

5.0 ANNUAL PLAN

5.1 Mission

The Housing Authority of the City of Sacramento's (PHA) mission is to continue to promote adequate and affordable housing, economic opportunity, and a suitable living environment free from discrimination.

5.2 Goals and Objectives

The PHA will pursue all available Federal, State, local, and private financing in order preserve and maintain our public housing properties. The PHA will also continue to apply for grants funds when available.

Our objectives are to improve the specific factor listed below:

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

- Expand supply of assisted housing:
 - Apply for additional rental vouchers
 - Reduce public housing vacancies
 - Leverage private and/or other public funds to create additional housing opportunities
 - Acquire or build units or developments
- Improve the quality of assisted housing:
 - Improve public housing management
 - Improve voucher management
 - Increase customer satisfaction
 - Renovate or modernize public housing units
 - Demolish or dispose of obsolete public housing
 - Provide replacement public housing
 - Provide replacement vouchers
- Increase assisted housing choices:
 - Provide voucher mobility counseling
 - Conduct outreach efforts to potential voucher landlords
 - Maintain voucher homeownership program
 - Implement public housing or other homeownership programs
 - Maintain public housing site-based waiting lists
 - Convert public housing to vouchers

Goal: Improve community quality of life and economic vitality

- Support a regional sustainable communities grant application.
- Provide an improved living environment:
 - Implement public housing security improvements

- Designate developments or buildings for particular resident groups

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

- Promote self-sufficiency and asset development of assisted households:
 - Provide or attract supportive services to improve assistance recipients' employability
 - Provide or attract supportive services to increase independence for the elderly or families with disabilities

Goal: Ensure Equal Opportunity in Housing for all Americans

- Ensure equal opportunity and affirmatively further fair housing:
 - Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status, and disability
 - Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion, national origin, sex, familial status and disability
 - Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size requires

6.0 PHA PLAN UPDATE

(a) Revised Plan Elements

Disposition

The PHA has submitted an application to dispose of 35 Section 32 and Project-based Section 8 homes to the Redevelopment Agency (RA). The RA will rehabilitate and sale the homes to qualified low-income buyers.

Acquisition

The Redevelopment Agency of the City of Sacramento (RA) owned three vacant parcels adjacent to Gran Casa Linda, an existing 40 unit elderly/disabled public housing development. In April 2011, the RA conveyed the parcels located at 3714 Rio Linda Boulevard to the Housing Authority of the City of Sacramento at no cost to the PHA. The PHA plans to expand the boundaries of the existing public housing development to include the parcels since these parcels are directly adjacent to a current HA property and the location would be ideal for a future administrative and maintenance facility to service over 500 residents in public housing.

(b) Copies of the Annual PHA Plan are available for review at:

- Public Housing Management offices at the following locations:
 - Alder Grove (816 Revere Street Sacramento, CA 95818)
 - Marina Vista (240 Seavey Circle, Sacramento, CA 95818)

- Midtown Manor (1725 K Street Sacramento, CA 95814)
 - Meadow Commons (31 Coral Gables Sacramento, CA 95823)
 - Oak Park (3543 1st Avenue, #1 Sacramento, CA 95817)
 - The Mill (480 Redwood Avenue Sacramento, CA 95815)
 - Pointe Lagoon (5259 Young Street, #4 Sacramento, CA 95824)
 - Sun River (6260 Mariposa Avenue, Citrus Heights, CA 95610)
 - Gold Ridge (10730 Coloma Road Rancho Cordova, CA 95670)
 - Twin Rivers, Lexington Place, Mountain Ash, Primrose, and Windscape (321 Eliza Street Sacramento, CA 95814)
 - Rio Garden (3050 Bell Street, #13, Sacramento, CA 95821)
- Main administrative office of PHA (801 12th Street, Sacramento, CA 95814)
 - Sacramento Public Library (828 I Street, Sacramento, CA 95814)
 - <http://www.shra.org>

PHA PLAN ELEMENTS

1. Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures

Eligibility

The PHA verifies eligibility for admission. The non-income screening factors the PHA uses to establish eligibility for admission to public housing are criminal or drug related activity, rental history, housekeeping, suitability, bad debt owed to any public housing authority or violation of family obligations in any past public housing authority or utility company, and credit history.

The PHA uses a site based wait list for Alder Grove, Twin Rivers, Marina Vista and separate City and County waitlists to organize its public housing waiting lists and/or on the waiting list for the developments in which the applicant wishes to reside. Interested persons may apply for admission to public housing at the PHA development site management office, the internet and the US mail.

Selection and Admissions Policies

It is the PHA's policy that each applicant shall be assigned an appropriate place on the waiting list for the developments in which the applicant wishes to reside. Applicants will be listed in sequence based upon the waiting list guidelines stated below. In filling an actual or expected vacancy, the PHA will offer the dwelling unit to an applicant in the appropriate sequence.

Management of the Waiting List

The PHA will administer its waiting list as required by 24 CFR Part 5, Part 945 and 960 Subparts A and B. The waiting list will be maintained in accordance with the following guidelines:

- The application will be a permanent file
- The list will state the family name and family type
- The list will state the racial and ethnic designations of the head of household
- All applicants in the wait pool will be maintained in order of preference and the date of application
- Applications equal in preference will be maintained by date and time sequence
- Applicants will be listed by size and type of unit required

All applicants must meet applicable income eligibility requirements as established by HUD.

- Applications submitted during a waitlist opening during which a lottery selection system has been used will be maintained and pulled from the waitlist through a computerized random selection process

Deconcentration and Wait List Procedures

The PHA's admission policy is designed to provide for deconcentration of poverty and income mixing by bringing higher income residents into lower income projects and lower income residents into higher income projects. Gross annual income is used for income limits at admission and for income-mixing purposes.

The PHA will gather data and analyze, at least annually, the resident characteristics of its public housing stock, including information regarding resident incomes, to assist in the PHA's deconcentration efforts. The PHA will use the gathered resident income information in its assessment of its public housing developments to determine the appropriate designation to be assigned to the project for the purpose of assisting the PHA in its deconcentration goals.

Admission policies related to the deconcentration efforts of the PHA do not impose specific quotas. Therefore, the PHA will not set specific quotas, but will strive to achieve deconcentration and income mixing in its developments. A preference does not guarantee admission to the program. Preferences are used to establish the order of placement on the waiting list. Every applicant must meet the PHA's selection criteria as defined in this policy.

The PHA's preference system will work in combination with requirements to match the characteristics for the family to the type of unit available, including units with targeted populations, and further deconcentration of poverty in public housing. When such matching is required or permitted by current law, the PHA will give preference to qualified families.

Site-Based Wait List Procedures

The PHA establishes site-based waiting lists, both current and new applicants may choose which site-based waiting list they wish to be placed on, regardless of their application site.

When there are insufficient applicants on a site-based waiting list, the PHA will contact applicants on all other waiting lists who may qualify for the type of housing with insufficient applicants. "Insufficient applicants" on a list will be defined as not enough families to fill vacancies for at least three (3) months, based on anticipated turnover at the development.

Every reasonable action will be taken by the PHA to assure that applicants can make informed choices regarding the development(s) in which they wish to reside. The PHA will also include basic information relative to amenities such as day care, security, transportation, training programs, and an estimate of the period of time that the applicant will likely have to wait to be admitted to units of different types.

The system of site-based waiting lists will be carefully monitored to assure that civil rights and fair housing are affirmatively furthered. In order to monitor the site-based waiting lists the PHA will:

- Self-monitor its system of site-based waiting lists at least biannually to assure that racial steering does not occur. If the PHA’s biannual analysis of its site-based waiting list indicates that a pattern of racial steering is or may be occurring, the PHA will take corrective action.
- At least every three years, use independent testers to ensure that applicants are not treated differently based upon race or ethnicity, and that no patterns of discrimination exist.
- Assess changes in racial, ethnic or disability-related resident composition at each PHA site that has occurred during the implementation of the site-based waiting lists. Each year the PHA will make this assessment based on PIH Information Center (PIC) data that has been confirmed to be complete and accurate by an independent public auditor.

