



NOTICE OF REGULAR MEETING
**Sacramento Housing and
Redevelopment Commission**
Wednesday, September 6, 2017 – 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, please limit your comments to three minutes, so that everyone may be heard. If you wish to speak under Citizens Comments or on a posted agenda item, please fill out a speaker card and present it to the Agency Clerk. SHRA provides opportunities for the public to address the Commission at this time in order to listen to opinions regarding non-agendized matters within the subject matter jurisdiction of SHRA. 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. Members of the public with questions are encouraged to contact staff before or after the meeting. Commission attendees are requested to silence any electronic devices that they have in their possession during the meeting.

APPROVAL OF MINUTES - August 16, 2017 and August 30, 2017

PUBLIC HEARING

1. 2018 Annual Plan for the Housing Authority of the City of Sacramento (HACS) and the Housing Authority of the County of Sacramento (HACOS); Submission of the 2018 Annual Plan to the U.S. Department of Housing and Urban Development

WORKSHOP

2. SHRA Budget Workshop - Overview

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.



INVESTING IN COMMUNITIES

MINUTES

Sacramento Housing and Redevelopment Commission (SHRC)

Meetings of August 16, 2017

Meeting noticed on August 11, 2017

ROLL CALL

The Sacramento Housing and Redevelopment Commission meeting was called to order at 6:00 p.m. by Vice Chair Raab.

MEMBERS PRESENT: Alcalay, Griffin, Johnson, Macedo, Morgan, Raab, Simas, Staajabu

MEMBERS ABSENT: Creswell, Painter, (one vacancy)

STAFF PRESENT: La Shelle Dozier, David Levin, James Shields, Tyrone Williams, Angela Hall, Tina Mckenney, Angela Jones, Christine Weichert, Yvonne Dang, Bern Wikhammer, Sarah Thomas, Michael Snyder, Celia Yniguez, Tanya Tran, Jackie Martinez-Juarez, Anne Nicholls, Geoff Ross.

APPROVAL OF AGENDA - the agenda was approved as submitted.

CITIZENS COMMENTS – Jeffery Tardaguilla provided comment.

APPROVAL OF MINUTES - The August 2, 2017 minutes were approved unanimously, with a correction to item number six to reflect that Commissioner Alcalay made the motion to approve and Commissioner Griffin seconded the motion.

PUBLIC HEARINGS

1. Approval of Disposition and Development Agreements (DDA) and Related Loan Agreements for the Housing Authority Vacant Lots

Jackie Martinez-Juarez presented the item.

Commissioner Morgan motioned to approve the staff recommendation in the report. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Raab, Simas, Staajabu

NOES: None

ABSENT: Creswell, Painter, (one vacancy)

ABSTAIN: Johnson

2. 2017 Action Plan Amendment, Neighborhood Stabilization Program Closeout, Demolition and Disposition of 3740 9th Avenue

Celia Yniguez presented the item.

Commissioner Simas motioned to approve the staff recommendation in the report. Commissioner Macedo seconded the motion. The votes were as follows:

AYES: Alcalay, Griffin, Macedo, Morgan, Raab, Simas, Staajabu, Johnson

NOES: None

ABSENT: Creswell, Painter, (one vacancy)

ABSTAIN: None

PRESENTATIONS

3. Comprehensive Annual Financial Report (CAFR) for the Sacramento Housing and Redevelopment Agency - City Report

4. Comprehensive Annual Financial Report (CAFR) for the Sacramento Housing and Redevelopment Agency - County Report

Tina Mckenney presented items 3 and 4 together.

5. Housing Choice Voucher (HCV) Program Efficiencies: Resident Portal

Sarah Thomas and Michael Snyder presented the item.

Commissioner Griffin asked to be kept apprised of the progress on the Public Housing online rent payment portal.

Jeffery Tardaguilla provided general comments.

EXECUTIVE DIRECTOR REPORT

La Shelle Dozier reviewed the following:

- Next Meeting is on September 6th.
- Commissioner Ethics Training is on August 30th 5:30 pm -7:30 pm.
- Events Calendar – Curtis Park Grand Opening – August 18th at 11am.

COMMISSION CHAIR REPORT

None.

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

Commissioner Macedo thanked staff for the early invitation to the meeting at Twin Rivers.

ADJOURNMENT

As there was no further business to be conducted, Vice Chair Raab adjourned the meeting at 6:53 pm.

Clerk



INVESTING IN COMMUNITIES

MINUTES

Sacramento Housing and Redevelopment Commission (SHRC)

Meetings of August 30, 2017

Meeting noticed on August 25, 2017

ROLL CALL

The Sacramento Housing and Redevelopment Commission meeting was called to order at 5:30.

MEMBERS PRESENT: Alcalay, Creswell, Griffin, Johnson, Macedo, Morgan,
Painter, Raab, Simas,

MEMBERS ABSENT: Staajabu (one vacancy)

STAFF PRESENT: David Levin, Vickie Smith, Lira Goff

1. Ethics Training for SHRA Commissioners in compliance with AB 1234.

Jennifer Shaw presented the training.

ADJOURNMENT

As there was no further business to be conducted, Chair Creswell adjourned the meeting at 7:35 pm.

