury.”
- Provide a police or court record, such as a protective order.

If you fail to provide one of these documents within the required time, the housing authority may evict you.

### **Confidentiality**

The housing authority must keep confidential any information you provide about the violence against you, unless:

- You give written permission to the housing authority to release the information.
- The housing authority needs to use the information in an eviction proceeding, such as to evict your abuser.
- A law requires the housing authority to release the information.

If release of the information would put your safety at risk, you should inform the housing authority.

### **VAWA and Other Laws**

VAWA does not limit the housing authority’s duty to honor court orders about access to or control of a public housing unit. This includes orders issued to protect a victim and orders dividing property among household members in cases where a family breaks up.

VAWA does not replace any federal, state, or local law that provides greater protection for victims of domestic violence, dating violence, or stalking.

### **For Additional Information**

If you have any questions regarding VAWA, please contact Elizabeth Campbell\_at (925) 957-8045.

For help and advice on escaping an abusive relationship, call the National Domestic Violence Hotline at 1-800-799-SAFE (7233) or 1-800-787-3224 (TTY).

## **Definitions**

For purposes of determining whether a tenant may be covered by VAWA, the following list of definitions applies:

VAWA defines ***domestic violence*** to include felony or misdemeanor crimes of violence committed by any of the following:

- A current or former spouse of the victim
- A person with whom the victim shares a child in common
- A person who is cohabitating with or has cohabitated with the victim as a spouse
- A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies
- 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

VAWA defines ***dating violence*** as violence committed by a person (1) who is or has been in a social relationship of a romantic or intimate nature with the victim AND (2) where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship
- The type of relationship
- The frequency of interaction between the persons involved in the relationship

VAWA defines ***stalking*** as (A)(i) to follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate another person OR (ii) 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.

## **Resident Advisory Board Meeting**

November 18, 2010

Housing Authority of the County of Contra Costa Housing

3133 Estudillo Street

Martinez, CA 94553

Attendance at November 18, 2010 meeting:

Genva Green,(residents) Diane Angle,(residents) Wendell Booth,(residents) Ben Laskari,(residents) Marvell Turner,(residents) James Murray,(residents) Mendi Lee,(residents) Elizabeth Campbell, Director of Managed Housing Programs, Angela Buford, Housing Manager, Linda Givins, Housing Manager, Judy Darab, Housing Manager, Cynthia Simpson, Director of Facilities and Matthew Carter, Maintenance Lead)

Ms. Campbell began the meeting by welcoming all those present. She noted that after the meeting Housing Staff would be serving dinner to all everyone attending. She inquired if any one had any other recommendations to be submitted with the Annual Plan.

Ms. Angle asked about old issues or recommendations that were brought to the table in the past. Ms Angle asked if they can also be added to the plan.

Ms. Campbell explained what happens to the recommendations, all recommendation would be reviewed by the Executive, Directors and Management, determine what recommendations are best for the residents, developments and the Housing Authority as a whole and work towards implementing some of the recommendations

Ms. Campbell explained that some of the suggestion from the past had already been addressed, like new lighting in Rodeo and replacement gates in North Richmond. Ms Campbell went on to say that the Housing Authority would review the new recommendations and try to fulfill some of them as time goes by.

Ms. Campbell read the recommendations of the RAB members:

- Install a new elevator at Elder winds property
- Review the possibility of hiring a resident manager for Elder winds
- Review the possibility of designating Elder winds to a senior only property
- Install new bathtubs at all properties
- Review the possibility of piloting a solar energy program
- Install hand rails in the bathrooms at all elderly and disabled properties
- Install more lighting at some properties
- Install latching gates on patios at Elder winds
- Replace front doors at elderly and disabled properties
- Replace all screen doors
- Replace the weather stripping on windows and front doors
- Replace curtains with mini blinds at all units

Minutes  
RAB Meeting  
Page 2  
November 18, 2010

Replace curtains with mini blinds at all units

Ms. Diane Angle made a motion to approve Annual Plan to be sent to the Board of Commissions, Wendell Booth second the motion.

Motion was approved by majority of members, Mr. Laskari and Mr. Marvell Turner did not vote.

Ms. Diane Angle closed the meeting at 5:30 p.m. and Mr. Laskari seconded.