2. Financial Resources

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
Public Housing Operating Fund	\$5,699,337	Operations
Public Housing Capital Fund	\$3,458,059	Various
Other Federal Grants (list below)		
<i>Family Self Sufficiency Grant</i>	\$69,000	Public Housing Self Sufficiency
2. Prior Year Federal Grants (unobligated funds only)		
2009 City CFP	\$628,122	Public Housing Maintenance Operation
2010 City CFP	\$774,030	Public Housing Maintenance Operation
2011 City CFP	\$3,528,631	Public Housing Maintenance Operation

3. Public Housing Dwelling Rental Income	\$3,414,607	Public Housing Operating Expenses
4. Other income		
Miscellaneous Income	\$42,544	Public Housing Operating Expenses
Miscellaneous Charges to Tenants	\$107,229	Public Housing Operating Expenses
Total resources	\$17,721,559	

3. Rent Determination

Flat Rents

Our PHA has established, for each dwelling unit in public housing, a flat rental amount for the dwelling unit, that:

- Is based on the market rental value of the unit, as determined by the PHA
- Is designed so that the rent structures do not create a disincentive for continued residency in public housing by families who are attempting to become economically self-sufficient through employment or who have attained a level of self-sufficiency through their own efforts

The PHA shall review the income of families paying flat rent not less than once every three (3) years. Family composition will be reviewed annually for all families, including those paying flat rent. For a family paying flat rent there will be no utility deduction.

Income-Based Rents

The monthly Total Tenant Payment (TTP) amount for a family shall be an amount, based on the total family income, as verified by the PHA, that does not exceed the greatest of the following amounts:

- Thirty percent (30%) of the family's monthly-adjusted income;
- Ten percent (10%) of the family's gross monthly income; or
- The PHA's minimum rent of fifty dollars (\$50).

Switching Rent Determination Methods Because of Hardship Circumstances:

In the case of a family that has elected to pay the PHA's flat rent, the PHA shall within thirty (30) days provide for the family to pay rent in the amount determined under income-based rent, upon a determination that the family is unable to pay the flat rent because of financial hardship, including:

- Situations in which the income of the family has decreased because of changed circumstances including loss or reduction of employment, death in the family, and reduction in or loss of income or other assistance;
- An increase in expenses, due to a change of circumstance in the family's expenses such as increased medical costs, childcare, transportation, education, or similar items; or
- Such other situations as may be determined by the PHA.

All hardship situations will be verified. Once a family switches to income-based rent due to financial hardship, the family must wait until its next annual recertification to select the type of rent.

The rental policy developed by the PHA encourages and rewards employment and self-sufficiency.

Annual Recertification: At the time of annual recertification, the family will be sent a form from the PHA, on which the family will indicate whether they choose flat rent or income-based rent.

4. Operation and Management

Public Housing Maintenance and Management policies and procedures include:

- Schedule of Fees and Charges
- Maintenance Procedures Manual
- Management Procedures Manual
- Admissions and Continued Occupancy Policy

Annually, according to a pre-arranged schedule or as required, the pest control technician and a representative of PHA will enter each residence to complete fumigation for the control of vermin and/or roaches, etc. Common pests (i.e., spiders, ants), not related to a large scale infestation, should be handled as part of a resident's upkeep of the unit.

5. Grievance Procedures

Grievances shall be handled in accordance with the Authority's approved grievance procedures. The written grievance procedure is incorporated into this document by reference and is the guideline to be used for grievances and appeals.

Procedure for Review: A request for an informal review must be received in writing by the close of the business day, no later than the number of days from the date of the PHA's notification of denial. Example, a 14 day notice has a 14 day review. The informal review will be held within thirty (30) days from the date the request is received. The informal review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person. The applicant will be given the option of presenting oral or written objections to the decision. Both the PHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own

expense. The review may be conducted by mail and/or telephone if acceptable to both parties. A notice of the review findings will be provided in writing to the applicant within fifteen (15) days after the review. It shall include the decision of the reviewer, and an explanation of the reasons for the decision. All requests for a review, supporting documentation and a copy of the final decision will be retained in the family's file.

6. Designated Housing for Elderly and Disabled Families

- 1) development name and number; **CAPITOL TERRACE , CA 005000103**
- 2) designation type; **Elderly**
- 3) application status; **Approved**
- 4) date the designation was approved, submitted, or planned for submission, and; **9/08/09**
- 5) the number of units affected, **242**

- 1) development name and number; **COLONIAL HEIGHTS, CA 005000104**
- 2) designation type; **Elderly**
- 3) application status; **Approved**
- 4) date the designation was approved, submitted, or planned for submission, and; **5/21/08**
- 5) the number of units affected, **107**

- 1) development name and number; **RIVER OAKS, CA 005000105**
- 2) designation type; **Elderly**
- 3) application status; **Approved**
- 4) date the designation was approved, submitted, or planned for submission, and; **5/21/08**
- 5) the number of units affected, **49**

- 1) development name and number; **RIVERVIEW APTS, CA 005000106**
- 2) designation type; **Elderly**
- 3) application status; **Approved**
- 4) date the designation was approved, submitted, or planned for submission, and; **5/21/08**
- 5) the number of units affected, **166**

- 1) development name and number; **GIBSON OAKS, CA 005000107**
- 2) designation type; **Elderly**
- 3) application status; **Approved**
- 4) date the designation was approved, submitted, or planned for submission, and; **5/21/08**
- 5) the number of units affected, **119**

7. Community Service and Self-Sufficiency.

(7.1) The PHA coordinates, promotes and provides programs to enhance the economic and social self-sufficiency of residents.

Services and programs offered to residents and participants:

The PHA will employ discretionary policies to enhance the economic and social self-sufficiency of assisted families, they include:

- Public housing rent determination policies
- Public housing admissions policies
- Preference/eligibility for public housing homeownership option participation
- Economic and Social self-sufficiency programs

The PHA has executed a lease with VIBE, an all-volunteer youth organization. VIBE is leasing the common area at Comstock Public Housing development located at 1725 K Street, Sacramento CA. VIBE is in the process of performing tenant improvements to enhance the space for a teen operated career center and urban youth lounge where teenage public housing residents and other Sacramento area teens can attain academic and vocational skills, engage in service learning, socialize, and network with Sacramento based private, public and non-profit organizations. The underutilized space includes 3,000 square feet of common area space which includes a kitchen and bathrooms. Public housing residents will still have access to the space. The residents of the development and the Resident Advisory Board have confirmed their support of VIBE's proposed use of space.

(7.2) Family Self-Sufficiency (FSS)

The FSS coordinates, promotes and provides programs to enhance the economic and social self-sufficiency of residents.

Introduction

SHRA is pleased to have the opportunity to participate in the Family Self-Sufficiency (FSS) Program offered by the Department of Housing and Urban Development (HUD). SHRA welcomes the opportunity to encourage and assist clients in increasing their earned income, thereby increasing their ability to become economically self sufficient. Both the delivery of services and planning will be coordinated with various community resources in an effort to deliver the highest quality available assistance to clients.

A. Mission Statement

The PHA is dedicated to matching housing assisted families in the Family Self-Sufficiency Program with existing community services to achieve economic self-sufficiency.

B. Goal

To assist FSS Program Participants in all manners possible that will enable them to become economically self-sufficient.