Clerk

September 6, 2017



Sacramento Housing and Redevelopment Commission
Sacramento, California

Honorable Members in Session:

SUBJECT 2018 Annual Plan for the Housing Authority of the City of Sacramento (HACS) and the Housing Authority of the County of Sacramento (HACOS); Submission of the 2018 Annual Plan to the U.S. Department of Housing and Urban Development (HUD)

RECOMMENDATION

Staff will recommend, at the September 20, 2017 meeting, adoption of the attached resolution which: 1) certifies that the required public hearing has been held and comments have been received and considered, 2) approves the *2018 Public Housing Agency (PHA) Annual Plan* consisting of the *Public Housing Admissions and Continued Occupancy Policy* for both HACS and HACOS, and the *Administrative Plan* for the Housing Choice Voucher (HCV) program for HACOS only, 3) authorizes the Executive Director or her designee to make non-substantive changes to the *Plan* based on additional public comments, 4) authorizes the Executive Director or her designee to make changes to the *PHA Plan* as directed by HUD or required for compliance with the Quality Housing and Work Responsibility Act of 1998, 5) certifies that the plan is consistent with the *Consolidated Plan* per 24 Code of Federal Regulations (CFR) §903.15, and 6) authorizes the Executive Director or her designee to execute and submit all required documents for the submission and certification of compliance of the *2018 PHA Annual Plan* to HUD or to comply with the Quality Housing and Work Responsibility Act of 1998.

CONTACT PERSONS

LaTanna Jones, Assistant Director, Conventional Housing Program, 916-440-1334
Sarah Thomas, Assistant Director, Housing Choice Voucher Program, 916-440-1397
Cecette Hawkins, Management Analyst, Conventional Housing Program, 916-440-1658
MaryLiz Paulson, Management Analyst, Housing Choice Voucher Program, 916-449-6201

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SUMMARY

This report recommends consideration of the *2018 PHA Annual Plan (Plan)* for the Housing Authorities of the City (Attachment 1) and County (Attachment 2) of Sacramento (collectively "Housing Authority") that are consistent with the *Five-Year Consolidated Plan (2013-2019)*.

The *2018 PHA Plan* also consists of:

- *Public Housing Admissions and Continued Occupancy Policy (ACOP)* for the Housing Authority of the City of Sacramento (Attachment 3) ;
- *Public Housing Admissions and Continued Occupancy Policy (ACOP)* for the Housing Authority of the County of Sacramento (Attachment 4);
- *Administrative Plan for the Housing Choice Voucher program (Administrative Plan)* for the Housing Authority of the County of Sacramento (Attachment 5);
- *Capital Fund Plan Five-Year Action Plan* for the Housing Authority of the City of Sacramento (Attachment 6); and
- *Capital Fund Plan Five-Year Action Plan* for the Housing Authority of the County of Sacramento (Attachment 7).

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 goals to improve operating efficiencies and services to residents. These documents can be found on SHRA's website at www.shra.org (click on PHA Annual Plan to access draft documents for 2018).

BACKGROUND

Applicable federal law and HUD regulations require that each Housing Authority develop and adopt a *Plan* and update it on an annual basis. The 2018 PHA Plan is an annual update to the Five-Year PHA Plan. The Housing Authority submitted its last Five-Year Plan to HUD in 2014 for 2015-2019. The next Five-Year Plan is due in 2019 for the 2020-2024 period.

Staff updated the programs' guiding policy documents after reviewing internal procedures, available funding and new HUD regulations. There are 27 significant changes proposed for 2018 (Attachment 8). They are organized as follows:

- 10 significant changes proposed by the Public Housing program; and
- 17 significant changes proposed by the HCV program.

These proposed changes were presented to the Sacramento Resident Advisory Board (SRAB), which then solicited resident input about proposed changes to the policy documents and proposed changes at their public housing sites.

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Notices announcing the 45-day public comment period and the location of the draft documents were published in local newspapers and posted on the website at www.shra.org.

The Annual Plan contains summaries of the significant changes proposed for 2018. The following policy documents have been revised to incorporate these changes:

- The Conventional Public Housing program's policies are contained in policy document called the *Admissions and Continued Occupancy Plan (ACOP)*.
- The Conventional Public Housing program's plan for the current year's utilization of Capital Grant funds are included in the *Capital Fund Five-Year Action Plan*, and
- The Housing Choice Voucher (HCV) program's policies are contained in the *Administrative Plan*.

Significant changes

Significant changes to the 2018 ACOP include three regulatory updates to the policy to align with new HUD regulations. Other changes include:

- 1) update to documents that are accepted as proof of custody when a single parent is adding a child to the household,
- 2) the provision of additional time to households to respond to the PHA when the wait list is being purged,
- 3) update to the notification process for residents when they request a transfer to another unit,
- 4) clarification of charges when households are being transferred to another unit,
- 5) the screening of elderly and/or disabled family members who are added to a household, and
- 6) regulatory updates to the Violence Against Women's Act (VAWA).

Information on all significant changes can be found in the attached *Significant Changes to the 2018 ACOP and HCV Administrative Plan* document (see Attachment 8).

Significant changes to the 2018 HCV Administrative Plan include two regulatory updates to policies to align with new HUD regulations. Other changes include:

- 1) lengthening the timeframe for responses to purging the existing waitlist,
- 2) the screening of elderly and/or disabled family members who are added to a household,
- 3) language to clarify additional family members impacted when one person is incarcerated,
- 4) language to create additional housing expeditiously for homeless families, and

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- 5) regulatory updates as a result of the Housing Opportunities through Modernization Act of 2016 (HOTMA).

Information on all significant changes can be found in the attached *Significant Changes to the 2018 HCV Administrative Plan and ACOP* document.

FINANCIAL CONSIDERATIONS

The *Capital Fund Program (CFP) Five-Year Action Plan* identifies the anticipated annual allocations from HUD and the proposed uses for those funds. The 2018 Annual Plan (CFP) updates the Five-Year Action Plan and makes annual adjustments for funding realities. The recommended action before the Commission requires no additional funding consideration.