HOUSING AUTHORITY  
OF THE  
COUNTY OF CONTRA COSTA



RESIDENT ADVISORY BOARD MEETING  
LARGE CONFERENCE ROOM  
November 18, 2010  
5:00 PM – 6:00 PM  
ANNUAL PLAN

SIGN IN SHEET

- |                            |                      |
|----------------------------|----------------------|
| 1. <u>Rev. Karrie Wood</u> | 11. <u>Angela</u>    |
| 2. <u>Dianna Angle</u>     | 12. <u>A. Smith</u>  |
| 3. <u>Geneva Allen</u>     | 13. <u>Mark Hill</u> |
| 4. <u>Sandra Logan</u>     | 14. _____            |
| 5. <u>Wendell Smith</u>    | 15. _____            |
| 6. <u>Marvell Lunsay</u>   | 16. _____            |
| 7. <u>James Murray</u>     | 17. _____            |
| 8. <u>Mendi Lee</u>        | 18. _____            |
| 9. <u>Behun Carter</u>     | 19. _____            |
| 10. <u>Judy Darab</u>      | 20. _____            |

HOUSING AUTHORITY  
OF THE  
COUNTY OF CONTRA COSTA



RESIDENT ADVISORY BOARD MEETING  
LARGE CONFERENCE ROOM  
November 18, 2010  
5:00 PM – 6:00 PM  
ANNUAL PLAN

AGENDA

1. Welcome – Beth Campbell, Director of Managed Housing Programs
2. Approval of Annual Plan
3. Other business

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2009 – October 31, 2010**

*Note: This Corrective Action Plan (CAP) is a continuation of the July 2007 CAP, amended to show PHA accomplishments/completion of original CAP items, and simply future CAP submissions towards the goal of completing the CAP in a timely manner.*

**Indicator A: Selection from Waiting List**

Goal: 24 CFR 985.3(a).3.i.B: "Based on the PHA's quality control samples, drawn separately for applicants reaching the top of the waiting list for admissions documentation shows that least 98 percent of the families in both samples of applicants and admissions were selected from the wait list for admission in accordance with these policies and met the selection criteria that determined their places on the waiting list and their order of selection."

**Maximum 15 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
A. Wait list/Software	New Software Implementation	a. To implement a new software system that will allow staff to select applicants from the wait list in accordance with 24 CFR 982.204(b). b. Train staff on the new software c. Run tests on the new software to ensure that the new software is in compliance with HUD regulations. d. Amend wait list section of the PHA Plan.  <b>Deliverables:</b> (1) Provide HUD a copy of the new wait list. (2) Submit sign-in sheets, agenda, showing staff trained on new wait list software. (3) Advise HUD in writing as soon as the tests on the new software have been successfully completed. (4) In addition, submit copy of the most recent Board Resolution Approved PHA Plan.	11/30/2009	<b>January 2009</b> PHA advised that a contract for YARDI Systems has been selected for the wait list maintenance.  <b>January 2009</b> Testing on the new YARDI Systems had begun.  <b>March 2009</b> Staff received training on the YARDI systems, agenda and sign-in sheets submitted to HUD.
B. Wait List Policy	Amend Administrative Plan	a. Update wait list policies. b. Simplify preference points and ranking procedures.  <b>Deliverables:</b> (1) Submit to HUD a copy of the most recent Board Approved Resolution and copy of the updated Section 8 Administrative Plan.	11/30/2009	<b>April 2008</b> A "draft" plan was submitted to HUD and reviewed.

([Revised August 2009])

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
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<p>C. Lack of SEMAP Quality Control methods and procedures.</p>	<p>Implement effective quality control methods and procedures.</p>	<p>a. PHA must develop written SEMAP QC procedures to include specific procedures that will assist the PHA staff to identify the correct QC sample universe and sample size for the two quality control samples as required at 24 CFR 985.2(b).</p> <p>b. Written procedures must identify how sample size was selected.</p> <p><b>Deliverables:</b> Provide to HUD a written copy of SEMAP QC procedures for the Wait List Indicator (24 CFR 985.2(b)).</p>	<p>12/31/2009</p>	
	<p>Maintain a copy of wait list at time of applicant selections.</p>	<p>a. PHA must maintain a snapshot of the wait list each time applicants are selected from the wait list to show that applicants were selected in accordance with its written policy. The snapshot should reflect the date/time of application, and preference rankings for each applicant on the wait list at time of selections. The snapshot should show that those selected were at the top of the wait list when selected, and issued voucher in the correct order.</p> <p>b. PHA must maintain a record of the total number of families that reach the top of the wait list, and total number of new admissions.</p> <p><b>Deliverables: (1)</b> PHA must make these documents available upon request of HUD PIH staff. <b>(2)</b> Field Office PHRS will conduct an onsite technical assistance review on this Indicator and offer corrective guidance if necessary.</p>	<p>03/31/2010</p>	

