



INVESTING IN COMMUNITIES

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

**Wednesday, October 3, 2012 - 6:00 p.m.**  
**801 12<sup>th</sup> Street, Sacramento, Commission Room**

**ROLL CALL**

**APPROVAL OF AGENDA**

**APPROVAL OF ACTION SUMMARY SYNOPSIS**

1. Synopsis – September 5, 2012

**CITIZENS COMMENTS**

2. 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 cell phones or pagers that they have in their possession.

**BUSINESS**

3. 2013 Public Housing Agency Annual Plan for the Housing Authorities of the City and County of Sacramento
4. Selection of Master Developer to serve as Housing Lead for the Choice Neighborhoods Initiative – Twin Rivers Public Housing Site.

**WORKSHOP**

5. Sacramento Housing and Redevelopment Agency Budget – Housing Authority

**EXECUTIVE DIRECTORS REPORT**

Activities Calendar

**ITEMS AND QUESTIONS OF  
COMMISSION MEMBERS**

**ADJOURNMENT**

Staff reports are available for public review on the Agency's website [www.shra.org](http://www.shra.org) and include all attachments and exhibits. Hard copies are available at the Agency Clerk's office (801 12<sup>th</sup> Street) for 10 cents per page. A copy of materials for this agenda will be available at the meeting for public review. **Assistance for the Disabled:** 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.



**SYNOPSIS**

**Sacramento Housing and Redevelopment Commission (SHRC)  
September 5, 2012**

**ROLL CALL**

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

PRESENT: Alcalay, Chan, Griffin, Johnson, LeDuc, Morgan, Morton, Shah, Stivers

ABSENT: Gore, Rosa

STAFF PRESENT: Vickie Smith, David Levin, LaShelle Dozier, Don Cavier, Nick Chhotu, Chris Pahule, MaryLiz Paulson, Karen Wallace, Susan Perry, Christine Weichert, Geoffrey Ross, Tanya Tran

**APPROVAL OF AGENDA**

Approved as presented.

1. **APPROVAL OF ACTION SUMMARY SYNOPSIS**

Action Summary Synopsis for August 1, 2012 was approved

2. **CITIZEN COMMENTS**

none

**PUBLIC HEARING**

3. **Approval of Tax Exempt Bonds and Loan Assumption for New Seasons Affordable Housing Project: Approval Of Tax Exempt Bonds, Home Investment Partnership Program (HOME) And Community Development Block Grant (CDBG) Funded Loan, And Corresponding 2012 One-Year Action Plan Amendment**

Joel Riphagen presented the item.

Commissioner Johnson asked about the loan guarantee for the project. Staff explained tha the tax credit investor guarantees the loan.

Commission Leduc asked about the current rent at the complex and the demand for this type of housing. Staff indicated that rents will be a bit higher once the complex is renovated and the demand for this size unit is high.

Commissioner Shah asked for clarification about the developer fee which staff provided.

The Commission recommended approval of the staff recommendation for the item listed above. The votes were as follows:

AYES: Alcalay, Chan, Griffin, Johnson, LeDuc, Morgan, Morton, Shah, Stivers

NOES: none

ABSENT: Gore, Rosa

4. 2013 Public Housing Agency Annual Plan for the Housing Authorities of the City and County of Sacramento

Nick Chhotu and MaryLiz Paulson presented the PHA plan and the public hearing was opened for the item.

LaShelle Dozier indicated that staff would report back at the next meeting on the outcome of the discussion with Legal Services related to this item.

The Commission motioned to close the public hearing for this item. The votes were as follows:

AYES: Alcalay, Chan, Griffin, Johnson, LeDuc, Morgan, Morton, Shah, Stivers

NOES: none

ABSENT: Gore, Rosa

WORKSHOP

5. Sacramento Housing and Redevelopment Agency Budget - Housing and Community Development

Christine Weichert presented an overview of the HCD budget.

EXECUTIVE DIRECTORS REPORT

La Shelle Dozier reviewed the following items:

- Activities calendar
- Hotel Berry opening
- Broadway Triangle groundbreaking
- Kelsey Village roof raising
- Next Commission meeting will be October 3rd
- Introduced new commissioner Mel Griffin
- AB 1484 Overview (Chris Pahule)

ITEMS AND QUESTIONS OF COMMISSION MEMBERS

Commissioner Morgan asked about the new legislation at the state level related to

SHRC Synopsis  
September 5, 2012

redevelopment.

Commissioner Alcalay asked for an overview of the cost for the state to administer the redevelopment wind down.

#### ADJOURNMENT

As there was no further business to be conducted, Vice-Chair Shah adjourned the meeting at 7:05 p.m.

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AGENCY CLERK



October 3, 2012

Sacramento Housing and Redevelopment Commission  
Sacramento, California

Honorable Members in Session:

**SUBJECT** 2013 Public Housing Agency Annual Plan for the Housing Authorities of the City and County of Sacramento

**RECOMMENDATION**

Staff recommends 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 2013 Public Housing Agency (PHA) Annual Plan, 3) authorize submittal of the 2013 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 pursuant to the Code of Federal Regulations (CFR) 24 CFR 903.15, and 5) execute all necessary documents for the submission and certification of compliance of the 2013 PHA Annual Plan as required by HUD and to comply with the Quality Housing and Work Responsibility Act of 1998.