POLICY CONSIDERATIONS

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

ENVIRONMENTAL REVIEW

The *Capital Fund Program Five-Year Action Plan (2015-2019)* was previously analyzed in accordance with CEQA and 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. The actions proposed in this *2018 Annual Plan* are in support of the Five-Year Plan.

California Environmental Quality Act (CEQA): The recommended actions are considered administrative and therefore determined not to be a project subject to provisions of CEQA per 14 California Code of Regulations (CCR) §15378(b)

Changes to the *PHA Annual Plans* are administrative and are therefore determined not to be a project subject to provisions of CEQA per 14 CCR §15378(b).

Changes to the Capital Fund Program involve adjustments for funding realities only, and do not propose any new projects. The Capital Fund Program identifies projects which are “contemplated actions,” and does not demonstrate a commitment of funds. Prior to implementation of any particular activity (or aggregated activities) identified in the Annual Plan that has not previously undergone environmental review, environmental clearance will be conducted in accordance with CEQA Guidelines.

National Environmental Policy Act (NEPA): The recommended actions are considered administrative and therefore determined to be Exempt from NEPA per 24 CFR §58.34(a)(3), “administrative and management activities”. Changes to the Capital

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Fund Program involve adjustments for funding realities only, and do not propose any new projects. The Capital Fund Program identifies projects which are "contemplated actions," and does not demonstrate a commitment of funds. Therefore, the activities contemplated in the *Annual Plan* are considered Exempt according to 24 CFR §58.34(a)(1), "environmental and other studies, resource identification, and the development of plans and strategies." Prior to implementation of any particular activity identified in the *Annual Plan* that has not previously undergone environmental review environmental clearance will be conducted in accordance with NEPA regulations.

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 as may be applicable.

Respectfully submitted,



LASHELLE DOZIER
Executive Director

Attachments (Available www.shra.org)

Attachments 1 - 7 are on file with the Clerk. Attachments 8 are included with the Staff Report.

1. *City of Sacramento 2018 Annual PHA Plan*
2. *County of Sacramento 2018 Annual PHA Plan*
3. *Public Housing Admissions and Continued Occupancy Policy (ACOP)-City*
4. *Public Housing Admissions and Continued Occupancy Policy (ACOP)-County*
5. *Housing Choice Voucher Program Administrative Plan*
6. *Capital Fund Program Five-Year Action Plan - City*
7. *Capital Fund Program Five-Year Action Plan – County*
8. *Significant Changes to the 2018 ACOP and HCV Administrative Plan*

SIGNIFICANT CHANGES

2018 Public Housing Authority Plan (ACOP and Administrative Plans)

The Public Housing Authority (PHA) must define any significant changes to its policies or plans. The PHA defines a “substantial deviation” and “significant amendment/modification” as any change in policy which significantly and substantially alters the Authority’s stated mission and the persons the Authority serves. The proposed changes below have not been deemed “significant”.

New language is indicated in red. Deleted language is shown in ~~strikeout~~.

There are 27 proposed changes to the 2018 PHA Plan which have been deemed “significant”. There are 10 chapters below with changes in the ACOP and 17 changes in the Administrative Plan.

ADMISSIONS AND CONTINUED OCCUPANCY POLICY (ACOP)

1. Chapter 2 – Eligibility, Page 8

Multiple Families in the Same Household

An applicant household who wishes to include a child(ren) must provide documentation proving they have custody of the child(ren). Documentation may include:

- A court ordered guardianship order;
- A notice from the County Welfare department verifying the child is in the home of the applicant;
- a letter from each school-aged child’s school verifying the address at which the child is registered and the person who is listed as the guardian;
- A notarized letter from the missing parent of the child stating the applicant has been granted custody of the child.

All mitigating circumstances will be considered.

This change includes the documents that may be accepted to show proof of custody.

2. Chapter 4 – Resident Selection and Assignment Plan, Page 5

G. Removal from Wait List and Purging

If an applicant fails to respond within ~~fifteen~~ **forty-five (45)** days of the date of the purge letter, or electronically through the PHA applicant portal the applicant will be removed from the wait list. If the purge letter is returned to SHRA by the Post

Office, the letter will be maintained in accordance with the SHRA document retention policy. If the applicant contacts SHRA within ~~thirty~~ **forty-five (45)** 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~~ **forty-five (45)** day grace period, **mitigating circumstances will be considered before determining** 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, the family will be reinstated.

This change lengthens the timeframe for a response to the purge of the existing wait list.

H. Wait List Preferences

If the applicant family or individual falsifies documents or knowingly makes false statements to qualify for any preference, they will be removed from the wait list.

3. Chapter 5 – Occupancy Guidelines, Page 1

- Exception; infants under one years of age may be allowed to share a room with two other members of the household, **at the discretion of the family.**

The PHA assigns an additional bedroom under the following conditions:

- ~~• Adults (18 and over) who are not in a spousal relationship shall be allocated separate bedrooms~~

Other consideration in determining the bedroom size:

- Foster children may be considered when determining unit size. Requests for the addition of foster children to the household must be approved by the PHA prior to the actual move-in of the proposed new member. **Approval will be based on current bedroom size, additional bedrooms will not be awarded.**

This change removes language allowing adults over 18 who are not in a spousal relationship with an additional bedroom, and encourages families to consider their current bedroom size when adding foster children.

4. Chapter 6 – Determination of Total Tenant Payment, Page 7

Tracking the Earned Income Exclusion

- Ending date of the maximum ~~forty-eight (48)~~ **twenty four (24) month**, ~~four (4) year~~ disallowance period ~~forty-eight (48) months~~ from the date of the initial earned income disallowance

F. Averaging and Annualizing Income

The PHA is required to obtain at a minimum, two current and consecutive pay stubs for determining annual income from wages. For new income sources or when two pay stubs are not available, the PHA should project income based on the information from a traditional written third party verification form or the best available information.