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
**Effective Dates: November 1, 2009 – October 31, 2010**

**Indicator B: Reasonable Rent**

Goal: 24 CFR 985.3(b).3.i.B: “based on the PHA’s quality control samples of tenant files, the PHA follows its written method to determine reasonable rent and has documented its determination that the rent to owner is reasonable in accordance with 982.507 for at least 98 percent of units sampled at the time of initial leasing, if there is any increase in the rent to owner and at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary.”

**Maximum 20 Available Points**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Staff lacks training on the Reasonable Rent process.	Train Staff on Reasonable Rent.	a. Ensure that staff is trained on PHA’s reasonable rent policies and comparison of comparable units.  <b>Deliverables:</b> Submit to HUD a copy of the sign-in sheet, and agenda to show that training has been provided to staff.	11/30/2009	<b>September 2007</b> PHA submitted evidence that staff has been trained on its Reasonable Rent policy.
B. Lack of SEMAP Quality Control.	A SEMAP quality control review must be performed on a sample of files each quarter or as determined by the PHA.	a. PHA assigned staff must perform a quality control on each new admission, and on each new lease in its program, to determine that the proper reasonable rent was determined for each unit, and that the files are properly documented. b. PHA should review the Housing Choice Voucher Guidebook, Chapter 9, Reasonable Rent, for additional guidance. c. PHA must maintain a Rent Reasonableness checklist in each file reflecting that all criteria was examined for selecting the comparable units, e.g., location, quality, size, unit type, and age of the contract unit; including amenities, housing services, maintenance, and utilities the owner must provide under the lease, in accordance with the PHA’s written policies. d. PHA must ensure that the correct universe and sample size is determined for this indicator, as identified at 24 CFR 985.2.	03/31/2010	

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2009 – October 31, 2010**

		<p><b>Deliverables:</b> (1) Please notify HUD in writing on the 15<sup>th</sup> of each month on all actions taken on this indicator, and what staff has been assigned the responsibility of SEMAP Quality Control reviews. (2) PHA must make these documents available upon request of HUD PIH staff. (3) The field office PHRS will conduct an onsite technical assistance review on this indicator and offer corrective guidance if necessary.</p>		
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**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2009 – October 31, 2010**

**Indicator C: Determination of Adjusted Income**

Goal: 24 CFR 985.3(c).3.i.A: "based on the PHA's quality control samples of tenant files, for at least 90 percent of families: (A) the PHA obtains third party verification of reported family annual income, the value of assets totaling more than \$5,000, expenses related to deductions from annual income, and uses the verified information in determining adjusted income, and/or documents tenant files to show why third party verification was not available."

**Maximum 20 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. In FYE 07-55 percent of files reviewed failed this indicator.	Increase the percent of sample files passing to at least 90 percent.	<p>a. Train staff on the correct determination of adjusted income, including UIV/EIV.</p> <p>b. Improve written policy concerning specific functions such as annualizing income and utility allowance.</p> <p><b>Deliverables:</b> (1) Submit sign-in sheets, agenda, showing staff received training. (2) Please submit a Board Resolution Approved copy of the most recent Administrative Plan.</p>	3/31/2010	<p><b>February 2007, April 2007, July 2007, June 2007</b> PHA provided evidence that staff was trained on the above dates.</p> <p><b>April 2008</b> A "draft" plan was submitted to HUD and reviewed.</p>
B. Files missing Required documentation.	Ensure that files are completely documented with income verification data.	<p>a. Staff performing eligibility and annual reexaminations must ensure to maintain all asset, income, and third party verification documents in the tenant files.</p> <p>b. Assigned staff shall be made responsible for performing internal quality control on tenant files to determine accuracy of data and information on file.</p> <p>c. Upgrade internal file protocol. Use new protocol changing files at recertification.</p> <p>d. Train staff on new file internal/external protocols.</p>	3/31/2010	<p><b>August 2008</b> Copies of the PHA's Internal/External protocols Received and reviewed.</p>