**CONTACT PERSONS**

Nick Chhotu, Assistant Director of Housing – Public Housing, 916-440-1334  
MaryLiz Paulson, Assistant Director of Housing – Housing Choice Voucher (HCV), 916-440-1397

**SUMMARY**

This report recommends the approval of the 2013 PHA Annual Plan (Plan) and its attachments for the Housing Authorities of the City and County of Sacramento (collectively "Housing Authority") and its consistency with the Five-Year Consolidated Plan (2008-2012). This Plan also includes the Capital Fund Program Five-Year Action Plan (2010-2014). The Plan consists of:

- the Housing Authority PHA Annual Plan and attachments;
- the Public Housing Admissions and Continued Occupancy Policy (ACOP); and
- the Administrative Plan for the Housing Choice Voucher program (Administrative Plan), Housing Authority of the County of Sacramento only.

## **SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

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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 service to residents. A public hearing on the proposed plan was held on September 5, 2012 and comments from that hearing will be incorporated into the final document as necessary.

### **BACKGROUND**

Applicable Federal Law and HUD regulations require that each Housing Authority develop and adopt a PHA Plan and update it on an annual basis. The PHA Plan provides details about Housing Authority programs, services, and general operations. In addition, the Plan focuses on implementation strategies designed to address residents' needs and issues, as well as outlining ways to improve operational efficiencies for the upcoming fiscal year. This planning mechanism requires that the Housing Authority examine its existing operational needs and design short and long-term strategies to address those needs. A copy of the complete PHA plan is on file with the Agency Clerk and is available upon request.

### **FINANCIAL CONSIDERATIONS**

The recommended actions in this report require no funding.

### **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**

The Capital Fund Program Five-Year Action Plan (2010-2014) 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). The actions proposed in this 2013 Annual Plan are in support of the Five-Year Action Plan and include only minor administrative changes to programs which do not constitute substantial changes with respect to the circumstances under which these programs will be undertaken. As such, the recommended actions do not require further environmental review pursuant to NEPA, or CEQA Guidelines Section 15162. Some programs contained in the action plan did not include specific projects or actions on specific properties because those projects and properties had not yet been defined. As projects and properties are

**SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

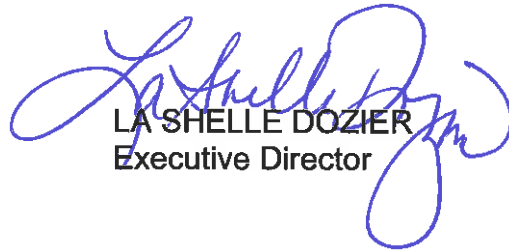
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identified, additional environmental review under CEQA and/or NEPA will be required prior to any discretionary action or choice limiting action.

**M/WBE 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.

Respectfully submitted,



LA SHELLE DOZIER  
Executive Director

## **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

### **2013 PUBLIC HOUSING AGENCY ANNUAL PLAN FOR THE HOUSING AUTHORITY OF THE CITY OF SACRAMENTO AND HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO**

**WHEREAS**, The Capital Fund Program Five-Year Action Plan (2010-2014) 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 2013 Annual Plan are in support of the Five-Year Action Plan and include only minor administrative changes to programs which do not constitute substantial changes with respect to the circumstances under which these programs will be undertaken. As such, the recommended actions do not require further environmental review pursuant to NEPA, or CEQA Guidelines Section 15162. Some of the programs contained in the action plan did not include specific projects or actions on specific properties as that those projects and properties had 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.

**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; and

**WHEREAS**, the proposed PHA Plan changes were presented to the Resident Committees and the Resident Advisory Board, and made available to the public; and

**WHEREAS**, a public hearing, duly noticed for a 45 day period, was held on September 5, 2012 on the 2013 PHA Plan on behalf of the Housing Authority and comments received were considered by the Commission; and



**WHEREAS**, the 2013 PHA Plan is consistent with the 2008-2012 Consolidated Plan approved by the City and County of Sacramento, the Consolidated Plan is a planning document that identifies the City and County of Sacramento's overall housing and community development needs, and outlines a strategy to address those needs.

**BE IT RESOLVED BY THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION:**

Section 1. After due consideration of the facts presented, the findings, including the environmental findings regarding this action, as stated above are approved.

Section 2. The 2013 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 2013 PHA Annual to the Department of Housing and Urban Development or to comply with the Quality Housing and Work Responsibility Act of 1998.

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CHAIR

ATTEST:

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CLERK

## 2013 ACOP PROPOSED CHANGES

### Chapter 2 – Eligibility

#### DISCLOSURE OF CRIMINAL RECORDS TO FAMILY (CFR 24: 960.204(4)(C))

2:21 *Added*

Before the PHA takes any adverse action based on a criminal conviction record, ~~upon request, the PHA will provide the subject of the record and the applicant will be provided~~ with a copy of the criminal record ~~and an opportunity to dispute the record.~~ *upon providing picture ID to insure that we are maintaining the security of the personal information of the subject of record. SHRA 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.*

#### SUPERVISORY REVIEW AND HEARINGS

2:21-22 *Added*

If information is revealed that would cause the PHA to deny admission to the household and the person disputes the information he or she shall be given an opportunity for an informal hearing according to the PHA's hearing procedures outlined in Chapter 13 – Complaints, Grievances and Appeals. The applicant must request the informal review no later than ten (10) days after receipt of the notification.