This regulatory change shortens the length of time a person is allowed the earned income disallowance. It also includes information on how averaging and annualizing income will be determined.

5. Chapter 8 – Transfer Policy, Page 2

Appropriate notice for transfers

Residents who have submitted transfer requests will be provided with a referral letter stating that a unit meeting their needs has become available for transfer, the resident will have 10 days to place a deposit, sign the appropriate paperwork, and move into the new unit. Mitigating circumstances will be considered if more time is required to complete the transfer. All current residents will be required to sign a Transfer Addendum, and new residents will sign a Transfer addendum at move-in.

This change updates how a resident will be notified for a transfer to another unit.

6. Chapter 8 – Transfer Policy, Page 5

Transfer Vacate Charges

Residents with approved transfers are allowed three days of overlap between the unit transferred from and the unit transferred to. ~~The resident is responsible for the prorated rent for each unit during the transition to the new unit.~~ The resident will sign an agreement that will specify that the keys to former unit must be returned within 3 days or a 25.00 per day charge will be levied, for a maximum of 7 days. ~~The resident will forfeit possession of unit and remaining personal property.~~ On the 8th day, the PHA will consider the unit surrendered and any personal property or belongings remaining in the former unit will be disposed of by the PHA without notice.

~~Keys to the vacated unit must be returned to the vacating management office not later than the third (3rd) day from the new lease date. If the resident fails to return keys by the end of the third (3rd) day the PHA may levy a per day storage fee of \$25.00 per day until the keys are returned, equivalent to the prorated daily unit rent or unit deposit of the vacated unit, whichever is greater. After the third (3rd) day if the resident has not returned keys to the unit from which they are transferring, the PHA may either charge the prorated storage rent stated above~~

~~or contract to have the resident's belongings placed in a secure storage facility at the expense of the resident.~~

If personal property remains on the premises after a tenancy has terminated and the premises have been vacated by the resident, the PHA will give written notice to the resident.

The notice shall advise the person to be notified that reasonable costs of storage may be charged before the property is returned, where the property may be claimed, and the date before which the claim must be made. The date specified in the notice shall be a date not less than 15 days after the notice is personally delivered or, if mailed, not less than 18 days after the notice is deposited in the mail.

This change clarifies information to the resident being approved for transfer and the charges associated with the transfer.

7.Chapter 9 - Leasing, Page 8

DETERMINING FACTORS FOR HOUSEHOLD ADDITIONS

Household additions subject to screening:

- The parent or grandparent of the head, spouse, or co-head who is elderly or disabled

This change has been added to include screenings involving household additions who are elderly and/or disabled.

8.Chapter 11 - Recertification, Page 12

PROCEDURES WHEN THE CHANGE IS NOT PROCESSED BY THE PHA IN A TIMELY MANNER

Added Language: *If the family has submitted all of the documentation needed to project their future rent amount, every effort should be taken to provide the family with the projected rent. The family will be expected to pay this projected amount until their interim is resolved.*

This change adds language to address the PHA's efforts to project the future rent amount for a family at the time of recertification or eligibility.

9.Chapter 17 – Violence Against Women Act (VAWA) & Domestic Violence, Page 1 and 2

Definitions Added:

- Actual or imminent threat
- Affiliated individual
- Spouse or intimate partner of the victim

- Safe Unit

Chapter 17 – VAWA & Domestic Violence, Page 3

C. CERTIFICATION AND CONFIDENTIALITY

The person seeking VAWA protections 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. Mitigating circumstances would be considered in any case where the person seeking VAWA protection did not submit their documentation timely. Additional time may be granted on a case by case basis.

Chapter 17 – VAWA & Domestic Violence, Page 5

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

A public housing resident who moves out of an assisted dwelling unit to protect his or her health or safety and who: (a) is protected under VAWA pursuant to this Policy; (b) reasonably believes he or she is 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 Program, may receive a voucher and move to another Housing Choice Voucher jurisdiction. Public Housing program will be placed on the PHA's transfer list. Once selected from the transfer list, the resident will be presented with transfer offers.

Chapter 17 – VAWA & Domestic Violence, Page 7

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 and within the 12 month period following December 16, 2016 either during the annual recertification process or lease renewal process, whichever is applicable.

Tenants will also be provided with HUD form-5382 and the Notice of Occupancy Rights under VAWA.

Chapter 17 – VAWA & Domestic Violence, Page 8

N. Transfers

Any family that requests to transfer will be provided with a copy of the PHA's Emergency Transfer Plan (HUD Form 5381.) This plan will provide information to family's looking to transfer due to a VAWA-related incident, as well as

providing additional VAWA resources to the family. These transfers will be categorized as emergency transfers, and will be treated at the highest level of priority. VAWA transfers will be in the same category as other displacement related transfers.

Families will be placed on a transfer list, and will be provided with Public Housing options in both the City and County of Sacramento. Eligibility will need to be redetermined if moving between the City and County of Sacramento.

These regulatory changes to VAWA that include: additional definitions, mitigating circumstances in certification and confidentiality, when a resident will be placed on the transfer list if they move from their unit for safety reasons, providing notice to residents and applicants within a certain time frame, and updating information on transfers.

10. Chapter 18 – Public Housing Non-Smoking Facility Policy, Page 1

1. Definition The term "smoking" means inhaling, exhaling, breathing, carrying, or possessing any lighted cigar, cigarette, pipe, **electronic nicotine device**, or other tobacco product or similar lighted product (marijuana, herb, or any combustible substance) in any manner or form.