Estimate of Participating Families

It is expected that all eligible families listed above can reasonably receive the supportive services they require to obtain economic self-sufficiency. The Public Housing FSS Program has allotted 30 slots to city and county residents. Currently there are 17 families participating in our voluntary program.

FSS Program Statistics:

a.) Age Group of Head of Household

- 18-25 age group – 2
- 26-35 age group – 7
- 36-45 age group – 5
- 46-55 age group – 1
- 55-70 age group – 2

b.) Race

- Caucasian - 0
- African American - 14
- African American/Caucasian - 1
- Hispanic - 1
- Asian/Pacific Islander - 1
- Russian - 0

c.) Gender

- Female - 17
- Male – 0

FSS Program Coordinating Committee (PCC)

The PCC assists in securing commitments of public and private resources for the operation of the FSS program. It is also responsible for assisting with the development and implementation of the program. The PCC meets quarterly and may conduct business on an as-needed basis via email or telephone conferences.

Membership in the PCC is drawn from a variety of agencies and individuals, which includes but is not limited to

- Human service agencies
- State/City/County government
- Community colleges
- Financial institutions
- Private business sector
- Job training services
- Department of Workforce Services
- Nonprofit service providers
- A Section 8 resident
- A Public Housing resident

- PHA management team member

FSS Family Selection Procedures

It is the policy of SHRA to comply with all Federal, State, and local nondiscrimination laws; the Americans with Disabilities Act; and the U.S. Department of Housing and Urban Development regulations governing Fair Housing and Equal Opportunity. In addition, SHRA's FSS staff will, upon request, provide reasonable accommodation to persons with disabilities to ensure they are able to take advantage of the services provided by the FSS program. SHRA will not discriminate against any potential/current client based on disability(ies). SHRA will make all reasonable accommodations in order to allow client participation in the FSS Program. Should SHRA be unable to accommodate client, due to undue financial and/or administrative burdens, the client will be referred to other agencies that may be able to better assist the client's needs.

In general, FSS clients will be selected on a first come first serve basis from active Public Housing Residents. Families will always be selected in a nondiscriminatory manner without regard to race, color, religion, sex, family status, national origin, sexual orientation or handicap, in compliance with Title VI of the Civil Rights Act of 1964 as amended, Title VII of the Civil Rights Act of 1968 as amended and Executive Order 11063.

Any person who participated previously in the FSS Program at SHRA and was terminated for cause may not be eligible for future FSS Participation and may have their application withdrawn. The person will be notified by mail of the withdrawal. However, it will be up to the discretion of the PHA to determine reentry into the program.

A) Waiting List

SHRA will maintain a waiting list, should it be necessary, for the FSS Program on a first come first served basis. Exception will only be granted based on the following:

1. SHRA will give priority on the waiting list to any eligible participant who ported into SHRA from another jurisdiction and was actively participating in a FSS Program at the original PHA. The FSS Coordinator(s) will contact original FSS Program to ensure the client was actively participating in program at time portability option was exercised.
2. Families that have recently (less than 1 year) moved into assisted housing.
3. Other exceptions will be granted to those who are currently enrolled in an economic self-sufficiency program, enrolled in school, enrolled in a training program (resident trainees), and/or enrolled in the Welfare to Work Program.

B) FSS Program

Once a participant has applied to the FSS Program, the following procedures are followed to determine if client will be eligible to participate in FSS:

1. A letter, along with a pre-enrollment form, is sent to applicant. Applicant shall have two weeks to complete and return the form. Should applicant fail to complete and return the form within the allotted time, their application to FSS is withdrawn and participant must re-apply if interested. Staff member may call to follow up on forms.
2. Once completed return form is received within allotted time, an orientation appointment is scheduled for applicants. These applicants must have their household income and composition current and also must be in compliance with lease agreement.
3. Following the orientation appointment, the applicant and FSS Coordinator will complete a Needs Assessment and the Contract of Participation.
4. Eligible applicants (applicants who have met above criteria) shall be able to join FSS Program provided they are Public Housing Residents within the jurisdiction of SHRA, and as long as there is a slot available.

Incentives

As part of the FSS program, SHRA offers incentives to encourage participation and enhance the participant's ability to achieve self-sufficiency. The main incentive offered to all clients is the ability to build escrow money as eligible for deposits during participation in FSS program. All escrow money earned shall be distributed to eligible clients (clients who have completed all goals outlined on ITSP, are cash assistance free at time of Contract of Participation completion, and are employed at 32 hours a week) minus any monies owed to SHRA. FSS participants have access to financial counseling, credit repair, homeownership workshops, and available resources about the home buying process.

FSS participants also have a number of personal incentives for involvement including structured goal planning, greater opportunity to increase their standard of living, an enhanced support system, increased self-esteem, etc. SHRA reserves the right to revise this plan when and if additional official incentives can be offered.

Outreach Efforts

Efforts will be targeted equally to minority and non-minority families to ensure that non-English and limited English speaking families receive information and have the opportunity to participate in the FSS program. Efforts will also be made to serve persons with disabilities including, but not limited to, persons with impaired vision or hearing.

Publication and outreach efforts for the FSS program may include, but are not limited to, distribution of FSS program flyers to community agencies and partners (both private and public), mass mailing of program information to current SHRA residents and distribution of materials to all eligible participants may occur at the discretion of the Housing Choice Voucher (HCV) Program Manager and the Public Housing Director and within the constraints of the SHRA budget.

Interpreters will be used as needed and clients may contact staff via California Relay (711) or by email. Outreach informational material about the FSS program may include:

- Details about program history
- Available resources
- Requirements for eligibility
- Application procedures
- Participant responsibilities
- Program benefits

Activities and Supportive Services

FSS Coordinators shall, upon request, use all available resources to procure any information regarding assistance clients may need; particularly to complete a goal, and provide such information to clients directly through personal, phone, fax or mail contact.

FSS Coordinators shall maintain effective relationships with representatives from the local agency branches and any other relevant program that may provide assistance to clients in completing goals and otherwise as needed. FSS Coordinators may also offer the following resources and supportive services, as they become available

- New Services Available Notices
- Job Search Materials and Notices
- Resume Creation and Evaluation
- Homeownership Opportunity Information
- Quarterly Support Group Meetings

Identification of Support Needs

Methods used for identifying and delivering support services for clients shall be as follows:

A. Applicants

All FSS applicants are given two opportunities in which needs can be noted and evaluated.

1. Pre-enrollment Application: This form allows clients to address their interpretation of what they need in order to become self-sufficient and/or complete personal goals.
2. Needs Assessment: All interviewed applicants to the FSS Program have a needs assessment completed during their initial FSS interview by a FSS coordinator.

B. Participants

All FSS clients are given regular opportunities to have their needs noted and evaluated at yearly appointments and any interim appointments. Any new or continuing needs are addressed at these appointments through verbal communication and review of initial needs assessment.

All clients shall continue to receive referrals to supportive services on an ongoing basis at client request and notification. Services referred for may include transportation, job training, job search, financial assistance, education and any other service needed that FSS Coordinators may be able to procure on behalf of client.

Change in Head of Household

The FSS head of household is the head of household designated on the family's housing assistance for purposes of rent determination. The head of household is responsible for the requirements under the Contract of Participation, Individual Training and Service Plan, Program Completion Agreement, and other related documentation.

If a family wishes to transfer head of household status, it can only be made with the permission of the housing specialist and only to an adult member of the household who is listed on the family's lease/rental agreement. This person must also elect to assume all of the responsibilities, conditions, and terms as the FSS head of household listed in the Contract of Participation, Individual Training and Services Plan, Program Completion Agreement, and other related documentation.

