

Sacramento Housing and Redevelopment Commission
Engagement Committee Meeting Agenda
801 12th Street, 2nd Floor conference room
October 7, 2015
5:30pm

1. Welcome
2. Review and approval of minutes from April 2015 and May 2015 meetings.
3. Review and affirm goal for the committee
4. Discuss Fund Inc. and potential areas Commission can provide support
5. Identify potential workplan projects for 2016

**SACRAMENTO HOUSING REDEVELOPMENT COMMISSION
ENGAGEMENT COMMITTEE MEETING**

APRIL 15, 2015 – 5:00 PM

**Sacramento Housing and Redevelopment Agency
Second Floor, HR Conference Room, 801 12th Street, Sacramento, CA**

MEETING MINUTES

1. Welcome

Meeting was called to order at 5:04 p.m. and a quorum was established.
Members Present: Creswell, Macedo, Griffin, Raab, Alcalay, Morgan,
Attendees: La Shelle Dozier, Vickie Smith

2. Review of By-law Change and Purpose of Committee –

***Purpose - actively promote goals of agency and promote housing
Mission statement – Cathy indicated she would draft a proposed mission
statement for review at next meeting***

3. Brainstorm Activities including:

- Boomerang Funds for Housing – ***suggested that all committee members contact elected officials that they know to encourage that this be used for affordable housing. Gale indicated he would follow up with DAC at county. Staff will send out information from other cities regarding this to members and also resolution and letters from last year related to Boomerang funds.***
- Mayor's Housing Inactive – ***Cathy and Mel reviewed the status of this item. Cathy distributed an overview of the proposal and asked commissioners to send in any comments on proposal by Monday. They suggested that in June the commission might approve a letter of support for this effort.***
- Cost of Participation in PBIDs - ***continue discussion at next meeting.***
- Other items discussed at meeting -
 - i. Legislation - ***question about whether SHRC members can meet with legislators. Staff indicated that members can meet with legislators but cannot state that entire commission supports something without action by full commission***
 - ii. Fundraising/promotion
 - iii. Involvement speaking at council / board meetings
 - iv.

2. Next Steps and Meeting Times – *proposed next meeting be held on May 6th.*

**SACRAMENTO HOUSING REDEVELOPMENT COMMISSION
ENGAGEMENT COMMITTEE MEETING**

MAY 20, 2015 – 5:00 PM

**Sacramento Housing and Redevelopment Agency
Second Floor, HR Conference Room, 801 12th Street, Sacramento, CA**

MEETING MINUTES

1. **Welcome**
Meeting was called to order at 5:04 p.m. and a quorum was established.
Members Present: Cathy Cresswell, Michael Alcalay, Jayne Raab, Tawney Macedo
Attendees: La Shelle Dozier, David Levin, Asa Marie Standfeldt, Gale Morgan,
Sandra (surname withheld)
2. **Finalize Mission Statement**
The group discussed the mission statement. They agreed that it is consistent with their goals.
3. **Identify the Types of Activities the Committee Will Do to Achieve Our Goals**
The group discussed its function as an advisory body to the Commission.
4. **Identify Priority Activities for 2015**
The group discussed priority activities for 2015. Commissioner Creswell requested information on the 3x8 Program, Fund Inc. Bylaws and Articles of Incorporation, and SMUD guidelines prior to the next meeting. She would also like confirmation on whether or not there is a second meeting in June.
5. **Next Meeting**
The next meeting date was not set.
8. **Adjourn**
Meeting adjourned at 5:55 pm.

LG



INVESTING IN COMMUNITIES

NOTICE OF REGULAR MEETING MEETING
**Sacramento Housing and Redevelopment
Commission**

Wednesday, October 7, 2015 – 6:00 pm
801 12th Street
2nd Floor Commission Room
Sacramento CA

ROLL CALL

APPROVAL OF AGENDA

CITIZENS COMMENTS

While the Commission welcomes and encourages participation in the Commission meetings, it would be appreciated if you would limit your comments to three minutes so that everyone may be heard. Please fill out a speaker card and present it to the Agency Clerk if you wish to speak under Citizen Comments or on a posted agenda item. Matters under the jurisdiction of the Commission, and not on the posted agenda, may be addressed by the general public at this time. Commission attendees are requested to silence any electronic devices that they have in their possession.

1. APPROVAL OF MINUTES – September 16, 2015 meeting

CONSENT

2. 2016 Annual Plan for the Housing Authority of the City of Sacramento and the Housing Authority of the County of Sacramento; Submission of the 2016 Annual Plan to the Department of Housing and Urban Development

SPECIAL PRESENTATION

3. Ralph M. Brown Act overview

PUBLIC HEARING

4. Adoption of the 2016 One-Year Action Plan for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA) Funded Projects and Programs; Amendment of Prior Year Action Plans; Allocation of Supplemental Annual Administrative Fees; Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) Grant and Execute Related Documents; Amendment of the Sacramento Housing and Redevelopment Agency (SHRA) Budget; and Related Actions and Findings
5. Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), Neighborhood Stabilization 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

INFORMATIONAL ITEMS

6. Department budget presentation - Development Department

EXECUTIVE DIRECTOR REPORT

COMMISSION CHAIR REPORT

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

ADJOURNMENT

REPORTS: Copies of documents relating to agenda items are available for review in the Agency Clerk's office located at 801 12th Street, Sacramento CA 95814. Agendas and reports are also posted online at www.shra.org. Materials related to an item on this agenda submitted after distribution of the agenda packet are available for public inspection in the Agency Clerk's office during normal business hours and will also be available at the meeting.

AMERICANS WITH DISABILITIES ACT: Meeting facilities are accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify the Agency Clerk at (916) 440-1363 at least 48 hours prior to the meeting.

PURPOSE OF PUBLIC COMMENT: SHRA provides opportunities for the public to address the Commission as a whole in order to listen to the public's opinions regarding non-agendized matters within the subject matter jurisdiction of SHRA during regular meetings and regarding items on the agenda.

Consistent with the Brown Act, the public comment periods on the agenda are not intended to be "question and answer" periods or conversations with Commission members or SHRA officials and staff. Members of the public with questions are encouraged to contact staff before or after the meeting to reduce the need for discussion of items and to better respond to the public's questions.



MINUTES

Sacramento Housing and Redevelopment Commission (SHRC)

Regular Meeting

September 16, 2015

Meeting noticed on September 11, 2015

ROLL CALL

The Sacramento Housing and Redevelopment Commission meeting was called to order at 4:30 p.m. by Chair Griffin. A quorum of members was present.

MEMBERS PRESENT: Alcalay, Creswell, Griffin, Johnson, Morgan, Raab, Rios, Macedo, Staajabu

MEMBERS ABSENT: Painter

STAFF PRESENT: La Shelle Dozier, David Levin, Tyrone R. Williams, Tina McKenney, MaryLiz Paulson, Sarah Thomas, Tanya Tran, Angela Hall, Monique Pierre, Karen Wallace, Greg Potts, James Brock, Mark Hamilton, Marc Ledet, Mark Stephenson, Otilia Alupoie, Bozica Stanisavlevich, Donald Leeper, Renee Johnson, Anne Nichols, Lira Goff

CITIZENS COMMENTS

None.

SPECIAL PRESENTATIONS

1. Public Housing Authority Annual Plan Overview

MaryLiz Paulson presented the item. Sarah Thomas and MaryLiz Paulson each presented their department's significant changes to the Commission.

2. Ethics Training

Ethics training was presented by attorney Kristianne Seargeant.

PUBLIC HEARING

3. 2016 Annual Plan for the Housing Authority of the City of Sacramento and the Housing Authority of the County of Sacramento; Submission of the 2016 Annual Plan to the Department of Housing and Urban Development

MaryLiz Paulson and Sarah Thomas presented the item. The public hearing was declared to be open.

Sarah Ropelado, of Legal Services of Northern California commented on the document. The public hearing was closed. Final action on the item will take place on October 7, 2015.

BUSINESS ITEMS

4. APPROVAL OF MINUTES – Minutes from the September 2th, 2015 meeting were approved as submitted.

5. TEFRA Hearing and Approval of Tax Exempt Bonds and Loan for Ethan Terrace

Ann Nicholls of SHRA presented the item.

On a motion by Commissioner Alcalay, seconded by Commissioner Morgan the Commission recommended approval of the staff recommendation for the item listed above. The votes were as follows

AYES: Alcalay, Creswell, Johnson, Griffin, Macedo, Morgan, Rios, Staajabu

NOES: none

ABSTAIN: Raab

ABSENT: Painter

6. Approval of Housing Authority Participation in the Renewal of the Midtown Sacramento Property and Business Improvement District

MaryLiz Paulson of SHRA presented the item.

On a motion by Commissioner Morgan, seconded by Commissioner Johnson the Commission recommended approval of the staff recommendation for the item listed above. The votes were as follows

AYES: Alcalay, Creswell, Johnson, Griffin, Macedo, Morgan, Raab, Rios, Staajabu

NOES: none

ABSTAIN: none

ABSENT: Painter

INFORMATIONAL PRESENTATION

7. 2016 Budget Presentation – Public Housing Authority Department Overview

MaryLiz Paulson and Sarah Thomas of SHRA presented the item.

EXECUTIVE DIRECTOR REPORT

The Executive Director reviewed the following:

- Introduced new SHRA commissioner Staajabu.
- The Woodhaven Senior Residence Grand Re-opening will be Wednesday October 7th at 10:30 am.
- SHRA is co-sponsoring the second annual Walk4Literacy on Saturday, October 17th, at 9:00 am from McClatchy Park to Cesar Chavez Park.
- Next meeting will be on October 7th at 6pm.

COMMISSION CHAIR REPORT

None

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

Commissioner Alcalay suggested providing the Commission with updated 'jargon sheet' and Agency facts sheet.

Commissioner Creswell requested that staff add language to the Citizens comments statement which expresses the limitation of the Commission to respond to the public's statements to the body with the intent of clarifying expectations. She also requested that the slides from the Ethics presentation sent to the members.

Chair Griffin requested a copy of the certificate from the training held at the meeting.

ADJOURNMENT

As there was no further business to be conducted, Chair Griffin adjourned the meeting at 7:52 p.m.

AGENCY CLERK

October 7, 2015



Sacramento Housing and Redevelopment Commission
Sacramento, California

Honorable Members in Session:

SUBJECT 2016 Annual Plan for the Housing Authority of the City of Sacramento and the Housing Authority of the County of Sacramento; Submission of the 2016 Annual Plan to the Department of Housing and Urban Development

RECOMMENDATION

Staff recommends the adoption of the attached resolution which authorizes the Executive Director or her designee to: 1) certify that the required public hearing has been held and comments received, 2) approve the *2016 Public Housing Agency (PHA) Annual Plan*, 3) authorize submittal of the *2016 PHA Annual Plan* to the U.S. Department of Housing and Urban Development (HUD), 4) certify that the Plan is consistent with the *Consolidated Plan* per 24 Code of Federal Regulations (CFR) § 903.15, and 5) execute all necessary documents for the submission and certification of compliance of the *2016 PHA Annual Plan* as required by HUD and to comply with the 'Quality Housing and Work Responsibility Act of 1998.'

CONTACT PERSONS

MaryLiz Paulson, Assistant Director, Public Housing, 916-440-1334
Sarah Thomas, Assistant Director, Housing Choice Voucher, 440-1397

SUMMARY

This report recommends consideration of the *2016 PHA Annual Plan (Plan)* and its attachments for the Housing Authorities of the City and County of Sacramento (collectively "Housing Authority") that are consistent with the *Five-Year Consolidated Plan (2010-2015)*. The 2016 PHA Plan also includes the *Capital Fund Program Five-Year Action Plan (2016-2020)* and the 2016 Capital Fund Annual Plan which details the anticipated improvements that will happen next year at PHA properties.

The 2016 PHA Plan also consists of:

- the *Public Housing Admissions and Continued Occupancy Policy (ACOP)*; and
- The *Administrative Plan for the Housing Choice Voucher program (Administrative Plan)*.

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Together, these documents provide a comprehensive guide to the Housing Authority's policies, programs, operations, and strategies for meeting local housing needs and goals consistent with the Housing Authority's overall goal to improve operating efficiencies and services to residents. Both documents can be found on our website (www.shra.org) and then click on 2016 PHA Plan.

BACKGROUND

Applicable federal law and HUD regulations require that each Housing Authority develop and adopt a *Plan* and to update it on an annual basis. The 2016 PHA Plan is an annual update to the 5 Year PHA Plan. The Housing Authority submitted its last 5 year Plan to HUD in 2014 for 2015-2019. The next 5 Year Plan is due in 2019 to begin in 2020.

When preparing these documents, staff reviewed policies and procedures, available funding (or lack thereof) and any new HUD policies and updates to their guiding documents. The Resident Advisory Board (RAB) held meetings at each public housing site to obtain resident input about proposed changes they would like to have made at their sites. The RAB brought these requests to PHA management where each request was considered and, if applicable, incorporated into the Capital Fund Plan. Additionally, staff met with the RAB and community stakeholders to present proposed changes to program policies and consider their feedback. Meetings were held with Legal Services of Northern California throughout the year at which time policies were reviewed and future changes proposed. These documents were then posted on our website and notices announcing the beginning of the 45 day public comment period were published.

The Annual Plan contains summaries of the significant changes proposed for 2016. Policy documents have been revised to incorporate these changes:

- The Conventional Public Housing program's policies are contained in a policy document called the *Admissions and Continued Occupancy Policy (ACOP)*.
- The Housing Choice Voucher (HCV) program's policies are contained in the *Administrative Plan*.

There are eight significant changes proposed for 2016. They are organized by:

1. Three significant changes proposed for the HCV and Public Housing programs;
2. Four significant changes proposed by the Public Housing program; and
3. One significant change proposed by the HCV program.

Significant changes proposed for the HCV and Public Housing programs (3)

The first significant change revises the Administrative Plan and ACOP to incorporate a newly developed Language Access Plan (LAP) into these documents. The LAP contains language information on wait lists, participants, and the community. It also

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informs readers of the steps the housing authority will take to accommodate the needs of potential applicants and program participants who have limited English proficiency.

The second significant change that applies to both housing programs incorporates the development of a medical marijuana policy. Federal law that prohibits medical marijuana takes priority over California law that allows medical marijuana. Any participant who is found to be using, smoking, growing, cultivating, bartering, selling or buying marijuana in, or in the vicinity of their rental dwelling may have their residency or participation proposed for termination. Depending on the circumstances applicants can be denied assisted housing for up to five years for possession of an illegal drug under federal law. There are slight differences between the HCV and Public Housing medical marijuana policies because of the landlord's relationship with the tenant, which is not present in the HCV program. Due process protections will apply to anyone proposed for termination under this policy.

The third significant change is to add a new veterans' preference to the Public Housing ACOP and HCV Administrative Plan for all applicants on waiting lists for housing authority-administered programs. A veteran is defined as a person who has served in the active military, reserves or National Guard who was called to active duty by a federal order of the United States at any time and who shall have been discharged or released therefrom under conditions other than dishonorable.

Significant changes to the Public Housing ACOP (4)

The first significant change to the ACOP revises the definition of the "involuntarily displaced" preference for its waitlists. Families displaced by a natural disaster recognized by the federal government (i.e. flood, earthquake, and fire) will be granted this preference. Involuntarily displaced also includes families wishing to reside in Public Housing who were displaced (subsidy ended or otherwise insufficient) from the Housing Choice Voucher program due to lack of federal funding or sequestration.

The second significant change to the ACOP incorporates a four hour window for performance of routine work orders after 48 hours' notice.

The third significant change to the ACOP clarifies residents will be charged a late fee when their rent is more than five days overdue and that a fee may be charged to the resident if their check is returned by the bank.

The fourth significant change to the ACOP clarifies transfers of non-disabled residents because a public housing resident or applicant needs the unit to accommodate their disability. The non-disabled family's security deposit will be transferred to a new unit and the housing authority will pay for their moving expenses when the non-disabled

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family vacates their unit for a person/family who needs the features of their dwelling unit as a reasonable accommodation.

Significant Change to the HCV Administrative Plan (1)

The only HCV significant change clarifies that any participant who abandons their subsidized unit without notifying HCV staff and their landlord will not be automatically issued another voucher to move. The participant may be proposed for termination, but will have hearing rights to appeal this action. Mitigating circumstances will be taken into consideration.

FINANCIAL CONSIDERATIONS

The *Capital Fund Program (CFP) 5-Year Action Plan* identifies the anticipated annual allocations from HUD and the proposed uses for those funds. The 2016 Annual Plan (CFP) updates the 5-Year Action Plan and makes annual adjustments for funding realities. The recommended action before the Commission requires no additional funding consideration.

POLICY CONSIDERATIONS

This Public Housing Authority complies with applicable federal laws and regulations, including the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

ENVIRONMENTAL REVIEW

Activities authorized by the *Plan* and CFP have been analyzed in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The *Plan* and CFP also include projects such as modernization, rehabilitation, disposition, and demolition which are listed for budgeting and planning purposes only. To the extent that funding becomes available, making these projects possible, individual environmental review under CEQA and/or NEPA will be performed prior to any actual funding commitment or choice limiting action.

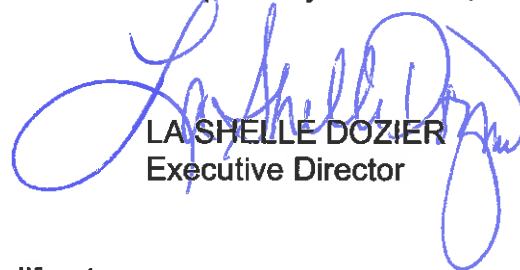
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M/WBE, SECTION 3 AND FIRST SOURCE CONSIDERATIONS

Minority and Women's Business Enterprise requirements will be applied to all activities to the extent required by federal funding to maintain that federal funding. Section 3 requirements will be applied to the extent as may be applicable. The First Source Program is not applicable to the report.

Respectfully submitted,



LASHELLE DOZIER
Executive Director

Attachments:

1. Letter from Legal Services of Northern California
2. Response letter to comments from Legal Services of Northern California
3. Comment from PHA resident

RESOLUTION NO. SHRC-2015-0902-01

ADOPTED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION UNDER THE AUTHORITY DELEGATED TO THE COMMISSION PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE, SECTION 33202 BY RESOLUTION NO. RA 81-083 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. RA-83 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981, AND PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 34292 BY RESOLUTION NO. HA 81-098 ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. HA-1497 ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981.

ON DATE OF

October 7, 2015

2016 PUBLIC HOUSING AGENCY ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO AND HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO

WHEREAS, the proposed 2016 Public Housing Agency (PHA) Plan is consistent with the 2013-2017 Consolidated Plan which was approved by the City and County of Sacramento. The Consolidated Plan is a planning document that identifies overall housing and community development needs in the City and County of Sacramento, and outlines a strategy to address those needs.

WHEREAS, starting with the 2001 fiscal year and reauthorized each subsequent year in the resolutions approving the Housing Authority of the City and Housing Authority of the County of Sacramento (collectively "Housing Authority") budgets, the Sacramento Housing and Redevelopment Agency and its Executive Director are delegated authority by the governing boards of the Housing Authority to conduct a public hearing on behalf of the Housing Authority to discuss the Public Housing Agency Annual Plan (PHA Plan) as applicable and invite public comment on the plans.

WHEREAS, the proposed PHA Plan changes were presented to the Resident Committees and the Resident Advisory Board, and made available to the public on July 14, 2015.

WHEREAS, a public hearing, duly noticed for a 45 day period, was held on September 16, 2015 on the 2016 PHA Annual Plan on behalf of the Housing Authority and comments received were considered by the Sacramento Housing and Redevelopment Commission.

WHEREAS, the Capital Fund Program (CFP) Five-Year Action Plan (2015-2019) was previously analyzed in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). All programs included in the Five-Year Action Plan were found to be Exempt under CEQA Guidelines and Exempt or Categorically Excluded under NEPA Guidelines (see Attachment 2 for the specific environmental determination made for each program). The actions proposed in

this 2016 Annual Plan are in support of the Five-Year Action Plan and include a total of eight administrative changes to programs which rise to the level of significant changes with respect to the circumstances under which these programs will be undertaken.

WHEREAS, activities authorized by the PHA Plan and CFP have been analyzed in accordance with the California Environmental Quality Act (CEQA) and the National Environmental Policy Act (NEPA). The PHA Plan and CFP also include projects such as modernization, rehabilitation, disposition, and demolition which are listed for budgeting and planning purposes only. To the extent that funding becomes available, making these projects possible, individual environmental review under CEQA and/or NEPA will be performed prior to any actual funding commitment or choice limiting action.

BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:

Section 1. After due consideration of the facts presented in the recitals above, the staff report and at the public hearing, the findings, including the environmental findings regarding this action, are found to be true and correct.

Section 2. The 2016 Five-Year and Public Housing Agency Annual Plan (PHA Plan) consisting of the Public Housing Admissions and Continued Occupancy Policy (ACOP) for both the Housing Authority of the City of Sacramento and the Housing Authority of the County of Sacramento and the Administrative Plan for the Housing Choice Voucher program (Administrative Plan), for the Housing Authority of the County of Sacramento only, is hereby approved.

Section 3. The Executive Director or her designee is authorized to make non-substantive changes to the Plan based on any additional public comments received.

Section 4. The Executive Director or her designee is authorized to make changes to the PHA Plan as directed by the Department of Housing and Urban Development or required to comply with the Quality Housing and Work Responsibility Act of 1998.

Section 5. The Executive Director or her designee is authorized to execute and submit all required documents for the submission and certification of compliance of the 2016 PHA Annual Plan to the Department of Housing and Urban Development or to comply with the Quality Housing and Work Responsibility Act of 1998.

ATTEST:

CHAIR

CLERK

September 16, 2015

Sacramento Housing and Redevelopment Commission
630 I Street
Sacramento, CA 95814

Submitted via e-mail to vsmith@shra.org

Re: Public Comments regarding 2016 Draft Annual Plan for the Housing Authority of the City and County of Sacramento

Dear Honorable Members in Session:

Legal Services of Northern California provides legal assistance to low-income families throughout Sacramento County. We respectfully submit the following comments in response to the request for public comment issued by the Agency regarding the draft 2016 Housing Choice Voucher (HCV) Administrative Plan (Administrative Plan) and the Draft 2016 Admissions and Continued Occupancy Policy (ACOP).

During the comment period, we met and corresponded with Agency staff to discuss the Draft Administrative Plan and ACOP. As a result of this collaboration, staff addressed many of our concerns and is still in the process of addressing some of our comments. We very much appreciate this opportunity as well as the time and hard work Agency staff put into the drafts and into addressing our comments and concerns.

The comments below address the remaining issues not yet resolved, that we resolved but have not yet seen the actual changes made, and/or that we have agreed to disagree on. We look forward to continuing to work with Agency staff as the draft is finalized in the coming weeks.

Language Access Plan (LAP)

Chapter 1, Section F and Addendum 4 of the ACOP and Chapter 1, Section K and Addendum 7 to Administrative Plan: Translation of Documents and Plans for Language Assistance for Limited English (LEP) Persons

Federal law requires that recipients of federal financial assistance, including public housing authorities (PHAs) such as SHRA, must provide meaningful access to Limited English Proficiency (LEP) persons. (Section 601 of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d; 24 C.F.R. § 1.4.) In 2007, HUD published its "Final Guidance to Federal Financial Assistance Recipients Regarding Title IV Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons ("HUD Final LEP Guidance") 72 FR 2732. This guidance clarifies legal authority and describes the steps that recipients of HUD assistance should take to provide better access to

programs and services, including oral interpretation and written translations of important information about their programs.

Last year, LSNC commented that SHRA had not developed a Language Assistance Plan, which it should do to ensure it is providing meaningful language access to program applicants and participants. (HUD Final LEP Guidance at 2734.) This year, we are happy to see that SHRA has conducted a survey of language needs and developed a LAP (See ACOP at Addendum 4.)

At the same time, we do not think that SHRA's LAP abides by the HUD Final LEP Guidance, and needs to be improved upon to provide better language access.

Obligation to provide written translation / Number of LEP persons eligible for services

SHRA does not use the correct data to determine its obligation to provide written translation of documents. In its LAP, SHRA determines its obligation to provide written translation of important documents by looking at the number of LEP speakers who are current participants in the HCV and Public Housing Program. This is incorrect for two reasons. First, HUD guidance requires SHRA to provide written translation of important documents for each LEP language group that constitutes 5 percent or 1,000, whichever is less, of the population of persons *eligible to be served or likely to be encountered by the programs* and not just current participants. (HUD Final LEP Guidance at 2740 and 2745.) Second, SHRA's data on current Public Housing participants is incomplete and therefore not reliable.

We discussed this issue with SHRA and SHRA agreed that it needed to find data on the languages spoken by low-income persons in Sacramento County to better determine its obligations to provide written translation of important documents. SHRA told us that it is having trouble finding data on languages spoken by low-income persons in Sacramento County. We ask that SHRA consult with data experts to determine if this data is available. We will likewise consult with any sources available to us that may be of assistance in finding this data.

It is extremely important that SHRA revise its LAP in accordance with the above because the current numbers SHRA reports regarding LEP persons in the program are surprising. While 11% of households in Sacramento County are LEP Spanish speakers, only 1.2% of HCV households and 2.2% of Public Housing households are LEP Spanish speakers. At the least, this warrants further investigation to ensure SHRA is meeting its language access requirements. These numbers suggest the possibility that fewer LEP persons are accessing the program due to inadequate LEP policies.

Notice of language services

SHRA's LAP does not sufficiently state how SHRA will notify LEP persons of its language services, and LSNC is concerned that SHRA is not currently providing adequate notification of its language services, such as the use of oral interpreters. (See HUD Final LEP Guidance at 2746.) SHRA says that "staff must advise LEP persons about the availability of free language service," but does not

explain how it will do so other than to show LEP persons the language identification cards when LEP persons are in the office.

At minimum, the LAP should state that SHRA will notify LEP persons of SHRA's language access services by:

- Posting signs in common areas, offices and anywhere applications are taken. These signs should be in different languages and should state that free language services are available;
- Stating in outreach materials that free language services are available;
- Working with grassroots and faith-based community organizations to inform LEP persons of availability of language services;
- Using a telephone menu in the most common languages encountered; and
- Providing notices on non-English language radio and television stations about the available language assistance services and how to get them. (HUD Final LEP Guidance at 2746.)

On a recent visit in August 2015 to the Housing Authority office at 630 I Street, LSNC did not see any signs posted in the waiting area informing participants of SHRA's free language services. The LAP should be updated to state such signs, in the languages most commonly encountered, will be posted at 630 I Street as well as other spaces where people come to apply for the HCV or public housing program, and where participants interact with program staff.

LSNC is especially concerned about the lack of notification of language services on www.sacwaitlist.com, which is the website that SHRA directs all potential applicants to use to apply for the public housing program, project-based vouchers and the tenant HCV program when the waitlist is open. LSNC visited this webpage on September 14, 2015 and did not see any notification of language services. As such, it is reasonable to conclude that LEP persons interested in applying for the public housing or the HCV program, would have difficulty doing so and may not know how to get language services from SHRA to help with the application process.

LSNC is also concerned about the insufficient notification of language services on SHRA's website, located at www.shra.org. LSNC also visited this website on September 14, 2015. At the top of the front page is a tab that says "Select Language." A user can then press the tab and a menu of different languages appears. The name of each language however is in English. This is insufficient as someone who does not read English may not be able to identify that he or she is able to view the website in the 7 other languages offered. The website should provide notice of this in each of the applicable languages, rather than English.

ACOP

Chapter 4, Section G – Removal from Waitlist and Purging

The ACOP states an applicant must respond to a purge letter within 15 days or be removed from the waitlist, and provides for a 30 day grace period if the applicant reports a change of address to SHRA within that time.

Being removed from the waitlist has a significant impact on families, who are struggling to find affordable, safe and stable housing. SHRA should include in this section that it will consider all mitigating circumstances if a family responds to the purge letter late when considering whether to place the family back on the waitlist. Such a consideration should not be limited to whether the family can show it had a change of address.

In meetings with SHRA staff, it became clear that SHRA does not expect to conduct purges in the future as a result of a portal that is being developed that will allow tenants to update their information online. This is certainly a positive development. So long as the ACOP contains a policy on purges and that allows SHRA to conduct purges, however, it remains important for the policy to reflect broader considerations of mitigating circumstances as noted above.