2. The Housing Authority of the City/County of Sacramento is not a guarantor of a smoke-free environment: The PHA will take reasonable steps to enforce the Non-Smoking Facility Policy **if there is sufficient evidence of the policy violation. The PHA is not required** may not be able to take **additional** steps in response to the smoking unless management or other employees have actual knowledge of the smoking and the identity of the **responsible** resident.

Smoking is prohibited inside residential units, any common interior areas, including but not limited to hallways, laundry rooms, stairways, elevators, and within 25 feet of building(s) including entry way, porches, balconies, windows, and patios. This policy applies to all staff, tenants, guests, visitors and contractors.

Addendum 3: ~~Medical~~ Marijuana Policy

This change has been updated language to clarify the prohibition of smoking in certain areas and address the legalized use of marijuana in California.

Administrative Plan 2018

1. Chapter 4 Establishing Preferences and Maintaining the Wait List, page 4-3

- 4) (1 point) Rent burden preference for participants whose rent burden (documented rent and utilities according to applicable or prorated utility allowance schedule) exceeds 50% of gross income (**gross income from financial aid for a student does not include tuition and fees**)

When gross income includes the financial aid students receive to pay for tuition and fees, they do not meet the rent burden definition. Yet financial aid used to pay tuition and fees is excluded when calculating rent. This language proposes to exclude this income for rent calculation and preference determination.

2. Chapter 4 Establishing Preferences and Maintaining the Wait List, page 4-4

D. REMOVAL FROM WAIT LIST AND PURGING

If an applicant fails to respond within **forty-five (45)-fifteen**-days of the date of the **purge**-letter/notice, the applicant will be removed from the wait list. If the **purge** letter is returned to SHRA by the Post Office, the letter will be maintained in accordance with the SHRA document retention policy. If the applicant contacts SHRA within **forty-five 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 **forty-five thirty-day** grace period, **mitigating circumstances will be considered before determining** they will not be reinstated. If the family provides proof that the return mail was due to an error of the PHA, the Postal Service, or other mitigating circumstances acceptable to the Housing Authority, the family will be reinstated.

This change lengthens the timeframe for response to the purge.

3. Chapter 5 Subsidy Standards, page 5-2

Adding Additional Members to the Household

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

- **The parent or grandparent of the head, spouse or co-head who is elderly or disabled**

This change allows families with an elderly or disabled parent or grandparent to be added to the family.

4. Absence Due to Incarceration, page 6-7

If the sole member or head of household is incarcerated for more than thirty consecutive days, ~~and does not notify the Housing Authority,~~ s/he will be considered permanently absent and the PHA may terminate the participant's assistance according to procedure. ~~If there are additional family members who would lose access to housing, mitigating circumstances will be considered when evaluating the status of the voucher.~~

This language clarifies that we consider when there are additional family members that are impacted when one person is incarcerated and we consider mitigating circumstances.

5. Chapter 9 request for Tenancy Approval and Contract Execution, page 9-2

B. Eligible Types of Housing

The PHA may approve any of the following types of housing:

- All structure types can be utilized
- Manufactured homes ~~where the tenant leases the mobile home and the pad~~
- Manufactured homes ~~where the tenant owns the mobile home and leases the pad~~
- Group homes
- Congregate facilities (only the shelter rent is assisted)
- Single room occupancy (SRO)
- Units owned (but not subsidized) by the PHA (following HUD-prescribed requirements).

A participant can own a rental unit ~~and receive assistance with the space rental and other eligible expenses but cannot reside in it while being assisted, except in the case when the participant owns the mobile home and leases the pad.~~ A family may lease in and have an interest in a cooperative housing development. This must be reported as an asset.

The PHA may not permit a voucher holder to lease a unit receiving HUD project-based Housing Choice Voucher assistance or any duplicative rental subsidies.

Owner Interest in Unit

The owner may not reside in the assisted unit ~~regardless of whether (s)he is a member of the assisted family, unless the family owns the bmobile home and resnt the pad, excluding for shared housing unless the client is a participant in the Homeownership Program.~~

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

6. Chapter 10 Housing Quality Standards and Inspections, page 10-5

F. Carbon Monoxide (CO) Monitor / Alarm

The State of California requires that CO detectors be installed in all residential units with fuel-burning appliances such as oil or gas furnaces and gas stoves or with attached garages. Carbon monoxide detectors may be battery operated or hard-wired in existing construction. CO detectors are required

- Just outside each sleeping room, and
- At least one on every level of the unit.

G. EARTHQUAKE STRAPS

The State of California requires water heaters be braced, anchored or strapped when installed to prevent it from falling during an earthquake.

This language was added to be in compliance with State laws.

7. Chapter 11, Onwer Rents, Rent Reasonableness, and Payment Standards, page 11-3

C. Rent Reasonableness Determinations.

The PHA must also reassess rent reasonability if there is a **105%** decrease in the published FMR in effect 60 days before the contract anniversary (for the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary.

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

8. Chapter 11 Owner Rents, Rent Reasonableness, and Payment Standards, page 11-4

D. Payment Standards for the Voucher Program

Beginning in 2017, HUD will publish the FMRs by metropolitan areas as well as by zip code (i.e. Small Area FMRs). Payment standards may be established by zip code between 90-110% of the given FMR for each bedroom size for the tenant based voucher program only. The PHA may continue with the practice of using the metropolitan fair market rent or may choose to use small area FMRs.