Difficult cases will be referred to the Eligibility Supervisor for further review and determination.

*If after pulling a family from the waitlist, the preference verification indicates that the applicant does not qualify for the preference, the applicant will be returned to the waiting list without the local preference and will be notified in writing of the determination.*

### Chapter 3 – Applying for Admission

#### C. Final Determination and Notification of Eligibility

3:6 ~~Deleted~~

If a family has applied for a reasonable accommodation prior to being housed and the accommodation can not be met within the waitlist applied for, the housing authority will move that applicant to another waitlist where the accommodation can be met. The applicant will be placed in the same date and time position they held on the previous list.

### Chapter 4 – Resident Selection and Assignment Plan

#### DESIGNATED HOUSING PLAN

4:3 *Added / Deleted*

~~Until such time as HUD approves a Current~~ developments as *that are* designated elderly / near-elderly only housing will continue to fill vacancies with the next eligible applicant on the waiting list who accepts a unit offer, ~~regardless of age~~. *If there are no elderly only families on the elderly only waiting list the PHA may make unit offers to near elderly only applicants.*

## **Chapter 7 – Verification Procedures**

*Added / Deleted*

### **E. INCOME FROM ASSETS**

The PHA will utilize the current balance for savings accounts and the average ~~six~~ *three*-month balance for checking accounts for checking and savings accounts that do not require third-party verification *during the initial applicant eligibility determination process*. *For annual recertifications, the PHA will utilize the current balance for savings accounts and the average six-month balance for checking accounts for checking and savings accounts that do not require third-party verification*. Statements must be provided at the initial and annual recertification appointment.

## **Chapter 8 – Transfer Policy**

### **B. Voluntary Transfers**

*8:2-3 Added*

- To live within fifteen (15) miles of the school or job training program that at least one adult member of the family is attending *on a full time basis*, after proof of registration is received

### **TRANSFER VACATE CHARGES**

*8:5 Added*

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.

Keys to the vacated unit must be returned to the vacating management office not later than the third (3<sup>rd</sup>) day from the new lease date. If the resident fails to return keys by the end of the third (3<sup>rd</sup>) day the PHA may levy a per day storage fee equivalent to the prorated daily *unit rent or unit deposit* of the vacated unit, *whichever is greater*. After the third (3<sup>rd</sup>) 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*.

## **Chapter 9 – Lease**

**ANNUAL INSPECTIONS**9- 14/15 *Added*

- Residents who repeatedly "fail" the inspection or cause excessive damage to the unit are in violation of their lease and may be scheduled for a lease violation conference. *Continued violation may lead to lease termination.*

**Bed Bug Policy**9-18/19 *Added*

Residents must immediately notify the PHA if they have bed bugs in their unit. If bed bugs are found in a unit, a treatment plan will be formulated. *Residents must cooperate and not hinder the treatment plan. Residents will not be charged to cover the costs of bedbug treatment.*

The resident may be required, *under the supervision of the licensed pest control professional*, to discard, or permanently remove from the building, personal property such as bedding, clothing, bed, furniture, furnishings, books, magazines, newspaper, open food, personal supplies, plants, and stuffed animals. *Residents shall not be permitted to remove any belongings from their units until the bedbug treatment is finalized as determined by the licensed pest control professional.* The PHA will make good faith efforts to minimize the impact on the resident for any loss of personal property.

The Housing Authority provides residents with a unit free from pests, rodents, or other types of bug infestations. Once a bed bug infestation is discovered the Housing Authority will act quickly to keep the infestation from spreading and may temporarily provide the resident with lodging that is infestation free. The Housing Authority will investigate the infestation in order to determine the likely source of the infestation.

*HUD regulations and the PHA require the resident's cooperation; residents may be in violation of the Lease Agreement if they fail to fully cooperate and comply with their roles and responsibilities as it relates to the bed bug policy.*

*If a resident misses a scheduled appointment with the licensed pest control professional, does not allow infested items to be removed from the unit or otherwise fails to cooperate with the treatment plan, the resident may be held responsible for the additional re-treatment costs associated with resident's action and the resident's lease may be terminated at the PHA's discretion.*

**Chapter 12 – Terminations****B. TERMINATION BY PHA**12-4 B *Added*

- *Failure to comply with community service requirements*

- *Failure to comply with PHA's housekeeping standards*

## **Chapter 13 Complaints, Grievances and Appeals**

### **B. INFORMAL REVIEW PROCEDURES FOR APPLICANTS**

*Added*

#### **ASSISTANCE DENIALS**

When the PHA determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:

- The reason(s) they are ineligible
- The procedure for requesting a review if the applicant does not agree with the decision
- The time limit for requesting a review
- *The family's right to request that Informal Review be audio-recorded. The cost of transcribing the informal review is born by the requestor*
- *The family's right to request a translator, at the PHA's expense*

#### **PROCEDURE FOR REVIEW**

*ADDED*

The applicant will be given the option of presenting oral or written objections to the decision. *Upon request, the PHA will provide a translator to assist with the informal review.* Both the PHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

The review may be conducted by mail and/or telephone if acceptable to both parties. A notice of the review findings will be provided in writing to the applicant within fifteen (15) days after the review. It shall include the decision of the reviewer and an explanation of the reasons for the decision.