A written request must be submitted to the FSS Program Coordinator and will be attached to the Contract of Participation as an amendment. The request must contain the following:

- Name of new designated head of household
- Effective date of change
- Signature of previous head of household
- Signature of new head of household
- Signature of the FSS case manager
- The date signed

The new Head of Household will be required to develop their own Individual Training and Services Plan. The contract expiration date and baseline income and TTP figures will remain unchanged.

Successful Completion of Contract

In order to successfully complete the FSS Contract of Participation and receive any money in the FSS Escrow Account, participants must meet the following criteria:

A. The head of household has obtained suitable full-time employment

1. Full-time employment is defined as:
 - For hourly or salaried employees – at least 32 hours per week.
 - For self-employment – net earnings (after business expense deductions) of at least 32 hours per week at minimum wage.
 - Accommodations for disabled individuals – Requests for accommodation must be submitted in writing and supported by a written statement from the individual's

medical provider at least 120 days prior to program completion. The statement will include a recommendation from the medical provider as to a specific number of hours that the individual is able to work due to disability. Requests will be considered on a case-by-case basis.

2. Suitable employment is defined below:

- Employment with an established, legitimate business (the participant is receiving a regular paycheck from which taxes and other required deductions are withheld).
- Self-employment which is verifiable through signed Federal income tax returns.
- Contracted or commission employment will be considered if it meets the hourly/income requirement, is verifiable, and is being declared for tax purposes.
- Informal employment which does not meet the criteria listed above will not be considered (employment where income is not declared for tax purposes).
- Employment must be considered a lawful activity.

B. All members of the household have been independent of welfare for at least twelve (12) consecutive months.

1. Welfare is defined as:

- Income assistance from Federal or state welfare programs, and includes only cash maintenance payments designed to meet a family's ongoing basic needs.
- It does not include food stamps, Social Security payments, Medicaid or similar benefits.

C. All activities listed on the Individual Training and Service Plan must be completed within the designated timeframes.

D. The household is in full compliance with the lease, including no monies owed for unpaid rent or damages to SHRA or the Section 8 landlord.

Program Termination, Withholding of Services, and Grievance Procedures

The following guidelines will be used regarding the above listed issues:

A. Termination for Cause

Any client terminated for cause from the FSS Program will only be allowed to participate in the FSS Program at SHRA in the future based on the discretion of the PHA to allow reentry.

1. Failure to Maintain Contract: All clients are requested to contact their FSS Coordinator quarterly to update on progress in completing goals and meeting needs. Clients who consistently fail to maintain contact shall be notified by mail and a request will be made for client to contact their FSS Coordinator immediately. Failure to do so could result in termination. Client will then be sent a letter of termination with a right to appeal within ten days. If client fails to respond within ten days, client shall be terminated and any escrow monies shall be forfeited.

2. Failure to Show for Appointments: Any client who fails to show for three scheduled appointments consecutively shall be sent a letter of termination with a right to appeal within ten days. If the client fails to respond within ten days, client shall be terminated and any escrow monies shall be forfeited.

3. Failure to Meet and Complete Goals: Any client who consistently fails to complete any goals listed within individual ITSP will have their contract reviewed at quarterly meetings for assessment of goals. If client consistently does not meet all goals on the ITSP after quarterly reviews, (exceptions due to medical reasons may be given) then client may be terminated from FSS Program and any escrow monies will be forfeited.

4. All Reasons Outlined In Contract of Participation: Termination of participation in the FSS Program may occur for any client for reasons outlined and listed within the Contract of Participation.

5. Assisted Housing Program Termination: Any client who has their Public Housing lease terminated due to violation in family obligation shall be immediately terminated from the FSS Program and any escrow monies will be forfeited.

B. Withholding of Services

All clients must complete activities within dates listed in each ITSP and provide SHRA and HUD with information about the clients' participation in the FSS Program in order to help evaluate the FSS Program.

1. All family members in client household must

- Comply with terms of lease.
- Become independent of cash assistance and remain so for at least 12 consecutive months before contract expiration.
- Client Head of Household must seek and maintain suitable employment after completion of job training/educational program(s) as listed in ITSP.

2. Failure of client to meet above obligations may result in withholding of supportive services to client and/or possible termination from FSS program.

C. Grievance Procedures

All clients and applicants to the FSS Program shall be provided information regarding "Right to Review," as outlined in SHRA Section 8 Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy. Clients and applicants may file a grievance for any decision involving termination from FSS Program, denial of FSS participation, escrow monies forfeited and withdrawal of FSS Application. All hearings on such issues shall be conducted in compliance with SHRA Administrative Policy.

Assurance of Non-interference

No individual or family that chooses not to participate or is terminated from the FSS Program will be discriminated against in any way including denial, delay or termination of Public Housing Program participation.

Timetable for Implementation

The FSS Program has been actively operating at SHRA since 1992. SHRA will put forth its best efforts to ensure mandatory program enrollment size is reached. If revised, the Action Plan will be submitted to HUD.

Certification of Coordination

Through the creation and maturation of the Program Coordinating Committee (PCC), SHRA will continue to ensure improved resource referrals and supportive services. At all times possible, the PCC shall retain a representative from resource agencies. Such resource agencies will include: employment, schooling, medical, TANF agencies, church community member, representatives and tenants from the Housing Choice Voucher and Public Housing Program (as long as a representative is available to serve on the PCC). The PCC also has other members of various social service type agencies and educational resources. The PCC will meet at least quarterly to ensure continued involvement and cooperation between all agencies involved. The PCC will continue to be a strong resource in implementing needed resource referral and supportive services to the FSS Program clients. It also ensures that services will not be duplicated.

Escrow Accounts

All escrow accounts shall be handled in the manner deemed acceptable according to HUD Rules and Regulations as stated within the following documents:

- Contract of Participation
- FSS Escrow Credit Worksheet
- HUD Housing Choice Voucher Guidebook (23.5 FSS Escrow Accounts)
- SHRA FSS Action Plan
- Any related new HUD Mandate

A. Interim Withdrawals

SHRA may allow clients to make an interim withdrawal, up to fifty percent (50%) of the total amount deposited into the escrow account, plus any interest earned, less any monies owed to SHRA provided the following terms are met:

- Client must complete Escrow Withdrawal Request form.
- Reason for withdrawal must be related to completion of Educational/Job Training related goal(s) such as money for tuition, books, manuals, equipment, etc.
- Client must provide verification of money amount needed.
- SHRA must approve request.

- Check must be issued to both client and agency/business that will be accepting client's payment for above stated reasons.

B. Disbursement of Escrow Account Funds

All clients that have successfully completed the FSS program are eligible to receive their escrow payment. The escrow payment will be the amount deposited into the account of client's behalf, plus any interest, less any monies owed to SHRA, once verification has been obtained that no family member is receiving cash assistance.

C. Forfeited Escrow Monies

All escrow monies forfeited by client due to Contract of Participation Termination and/or fraud committed by client shall be placed back into HAP funds account or the Public Housing Operating Subsidy account maintained by SHRA.

D. Escrow Account Reporting

All clients who have any amount of monies deposited into escrow account on their behalf shall receive a report of the amount, including any interest earned at least once per year. SHRA will retain accurate records of escrow account and all deposits, withdrawals, interest earned, forfeited amounts and disbursements for each client.

Contract Extension Policy

Every Contract of Participation is originally executed for five years. Some clients may complete their participation before the five year period ends. However, some clients may need more than five years to successfully complete the FSS Program. A Contract of Participation may be extended for a period not exceeding two years from original ending date of contract for one the following reasons:

- In order to allow a client to meet the goal of being twelve months cash assistance free.
- If a client has an involuntary job loss.
- If a client, or a dependant of the client, has experienced a serious completing goals listed within the ITSP.
- If a client has an interruption in their supportive services due to moving (port-ins) and the interruption delays the completion of a goal (i.e. client is in college and needs to take more credits in order to graduate, but the earned credits are not transferable due to school policy).