With metropolitan-wide FMRs or Small Area FMRs,

- where the new FMRs are decreasing, the PHA will hold the families harmless who are already living in the area with a HAP contract.
- where the new FMRs are increasing, the PHA will implement the change at the next annual recertification.

~~The PHA will establish a single voucher payment standard amount for each FMR area in the PHA jurisdiction. The PHA will establish payment standard amounts~~

~~for each "unit size." The PHA may have a higher payment standard within the PHA's jurisdiction if needed to expand housing opportunities outside areas of minority or poverty concentration, as long as the payment standard is within the 90% to 110% of FMR range.~~

The PHA may approve a higher payment standard within the basic range, if required as a reasonable accommodation for a family that includes a person with disabilities. However, the payment standard cannot be approved ~~for an amount~~ over 120% of the Fair Market Rent.

~~E. — ADJUSTMENTS TO PAYMENT STANDARDS [24 CFR Part 982.503]~~

~~Payment Standards may be adjusted, within HUD regulatory limitations, to increase Housing Assistance Payments in order to keep families' rents affordable. The PHA will not raise Payment Standards solely to make "high end" units available to voucher holders. The PHA may use some or all of the measures below in making its determination of whether an adjustment should be made to the Payment Standards.~~

~~Assisted Families' Rent Burdens~~

~~The PHA may review its voucher payment standard amounts annually to determine whether more than forty percent 40% of families in a particular unit size are paying more than thirty percent 30% of their annual adjusted income for rent.~~

~~Quality of Units Selected~~

~~The PHA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that Payment Standard increases are only made when needed to reach the mid-range of the market.~~

~~PHA Decision Point~~

~~The PHA will review the average percent of income of families on the program. If more than 25% of families are paying more than 30% of monthly adjusted income, the PHA will determine whether there is a difference by voucher size, whether families are renting units larger than their voucher size, and whether families are renting units which exceed HUD's HQS and any additional standards included by the PHA in this Administrative Plan.~~

~~If families are paying more than 30% of their income for rent due to the selection of larger bedroom size units or luxury units, the PHA may decline to increase the payment standard. If these are not the primary factors for families paying higher rents, the PHA will continue increasing the payment standard.~~

~~Time to Locate Housing~~

~~The PHA may consider the average time period for families to lease up under the voucher program. If more than 50% of voucher holders are unable to locate suitable housing within the term of the voucher and the PHA determines that this is due to 30% of rents in the jurisdiction being unaffordable for families even with the presence of a voucher, the Payment Standard may be adjusted.~~

~~Lowering of the Payment Standard~~

~~Lowering of the FMR may require an adjustment of the Payment Standard. Additionally, statistical analysis may reveal that the Payment Standard should be lowered. In any case, the Payment Standard will not be set below 90% of the FMR without authorization from HUD.~~

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

9. Chapter 19 Special Housing Types, page 19-5

F. Manufactured Homes

The PHA will permit a family to lease a manufactured home and space with assistance under the program. The PHA will provide assistance for a family that owns the manufactured home and leases only the space.

For a manufactured home owner who is renting the manufactured home space, the monthly housing assistance payment is calculated as the lower of:

- (a) The PHA payment standard minus the total tenant payment; or
- (b) The rent of the manufactured home space (including other eligible housing expenses) minus the total tenant payment.

The payment standard for the family is the lower of the payment standard amount for the family unit size or the payment standard amount for the size (number of bedrooms) of the manufactured home. (The separate fair market rent (FMR) for a manufactured home space is no longer applicable to establishing the payment standard for a manufactured homeowner who is renting the manufactured home space since the payment is assisting the homeowner with other housing expenses.) The PHA payment standard will be based on the applicable HUD published FMR for the area in which the manufactured home space is located.

The PHA may approve a live-in aide if requested as a reasonable accommodation so that the program is accessible to and usable by persons with disabilities. If the PHA approves a live-in aide, the live-in aide must be counted when determining the family unit size.

The rent of the manufactured home space (including other eligible housing expenses) is the total of:

- (a) The rent charged for the manufactured home space;
- (b) owner maintenance and management charges for the space;

- (c) the monthly payments made by the family to amortize the cost of purchasing the manufactured home, including any required insurance and property taxes; and
- (d) the applicable allowances for tenant paid utilities.

Debt service for setup charges incurred by a family may be included in the monthly amortization payments made by the family but not increased debt service due to refinancing. Set-up charges incurred before the family became an assisted family may be included in the amortization cost if monthly payments are still being made to amortize the charges.

If the amount of the monthly assistance payment for a family exceeds the monthly rent for the manufactured home space (including the owner's monthly management and maintenance charges), the PHA may pay the remainder to the family, lender or utility company.

Housing Quality Standards [24 CFR Part 982.621]

A manufactured home must meet all the HQS requirements outlined in the "Housing Quality Standards and Inspections" in Chapter 10 of this Administrative Plan, and as set forth in 24 CFR Part 982.401. In addition, the manufactured home also must meet the following requirements:

- A manufactured home must be placed on the site in a stable manner, and must be free from hazards such as sliding or wind damage.
- A manufactured home must be securely anchored by a tie-down device that distributes and transfers the loads imposed by the unit to appropriate ground anchors to resist wind overturning and sliding.