Chapter 6, Section Q - Notices re: Medical Deductions and Rent Increases

Under the public housing rent rules, a public housing tenant who is 62 years or older and/or disabled may submit proof of un-reimbursed medical expenses to SHRA and such qualifying expenses will be used to reduce the tenant's rent. After SHRA has determined the rent amount, it sends a notice of redetermination of rent to the tenant stating the tenant's new rent amount. Previously, when SHRA has determined that some or all of the un-reimbursed medical expenses do not qualify under the program rules and the expenses have not been used to reduce the tenant's rent, the notice does not provide a list of what medical expenses were accepted or denied, or an explanation of why the denied expenses were denied.

Such a notice of redetermination of rent amount is defective as to the medical expenses for two reasons. First, the notice of redetermination of rent amount does not notify the tenant of the right to "ask for an explanation stating the specific grounds of the PHA determination . . ." as required by 24 C.F.R. § 966.4(c)(4). Second, the notice does not meet minimum constitutional due process requirements because it does not state the reason the tenant's requested medical expense deductions were denied when SHRA denies some or all of the requested medical deductions.

SHRA has agreed to update the ACOP to require that this information be provided in the notices and we understand has updated notices to provide space for this information. We look forward to seeing the revision in the latest draft of the ACOP.

Chapter 12, Section B - Termination by PHA

The draft ACOP contained inconsistent policies in Chapters 12 and 9 regarding the number of days that a visitor could be present. Upon discussions between LSNC and SHRA, SHRA has indicated it will change the policy in Chapter 12 so that it is consistent with the policy in Chapter 9.

Chapter 13, Section B - Informal Review

When SHRA denies an applicant's admission to the program based on a criminal record, it is required to provide the applicant a copy of the criminal record and allow the applicant to dispute the accuracy and relevance of the record. 24 C.F.R. § 960.204(c).

This section of the ACOP was changed this year to state that when SHRA denies an applicant based on a criminal background, SHRA will provide the applicant a copy of the record upon receiving a written request from the applicant and seeing the applicant's picture I.D. LSNC understands that SHRA added this because it is concerned about applicant's privacy rights. While LSNC understands this concern we believe that the current policy could result in applicants not receiving the criminal record until they show up at the housing authority for the informal review (the hearing to dispute the denial) or not receiving the record at all since the policy puts the onus on the applicant to get the record.

This is contrary to the HUD rules. SHRA must change this section to specify that an applicant will be provided the criminal record and the record will be provided at least 10 days before an informal review to allow the applicant sufficient time to prepare for the informal review.

Chapter 13, Conduct of Formal Hearing

The language at page 13-5 stating a family must notify SHRA 5 days prior to the formal hearing if it brings counsel should be changed to clarify that SHRA requests such notice, but the family does not waive right to counsel if notice is not provided. While SHRA can request that the family notify SHRA that it is represented by counsel, a family may still have counsel even if it fails to notify SHRA before the hearing. 24 CFR 966.56(b)(2).

The family also cannot waive its right to see the documents or evidence that SHRA relies upon at the hearing. 24 CFR 966.56(b)(1). Therefore, the language at page 13-5 that says a family must request to view the documents no later than 5 days before the hearing, should be changed to state that SHRA requests the family ask for the documents 5 days before the hearing, but the family does not waive its rights to see all documents that SHRA will rely on at the hearing if the request is late or not made at all.

Chapter 17 – Violence Against Women Act (VAWA)

This chapter needs to be updated to comply with the VAWA 2013 reauthorization. See September 30, 2013 letter to PHA Executive Directors from Sandra B. Henriquez, Assistant Secretary for Public and Indian Housing re: New Housing Protections in VAWA 2013 (“VAWA HUD Letter”).

LSNC provided SHRA with a list of changes to be made and we understand that all of those changes will be included.

Administrative Plan

Chapter 3: Applying for Admission

Page 3-4 at para. 5 under “Requirement to Attend Interview”

The draft provides that an applicant that has missed the application interview will be reinstated only if the applicant demonstrates that the missed interview was due to PHA or Postal Service error. However, because there are potentially many other mitigating circumstances that might lead to a missed interview, LSNC recommends that this paragraph to be amended to allow for consideration of any relevant mitigating circumstances.

SHRA has agreed to add language permitting the consideration of other mitigating circumstances for missed interviews.

Ch. 4- Establishing Preferences and Maintaining a Waitlist

Page 4-4, under “Removal From Waitlist and Purging”

Our comment above regarding page 3-4 regarding adding language to allow for consideration of mitigating circumstances applies to this section as well which currently provides that a family may be reinstated after a failure to respond to a purge letter only where an applicant shows proof of PHA or Postal Service error.

SHRA has likewise agreed to broaden this language to include other mitigating circumstances.

Chapter 5: Subsidy Standards

Page 5-2 under “Adding Additional Members to the Household”

The 2016 draft deleted significant provisions that previously provided for the ability to add family members in addition to those expressly listed e.g. a spouse and their minor children, a minor returning to the household, or a live-in aide without increasing the bedroom size. The draft also deleted guidance about such additions. It appears that SHRA is substantially restricting the ability

to add a family member when appropriate. For example, the policy as written would not permit a family to add an aging or ailing parent. We do not see a need to be so restrictive particularly when such an addition would not result in an increased bedroom size or result in the family being under-housed.

SHRA has indicated that they have since removed a sentence that was added and which we noted was confusing and added bullet points, but retained the deletions. We have not yet seen these changes, but remain concerned that the policy unduly limits the addition of family members.

Page 5-3 under "Incoming Portability"

The initial 2016 draft deleted a provision providing that a reasonable accommodation that was granted by the initial PHA may transfer when a family moved into SHRA's jurisdiction and adding a provision requiring all incoming porting participants to begin a new reasonable accommodation process. This change would have potentially caused significant hardship to participants with disabilities who may have already expended significant energy and expense to obtain the reasonable accommodation. Likewise, it would be an unnecessary drain of resources on SHRA in the event that the initial PHA already had the documentation and verification needed for SHRA to evaluate the accommodation previously granted.

Following our discussions, SHRA has agreed to return to its policy that such pre-existing reasonable accommodations may port with the participant and instead of requiring a participant to start at square one, SHRA will evaluate the accommodation information from the initial PHA to see if it meets the requirements of SHRA's reasonable accommodation policies. We have not yet seen the draft with this change, but appreciate SHRA's agreement not to unnecessarily increase the burden on participants with disabilities porting into Sacramento County.

Chapter 10: HQS and Inspections

General Comment:

Currently, when inspections are scheduled, families are advised that the inspection will occur anytime between 8:00 a.m. and 5:00 p.m. Such a lengthy window of time is a hardship for many families who work or have children that must be taken to and picked up from school, etc. It leads to missed inspections for those who do not have other reliable adults to provide access to inspectors, which leads to terminations of families from the program. We request that the Administrative Plan be adjusted to provide more limited and reasonable time-frames for inspections.

Page 10-2 under "Inspection"

The initial 2016 draft limited the reasons that a family may re-schedule an inspection to only those instances where the family member had a medical appointment or court appearance.

Because there are many legitimate reasons a participant may not be able to be present at an inspection such as work, we requested that SHRA expand the reasons that a family may reschedule.

SHRA agreed and has indicated it will make changes to reflect that SHRA will take into account other mitigating circumstances.

Chapter 13: Moves with Continued Assistance/Portability

Pages 13-1, section A and 13-3 under “Notice Requirements”

These pages require that the tenant give the landlord a notice prior to vacating a unit. However, a tenant need not give a landlord a notice if the landlord has already given a tenant a notice to vacate tenancy. We requested that the language on these pages be adjusted so that tenant participants are not wrongly told they must give a landlord a notice to terminate tenancy. Such a requirement would potentially result in participants not receiving the benefit of the full notice period landlords must provide and may also waive defenses the participant has to a landlord’s notice.

SHRA agreed to change the language accordingly, and we look forward to seeing the proposed revisions.

Page 13-4 under “Incoming Portability and Background Checks”

The HCV incoming portability policy regarding criminal background checks conflicts with HUD's regulations and guidance and needs to be updated to ensure that families denied the ability to port into Sacramento County based on a criminal background check can go back to the sending PHA to use their voucher and/or receive the correct hearing rights from SHRA if SHRA denies the family's request to port into Sacramento County.

The HUD regulations and notices state that a receiving PHA may not redetermine eligibility for a portable family that was already receiving assistance in the initial PHA. 24 C.F.R. § 982.355(c)(1); Notice PIH 2012-42(HA). HUD regulations also state that when a family has a right to lease a unit in the receiving PHA’s jurisdiction under the portability procedures the receiving PHA must provide assistance to the family. 24 C.F.R. § 982.355(c)(10). However, the receiving PHA may deny or terminate assistance for family action or inaction in accordance with §§982.552 and 982.553. *Id.*

HUD notice PIH 2012-42 (HA) states “should the receiving PHA wish to conduct its own background checks . . . the receiving PHA may not delay issuing the family a voucher or otherwise delay approval of a unit until those processes are completed. However, the PHA may take subsequent action (. . .terminating the family's participation in the program due to criminal background . . .) against the family based on the results.”

In other words, the HUD rules do give a receiving PHA the authority to conduct criminal backgrounds checks so long as the PHA does not delay the porting process to do so, and so long as when the PHA denies the port it does so in accordance with the procedural notice and hearing rules that apply when the PHA denies an applicant admission or terminates a participant's assistance. Notice PIH 2012-42(HA) at page 5; 24 C.F.R. §§982.552 and 982.553.

SHRA's Administrative Plan states: "Families porting into Sacramento County will have a criminal background check run and their request to port into SHRA's jurisdiction may be denied if they do not meet the standards described in Chapter 15 where screening for criminal activity is discussed." 2016 Draft Administrative Plan at page 13-4.

LSNC does not dispute that SHRA has the right to conduct criminal background checks of a family requesting to port into Sacramento County. However, the current policy conflicts with HUD's rules in that it allows SHRA to simply deny the port request by voiding the family's Request for Tenancy of Approval and stopping the port process and does not specify what procedural rights families have to challenge the denial of the port.

The Administrative Plan should be changed to specifically state that when SHRA determines a family who is attempting to port into Sacramento County has not passed the criminal background check, SHRA will do the following:

- Notify the family that even though the request to port into Sacramento was denied, it may still have search time on the voucher and can contact the sending PHA to see if the family can use the voucher in the sending PHA's jurisdiction;
- Provide a right to an informal hearing for any participant who is denied the ability to port based on a criminal background check. A participant is a family that has received assistance under the HCV program prior to making the request to port into Sacramento County. 24 C.F.R. § 982.4.
- Provide a right to an informal review for any applicant who is denied the ability to port based on a criminal background check. An applicant is someone who has never received assistance under the HCV program at the time the person requests to port into Sacramento County. *Id.*

Chapter 15: Denial or Termination

Page 15-3 under "Standard for Violation"

The draft provides that "Applicants will be denied assistance if they have been convicted of violent criminal activity within the last 5 years *prior to the date of the certification interview.*" However, 24 C.F.R. section 982.553 provides that the look back period chosen by a PHA begins from the admission decision rather than the certification interview.

SHRA agreed and has indicated it will change the italicized language to reflect the date of the admission eligibility determination.

Page 15-5 under “Disclosure of Criminal History Records to the Family”

This section provides the same procedure as the ACOP for obtaining a criminal record used to deny admission. Our comment above with respect to Ch. 13 of the ACOP on this point applies similarly to this section of the Administrative Plan to ensure that such a record is provided with sufficient time to prepare for the informal review.

Page 15-12

The draft indicates that the head of household must disclose the criminal activity of “ALL” family members at the annual recertification rather than adult family members. Because: 1) juvenile records are confidential under state law; 2) anyone that is not listed in Welfare and Institutions Section 827 seeking information relating to juvenile adjudications must petition the court to get such information; and 3) anyone who is allowed to obtain such information like parents or guardians under Section 827 are prohibited from disseminating such information to other parties under Section 827(a)(4)-(5), the Administrative Plan and annual recertification paperwork should be limited to inquiring about adult household members.

SHRA has considered this matter with their counsel and has agreed to change the draft to require disclosure for any member of the household 18 years old or older or an emancipated minor.

Addendum #4- Reasonable Accommodation

Page RA-7 at top of page

The draft indicates the reasonable accommodations committee “may also choose to work interactively with the family to obtain additional information or to look at other alternatives before making a decision.” The interactive process is mandatory, however, prior to denying a request for reasonable accommodation. (*See Auburn Woods I Homeowners Ass’n v. Fair Employment and Housing Com’n* (2004) 121 Cal.App.4th 1578, 1598; *see also* Joint Statement of HUD and DOJ, Reasonable Accommodations Under The Fair Housing Act, p. 7.) As a result, we recommend that this sentence be changed to say the RACC “will work interactively with the family to obtain additional information or to look at other alternatives before making a decision to deny a request for reasonable accommodation.”

Addendum #6- Medical Marijuana Policy

Page 1 at bottom of page

The last sentence of the addendum indicates the PHA "will" propose termination if a participant uses medical marijuana. Because this is discretionary and HUD has particularly highlighted the discretionary nature of this decision, we suggest changing this to "may" propose termination.

SHRA has indicated it will make this change to the addendum.

Joint Issues for Administrative Plan and ACOP

Include LSNC's contact information in notices of denials and terminations

LSNC requests that SHRA include in the Administrative Plan and ACOP that when SHRA takes certain actions, the notices informing program participants of the action include a statement that the participant may contact Legal Services of Northern California for assistance and provide our phone number and address. LSNC asks that SHRA provide such a statement in every notice of denial for the HCV and public housing programs, every notice of proposed termination of the HCV program, every notice of termination of tenancy for the public housing program, and every notice of a denial of a reasonable accommodation for both programs.

Currently, the Sacramento Superior Court provides notice to defendants in unlawful detainers (evictions) of their right to contact LSNC or the Sacramento lawyer referral line for assistance. Also, notices of action for CalWorks, CalFresh and Medi-Cal provide our contact information.

By committing to include our contact information in the above notices, SHRA will help to ensure that each applicant or participant receives the benefit of counsel and due process.

Receipts for paperwork turned in to the Housing Authority

LSNC requests that SHRA include in the Administrative Plan and ACOP a statement that applicants and participants will receive a receipt when he or she turns in paperwork to the Housing Authority or at a public housing management office. Currently, HCV applicants and participants who turn in paperwork at the Housing Authority are told they cannot get a receipt when they turn in paperwork. As a result, if SHRA proposes termination from the program due the family's failure to turn in paperwork but the family asserts that it did turn in the paperwork the family has no way to verify this and risks termination from the program.

Thank you for considering our comments.

Sincerely,



Sarah R. Ropelato
Managing Attorney



INVESTING IN COMMUNITIES

October 2, 2015

Sarah Ropelato, Managing Attorney
Legal Services of Northern California (LSNC)
515 12th Street
Sacramento, CA 95814

Dear Sarah,

Thank you very much for your letter providing feedback during the public comment period for the 2016 Proposed Annual Plan, including the 2016 Administration Plan (Admin Plan) for the Housing Choice Voucher Program and the Assistance and Continued Occupancy Policy (ACOP) for the Public Housing Program. We met and addressed many of your concerns during the public comment period, and before, and resolved many questions and concerns. Below are listed each of the remaining items as listed in your letter of September 16, 2015 with our responses and rationale.

JOINT ADMIN PLAN AND ACOP ISSUES

1. The Language Access Plan (LAP)

A. Number of LEP persons eligible for services.

LSNC says: *SHRA does not use the correct data to determine its obligation to provide written translation of documents. . . . This is incorrect for two reasons. First, HUD guidance requires SHRA to provide written translation of important documents for each LEP language group that constitutes 5 percent or 1,000, whichever is less, of the population of persons eligible to be served or likely to be encountered by the programs and not just current participants. (HUD Final LEP Guidance at 2740 and 2745.) Second, SHRA's data on current Public Housing participants is incomplete and therefore not reliable.*

PHA response: The LAP begins with showing the top 8 languages spoken in Sacramento County, according to the Centers for Disease Control and then looks at the languages spoken by the participating families in the Housing Choice Voucher (HCV) program as well as the Conventional Public Housing (CNV) program. When discussing the differences between the proportion of Spanish-speaking households in Sacramento County (113,650 or 11%) compared to the number of families participating in these housing programs (201 or 1.4%), it appears that the Spanish-speaking community may be under-represented and this raises the question as to whether there is sufficient outreach to this population. When we met, we agreed that this warranted further investigation and said that we need to look further to see which primary languages are represented in the low-income population to whom we are outreaching to. Then we will utilize the languages needed to reach the target population.

B. Notice of language services

LSNC says: *SHRA's LAP does not sufficiently state how SHRA will notify LEP persons of its language services, and LSNC is concerned that SHRA is not currently providing adequate notification of its language services, such as the use of oral interpreters. [sic] . . .*

At minimum, the LAP should state that SHRA will notify LEP persons of SHRA's language access services by:

- *Posting signs in common areas, offices and anywhere applications are taken. These signs should be in different languages and should state that free language services are available;*
- *Stating in outreach materials that free language services are available;*
- *Working with grassroots and faith-based community organizations to inform LEP persons of availability of language services;*
- *Using a telephone menu in the most common languages encountered; and*
- *Providing notices on non-English language radio and television stations about the available language assistance services and how to get them. (HUD Final LEP Guidance at 2746.)*

PHA response: LSNC is correct in stating that the PHA could provide more notification to applicants, participants/residents and visitors of their right to request assistance in their native language and will make changes to do so. The Housing Authority proposes to:

- Post signs in common areas and offices notifying everyone that they have a right to request assistance in their native language. These signs will be in different languages and should state that free language services are available; and
- State in outreach materials that free language services are available.

The information below shows the added language in red:

The Housing Authority will also post signs in common areas and offices notifying LEP families that they have a right to request assistance in their native language. Outreach materials will also state that free language services are available to families.

The Housing Authority will research adding additional languages to the phone system. Additionally, the Housing Authority is currently working with our vendor to make the waitlist website more accessible to LEP persons who are seeking to apply for housing assistance. This will be a detailed process and will take time but we are working to this goal.

2. Listing Resources for Services that Advocate for Residents/Participants

LSNC says: *LSNC requests that SHRA include in the Administrative Plan and ACOP that when SHRA takes certain actions, the notices informing program participants of the action include a statement that the participant may contact Legal Services of Northern California for assistance and provide our phone number and address. LSNC asks that SHRA provide such a statement in every notice of denial for the HCV and public housing programs, every notice of proposed termination of the HCV program, every notice of termination of tenancy for the*

public housing program, and every notice of a denial of a reasonable accommodation for both programs.

PHA Response: We will be glad to list the contact information for the following legal resources in our recertification packets: Legal Services of Northern California, California Rural Legal Assistance Inc., Disability Rights California.

3. Receipts for paperwork turned into the Housing Authority

LSNC says: *LSNC requests that SHRA include in the Administrative Plan and ACOP a statement that applicants and participants will receive a receipt when he or she turns in paperwork to the Housing Authority or at a public housing management office.*

PHA Response: With the limited financial resources available to the Housing Authority, it is an administrative burden to provide receipts to 7,000+ families who come into the HCV lobby annually to just turn in paperwork. There are many other options for them; they can log into the kiosk and print a receipt that specifically indicates that they came by to drop off paperwork, they can ensure that their paperwork is date stamped at the front desk or they can place it in the drop box directly outside the HCV office.

This is less of an issue for Public Housing where residents bring in most of their information to the Housing Technician at the time of their recertification appointment or immediately thereafter.

The Housing Authority is working to implement new technological improvements that will allow residents to complete their recertification on-line and submit paperwork electronically through the use of resident portals. Then this information can be submitted without residents needing to submit paperwork.

ACOP COMMENTS

1. Chapter 4, Section G – Removal from Waitlist and Purging Administrative Plan Section D

LSNC says: *The ACOP states an applicant must respond to a purge letter within 15 days or be removed from the waitlist, and provides for a 30 day grace period if the applicant reports a change of address to SHRA within that time. Being removed from the waitlist has a significant impact on families. SHRA should include in this section that it will consider all mitigating circumstances if a family responds to the purge letter late when considering whether to place the family back on the waitlist.*

PHA Response: Since this language appears in both the Administrative Plan and the ACOP, both documents will be amended to state that “other mitigating circumstances will also be considered.” The information below shows the added language in red.

If the family provides proof that the return mail was due to an error of the PHA, or the Postal Service, or that there are other mitigating circumstances present which are acceptable to the Housing Authority, the family will be reinstated to the process.

2. Chapter 6, Section Q –Notices re: Medical Deductions and Rent Increases

LSNC says: *Under the public housing rent rules, a public housing tenant who is 62 years or older and/or disabled may submit proof of un-reimbursed medical expenses to SHRA and such qualifying expenses will be used to reduce the tenant's rent. After SHRA has determined the rent amount, it sends a notice of redetermination of rent to the tenant stating the tenant's new rent amount. Previously, when SHRA has determined that some or all of the un-reimbursed medical expenses do not qualify under the program rules and the expenses have not been used to reduce the tenant's rent, the notice does not provide a list of what medical expenses were accepted or denied or an explanation of why the denied expenses were denied.*

PHA response: LSNC is correct. We have updated the form and the process to allow feedback to be given to the resident about which expenses are approved and/or not approved and their right to appeal that decision. The information below shows the added language in red.

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide. Even if an expense is allowable, in order to be deductible it must be deemed an ongoing expense.

The PHA will require the family to provide verification of expenses. Verification may include but is not limited to print outs and statements from a doctor certifying the anticipation of the medication and/or treatment costs for the next twelve months.

A tenant signed certification of medical expenses without supporting documentation will not be accepted as proof of medical expenses.

Residents will receive written notification stating the medical expenses that are approved and not approved as medical expense deductions for the purpose of rent determination.

If residents disagree with the medical expense deductions that are approved or not approved by the Housing Authority, they have the right to request an Informal Hearing by submitting a written request within fifteen (15) days from the date of the notification of rent change.

3. Chapter 12, Section B -Termination by PHA

LSNC says: *The draft ACOP contained inconsistent policies in Chapters 12 and 9 regarding the number of days that a visitor could be present.*

PHA response: LSNC is correct. Chapter 9 now says:

The resident may not allow a visitor to stay overnight for more than thirty (30) cumulative days in a twelve (12) month period without the consent of management. Any adult not included on the HUD 50058, who has been in the unit more than fourteen (14) consecutive days, or a total of fifteen (15) cumulative days in the month, will be considered to be living in the unit as an unauthorized household member. The information below shows the added language in red:

The lease may be terminated by the PHA at any time by giving written notice for violation of material terms of the lease, such as, but not limited to, the following:

- Allowing a visitor to stay overnight for more than thirty (30) cumulative days in a twelve (12) month period without the consent of management. Any adult not included on the HUD 50058, who has been in the unit more than fourteen (14) consecutive days, or a total of fifteen (15) cumulative days in the month, will be considered to be living in the unit as an unauthorized household member.
- Providing accommodations for guests, boarders, or lodgers in excess of 14 days in a 12 month period

4. Chapter 13, Section B - Informal Review

LSNC says: *When SHRA denies an applicant's admission to the program based on a criminal record, it is required to provide the applicant a copy of the criminal record and allow the applicant to dispute the accuracy and relevance of the record.*
24C.F.R.960.204(c).

This section of the ACOP was changed this year to state that when SHRA denies an applicant based on a criminal background, SHRA will provide the applicant a copy of the record upon receiving a written request from the applicant and seeing the applicant's picture I.D. LSNC understands that SHRA added this because it is concerned about applicant's privacy rights. While LSNC understands this concern we believe that the current policy could result in applicants not receiving the criminal record until they show up at the housing authority for the informal review (the hearing to dispute the denial) or not receiving the record at all since the policy puts the onus on the applicant to get the record.

PHA response: LSNC correctly states that a paragraph was added this year in the effort to protect personal information. The information below shows the added language in red:

Applicant Denials:

The PHA will provide the subject of the record and/or the applicant with a copy of the criminal record upon which the decision to deny was based when denying admission for criminal activity as shown by a criminal record,

Before the PHA takes any adverse action based on a criminal conviction record, the PHA will provide the subject of the record, and the applicant with a copy of the criminal record. A written request and picture I.D. will be required to insure that we are maintaining the security of the personal information of the subject of record. The PHA will not mail criminal records to any address as it is a security risk. The applicant will be provided an opportunity to dispute the accuracy and relevance of that record.

The PHA must provide applicants with the opportunity for an informal review of decisions when removing families from the waitlist.

The intent of this language is to protect the personal information contained in the document. The family can come to the office at any time and receive the documents after staff verifies the identity of the person receiving the information. No change is made to the ACOP. Requests to delay the Informal Hearing will be considered based on the presence of mitigating circumstances.

5. Chapter 13-Conduct of Formal Hearing

LSNC says: *The language on page 13-5 stating a family must notify SHRA 5 days prior to the formal hearing if it brings counsel should be changed to clarify that SHRA requests such notice, but the family does not waive right to counsel if notice is not provided. While SHRA can request that the family notify SHRA that it is represented by counsel, a family may still have counsel even if it fails to notify SHRA before the hearing. 24 CFR 966.56(h)(2).*

The family also cannot waive its right to see the documents or evidence that SHRA relies upon at the hearing. 24 CFR 966.56(h)(1). Therefore, the language at page 13-5 that says a family must request to view the documents no later than 5 days before the hearing, should be changed to state that SHRA requests the family ask for the documents 5 days before the hearing, but the family does not waive its rights to see all documents that SHRA will rely on at the hearing if the request is late or not made at all.

PHA response: The intent of this language is to allow enough time for staff to respond to the request—not to deny the tenant's rights. The information below shows the added language in red:

NOTIFICATION OF HEARING

When the PHA receives a request for a formal hearing, a hearing shall be held within thirty (30) days from the receipt of the request for formal hearing. The notification of hearing will contain:

- The date and time of the hearing
- The location where the hearing will be held
- The family's right to bring evidence, witnesses, legal or other representation at the family's expense. If the family brings representation, they must notify the PHA no later than 5 days prior to scheduled hearing date in order to preserve this date.
- The right to view any documents or evidence in the possession of the PHA upon which the PHA based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing. Requests for such documents or evidence must be received no later than five (5) days before the hearing date. Failure to give this notice may result in the family's inability to access these documents before the hearing. However, at the hearing, the family will receive all documents relied upon by the agency in making the decision that is the subject of the hearing. The Hearing Officer will also receive copies of these documents.

6. Chapter 17 –Violence Against Women Act (VAWA)

LSNC says: *This chapter needs to be updated to comply with the VAWA 2013 reauthorization. See September 30, 2013 letter to PHA Executive Directors from Sandra B. Henriquez, Assistant Secretary for Public and Indian Housing re: New Housing Protections in VAWA 2013 ("VAWA HUD Letter".)*

PHA response: The recommended changes have been made. Please see attached document

ADMINISTRATIVE PLAN COMMENTS

7. Chapter 3: Applying for Admission

Page 3-4 at paragraph 5 under "Requirement to Attend Interview"

LSNC Says: *The draft provides that an applicant that has missed the application interview will be reinstated only if the applicant demonstrates that the missed interview was due to PHA or Postal Service error. LSNC recommends that this paragraph be amended to allow for consideration of any relevant mitigating circumstances.*

PHA Response: Language will be modified to state that “other mitigating circumstances will also be considered.” The information below shows the added language in red.

All adult family members are required to attend the interview. Exceptions may be made ~~on a case by case basis~~ for good cause as defined in the glossary. Reasonable accommodations may be made upon request.

If an application is denied due to failure to attend the interview, the applicant will be notified in writing and offered an opportunity to request an informal review (see “Complaints and Appeals”, Chapter 18 of this Administrative Plan). If the family provides proof that the return mail was due to an error, of the PHA, ~~or~~ the Postal Service, or other mitigating circumstances acceptable to the Housing Authority, the family will be reinstated to the process.

8. Chapter 4 – Establishing Preferences and Maintaining a Waitlist

Page 4-4, under "Removal From Waitlist and Purging"

LSNC Says: *Our comment above regarding page 3-4 regarding adding language to allow for consideration of mitigating circumstances applies to this section as well which currently provides that a family may be reinstated after a failure to respond to a purge letter only where an applicant shows proof of PHA or Postal Service error.*

PHA Response: Language will be modified to state that “other mitigating circumstances will also be considered.” The information below shows the added language in red:

Revised Language: If an applicant fails to respond within fifteen days of the date of the purge letter, the applicant will be removed from the wait list. If the purge letter is returned to PHA by the Post Office, the letter will be maintained in accordance with the SHRA document retention policy. If the applicant contacts the PHA within thirty days from the purge deadline to report a change in address, they will be given the opportunity to update their address and be reinstated. If an applicant is removed from the wait list for failure to respond after the thirty day grace period, they will not be reinstated. If the family provides proof that the return mail was due to an error of the PHA, ~~or~~ the Postal Service, or other mitigating circumstances acceptable to the Housing Authority, the family will be reinstated.