*The Informal Review may be audio-recorded at the family's request. The cost of transcribing the informal review is born by the requestor.*

### **C. INFORMAL SETTLEMENT OF GRIEVANCE FOR RESIDENTS**

*13-3 Added*

When a resident has a grievance it shall be personally presented, either orally or in writing, to the PHA office within the time frame established by the notice or *within 10 days of the notice of action disputed.*

#### **The PHA's Formal Hearing Procedures**

*13-7 Added*

The PHA shall send a letter to the participant if it determines the PHA is not bound by the hearing officer's determination within ten (10) days. The letter shall include the PHA's reasons for the decision *and that the action will proceed to an unlawful detainer action where the tenant retains all rights to defend the action in court.*

## **Chapter 16 – Family Self Sufficiency Program**

### **Full-time employment is defined as:**

16:4 *Added*

For hourly or salaried employees: at least 32 hours per week *at minimum wage and consecutively for the past 6 months upon completion date of the contract. If client was not able to secure work full time for the past 6 months due to hardships, (as defined in the contract extension policy), an extension may be granted after thorough review of client's participation and work history throughout the entire time of program in order to secure successful completion.*

For self-employment: net earnings (after business expense deductions) of at least 32 hours per week at minimum wage *consecutively for the past 6 months upon completion date of the contract. If client was not able to secure work full time for the past 6 months due to hardships, (as defined in the contract extension policy), an extension may be granted after thorough review of client's participation and work history throughout the entire time of program in order to secure successful completion.*

16:7 *Added*

### **FSS REENROLLMENT POLICY AND PROCEDURES:**

*The goal of the PHA is to make this program accessible and available for those participants who have not had the opportunity to enroll and for those who are porting in from another jurisdiction that need the assistance and resources upon their arrival to sustain self economic growth. An FSS participant who had successfully completed the program with an escrow amount will not be eligible for reenrollment.*

*The PHA will allow the following circumstances for reenrollment:*

- *Any person who participated previously in the FSS Program at SHRA and was terminated for cause may not be eligible for future FSS Participation*
- *An FSS graduate from another PHA porting into SHRA- provided that the program has available slots*
- *Any person whose contract was terminated due to Contract of Participation expiring, no goals were achieved, and no escrow was established, will be eligible for re-enrollment after 2 years since the last COP expired.*
- *Any person who was terminated from the FSS for any program violations and the decision was overturned at an informal hearing, will be eligible for re-enrollment into the FSS program*

*Any person who had to terminate from the FSS program due to hardships (defined in the contract extension policy but not limited to), or if resources and services were not available at the time of their contract of participation, will be eligible for reenrollment provided that services are now available to meet their goals outlined in the Individual Training and Service Plan.*

***ADDENDUMS ADDED***

- ***ACOP Addendum - Parking Policy***
- ***ACOP and Admin Plan Addendum - Reasonable Accommodation Policy and Procedures***

**PUBLIC AND SACRAMENTO RESIDENT ADVISORY BOARD COMMENTS  
ON 2013 PHA PLAN AND STAFF'S COMMENTS**

**PUBLIC COMMENTS WITH STAFF RESPONSE**

No comments received from the public.

**SACRAMENTO RESIDENT ADVISORY BOARD (RAB) COMMENTS WITH  
STAFF RESPONSE**

**Comment #1: Pet should be pest on page Attachment 1-3 under Chapter 9 – Lease,  
Bed Bug Policy.**

Response: This will be changed.

**Comment #2: RAB suggests that the word elderly implies that one is 80+ and could  
be replaced with the word senior see:**

- **[http://portal.hud.gov/hudportal/HUD?src=/program\\_offices/fair housing equal opp/seniors](http://portal.hud.gov/hudportal/HUD?src=/program_offices/fair_housing_eq/ual_opp/seniors) and**
- **[http://en.m.wikipedia.org/wiki/Senior citizen#](http://en.m.wikipedia.org/wiki/Senior_citizen#)**

Response: PHA and ACOP policy follows HUD policy on this matter and will not be changed.

**Comment #3: Chapter 16:7 FSS RE  
ENROLLMENT POLICY AND PROCEDURES:**

The PHA will allow the following circumstances for re-enrollment:

- **Any person who participated previously in the FSS Program at SHRA and was terminated for cause may not be eligible for future FSS Participation**

**This seems counter intuitive. Perhaps it is out of place in this list. Placing it outside of the bulleted list would add clarity.**

Response: This correction was made.

**Comment #4:**

**Chapter 16 - Last paragraph:**

- **Any person who had to terminate from the FSS program due to hardships (defined in the contract extension policy but not limited to), or if resources and services were not available at the time of their contract of participation, will be eligible for re-enrollment provided that services are now available to meet their goals outlined in the Individual Training and**

**... and what?**



**We lack sufficient data to support this paragraph.**

Response: This correction was made. It now says Individual Training and Service Plan.

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*Sent only via electronic mail to [mpaulson@shra.org](mailto:mpaulson@shra.org) and [nchhotu@shra.org](mailto:nchhotu@shra.org)*

August 30, 2012

MaryLiz Paulson  
Nick Chhotu  
Sacramento Housing & Redevelopment Agency  
630 I Street  
Sacramento, CA. 95814

Dear Ms. Paulson and Mr. Chhotu,

I submit the following comments regarding the draft 2013 Administrative Plan and the Admissions and Continued Occupancy Plan. I apologize that I was unable to meet to discuss our comments prior to their submission but as you may be aware our office is severely understaffed for the time being. As the comments are brief, I do not expect that our lack of opportunity to meet will delay your process.