Manufactured Home Space Rental [24 CFR Part 982.622]

~~Rent to an owner for a manufactured home space will also include payment for maintenance services the owner must provide to the tenant under the lease for the space.~~

~~Rent to an owner does not include the cost of utilities and trash collection for the manufactured home. However, the owner may charge the family a separate fee for the cost of utilities or trash collection provided by the owner.~~

Reasonable Rent

~~During the assisted tenancy, the rent to the owner for the manufactured home space may not exceed a reasonable rent as determined by the PHA.~~

~~The PHA will not approve a lease for a manufactured home space until the PHA has determined that the initial rent to the owner for the space is reasonable. At least annually during the assisted tenancy, the PHA will re-determine whether the rent is reasonable.~~

~~The PHA will determine whether the rent paid to the owner for a manufactured home space is a reasonable rent in comparison with rents for other comparable manufactured home spaces. The PHA will consider the size and location of the space and any services and maintenance provided by the owner in accordance with the lease.~~

~~By accepting each monthly housing assistance payment from the PHA, the owner of the manufactured home space certifies that the rent to the owner for the space is not more than rent charged by the owner for unassisted rental of comparable spaces in the same manufactured home park or elsewhere. If requested by the PHA, the owner must provide the PHA information on rents for other manufactured home spaces.~~

Housing Assistance Payments for Manufactured Home Space [24 CFR Part 982.623]

~~The Fair Market Rent (FMR) for a manufactured home space will be determined by HUD.~~

HAP for the Voucher Tenancy

~~There is a separate fair market rent (FMR) for a family renting a manufactured home space. The payment standard is used to calculate the monthly housing assistance payment for a family. The FMR for the rental of a manufactured home space is generally 40% of the published FMR for a two-bedroom unit.~~

Subsidy Calculation for the Voucher Program

~~During the term of a voucher tenancy, the amount of the monthly housing assistance payment for a family will equal the lesser of:~~

- ~~• The payment standard minus the total tenant payment; or~~
- ~~• The rent paid for rental of the real property on which the manufactured home owned by the family is located (the space rent) minus the total tenant payment.~~

~~The space rent is the sum of the following, as determined by the PHA:~~

- ~~• Rent to the owner for the manufactured home space;~~
- ~~• Owner maintenance and management charges for the space;~~
- ~~• The utility allowance for tenant-paid utilities.~~

Utility Allowance Schedule for Manufactured Home Space Rental [24 CFR Part 982.624]

The utility allowances are the applicable utility allowances from the PHA utility allowance schedule under 24 CFR 982.517 and 982.624.

~~For the first twelve months of the initial lease term only, the allowances will include a reasonable amount for utility hook-up charges payable by the family if the family actually incurs the expenses because of a move.~~

~~Allowances for utility hook-up charges do not apply to a family that leases a manufactured home space in place.~~

~~Utility allowances for manufactured home spaces will not be applied to cover the costs of digging a well or installation of a septic system.~~

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

10. Chapter 21 Project-based Housing Choice Voucher Program, page 21-1 **Introduction**

~~The PHA will project base up to 100 vouchers per year for a three year period (for a maximum of up to 300 vouchers cumulatively between 2017-2020) to serve homeless families. The PHA will project base vouchers to serve homeless families and individuals, and/or to preserve and/or to supplement affordable housing units, by issuing Requests for Proposals as deemed necessary.~~

This language changed to give SHRA the greatest latitude to create additional housing expeditiously.

11. Chapter 21 Project-based Housing Choice Voucher Program, page 21-1 **Introduction**

The PHA will make units project based in new construction projects, rehabilitation projects, and or existing projects, as defined in a Request for Proposal (RFP). The PHA will **not** project-base more than **25 units or 25%, whichever is greater**, of the units in a building unless the project meets the following exceptions, and the exceptions were allowed under the specific RFP at the time of consideration. The exceptions to the 25% unit limitation are:

- Units in single family homes (four units or less)
- Units in a multifamily building that are made available to qualifying families. Qualifying families means elderly ~~or disabled~~ families or families receiving qualifying supportive services. Supportive services are described in Chapter 2 Section B(6) in this addendum.

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

12. Chapter 21 Project-based Housing Choice Voucher Program, page 21-11
Rent Limits

3) The PHA may apply Small Area FMRs to current PBV or new projects if this is mutually agreeable to both the PHA and the owner. Once the change is made to small area FMRs, the property cannot revert back to the metropolitan-wide FMR.

7) Rent to the owner must be re-determined at owner's request (on HAP anniversary date), or when there is a ~~10~~ 5% decrease in the published FMR. There are no "special adjustments" to rent.

This language changed as a result of changes in HUD regulations regarding small area FMRs.

13. Chapter 21 Project-based Housing Choice Voucher Program, page 21-12
Term of HAP Contract

~~The PHA may enter into a HAP contract with an owner for an initial term of up to thirty years. The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis. The length of the term of the HAP Contract can go up to fifteen (15) years, plus a fifteen (15) year extension subject only to the PHA's determination that the owner is in compliance with the HAP contract and other applicable HUD requirements, for a total of thirty (30) years. The PHA will enter into thirty (30) year contracts if it determines that the initial 15-year extension is not appropriate to achieve long-term affordability of housing and to expand housing opportunities. The PHA may request, as part of the selection process or otherwise as allowable by HUD, that owners agree to accept any extensions of the contract term that the PHA may offer, or propose to agree to accept specific numbers of extensions.~~

The PHA has the discretion to enter into a HAP contract with an owner for an initial term of up to twenty years, and may approve extensions not to exceed an additional 20 years, for a maximum total of 40 years. The term of all PBV HAP contracts and extensions will be negotiated with the owner on a case-by-case basis; the PHA has the discretion to approve or not approve extensions.

~~Within one year before expiration of the HAP contract or otherwise as allowable by HUD,~~ The PHA may extend the term of the contract for an additional term or terms of up to five years if the PHA determines an extension is appropriate to continue providing affordable housing for low-income families.