9. Chapter 5: Subsidy Standards

Page 5-2 under "Adding Additional Members to the Household"

LSNC Says: *The 2016 draft deleted significant provisions that previously provided for the ability to add family members. It appears that SHRA is substantially restricting the ability to add a family member when appropriate. For example, the policy as written would not permit a family to add an aging or ailing parent.*

PHA Response: In light of the reduction in HUD funds over the past few years, the Housing Authority is seeking to create efficiencies, and serve the maximum number of families possible on the HCV program. As part of this effort, the Housing Authority has limited the additions to the household to those members who have received court ordered custody, or are related by birth or by marriage. At this time staff recommends leaving this section 'as is' but will further clarify our intent on page 5-2. Staff has also removed the new sentence and added additional bullets to clarify additions to the household. The information below shows the added language in red:

All additions except for birth must have the prior approval of the owner and the PHA. Approvable additions may include:

- Spouse/partner and their minor children
- Minor who had been part of the assisted household who moved out and is returning to the household
- PHA pre-approved live-in aide
- Birth of children by an existing household member
- Adoption
- Long-term foster placement or court awarded custody
- Court granted guardianship/conservatorship

~~Additions to the household may be approved if the add-on is not one of the above listed relationships to the head of household, unless it is due to the birth of a child/children to an existing household member, adoption, approved long-term foster placement or court awarded custody.~~

10. Chapter 5: Subsidy Standards

Page 5-3 under "Incoming Portability"

LSNC Says: *The initial 2016 draft deleted a provision providing that a reasonable accommodation that was granted by the initial PHA may transfer when a family moved into SHRA's jurisdiction and adding a provision requiring all incoming porting participants to begin a new reasonable accommodation process. This change would have potentially caused significant hardship to participants with disabilities.*

PHA Response: We agree and have reinstated the current process to evaluate the reasonable accommodation (RA) documents from the initial PHA for the incoming ports. If it doesn't meet our policy we will initiate a new RA certification process. The information below shows the added language in red:

If a reasonable accommodation was granted by the initial PHA, this approval may transfer with the family when the family moves into the receiving PHA's Sacramento Housing Authority's jurisdiction. PHA will evaluate any reasonable accommodation information from the initial PHA to see if it meets the requirements of the local Reasonable Accommodation policy. If so, it shall be accepted as is. If not, the client will need to begin a new Reasonable Accommodation certification process with the receiving PHA.

11. Chapter 10: HQS and Inspections

General Comment:

LSNC Says: Currently, when inspections are scheduled, families are advised that the inspection will occur any time between 8:00 a.m. and 5:00 p.m. Such a lengthy window of time is a hardship for many families. We request that the Administrative Plan be adjusted to provide more limited and reasonable time-frames for inspections.

PHA Response: At this time the Housing Authority conducts close to 15,000+ inspections per year and in order to facilitate the timely completion of these inspections and meet HUD timelines, we cannot accommodate a shorter window. Please keep in mind that the Housing Authority has recently transitioned to conducting inspections on a biennial basis and families have to wait in their unit for their inspections only once every two years (unless their unit fails the inspection or if it is a special inspection). Other alternatives to families are for an adult over 18 years of age or the landlord to be present for the inspection. Courtesy calls can also be arranged for advance notice of the inspector's arrival.

12. Chapter 10: Section C Page 10-2 under "Inspection"

LSNC Says: The initial 2016 draft limited the reasons that a family may re-schedule an inspection to only those instances where the family member had a medical appointment or court appearance.

Because there are many legitimate reasons a participant may not be able to be present at an inspection such as work, we requested that SHRA expand the reasons that a family may reschedule.

PHA Response: We removed the limiting language "such as a death in the family" and "special" from the paragraph relating to mitigating circumstances. The information below shows the changed language:

Revised Language: The family and owner are notified of the date and time of the inspection appointment by mail or phone. If the family is unable to be present, due to a medical appointment or court appearance, the Housing Authority will reschedule the inspection upon receiving written verification of the medical appointment or court appearance. Other requests to reschedule re-inspections will only be granted if there are ~~special mitigating circumstances, such as a death in the family~~ Re-scheduled appointments must be rescheduled so that the inspection is completed within seven days of the date originally scheduled for the inspection.

13. Chapter 13: Moves with Continued Assistance/Portability

Pages 13-1,section A and 13-3 under "Notice Requirements"

LSNC Says: *These pages require that the tenant give the landlord a notice prior to vacating a unit. However, a tenant need not give a landlord a notice if the landlord has already given a tenant a notice to vacate tenancy. We requested that the language on these pages be adjusted so that tenant participants are not wrongly told they must give a landlord a notice to terminate tenancy. Such a requirement would potentially result in participants not receiving the benefit of the full notice period landlords must provide and may also waive defenses the participant has to a landlord's notice.*

PHA Response: Please see amended language. The information below shows the added language in red:

Notice Requirements

The family must give the owner at least thirty days written notice of intent to vacate as specified by applicable law and must simultaneously give a copy to the PHA. The notice must be submitted to the PHA no later than the date the family submits a Request For Tenancy Approval (RFTA). If the landlord provides notice to move without cause, the tenant does not have to provide notice back to the landlord before vacating the unit unless the family intends to move prior to the vacate date served by the landlord. All notices provided to the tenant by the landlord must be provided to the Housing Authority by the tenant (per the HCV family obligations).

14. Chapter 13: Moves with Continued Assistance/Portability

Page13-4 under "Incoming Portability and Background Checks"

LSNC Says *The HCV incoming portability policy regarding criminal background checks conflicts with HUD's regulations and guidance and needs to be updated to ensure that families denied the ability to port into Sacramento County based on a criminal background check can go back to the sending PHA to use their voucher and/or receive the correct hearing rights from SHRA if SHRA denies the family's request to port into Sacramento County.*

PHA Response: The Housing Authority makes every effort to ensure that if the family is denied to port-in due to our criminal background check, they will have adequate time to rescind their port-in request and return to the Initial PHA.

Language is currently in the Administrative Plan as follows and does not need to be amended.

If the results of the criminal background check includes drug or violent criminal activity that has occurred within the last 5 years, the PHA may:

- Deny the family's request to port into this jurisdiction and provide them with a copy of the criminal report.
- Notify the initial PHA of the results in the criminal background report and provide the initial PHA with a copy of the criminal background report.
- Allow the family to rescind their request to exercise portability into the receiving PHA's jurisdiction and return the portability paperwork with the 52665 to the initial PHA indicating the family has elected not to exercise portability into the receiving PHA's jurisdiction.

The PHA's decision to conduct a current criminal background check will not cause a delay in the processing of the family's portability or a loss of the family's right to exercise portability.

15. Chapter 15: Denial or Termination

A. Page 15-3 under "Standard for Violation"

LSNC Says: *The draft provides that "Applicants will be denied assistance if they have been convicted of violent criminal activity within the last 5 years prior to the date of the certification interview." However, 24C.F.R. section 982.553 provides that the look back period chosen by a PHA begins from the admission decision rather than the certification interview.*

PHA Response: Changed verbiage according to 982.553 (a)(B)

Verbiage has been added to change 'certification interview' to "admission eligibility determination". The information below shows the added language in red:

In evaluating evidence of negative past behavior, the PHA will give fair consideration to the seriousness of the activity with respect to how it would affect other residents, and/or likelihood of favorable conduct in the future which could be supported by evidence of rehabilitation.

Applicants will be denied assistance if they have been convicted of violent criminal activity within the last 5 years prior to the date of the ~~certification interview~~ admission eligibility determination. If an applicant is denied admission to the program for the reasons detailed in this section, the applicant retains the right to appeal (see "Complaints and Appeals", Chapter 18 of this Administrative Plan).

B. Page 15-5 under "Disclosure of Criminal History Records to the Family"

LSNC Says: *This section provides the same procedure as the ACOP for obtaining a criminal record used to deny admission. Our comment above with respect to Ch. 13 of the ACOP on this point applies similarly to this section of the Administrative Plan to ensure that such a record is provided with sufficient time to prepare for the informal review.*

PHA Response: When an applicant completes the initial application packet, they also complete a form called 'Authorization for Release of Information'. This form informs each family upfront that they can request a copy of their criminal record. It is up to the family to request for such records prior to the informal review. We do not send such records through the mail in order to protect personal identifiable information (PII). We can however work with families individually to accommodate their request.

In addition, we will add verbiage to the 'Anticipated Withdrawal' letter from the Housing Authority informing the family of their right to obtain the appropriate criminal record.

C. Page 15-12

LSNC Says: *The draft indicates that the head of household must disclose the criminal activity of "ALL" family members at the annual recertification rather than adult family members. Because: 1) juvenile records are confidential under state law; 2) anyone that is not listed in Welfare and Institutions Section 827 seeking information relating to juvenile adjudications must petition the court to get such information; and 3) anyone who is allowed to obtain such information like parents or guardians under Section 827 are prohibited from disseminating such information to other parties under Section*

827(a)(4)-(5), the Administrative Plan and annual recertification paperwork should be limited to inquiring about adult household members.

PHA Response: The information below shows the added language in red:

Criminal background screening will apply to any member of the household who is 18 years of age or older or an emancipated minor (subject to the limitations and restrictions provided in California Welfare and Institutions Code 827, 828), as it may apply.

The reason for this language is because specific information related to the criminal records of emancipated minors was not found in the sections cited. Please provide any court cases or Attorney General's opinion supporting your interpretation.

16. Addendum #4- Reasonable Accommodation

Page RA-7 at top of page

LSNC Says: *The draft indicates the reasonable accommodations committee "may also choose to work interactively with the family to obtain additional information or to look at other alternatives before making a decision." The interactive process is mandatory, however, prior to denying a request for reasonable accommodation. (See Auburn Woods/Homeowners Ass'n v. Fair Employment and Housing Com'n (2004) 121 Cal. App. 4th 1578, 1598; see also Joint Statement of HUD and DOL Reasonable Accommodations Under The Fair Housing Act, p.7.) As a result, we recommend that this sentence be changed to say the RACC "will work interactively with the family to obtain additional information or to look at other alternatives before making a decision to deny a request for reasonable accommodation."*

PHIA Response: Per the Department of Justice and Housing and Urban Development Joint Statement on Reasonable Accommodations under the Fair Housing Act an interactive process will be conducted if the requested reasonable accommodation will impose a financial and administrative burden on the Housing Authority

17. Addendum #6- Medical Marijuana Policy

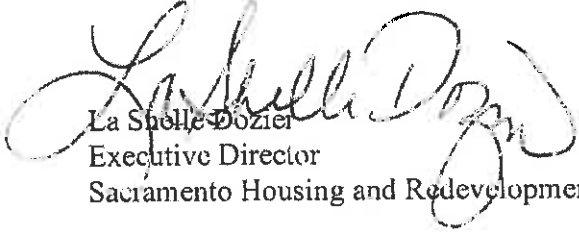
LSNC Says: *The last sentence of the addendum indicates the PHA "will" propose termination if a participant uses medical marijuana. Because this is discretionary and HUD has particularly highlighted the discretionary nature of this decision, we suggest changing this to "may" propose termination.*

PHA Response: Language has been amended in the Plan. The information below shows the added language in red:

If HCV has reasonable cause to believe a participant is using marijuana in, or in the immediate vicinity of, their subsidized unit they ~~will~~ may have their participation proposed for termination.

We have made an incredible amount of progress on the 2016 ACOP and Administrative Plan. Your contributions and assistance are greatly appreciated. We look forward to continuing to work with you over the next few months to continue our dialogue to further resolve future issues. We welcome your comments and thank you for your valuable input.

Sincerely,

A handwritten signature in black ink, appearing to read "LaShelle Dozier". The signature is fluid and cursive, with a large initial "L" and "D".

LaShelle Dozier
Executive Director
Sacramento Housing and Redevelopment Agency

Attachment 1: ACOP Violence Against Women Act Chapter 17

Attachment 1

Chapter 17 Violence Against Women Act & DOMESTIC VIOLENCE

INTRODUCTION

Title VI. of the Violence Against Women Act (VAWA) adds a new housing provision that establishes several categories of protected individuals. Under the law victims of domestic violence, dating violence, stalking, and victims of sexual assault are granted protections, and cannot be denied or terminated from housing or housing assistance because of activity that is directly related to domestic violence.

A. PURPOSE

The purpose of this Policy is to reduce domestic violence, dating violence, sexual assault, and stalking and to prevent homelessness by:

- protecting the safety of victims;
- creating long-term housing solutions for victims;
- building collaborations among victim service providers; and
- 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 will assist the Sacramento County Housing Authority and Sacramento City Housing Authority (PHA) in providing rights under the Violence Against Women Act to its applicants, public housing residents, Housing Choice Voucher participants and other program participants.

This Policy is incorporated into the PHA's "Admission and Continuing Occupancy Policy", and "Housing Choice Voucher Program Administrative Plan" and applies to all PHA housing programs.

B. DEFINITIONS

The definitions in this Section apply only to this Policy.

Confidentiality: The PHA will not enter information provided to the PHA by a victim alleging domestic violence into a shared database or provide this information to any related entity except as stated in 3.4

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

Domestic Violence: Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, committed by a person with whom the victim shares a child in common, committed by a person who is cohabitating with or has cohabitated with the victim as a spouse, committed by a person similarly situated to a spouse of the victim under the domestic or family violence laws of California, or committed by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of California.

Immediate Family Member: A spouse, parent, brother or sister, or child of a victim or an individual to whom the victim stands in loco parent; or any other person living in the household of the victim and related to the victim by blood or marriage.

Perpetrator: A person who commits an act of domestic violence, dating domestic violence or stalking against a victim.

Stalking: (a) to follow, pursue or repeatedly commit acts with the intent to kill, injure, harass or intimidate the victim; (b) to place under surveillance with the intent to kill, injure, harass or intimidate the victim; (c) in the course of, or as a result of such following, pursuit, surveillance, or repeatedly committed acts, to place the victim in reasonable fear of the death of, or serious bodily injury to the victim.

Sexual Abuse: To cause substantial emotional or physical harm to the victim, a member of the immediate family of the victim or the spouse or intimate partner of the victim.

Sexual Assault: Any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, and attempted rape. It includes sexual acts against people who are unable to consent either due to age or lack of capacity.

Bona Fide Claim: A bona fide claim of domestic violence, dating violence or stalking must include incidents that meet the terms and conditions in the above definitions.

C. CERTIFICATION AND CONFIDENTIALITY

The person claiming protection under VAWA shall provide complete and accurate certifications to a PHA owner or manager within 14 business days after the party requests in writing that the person completes the certifications. If the person does not provide a complete and accurate certification within the 14 business days a PHA owner or manager may take action to deny or terminate participation or tenancy.

D. HUD APPROVED CERTIFICATION

For each incident that a person is claiming as abuse, the person may certify to the PHA, owner or manager, their victim status by completing a HUD approved certification (form HUD-50066). The person shall certify the date, time and description of the incidents, that the incidents are bona fide incidents of actual or threatened abuses and meet the requirements of VAWA and this Policy. The person shall provide information to identify the perpetrator including but not limited to the name and, if known, all alias names, date of birth, address, contact information such a postal, e-mail or internet address, telephone or facsimile number or other identification if it is **safe to provide and is known to the victim**.

E. OTHER CERTIFICATION

A person who is claiming victim status may provide to the PHA, an owner or manager: (a) documentation signed by the victim and an employee, agent or volunteer of a victim service provider, an attorney, **record of administrative agency, mental health professional** or a medical professional from whom the victim has sought assistance in addressing domestic violence, dating violence or stalking or the effects of the abuse, in which the professional attests under penalty of perjury the professional's belief that the incident(s) in question are bona fide incidents of abuse; or (b) a federal, state, tribal, territorial, local police or court record.

F. CONFIDENTIALITY

The PHA and the owner and managers shall keep all information provided to the PHA under this section confidential. The PHA and owner and manager shall not enter the information into a shared database or provide to any related entity except to the extent that:

- the victim requests or consents to the disclosure in writing;
- the disclosure is required for eviction from public housing and/or termination of Housing Choice Voucher assistance; or
- the disclosure is required by applicable law.

G. APPROPRIATE BASIS FOR DENIAL OF ADMISSION, ASSISTANCE, OR TENANCY

PHA shall not deny participation or admission to a program on the basis of a person's abuse status, if the person otherwise qualifies for admission of assistance.

An incident or incidents of actual or threatened domestic violence, dating violence, stalking, or victims of **sexual assault** will not be a serious or repeated violation of the lease by the victim and shall not be good cause for denying to a victim admission to a program, terminating Public Housing assistance or occupancy rights, or evicting a tenant.

Criminal activity directly related to domestic violence, dating violence, sexual assault or stalking engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or **an affiliated individual** of the tenant's family is the victim of that domestic violence, dating violence or stalking.

Notwithstanding, the PHA or manager may bifurcate a lease to evict, remove or terminate assistance to any individual who is a tenant or lawful occupant and who engages in **criminal activity directly relating to domestic violence, dating violence, sexual assault**, or stalking against an affiliated individual or other individual without evicting, removing, terminating assistance to or otherwise penalizing the victim of the violence who is also a tenant or lawful occupant. **If bifurcation occurs and the removed tenant or lawful occupant is the sole tenant eligible to receive assistance under the Public Housing program, the PHA shall provide any remaining tenant the opportunity to establish eligibility for the Public Housing Program. If the remaining tenant cannot establish eligibility, the PHA is required to provide the tenant a reasonable time to find new housing or to establish eligibility under another covered housing program.**

Nothing in the previous sections shall limit the authority of the PHA, an owner or manager, when notified, to honor court orders addressing rights of access to or control of the property, including civil protection orders issued to protect the victim and issued to address the distribution or possession of property among the household members when the family breaks up.

Nothing in the previous sections shall limit the PHA, an owner or manager's authority to evict or terminate assistance to any tenant for any violation of lease not premised on the act or acts of violence against the tenant or a member of the

tenant's household. However PHA, owner or manager may not hold a victim to a more demanding standard.

Nothing in the previous sections shall limit the PHA, an owner or manager's authority to evict or terminate assistance, or deny admission to a program if the PHA, owner or manager can show an actual and imminent threat to other tenants, neighbors, guests, their employees, persons providing service to the property or others if the tenant family is not evicted or terminated from assistance or denied admission.

Nothing in the previous sections shall limit the PHA, an owner or manager's authority to deny admission, terminate assistance or evict a person who engages in criminal acts including but not limited to acts of physical violence or stalking against family members or others.

A Public Housing recipient who moves out of an assisted dwelling unit to protect their health or safety and who: (a) is a victim under this Policy; (b) reasonably believes he or she was imminently threatened by harm from further violence if he or she remains in the unit; and (c) has complied with all other obligations of the Housing Choice Voucher program may receive a voucher and move to another Housing Choice Voucher jurisdiction.

H. ACTIONS AGAINST A PERPETRATOR

The PHA can take action against a perpetrator of domestic violence. The victim shall take action to control or prevent the domestic violence, sexual assault, dating violence, or stalking. The action may include but is not limited to: (a) obtaining and enforcing a restraining or no contact order or order for protection against the perpetrator; (b) obtaining and enforcing a trespass against the perpetrator; (c) enforcing PHA or law enforcement's trespass of the perpetrator; (d) preventing the delivery of the perpetrator's mail to the victim's unit; (e) proving identifying information listed in 3.2; and (f) other reasonable measures.

I. PHA RIGHT TO TERMINATE HOUSING AND HOUSING ASSISTANCE UNDER THIS POLICY

Nothing in this Policy will restrict the PHA, owner or manager's right to terminate tenancy for lease violations by a resident who claims VAWA as a defense if it is determined by the PHA, owner or manager that such a claim is false. Nothing in this Policy will restrict the PHA right to terminate tenancy if the victim tenant (a) allows a perpetrator to violate a court order relating to the act or acts of violence; or (b) if the victim tenant allows a perpetrator who has been barred from PHA property to come onto PHA property including but not limited to the victim's unit or any other area under their control.

Nothing in this Policy will restrict the PHA's right to terminate housing and housing assistance if the victim tenant who claims as a defense to an eviction or termination action relating to domestic violence has engaged in fraud and abuse against a federal housing program; especially where such fraud and abuse can be shown to have existed before the claim of domestic violence was made. Such fraud and abuse includes but is not limited to unreported income and ongoing boarders and lodgers violations, or damage to property.

J. STATEMENTS OF RESPONSIBILITY OF TENANT VICTIM, THE PHA TO THE VICTIMS, AND TO THE LARGER COMMUNITY

A tenant victim has no less duty and responsibility under the lease to meet and comply with the terms of the lease than any other tenant not making such a claim. Ultimately all tenants must be able to take personal responsibility for themselves and exercise control over their households in order to continue their housing and housing assistance. The PHA will continue to issue lease violation notices to all residents who violate the lease including those who claim a defense of domestic violence. The PHA recognizes the pathologic dynamic and cycle of domestic violence and will work with victims of domestic violence partnering with other local victim support service providers to help victims break the cycle of domestic violence through counseling and the development of an agreed to Safety Plan

A tenant victim who claims as a defense to a lease violation that the violation is directly related to domestic violence will be referred to a domestic violence advocacy program.

A tenant victim must take personal responsibility for exercising control over their household by accepting assistance and complying with the Safety Plan. Failure to do this will be seen as other good cause.

All damages including lock changes will be the responsibility of the tenant victim. This is in keeping with other agency policies governing tenant caused damages.

K. NOTICE TO APPLICANTS, PARTICIPANTS AND TENANTS

The PHA shall provide notice to applicants, participants, tenants, and managers of their rights and obligations under VAWA, including the right to confidentiality when a person is denied assistance, when a person is admitted, and when a tenant is notified of eviction or termination of housing benefits. Tenant will also be provided with HUD form-50066.

L. REPORTING REQUIREMENTS

The PHA shall include in its 5-year plan a statement of goals, objectives, policies or programs that will serve the needs of victims. PHA shall also include a description of activities, services or programs provided or offered either directly or in partnership with other service providers to victims, to help victims obtain or maintain housing or to prevent the abuse or to enhance the safety of victims.

M. CONFLICT AND SCOPE

This Policy does not enlarge the PHA's duty under any law, regulation or ordinance. If this Policy conflicts with the applicable law, regulation or ordinance, the law, regulation or ordinance shall control. If this Policy conflicts with another PHA policy such as its Housing Choice Voucher Administrative Plan or the Public Housing Admissions and Continued Occupancy Policy, this Policy will control.

N. TRANSFERS

The PHA provides that the family may move in violation of the lease if the family has complied with all other obligations of the public housing program and has moved out of the assisted dwelling unit in order to protect the health or safety of an individual who is or has been the victim of domestic violence, dating violence, stalking, or sexual assault and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the assisted dwelling unit.

If the circumstances described above exist, the PHA may allow a family to move under involuntary transfer procedures if the only basis for the denial is that the family is violating the lease agreement. The PHA may request that the family provide the HUD-approved certification form (form HUD-50066), or other acceptable documentation in order to verify the family's claim that the request to move is prompted by incidences of abuse in the unit.

O. DOMESTIC VIOLENCE

The PHA will provide referrals to residents who are victims of domestic violence.

To SHRA 2016 ACO P Changes

Chapter 5

There are disabled applicants who do not require 504C features

PHA will require an applicant who does not require a 504C featured apt to agree to move to....

Chapter 9

The PHA can not require tenants to pay rent in advance of the 1st if rent is due on the 1st.

Residents shall pay the PHA monthly rent, payable on the first of each calendar month. Residents may pay their rent in advance of the first day of each calendar month. Rent is due and payable on....

Inspections

(1) The PHA will give Residents forty-eight (48) hours....

Sammi Fernandez
Clause Ct.



INVESTING IN COMMUNITIES

September 30, 2015

Claire Luna-Fernandez
1 Clauss Court # 15D
Sacramento CA, 958120

Dear Ms. Luna-Fernandez,

Thank you very much for your letter providing feedback during the public comment period for the 2016 Proposed Admissions and Continued Occupancy Policy (ACOP) for the Public Housing Program. Greg Potts (Regional Manager) spoke to you regarding your comments on September 30th. Listed below are your concerns and the Housing Authority's response to each of them:

Chapter 5 Occupancy Guidelines

C. ACCESSIBLE UNITS

You wrote:

There are disabled applicants who do not require 504C features

The PHA will require an applicant who does not require a 504C featured apt to agree to move to ...

Greg clarified the additional language added to the ACOP below as meaning that in the event that a non-disabled applicant moves into a unit that with modifications for disabled persons, they may be required to relocate to a different unit at the Housing Authority's expense when a disabled person requires those modifications.

The language in the ACOP is: *The PHA will require a non-disabled applicant to agree to move to an available non-accessible unit within thirty (30) days when either a current resident or an applicant needs the features of the unit and there is another unit available. The resident's deposit will be transferred to the new unit and the PHA will pay for moving expenses. This requirement will be a provision of the lease agreement.*

After hearing this explanation, you no longer had any concerns.

Chapter 9 Leasing

THE RESIDENT'S OBLIGATIONS (INCLUDING MEMBERS OF THE HOUSEHOLD AND GUESTS)

You wrote:

The PH can not require tenants to pay rent in advance of the 1st if rent is due in the 1st. Residents shall pay the PHA monthly rent payable on the first of each calendar month. Residents may pay their rent in advance of the first day of each calendar month. Rent is due and payable on ...

Greg clarified the additional language added to the ACOP below as meaning that residents are paying in advance for goods and services that they are yet to receive, because they are paying their rent at the beginning of the month.

The language in the ACOP is: *The rent is due and payable in advance no later than the first day of each month. Allocating a grace period, any rent received after the fifth day of each month will be considered delinquent and will be subject to a late charge. Being delinquent in the rent payment more than four (4) times during a twelve (12) month term of the Lease shall be a material breach of the lease, and therefore subject to lease termination unless any such delinquency is outside the control of the resident and is documented by the resident to the satisfaction of the PHA*

Chapter 9 Leasing INSPECTIONS/ENTRY OF PREMISES NOTICES

You wrote:

(1) The PHA will give residents forty-eight (48) hours ...

When Greg spoke to you, you indicated that your actual concern was the law requires a forty eight (48) hour notice and an approximate time for the inspection must be stated. Greg explained to you that the additional language stated below was added to the 2016 ACOP.

The language in the ACOP is: *The PHA may enter a Resident's dwelling units to perform inspections and/or repairs as follows:*

(1) The PHA will give Resident forty-eight (48) hours written notice stating the purpose of entry to the dwelling unit. The PHA's entry shall be in a four hour range of normal business hours.

(2) The PHA can enter the premises at any time without advance notification when there is a reasonable cause to believe that an emergency exists.

Greg Potts reported that he was able to answer all your questions and you did not have any remaining concerns. We have made an incredible amount of progress on the 2016 ACOP. Your contributions and assistance are greatly appreciated. We look forward to continuing to work with residents over the next years to continue our dialogue to continue to improve our public housing program. We welcome your comments and thank you for your valuable input.

Sincerely,



MaryLiz Paulson
SHRA Assistant Director, Public Housing



October 2, 2015

Sacramento Housing and
Redevelopment Commission
Sacramento, CA

Honorable Members in Session:

SUBJECT:

Adoption of the 2016 One-Year Action Plan for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA) Funded Projects and Programs; Amendment of Prior Year Action Plans; Allocation of Supplemental Annual Administrative Fees; Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) Grant and Execute Related Documents; Amendment of the Sacramento Housing and Redevelopment Agency (SHRA) Budget; and Related Actions and Findings

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the City of Sacramento.

RECOMMENDATION

Staff recommends approval of the recommendations outlined in this report.