Client must be able to provide verification of one of the above situations in order to qualify for a contract extension.

(7.3) Community Service

The Quality Housing and Work Responsibility Act of 1998 requires that all non-exempt public housing adult residents contribute eight (8) hours per month of community service or

participate in eight (8) hours of training, counseling, classes or other activities that help an individual achieve self-sufficiency and economic independence. This is a requirement of the Public Housing Lease.

The PHA Community Service requires the performance of eight (8) hours per month, of either volunteer work or self-sufficiency program activity, or a combination of the two.

Community Service – volunteer work, which includes, but is not limited to:

- Work at a local institution including but not limited to: school, child care center, hospital, hospice, recreation center, senior center, adult day care center, homeless shelter, indigent feeding program, cooperative food bank, etc.
- Work with a non-profit organization that serves PHA residents or their children such as: Boy Scouts, Girl Scouts, Boys or Girls clubs, 4-H program, PAL, Garden Center, Community clean-up programs, beautification programs, other youth or senior organizations
- Helping neighborhood groups with special projects
- Working through resident organization to help other residents with problems, serving as an officer on a Resident Committee, serving on the Resident Advisory Board
- Caring for the children of other residents so that they may volunteer

The PHA does provide for exemptions from the work requirements for a state welfare program, including Welfare-to-Work.

8. Safety and Crime Prevention.

The PHA's plan for safety and crime prevention ensures the safety of the public housing residents. The need for measures to ensure the safety of public housing residents stems from a high incidence of violent and/or drug-related crime in some or all of the PHA's developments, a high incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments, residents fearful for their safety and/or the safety of their children, and people on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime.

The crime prevention activities conducted or to be conducted by the PHA are contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities, Crime Prevention Through Environmental Design, activities targeted to at-risk youth, adults, or seniors, Volunteer Resident Patrol, installation of security cameras, campus card access device installation, criminal background checks will be performed on existing residents on a random basis and a targeted area with reported problems.

Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan, police provide crime data to PHA staff for analysis and action, police have established a physical presence on PHA properties (e.g., community policing office, officer in residence), police regularly testify in and otherwise support eviction cases, police regularly meet with the PHA management and residents, and an agreement between the PHA and the

local law enforcement agency has been established for provision of above-baseline law enforcement.

Two police officers are assigned exclusively to the Alder Grove and Marina Vista communities.

9. Pets

This pet policy is to establish the PHA's policy for ownership of pets in elderly, disabled and family housing and to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of ownership of pets. The policy also establishes reasonable rules governing the keeping of common household pets. The pet policy is designed to protect both pet owners and non-pet owners, and to ensure the animals receive responsible care. The policy applies to all pets kept in PHA housing. The rules adopted are reasonably related to the legitimate interest of the PHA to provide a decent, safe and sanitary living environment for all residents, to protect and preserve the physical condition of the premises, and to protect the financial interest of the PHA.

A. Registration of Pets

Pets must be registered with the PHA before they are brought onto the premises.

Registration must be updated annually, coordinated with the annual recertification date. Proof of license and inoculation must be submitted with the resident's annual recertification documents.

B. Non-Applicability of Pet Policy to Animals that Assist Persons with Disabilities (Reasonable Accommodation for Assistance Animals)

Certain animals provide assistance or perform tasks for the benefit of a person with a disability. Such animals often referred to as assistance animals, service animals, support animals or therapy animals provide disability related functions including, but not limited to guiding visually impaired individuals, alerting hearing-impaired individuals to sounds and noises, providing protection or rescue assistance, pulling a wheelchair, seeking and retrieving items, alerting individuals to impending seizures and providing emotional support to persons who have a disability related need for such support.

Assistance animals are animals that work, provide assistance, or perform tasks for the benefit of a person with a disability, or provide emotional support that alleviates one or more identified symptoms or effects of a person's disability. Animals do not necessarily have to be formally trained to qualify as assistance animals however the animal must actually perform the assistance or provide the benefit needed by the person with the disability. Reasonable accommodation requires that there is a relationship between the person's disability and his or her need for the animal.

Assistance animals that are needed as a reasonable accommodation for persons with disabilities are not considered pets, and thus, are not subject to certain portions of the PHA Pet Policy. There is no pet deposit for approved assistance animals.

Household members with documented disabilities are exempt from pet deposits, provided the exemption is requested. All other residents requesting exemption from the pet deposit requirement must request a verification of the need for reasonable accommodation for an assistance animal, which must be provided by a licensed physician, attending health care professional, or other qualified professional and submitted on a *Verification of Need for Reasonable Accommodation* form. The PHA will consider all requests for reasonable accommodation.

An animal qualifies as a reasonable accommodation if:

- An individual has a disability, as defined in the Fair Housing Act or Section 504;
- The animal is needed to assist with the disability; and
- The individual who requests the accommodation demonstrates that there is a relationship between the disability and the assistance that the animal provides.

All residents must comply with the provisions of the *Lease* and *Pet Policy/Agreement* regarding the responsibilities of pet owners to control the animals, maintain the premises in clean and sanitary condition, and ensure that their animal does not interfere with any neighbors right to enjoy the premises in a safe and peaceful manner.

The PHA retains the right to disapprove an assistance animal as a means to provide a reasonable accommodation for an individual with a disability in the following cases:

- There is reliable objective evidence that the animal poses a direct threat to the health or safety of others that cannot be reduced or eliminated by a reasonable accommodation.
- There is reliable objective evidence that the animal would cause substantial physical damage to the property of others.
- The presence of the assistance animal would pose an undue financial and administrative burden to the PHA.

C. Advance Permission, Registration, and Pet Deposits

Permission to keep a pet is granted at the PHA's sole discretion and is subject to the resident's strict adherence to all aspects of the *Pet Policy/Agreement*. Any resident who wishes to keep a pet will first obtain the approval of the PHA, register the pet by complying with the requirements of the *Pet Policy/Agreement*, pay (or make arrangements to pay) a pet deposit for each qualified pet, and sign a *Pet Policy/Agreement*. The pet deposit for all households is two hundred fifty dollars (\$250).

All pet deposits must be paid (or make arrangements to pay) prior to the presence of the pet. No pet deposit is required for birds, fish, or rodents/other.

Only common household pets will be allowed. These include dogs, cats, fish, birds, rabbits, and rodents such as guinea pigs and hamsters. Residents may be permitted to have two (2) pets.

Dogs: Dogs are limited to a maximum adult weight of twenty-five (25) pounds as documented by a veterinarian. Assistance animals may be exempt from this restriction with PHA approval.

They must be housebroken; must be effectively restrained and under the control of a responsible person when passing through common areas; must not be tethered or chained outside or within the dwelling unit; must not be housed outside; and must be leashed when outdoors or in common areas. The dog owner must carry appropriate containment apparatus to promptly and completely remove all fecal matter deposited by dogs in a sanitary manner.

Cats: Cats must remain inside unless being transported in an appropriate secured carrier and must be trained to use a litter box or other waste receptacle. Litter boxes must be cleaned regularly and the waste disposed of in a sanitary manner. Litter must never be flushed down the toilet.

General Conditions for Dogs and Cats: A health certificate must be obtained by a licensed veterinarian and given to the PHA at time of registration of the dog or cat. This certificate must contain, but is not limited to the following information:

- The name, address and telephone number of the attending veterinarian
- Documentation that the dog or cat is in generally good health and free of any communicable diseases or parasites
- That the dog or cat has been spayed or neutered or this procedure will be completed prior to 4-6 months of age as recommended by the veterinarian
- Documentation that the dog or cat is current on all standardized inoculations with a schedule of future inoculations included
- Confirmation of breed, current weight and estimated adult weight

The PHA requires the name, address and telephone number of the veterinarian that will be providing future regular care for the dog or cat and contact information for a responsible adult, other than the resident or a household member, who may be contacted in an emergency.