#### **ADMINISTRATIVE PLAN**

#### **Chapter 15 - Denial or Termination of Assistance**

#### **PHA Grounds for Denial of Assistance**

On page 15-2 the Admin Plan states the Agency may deny assistance for an applicant if they violate any of the family obligations included in 24 CFR Section 982.551. The family obligations included in that regulation only apply to participants of the program and therefore compliance with those obligations cannot be required of applicants.

Also, on page 15-2, I think it must be clarified that an applicant cannot be denied *for asking* to add a household member who is on parole or probation but rather that a household member may not be added if they are on probation or parole.

#### **Standard for Violation for Drug-Related Criminal Activity or Violent Criminal Activity**

On page 15-11 please remove the language regarding contacting Juvenile Court officials or clarify how the Agency would access information about a juvenile and take such action without violating the confidentiality of a juvenile's records.



INVESTING IN COMMUNITIESSeptember 5, 2012

**A Joint Powers Agency**

**MEMBERS**

City of Sacramento

County of Sacramento

Redevelopment Agency of  
the City of Sacramento

Redevelopment Agency of  
the County of Sacramento

Housing Authority of the  
City of Sacramento

Housing Authority of the  
County of Sacramento

Valerie Feldman  
Legal Services of Northern California  
515 12<sup>th</sup> Street  
Sacramento CA 95814

RE: Response to Comments on 2013 PHA Plan

Dear Ms. Feldman:

As you are aware, the public comment period for changes proposed in the 2013 Administrative Plan for the Housing Choice Voucher Program and the 2013 Public Housing Authority (PHA) Plan for the City and County of Sacramento, which includes revisions to the Admissions and Continued Occupancy Plan (ACOP) for conventional housing, ran from July 20, 2012 to September 3, 2012. Staff provided your office with a draft copy of the documents during the beginning of the comment period to allow adequate time in the process so that both agencies could collaborate and discuss any questions or concerns.

The Agency has accepted your comments and has submitted our formal responses below.

In some instances, your comments merely needed to be explained or clarified, since it is never our intent to establish practices that are not otherwise permissible under HUD regulations. In regards to policy differences, we have outlined the reasons for our proposed changes. Our responses to your comments, in the same order as set out in your letter, are as follows:

### **ADMINISTRATIVE PLAN- Housing Choice Vouchers**

#### **Chapter 15 – Denial or Termination of Assistance**

1. Denial of Additions to the Household for Criminal Activity (pg. 15-4)

LSNC comment: On page 15-2 the Admin Plan state the Agency may deny assistance for an applicant if they violated any of the family obligations included in 24 CFR Section 982.551. The family obligations included in that regulation only apply to participants of the program and therefore compliance with those obligations cannot be required of applicants.

*The Public Housing Authority (PHA) response. We agree with this comment and will remove that bullet.*

LSNC comment: Also, on page 15-2, I think it must be clarified that an applicant cannot be denied for asking to add a household member who is on parole or probation but rather that a household member may not be added if they are on probation or parole.

*The Public Housing Authority (PHA) response. We agree with this comment and will incorporate the following change:*

***A household member may not be added if they are on probation or parole.***

2. Standard for Violation for Drug-Related Criminal Activity or Violent Criminal Activity

LSNC comment: On page 15-11 please remove language regarding contacting Juvenile Court officials or clarify how the Agency would access information about a juvenile and take such action without violating the confidentiality of a juvenile's records.

*The Public Housing Authority (PHA) response. We agree with this comment and will incorporate the following language in both the Admin Plan and ACOP:*

***If the violating member is a minor, the PHA may consider individual circumstances with the advice of the Juvenile Court officials without violating the confidentiality of juvenile court records.***

**Chapter 18 – Complaints and Appeals**

1. Procedure for Informal Review (pg. 18-3)

LSNC comment: On page 18-3, please clarify that informal reviews will be recorded at the request of the applicant.

*The Public Housing Authority (PHA) response. Language will be added to both the ACOP and the Admin Plan, consistent with the forms the two offices drafted together to state that the family may request the Informal Review be audio-recorded when they submit their written request and the cost of transcribing the Informal Review is borne by the requestor.*

On page 18-3, under the first set of bullets, an additional bullet will be added to say:

*When the PHA makes a decision regarding program eligibility and/or the amount of assistance applicants and participants must be notified in writing. The PHA will give the family prompt notice of such determinations, which will include:*

- *The family's option to submit a written request that the Informal Review (IR) be audio recorded. The cost of transcribing the IR will be borne by the requestor.*
- *The family's right to request a translator to assist them during the IR.*

## **ADMISSIONS & CONTINUED OCCUPANCY PLAN (ACOP) – Conventional Housing**

### **Chapter 13 – Complaints, Grievances and Appeals**

#### **1. Informal Settlement of Grievances for Residents (pg 12-3)**

LSNC comment: On page 13-4 please include that the summary of the informal settlement will specify the name of the participants, the date, the disposition and reasons, but also the procedures for obtaining a formal hearing as required by the regulations. 24 CFR 966.54

The Public Housing Authority (PHA) response. *We agree with this statement and will incorporate the following language:*

*A summary of the discussion shall be prepared within seven (7) days from the date of the informal settlement conference and one copy shall be given to the tenant and one retained in the PHA's tenant file. The summary shall specify the names of the participants, dates of meeting, the nature of the proposed disposition of the complaint and the specific reasons therefore, **and shall specify the procedure by which a hearing under 24 CFR 966.55 may be obtained if the complainant is not satisfied.***

LSNC comment: Also on page 13-4 a tenant who receives a 14 day or 30 day notice to terminate tenancy is not required to participate in the informal settlement conference in order to obtain a formal hearing. The ACOP should also clarify that formal hearings will be provided except in situations where the regulations permit the Agency to bypass the grievance procedure and proper notice has been provided to the tenant.