Respectfully submitted,



LA SHELLE DOZIER
Executive Director

Attachment



**REPORT TO CITY COUNCIL AND
HOUSING AUTHORITY
City of Sacramento
915 I Street, Sacramento, CA 95814-2671
www.CityofSacramento.org**

**Staff Report
October 27, 2015**

**Honorable Mayor and Members of the City Council
Chair and Members of the Housing Authority Board**

Title: Adoption of the 2016 One-Year Action Plan for the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons With AIDS (HOPWA) Funded Projects and Programs; Amendment of Prior Year Action Plans; Allocation of Supplemental Annual Administrative Fees; Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) Grant and Execute Related Documents; Amendment of the Sacramento Housing and Redevelopment Agency (SHRA) Budget; and Related Actions and Findings

Location/Council District: Citywide

Recommendation: Adopt a Council **Resolution** : 1) making environmental findings; 2) adopting amendments to prior years' Action Plans to defund activities and add the programs and projects; 3) adopting the 2016 One-Year Action Plan to allocate anticipated CDBG, HOME, HOPWA and ESG funds; 4) authorizing SHRA to amend its budget to allocate the CDBG, HOPWA and ESG funding for programs and projects in accordance with the amendment of the prior years' Action Plans and the 2016 One-Year Action Plan; and amend the CDBG Capital Reserve, HOME, HOPWA and ESG budgets if the United States Housing and Urban Development (HUD) grant award is less or greater than anticipated to the extent necessary to implement and ensure the timely completion of the activities; 5) authorizing SHRA to amend its budget to allocate Neighborhood Stabilization Program (NSP) proceeds to the Purchase and Resale Entity (PRE) program; 6) authorizing and delegating authority to SHRA to act as agent on behalf of the City of Sacramento to submit the amendment of prior years' Action Plan(s) and the 2016 One-Year Action Plan to HUD; execute the subsequent grant agreements with HUD, and execute agreements and contracts with the appropriate entities to carry out the CDBG, HOME, HOPWA and ESG programs and projects in accordance with the Action Plans in compliance with applicable federal laws and regulations; 7) authorizing SHRA to amend its Citizen Participation Plan; 8) adopting SHRA's 2016 Multifamily Lending and Mortgage Revenue Bond Policies Program application schedule; 9) declaring the 521 T Street property as surplus and non-essential to the HOPWA program; 10) authorizing the City Manager or his designee to execute agreements with SHRA to carry out the activities contained in the 2016 One-Year Action Plan and amendment to the various years' Action Plans in compliance with applicable federal

laws and regulations, in a form approved by SHRA Counsel and the City Attorney; authorizing SHRA to amend the Citizen Participation Plan; 11) authorizing SHRA to issue a CDBG Notice of Funding Availability (NOFA) and to execute related contracts and agreements as approved to form by SHRA Counsel and amend its budget accordingly; 12) authorizing SHRA to make any budget adjustments and execute related documents, and agreements as necessary to carry out the federal programs as described in the 2016 Action Plan in compliance with applicable federal laws and regulations; 13) authorizing SHRA to solicit environmental assessment, remediation and legal consulting competitive bids and proposals and award and execute contracts in accordance with adopted CDBG and Agency Procurement Policy and Procedures in support of implementing approved CDBG activities; 14) authorizing SHRA to transfer the City HOME Single-Family Rehabilitation Revolving Loan (RLF) remaining balance of \$179,522.01 to City HOME Multi-Family Program Income fund and amend its budget accordingly; and 15) authorizing SHRA to transfer \$94,000 in Supplement Annual Administrative Fees for the Meals on Wheels Programs as described in Attachment 7. Adopt a Housing Authority **Resolution**: 1) authorizing SHRA to accept a portion of the \$1.1 million grant for the Car Sharing grant, execute agreements and amend its budget accordingly.

Contact: La Shelle Dozier, Executive Director, 440-1319, Geoffrey M. Ross, Federal Programs Manager, 440-1357

Presenters: Geoffrey M. Ross, Federal Programs Manager

Department: Sacramento Housing and Redevelopment Agency

Description/Analysis

Issue: This report recommends approval of the 2016 One-Year Action Plan, thereby updating the Consolidated Plan, and requests authorization to submit the plan to HUD. The Consolidated Plan is a five-year planning document covering the 2013-17 period (by Resolutions City Council No. 2013-0010 and Housing Authority No. 2013-0001). The Consolidated Plan identifies the City's housing and community development needs and describes a long-term strategy to meet those needs. In addition, the 2016 One-Year Action Plan specifically addresses the following federally funded housing and community development programs: CDBG, HOME, ESG and HOPWA. Staff anticipates that the 2016 federal budget will be held constant at 2015 funding levels. This report also recommends the following: 1) approval of the amended Citizen Participation Plan, 2) the adoption of revised 2016 Multi-Family Guideline application deadlines, 3) the allocation of Supplemental Annual Administrative Fees to the Meals on Wheels by Asian Community Center (ACC) program, 4) authorizing SHRA to accept a portion of the \$1.1 million grant for the Car Sharing grant, execute agreements and amend its budget accordingly, and 5) the allocation of NSP proceeds to the Purchase and Resale Entity (PRE) program. Background information on these items is included in Attachment 2.

Policy Considerations: The proposed appropriation of funds for new and existing activities is consistent with the goals and objectives outlined in the adopted Consolidated Plan. The Consolidated Plan goals include assisting low- and moderate-income persons and areas with the following: community services,

Economic Impacts: Not applicable.

Environmental Considerations:

California Environmental Quality Act (CEQA)/National Environmental Policy Act (NEPA): Commitment of funding for new projects that could result in a direct or indirect physical change to the environment is subject to environmental review under CEQA if implementation of the projects is authorized as part of the budgeting process.

All new federally funded projects are subject to environmental review under the requirements of NEPA and per HUD regulations prior to any commitment of federal funds unless they are exempt from such review.

Many of the 2016 One-Year Action Plan new projects are exempt or categorically excluded from environmental review under CEQA and NEPA. Some of the programs contained in the Action Plan do not include specific projects, or actions on specific properties as these projects and properties have not yet been defined. As projects and properties are identified, additional environmental review under CEQA and/or NEPA will be required prior to any discretionary action or choice limiting action. These projects cannot be approved until further environmental review is completed. Attachment 7 and 8 contain specific information regarding CEQA and NEPA reviews and findings for specific projects.

Sustainability Considerations: The Consolidated Plan is consistent with the City's Sustainability Master Plan's Focus Area 5 – Public Health and Nutrition by improving residents' health, and providing a five-year planning document to improve health, nutrition, social and economic sustainability.

Commission Action: On October 7, 2015, the Sacramento Housing and Redevelopment Commission considered the staff recommendation for this item. The votes were as follows:

AYES:

NOES:

ABSENT:

Rationale for Recommendation: As a condition of the receipt of various federal grants provided through HUD, the regulations require the annual submittal of a One-Year Action Plan describing proposed activities and expenditures for the upcoming year using the goals and priorities in the Five-Year Consolidated Plan. Refer to the Attachments for the list of 2016 recommended activities, projects to be defunded and various years' Action Plan amendments. It is recommended that the Citizen Participation Plan (CPP) be merged with the County CPP to align with the Consolidated Plan which is a regional plan.

Financial Considerations: Below is the proposed allocations made in the 2016 One-Year Action Plan. Refer to Attachment 7 for additional program and project allocations.

Proposed activities are based on the following estimated revenues:

Revenue Source	Previous Years Reprogramming	2016 Estimated Revenue	Total
CDBG Entitlement	\$0	\$4,335,943	\$4,335,943
CDBG Program Income*	\$0	\$178,436	\$178,436
CDBG Unallocated 2014 Capital Reserve	\$1,150,000	\$0	\$1,150,000
HOME Entitlement	\$0	\$1,601,936	\$1,601,936
HOME Program Income*	\$179,522	\$196,806	\$376,328
NSP Program Income*	\$852,460	\$0	\$852,460
ESG Entitlement	\$0	\$380,592	\$380,592
HOPWA Entitlement	\$0	\$910,220	\$910,220
HOPWA Reprogramming	\$840,000	\$0	\$840,000
Multi-Family Supplement Administrative Fee	\$94,000	\$0	\$94,000
Revenue Subtotal	\$3,115,982	\$7,603,933	\$10,719,915
2016 and Previous Years' Total	\$10,719,915		

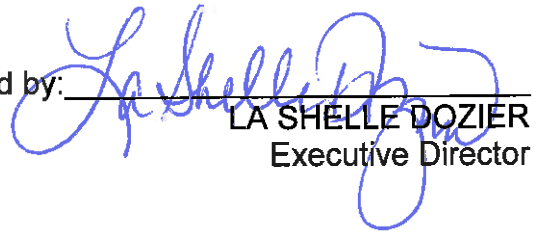
*Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.

There is \$277,571 CDBG capital reserve budgeted in the 2016 One-Year Action Plan, which is approximately six percent of the 2016 CDBG entitlement. If Congress ultimately approves funding in a lesser amount, the reserve will be used to fund budgeted projects. The actions proposed include authorizing SHRA to obligate the CDBG Capital Reserve to activities described in this Action Plan.

Staff also recommends accepting the \$1.1 million grant for the targeted Car Sharing and Mobility Options in Disadvantaged Communities Pilot Project (Car Sharing) Grant. SHRA will utilize a portion of the grant for planning, managing, and providing quality control of the construction, installation, maintenance and operation of battery-electric vehicle (BEV) parking/charging stations.

LBE/M/WBE/Section 3 and First Source Considerations: Minority and Women's Business Enterprise requirements will be applied to all capital improvement projects to the extent required by federal funding to maintain that federal funding. Section 3 requirements will be applied to the extent they may be applicable. Use of the First Source Program will be encouraged by all contractors doing business with SHRA to the maximum extent possible. LBE considerations are not applicable to this report.

Respectfully Submitted by:



LA SHELLE DOZIER
Executive Director

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Background

Since 1982 the Sacramento Housing and Redevelopment Agency (SHRA) has managed and administered federal housing and community development funds on behalf of the City and County of Sacramento (City and County) and has served as the federal housing and community development staffing entity pursuant to an agreement between the City and County and its housing authorities.

The Joint Powers Authority governance structure allows for a consolidation of staffing which achieves close coordination of housing, community development and public housing functions, provides budget savings for operation and overhead, eliminates duplicate staffing efforts, and provides a competitive advantage when seeking federal and other housing and community development funding opportunities such as Promise Zone, Choice Neighborhoods Initiative Planning and Implementation Grant funding, and brownfields funding from the Environmental Protection Agency. The consolidation of multiple departments from different jurisdictions under the control of one executive director who is directly accountable to the City and the County governing boards is a key element to the success of the governance and legal structure of SHRA. This structure has been recognized on a statewide and national level as a model for multi-jurisdictional cooperation and efficient use of housing and community development funds.

On January 8, 2013 (by City Council Resolution 2013-010 and HA Resolution 2013-01) SHRA was approved to administer all U.S. Department of Housing and Urban Development Office of Community Planning and Development (HUD CPD) Programs as part of the adoption of the 2013-17 Consolidated Plan. Furthermore, to reflect the administration of the ESG and HOPWA Programs in addition to the administration of the CDBG and HOME Programs, as well as to reflect the dissolution of redevelopment, SHRA was also approved by same resolutions to enter into a revised Memorandum of Agreement (MOA) for the continued administration of HUD CPD funds, and the Housing Authority of the City of Sacramento, staffed by SHRA, was designated as the official recipient of federal funds on behalf of the City of Sacramento.

Consolidated Plan and Action Plan

New activities and the reprogramming of previous years' funds and their use are laid out in the Action Plan and are based upon 2013-17 Consolidated Plan priorities. The Action Plan's key components are broken down in the following sections.

Citizen Participation Plan (CPP)

This report is recommending approval of merging the City CPP and County CPP to align with the consolidated plan which is a regional plan.

Infrastructure

There is a continuing need within the City for public facilities to serve growing populations. Many low- and moderate-income areas in the City are within older neighborhoods that either do not have proper facilities or their existing facilities suffer from heavy use or deferred maintenance leading to disrepair. As identified in the 2013-17 Consolidated Plan, capital improvement funding identified in the Action Plan will be concentrated for maximum leveraging opportunities to provide the greatest impact to the largest number of residents.

Supporting large capital and public facility improvement projects benefiting low and moderate-income areas remains a key component of the CDBG Program. As part of the 2013-17 Consolidated Plan the targeting of such areas was refined and priority areas were identified. The priority areas represent the intersection of various considerations for effectively targeting funding and maximizing impacts. To the extent a pipeline of projects exists within the priority areas, the program goal is to strategically support such projects. However, where strategic projects exist in broader low- and moderate-income areas and to the extent that capital and public facility funding remains available, area benefit projects outside the priority areas will also be supported.

The proposed One-Year Action Plan infrastructure and public improvement projects support current City of Sacramento priorities, as well as previous commitments. This report supports projects currently underway throughout the City, and they are located within the priority areas established under the 2013-17 Consolidated Plan. The Action Plan through the use of priority areas recognizes the post-redevelopment reality in California and Sacramento and creates a system by which funds can be focused strategically on fewer, but larger projects in low- and moderate-income neighborhoods. The goal is to create a concentration of efficient activity generating strategic and visible impacts that promote positive changes within the community.

Car Sharing and Mobility Options in Disadvantaged Communities Pilot Project Grant

As a joint applicant with the Sacramento Air Quality Management District, the Sacramento Housing and Redevelopment Agency (SHRA) will be awarded a portion of the \$1.1 million grant for the targeted Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) for planning, managing, and providing quality control of the construction, installation, maintenance and operation of battery-electric vehicle (BEV) parking/charging stations.

Housing

The housing activities laid out in the Action Plan seek to support, increase and improve the multi-family housing stock, rehabilitate existing single-family housing and provide housing to low-income individuals. SHRA's ability to respond to increasingly difficult housing issues has been resource constrained in recent years due to reductions in entitlement grants from the federal government and the loss of local tax increment due to the elimination of California redevelopment agencies. As a result, resources from CDBG have been consistently targeted over the Consolidated Planning period towards housing rehabilitation and in support of housing development. In addition to direct housing assistance, infrastructure improvements along transit corridors in conjunction with housing development and community facilities in designated neighborhoods has been focused on both as a place based and mobility strategy to reduce barriers for low- and moderate-income households. This strategy is part of SHRA's efforts to support equitable Transit-Oriented Development (eTOD) and is proven to lead to increased opportunities for low- and moderate-income residents to live closer to their place of work and enjoy greater interaction with their surrounding community and amenities.

To maximize fair housing choice, affordable housing rehabilitation and new construction are not limited to low- and moderate-income areas and can be developed where it is most appropriate. The guidelines for investing in affordable housing rehabilitation and new construction activities were established as part of separate policies adopted by the City Council, and include the Multi-Family Lending Guidelines.

Multi-Family Lending Application Schedule

This report recommends adoption of SHRA's Multi-Family Loan and Mortgage Revenue Bond 2016 Application (Attachment 8) for SHRA funded projects. The schedule will allow applicants to apply for funding on certain dates corresponding to the California Tax Credit Allocation Committee (TCAC) and California Debit Limit Allocation Committee (CDLAC) application deadlines.

Neighborhood Stabilization Program (NPS) Proceeds to the Purchase and Resale Entity (PRE) Program

This report recommends allocating proceeds from NSP, which was established to address vacant and blighted properties in targeted neighborhoods, to the PRE Program which is designed to rehabilitate and sell vacant and blighted single-family homes to low-income first time homebuyers. The properties being targeted as part of the PRE are in the same targeted neighborhoods identified under NSP. By combining these two separate programs into a coordinated effort that leverages the resources of both programs for the benefit of the community will directly benefit from the rehabilitation and occupancy by first-time homebuyers of 54 single family homes.

HOME Program

The HOME Program empowers states and localities to design and implement affordable housing strategies to respond to locally determined needs. HOME funds, unlike CDBG, can be used for new construction of housing. Additionally, HOME funds are also used for rehabilitation of existing housing and down payment assistance. The HOME program is at risk in the upcoming 2016 fiscal year; the House of Representatives has proposed a budget that does not fully fund HOME and strips funding away from the National Housing Trust Fund, both legislative vehicles for the funding of the HOME program. Meanwhile, the Senate proposed a devastating 93 percent cut to the program in part due to the two houses of Congress failing to coordinate how to fund and structure the program. In part to these types of disagreements and as a result of entering into a Presidential Election Year, SHRA expects that the federal government will enact Continuing Resolutions (CR) and not implement the proposed drastic reduction. For 2016 HOME allocation, based on previous experience when operating under a CR, SHRA anticipates a 10 percent reduction from \$1,779,928 to \$1,601,935. Proposed HOME funded activities are listed in Attachment 6.

Fair Housing

On behalf of the City and County of Sacramento and under the regulatory direction of the U.S. Dept. of Housing and Urban Development (HUD), SHRA has a responsibility to affirmatively further fair housing within the jurisdictions covered by its programs. SHRA's programs include the City of Sacramento, as well as in the Unincorporated County of Sacramento and the cities of Citrus Heights, Folsom, Isleton, and Galt. The Cities of Elk Grove and Rancho Cordova are not included because they receive their own CDBG and HOME entitlements). SHRA strives, through the implementation of its programs and outreach efforts, to ensure fair housing choice and to reduce housing discrimination in the rental, sales and lending of housing on the basis of race, sex, color, religion, national origin, familial status, gender identity, or disability, in compliance with the Fair Housing Act.

Since the dissolution of the Human Rights and Fair Housing Commission in the summer of 2014, SHRA and the City and County of Sacramento staff have worked collaboratively to reconstitute a comprehensive and coordinated fair housing program to be operated in both the City and County of Sacramento. The culmination of these efforts resulted in SHRA executing new contracts in August of 2015 with Sacramento Self-Help Housing (SSHH) and Legal Services of Northern California (LSNC) to provide Fair Housing services in the City of Sacramento and Unincorporated County of Sacramento.

SSHH services include intake through the renter hotline, initial assessment, immediate consultation/referral/mediation, second level mediation with California's Department of Fair Employment and Housing (DFEH), data collection and case building. In addition, SSHH has a sub-contract with Project Sentinel to provide an onsite attorney at SSHH to address fair housing intake immediately as part of the renter hotline.

LSNC will support referrals from SSHH and pursue five to six litigation cases annually. In addition, in particularly egregious instances, LSNC will refer and coordinate with DFEH and HUD's Office of Fair Housing and Equal Opportunity (FHEO). Furthermore, the Rental Housing Association has agreed to increase education and outreach to property owners. As a result, LSNC will provide fair housing services covering education, training, outreach, and marketing, as well as, supporting SSHH's renter hotline. LSNC will also provide implicit bias training; and investigation, testing and litigation.

Over the upcoming year, SHRA will continue to coordinate with the surrounding cities and Sacramento County staff on fair housing activities to further develop a coordinated regional approach to ensure fair housing choice for all residents.

Affirmatively Furthering Fair Housing (AFFH) Final Rule

AFFH is an updated rule that requires federal agencies and grantees to further the purposes of the Fair Housing Act. HUD's final rule provides an effective planning approach to aid program participants in taking meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination by addressing both place-based and mobility strategies.

The AFFH final rule responds to recommendations of the Government Accountability Office (GAO) and stakeholders for HUD to enhance its fair housing planning obligations by providing greater clarity and support to jurisdictions receiving HUD funding, and facilitating local decision-making on fair housing priorities and goals through an Assessment of Fair Housing (AFH). The final rule identifies the following four housing issues that must be assessed:

1. Patterns of integration and segregation;
2. Racially and ethnically concentrated areas of poverty;
3. Disparities in access to opportunity; and
4. Disproportionate housing needs.

HUD will provide each grantee with data and an AFH assessment tool to use in assessing fair housing issues in its community. In addition, HUD will provide technical assistance to aid in submitting the AFH. SHRA, by using the HUD provided data, local data and knowledge, along with community participation, will develop goals and identify strategies in the AFH. As part of the implementation of the new rule, SHRA will provide annual updates related to the AFH in the

Consolidated Annual Performance Evaluation Report (CAPER). It is anticipated that the City and County of Sacramento will be one of the first respondents under the new rule and that the first AFH submission will be due in early 2017. As a result, the first performance measures will be reported in the 2017 CAPER due to HUD by March 31, 2018.

Regional Analysis of Impediments to Fair Housing Choice (AI)

With the new AFH, reporting on the prior AI will be phased out. Until the AFH is submitted, SHRA will update strategies to remove impediments as identified in 2010. In that report, the following impediment was identified:

Impediment: Weak Fair Housing Enforcement by the Human Rights/Fair Housing Commission (Commission).

Update: As mentioned above, in 2014, the Human Rights/Fair Housing Commission Joint Powers Agency (JPA) was dissolved and discontinued providing Fair Housing services due to the withdrawal of several JPA members and limited funding. In its place SHRA, the City of Sacramento and the County of Sacramento have begun to re-establish fair housing services through a central intake under the renter hotline and a partnership between SHRA, the City and County, LSNC, SSHH, RHA, and Project Sentinel.

Homeless Services

SHRA is part of the Continuum of Care Advisory board and is committed to partner with Sacramento Steps Forward (SSF), the lead agency for the Continuum of Care (CoC). As such, SHRA will discuss how best to reach out to homeless persons and how to assess individual needs as part of ongoing coordination efforts.

Homelessness prevention objectives in 2016 include: 1) support efforts to continue the CoC System for homeless through the provision of emergency shelters, transitional housing, and permanent supportive housing services, including housing for the chronically homeless, and, 2) provide community and supportive services for low- and moderate-income persons and those with special needs, including the homeless and persons living with HIV/AIDS.

SSF completed its Strategic Action Plan to End Homelessness in our community in December 2014. The strategy is data-driven, results-oriented and based on best practices. The Strategic Action Plan will serve as a road map for local decision-making and priority-setting. In January 2015, SSF launched Common Cents, a street outreach program to move unsheltered homeless veterans and the chronically homeless into permanent housing. The CoC participates in the national Zero 2016 initiative and has committed to ending veteran homelessness by the end of 2015 and chronic homelessness by the end of 2016. Common Cents was the pilot of the Sacramento CoC's coordinated entry system, which uses the Vulnerability Index-Service Prioritization Decision Assistance (VI-SPDAT) to assess vulnerability and needs and identify the best permanent housing type to meet those needs. Coordinated Entry was launched in the CoC in July 2015.

Addressing the emergency shelter and transitional housing needs of homeless persons

Per Sacramento's 2015 Point-in-Time Count, the summary of unduplicated homeless persons

by subpopulation characteristics is:

- Chronically Homeless – 466
- Severely Mentally Ill – 581
- Chronic Substance Abuse – 553
- Veterans – 313
- Persons with HIV/AIDS – 37
- Victims of Domestic Violence – 335
- Unaccompanied Youth (Under 18) – 81
- Unaccompanied Transition Age Youth (18-24) – 240

SSF's 2015 Emergency Shelter Bed Inventory reported that there are a total of 665 year round beds (combination of family and adult-only beds) with an additional 235 seasonal beds. CDBG and ESG funding along with funding from the City and County of Sacramento will continue to provide assistance for emergency shelter needs for homeless persons throughout the Sacramento Region (City and County of Sacramento). As part of implementing the Homeless Emergency and Rapid Transition to Housing Act (HEARTH) in the Sacramento Region, SHRA continues to consult with the CoC on the programs currently receiving ESG funding. Beginning in 2014, and continuing in 2015, SHRA contracted with Volunteers of America (VOA) for the ESG funded Rapid Re-Housing Program and its emergency shelter. It continues to be the goal of the community to align ESG and CoC funding in a seamless and integrated coordinated entry system. SHRA will continue to attend and participate in the CoC committee and sub-committees to launch this effort. Continuing in 2015-16, the Winter Sanctuary will provide an 18-week emergency shelter program, operating from late November through March 31st. It is funded using County funds, private grants and donations to SSF and operated by Capital Christian Center. The program is for adult men and women who do not have any other options during the coldest months of the year. The participants meet nightly at an intake center and are transported to the participating congregation where they are greeted by volunteers. Twenty-five faith-based congregations participate in the program, volunteering to host guests for a few nights to a couple of weeks at a time. The congregations welcome up to 100 guests each night, offering the participants hot meals, sleeping bags, sense of community and a safe place to sleep.

As part of the 2016 Action Plan, CDBG and ESG funding is expected to continue for established programs such as the Comprehensive Alcohol Treatment Center, emergency shelters, rapid re-housing and other actions related to the prevention of homelessness.

HOPWA

521 T Street Disposition

TLCS, Inc (TLCS) desires to voluntarily sell its 9-unit asset at 521 T Street and end its HOPWA-funded services program. TLCS has fulfilled the obligation period of its stewardship agreement which ended on June 30, 2014. A stewardship agreement is one in which a grantee uses HOPWA funding directly from the U.S. Department of Housing and Community Development (HUD) for new construction, acquisition or substantial rehabilitation and are required to operate their facilities for HOPWA eligible individuals for at least ten years. The original stewardship agreement was between the Sacramento County Department of Human Assistance (DHA) and TLCS using a one-time HOPWA grant from HUD.

Former residents of 521 T Street are HOPWA-eligible individuals, but do not receive HOPWA housing assistance. Since assuming the administration of the HOPWA program from DHA, SHRA has not provided housing assistance or subsidies to these residents, but rather provided funding for maintenance costs and supportive services at the property.

TLCS desires to dispose of the property because they have determined they cannot continue to operate the facility in its current condition and it is not financially feasible to rehabilitate the property. In April 2014, Sperry Van Ness provided TLCS an Opinion of Value of the property ranging between \$610,000 and \$628,000. In July 2014, TLCS and Anders & Falltrick Architects, with feedback from SHRA construction staff, estimated that rehabilitation of the building would cost between \$752,000 and \$856,000 or approximately \$83,500 and \$ 95,000 per unit, not including possible historical considerations that may affect the cost. Based on this gap, it was determined that it was cost prohibitive to rehabilitate the property. Additionally, substantial rehabilitation would require additional restrictions on the use of the property.

Per HUD's request, the City must declare the property surplus and non-essential to the HOPWA program before disposition can occur. TLCS was required to demonstrate to SHRA and HUD that other housing arrangements could be found for the residents. Based on a request of TLCS acting as advocates for the residents, SHRA agreed to make Shelter Plus Care (SPC) vouchers available for the residents in order for them to be able to move into permanent housing. Based on this option, TLCS then issued notices to the tenants. However, shortly thereafter, the Fair Market Rent calculation that determines the amount of funding the SPC program receives was adjusted downward resulting in a loss of nearly \$300,000. This resulted in termination of current SPC participants and the inability to offer vouchers to the tenants at the T Street property.

SHRA then directed TLCS to work with Volunteers of America (VOA) to assess the needs and eligibility of the tenants for rapid re-housing (RRH) through the Emergency Solutions Grant (ESG) program. All five residents were assessed and approved for the RRH program. Four residents completed the program and found other housing arrangements. Although offered many opportunities to look at new housing, the fifth resident did not comply with the program requirements, was removed from the program, and evicted from the property.

TLCS and SHRA have complied with the Uniform Relocation and Real Property Acquisition Policies Act (URA) 49 CFR Part 24 as it relates to relocation and displacement. There are no applicable regulations or laws that obligated TLCS or SHRA to provide financial assistance to the existing tenants at the time of displacement. This is based on a determination by Overland, Pacific & Cutler, Inc. (OPC) and confirmed by the HUD Relocation Specialist, HUD Region IX, that the URA is not applicable in this scenario for the following reasons:

- TLCS is not applying for, or utilizing, new federal funds
- TLCS is not acquiring, rehabilitating or demolishing the site for a project

TLCS does not have a final disposition plan at this point, but they intend to request formal disposition in the next six months. SHRA has provided technical assistance to TLCS on the proposed disposition since 2014 and will continue to provide guidance on their formal disposition request to HUD. Furthermore, the HOPWA funds previously being received by this property will go to other HOPWA services to assist additional residents participating in the program.

RESOLUTION NO. _____

Adopted by the Sacramento City Council

on date of

APPROVAL AND THE ADOPTION OF THE 2016 ONE-YEAR ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME), HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) AND EMERGENCY SOLUTIONS GRANT (ESG) FUNDED PROJECTS AND PROGRAMS; AMENDMENT OF VARIOUS YEARS' ACTION PLANS; AMENDMENT TO THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY BUDGET; AMENDMENT TO THE CITIZEN PARTICIPATION PLAN; AUTHORIZATION TO REVISE AND IMPLEMENT MULTI-FAMILY GUIDELINE APPLICATION SCHEDULE; AUTHORIZATION TO ISSUE A NOTICE OF FUNDING AVAILABILITY AND AUTHORIZATION TO ENTER INTO CONTRACTS; AUTHORIZATION TO ALLOCATE NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROCEEDS TO THE PURCHASE AND RESALE ENTITY (PRE) PROGRAM; DECLARE 521 T STREET SURPLUS AND NON-ESSENTIAL TO THE HOPWA PROGRAM; EXECUTE DOCUMENTS FOR THE ADMINISTRATION OF FEDERAL PROGRAMS; AUTHORIZING THE ACCEPTANCE OF THE TARGETED CAR SHARING AND MOBILITY OPTIONS IN DISADVANTAGED COMMUNITIES PILOT PROJECT GRANT, EXECUTION OF RELATED DOCUMENTS AND SHRA BUDGET; AND OTHER ENVIRONMENTAL RELATED FINDINGS

BACKGROUND

- A. The U.S. Department of Housing and Urban Development (HUD) requires adoption of a Five-Year Consolidated Plan and an annual Action Plan, consistent with the Consolidated Plan, to identify the programs and projects for expenditure of federal CDBG, HOME, HOPWA and ESG funds.
- B. Since 1982 the Sacramento Housing and Redevelopment Agency (SHRA), on behalf of City, has served as the public entity designated to efficiently administer the CDBG program and was subsequently designated as the public entity to administer HOME, ESG and HOPWA funding originating from HUD.
- C. Community development grants from HUD administered directly by the recipient are required to undertake environmental review of the proposed projects and issue determination on behalf of HUD. SHRA is designated as the agent for the City of Sacramento, which is the general unit of local government for the purpose of the HUD regulations, and SHRA is authorized to submit an environmental determination on the City's behalf and on behalf of non-profit organizations which are sub-grantees.