Dogs and cats must be licensed at time of registration and ongoing if specified by local, state or federal mandate. A color photograph must be provided at the time of registration.

Other Pets: Pet cages and/or aquariums must be in good repair and be cleaned regularly.

Birds: Maximum number two (2). Birds must be contained in an acceptable cage at all times. Pigeons, doves, mynah birds, psittacine birds of other species that are hosts to the organisms causing psittacoses in humans must be certified, by a veterinarian, to be free from this condition prior to bringing the bird into the housing environment. The certification must

contain the same information as the health certificate obtained for dogs and cats listed under “General Conditions” numbers 1 and 2 above.

Fish: Maximum aquarium size twenty (20) gallons or any combination of tanks not to exceed twenty (20) gallons. Fish aquariums must be maintained on stands approved by management.

Rodents/Other: Maximum number two (2) rabbits, guinea pigs, hamsters, or gerbils and must be in an acceptable cage at all times.

D. Prohibited Animals

Prohibited animals include, but are not limited to, the following:

- Any animal whose weight could exceed twenty-five (25) pounds by maturity
- Dogs or other pets determined to be dangerous, intimidating or vicious
- Chicks or other animals that pose a significant risk of salmonella infection to their handlers
- Animals who would be allowed to produce offspring for sale - breeding of any animals are prohibited

E. Additional Conditions and Requirements

- Residents/pet owners shall not alter their unit, patio, premises, or common areas to create an enclosure for any animal. Installation of pet doors is prohibited
- Except as required by law or permitted by the PHA as a reasonable accommodation, pets are not permitted in common areas (except to pass through for ingress or egress) including, but not limited to lobbies, community rooms, kitchens, dining facilities, and laundry areas
- Residents are responsible for controlling the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt the quiet enjoyment of their dwelling unit or the premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities
- No pet (excluding fish) shall be left unattended in any dwelling unit for a period in excess of forty-eight (48) hours
- Resident/pet owners shall be responsible for adequate care, nutrition, exercise and medical attention for his/her pet(s)
- Resident/pet owners must recognize that other residents may have chemical sensitivities or allergies related to pets or may be easily frightened or disoriented by animals. Pet owners must agree to exercise courtesy with respect to other residents at all times
- Resident/pet owners shall take adequate precautions to eliminate any pet odors within or around the dwelling unit and to maintain the unit in sanitary condition at all times
- Pet waste must be promptly placed in a sealed plastic bag and deposited in an outside garbage container for disposal
- Residents are prohibited from feeding or harboring stray animals including birds

- The PHA regularly treats units for pest control, if a pet is the cause for more frequent treatments, all such treatments or specialized treatments, will be charged to the tenant.
- It will be the responsibility of the tenant to remove any animal that may be harmed by the use of pesticides.

F. Inspections and Other Rights of the Authority

- The PHA reserves the right to enter the premises at any time when there is evidence that an animal has been left alone and is in danger or distress.
- The PHA reserves the right to seek impoundment and sheltering of any animal found to be maintained in violation of housing rules, pending resolution of any dispute regarding such violation, at the resident's expense.
- The PHA may, after reasonable notice to the resident, during reasonable hours, enter and inspect the premises, in addition to other inspections allowed. This may include, but not be limited to a monthly walk-through inspection to ensure the resident is adhering to the Pet Policy/Agreement.

G. Pet Removal

Residents are solely responsible and liable for the conduct or misconduct of pets, whether owned or allowed on PHA premises by the resident. The resident shall take all necessary steps to ensure that pets that become vicious or intimidating, display symptoms of severe illness, or demonstrate behavior that constitutes an immediate threat to the health or safety of others, are immediately removed by the resident and/or referred by the resident to the appropriate state or local entity authorized to remove such animals. If the resident fails to fulfill his/her obligation to remove a pet from the premises the PHA may take all necessary steps to remove, or have removed, the pet from the premises. If a pet injures or intimates another resident or anyone in the building or on the grounds of any PHA property, including but not limited to biting, scratching, or assaulting person(s), the pet owner must immediately remove the pet permanently from the premises without direction from the PHA to do so. If the death or incapacity of the pet owner threatens the health or safety of the pet, or other factors occur that render the owner unable to care for the pet, and the designated responsible party is unavailable (or unwilling) to provide a remedy, the PHA will remove the pet from the using any legal remedy available and at the expense of the resident.

H. Termination of Tenancy

The PHA may terminate tenancy when the resident has failed to remove the pet or correct a pet rule violation within the time specified in a warning notice.

I. Disposition of Pet Deposit(s)

All reasonable expenses incurred by the PHA as a result of damages directly attributable to the presence of the pet will be the responsibility of the resident including, but not limited to the cost of fumigation, repairs and/or replacement to the resident's dwelling unit or common areas. The pet deposit is fully refundable upon removal of the pet or the household's move

out of housing if the PHA determines that there are no damages or other expenses caused by the pet. If upon removal of the pet or the household's move out of housing, the cost of repairing any damages caused by the pet exceeds the pet deposit, management will use funds from the resident's regular security deposit to cover the expense. The resident will be billed for any amount owed in excess of the pet deposit and security deposit.

J. Liability

Residents shall be held solely responsible and liable for the conduct or misconduct of their pet(s). The Housing Authorities of the City and County of Sacramento and their representatives will not be held responsible for any accident or injury involving residents, guests, or visitors to the premises as a result of allowing pets.

K. Refusal to Register Pets

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

The PHA will refuse to register a pet if:

- The pet is not allowed under Section D, Prohibited Pets as found in this policy.
- Keeping the pet would violate any House Pet Rules.
- The pet owner fails to provide complete pet registration information, or fails to update the registration annually.
- The PHA reasonably determines that the pet owner is unable to keep the pet in compliance with the pet rules and other lease obligations. Attributes of the pet including, but not limited to temperament and behavior will be considered as a factor in determining the pet owner's ability to comply with provisions of the lease.

L. Pets Temporarily on the Premises

Pets not owned by the resident will not be allowed on the premises. This rule excludes certified assistance animals, visiting pet programs sponsored by a humane society or other non-profit organization and approved by the PHA. But even with visiting pet programs the PHA reserves the right to limit the type of animal to those listed in section C of this chapter.

In the event the PHA's policy conflicts with state or local law, state or local laws governing pets temporarily in dwelling accommodations shall prevail.

In all cases, the resident will be responsible for all liability, financial or otherwise, for the action of any pet knowingly allowed in their residence.

10. Civil Rights Certification, 24 CFR Part 903.7 9 (o)

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

The PHA certifies that it examines its programs and proposed programs to identify any impediments to fair housing choice within its programs, addresses these impediments in a reasonable fashion in view of the resources available, works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing, and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

It is the policy of the PHA to comply fully with all Federal, State, and local nondiscrimination laws and with the rules and regulations governing fair housing and equal opportunity in housing and employment.

To Affirmatively Further Fair Housing, the PHA has a commitment to full compliance with applicable civil rights laws, the PHA will provide Federal/State/local information to voucher holders regarding discrimination and any recourse available to them should they be victims of discrimination. Such information will be made available during the family briefing session and placed in their briefing packet. It will include information for applicants on how to file a fair housing complaint, including the provision of the toll-free number for the Fair Housing Complaint Hotline, 1-800-669-9777 and the Federal Information Relay Service at 1-800-887-8339.

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), 8.25, and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because the PHA's facilities are inaccessible to or unusable by persons with disabilities.