The Public Housing Authority (PHA) response. *We disagree with this statement and further clarify our response.*

*If a resident requests a formal review, an informal review will first be performed to determine if a formal review is necessary.*

2. Language will be added to Chapter 13 regarding the family's option to request that the Informal Review be recorded and that the family has the right to request a translator to assist them during the IR.

Sincerely,



LaShelle Dozier  
Executive Director

## **nENVIRONMENTAL DETERMINATION**

### **Operation and Maintenance of Public Housing (no physical impact) - NEPA per 24 CFR Section 58.35 (b)(3) and CEQA per Guidelines Section 15301:**

- Public Housing in inventory

### **Leasing Pursuant to Housing Choice Voucher Program – NEPA per 24 CFR 58.35(b)(1) and CEQA per Guidelines Section 15301.**

- Tenant Based rental assistance

### **Administrative Functions (staff costs) - NEPA per 24 CFR Section 58.34 (a)(3), and 58.35 (b)(3) and CEQA per Guidelines Section 15378 (b)(2):**

- Public Housing Program
- Housing Choice Voucher Program

### **Public Services (no physical impact) - NEPA per 24 CFR Section 58.34 (a)(4) and 58.35(b)(2) and CEQA per Guidelines Section 15378 (a):**

- Economic and Social self-sufficiency programs
- Safety and Crime Prevention Programs

### **Modernization of Existing Structures - NEPA per 24 CFR 58.35 (a)(3), and CEQA per Guidelines Section 15301:**

- Public Housing Capitalization Fund\*

### **Rehabilitation of Existing Structures (health and safety standards) - NEPA per 24 CFR 58.34 (a)(10) and CEQA per Guidelines Section 15301(d):**

- Public Housing Capitalization Fund

### **Disposition of Public Housing Assets. NEPA per 24 CFR 58.35(a)(5) and CEQA per Guidelines Section 15301.**

- 45 Section 32 and Project-based Section 8 homes to the Redevelopment Agency (RA)\*
- 3671 5<sup>th</sup> Avenue\*
- 0 N Bannon Street\*
- 7312 Franklin Blvd #1, 4052 Weymouth Ln, 4225 Weymouth Ln \*
- Single Family Scattered Sites 616 South Ave\*
- 1820 Capitol Avenue\*
- 1725 K Street\*

- 1107 23<sup>rd</sup> Street\*
- Walnut Grove\*
- 2830 Stockton Boulevard\*
- Single Family Scattered Sites 3917 Temple Avenue – 4024 MLK Jr Boulevard\*
- Single Family Scattered Sites 4114 3<sup>rd</sup> Avenue – 1044 Westward Way\*
- Single Family Scattered Sites 7244 Washburn Way – 3513 May Street\*
- Single Family Scattered Sites 5001 33<sup>rd</sup> Avenue – 6141-6145 Terrell Drive\*
- 3867 Bainbridge Drive\*

**Demolition of Public Housing Assets. NEPA per 24 CFR 58.35(a)(4) and CEQA per Guidelines Section 15301(i).**

- 7045-7047 24<sup>th</sup> Street\*
- 4137 Rio Linda Boulevard and 716 Acacia Avenue\*

**Supplemental Assistance to Pre-existing Projects (no change in scope) - NEPA per 24 CFR 58.35 (b)(7) and CEQA per Guidelines Sections 15162 and 15301(c):**

- None at this time

\* The programs and projects with an (\*) are subject to environmental review under CEQA and/or NEPA prior to funding commitment to confirm that the project is exempt, categorically excluded, or that there will be no significant adverse environmental impacts.





September 27, 2012

Sacramento Housing and  
Redevelopment Commission  
Sacramento, CA

Honorable Members in Session:

SUBJECT:

Selection Of Master Developer To Serve As Housing Lead For The Choice  
Neighborhoods Initiative - Twin Rivers Public Housing Site


SUMMARY

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

RECOMMENDATION

The staff recommends approval of the recommendations outlined in this report.

Respectfully submitted,



LA SHELLE DOZIER  
Executive Director

Attachment

**COUNTY OF SACRAMENTO  
CALIFORNIA**

For the Agenda of:  
October 16, 2012  
10:30 am

To: Housing Authority of the County of Sacramento

From: Sacramento Housing and Redevelopment Agency

Subject: Selection Of Master Developer To Serve As Housing Lead For The Choice  
Neighborhoods Initiative - Twin Rivers Public Housing Site

Supervisory  
District: Serna

Contact: La Shelle Dozier, Executive Director, 440-1319  
Chris Pahule, Program Manager, 440-1350

**Overview**

Approval of this report and resolution will allow the Housing Authority of the County of Sacramento to approve the selection of McCormack Baron Salazar as the Master Developer to serve as the Housing Lead for the Twin Rivers – River District/Railyards Choice Neighborhoods Initiative. Following approval, staff will work with McCormack Baron Salazar to develop project terms for an Exclusive Negotiations Agreement, which will be considered by the Housing Authority of the County of Sacramento.