- D. In 2008, the Neighborhood Stabilization Program 1 (NSP1) was approved by City Council by Resolution 2008-691 and by the Board of Supervisors by Resolution 2008-1024.
- E. In 2011, the Neighborhood Stabilization Program 3 (NSP3) was approved by City Council by Resolutions 2011-087 (CC), 2011-002 (HACS), 2011-005 (RACS) and by the Board of Supervisors by Resolutions 2011-1026 (BOS), HA-2322 and RA-0921.
- F. The Purchase and Resale Entity (PRE) program was approved in 2014 by Resolution 2014-0019.
- G. SHRA proposes to allocate proceeds from the NSP1 and NSP3 programs to the PRE program.
- H. SHRA proposes to make the Citizen Participation Plan a joint plan of the City and County of Sacramento to be consistent with the Consolidated Plan.
- I. SHRA proposes to revise and implement the Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule to correspond with California Tax Credit Allocation Committee and California Debt Limit Allocation Committee application deadlines.
- J. TLCS has determined that it is cost prohibitive to rehabilitate 521 T Street and wishes to dispose the property. It has been determined that the property is surplus and non-essential to the HOPWA program.

KAs a joint applicant with the Sacramento Air Quality Management District, the Sacramento Housing and Redevelopment Agency (SHRA) will be awarded a portion of the \$1.1 million grant for the targeted Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) for planning, managing, and providing quality control of the construction, installation, maintenance and operation of battery-electric vehicle (BEV) parking/charging stations.

LA noticed public hearing soliciting comments on the 2016 One-Year Action Plan was held by the Sacramento Housing and Redevelopment Commission on October 7, 2015.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES AS FOLLOWS:

- Section 1. All evidence presented having been duly considered, the findings, including environmental findings regarding this action, as stated in Attachment 7 and 8, are approved.
- Section 2. The One-Year Action Plan amendment, to defund the activities set forth in Attachment 6 and to add the programs and projects set out in Attachment 7, is adopted.

- Section 3. The 2016 One-Year Action Plan, which allocates anticipated CDBG, HOME, HOPWA and ESG funds to various programs and projects as set out in Attachment 7, is adopted.
- Section 4. SHRA is authorized to amend its budget to allocate the CDBG, HOPWA and ESG funding for programs and projects in accordance with the amendment of the prior years' Action Plan; allocate the CDBG, HOME, HOPWA and ESG grant funding for programs and projects as set out in the 2016 One-Year Action Plan; and to amend the CDBG Capital Reserve, HOME, HOPWA and ESG budgets if the HUD award is less or greater than anticipated to the extent necessary to implement and ensure the timely completion of the activities set out in Attachment 7.
- Section 5. SHRA is authorized to amend the NSP1 and NSP3 budgets to allocate proceeds for programs and funding under the PRE program.
- Section 6. SHRA is authorized and delegated authority to act as agent on behalf of the City of Sacramento to submit the amendment of prior years' Action Plan(s) and the 2016 One-Year Action Plan to HUD; execute the subsequent grant agreements with HUD; and to execute agreements and contracts with the appropriate entities to carry out the CDBG, HOME, HOPWA and ESG programs and projects in accordance with the Action Plans. All such agreements shall be in compliance with applicable federal laws and regulations.
- Section 7. SHRA is authorized to amend the Citizen Participation Plan.
- Section 8. SHRA is authorized to adopt the 2016 Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule.
- Section 9. The 521 T Street property is declared as surplus and non-essential to the HOPWA program.
- Section 10. The City Manager is authorized to execute agreements with SHRA to carry out the activities contained in the 2016 One-Year Action Plan and amendment to the various years' Action Plans. All such agreements shall be in compliance with applicable federal laws and regulations, in a form approved by SHRA Counsel and City Attorney.
- Section 11. SHRA is authorized to issue and award a CDBG Notice of Funding Availability (NOFA) as described in Attachment 7, to execute related contracts/ agreements as approved to form by SHRA Counsel and amend its budget accordingly.
- Section 12. SHRA is authorized to make any budget adjustments and execute related documents, and agreements as necessary to carry out the federal programs as described in the 2016 Action Plan in compliance with applicable federal laws and regulations.

Section 13. SHRA is authorized to solicit environmental assessment, remediation and legal consulting competitive bids and proposals and award and execute contracts in accordance with adopted CDBG and Agency Procurement Policy and Procedures in support of implementing approved CDBG activities.

Section 14. SHRA is authorized to transfer the City HOME Single-Family Rehabilitation Revolving Loan (RLF) remaining balance of \$179,522.01 to the City HOME Multi-Family Program Income fund and amend its budget accordingly.

Section 15. SHRA is authorized to accept the Car Sharing grant and execute agreements, contracts and other related documents in accordance with adopted Agency Procurement Policy and Procedures an in a form approved by SHRA Counsel, and amend its budget accordingly.

RESOLUTION NO. 2015 -

Adopted by the Housing Authority of the City of Sacramento

on date of

AUTHORIZING THE ACCEPTANCE OF THE TARGETED CAR SHARING AND MOBILITY OPTIONS IN DISADVANTAGED COMMUNITIES PILOT PROJECT GRANT; EXECUTION OF RELATED DOCUMENTS; AMEND SHRA BUDGET; AND OTHER ENVIRONMENTAL FINDINGS

BACKGROUND

- A. As a joint applicant with the Sacramento Air Quality Management District, the Sacramento Housing and Redevelopment Agency (SHRA) will be awarded a portion of the \$1.1 million grant for the targeted Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) for planning, managing, and providing quality control of the construction, installation, maintenance and operation of battery-electric vehicle (BEV) parking/charging stations.
- B. SHRA is authorized to plan, manage and provide quality control of the construction, installation, maintenance and operation of the battery-electric vehicle (BEV) parking/charging sites located at the following Housing Authority complexes: Edgewater Housing Complex, 630 I Street, Sacramento CA; Alder Grove Housing Complex, 816 Revere Street, Sacramento CA.
- C. This activity is Exempt under the California Environmental Quality Act pursuant to Guidelines Section 15301 and Categorically Excluded under the National Environmental Policy Act (NEPA) per 24 CFR 58.35(a)(3)(iii).

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO RESOLVES AS FOLLOWS:

Section 1: The facts as presented and set forth in the background, above, are found to be true and correct.

Section 2: The acceptance of the Car Sharing Project grant is hereby approved.

Section 3: SHRA is authorized to make any budget adjustments and execute related documents, and agreements as necessary to carry out the Car Sharing Project in compliance with applicable local, state and federal laws and regulations as to approve to form by SHRA Counsel.

**City of Sacramento
2016 Action Plan
Proposed Funding Transfers**

Activities being defunded are those that have been suspended or canceled. Newly funded activities are scheduled to be implemented and completed within 18 months to comply with federal regulations governing the timely expenditure of funds. Staff recommends proposed funding transfers be appropriated to activities as described in Attachment 6.

Proposed Funding Transfers	2015 Action Plan Amendment Amount	2016 Action Plan Amount	From
Unallocated 2014 Capital Reserve: Fund reserve account for overruns in capital improvement activities be appropriated for the projects and programs	\$1,150,000	\$0	Unallocated Capital Reserve
HOME Single-Family Rehabilitation Revolving Loan Fund (RLF) balance to be transferred to City HOME Multi-Family Program Income fund to be utilized for future affordable housing projects.	\$179,522.01	\$0	RLF
Total Funding Transfer	\$1,329,522.01	\$0	

City of Sacramento

The U.S. Department of Housing and Urban Development (HUD) requires a consolidated planning process for the federal Community Development Block Grant (CDBG); HOME Investment Partnership Program (HOME); Housing Opportunities for Persons with AIDS (HOPWA); and Emergency Solutions Grant (ESG) programs. This process consolidates multiple grant application requirements into a single submission. The concept of the Consolidated Plan was developed to further HUD's statutory goals through a collaborative process involving the community to establish a unified vision for future community development actions.

The Five-Year Consolidated Plan outlines proposed strategies for the expenditure of CDBG, HOME, HOPWA, and ESG funds for the period 2013-17. In general, the mission of the Consolidated Plan is to revitalize selected lower-income neighborhoods and to assist disadvantaged populations by providing adequate public facilities and services, generating affordable housing opportunities, and stimulating economic development.

The One-Year Action Plan, and amendments, are updates to the Consolidated Plan. A key component of the One-Year Action Plan is the allocation of funds to proposed activities. This portion of the plan describes activities the jurisdiction will undertake in the coming year, including geographic locations and proposed accomplishments. Proposed activities address the priority needs and specific objectives of the 2013-17 Consolidated Plan, adopted by the City Council on January 8, 2013.

The Sacramento Housing and Redevelopment Agency (SHRA), as the direct recipient of HUD funding, assumes the responsibility for environmental review, decision-making, and actions under the National Environmental Policy Act (NEPA). SHRA is also the lead agency for Agency initiated projects under the California Environmental Quality Act (CEQA). This Exhibit includes NEPA and CEQA citations as reference unless otherwise indicated. Additional information on environmental review can be found in Attachment 8.

In addition, a description of other actions to further the Consolidated Plan strategies is required by HUD as part of the One-Year Action Plan application. These include the Public Housing Authority Administrative Plan, the Citizen Participation Plan, the Continuum of Care Plan, Affirmatively Furthering Fair Housing (AFFH) and the 10-Year Plan to End Chronic Homelessness. These documents, on file with the Agency Clerk, are incorporated into this staff report and the record by this reference.

Proposed activities are based on the following estimated revenues:

Revenue Source	Previous Years Reprogramming	2016 Estimated Revenue	Total
CDBG Entitlement	\$0	\$4,335,943	\$4,335,943
CDBG Program Income*	\$0	\$178,436	\$178,436
CDBG Unallocated 2014 Capital Reserve	\$1,150,000	\$0	\$1,150,000
HOME Entitlement	\$0	\$1,601,936	\$1,601,936
HOME Program Income*	\$179,522	\$196,806	\$376,328
NSP Program Income*	\$852,460	\$0	\$852,460
ESG Entitlement	\$0	\$380,592	\$380,592
HOPWA Entitlement	\$0	\$910,220	\$910,220
HOPWA Reprogramming	\$840,000	\$0	\$840,000
Multi-Family Supplement Administrative Fee	\$94,000	\$0	\$94,000
Revenue Subtotal	\$3,115,982	\$7,603,933	\$10,719,915
2016 and Previous Years' Total	\$3,115,982	\$7,603,933	\$10,719,915

*Program Income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or

The following summarizes proposed activities for 2016 and previous years. Activities are

Funding Category	Previous Years Reprogramming	Proposed 2016 Funding	Total
Infrastructure and Public Improvements	\$575,000	\$2,215,415	\$2,790,415
Housing Development, Preservation and Homeownership	\$2,280,982	\$1,933,649	\$4,214,631
Public Services	\$119,000	\$1,808,742	\$1,927,742
HUD Section 108 Loan Repayments	\$0	\$385,056	\$385,056
Grant Planning and Administration	\$141,000	\$983,500	\$1,124,500
CDBG Capital Reserve	\$0	\$277,571	\$277,571
Funding Subtotal	\$3,115,982	\$7,603,933	\$10,719,915
Proposed Funding Total	\$3,115,982	\$7,603,933	\$10,719,915

INFRASTRUCTURE AND PUBLIC IMPROVEMENTS

The following are recommended capital improvements of public or community-based facilities and public rights-of-way to be completed within 18 months. These activities, when appropriate, will be coordinated with

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
North 16th Streetscape Design Plan: Provides funds for streetscape plan for improved pedestrian walkway, increased safety and aesthetics, new lights and on-street parking. Match for SACOG grant.	\$300,000	\$0	\$300,000	CDBG	03K	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8). CEQA: Exempt per Guidelines Section 15262.
Multi-Site Water Cross-Connection Improvement Project: Irrigation repairs, backflow control, new booster pumps, extend protective fencing at five parks (Valley-Hi, Chuckwagon, Robertson, Freemont, Woodbine)	\$0	\$425,000	\$425,000	CDBG	03J	LMA	Environmental review is underway. See Attachment 8.
Meadowview Streetscape Project: Provides funds for design and construction of street, pedestrian and bicycle improvements between 24th Street and Coral Gables. A center road median with drought resistant landscaping, monument signage and pavement treatments at crosswalks	\$0	\$300,000	\$300,000	CDBG	03K	LMA	Environmental review is underway, expected to be completed in January 2016
Valley Hi Safety and Park Improvement Project: Provides funds for sidewalk and picnic area repairs necessary for public safety and ADA accessibility.	\$0	\$275,000	\$275,000	CDBG	03F	LMA	Environmental review is underway. See Attachment 8.
Fourth Street Pedestrian Access Project Planning: Provides funds for planning for improved pedestrian connections and enhancements in the Chinatown neighborhood. Contingent upon SACOG grant award	\$0	\$300,000	\$300,000	CDBG	03K	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8). CEQA: Exempt per Guidelines Section 15262.
Franklin Boulevard Complete Street: Provides funds to develop a plan to transition Franklin Boulevard between Fruitridge and Sutterville Road to a complete street for all modes of transportation. Contingent upon SACOG grant award.	\$0	\$250,000	\$250,000	CDBG	03K	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8). CEQA: Exempt per Guidelines Section 15262.
Mack Road Pedestrian Lighting: Provides funds for sidewalk pedestrian lighting to two blocks on the south side of Mack Road between Valley Hi and Center Parkway. Improved street lighting would serve to enhance public safety under Crime prevention through environmental design (CPTED)	\$125,000	\$225,000	\$350,000	CDBG	03K	LMA	Environmental review is underway. See Attachment 8.
Capital Improvement Project Scoping: Funding for early cost estimates, resource identification, conceptual design, environmental studies and/or the development of plans, strategies and studies for CDBG-eligible projects. Location and scope to be determined by an internal process of requests on first-come, first-served basis. CDBG staff to determine eligibility of activity.	\$0	\$100,000	\$100,000	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8). CEQA: Exempt per Guidelines Section 15061(b)(3).
Public Facility Notices of Funding Availability (NOFA): S-MRA to issue Notice of Funding Availability (NOFA) for CDBG-eligible capital improvements to a public facility located in low- and moderate-income areas.	\$0	\$100,000	\$100,000	CDBG	03E	LMA	Environmental review is complete. See Attachment 9.
Environmental Delivery: Remediation, brownfields, staffing and supportive services for environmental review activities.	\$150,000	\$0	\$150,000	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Edgewater Electric Vehicle Charging Stations - Funding to construct and install battery electric vehicle's (BEV) parking/charging stations at the Edgewater Housing Complex located at 630 J Street	\$0	\$50,000	\$50,000	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.35(a)(3)(iii). CEQA: Exempt per Guidelines Section 15061(b)(3).
Public Improvements Delivery: Staffing and supportive services for Choice Neighborhoods Initiative, Section 3 related activities, environmental and capital improvement projects in 2016.	\$0	\$190,415	\$190,415	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Total Infrastructure and Public Improvements	\$575,000	\$2,215,415	\$2,790,415				

HOUSING DEVELOPMENT, PRESERVATION AND HOMEOWNERSHIP

The following are recommended activities that increase the marketability and livability of neighborhoods

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Multi-Family Housing Acquisition and Rehabilitation: Provides loans for the acquisition and rehabilitation of low- and moderate-income multi-family housing. Includes \$840,000 in previously unallocated DHA HOPWA funds.	\$840,000 \$500,000 \$179,522	\$0 \$0 \$720,871 \$88,563	\$840,000 \$500,000 \$720,871 \$268,085	HOPWA CDBG HOME HOME PI	NA 14B NA NA	NA LMH NA NA	Environmental review is complete. See Attachment 8.
Subtotal	\$1,519,522	\$809,433	\$2,328,956				
Multi-Family Housing New Construction: Provides loans for the construction of multi-family housing	\$0	\$88,562	\$88,562	HOME HOME PI	NA NA	NA NA	Environmental review is complete. See Attachment 8.
Subtotal	\$0	\$89,433	\$89,433				
Emergency Repair Program/Accessibility Grant Program (ERP-A): This program provides funding for the program's administration, delivery/staff costs and grants of up to \$5,000 each to very-low income homeowners for emergency health and safety repairs as well as grants to low-income disabled residents for accessibility modifications.	\$50,000	\$0	\$50,000	CDBG	14A	LMH	Environmental review is complete. See Attachment 8.
Minor Repair & ADA for Seniors and Low Income Homeowners Program: Provides for administrative costs associated with minor home repairs for low- and moderate-income homeowners and the administrative oversight for the Home Assistance Repair Program for Seniors (HARPS).	\$0	\$46,000	\$46,000	CDBG	14H	LM-1	Environmental review is complete. NEPA Exempt per 24 CFR 58.34(a)(3) CEQA Exempt per Guidelines Section 15061(b)(3)
Neighborhood Stabilization Program 1 and 3: Provides proceeds from NSP towards the Purchase and Resale Entity (PRE) Program (approved in 2014) for rehabilitating and selling vacant single-family homes to low-income first time homebuyers.	\$71,460 \$640,000	\$0 \$0	\$71,460 \$640,000	NSP1 NSP3	NA NA	NA NA	Environmental review is complete. See Attachment 8. Environmental review is complete. See Attachment 8.
Subtotal	\$71,460	\$0	\$71,460				
Housing Programs Delivery: Supportive services for affirmatively furthering fair housing, affordable housing/multi-family rehabilitation/new construction, Section 3 related activities, environmental and emergency repair/accessibility programs in 2016	\$0	\$268,782	\$268,782	CDBG	14A/14B	CDBG	Environmental review is complete. NEPA Exempt per 24 CFR 58.34(a)(3) CEQA Exempt per Guidelines Section 15061(b)(3)
Total Housing Development, Preservation and Homeownership	\$2,280,982	\$1,933,649	\$4,214,631				

PUBLIC SERVICES									
The following are recommended funding allocations to support human assistance programs. For CDBG, HUD limits funding for public services to 15 percent of the total amount of entitlement and program income.									
Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance		
Emergency Solutions Grant: Funds to provide homeless prevention and rapid re-housing in addition to emergency housing/shelters, delivery, operations and maintenance of facilities and essential supportive services per ESG regulations	\$0	\$352,048	\$352,048	ESG	NA	NA	Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(b)(2). CEQA: Exempt per Guidelines Section 15061(b)(3).		
Homeless Activities: Funds will be used to design, administer, and implement homeless programs including but not limited to housing and shelter, detoxification, medical and counseling services, and the provision of food.	\$0	\$62,566	\$62,566	CDBG	05	LMC	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3) and (a)(4), Cat Ex 24 CFR 58.35(b)(2). CEQA: Exempt per Guidelines Section 15061(b)(3).		
Meals on Wheels: Provides meals to homebound seniors and to non-homebound seniors at over 20 dining sites	\$0	\$391,043	\$391,043	CDBG	05A	LMC	Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(b)(2). CEQA: Exempt per Guidelines Section 15061(b)(3).		
	\$94,000	\$0	\$94,000	Mf Supplemental Admin Fee					
Subtotal:			\$485,043						
Promise Zone Planning: Planning related activities related to preparation and submittal of grant applications.	\$25,000	\$0	\$25,000	CDBG	05	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4). CEQA: Exempt per Guidelines Section 15061(b)(3).		
Downtown SRO Supportive Services: Provides coordination of health and human services, crisis intervention, independent living skills, drug and alcohol recovery, and community building activities at four downtown hotels. The service center is located at 719 J Street	\$0	\$120,000	\$120,000	CDBG	05	CDBG	Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(b)(2). CEQA: Exempt per Guidelines Section 15061(b)(3).		
HOPWA - City and County of Sacramento: Provides for short-term emergency housing and tenant-based rental assistance, housing placement services, supportive services and operations for persons with HIV/AIDS in the City and County of Sacramento.	\$0	\$677,645	\$677,645	HOPWA	NA	NA	Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(b)(1), (b)(2) and (b)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).		
HOPWA - Yolo County: Provides for short-term emergency housing and tenant-based rental assistance, housing placement services and supportive services for persons with HIV/AIDS in Yolo County	\$0	\$37,000	\$37,000	HOPWA	NA	NA	Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(b)(1) and (b)(2). CEQA: Exempt per Guidelines Section 15061(b)(3).		
HOPWA - El Dorado and Placer Counties: Provides for short-term emergency housing and tenant-based rental assistance, housing placement services and supportive services for persons with HIV/AIDS in El Dorado and Placer Counties.	\$0	\$168,440	\$168,440	HOPWA	NA	NA	Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(b)(1) and (b)(2). CEQA: Exempt per Guidelines Section 15061(b)(3).		
Total Public Services	\$119,000	\$1,308,742	\$1,327,742						

GRANT PLANNING AND ADMINISTRATION

The following are related to immediate/intermediate term program planning, community participation and general program administration. For CDBG, HUD limits funding for

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Consolidated Planning: Planning related to public facility and infrastructure improvements, affordable housing and homeless/HEARTH Act activities	\$0	\$100,000	\$100,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8); CEQA: Exempt per Guidelines Section 15061(b)(3).
Promise Zone Planning: Funds to provide staffing and grant application activities.	\$0	\$50,000	\$50,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4); CEQA: Exempt per Guidelines Section 15061(b)(3).
Coordinated Exit: Provides funds for the planning and design of coordinated exit from homeless programs into permanent affordable housing	\$0	\$50,000	\$50,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4); CEQA: Exempt per Guidelines Section 15061(b)(3).
Emergency Shelter Planning: Provides funds related to issuing a request for proposal/qualifications, award and consultant contract to provide a study on Sacramento's emergency shelters.	\$0	\$50,000	\$50,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4); CEQA: Exempt per Guidelines Section 15061(b)(3).
Fair Housing Activities: Provides funds to further fair housing, including outreach, referral and other eligible activities to affirmatively further fair housing	\$0	\$100,000	\$100,000	CDBG	21D	NA	Environmental review is complete. NEPA: Cal Ex per 24 CFR 58.35(b)(2); CEQA: Exempt per Guidelines Section 15061(b)(3).
ESG Program Administration: Administrative services for the implementation of ESG-funded activities in 2016.	\$0	\$28,544	\$28,544	ESG	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3); CEQA: Exempt per Guidelines Section 15061(b)(3).
Home Program Administration: Administrative services for the implementation of HOME-funded activities in 2016	\$0	\$160,194	\$160,194	HOME	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3); CEQA: Exempt per Guidelines Section 15061(b)(3).
Subtotal		\$19,681	\$19,681	HOME PI	NA	NA	
		\$27,135	\$27,135	HOPWA	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3); CEQA: Exempt per Guidelines Section 15061(b)(3).
HOPWA Program Administration: Administrative services for the implementation of HOPWA-funded activities in 2016.	\$0	\$27,135	\$27,135	HOPWA	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3); CEQA: Exempt per Guidelines Section 15061(b)(3).

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Section 3 Program Delivery - Supportive services for First Source Sacramento and Section 3 related activities in 2016	\$0	\$15,000	\$15,000	CDBG	21A	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
First Source Sacramento Administration: Provides funding for program administrative oversight, including costs related to software maintenance agreement.	\$0	\$5,000	\$5,000	CDBG	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.32(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
NSP Delivery - Supportive services to deliver the NSP1 & 3 programs in 2016	\$85,000	\$0	\$85,000	NSP1	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
	\$56,000	\$0	\$56,000	NSP3	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Subtotal:	\$141,000	\$0	\$141,000				
CDBG Planning and Administration: Administrative & Planning services for CDBG programs in 2016.	\$0	\$314,546	\$314,546	CDBG	21A	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
	\$0	\$63,400	\$63,400	CDBG PI	21A	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Subtotal	\$0	\$377,946	\$377,946				
Total Grant Planning and Administration	\$141,000	\$377,946	\$518,946				

HUD LOAN REPAYMENTS

The following debt service payments for HUD Section 108 loans and internal SHRA loans for commercial revitalization, job creation, and infrastructure development.

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Section 108 Loan Repayment: Annual Debt Service payment on Section 108 loan funds. If program income is utilized towards the debt	\$0	\$270,626	\$270,626	CDBG	19F	LMH	Environmental review to complete
Total Section 108 Loan Repayment	\$0	\$115,036	\$115,036	CDBG PI	19F	LMH	NEPA Exempt per 24 CFR

CDBG CAPITAL RESERVE

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Capital Reserve: Reserve account for overruns in capital improvement activities and to fund budgeted activities in 2016 if CDBG entitlement is less than anticipated. The reserve is also available to cover unanticipated project and program costs to bring an activity to completion. The full amount of the reserve is available to ensure the timely completion of the activities.	\$0	\$277,571	\$277,571	CDBG	22	NA	Not subject to environmental review.

**City of Sacramento
Environmental Determination**

Multi-Site Water Cross-Connection Improvement Project: Provides funds for irrigation repairs, backflow control, new booster pumps, extend protective fencing at five parks (Valley-Hi, Chuckwagon, Robertson, Freemont, Woodbine). It is anticipated that the project will be categorically excluded under NEPA and exempt under CEQA. However, if additional environmental review is needed, SHRA and/or City staff may return for further approvals.

Valley Hi Safety and Park Improvement Project: Provides funds for sidewalk and picnic area repairs necessary for public safety and ADA accessibility. It is anticipated that the project will be categorically excluded under NEPA and exempt under CEQA. However, if additional environmental review is needed, SHRA and/or City staff may return for further approvals.

Public Facility Notice of Funding Availability (NOFA): SHRA to issue Notice of Funding Availability (NOFA) for CDBG-eligible capital improvements to a public facility located in low- and moderate-income areas. NEPA: Exempt as an administrative action per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3). This action does not include any funding commitments or approvals for any specific project. As individual projects are identified for acquisition and/or rehabilitation, environmental review will be required prior to taking any choice limiting action or discretionary action on those specific projects.

Multi-Family Acquisition and Rehabilitation Program: This program provides funding for the acquisition and rehabilitation of low- and moderate-income multi-family housing. This action does not include any funding commitments or approvals for any specific project. As individual projects are identified for acquisition and/or rehabilitation, environmental review will be required prior to taking any choice limiting action or discretionary action on those specific projects.

Multi-Family Housing New Construction: Loans for the construction of multi-family housing. This action does not include any funding commitments or approvals for any specific project. As individual projects are identified for new construction, environmental review will be required prior to taking any choice limiting action or discretionary action on those specific projects.

Emergency Repair Program/Accessibility Grant Program (ERP-A): This program provides funding for the program's administration, delivery/staff costs and grants of up to \$5,000 each to very-low income homeowners for emergency health and safety repairs as well as grants to low-income disabled residents for accessibility modifications. Administration and delivery/staff costs are exempt under NEPA per 24 CFR 58.34(a)(3) and Exempt under CEQA per Guidelines Section 15061(b)(3). The

emergency repair/accessibility component includes repairs and improvements to existing structures to control threats to public safety and accessibility improvements which will remove barriers that restrict mobility of and accessibility by elderly and disabled persons. These activities are Exempt under NEPA per 24 CFR 58.34(a)(10) and Categorical Excluded per 58.35(b)(3) and Categorical Exempt under CEQA per Guidelines Section 15301. Review is complete for this activity. However, any activities not covered under this environmental review are subject to additional review under CEQA and/or NEPA prior to project commencement.

Neighborhood Stabilization Program 1 and 3: Provides proceeds from NSP towards the Purchase and Resale Entity (PRE) Program (approved in 2014) for rehabilitating and selling single-family homes to low-income first time homebuyers. Individual properties in this program were reviewed and cleared under CEQA and NEPA in 2015. Environmental Review Records are on file at SHRA.