Posters and housing information are displayed in locations throughout the PHA's offices in such a manner as to be easily readable from a wheelchair. The office of the Housing Choice Voucher & Application Division is accessible to persons with disabilities. Accessibility for the hearing impaired is provided by California Relay (711). The PHA will provide and review information regarding fair housing rights and responsibilities during family briefing sessions.

11. Fiscal Audit, 24 CFR Part 903.7 9 (p)

The most recent fiscal year audit is located at:
http://www.shra.org/Portals/0/pdf/about_shra/financials/2010CAFR.pdf

12. Asset Management, 24 CFR Part 903.7 9 (q)

The agency will carry out its asset management functions with respect to the public housing inventory of the agency. The agency will continue to plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

The asset management activities the PHA will undertake include development-based accounting, project-base vouchers and comprehensive stock assessment.

13. Violence Against Women Act (VAWA)

The PHA works in partnership with WEAVE to provide services to child and adult victims of domestic violence, dating violence, sexual assault, stalking, obtain housing or maintain housing, and enhance victim safety in assisted families. WEAVE is a primary provider of crisis intervention services for survivors of domestic violence and sexual assault in Sacramento County. It is WEAVE's mission to bring an end to domestic violence and sexual assault in partnership with our community. WEAVE's vision is a community free of violence and abuse. At WEAVE we believe that crisis intervention services are only part of the solution.

The PHA works in partnership with the *Domestic Violence Intervention Center (DVIC)* to provide services to child and adult victims of domestic violence, dating violence, sexual assault, or stalking. The goals of DVIC are to help victims of domestic violence and their children become survivors, educate the community about domestic violence, and help stop the cycle of domestic violence.

The PHA is currently rehabilitating a home to lease to *My Sister's House*, which provides 24-hour help for women and children impacted by domestic violence in the Central Valley. Services will be provided exclusively to PHA residents.

The PHA developed a Violence Against Women Act (VAWA) Policy to reduce domestic violence, dating violence, and stalking and to prevent homelessness by:

- (a) protecting the safety of victims;
- (b) creating long-term housing solutions for victims;
- (c) building collaborations among victim service providers; and
- (d) assisting the PHA to respond appropriately to the violence while maintaining a safe environment for the PHA, employees, tenants, applicants, Housing Choice Voucher participants, program participants and others.

The policy assists the PHA in proving rights under VAWA to its applicants, public housing residents, Housing Choice Voucher participants and other program participants. SHRA will provide all applicants and participants information about their rights under the VAWA at the initial program briefing.

7.0 HOPE VI, MIXED FINANCE MODERNIZATION OR DEVELOPMENT, DEMOLITION AND/OR DISPOSITION, CONVERSION OF PUBLIC HOUSING, HOMEOWNERSHIP PROGRAMS, AND PROJECT-BASED VOUCHERS

(a) Hope VI or Mixed Finance Modernization or Development

The PHA will apply for HOPE VI and /or Choice Neighborhood funding for both or one of the following public housing developments:

CA005000101 New Helvetia (Alder Grove), 360 units
CA005000101 River Oaks (Marina Vista), 391 units

The PHA will apply for Mixed Finance Modernization for the following public housing development:

CA005000103 Capitol Terrace (Sierra Vista, 1107 – 23rd Street), 78 units
CA005000103 Capitol Terrace (Capitol Terrace, 1820 Capitol Avenue), 84 units
CA005000103 Capitol Terrace (Comstock; 1725 K Street), 80 units

Additional sites will likely be added to the above list, subject to on-going physical needs assessment and strategic planning process.

(b) Demolition and/or Disposition

With respect to public housing projects owned by the PHA and subject to ACCs under the Act:

Development name: **City of Sacramento**
4052 Weymouth Ln (PIC unit # 522128)
4225 Weymouth Ln (PIC unit # 522125)
7312 Franklin Blvd #1 (PIC unit # 522127)
Development (project) number: **CA005000109**
Activity type: **Disposition**
Application status: **Planned application**
Date application planned for submission: **12/01/2011**
Number of units affected: **3**
Coverage of action: **Part of the development**
Timeline for activity: **120 days of projected end date of activity**

Development name: **7045-47-24th Street**
Development (project) number: **CA005000109**
Activity type: **Demolition**
Application status: **Planned application**
Date application planned for submission: **10/18/2011**
Number of units affected: **2**
Coverage of action: **Part of the development**
Timeline for activity: **120 days of projected end date of activity**

Development name: **Single Family Scattered Sites 616 South Ave (PIC Unit 503487)**
Development (project) number: **CA005000108**
Activity type: **Disposition**
Application status: **Planned application**
Date application planned for submission: **1/1/2011**
Number of units affected: **1**
Coverage of action: **Part of the development**

Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; 1820 Capitol Avenue**

Development (project) number: **CA005000103**

Activity type: **Disposition**

Application status: **Submitted**

Date application planned for submission: **12/1/2010**

Number of units affected: **84**

Coverage of action: **Total development**

Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; 1725 K Street**

Development (project) number: **CA005000103**

Activity type: **Disposition**

Application status: **Submitted**

Date application approved, submitted, or planned for submission: **12/1/2010**

Number of units affected: **80**

Coverage of action: **Total development**

Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; 1107 – 23rd Street**

Development (project) number: **CA005000103**

Activity type: **Disposition**

Application status: **Submitted**

Date application planned for submission: **12/1/2010**

Number of units affected: **78**

Coverage of action: **Total development**

Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; 3671 – 5th Avenue**

Development (project) number: **CA30P005020**

Activity type: **Disposition**

Application status: **Submitted**

Date application submitted: **10/22/2010**

Number of units affected: **3**

Coverage of action: **Total development**

Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; 2830 Stockton Blvd**

Development (project) number: **CA**

Activity type: **Disposition**

Application status: **Planned Application**

Date application submitted: **1/4/2011**

Number of units affected: **22**

Coverage of action: **Total development**

Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; Various Single Family Homes**
Development (project) number: **CA005000105**
Activity type: **Disposition**
Application status: **Submitted, pending approval**
Date application submitted: **7/1/2011**
Number of units affected: **111**
Coverage of action: **Total development**
Timeline for activity: **120 days of projected end date of activity**

Development name: **City of Sacramento; Various Single Family Homes**
Development (project) number: **CA005000107**
Activity type: **Disposition**
Application status: **Submitted, pending approval**
Date application submitted: **7/1/2011**
Number of units affected: **103**
Coverage of action: **Total development**
Timeline for activity: **120 days of projected end date of activity**

(c) Conversion of Public Housing

None at this time.

(d) Homeownership Programs

None at this time.

(e) Project-based Vouchers

The PHA will apply for project-base vouchers, if they become available, as a tool to promote voucher utilization and expand housing opportunities to extremely low and very low income households in 719 units in the City of Sacramento. The general location of the projected number of project-based units is the downtown and scattered sites throughout the City of Sacramento.

The Housing Authorities of the City and County of Sacramento operate approximately 3,000 public housing units through its control and operation. The goals of the restructuring and/or disposition of our public housing assets are to reduce and eliminate ongoing operating and capital deficits. The downtown developments are running at a substantial operating deficit. It is clear that even the basic short-term work needed at the downtown developments and scattered sites will not be accomplished within a reasonable time with current public housing funds, and long-term operating viability.

The PHA has decided to focus on the high-rise projects located in downtown Sacramento and 214 scattered sites single family homes as the projects to undergo project-based vouchers. The elderly high rise buildings Comstock (80 units), Capitol Terrace (84 units), and Sierra View (78

units) all require significant improvements over the short-term to preserve their ability to serve their populations.