**Recommendations**

Staff recommends the adoption of the resolution which:

1. Approves selection of McCormack Baron Salazar as the Master Developer to serve as the Housing Lead for the Twin Rivers – River District/Railyards Choice Neighborhoods Initiative; and,
2. Authorizes the Executive Director to develop terms for an Exclusive Negotiations Agreement.

**Measures/Evaluation**

The actions recommended in this report are consistent with goals and objectives of the approved County of Sacramento Public Housing Authority Plan (PHA Plan). Goals included in the PHA Plan consist of improving the quality of assisted housing, community quality of life, and economic vitality of the community.

**Fiscal Impact**

None. Approval of this report and resolution will allow the Housing Authority of the County of Sacramento to begin developing terms that will be outlined in an Exclusive Negotiations Agreement.

**BACKGROUND**

On January 31, 2012, the U.S. Department of Housing and Urban Development (HUD) awarded the Housing Authority of the County of Sacramento (Housing Authority) a \$300,000 Choice Neighborhoods Initiative (CNI) grant to develop a Neighborhood Transformation Plan (NTP) for the Twin Rivers - River District/Railyards neighborhood. The County's Housing Authority was the only jurisdiction west of the Mississippi to receive such an award. A component of the NTP planning process is a revitalization strategy for the Housing Authority's 218-unit Twin Rivers

Public Housing site. Twin Rivers is a 218 unit Public Housing complex in the River District – Railyards neighborhood bounded roughly by North 12<sup>th</sup> Street on the southeast, Richards Boulevard to the north, and Dos Rios Street on the west. Constructed originally between 1942 and 1946, with a small subset of buildings built in the 1970s, much of the infrastructure serving the development is original to the site and has reached the end of its useful life. The suburban style development consists of a community building and 93 one- and two-story residential buildings and a community building on 21 acres and is now functionally obsolete.

On July 24, 2012, the Housing Authority released a Request for Qualifications (RFQ) to determine the most qualified Master Developer to assist in developing a housing program for the future revitalized project. This report recommends approval of the selection of McCormack Baron Salazar as Master Developer to serve as Housing Lead to assist in developing a housing program to carryout the potential revitalization of the Twin Rivers Public Housing site.

## **DISCUSSION**

Following the HUD-approved CNI project schedule, the Housing Authority released a RFQ for a Housing Lead for the Twin Rivers – River District/Railyards. During the development of the NTP, the Housing Lead will advise on the program and design for the replacement housing and other affordable and market-rate unit types; identify other investments essential to creating a sustainable and healthy community; coordinate housing activities with neighborhood, resident services, and educational programs; and take the lead in securing state, other federal, and private funding in support of the NTP.

The Housing Lead will also work collaboratively with the CNI Planning team including the Housing Authority, the Steering Committee and Task Force Chairs and members, the Twin Rivers residents, and the broader community. The Housing Lead will be responsible for developing redevelopment concepts during the planning process. The Housing Lead will also play a guiding and consulting role during the planning process to ensure that the preferred housing redevelopment concept set forth in the NTP is market-appropriate and financially feasible.

The Housing Authority cast a wide net to garner interest from the most experienced developers to respond to the Twin Rivers – River District/Railyards Housing Lead RFQ. The RFQ required that respondents demonstrate their success in implementing comprehensive neighborhood multi-site revitalization plans that include mixed-income (public housing, project-based vouchers, low income housing tax credit and market-rate unrestricted units), mixed-finance and mixed uses.

The RFQ also stated that the NTP would be neighborhood focused and include the one-for-one replacement of the 218 Twin Rivers public housing units with deeply subsidized units (public housing and project-based voucher units) in mixed-income developments. The NTP should also include, to the extent supported by the community and market conditions, for-sale housing, commercial/retail uses and other neighborhood improvements to be identified during the CNI planning process.

The Housing Authority received four (4) proposals in response to the RFQ following all federal procurement requirements. Those proposals were scored by a seven-member selection panel based on predetermined Evaluation Criteria contained in the solicitation. The panel and process was governed by federal HUD procurement rules. Based on the recommendation of the selection panel, the Executive Director has recommended McCormack Baron Salazar as the Master Developer to serve as the Housing Lead for the Twin Rivers – River District/Railyards Choice Neighborhoods Initiative.

Respondents to the RFQ were notified of the selection of McCormack Baron Salazar on September 21, 2012 and informed that should anyone wish to protest the final selection, they have ten (10) calendar days to submit a written protest. As of the date of this report's transmittal, no protest letter was received.

McCormack Baron Salazar is a nationally recognized and experienced developer of comprehensive, urban, mixed-income communities across the country. Over the past 35 years, they have built 16,000 residential units and 1.2 million square feet of commercial space with total development costs in excess of \$2.6 billion. McCormack Baron Salazar specializes in a comprehensive approach to transforming public housing units and the surrounding neighborhood. They have closed 57 phases of HUD mixed-finance developments in 15 cities involving over 7,300 units and \$1.3 billion in total development costs. Additionally, they are working on two of the five public housing communities awarded HUD Choice Neighborhoods Initiative Implementation grants, including San Francisco's Alice Griffith development in Hunter's Point.