Sacramento Housing and Redevelopment Agency Multi-Family Loan and Mortgage Revenue Bond Application 2016 Schedule, Priorities, and Anticipated Funding

July 9% TCAC & CDLAC Applications:

Pre-Application Deadline	Jan. 4, 2016
Application Deadline	March 1, 2016
Environmental Deadline*	April 20, 2016
Sacramento Housing and Redevelopment Commission (SHRC)	June 1, 2016
Board of Supervisors/City Council (Board/Council)	June 21, 2016
Est. 9% TCAC/CDLAC Application Deadlines	July 6, 2016/July 15, 2016

October CDLAC Application:

Pre-Application Deadline	April 1, 2016
Application Deadline	June 1, 2016
Environmental Deadline*	August 10, 2016
SHRC	Sept 21, 2016
Board/Council	Oct 11, 2016
Est. CDLAC Application Deadline	October 21, 2016

January CDLAC Application:

Pre-Application Deadline	June 1, 2016
Application Deadline	August 1, 2016
Environmental Deadline*	October 5, 2016
SHRC	November 16, 2016
Board/Council	December 6, 2016
Est. CDLAC Application Deadline	January 20, 2017

March 9% TCAC & CDLAC Applications:

Pre-Application Deadline	August 1, 2016
Application Deadline	October 3, 2016
Environmental Deadline*	December 14, 2016
SHRC	February 1, 2017
Board/Council	February 21, 2017
Est. 9% TCAC/CDLAC Application Deadlines	March 1, 2017/March 17, 2017

May CDLAC Application:

Pre-Application Deadline	November 1, 2016
Application Deadline	January 3, 2017
Environmental Deadline*	March 9, 2017
SHRC	April 19, 2017
Board/Council	May 9, 2017
CDLAC Application Deadline	May 19, 2017

*Environmental clearance (CEQA and NEPA) not received by this date will result in project approvals being delayed and the CDLAC/TCAC application being submitted at a later date.

2016 Anticipated Multifamily Loan Funding:

City of Sacramento

HOME**	\$2.9 million
CDBG (prevailing wage rehabilitation)	\$1.0 million
Housing Trust Fund (workforce housing)	\$2.6 million

County of Sacramento

HOME**	\$3.0 million
CDBG (prevailing wage rehabilitation)	\$2.2 million
Housing Trust Fund (workforce housing)	\$0.3 million
County Affordable Housing Program (workforce housing)	\$1.5 million
Mental Health Services Act (permanent supportive housing)	\$0.8 million

* Includes anticipated 2016 revenues and prior years unallocated balances

** Prevailing wages required if more than 11 units assisted

**Multifamily Lending and Mortgage Revenue Bond Policies
For Projects of 12 or More Units**

Adopted by the Sacramento County Board of Supervisor and County Housing Authority
on March 10, 2009

Adopted by the Sacramento City Council and City Housing Authority on March 17, 2009

1.1. Eligible projects and project priorities. Funding recommendations for Agency financing will be made based on the project priorities set out below. Projects seeking issuance of mortgage revenue bonds without Agency financing are not subject to these priorities. Pre-application approval, followed by approval of a full application, is required before being eligible for funding.

Applications seeking funding to be used in conjunction with the 9% Low Income Housing Tax Credit Program (LIHTC) are subject to the priorities for that program, included as Exhibit 1 to these guidelines.

For a listing of funding sources and their specific requirements, please see Exhibit 2.

Affordable housing priorities:

1. Preservation

Preservation of projects which are currently publicly subsidized, but at risk of losing affordability restrictions due to sale, termination, or public subsidy reductions.

2. Recapitalization

Substantial rehabilitation of projects with affordability restrictions, including projects that have reached the expiration of their 15-year tax credit compliance period, but only in conjunction with new mortgage revenue bonds, tax credits, and/or other affordable housing resources to the greatest extent feasible.

3. Inclusionary housing

New construction to meet inclusionary housing requirements under the City of Sacramento Mixed Income Housing Ordinance or the County of Sacramento Affordable Housing Ordinance, but only in conjunction with mortgage revenue bonds, tax credits, a State subsidy, and/or a contribution of land and monetary financial assistance from the master developer.

4. Rehabilitation and new production

Substantial rehabilitation of other projects, with preference among City projects to those located in redevelopment areas; and

New construction of affordable housing including low-income, mixed-income, or workforce housing, with preference to projects in census tracts where the poverty rate is less than 30 percent; projects that meet redevelopment goals; projects located within ¼ mile of a Transit Hub (as defined by State Transit Oriented Development Program Guidelines); or development of sites identified as being appropriate for affordable housing in the Housing Element.

Maps of City redevelopment areas and census tracts where the poverty rate is less than 30 percent are presented in Exhibits 3 and 4 respectively.

**Multifamily Lending and Mortgage Revenue Bond Policies
For Projects of 12 or More Units**

EXHIBIT 1

9% LOW INCOME HOUSING TAX CREDIT PROGRAM PRIORITIZATION

The Agency shall accept applications for projects to be considered under this policy no later than four months prior to the anticipated application due dates for the California Tax Credit Allocation Committee (TCAC), which are mid-April (1st Funding Round) and mid-July (2nd Funding Round) each year.

Projects shall be reviewed under the Agency's multifamily lending policies to determine the feasibility and financial need of the proposed project. In addition, staff shall evaluate the proposed project for competitiveness under the 9% LIHTC program, as well as other available funding sources, such as the State of California's Multifamily Housing Program.

Projects that appear competitive for funding under the 9% LIHTC program and in need of Agency financial assistance shall be ranked based on the prioritization outlined below. The project with the highest tier ranking will be given priority for funding by the Agency.

Prioritization of Projects

Tier 1

- Acquisition/Rehabilitation or new construction designed and programmed to serve special needs tenants, such as chronically homeless individuals or families.
- Acquisition/Rehabilitation or new construction which will augment or safeguard the City of Sacramento's inventory of single room occupancy units.

Tier 2

- Acquisition/Rehabilitation projects that have community development benefits (i.e. blight removal, acquisition of multiple parcels under multiple ownership, projects included in an implementation plan or identified by the Agency as a catalyst project).

Tier 3

- New construction projects that have community development benefits (i.e. blight removal, acquisition of multiple parcels under multiple ownership, transit oriented developments, projects included in an implementation plan or identified by the Agency as a catalyst project).

**Multifamily Lending and Mortgage Revenue Bond Policies
For Projects of 12 or More Units**

EXHIBIT 2

FUNDING SOURCES

Redevelopment Tax Increment Funds – REDEVELOPMENT ELIMINATED IN 2012

The City and County of Sacramento have redevelopment areas which generate funds, called tax increment (TI), from increasing property values. A minimum of 20 percent of these tax increment funds must be used to house persons of very low, low, and moderate-income.

Affordability levels for tax increment-assisted units are determined by many factors, including consistency with local Housing Element goals and certain percentage requirements for very low- and low-income households established in state law. The maximum affordability levels are 110 percent of the Area Median Income (AMI), considered "moderate-income" housing.

Housing Trust Funds (HTF)

The City and County Housing Trust Funds raise local revenues for affordable housing from fees placed on non-residential development, such as offices, hotels, retail, businesses, and medical facilities. The program is based on a nexus analysis demonstrating that the new commercial development employs very low- and low-income workers who in turn create a demand for affordable housing. The fee-generated revenue is used to increase the supply of housing for persons in or likely to be in the labor force. Housing trust funds are primarily used for new construction or for substantial rehabilitation to produce net new housing.

- Incomes: The City housing trust fund serves households up to 80 percent of AMI ("low-income"), with priority given to very low-income households. The County trust fund serves households up to 50 percent of AMI ("very low-income").
- Workforce housing: For a project to be eligible, there must be a reasonable expectation that the prospective residents will be in the labor force in the area. The funds are not used for senior housing.
- Location preference: Preference is given to locations within one-quarter mile of existing or planned transit services. Overall, the program should finance assisted units within seven miles of the aggregate sources of the employment-generated revenues.

Federal Funds

As the housing finance agency for the City and County of Sacramento, SHRA uses funding from the federal Home Investment Partnership (HOME) and Community Development Block Grant (CDBG) Programs, which are received by the City and County as entitlement jurisdictions. A summary of the conditions and restrictions particular to each funding source is provided below.

Home Investment Partnership Program (HOME) funds. At least 20 percent of HOME-assisted units in each project of five or more HOME-assisted units must be reserved for households with incomes below 50 percent of AMI and leased at rents affordable to such households. All remaining HOME-assisted units must be reserved for households with incomes below 60 percent of AMI with rents not to exceed 65 percent. Minimum affordability restrictions range from a minimum term of 5 years to 55 years depending on the amount of assistance provided.

Community Development Block Grant (CDBG) funds. Generally, at least 51 percent of units in a project assisted with CDBG funds must be affordable to households with incomes below 80 percent of AMI. New construction can only be assisted if it is carried out by a Community Based Development Organization.

County Fee Waiver/Deferral Program

The Agency assists in the administration of the County of Sacramento's Impact Fee Waiver and Deferral Program for affordable housing projects. Only projects located in the unincorporated area are eligible for impact fee waivers/deferrals, with the exception that Sacramento Regional Sanitation District and Sacramento Area Sewer District (formerly CSD-1) fee waivers are available to cities in the county and unincorporated areas, where applicable.

The total number of fee waivers is capped by the County annually at 200 dwelling units or 5 percent of the number of dwelling units for which residential building permits for new construction in the unincorporated County were issued in the previous year, whichever is greater.

- **Fee Deferrals.** In order to qualify for fee deferrals, a project must have 1) a minimum of 10 percent of units restricted for rent to households having incomes less than or equal to 50 percent of AMI; or 2) a minimum of 49 percent of units restricted for rent to households having incomes less than or equal to 80 percent of AMI. Payment of deferred fees is due 24 months from start of construction or upon the close of permanent loan financing, whichever is earlier.
- **Fee Waivers.** In order to qualify for fee waivers, a project have a minimum of 10 percent of its units restricted for rent to households having incomes less than or equal to 50 percent of AMI. Fees will be waived in an amount proportional to the percentage of very low income units restricted.

Mental Health Services Act Program

The State of California Mental Health Services Act (MHSA) Housing Program was established to fund permanent supportive housing (PSH) projects for people with psychiatric disabilities and children with serious emotional disturbance.

There are two pools of funds that are provided in three year cycles. "One-time" funds are provided by the State directly to the County and applications are accepted over-the-counter through SHRA and through Sacramento County Division of Mental Health (DMH). The other sources of MHSA funds are controlled by CalHFA and applications are submitted over-the-counter to CalHFA.

Contact must be made early in the process with SHRA staff and the Sacramento County Department of Mental Health for their approval of the proposed project concept as well as to receive a preliminary services commitment.

Eligible Applicants will be organizations meeting the California Department of Housing and Community Development's (HCD) Sponsor eligibility requirements for Supportive Housing Program as detailed in MHP Regulations, California Code of Regulations, Title 25, Division 1, Chapter 7, Subchapter 4.

Eligible Projects include only permanent supportive housing (PSH) units. PSH is defined to include all of the following: tenant holds a lease and has rights of tenancy, tenant has a private space that is locked and that only they have access to, and participating in supportive services is not a requirement of tenancy.

Eligible Uses of Funds include: acquisition of vacant property, acquisition and rehabilitation of an existing development, construction of a new development, capitalizing operating costs, and predevelopment costs associated with an eligible project proposal. Funds can be awarded as a grant or a loan, whichever assists in project feasibility and/or meets the requirements of other sources of funding.

RESOLUTION NO. SHRC-_____

ADOPTED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION UNDER THE AUTHORITY DELEGATED TO THE COMMISSION PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE, SECTION 33202 BY RESOLUTION NO. RA 81-083 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. RA-83 ADOPTED BY THE REDEVELOPMENT AGENCY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981, AND PURSUANT TO CALIFORNIA HEALTH AND SAFETY CODE SECTION 34292 BY RESOLUTION NO. HA 81-098 ADOPTED BY THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO ON OCTOBER 20, 1981, AND BY RESOLUTION NO. HA-1497 ADOPTED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO ON OCTOBER 27, 1981.

ON DATE OF

October 7, 2015

APPROVAL AND THE ADOPTION OF THE 2016 ONE-YEAR ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME), HOUSING OPPORTUNITIES FOR PERSONS WITH AIDS (HOPWA) AND EMERGENCY SOLUTIONS GRANT (ESG) FUNDED PROJECTS AND PROGRAMS; AMENDMENT OF VARIOUS YEARS' ACTION PLANS; AMENDMENT TO THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY BUDGET; AMENDMENT TO THE CITIZEN PARTICIPATION PLAN; AUTHORIZATION TO REVISE AND IMPLEMENT MULTI-FAMILY GUIDELINE APPLICATION DATES; AUTHORIZATION TO ISSUE A NOTICE OF FUNDING AVAILABILITY AND AUTHORIZATION TO ENTER INTO CONTRACTS; AUTHORIZATION TO ALLOCATE NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROCEEDS TO THE PURCHASE AND RESALE ENTITY (PRE) PROGRAM; ALLOCATE SUPPLEMENTAL ANNUAL ADMINISTRATIVE FEES TO THE MEALS ON WHEELS BY ACC PROGRAM; DECLARE 521 T STREET SURPLUS AND NON-ESSENTIAL TO THE HOPWA PROGRAM; AUTHORIZING THE ACCEPTANCE OF THE TARGETED CAR SHARING AND MOBILITY OPTIONS IN DISADVANTAGED COMMUNITIES PILOT PROJECT GRANT, EXECUTION OF RELATED DOCUMENTS AND AMEND SHRA BUDGET; EXECUTE DOCUMENTS FOR THE ADMINISTRATION OF FEDERAL PROGRAMS AND OTHER ENVIRONMENTAL RELATED FINDINGS

WHEREAS, since 1982 (by Resolutions HA-2342, 82-424, 82-425, 82-650, 82-651, 82-652, RA-94, RA-107, HA-1526, HA-82-006, HA 2013-0001, 2013-0010, 2013-0018, HA-2342), the Sacramento Housing and Redevelopment Agency (SHRA) and its constituent entities has served as the public entity designated to efficiently administer the community development funding originating from HUD on behalf of the City and County of Sacramento.

WHEREAS, the Sacramento County Department of Human Assistance (DHA) previously administered the HOPWA and ESG programs. The Director of DHA formally requested SHRA administer the HOPWA Program (effective January 1, 2012) and the ESG Program (effective January 1, 2013) on behalf of the City of Sacramento. As approved by Resolutions SHRC 2013-13-1, City Council 2013-0010, City HA 2013-0001, BOS 2013-018, County HA 2013-2342, SHRA administers the ESG and HOPWA Programs for the City and County of Sacramento.

WHEREAS, with the release of the 2013 Notice of Funding Availability (NOFA), the 2013 Consolidated Plan (Resolutions SHRC 2013-13-1, City Council 2013-0010, City HA 2013-0001, BOS 2013-0018, HA-2342) recognized the modifications to regulations for the Continuum

of Care (CoC) and enactment of the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, which now states that rental assistance must be administered by a state, local government or a Public Housing Agency.

WHEREAS, community development grants from HUD administered directly by the recipient are required to secure environmental clearance. SHRA is designated as the agent for the City and County of Sacramento and is the general unit of local government for the purpose of environmental clearance on the City and County's behalf and on behalf of non-profit organizations which are sub-grantees.

WHEREAS, in 2008, the Neighborhood Stabilization Program 1 (NSP1) was approved by City Council by Resolution 2008-691 and by the Board of Supervisors by Resolution 2008-1024.

WHEREAS, in 2011, the Neighborhood Stabilization Program 3 (NSP3) was approved by City Council by Resolutions 2011-087 (CC), 2011-002 (HACS) and 2011-005 (RACS) and by the Board of Supervisors by Resolutions 2011-1026 (BOS), HA-2322 and RA-0921.

WHEREAS, the PRE program was approved in 2014 by City Council Resolution 2014-0019 and Board of Supervisors Resolution 2014-0871.

WHEREAS, SHRA proposes to allocate proceeds from the NSP1 and NSP3 programs to the PRE program.

WHEREAS, SHRA proposes to make the Citizen Participation plan a joint plan of the City and County of Sacramento to be consistent with the Consolidated Plan.

WHEREAS, SHRA proposes the 2016 SHRA Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule.

WHEREAS, SHRA proposes to allocate Supplemental Annual Administrative Fees to the Meals on Wheels by ACC program as described in the 2016 One-Year Action Plan's Attachment 7.

WHEREAS, SHRA proposes to declare 521 T Street surplus and non-essential to the HOPWA program.

WHEREAS, As a joint applicant with the Sacramento Air Quality Management District, the Sacramento Housing and Redevelopment Agency (SHRA) will be awarded a portion of the \$1.1 million grant for the targeted Car Sharing and Mobility Options In Disadvantaged Communities Pilot Project (Car Sharing) for planning, managing, and providing quality control of the construction, installation, maintenance and operation of battery-electric vehicle (BEV) parking/charging stations.

WHEREAS, SHRA will hold the titles to the CarShare vehicles.

WHEREAS, SHRA will provide a secure and safe environment for the project vehicle and their end-users, in collaboration with Zipcar and Policy in Motion.

WHEREAS, SHRA will develop and disseminate outreach and education materials and collect performance and use surveys from participants of the Car Share Program.

WHEREAS, SHRA will assist with the recruitment and identification of eligible participants for the Car Share Program.

WHEREAS, a duly noticed public hearing soliciting comments on the 2015 One-Year Action Plan was held on October 7, 2015 by the Sacramento Housing and Redevelopment Commission.

BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:

Section 1. All evidence presented having been duly considered, the Sacramento Housing and Redevelopment Commission accepts the findings, including the environmental findings, regarding this action as stated in Attachment 6,7 and 8, are approved.

Section 2. Subject to the approval of 2016 One-Year Action Plan by the Sacramento City Council and the Sacramento County Board of Supervisors, the Executive Director, or designee, is authorized to:

- amend the SHRA budget to allocate the CDBG, HOME, HOPWA and ESG funding for programs and projects in accordance with the amendment of the prior years' Action Plan; allocate the CDBG, HOME, HOPWA and ESG grant funding for programs and projects as set forth in the HOME, HOPWA and ESG budgets to the extent necessary to implement and ensure the timely completion of the activities set out in the 2016 One-Year Action Plan.
- amend the NSP1 and NSP3 budgets to allocate proceeds for programs and funding under the PRE program.
- administer rental assistance for homeless families in accordance with the HEARTH regulations. The Executive Director, or designee, is further authorized to amend the Agency budget and execute associated agreements, contracts, and documents with the appropriate entities to carry out these activities in compliance with adopted policies, guidelines and federal law as approved to form by SHRA Counsel.
- allocate and amend the SHRA budget for the annual Multi-family Supplemental Assessment collected for programs and projects in accordance with the 2016 One-Year Action Plan. SHRA's authorities for said funds are effective at the adoption of this resolution.

Approval and Adoption Of The 2016 One-Year Action Plan And Previous Years' Action Plan Amendments

Page 4 of 4

- allocate Supplemental Annual Administrative Fees to the Meals on Wheels by ACC program as described in the 2016 One-Year Action Plan's Attachment 6.
- issue and award a CDBG NOFA for a public facility improvement project(s) and enter into contracts / agreements as approved to form by SHRA Counsel and to amend its budget accordingly.
- amend the Citizen Participation Plan.
- adopt the 2016 Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule.
- declare 521 T Street surplus and non-essential to the HOPWA program.
- solicit environmental assessment, remediation and legal consulting competitive bids and proposals and award and execute contracts in accordance with adopted CDBG and Agency Procurement Policy and Procedures in support of implementing approved CDBG activities.
- execute agreements, contracts and documents with the appropriate entities to carry out the Action Plans activities in compliance with adopted policies, guidelines and federal law as approved to form by SHRA Counsel.
- approves the City HOME Single-Family Rehabilitation Revolving Loan (RLF) the remaining balance of \$179,522.01 to City HOME Multi-Family Program Income fund and for the Executive Director, or designee, to amend the Agency budget.
- authorizes the Executive Director, or designee, to accept the Car Sharing Project grant.
- authorizes the Executive Director, or designee, to make any budget adjustments and execute related documents, and agreements as necessary to carry out the Car Sharing Project in compliance with applicable local, state and federal laws and regulations as to approve to form by SHRA Counsel.
- authorizes the Executive Director, or designee, to execute agreements, contracts and documents to plan, manage and provide quality control of the construction, installation, maintenance, and operation of the battery-electric vehicle (BEV) parking/charging sites located at the following Housing Authority residential complexes: Edgewater Housing Complex, 630 I Street, Sacramento CA; Alder Grove Housing Complex, 816 Revere Street, Sacramento CA.

Approval and Adoption Of The 2016 One-Year Action Plan And Previous Years' Action Plan
Amendments

CHAIR

ATTEST:

CLERK



October 2, 2015

Sacramento Housing and
Redevelopment Commission
Sacramento, CA

Honorable Members in Session:

SUBJECT:

Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), Neighborhood Stabilization 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

SUMMARY

The attached report is submitted to you for review and recommendation prior to consideration by the County of Sacramento.

RECOMMENDATION

Staff recommends approval of the recommendations outlined in this report.

Respectfully submitted,



LASHELLE DOZIER
Executive Director

Attachment

**COUNTY OF SACRAMENTO
CALIFORNIA**

For the Agenda of:
October 27, 2015
Timed: 10:30 am

To: Board of Supervisors of the County of Sacramento

From: Sacramento Housing and Redevelopment Agency

Subject: Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), Neighborhood Stabilization 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

Supervisory

District: All

Contact: LaShelle Dozier, Executive Director, 440-1319
Geoffrey M. Ross, Federal Programs Manager, 440-1357

Overview

As a condition of the receipt of various federal grants through the U.S. Department of Housing and Urban Development (HUD), regulations require the submittal of an annual One-Year Action Plan describing proposed activities and expenditures for the following year using the goals and priorities described in the Five-Year Consolidated Plan. This report recommends approval and adoption of the 2016 One-Year Action Plan (Action Plan) for the County of Sacramento. Staff anticipates that the 2016 federal budget will be held constant at 2015 funding levels for the CDBG and ESG programs but may include a 10 percent reduction in HOME program funding.

Recommendations:

Adopt the attached Board of Supervisors Resolution that:

1. accepts the findings, including the environmental findings regarding this action, as stated in Attachments 2 and 3.
2. adopts amendments to prior years' Action Plans to defund the activities as described in Attachment 1 and directs SHRA to amend its budget accordingly.
3. adopts the 2016 One-Year Action Plan which allocates anticipated CDBG, HOME and ESG funds to various programs and projects as set forth in Attachment 2 and directs SHRA to amend its budget accordingly.
4. authorizes SHRA to amend the allocation of CDBG funding for programs and projects

Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Neighborhood Stabilization Program 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

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in accordance with changes to prior Action Plans; allocate the CDBG, HOME, and ESG grant funding for programs and projects as set out in the 2016 Action Plan; and to amend the 2016 CDBG Unallocated Capital Reserve, HOME and ESG budgets if HUD award is less or greater than anticipated to the extent necessary to implement and ensure the timely completion of the activities set out in the 2016 One-Year Action Plan.

5. authorizes SHRA to amend the Citizen Participation Plan.
6. adopts SHRA's 2016 Multi-Family Guideline application deadlines.
7. authorizes the County Executive, or designee, to execute agreements with SHRA to carry out Action Plan activities in compliance with adopted policies, guidelines, regulations and federal law as approved to form by County Counsel.
8. authorizes SHRA to make any budget adjustments and execute any and all related documents, including invoicing, contracts and amendments as necessary to carry out the federal and local programs per SHRA adopted policies, guidelines, regulations and federal law as approved to form by SHRA Counsel.
9. delegates authority to SHRA to act as agent on behalf of the County to execute the Action Plan grant agreements with HUD and the agreements and contracts with the appropriate entities to carry out the CDBG, HOME and ESG funded activities in the amended prior years' Action Plan and in accordance with the 2016 One-Year Action Plan. Such agreements shall be consistent and in compliance with applicable federal laws and regulations and approved to form by SHRA Counsel.
10. authorizes SHRA to submit the 2016 Action Plan and previous Action Plans to HUD.
11. authorizes SHRA to issue and award a CDBG Notice of Funding Availability (NOFA) as described in Attachment 2, to execute related contracts / agreements as approved to form by SHRA Counsel and amend its budget accordingly.
12. authorizes SHRA to solicit environmental assessment, remediation and legal consulting competitive bids and proposals and award and execute contracts in accordance with adopted CDBG and SHRA Procurement Policy and Procedures in support of implementing approved CDBG activities.
13. authorizes SHRA to amend its budget to allocate Neighborhood Stabilization Program (NSP) proceeds to the Purchase and Resale Entity (PRE) program.

Measures/Evaluation

The proposed appropriation of funds for new and existing activities is consistent with the goals and objectives in the adopted Consolidated Plan (by resolutions 2013-0018 and HA-2342). The Consolidated Plan goals include assisting low- and moderate-income persons and areas with the following: community services, housing, homeless facilities and services, public improvements and facilities, economic development, and planning activities.

Fiscal Impact

2015 Action Plan Amendment

This report recommends amending the SHRA budget and 2015 One-Year Action Plan to 1) reduce CDBG revolving loan funds (RLF) proceeds by \$785,000 in accordance with RLF guidelines and transfer said funds to the CDBG Program Income (CDBG PI) Fund; 2) allocate

Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Neighborhood Stabilization Program 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

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\$1,379,854 in Neighborhood Stabilization funds to projects described in Attachment 2; and 3) allocate \$700,000 in unallocated capital reserve to projects described in Attachment 2. Recommended activities are expected to be completed within 18 months as required by HUD.

2016 One-Year Action Plan

Allocations made in the Action Plan are based on an estimated 2016 CDBG entitlement of \$5,071,618; \$182,997 in CDBG program income; \$1,673,078 in 2016 HOME entitlement funds; \$822,004 in HOME program income; and \$429,246 in 2016 ESG funds.

BACKGROUND

Since 1982 the Sacramento Housing and Redevelopment Agency (SHRA) has managed and administered federal housing and community development funds on behalf of the City and County of Sacramento (City and County) and has served as the federal housing and community development staffing entity pursuant to an agreement between the City and County and its housing authorities.

The Joint Powers Authority governance structure allows for a consolidation of staffing, achieves close coordination of housing/community development and revitalization activities with public housing authority functions, provides budget savings for operation and overhead, eliminates duplicate staffing efforts, and provides for a competitive advantage when seeking federal and other funding opportunities for housing and community development activities. The consolidation of multiple departments from different jurisdictions under the control of one executive director who is directly accountable to the City and the County governing boards is a key element to the success of the governance and legal structure of SHRA. This structure has been recognized on a statewide and national level as a model for multi-jurisdictional cooperation and efficient use of housing and community development funds. SHRA delivers cost-effective housing and community development services on behalf of the City and County without any cost to the City or County general fund.

On January 8, 2013 (by resolution 2013-018 and HA 2342) SHRA was approved to administer all U.S. Department of Housing and Urban Development Office of Community Planning and Development (HUD CPD) programs as part of the adoption of the 2013-17 Consolidated Plan. Furthermore, to reflect the administration of the ESG Program in addition to the administration of the CDBG and HOME Programs, as well as to reflect the dissolution of redevelopment, SHRA was also approved by same resolutions to enter into a revised Memorandum of Agreement (MOA) for the continued administration of HUD CPD funds, and the Housing Authority of the County of Sacramento, staffed by SHRA, was designated as the official recipient of federal funds on behalf of the County of Sacramento.

Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Neighborhood Stabilization Program 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

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Consolidated Plan and Action Plan

New activities and the reprogramming of previous years' funds and their use are laid out in the Action Plan and are based upon 2013-17 Consolidated Plan priorities. The Action Plan's key components are broken down in the following sections.

Citizen Participation Plan (CPP)

This report is recommending approval of merging the City CPP and County CPP to align with the consolidated plan which is a regional plan.

Infrastructure

There is a continuing need within the County for public facilities to serve growing populations. Many low and moderate-income areas in the County are within older neighborhoods that either do not have proper facilities or their existing facilities suffer from heavy use or deferred maintenance leading to disrepair. As identified in the 2013-17 Consolidated Plan, capital improvement funding identified in the 2016 Action Plan will be concentrated for maximum leveraging opportunities to provide the greatest impact to the largest number of residents.

Supporting large capital and public facility improvement projects that benefit low and moderate-income areas remains a key component of the CDBG Program. As part of the 2013-17 Consolidated Plan the targeting of such areas was refined and priority areas were identified. The priority areas represent the intersection of various considerations for effectively targeting funding and maximizing impacts. To the extent a pipeline of projects exists within the priority areas, the program goal is to strategically support such projects. However, where strategic projects exist in broader low- and moderate-income areas and to the extent that capital and public facility funding remains available, area benefit projects outside the priority areas will also be supported.