These downtown high-rise buildings represent a significant percentage of the PHA's portfolio and will require a significant share of capital fund resources to preserve and modernize. Due to their similar design, age, systems and population served, they have been grouped together as one development for efficiency purposes. Because of these similarities, comparable modernization techniques can be used for them all. The issues confronting the public housing portfolio are significant. The housing stock is rapidly aging, the federal government has not adequately funded public housing programs for the past seven years, and local demand for affordable housing continues to increase. The PHA must take new innovative approaches to preserve and maintain its very valuable public housing portfolio.

These units are operated in a climate of uncertain and, in general, declining operating and capital subsidies. Project basing would be consistent with the PHA Plan since it would help to maintain the integrity of its operations in spite of the recent difficulties with HUD funding, but the decline in operating and capital subsidies has resulted in operating and capital shortfalls for the PHA with respect to its public housing units.

8.0 CAPITAL IMPROVEMENTS

8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report

See Attachment 1.

8.2 Capital Fund Program Five-Year Action Plan

See Attachment 2.

8.3 Capital Fund Financing Program (CFFP).

The PHA does not propose to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9.0 HOUSING NEEDS

Housing Needs of Families in the Jurisdiction (City of Sacramento) by Family Type							
Family Type	Over all	Affor d- abilit y	Supp ly	Quali ty	Acce ss- ibilit y	<i>Size</i>	Loca - tion
Non-Elderly Income <= 30% of AMI	19,876	5	n/a	4	3	4	5
Non-Elderly Income >30% but <=50% of AMI	14,897	5	n/a	4	3	4	5
Non-Elderly Income >50% but <80% of AMI	22,385	4	n/a	3	2	3	4
Non-Elderly Subtotal	57,158						
Elderly Income <= 30% of AMI	6,519	5	n/a	3	5	1	5
Elderly Income >30% but <=50% of AMI	5,529	5	n/a	3	5	1	5
Elderly Income >50% but <80% of AMI	6,171	5	n/a	3	4	1	4
Elderly Subtotal	18,219						
Total Non-Elderly and Elderly Income <= 30% of AMI	26,395	5	n/a	4	4	4	5
Total Non-Elderly and Elderly Income >30% but <=50% of AMI	20,426	5	n/a	4	4	4	5
Total Non-Elderly and Elderly Income >50% but <80% of AMI	28,556	4	n/a	3	3	3	4
Grand Total	75,377						
Individual with Disabilities	40,838 persons	5	n/a	5	5	N/A	4

Housing Needs of Families in the Jurisdiction (City of Sacramento) by Family Type							
Family Type	Over all	Affor d- abilit y	Supp ly	Quali ty	Acce ss- ibilit y	<i>Size</i>	Loca - tion
Black Non-Hispanic Households	10,090	5	n/a	5	4	5	5
Hispanic Households	9,470	5	n/a	5	4	5	5
White Non-Hispanic Households	14,365	4	n/a	3	3	4	4
Other households (total households minus white, black and Hispanic households)	16,967	n/a	n/a	n/a	n/a	n/a	n/a

Housing Needs of Families on the Waiting List

As of 6/23/11

Waiting list type: (select one)

- Section 8 tenant-based assistance
 Public Housing
 Combined Section 8 and Public Housing
 Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	9,259		2,089
Extremely low income <=30% AMI	8,273	89.4	
Very low income (>30% but <=50% AMI)	840	9.1	
Low income (>50% but <80% AMI)	197	2.1	
Families with children	2,846	30.7	
Elderly families (<i>Head of Household age 62 and older</i>)	730	7.9	
Families with Disabilities (<i>Includes all families where one or more members are disabled.</i>)	2,850	30.8	
Race / American Indian or Alaska Native	612	6.6	
Race/Asian	612	6.6	
Race/Black or African American	5,603	60.5	
Pacific Islander	239	2.9	
Race/Native Hawaiian /other	Not tracked.	N/A	
Race / White	2,589	28	
Race / Unknown / no response	845	9.1	

Housing Needs of Families on the Waiting List			
As of 6/23/11			
Ethnic / Hispanic	1,509	16.3	
Ethnic/ Non-Hispanic	5,471	59.1	
Characteristics by Bedroom Size (Public Housing Only)			
1BR	3,889	42	
2 BR	4,300	46.4	
3 BR	941	10.1	
4 BR	117	1.3	
5 BR	3	0	
5+ BR	4	0	
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

9.1 Strategy for Addressing Housing Needs

The PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year includes the follow:

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line.
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Apply for Project-Based Vouchers
- Apply for Tenant-Based Vouchers
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies.

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

- Leverage affordable housing resources in the community through the creation of mixed finance housing.
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.

Strategy 3: Target available assistance to families at or below 30 % of AMI

- Adopt rent policies to support and encourage work.

Strategy 4: Target available assistance to families at or below 50% of AMI

- Adopt rent policies to support and encourage work.

Strategy 5: Target available assistance to the elderly

- Apply for special-purpose vouchers targeted to the elderly, should they become available.

Strategy 6: Target available assistance to Families with Disabilities:

- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing.
- Affirmatively market to local non-profit agencies that assist Families with Disabilities.
- Apply for special-purpose vouchers targeted to Families with Disabilities, should they become available.

Strategy 7: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs.

10.0 ADDITIONAL INFORMATION

The PHA is in support and interested in Transforming Rental Assistance (TRA). This PHA will seek funding under this proposed plan.

(a) Progress in Meeting Mission and Goals

The PHA continues to increase the availability of safe, decent, affordable and suitable housing free from discrimination.

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

Progress: The PHA has applied for and received additional vouchers, such as Rental Assistance to Non Elderly Disabled Families. The PHA continues to apply for other funding to leverage the rehabilitation of our public housing.

Goal: Improve the quality of assisted housing

Progress:

- The PHA is identifying and implementing systems that will prepare it for PHAS physical inspections.

- The PHA continues to use Capital Funds to rehabilitate and modernize its public housing developments.
- The PHA is reorganizing its departments and staff to work on effectively and efficiently improve the quality of its public housing developments.

Goal: Increase assisted housing choices

Progress: The PHA continues to research the feasibility of changes to vouchers, homeownership, and conversion to vouchers in an effort to maximize its public housing and increase quality of housing of low-income residents.

Goal: Improve community quality of life and economic vitality

Progress:

- The PHA has a database that monitors the income levels for each public housing development.
- The PHA currently provides job training and other supportive services to assist in improving the income of residents.
- The PHA is assessing community improvements through community involvement at specific sites and identifying alternative approaches to public safety.

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

Progress:

- The PHA was awarded grant funds for a Public Housing, and a Housing Choice Voucher Family Self Sufficiency Coordinator to provide residents with a variety of programs and support services to promote self-sufficiency. Programs and services offered to residents include: job readiness, GED completion, computer literacy, family counseling, after-school programs, and health services.
- The PHA will continue to expand services pending the availability of financial resources and awarding of funds for coordinator positions.
- The PHA continues to operate a Family Self-Sufficiency program for public housing residents and Housing Choice Voucher participants.

Goal: Ensure Equal Opportunity in Housing for all Americans

Progress:

- The PHA continues to undertake affirmative measures to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status, and disability.
- The PHA continues to attend Fair Housing workshops to ensure that fair housing efforts continue to be implemented.

(b) Significant Amendment and Substantial Deviation/Modification

The PHA hereby defines “substantial deviation” and “significant amendment/modification” as any change in policy which significantly and substantially alters the Authority’s stated mission and the persons the Authority serves. This would include admissions preferences, demolition and/or disposition activities, and conversion programs. Discretionary or administrative amendments consistent with the Authority’s stated overall mission and basic objectives will not be considered substantial deviations or significant modifications.

If a significant amendment and/or substantial deviation/modification occurs the public process will include: consultation with the Resident Advisory Board, a public comment period, public notification of where and how the proposed change can be reviewed, and the approval by the Housing Authority Boards.

(c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance

N/A