([Revised August 2009])

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2009 – October 31, 2010**

		<b>Deliverables:</b> (1) Please submit a copy of sign-in sheets, agenda showing staff received training on external/internal file protocols.		
C. Apparent lack of staff knowledge and understanding concerning the Rental Housing Integrity Improvement Program (RHIP) and the Rental Integrity Monitoring Program (RIM)	Proper implementation of RHIP requirements	a. Provide Rent Calculation Training to staff.  <b>Deliverables:</b> Please submit certifications showing that staff has completed training on performing correct tenant rent calculations.	11/30/2009	<b>February 2007, April 2007, July 2007, June 2007.</b> PHA provided evidence that staff had received the proper training.

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2009 – October 31, 2010**

**Indicator D: Utility Allowance Schedule**

Goal: 24 CFR 985.3(d).3.i: "The PHA's SEMAP certification states that the PHA reviewed utility rate data within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10 percent or more in a utility rate since the last time the utility allowance schedule was revised."

**Maximum 5 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Agency waited too long to increase Utility Allowance.	Allow participants to receive the Utility Allowance increase more timely.	a. Review and update utility allowances schedule annually when any utility determination that a utility rate has increased 10% since the last revision. b. Please maintain a copy of the most recent Utility Allowance Study with supporting documentation for the PHA's utility district and consumption rates.  <b>Deliverables:</b> (1) Submit to HUD copies of the PHA's most recent Utility Allowance Schedules. (2) Submit to HUD a copy of the most recent Utility Allowance Study and supporting documentation for our records.	11/30/2009	

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
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**Indicator E: Housing Quality Standards (HQS) Quality Control Inspections**

Goal: 24 CFR 985.3(e).3.i.: "The PHA's SEMAP certification states that an PHA supervisor or other qualified person performed quality control HQS reinspections during the PHA fiscal year for a sample of units under contract which meets the minimum sample size requirements specified in 983.2 under PHA's quality control sample. The PHA's SEMAP certification also states that the reinspected sample was drawn from recently completed HQS inspections (i.e., performed during the 3 months preceding the quality control reinspection) and was drawn to represent a cross section of neighborhoods and the work of a cross section of inspectors."

**Maximum 5 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
A. Lack of documentation of Post Inspection meetings with inspectors.	Clarify HQS procedures for inspectors.	a. Develop a formal process to resolve discrepancies identified between initial and HQS QC inspections.  <b>Deliverables:</b> Submit a copy of the HQS QC inspection procedures.	9/30/2009	<b>January 2007</b> The PHA has submitted a copy of its HQS QC procedures.
B. Agency should perform necessary number of inspections to secure 5 points.	Complete additional inspections as needed to qualify for SEMAP points.	a. Ensure that staff assigned staff perform at least the minimum number of SEMAP QC HQS. b. Follow-up to ensure failed items are repaired and discrepancies and failed items are resolved.  <b>Deliverables:</b> Submit list by tenant name of HQS QC inspections for most recent completed FY.	9/30/2009	<b>May 2008</b> The PHA has provided the list as requested as of FYE 3/31/08.

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
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**Indicator F: HQS Enforcement**

Goal: 24 CFR 985.3(f).3.i.: "The PHA's SEMAP certification states that the PHA's quality control sample of case files with failed HQS inspection shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected with 24 hours from the inspection and, for at least 98 percent of cases sampled, all other cited HQS deficiencies were corrected within no more than 30 calendar days or any PHA-approved extension, the PHA stopped (abated) housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce family obligations."

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Lack of SEMAP Quality Control.	Ensure HQS enforcement Procedures are compliant with HUD regulations and are being followed.	<ul style="list-style-type: none"> <li>a. Establish a written methodology and procedure for review and documentation of SEMAP HQS Enforcement. The written procedures should include determining the universe and sampling size for this indicator.</li> <li>b. Staff should receive training on the HQS Enforcement procedures.</li> <li>c. Create and maintain a HQS Enforcement Log that includes at minimum, name of tenant, property address, whether deficiency is 24 hour or 30 day; date landlord notified; date corrected; and date abated. Please refer to the HCV Guidebook, Chapter 10.6 for guidance.</li> <li>d. Ensure that files are properly documented with supporting documentation upon completion and follow-up of enforcement actions, including original HQS checklist, copies of notification repair letters.</li> <li>e. Ensure that repairs are made timely and that landlords and tenants are given 30-days from the date of the original inspection date to complete repairs.</li> <li>f. Ensure that HQS deficiencies are corrected timely or abated as required.</li> </ul>	03/31/2010	<p><b>March 2007</b> The PHA has submitted new procedures for the HQS Enforcement.</p> <p><b>May 2007</b> The PHA submitted evidence that training has been completed.</p>