The proposed One-Year Action Plan infrastructure and public improvement projects support current County of Sacramento priorities, as well as previous commitments. This report supports projects currently underway throughout the County, and they are located within the priority areas established under the 2013-17 Consolidated Plan. The Action Plan, through the use of priority areas, recognizes the post-redevelopment reality in California and Sacramento and creates a system by which funds can be focused strategically on fewer but larger projects in low- and moderate-income neighborhoods. The goal is to create a concentration of efficient activity generating strategic and visible impacts that promote positive changes within the community.

Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Neighborhood Stabilization Program 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

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Housing

The housing activities laid out in the Action Plan seek to support, increase and improve the multi-family housing stock, rehabilitate existing single-family housing and provide housing to low-income individuals. SHRA's ability to respond to increasingly difficult housing issues has been resource constrained in recent years due to reductions in entitlement grants from the federal government and the loss of local tax increment due to the elimination of California redevelopment agencies. As a result, resources from CDBG have been consistently targeted over the Consolidated Planning period towards housing rehabilitation and in support of housing development. In addition to direct housing assistance, infrastructure improvements along transit corridors in conjunction with housing development and community facilities in designated neighborhoods has been focused on both as a place based and mobility strategy to reduce barriers for low- and moderate-income households. This strategy is part of SHRA's efforts to support equitable Transit-Oriented Development (eTOD) and is proven to lead to increased opportunities for low- and moderate-income residents to live closer to their place of work and enjoy greater interaction with their surrounding community and amenities.

To maximize fair housing choice, affordable housing rehabilitation and new construction are not limited to low- and moderate-income areas and can be developed where it is most appropriate. The guidelines for investing in affordable housing rehabilitation and new construction activities were established as part of separate policies adopted by the Board of Supervisors Council, and include the Multi-Family Lending Guidelines.

Multi-Family Lending Application Schedule

This report recommends adoption of SHRA's Multi-Family Loan and Mortgage Revenue Bond 2016 Application (Attachment 8) for SHRA funded projects. The schedule will allow applicants to apply for funding on certain dates corresponding to the California Tax Credit Allocation Committee (TCAC) and California Debit Limit Allocation Committee (CDLAC) application deadlines.

Neighborhood Stabilization Program (NSP) Proceeds to the Purchase and Resale Entity (PRE) Program

This report recommends allocating proceeds from NSP, which was established to address vacant and blighted properties in targeted neighborhoods, to the PRE Program which is designed to rehabilitate and sell vacant and blighted single-family homes to low-income first time homebuyers. The properties being targeted as part of the PRE are in the same targeted neighborhoods identified under NSP. By combining these two separate programs into a coordinated effort that leverages the resources of both programs for the benefit of the community

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will directly benefit from the rehabilitation and occupancy by first-time homebuyers of 54 single family homes.

HOME Program

The HOME Program empowers states and localities to design and implement affordable housing strategies to respond to locally determined needs. HOME funds, unlike CDBG, can be used for new construction. Additionally, HOME funds are also used for rehabilitation of existing housing and down payment assistance. The HOME program is at risk in the upcoming 2016 fiscal year. The House of Representatives has proposed a budget that does not fully fund HOME and strips funding away from the National Housing Trust Fund, both legislative vehicles for the funding of the HOME program. Meanwhile, the Senate proposed a devastating 93 percent cut to the program in part due to the two houses of Congress failing to coordinate how to fund and structure the program. Due to these types of disagreements and as a result of entering into a Presidential Election Year, SHRA expects that the federal government will enact Continuing Resolutions (CR) and not implement the proposed drastic reduction. For 2016 HOME allocation, SHRA anticipates a 10 percent reduction from \$1,858,975 to \$1,673,078. Proposed HOME funded activities are listed in attachment 2.

Fair Housing

On behalf of the City and County of Sacramento and under the regulatory direction of the U.S. Dept. of Housing and Urban Development (HUD), SHRA has a responsibility to affirmatively further fair housing within the jurisdictions covered by its programs. SHRA's program areas include the City of Sacramento, as well as in the Unincorporated County of Sacramento and the cities of Citrus Heights, Folsom, Isleton, and Galt. The Cities of Elk Grove and Rancho Cordova are not included because they receive their own CDBG and HOME entitlements. SHRA strives, through the implementation of its programs and outreach efforts, to ensure fair housing choice and to reduce housing discrimination in the rental, sales and lending of housing on the basis of race, sex, color, religion, national origin, familial status, gender identity, or disability, in compliance with the Fair Housing Act.

Since the dissolution of the Human Rights and Fair Housing Commission in the summer of 2014, SHRA and the City and County of Sacramento staff have worked collaboratively to reconstitute a comprehensive and coordinated fair housing program to be operated in both the City and County of Sacramento. The culmination of these efforts resulted in SHRA executing new contracts in August of 2015 with Sacramento Self-Help Housing (SSHH) and Legal Services of Northern California (LSNC) to provide Fair Housing services in the City of Sacramento and Unincorporated County of Sacramento.

SSHH services include intake through the renter hotline, initial assessment, immediate consultation/referral/mediation, second level mediation with California's Department of Fair Employment and Housing (DFEH), data collection and case building. In addition, SSHH has a

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sub-contract with Project Sentinel to provide an onsite attorney at SSHH to address fair housing intake immediately as part of the renter hotline.

LSNC will support referrals from SSHH and pursue five to six litigation cases annually. In addition, in particularly egregious instances, LSNC will refer and coordinate with DFEH and HUD's Office of Fair Housing and Equal Opportunity (FHEO). Furthermore, the Rental Housing Association has agreed to increase education and outreach to property owners. As a result, LSNC will provide fair housing services covering education, training, outreach, and marketing, as well as, supporting SSHH's renter hotline. LSNC will also provide implicit bias training; and investigation, testing and litigation.

Over the upcoming year, SHRA will continue to coordinate with the surrounding cities and Sacramento County staff on fair housing activities to further develop a coordinated regional approach to ensure fair housing choice for all residents.

Affirmatively Furthering Fair Housing (AFFH) Final Rule

AFFH is an updated rule that requires federal agencies and grantees to further the purposes of the Fair Housing Act. HUD's final rule provides an effective planning approach to aid program participants in taking meaningful actions to overcome historic patterns of segregation, promote fair housing choice, and foster inclusive communities that are free from discrimination by addressing both place-based and mobility strategies. The AFFH final rule responds to recommendations of the Government Accountability Office (GAO) and stakeholders for HUD to enhance its fair housing planning obligations by providing greater clarity and support to jurisdictions receiving HUD funding, and facilitating local decision-making on fair housing priorities and goals through an Assessment of Fair Housing (AFH). The final rule identifies the following four housing issues that must be assessed:

- Patterns of integration and segregation;
- Racially and ethnically concentrated areas of poverty;
- Disparities in access to opportunity; and
- Disproportionate housing needs.

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HUD will provide each grantee with data and an AFH assessment tool to use in assessing fair housing issues in its community. In addition, HUD will provide technical assistance to aid in submitting the AFH. SHRA, by using the HUD provided data, local data and knowledge, along with community participation, will develop goals and identify strategies in the AFH. As part of the implementation of the new rule, SHRA will provide annual updates related to the AFH in the Consolidated Annual Performance Report (CAPER). It is anticipated that the City and County of Sacramento will be one of the first respondents under the new rule and that the first AFH submission will be due in early 2017. As a result, the first performance measures will be reported in the 2017 CAPER due to HUD by March 31, 2018.

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Regional Analysis of Impediments to Fair Housing Choice (AI)

With the new AFH, reporting on the prior AI will be phased out. Until the AFH is submitted, SHRA will update strategies to remove impediments as identified in 2010. In that report, the following impediment was identified:

Impediment: Weak Fair Housing Enforcement by the Human Rights/Fair Housing Commission (Commission).

Update: As mentioned above, in 2014, the Human Rights/Fair Housing Commission Joint Powers Agency (JPA) was dissolved and discontinued providing Fair Housing services due to the withdrawal of several JPA members and limited funding. In its place SHRA, the City of Sacramento and the County of Sacramento have begun to re-establish fair housing services through a central intake under the renter hotline and a partnership between SHRA, the City and County, LSNC, SSHH, RHA, and Project Sentinel.

Homeless Services

SHRA is part of the Continuum of Care Advisory board and is committed to partner with Sacramento Steps Forward (SSF), the lead agency for the Continuum of Care (CoC). As such, SHRA will continue to participate in discussions about the most effective ways to reach out to homeless persons and how to assess individual needs as part of ongoing coordination efforts.

Homelessness prevention objectives in 2016 include: 1) support efforts to continue the CoC System for homeless through the provision of emergency shelters, transitional housing, and permanent supportive housing services, including housing for the chronically homeless, and, 2) provide community and supportive services for low- and moderate-income persons and those with special needs, including the homeless and persons living with HIV/AIDS.

SSF completed its Strategic Action Plan to End Homelessness in our community in December 2014. The strategy is data-driven, results-oriented and based on best practices. The Strategic Action Plan will serve as a road map for local decision-making and priority-setting.

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In January 2015, SSF launched Common Cents, a street outreach program to move unsheltered homeless veterans and the chronically homeless into permanent housing. The CoC participates in the national Zero 2016 initiative and has committed to ending veteran homelessness by the end of 2015 and chronic homelessness by the end of 2016. Common Cents was the pilot of the Sacramento CoC's coordinated entry system, which uses the Vulnerability Index-Service Prioritization Decision Assistance (VI-SPDAT) to assess vulnerability and needs and identify the best permanent housing type to meet those needs. Coordinated Entry was launched in the CoC in July 2015.

Addressing the emergency shelter and transitional housing needs of homeless persons

Per Sacramento's 2015 Point-in-Time Count, the summary of unduplicated homeless persons by subpopulation characteristics is:

- Chronically Homeless – 466
- Severely Mentally Ill – 581
- Chronic Substance Abuse – 553
- Veterans – 313
- Persons with HIV/AIDS – 37
- Victims of Domestic Violence – 335
- Unaccompanied Youth (Under 18) – 81
- Unaccompanied Transition Age Youth (18-24) – 240

SSF's 2015 Emergency Shelter Bed Inventory reported that there are a total of 665 year round beds (combination of family and adult-only beds) with an additional 235 seasonal beds. CDBG and ESG funding along with funding from the City and County of Sacramento will continue to provide assistance for emergency shelter needs for homeless persons throughout the Sacramento Region (City and County of Sacramento). As part of implementing the Homeless Emergency and Rapid Transition to Housing Act (HEARTH) in the Sacramento Region, SHRA continues to consult with the CoC on the programs currently receiving ESG funding. Beginning in 2014, and continuing in 2015, SHRA contracted with Volunteers of America (VOA) for the ESG funded Rapid Re-Housing Program and its emergency shelter. It continues to be the goal of the community to align ESG and CoC funding in a seamless and integrated coordinated entry system. SHRA will continue to attend and participate in the CoC committee and sub-committees to launch this effort. Continuing in 2015-16, the Winter Sanctuary will provide an 18-week emergency shelter program, operating from late November through March 31st. It is funded using County funds, private grants and donations to SSF and operated by Capital Christian Center. The program is for adult men and women who do not have any other options during the coldest months of the year. The participants meet nightly at an intake center and are transported to the participating congregation where they are greeted by volunteers. Twenty-five faith-based congregations participate in the program, volunteering to host guests for a few nights to a couple

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of weeks at a time. The congregations welcome up to 100 guests each night, offering the participants hot meals, sleeping bags, sense of community and a safe place to sleep.

As part of the 2016 Action Plan, CDBG and ESG funding is expected to continue for established programs such as the Comprehensive Alcohol Treatment Center, emergency shelters, rapid re-housing and other actions related to the prevention of homelessness.

Status of Agreement Cities

The CDBG Cooperation Agreements with Folsom, Isleton and Galt will expire on December 31, 2017 and the next renewal year begins on January 1, 2018. The HOME consortium agreement with the city of Citrus Heights will expire on December 31, 2017 and the next renewal year begins on January 1, 2018.

Isleton

The Isleton Brannan-Andrus Historical Society (IBAHS) submitted an application to the California Cultural Historic Endowment (CCHE) to seek funding for the third and final phase of the museum's rehabilitation. Upon completion, the museum will be able to transfer its exhibits from its temporary museum into the Bing Kong Tong building which will increase public access to the museum's California's Sacramento Delta cultural collections.

In 2012, SHRA partnered with IBAHS by providing \$441,000 and construction oversight of Phase 1 which included building stabilization and exterior rehabilitation as part of a blight removal and preservation of a historical building project. This phase was completed in 2014. Also in 2014, SHRA allocated \$600,000 in additional funds for Phase 2. This second phase will install handicapped-accessibility and interior improvements. SHRA has amended its contract with IBAHS so that a portion (\$75,000) of the \$600,000 allocated towards Phase 2 will be set aside as match for Phase 3. In addition staff recommends allocating an additional \$100,000 for phase 3 to complete the project to allow the IBAHS to open the museum to the public.

This project meets the CDBG National Objective of Slum Blight/Spot/Basis (24 CFR 570.208(b)(2)) for the preservation of an historic building. The Bing Kong Tong building is located in Isleton's Chinese and Japanese Commercial Districts which were listed as one historic district on the National Register of Historic Places in 1991.

Folsom, Galt, and Citrus Heights

The 2016 Action Plan proposes the allocation of \$150,000 to Galt for an infrastructure improvement project, \$150,000 to Folsom for its Seniors Helping Seniors Program and \$148,392 to Citrus Heights for its First-Time Homebuyer Program (see Attachment 2).

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DISCUSSION

This report recommends approval of the 2016 Action Plan, thereby updating the Consolidated Plan, and requests authorization to submit the plan to HUD. The Consolidated Plan is a five-year planning document covering the period 2013-17. The Consolidated Plan identifies the County's housing and community development needs and describes a long-term strategy to meet those needs. In addition, the Action Plan specifically addresses the following federally funded housing and community development programs: CDBG, HOME and ESG.

COMMISSION ACTION:

On October 7, 2015, the Sacramento Housing and Redevelopment Commission considered the staff recommendation for this item. The votes were as follows:

AYES:

NOES:

ABSENT:

MEASURES/EVALUATIONS

The proposed funding allocations for new and existing activities are consistent with the goals and objectives found in the adopted Consolidated Plan.

The Consolidated Plan goals include assisting low- and moderate-income persons and areas with the following: community services, housing, homeless facilities and services, public improvements and facilities, economic development, planning and administration.

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FINANCIAL ANALYSIS

Proposed activities are based on the following estimated revenues:

Revenue Source	Previous Years Reprogramming	2016 Estimated Revenue	Total
CDBG Entitlement	\$0	\$5,071,618	\$5,071,618
CDBG Program Income*	\$785,000	\$182,997	\$967,997
CDBG Unallocated 2014 Capital Reserve	\$700,000	\$0	\$700,000
HOME Entitlement	\$0	\$1,673,078	\$1,673,078
HOME Program Income*		\$822,004	\$822,004
NSP Program Income*	\$1,379,854	\$0	\$1,379,854
ESG Entitlement	\$0	\$429,246	\$429,246
Revenue Subtotal	\$2,864,854	\$8,178,943	\$11,043,797
2016 and Previous Years' Total	\$11,043,797		

*Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.

The CDBG Unallocated capital reserve budgeted in the 2016 One-Year Action Plan is approximately three percent (or \$264,313) of the 2016 CDBG entitlement. If Congress ultimately approves funding in a lesser amount, the reserve will be used to fund budgeted projects. SHRA is authorized to obligate the capital reserve to activities described in this Action Plan.

POLICY CONSIDERATIONS

The actions recommended in this report are consistent with previously approved policies and federal requirements.

ENVIRONMENTAL REVIEW

CDBG, ESG and HOME

Commitment of funding for new projects that could result in a direct or indirect physical change to the environment is subject to environmental review under the California Environmental Quality Act (CEQA) if implementation of the projects is authorized as part of the budgeting process.

Approval and Adoption Of The 2016 One-Year Action Plan For The Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Neighborhood Stabilization Program 1 And 3 Programs, Amendment Of Various Years' Action Plans; Amendment To The Sacramento Housing And Redevelopment Agency (SHRA) Budget; And Other Related Activities and Findings

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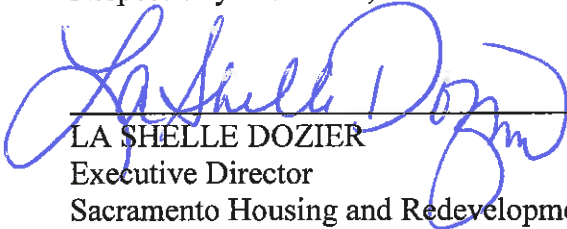
All new federally funded projects are subject to environmental review under the requirements of the National Environmental Policy Act (NEPA) and per HUD regulations prior to any commitment of federal funds for expenditure unless they are exempt from such review. Refer to Attachment 3 for additional information.

M/WBE AND SECTION 3 CONSIDERATIONS

Minority and Women's Business Enterprise requirements will be applied to all activities to the extent required by federal funding to maintain that federal funding. Section 3 requirements will be applied to the extent they may be applicable.

Respectfully submitted,

APPROVED



LA SHELLE DOZIER
Executive Director
Sacramento Housing and Redevelopment Agency

BRADLEY J. HUDSON
County Executive

Attachments:

- RES County BOS Resolution
- ATT 1 Defunded Prior Year's Activities for 2016 One-Year Action Plan
- ATT 2 Proposed 2016 One-Year Action Plan Activities
- ATT 3 Environmental Determination
- ATT 4 SHRA 2016 Multi-Family Loan and Mortgage Revenue Bond Application Schedule

RESOLUTION NO. _____

APPROVAL AND THE ADOPTION OF THE 2016 ONE-YEAR ACTION PLAN FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG), HOME INVESTMENT PARTNERSHIP (HOME) AND EMERGENCY SOLUTIONS GRANT (ESG) FUNDED PROJECTS AND PROGRAMS; AMENDMENT OF VARIOUS YEARS' ACTION PLANS; AMENDMENT TO THE SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY BUDGET; AMENDMENT TO THE CITIZEN PARTICIPATION PLAN; AUTHORIZATION TO REVISE AND IMPLEMENT MULTI-FAMILY GUIDELINE APPLICATION DATES; AUTHORIZATION TO ISSUE A NOTICE OF FUNDING AVAILABILITY AND AUTHORIZATION TO ENTER INTO CONTRACTS; AUTHORIZATION TO ALLOCATE NEIGHBORHOOD STABILIZATION PROGRAM (NSP) PROCEEDS TO THE PURCHASE AND RESALE ENTITY (PRE) PROGRAM; EXECUTE DOCUMENTS FOR THE ADMINISTRATION OF FEDERAL PROGRAMS AND OTHER ENVIRONMENTAL RELATED FINDINGS

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires adoption of a Five-Year Consolidated Plan and annual Action Plan, consistent with the Consolidated Plan, to identify the programs and projects for expenditure of federal CDBG, HOME and ESG funds; and

WHEREAS, since 1982 the Sacramento Housing and Redevelopment Agency (SHRA) on behalf of its constituent entities has served as the public entity designated to efficiently administer the CDBG, HOME and ESG funding originating from HUD on behalf of the County of Sacramento; and

WHEREAS, community development grants from HUD administered directly by the recipient are required to secure environmental clearance. SHRA is designated as the agent for the County, and is the general unit of local government for the purpose of environmental clearance on the County's behalf and on behalf of non-profit organizations which are sub-grantees;

WHEREAS, in 2008, the Neighborhood Stabilization Program 1 was approved by the Board of Supervisors by Resolution 2008-1024;

WHEREAS, in 2011, the Neighborhood Stabilization Program 3 was approved by the Board of Supervisors by Resolutions 2011-1026 (BOS), HA-2322 and RA-0921;

WHEREAS, the PRE program was approved in 2014 by Resolution 2014-0871

WHEREAS, SHRA proposes to allocate proceeds from the NSP1 and NSP3 programs to the PRE program.

WHEREAS, SHRA proposes to make the Citizen Participation Plan a joint plan of the City and County of Sacramento to be consistent with the Consolidated Plan;

WHEREAS, SHRA proposes to revise and implement the SHRA Multifamily Lending and Mortgage Revenue Bond Policies Program 2016 Application Schedule; and

WHEREAS, a duly noticed public hearing soliciting comments on the 2016 One-Year Action Plan and previous years' Action Plans was held on October 7, 2015 by the Sacramento Housing and Redevelopment Commission.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE COUNTY OF SACRAMENTO:

Section 1. All evidence presented having been duly considered, the Sacramento County Board of Supervisors accepts the findings, including the environmental findings regarding this action, as stated in Attachment 2 and 3, are approved.

Section 2. Adopts the One-Year Action Plan amendment, to defund the activities as described in Attachment 1 and SHRA is directed to amend its budget accordingly.

Section 3. Adopts the 2016 One-Year Action Plan which allocates anticipated CDBG, HOME and ESG funds to various programs and projects as set forth in Attachment 2 and SHRA is directed to amend its budget accordingly.

Section 4. SHRA is authorized to amend the allocation of CDBG funding for programs and projects in accordance with changes to prior Action Plans; allocate the CDBG, HOME, and ESG grant funding for programs and projects as set out in the 2016 Action Plan; and to amend the 2016 CDBG Unallocated Capital Reserve, HOME and ESG budgets if HUD award is less or greater than anticipated to the extent necessary to implement and ensure the timely completion of the activities set out in the 2016 One-Year Action Plan.

Section 5. SHRA is authorized to amend the NSP1 and NSP3 budgets to allocate funding for programs and funding under the PRE program.

Section 6. SHRA is authorized to amend and submit the Citizen Participation Plan.

Section 7. SHRA's Multifamily Lending and Mortgage Revenue Bond Policies Program Application Schedule is hereby adopted.

Section 8. The County Executive, or designee, is authorized to execute agreements with SHRA to carry out Action Plan activities in compliance with adopted policies, guidelines, regulations and federal law as approved to form by County Counsel.

Section 9. SHRA is authorized to make any budget adjustments and execute any and all related documents, including invoicing, contracts and amendments as necessary to carry out the federal and local programs identified in the 2016 Action Plan per SHRA adopted policies, guidelines, regulations and federal law as approved to form by SHRA Counsel.

Section 10. SHRA is delegated the authority to act as agent on behalf of the County to execute the Action Plan grant agreements with HUD and the agreements and contracts with the appropriate entities to carry out the CDBG, HOME and ESG funded activities in the amended prior years' Action Plan and in accordance with the 2016 One-Year Action Plan. Such agreements shall be consistent and in compliance with applicable federal laws and regulations and approved to form by SHRA Counsel.

Section 11. SHRA is authorized to submit the 2016 Action Plan and previous Action Plans, to HUD.

Section 12. SHRA is authorized to solicit environmental assessment, remediation and legal consulting competitive bids and proposals and award and execute contracts in accordance with adopted CDBG and Agency Procurement Policy and Procedures in support of implementing approved CDBG activities.

Section 13. SHRA is authorized to issue and award a CDBG Notice of Funding Availability (NOFA) as described in Attachment 2, to execute related contracts / agreements as approved to form by SHRA Counsel and amend its budget accordingly.

On a motion by Supervisor _____, seconded by Supervisor _____, the foregoing Resolution was passed and adopted by the Board of Supervisors of the County of Sacramento, State of California this 27th day of October, 2015, by the following vote, to wit:

Approval and Adoption Of The 2016 One-Year Action Plan And Previous Years' Action Plan
Amendments

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AYES: Supervisors,

NOES: Supervisors,

RECUSAL: Supervisors,
(PER POLITICAL REFORM ACT (§ 18702.5))

ABSENT: Supervisors,

ABSTAIN: Supervisors,

Chair of the Board of Supervisors
of Sacramento County, California

(SEAL)

ATTEST: _____
Clerk, Board of Supervisors

**County of Sacramento
2016 Action Plan
Proposed Funding Transfers**

Activities being defunded are those that have been suspended or canceled. Newly funded activities are scheduled to be implemented and completed within 18 months to comply with federal regulations governing the timely expenditure of funds. Staff recommends proposed funding transfers be appropriated to activities as described in Attachment 2.

Proposed Funding Transfers	2015 Action Plan Amendment Amount	2016 Action Plan Amount	From
CDBG Multi-Family Rehabilitation Revolving Loan Fund (RLF): Staff recommends transferring a portion of the existing loan proceeds to the CDBG Program Income (PI) Fund.	(\$785,000)	\$0	CDBG RLF
CDBG Program Income Fund: Staff recommends unallocated CDBG PI Funds be appropriated for the projects and programs as described in Attachment 2.	\$785,000	\$0	CDBG PI
Subtotal	\$0	\$0	
Unallocated 2014 Capital Reserve: Fund reserve account for overruns in capital improvement activities be appropriated for the projects and programs as described in Attachment 2.	\$700,000	\$0	Unallocated Capital Reserve
Subtotal	\$700,000	\$0	
Total Funding Transfer	\$700,000	\$0	

**County of Sacramento
2016 One-Year Action Plan and Previous Years' Activities**

The U.S. Department of Housing and Urban Development (HUD) requires a consolidated planning process for the federal Community Development Block Grant (CDBG); HOME Investment Partnership Program (HOME); and Emergency Solutions Grant (ESG) programs. This process consolidates multiple grant application requirements into a single submission. The concept of the Consolidated Plan was developed to further HUD's statutory goals through a collaborative process involving the community to establish a unified vision for future community development actions.

The Five-Year Consolidated Plan outlines proposed strategies for the expenditure of CDBG, HOME and ESG funds for the period 2013-17. In general, the mission of the Consolidated Plan is to revitalize selected lower-income neighborhoods and to assist disadvantaged populations by providing adequate public facilities and services, generating affordable housing opportunities, and stimulating economic development.

The One-Year Action Plan, and amendments, are updates to the Consolidated Plan. A key component of the One-Year Action Plan is the allocation of funds to proposed activities. This portion of the plan describes activities the jurisdiction will undertake in the coming year, including geographic locations and proposed accomplishments. Proposed activities address the priority needs and specific objectives of the 2013-17 Consolidated Plan, adopted by the Board of Supervisors on January 8, 2013.

The Sacramento Housing and Redevelopment Agency (SHRA), as the direct recipient of HUD funding, assumes the responsibility for environmental review, decision-making, and actions under the National Environmental Policy Act (NEPA). SHRA is also the lead agency for Agency initiated projects under the California Environmental Quality Act (CEQA). This Exhibit includes NEPA and CEQA citations as reference unless otherwise indicated. Additional information on environmental review can be found in Attachment 3.

In addition, a description of other actions to further the Consolidated Plan strategies is required by HUD as part of the One-Year Action Plan application. These include the Public Housing Authority Administrative Plan, the Citizen Participation Plan, the Continuum of Care Plan, Affirmatively Furthering Fair Housing (AFFH) and the 10-Year Plan to End Chronic Homelessness. These documents, on file with the Agency Clerk, are incorporated into this staff report and the record by this reference.

Proposed activities are based on the following estimated revenues:

Revenue Source	Previous Years Reprogramming	2016 Estimated Revenue	Total
CDBG Entitlement	\$0	\$5,071,618	\$5,071,618
CDBG Program Income*	\$785,000	\$182,997	\$967,997
CDBG Unallocated 2014 Capital Reserve	\$700,000	\$0	\$700,000
HOME Entitlement	\$0	\$1,673,078	\$1,673,078
HOME Program Income*		\$822,004	\$822,004
NSP Program Income*	\$1,379,854	\$0	\$1,379,854
ESG Entitlement	\$0	\$429,246	\$429,246
Revenue Subtotal	\$2,864,854	\$8,178,943	\$11,043,797
2016 and Previous Years Total	\$11,043,797		

*Program income means gross income received by the grantee or subgrantee directly generated by a grant supported activity, or earned only as a result of the grant agreement during the grant period.

The following summarizes proposed activities for 2016 and previous years. Activities are organized into the following categories; funding totals for each category are indicated.

Funding Category	Previous Years Reprogramming	Proposed 2016 Funding	Total
Infrastructure and Public Improvements	\$785,000	\$2,613,090	\$3,398,090
Housing Development, Preservation and Homeownership	\$1,679,854	\$2,821,762	\$4,501,616
Public Services	\$0	\$1,189,487	\$1,189,487
Agreement Cities	\$250,000	\$150,000	\$400,000
Grant Planning and Administration	\$150,000	\$1,140,291	\$1,290,291
2016 CDBG Capital Reserve	\$0	\$264,313	\$264,313
Funding Subtotal	\$2,864,854	\$8,178,943	\$11,043,797
Proposed Funding Total	\$11,043,797		

INFRASTRUCTURE AND PUBLIC IMPROVEMENTS

The following are recommended capital improvements of public or community-based facilities and public rights-of-way to be completed within 18 months. These activities, when appropriate, will be coordinated with other County Departments to maximize leveraging with the County's capital improvement plans.