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

14. Chapter 21 Project-based Housing Choice Voucher Program, page 21-18
b. Excepted Units with Supportive Services for Homeless (i.e. Saybrook, Serna)

Project-based assistance is attached to the unit. ~~Families must be receiving housing and at least one supportive service.~~ At the time of initial lease execution between the family and the owner, the family must sign a statement of family responsibility. The statement of family responsibility must contain all the family obligations, ~~including the family's participation in a service program.~~ Supportive services will be provided by the owner/manager or by their contractor. ~~Services will be available either on site or in close proximity to the site so that services are accessible to families lacking transportation. Site based wait lists for The project-based targeted needs wait list will be utilized to fill vacancies in a property where supportive services are provided. Supportive services will be available for families transitioning from homelessness may be screening criteria for the p.~~ Property managers will identify eligible families who qualify for these voluntary services. Supportive services may include, but not be limited to,

- How to be a good neighbor;
- Bill paying / financial counseling;
- Household maintenance;
- Cooking economically;
- Establishing income;
- Substance abuse counseling;
- Parenting;
- Credit counseling;
- Behavioral health interventions;
- Job training and education; and
- Developing an Individualized Annual Service Plan.

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

15. Chapter 21 Project-based Housing Choice Voucher Program, page 21-19

c. Excepted Units for Elderly ~~and/or Disabled~~ (i.e. Washington Plaza, Sutterview, Sierra Vista)

The PHA may maintain one wait list for project-based vouchers for elderly ~~and/or disabled~~ applicants.

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

16. Chapter 21 Project-based Housing Choice Voucher Program, page 21-23

SECTION X SUPPORTIVE SERVICES

~~A family must have at least one member receiving at least one qualifying supportive services.~~ Supportive services will be available to all assisted families receiving project based vouchers living at the site. Participation in services is voluntary. With the passage of the Housing Opportunity Through Modernization Act (HOTMA) of 2016, ~~fFamily participation in services is not required in order to receive the voucher-medical or disability-related services, other than drug and~~

~~alcohol treatment in the case of current abusers as a condition of living in an excepted unit, although such services may be offered. Contracts executed before this Act remain in place and participation in services may be a condition of continued housing, if this was a provision of the housing contract.~~

~~At the time of initial lease-up, if the family residing in an excepted unit, and receiving supportive services, successfully completes the supportive services requirement, the unit continues to count as an excepted unit for as long as the family resides in the unit.~~

~~If a family, in an excepted unit, fails without good cause to complete the supportive services requirement, the PHA will take actions provided under 24 CFR Part 983.261(d), and the owner may terminate the lease in accordance with 24 CFR Part 983.257(c). At the time of initial lease execution between the family and the owner, the family and the Public Housing Authority (PHA) must sign a statement of family responsibility. The statement of family responsibility must contain all family obligations including the family's requirement to participate in a supportive service. Failure by the family without good cause (incident beyond control of supportive services recipient i.e. deceased or hospitalization) to fulfill its supportive service obligation will be cause for the PHA to terminate assistance. If the unit at the time of such termination is an excepted unit, the exception continues to apply to the unit as long as the unit is made available to another qualifying family.~~

~~Families must participate in at least one of the supportive services listed in an Individual Case Plan.~~

~~A qualifying supportive service may include, but is not limited to, any of the following: is any program, publicly or privately sponsored listed in the Individual Case Plan (ICP):~~

- Employment and educational services
- Practical living skills
- Independent living skills
- Credit repair
- Employment readiness
- Computer training

~~Supportive services will be available to families with project based vouchers as they choose to participate, provided to the applicant in accordance to their ICP provided by the supportive service agency.~~

Monitoring of Supportive Service

~~The PHA will no longer monitor, annually, the excepted family's continued on-going participation in supportive services and take appropriate action regarding families that fail, without good cause, to complete their supportive services requirement. The participant will be required to provide annual documentation to~~

~~the PHA stating they are currently participating in the supportive service(s) required in their ICP.~~

~~The participant will be required to provide a letter of completion to the PHA, from the supportive service agency when ICP goals have been met.~~

The participant is required to provide and complete all documentation requested by the PHA. ~~The PHA will confirm with the third party that the supportive service documentation received from the participant was, in fact, supplied by the supportive service agency.~~

~~If the participant fails to comply with any family obligations the PHA will:~~

- ~~• Mail a Warning Notice. The participant will be given ten (10) days to provide verification that the family is in compliance with family obligations. If family fails to comply;~~
- ~~• Mail a Notice of Mandatory Tenant Conference. If the family fails to attend;~~
- ~~• Mail a Notice of Proposed Termination of Project-Based Voucher Eligibility form and an Informal Hearing Request form. The participant will have fourteen (14) days to reply.~~

The PHA will work with the supportive service agency to prevent termination of eligibility. If the participant does not become compliant, the Project-Based eligibility for the participant will be terminated.

~~As of April 18, 2017, with the implementation of the Housing Opportunity Through Modernization Act of 2016 (HOTMA), new project based voucher contracts cannot require participation in supportive services as a condition of receiving housing. Participation in supportive services is voluntary.~~

This language changed as a result of Housing Opportunities through Modernization Act of 2016, (HOTMA) which became effective as of April 18, 2017.

17. **Glossary, page GL-14**

VETERAN: ~~: A person or spouse who has served in the active military or naval service of the United States at any time and who shall have been discharged or released there from under conditions other than dishonorable. 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 has been other than dishonorably discharged or released from service~~

VETERAN FAMILY PREFERENCE: A preference will be provided to a household containing a veteran as defined in this Glossary. ~~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.~~

This language changed because only veterans are eligible to participate in veteran programs (VASH). The family is eligible for the preference as long as there is a veteran in the household.