([Revised August 2009])

**SEMAP Corrective Action Plan (AMENDED for FYE 2007)  
Housing Authority of the County of Contra Costa (HACCC)  
Effective Dates: November 1, 2009 – October 31, 2010**

		<b>Deliverables:</b> (1) Submit a copy of the SEMAP HQS enforcement procedures. (2) Submit sign-in sheet and agenda showing staff was trained on new HQS enforcement procedures. (3) Submit a copy of the HQS Enforcement Log. (4) Field Office PHRS will conduct an onsite technical assistance review on this indicator and offer corrective guidance if necessary.		
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**SEMAP Corrective Action Plan (AMENDED for FYE 2007)**  
**Housing Authority of the County of Contra Costa (HACCC)**  
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**Indicator G: Expanding Housing Opportunities**

Goal: 24 CFR 985.3(g).3.i.D-F: "The PHA's information packet for rental voucher holders contains either a list of owners who are willing to lease (or properties available for lease) under the rental voucher program; or a current list of other organizations that will help families find units and the PHA can demonstrate that the list(s) includes properties or organizations that operate outside areas of poverty or minority concentration; The PHA's information packet includes an explanation of how portability works and includes a list of portability contact persons for neighboring housing agencies, with name, address and telephone number of each, for use by families who move under portability; and PHA documentation shows that the PHA has analyzed whether rental voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, if such difficulties have been found. PHA documentation shows that the PHA has analyzed whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval of exception payment standard amounts when necessary."

**Maximum 5 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Comments Completion Date and</b>
A. Administrative Plan does not reflect Limited English Proficiency (LEP).	LEP compliance to assist effort for this indicator.	a. Perform LEP assessment. b. Prepare Language Assistance Plan as needed.  <b>Deliverables:</b> Submit to HUD PIH a copy of the most recent Board Approved Resolution and a copy of the Administrative Plan that includes the LEP and LAP.	11/30/2009	
B. Lack of documentation of problems participants have when locating a unit.	Compliant SEMAP documentation.	a. Attach a form to the RFTA for voucher holders to document problems. b. Use the form to document and track participants search for housing outside of minority concentrated areas and report results to HUD on the 15 <sup>th</sup> of each month.  <b>Deliverables:</b> (1) Submit a copy of the form used for participants to document hard-to-house problems. (2) Compile and submit reports to HUD with the percentage of on hard-to house problems participants' experience.	10/31/2010	

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**Indicator H: Deconcentration Bonus**

Goal: 24 CFR 985.3(h).3.i: "The data submitted by the PHA for the deconcentration bonus shows that the PHA met the requirements for bonus points."  
**Maximum 5 Points Available**

<b>Program Deficiency</b>	<b>Objective</b>	<b>Key Tasks/Action Items</b>	<b>Revised Target Date</b>	<b>Completion Date and Comments</b>
A Deconcentration efforts were documented but not submitted to HUD.	Submit required documentation electronically with SEMAP Certification.	a. Complete SEMAP Certification Addendum to submit to HUD.  <b>Deliverables:</b> Electronic SEMAP Certification.	9/30/2009	<b>March 2008</b> PHA completed with the SEMAP Certification for FYE 3/31/2008.

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**Indicator I: Payment Standards**

Goal: 24 CFR 985.3(i).3.i.: "PHA has adopted a payment standard schedule that establishes voucher payment standard amounts by unit size for each FMR area in the PHA jurisdiction; The PHA's voucher program payment standard schedule contains payment standards which do not exceed 110 percent of the current applicable published FMR and which are not less than 90 percent of the current applicable published FMR (unless a higher or lower payment standard amount is approved by HUD.)"