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Family Resource Center (District 1): Project to fund common area and resource center improvements on the site of the former Fruitridge elementary school.	\$0	\$150,000	\$150,000	CDBG	03K	LMA	Environmental review is underway. See Attachment 3.
44th Avenue Pedestrian / Beautification Project - Phase 1 (District 2): Project to construct 44th Avenue pedestrian enhancements / beautification between 39th Street and Highway 99.	\$280,000	\$0	\$280,000	CDBG PI	03L	LMA	Environmental review is underway. See Attachment 3.
Florin Area New Streetlight Project (District 2) - Project will construct LED street lights within the boundary of Florin Road, Briggs Road and Lindale Drive.	\$0	\$700,000	\$700,000	CDBG	03	LMA	Environmental review is underway. See Attachment 3.

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
<p>Watt Avenue Complete Street Improvements (District 3) - Project to design sidewalk infill, ADA improvements, curb ramps and bus stops, Class II bike lanes, and streetscape enhancements on Watt Avenue between Roseville Road and Orange Grove Avenue.</p>	<p>\$0</p>	<p>\$460,000</p>	<p>\$460,000</p>	<p>CDBG</p>	<p>03K</p>	<p>LMA</p>	<p>Environmental review is underway. See Attachment 3</p>
<p>District 3 Pavement Overlays - Project to include streetscape and handicapped-accessibility improvements in to be determined eligible areas within District 3.</p>	<p>\$0</p>	<p>\$850,000</p>	<p>\$850,000</p>	<p>CDBG</p>	<p>03K</p>	<p>LMA</p>	<p>Environmental review is underway. See Attachment 3.</p>
<p>Rio Linda Community Center Rehabilitation Project (District 4) - Additional funding for previously approved project. Project includes kitchen rehabilitation, ADA improvements, including restroom, lobby and sidewalks; removal of existing light fixtures and installation of energy efficient lighting.</p>	<p>\$300,000</p>	<p>\$0</p>	<p>\$300,000</p>	<p>CDBG PI</p>	<p>03E</p>	<p>SB</p>	<p>Environmental review is complete. NEPA: Categoricaly excluded per 24 CFR 58.35(a)(3)(iii). CEQA: Exempt per Guidelines Section 15301.</p>

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
<p>Jean Harvey Community Center Water Line (District 5)- Additional funding for previously approved project to complete the construction and installation of water wells, well shed, fencing, port-potties and potable water during construction for the Community Center</p>	\$30,000	\$0	\$30,000	CDBG PI	03J	LMA	Environmental review is complete. This project was previously analyzed and cleared in accordance with CEQA and NEPA in 2013.
<p>Hood ADA Restroom (District 5) - Funds to purchase and install a utility-free flush restroom; project also to include site work (i.e., earthwork for utilities, electrical and water), concrete pad and pathway, landscaping and irrigation.</p>	\$175,000	\$0	\$175,000	CDBG PI	03F	SB	Environmental review is underway. See Attachment 3.
<p>Public Facility Notice of Funding Availability (NOFA): SHRA to issue and award a NOFA for CDBG-eligible capital improvements to a public facility located in low- and moderate-income area.</p>	\$0	\$100,000	\$100,000	CDBG	03E	LMA	Environmental review is complete. NEPA Exempt per 24 CFR 58.34(a)(3) CEQA Exempt per Guidelines Section: 15061(b)(3)

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Capital Improvements Scoping: Funding for early cost estimates, resource identification, conceptual design, environmental studies and/or the development of plans, strategies and studies for CDBG-eligible projects. Location and scope to be determined by an internal process of requests on first-come, first-served basis. CDBG staff to determine eligibility.	\$0	\$100,000	\$100,000	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8). CEQA: Exempt per Guidelines Section 15061(b)(3).
Environmental Delivery: Remediation, brownfields, staffing and supportive services for environmental review activities	\$0	\$50,000	\$50,000	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3)
Public Improvements Delivery: Staffing and supportive services for Choice Neighborhoods Initiative, Section 3 related activities, environmental and capital improvement projects in 2016.	\$0	\$203,090	\$203,090	CDBG	03	LMA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Total Infrastructure and Public Improvements	\$785,000	\$2,613,090	\$3,398,090				

AGREEMENT CITIES									
Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance		
Folsom - Seniors Helping Seniors Handyman Program: Funds to be used for the City's Seniors Helping Seniors Handyman Program which includes minor repairs to correct health and safety deficiencies.	\$0	\$150,000	\$150,000	CDBG	14A	LMH	Environmental review is complete. See Attachment 3.		
Isleton - Bing Kong Tong Historic Rehabilitation - Funds to provide for design and construction of equipment integral to the operation of the facility; including spot/blight removal and health/safety to complete the museum's interior.	\$100,000	\$0	\$100,000	CDBG	16B	SBS	Environmental review is underway. See Attachment 3.		
Galt - Central Corridor Street Improvements: Funds to be used for the design of complete street improvements on 4th Street and C Street in Historic Old Town and Downtown. Improvements consist of enhanced pedestrian, landscaping and drainage improvements	\$150,000	\$0	\$150,000	CDBG	03K	LMA	Environmental review is complete. NEPA Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8); CEQA Exempt per Guidelines Section 15061(b)(3)		
Total Agreement Cities	\$250,000	\$150,000	\$400,000						

HOUSING DEVELOPMENT, PRESERVATION AND HOMEOWNERSHIP									
Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance		
Multi-Family Housing Acquisition and Rehabilitation Provides loans for the acquisition and rehabilitation of low- and moderate-income multi-family housing	\$400,000	\$200,000	\$600,000	CDBG	14B	LMH	Environmental review is complete. See Attachment 6.		
	\$0	\$36,306	\$36,306	CDBG PI	14B	LMH			
	\$0	\$678,689	\$678,689	HOME	NA	NA			
	\$0	\$369,902	\$369,902	HOME PI	NA	NA			
Multi-Family Housing Acquisition and Rehabilitation Subtotal									
Multi-Family Housing New Construction: Provides loans for the construction of low- and moderate-income multi-family housing.	\$0	\$678,689	\$678,689	HOME	NA	NA	Environmental review is complete. See Attachment 6.		
	\$0	\$369,902	\$369,902	HOME PI	NA	NA			
Multi-Family Housing New Construction Subtotal									
Neighborhood Stabilization Program 1 and 3: Provides proceeds from NSP towards the Purchase and Resale Entity (PRE) Program (approved in 2014) for rehabilitating and selling single-family homes to low-income first time homebuyers.	\$433,209	\$0	\$433,209	NSP 1	NA	NA	Environmental review is complete. See Attachment 3		
	\$796,645	\$0	\$796,645	NSP 3	NA	NA			
NSP 1 & 3 Total									
	\$1,229,854	\$0	\$1,229,854						

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
<p>City of Citrus Heights First-Time Homebuyer Program: Provides down payment assistance, closing costs, homeownership education and counseling to income eligible first-time homebuyers</p>	\$0	\$148,392	\$148,392	HOME	NA	NA	<p>Environmental review is complete. NEPA Exempt per 24 CFR 58.34(a)(4) and Cat Ex per 24 CFR 58.35(b)(1) and (b)(2). CEQA Exempt per Guidelines Section 15061(b)(3).</p>
<p>Minor Repair & ADA for Seniors and Low-Income Homeowners Program: Provides for administrative costs associated with minor home repairs for low- and moderate-income homeowners and the administrative oversight for the Home Assistance Repair Program for Seniors (HARPS).</p>	\$0	\$46,000	\$46,000	CDBG	14H	LMH	<p>Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).</p>
<p>Emergency Repair Program/Accessibility Grant Program (ERP-A): Provides funds for the program and its administration, staffing and delivery. This program provides grants of up to \$5,000 each to very-low income homeowners for emergency health and safety repairs and grants of up to \$5,000 each to low-income disabled residents for accessibility modifications.</p>	\$50,000	\$0	\$50,000	CDBG	14A	LMH	<p>Environmental review is complete. See Attachment 3.</p>

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Housing Programs Delivery: Supportive services for affirmatively furthering fair housing, affordable housing/multi-family rehabilitation/new construction, Section 3 related activities, environmental and emergency repair/accessibility programs in 2016	\$0	\$293,882	\$293,882	CDBG	14A/14B/14G	CDBG	Environmental review is complete. NEPA Exempt per 24 CFR 58.34(a)(3) CEQA Exempt per Guidelines Section 15061(b)(3)
Housing Development, Preservation and Homeownership Total	\$1,679,854	\$2,821,762	\$4,501,616				

PUBLIC SERVICES

The following are recommended funding allocations to support human assistance programs. For CDBG, HUD limits funding for public services to 15 percent of the total amount of entitlement and program income.

Emergency Solutions Grant: Funds to provide homeless prevention and rapid re-housing in addition to emergency housing/shelters, delivery, operations and maintenance of facilities and essential supportive services per ESG regulations	\$0	\$397,053	\$397,053	ESG	NA	NA	Environmental review is complete. NEPA Exempt per 24 CFR 58(a)(3) and (4). CEQA Exempt per Guidelines Section 15061(b)(3)
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Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Homeless Activities: Funds will be used to design, administer, and implement homeless programs including but not limited to housing and shelter, detoxification, medical and counseling services, and the provision of food.	\$0	\$362,434	\$362,434	CDBG	05	LMC	Environmental review is complete. NEPA: Exempt per 24 CFR 58(a)(3) and (4). CEQA: Exempt per Guidelines Section 15061(b)(3).
Meals on Wheels: Provides meals to homebound seniors and to non-homebound seniors at over 20 dining sites	\$0	\$430,000	\$430,000	CDBG	05A	LMC	Environmental review is complete NEPA. Categoricaly excluded per 24 CFR 58.35(b)(2) CEQA. Exempt per Guidelines Section 15061(b)(3).
Total Public Services	\$0	\$1,189,487					

GRANT PLANNING AND ADMINISTRATION

The following are related to immediate/intermediate term program planning, community participation and general program administration. For CDBG, HUD limits funding for planning and administration to 20 percent of the total amount of entitlement and program income. For HOME, the limit is 10 percent. For ESG, the limit is 7.5 percent.

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Consolidated Planning: Planning related to public facility and infrastructure improvements, affordable housing and homeless/HEARTH Act activities	\$0	\$100,000	\$100,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and 58.34(a)(8) CEQA: Exempt per Guidelines Section 15262.
Fair Housing Activities: Provides funds to further fair housing, including outreach, referral and other eligible activities to affirmatively further fair housing.	\$0	\$100,000	\$100,000	CDBG	21D	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4). CEQA: Exempt per Guidelines Section 15061(b)(3).

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
Promise Zone Planning: Funds to provide staffing and grant application activities.	\$0	\$50,000	\$50,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4). CEQA: Exempt per Guidelines Section 15061(b)(3).
Coordinated Exit: Provides funds for the planning and design of coordinated exit from homeless programs into permanent affordable housing.	\$0	\$50,000	\$50,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4). CEQA: Exempt per Guidelines Section 15061(b)(3).
Emergency Shelter Planning: Provides funds related to issuing a request for proposal/qualifications, award and consultant contract to provide a study on Sacramento's emergency shelters.	\$0	\$50,000	\$50,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(4). CEQA: Exempt per Guidelines Section 15061(b)(3).
First Source Sacramento Administration: Provides funding for program administrative oversight, including costs related to software maintenance agreement	\$0	\$5,000	\$5,000	CDBG	20	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.32(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
ESG Program Administration: Administrative services for the implementation of ESG-funded activities in 2016.	\$0	\$32,193	\$32,193	ESG	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Home Program Administration: Administrative services for the implementation of HOME-funded activities in 2016	\$0	\$167,308	\$167,308	HOME	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3)
HOME Program Administration Subtotal			\$249,508				
Section 3 Program Delivery: Supportive services for First Source Sacramento and Section 3 related actives in 2016.	\$0	\$15,000	\$15,000	CDBG	21A	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3)

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
CDBG Planning and Administration: Administrative and planning services for CDBG programs in 2016.	\$0	\$341,899	\$341,899	CDBG	21A	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
	\$0	146,691	\$146,691	CDBG PI	21A	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
		\$0	\$488,590				
Total CDBG Planning and Administration			\$488,590				

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
NSP Delivery: Supportive services to deliver the NSP1 & 3 programs in 2016.	\$95,000	\$0	\$95,000	NSP1	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
	\$55,000	\$0	\$55,000	NSP2	NA	NA	Environmental review is complete. NEPA: Exempt per 24 CFR 58.34(a)(1) and (a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3).
Total NSP Delivery	\$150,000	\$0	\$150,000				
Total Planning and Administration	\$150,000	\$1,140,291	\$1,290,291				

Activity Name	Previous Years Reprogramming	2016 Proposed Funding	Total Funding	Source	CDBG IDIS Matrix Code	CDBG National Objective	Environmental Clearance
<p>Capital Reserve: Reserve account for overruns in capital improvement activities and to fund budgeted activities in 2016 if CDBG entitlement is less than anticipated. The reserve is also available to cover unanticipated project and program costs to bring an activity to completion. The full amount of the reserve is available to ensure the timely completion of the activities.</p>	<p>\$0</p>	<p>\$264,313</p>	<p>\$264,313</p>	<p>CDBG</p>	<p>22</p>	<p>NA</p>	<p>Not subject to environmental review.</p>

**County of Sacramento
Environmental Determination**

Family Resource Center: Project to fund common area and resource center improvements. Environmental review for these activities is underway and they will likely be Categorical Excluded under NEPA per 58.35(a)(iii) and Categorical Exempt under CEQA per Guideline Section 15301. Environmental review will be completed prior to a project contract being executed.

County Department of Transportation (DOT) Projects

County DOT projects include, but are not limited to, District 3 Pavement Overlays, 44th Avenue Pedestrian/Beautification Project, Watt Avenue Complete Streets Improvements, Florin Area Streetlight Project and Fruitridge Neighborhood Pavement Overlays and Arden Park Neighborhood Pavement Overlays projects. Descriptions of these projects are provided in Attachment 2. Environmental review for these activities is underway and they will likely be Categorical Excluded under NEPA per 58.35(a)(1) and Categorical Exempt under CEQA per Guideline Section 15301. Environmental review will be completed prior to a project contract being executed.

Public Facility Notice of Funding Availability (NOFA): SHRA to issue Notice of Funding Availability (NOFA) for CDBG-eligible capital improvements to a public facility located in low- and moderate-income areas. NEPA: Exempt as an administrative action per 24 CFR 58.34(a)(3). CEQA: Exempt per Guidelines Section 15061(b)(3). This action does not include any funding commitments or approvals for any specific project. As individual projects are identified for acquisition and/or rehabilitation, environmental review will be required prior to taking any choice limiting action or discretionary action on those specific projects.

Folsom Seniors Helping Seniors Handyman Program: Funds to be used for the City's Seniors Helping Seniors Handyman Program which includes minor repairs to correct health and safety deficiencies. Administration and delivery/staff costs are exempt under NEPA per 24 CFR 58.34(a)(3) and Exempt under CEQA per Guidelines Section 15061(b)(3). The repair component activities are Exempt under NEPA per 24 CFR 58.34(a)(10) and Categorical Excluded per 58.35(b)(3) and Categorical Exempt under CEQA per Guidelines Section 15301. Review is complete for this activity. However, any activities not covered under this environmental review are subject to additional review under CEQA and/or NEPA prior to project commencement.

Multi-Family Acquisition and Rehabilitation Program: This program provides funding for the acquisition and rehabilitation of low- and moderate-income multi-family housing. This action does not include any funding commitments or approvals for any specific project. As individual projects are identified for acquisition and/or rehabilitation, environmental review will

be required prior to taking any choice limiting action or discretionary action on those specific projects.

Multi-Family Housing New Construction: Loans for the construction of multi-family housing. This action does not include any funding commitments or approvals for any specific project. As individual projects are identified for new construction, environmental review will be required prior to taking any choice limiting action or discretionary action on those specific projects.

Emergency Repair Program/Accessibility Grant Program (ERP-A): This program provides funding for the program's administration, delivery/staff costs and grants of up to \$5,000 each to very-low income homeowners for emergency health and safety repairs as well as grants to low-income disabled residents for accessibility modifications. Administration and delivery/staff costs are exempt under NEPA per 24 CFR 58.34(a)(3) and Exempt under CEQA per Guidelines Section 15061(b)(3). The emergency repair/accessibility component includes repairs and improvements to existing structures to control threats to public safety and accessibility improvements which will remove barriers that restrict mobility of and accessibility by elderly and disabled persons. These activities are Exempt under NEPA per 24 CFR 58.34(a)(10) and Categorically Excluded per 58.35(b)(3) and Categorically Exempt under CEQA per Guidelines Section 15301. Review is complete for this activity. However, any activities not covered under this environmental review are subject to additional review under CEQA and/or NEPA prior to project commencement.

Neighborhood Stabilization Program 1 and 3: Provides proceeds from NSP towards the Purchase and Resale Entity (PRE) Program (approved in 2014) for rehabilitating and selling single-family homes to low-income first time homebuyers. Individual properties in this program were reviewed and cleared under CEQA and NEPA in 2015. Environmental Review Records are on file at SHRA.

Sacramento Housing and Redevelopment Agency Multi-Family Loan and Mortgage Revenue Bond Application 2016 Schedule, Priorities, and Anticipated Funding

July 9% TCAC & CDLAC Applications:

Pre-Application Deadline	Jan. 4, 2016
Application Deadline	March 1, 2016
Environmental Deadline*	April 20, 2016
Sacramento Housing and Redevelopment Commission (SHRC)	June 1, 2016
Board of Supervisors/Cuity Council (Board/Council)	June 21, 2016
Est. 9% TCAC/CDLAC Application Deadlines	July 6, 2016/July 15, 2016

October CDLAC Application:

Pre-Application Deadline	April 1, 2016
Application Deadline	June 1, 2016
Environmental Deadline*	August 10, 2016
SHRC	Sept 21, 2016
Board/Council	Oct 11, 2016
Est. CDLAC Application Deadline	October 21, 2016

January CDLAC Application:

Pre-Application Deadline	June 1, 2016
Application Deadline	August 1, 2016
Environmental Deadline*	October 5, 2016
SHRC	November 16, 2016
Board/Council	December 6, 2016
Est. CDLAC Application Deadline	January 20, 2017

March 9% TCAC & CDLAC Applications:

Pre-Application Deadline	August 1, 2016
Application Deadline	October 3, 2016
Environmental Deadline*	December 14, 2016
SHRC	February 1, 2017
Board/Council	February 21, 2017
Est. 9% TCAC/CDLAC Application Deadlines	March 1, 2017/March 17, 2017

May CDLAC Application:

Pre-Application Deadline	November 1, 2016
Application Deadline	January 3, 2017
Environmental Deadline*	March 9, 2017
SHRC	April 19, 2017
Board/Council	May 9, 2017
CDLAC Application Deadline	May 19, 2017

*Environmental clearance (CEQA and NEPA) not received by this date will result in project approvals being delayed and the CDLAC/TCAC application being submitted at a later date.

2016 Anticipated Multifamily Loan Funding:

City of Sacramento

HOME**	\$2.9 million
CDBG (prevailing wage rehabilitation)	\$1.0 million
Housing Trust Fund (workforce housing)	\$2.6 million

County of Sacramento

HOME**	\$3.0 million
CDBG (prevailing wage rehabilitation)	\$2.2 million
Housing Trust Fund (workforce housing)	\$0.3 million
County Affordable Housing Program (workforce housing)	\$1.5 million
Mental Health Services Act (permanent supportive housing)	\$0.8 million

* Includes anticipated 2016 revenues and prior years unallocated balances

** Prevailing wages required if more than 11 units assisted

**Multifamily Lending and Mortgage Revenue Bond Policies
For Projects of 12 or More Units**

Adopted by the Sacramento County Board of Supervisor and County Housing Authority
on March 10, 2009

Adopted by the Sacramento City Council and City Housing Authority on March 17, 2009

1.1. Eligible projects and project priorities. Funding recommendations for Agency financing will be made based on the project priorities set out below. Projects seeking issuance of mortgage revenue bonds without Agency financing are not subject to these priorities. Pre-application approval, followed by approval of a full application, is required before being eligible for funding.

Applications seeking funding to be used in conjunction with the 9% Low Income Housing Tax Credit Program (LIHTC) are subject to the priorities for that program, included as Exhibit 1 to these guidelines.

For a listing of funding sources and their specific requirements, please see Exhibit 2.

Affordable housing priorities:

1. Preservation

Preservation of projects which are currently publicly subsidized, but at risk of losing affordability restrictions due to sale, termination, or public subsidy reductions.

2. Recapitalization

Substantial rehabilitation of projects with affordability restrictions, including projects that have reached the expiration of their 15-year tax credit compliance period, but only in conjunction with new mortgage revenue bonds, tax credits, and/or other affordable housing resources to the greatest extent feasible.

3. Inclusionary housing

New construction to meet inclusionary housing requirements under the City of Sacramento Mixed Income Housing Ordinance or the County of Sacramento Affordable Housing Ordinance, but only in conjunction with mortgage revenue bonds, tax credits, a State subsidy, and/or a contribution of land and monetary financial assistance from the master developer.

4. Rehabilitation and new production

Substantial rehabilitation of other projects, with preference among City projects to those located in redevelopment areas; and

New construction of affordable housing including low-income, mixed-income, or workforce housing, with preference to projects in census tracts where the poverty rate is less than 30 percent; projects that meet redevelopment goals; projects located within ¼ mile of a Transit Hub (as defined by State Transit Oriented Development Program Guidelines); or development of sites identified as being appropriate for affordable housing in the Housing Element.

Maps of City redevelopment areas and census tracts where the poverty rate is less than 30 percent are presented in Exhibits 3 and 4 respectively.

**Multifamily Lending and Mortgage Revenue Bond Policies
For Projects of 12 or More Units**

EXHIBIT 1

9% LOW INCOME HOUSING TAX CREDIT PROGRAM PRIORITIZATION

The Agency shall accept applications for projects to be considered under this policy no later than four months prior to the anticipated application due dates for the California Tax Credit Allocation Committee (TCAC), which are mid-April (1st Funding Round) and mid-July (2nd Funding Round) each year.

Projects shall be reviewed under the Agency's multifamily lending policies to determine the feasibility and financial need of the proposed project. In addition, staff shall evaluate the proposed project for competitiveness under the 9% LIHTC program, as well as other available funding sources, such as the State of California's Multifamily Housing Program.

Projects that appear competitive for funding under the 9% LIHTC program and in need of Agency financial assistance shall be ranked based on the prioritization outlined below. The project with the highest tier ranking will be given priority for funding by the Agency.

Prioritization of Projects

Tier 1

- Acquisition/Rehabilitation or new construction designed and programmed to serve special needs tenants, such as chronically homeless individuals or families.
- Acquisition/Rehabilitation or new construction which will augment or safeguard the City of Sacramento's inventory of single room occupancy units.

Tier 2

- Acquisition/Rehabilitation projects that have community development benefits (i.e. blight removal, acquisition of multiple parcels under multiple ownership, projects included in an implementation plan or identified by the Agency as a catalyst project).

Tier 3

- New construction projects that have community development benefits (i.e. blight removal, acquisition of multiple parcels under multiple ownership, transit oriented developments, projects included in an implementation plan or identified by the Agency as a catalyst project).

**Multifamily Lending and Mortgage Revenue Bond Policies
For Projects of 12 or More Units**

EXHIBIT 2

FUNDING SOURCES

Redevelopment Tax Increment Funds – REDEVELOPMENT ELIMINATED IN 2012

The City and County of Sacramento have redevelopment areas which generate funds, called tax increment (TI), from increasing property values. A minimum of 20 percent of these tax increment funds must be used to house persons of very low, low, and moderate-income.

Affordability levels for tax increment-assisted units are determined by many factors, including consistency with local Housing Element goals and certain percentage requirements for very low- and low-income households established in state law. The maximum affordability levels are 110 percent of the Area Median Income (AMI), considered "moderate-income" housing.

Housing Trust Funds (HTF)

The City and County Housing Trust Funds raise local revenues for affordable housing from fees placed on non-residential development, such as offices, hotels, retail, businesses, and medical facilities. The program is based on a nexus analysis demonstrating that the new commercial development employs very low- and low-income workers who in turn create a demand for affordable housing. The fee-generated revenue is used to increase the supply of housing for persons in or likely to be in the labor force. Housing trust funds are primarily used for new construction or for substantial rehabilitation to produce net new housing.

- Incomes: The City housing trust fund serves households up to 80 percent of AMI ("low-income"), with priority given to very low-income households. The County trust fund serves households up to 50 percent of AMI ("very low-income").
- Workforce housing: For a project to be eligible, there must be a reasonable expectation that the prospective residents will be in the labor force in the area. The funds are not used for senior housing.
- Location preference: Preference is given to locations within one-quarter mile of existing or planned transit services. Overall, the program should finance assisted units within seven miles of the aggregate sources of the employment-generated revenues.

Federal Funds

As the housing finance agency for the City and County of Sacramento, SHRA uses funding from the federal Home Investment Partnership (HOME) and Community Development Block Grant (CDBG) Programs, which are received by the City and County as entitlement jurisdictions. A summary of the conditions and restrictions particular to each funding source is provided below.

Home Investment Partnership Program (HOME) funds. At least 20 percent of HOME-assisted units in each project of five or more HOME-assisted units must be reserved for households with incomes below 50 percent of AMI and leased at rents affordable to such households. All remaining HOME-assisted units must be reserved for households with incomes below 60 percent of AMI with rents not to exceed 65 percent. Minimum affordability restrictions range from a minimum term of 5 years to 55 years depending on the amount of assistance provided.

Community Development Block Grant (CDBG) funds. Generally, at least 51 percent of units in a project assisted with CDBG funds must be affordable to households with incomes below 80 percent of AMI. New construction can only be assisted if it is carried out by a Community Based Development Organization.

County Fee Waiver/Deferral Program

The Agency assists in the administration of the County of Sacramento's Impact Fee Waiver and Deferral Program for affordable housing projects. Only projects located in the unincorporated area are eligible for impact fee waivers/deferrals, with the exception that Sacramento Regional Sanitation District and Sacramento Area Sewer District (formerly CSD-1) fee waivers are available to cities in the county and unincorporated areas, where applicable.

The total number of fee waivers is capped by the County annually at 200 dwelling units or 5 percent of the number of dwelling units for which residential building permits for new construction in the unincorporated County were issued in the previous year, whichever is greater.

- **Fee Deferrals.** In order to qualify for fee deferrals, a project must have 1) a minimum of 10 percent of units restricted for rent to households having incomes less than or equal to 50 percent of AMI; or 2) a minimum of 49 percent of units restricted for rent to households having incomes less than or equal to 80 percent of AMI. Payment of deferred fees is due 24 months from start of construction or upon the close of permanent loan financing, whichever is earlier.
- **Fee Waivers.** In order to qualify for fee waivers, a project have a minimum of 10 percent of its units restricted for rent to households having incomes less than or equal to 50 percent of AMI. Fees will be waived in an amount proportional to the percentage of very low income units restricted.

Mental Health Services Act Program

The State of California Mental Health Services Act (MHSA) Housing Program was established to fund permanent supportive housing (PSH) projects for people with psychiatric disabilities and children with serious emotional disturbance.

There are two pools of funds that are provided in three year cycles. "One-time" funds are provided by the State directly to the County and applications are accepted over-the-counter through SHRA and through Sacramento County Division of Mental Health (DMH). The other sources of MHSA funds are controlled by CalHFA and applications are submitted over-the-counter to CalHFA.

Contact must be made early in the process with SHRA staff and the Sacramento County Department of Mental Health for their approval of the proposed project concept as well as to receive a preliminary services commitment.

Eligible Applicants will be organizations meeting the California Department of Housing and Community Development's (HCD) Sponsor eligibility requirements for Supportive Housing Program as detailed in MHP Regulations, California Code of Regulations, Title 25, Division 1, Chapter 7, Subchapter 4.

Eligible Projects include only permanent supportive housing (PSH) units. PSH is defined to include all of the following: tenant holds a lease and has rights of tenancy, tenant has a private space that is locked and that only they have access to, and participating in supportive services is not a requirement of tenancy.

Eligible Uses of Funds include: acquisition of vacant property, acquisition and rehabilitation of an existing development, construction of a new development, capitalizing operating costs, and predevelopment costs associated with an eligible project proposal. Funds can be awarded as a grant or a loan, whichever assists in project feasibility and/or meets the requirements of other sources of funding.