**5 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. The effective date was not on the Payment Standard Schedule.	Compliant and consistent use of payment standard.	a. Payment Standard Schedule must include the effective date.  <b>Deliverables:</b> Submit to the HUD field office a copy of the most recent Payment Standard Schedule.	11/30/2009	
B. Lack of written procedures to implement new Payment Standards.	Compliant and consistent implementation.	a. Develop written procedures and update Administrative Plan.  <b>Deliverables:</b> Submit to HUD field office a copy of the most recent BofA Resolution Administrative Plan.	11/30/2009	

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**Indicator J: Annual Reexaminations**

Goal: 24 CFR 985.3(j).3.i: "Whether the PHA completes a reexamination for each participating family at least every 12 months; Fewer than 5 percent of the reexaminations are more than 2 months over due."

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Annual Reexaminations are not performed in a timely manner.	Agency needs to develop procedures and perform annual reexaminations timely.	<p>a. Develop and implement a detailed, enhanced, comprehensive annual reexam procedure.</p> <p>b. Develop and/or utilize a recertification application to capture all participant required data.</p> <p>c. Train staff of the updated annual reexamination process.</p> <p><b>Deliverables:</b> (1) Submit a copy of the reexamination procedures to HUD field office; (2) Submit a copy of the recertification application; (3) Provide sign-in sheet and/or certificates that staff completed training on the reexamination process. (4) Field Office PHRS will conduct an onsite technical assistance review on this SEMAP indicator and offer corrective guidance if necessary.</p>	10/31/2010	<p><b>September 2007</b> PHA submitted updated copy of reexamination procedures.</p> <p><b>May 2007</b> PHA submitted training certifications for staff on the reexamination process.</p>
B. Lack of strategy to help staff become efficient in the reexamination process.	Develop schedule to improve efficiency and monitoring.	<p>a. Implement a written schedule that details the verifications process, e.g., begin annual recertification process 120 days from annual date; e.g., first month prepare work files, perform UIV/EIV verifications; second month hold interviews finish third party verification process; third month finish calculations and send out notifications.</p> <p><b>Deliverables:</b> Submit a copy of the written schedule to the HUD field office for our records.</p>	01/31/2010	

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C Under utilization of PIC system	Enhance quality control for performing timely reexaminations by reviewing PIC reports on an ongoing basis	a. Run a PIC report on a consistent basis to assist with reducing the number of late reexaminations. Use the PIC data report to correct errors in PIC that show late reexaminations.  <b>Deliverables:</b> Not required	Ongoing	<b>No Deliverables Required.</b>
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**Indicator K: Correct Tenant Rent Calculation**

Goal: 24 CFR 985.3(k).3.i: "Whether the PHA correctly calculates tenant rent in the rental certificate program and the family's share of the rent to owner in the rental voucher program; 2 percent or fewer of PHA tenant rent and family's share of the rent to owner calculations are incorrect."

**Maximum 5 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Inaccurate rent calculations.	Increase accuracy of rent calculations to 100%	a. Provide HUD Rental Housing Integrity and Rental Integrity Training. b. Ensure staff utilizes the correct utility allowance schedule for the type of unit. c. Staff needs to attend UIV/EIV training to increase accuracy of income verifications. d. Staff should attend HCVP Rent Calculation training.  <b>Deliverables:</b> (1) Submit to HUD field office sign-in sheet and training agenda for RHIP training; (2) Submit a current certification for UIV/EIV training; and (3) Submit certifications of completion of the HCVP Rent Calculation training.	11/30/2009	<b>June 2007</b> PHA provided documentation that RHIP training was completed by staff.  <b>February 2007; April 2007</b> PHA submitted certifications for staff completions of the HCVP rent calculation training.
Weakness in the implementation of SEMAP Quality Control Process.	To receive maximum points allowable for SEMAP.	a. Establish and implement procedures for conducting a quality control review of tenant files for correct tenant rent calculations that includes a checklist showing all third party verifications have been obtained, and all calculations are correct.  <b>Deliverables:</b> Submit a copy of the newly implemented procedures and checklist to HUD field office for review.	11/30/2009	

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**Indicator L: Pre-contract Housing Quality Standards (HQS) Inspections**

Goal: 24 CFR 985.3(l).3.i: "Whether newly leased units pass HQS inspection on or before the beginning date of the assisted lease and HAP contract (24 CFR 982.305); Fewer than 5 percent of annual HQS inspections of units under contract are more than 2 months over due."

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Incorrect Universe List (SEMAP Quality Control).	Determine the proper universe definition from which quality control samples are pulled.	<p>a. Properly utilize PIC /MTCS Ad hoc report to ensure that all newly leased units pass HQS inspections (including new moves) are included in the universe total.</p> <p><b>Deliverables:</b> Field Office PHRS will conduct an onsite technical assistance review on this indicator<sup>1</sup> and offer corrective guidance if necessary.</p>	10/31/2010	

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**Indicator M: Annual HQS Inspections**

Goal: 24 CFR 985.3(m).3.i: "Whether the PHA inspects each unit under contract at least annually (24 CFR 982.405(a); Fewer than 5 percent of annual HQS inspections of units under contract are more than 2 months overdue."

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Projected '07 SEMAP score is projected to be zero.	Improve SEMAP score to the maximum 10 points.	<p>a. Staff should receive detailed Annual HQS Inspections procedures training.</p> <p>b. Annual inspection procedures must include the use of monthly production schedules; Administrative Plan updates concerning policies; and monitoring of reports that include date of the previous inspection, the schedule date of the annual inspection, and the actual date of the annual inspection.</p> <p><b>Deliverables:</b> (1) Submit to HUD field office sign-in sheet and agenda for Annual HQS Inspections training; (2) Submit to HUD a copy of its most recent BofA Administrative Plan with Annual HQS Inspection procedures.</p>	9/30/2009	<p><b>September 2007</b> PHA submitted evidence certifying that staff received Annual HQS Inspections Training.</p> <p><b>January 2007</b> PHA submitted a copy of its updated Annual Inspection Procedure included in its most recent BofA Administrative Plan.</p>
B. Lack of SEMAP Quality Control Procedures.	To establish a procedure for properly determining the universe size for this indicator and correct sample size.	<p>a. Develop a comprehensive Quality Control procedure to include how the universe will be generated, how the samples will be pulled in accordance with HUD regulations at 985.2.</p> <p>b. Ensure to adopt strict internal requirements for timely and accurate 50058 data entry and MTCS/PIC submission.</p> <p><b>Deliverables:</b> Submit to HUD field office a copy of the SEMAP Quality Control Procedures for the Annual HQS inspections</p>	9/30/2009	<p><b>January 2007</b> PHA has submitted a copy of its updated SEMAP QC Procedures for the HQS inspections.</p>

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**Indicator N: Lease-up**

Goal: 24 CFR 985.3(n).3.i.: "Whether the PHA enters HAP contracts for the number of units reserved under ACC for at least one year. The percent of units leased during the last PHA fiscal year was 98 percent or more, or the percent of allocated budget authority expended during the last PHA fiscal year was 98 percent or more."

**Maximum 20 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Underutilization	Assist the maximum number of families and receive maximum SEMAP points.	a. PHA needs to track its monthly and YTD HAP utilization percentages. b. PHA must maintain and continuously update its HCV rental housing listing, ensuring that it is accessible to all new participants and those looking for new units that meet their needs.  <b>Deliverables:</b> PHA needs to report accomplishments to HUD field office by the 15 <sup>th</sup> of each month.	10/31/2010	

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**Indicator O: Family Self-Sufficiency**

Goal: 24 CFR 985.3(o).3.i.: "The PHA has filled 60 to 79 percent of its mandatory FSS slots and 30 percent or more of FSS families have escrow account balances."

**Maximum 10 Points Available**

Program Deficiency	Objective	Key Tasks/Action Items	Revised Target Date	Completion Date and Comments
A. Mandatory number of families are not being assisted under this indicator.	Assist the maximum number of families and receive maximum SEMAP points.	<ul style="list-style-type: none"> <li>a. PHA needs to ensure that PIC FSS module has accurate data.</li> <li>b. PHA must ensure that all FSS enrollees are entered in PIC by ensuring each participant family in the FSS Program is identified on the 50058. .</li> <li>c. PHA must seek to fill remaining slots for full program participation.</li> <li>d. Notify each participant at annual reexamination of the FSS Program.</li> <li>e. PHA should consider holding a FSS Fair.</li> <li>f. PHA should seek other sources of funding to assist FSS Coordinator and/or hire, train new FSS Coordinator.</li> </ul> <p><b>Deliverables:</b> PHA needs to submit to the HUD field office an FSS Action Plan completing this task by the target date.</p>	10/31/2010	