Following Board approval of the selection, staff will work with McCormack Baron Salazar to develop terms for an Exclusive Negotiations Agreement (ENA) that will outline roles, responsibilities and compensation for the Housing Lead during the NTP process. The ENA will be considered by the Board at a future meeting. It should be noted that if an ENA cannot be negotiated with McCormack Baron Salazar, negotiations will be terminated. The Housing Authority will then initiate negotiations with the next highest rated firm. This procedure will continue until a mutually satisfactory ENA has been negotiated.

**COMMISSION ACTION**

It is anticipated that, at its meeting of October 3, 2012, the Sacramento Housing and Redevelopment Commission will approve the staff recommendation for this item. Staff will notify the Board in the event this does not occur.

**MEASURES/EVALUATIONS**

The actions recommended in this report are consistent with the goals and objectives in the approved County of Sacramento Public Housing Authority Plan (PHA Plan). The goals included in the PHA Plan consist of improving the quality of assisted housing, community quality of life, and economic vitality of the community.

**FINANCIAL ANALYSIS**

Approval of this report and resolution will allow the Housing Authority of the County of Sacramento to begin developing terms, including compensation, for the Housing Lead that will be outlined in an Exclusive Negotiations Agreement.

**POLICY CONSIDERATIONS**

Public Housing Authorities are required to comply with applicable federal laws and regulations, including the Quality Housing and Work Responsibility Act of 1998 (QHWRA).

The actions recommended in this report are consistent with the Housing Authority's 2007 Asset Repositioning Strategy (Strategy). The Strategy outlined various actions the Housing Authority should take to reduce its dependence on HUD funding and position its inventory for long term sustainability.

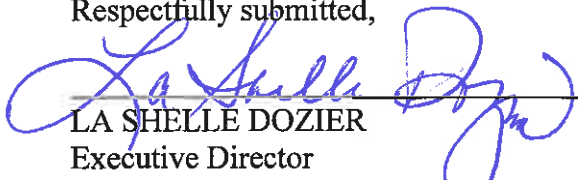
**ENVIRONMENTAL REVIEW**

The activity recommended is statutorily exempt pursuant to California Environmental Quality Act (CEQA) Guideline 15262 involving planning and feasibility studies for possible future actions which have not been approved by the Housing Authority's governing board. These planning and feasibility study activities are categorically excluded from review under the National Environmental Policy Act (NEPA) pursuant to 24 CFR 58.34 (a)(1).

**M/WBE CONSIDERATIONS**

Minority and Woman's Business Enterprise requirements will be applied to all activities to the extent required by federal funding to maintain that federal funding.

Respectfully submitted,

  
\_\_\_\_\_  
LA SHELLE DOZIER  
Executive Director  
Sacramento Housing and Redevelopment Agency

APPROVED

\_\_\_\_\_  
BRADLEY J. HUDSON  
County Executive

Attachments:  
RES – Housing Authority Board Resolution  
ATT I – Map

**RESOLUTION NO. \_\_\_\_\_**

**ADOPTED BY THE HOUSING AUTHORITY OF THE  
COUNTY OF SACRAMENTO**

ON DATE OF

**APPROVING THE SELECTION OF A MASTER DEVELOPER TO SERVE AS  
HOUSING LEAD FOR THE CHOICE NEIGHBORHOODS INITIATIVE - TWIN  
RIVERS PUBLIC HOUSING SITE**

**WHEREAS**, the Housing Authority of the County of Sacramento (the “Authority”) was awarded a U.S. Department of Housing and Urban Development (HUD) Choice Neighborhoods Initiative (CNI) grant to develop a Neighborhood Transformation Plan (NTP) for the Twin Rivers - River District/Railyards neighborhood; and

**WHEREAS**, the Authority owns the 218-unit Twin Rivers Public Housing Development in the City of Sacramento; and

**WHEREAS**, the Authority issued a Request for Qualifications (RFQ) to determine the most qualified developer to serve as a Housing Lead who would assist in developing a housing program for the Twin Rivers - River District/Railyards neighborhood; and

**WHEREAS**, the Authority followed all applicable Federal Procurement Rules and Regulations related to the solicitation of a Housing Developer for a public housing Mixed-Finance Development;

**WHEREAS**, the activity recommended is statutorily exempt pursuant to California Environmental Quality Act (CEQA) Guideline 15262 involving planning and feasibility studies for possible future actions which have not been approved by the Housing Authority’s governing board. These planning and feasibility activities are categorically excluded from review under the National Environmental Policy Act (NEPA) pursuant to 24 CFR 58.34 (a)(1).

Selection Of Master Developer To Serve As Housing Lead For The Choice Neighborhoods Initiative - Twin Rivers Public Housing Site

Page 2

**NOW, THEREFORE, BE IT RESOLVED BY THE HOUSING AUTHORITY OF THE COUNTY OF SACRAMENTO**

Section 1: The above recitals, including the environmental recitals, are found to be true and correct.

Section 2: The selection of McCormack Baron Salazar as the Master Developer to serve as Housing Lead for the Twin Rivers – River District/Railyards Choice Neighborhoods Initiative is approved.

Section 3: The Executive Director or her designee is directed to work with McCormack Baron Salazar to develop deal terms for an Exclusive Negotiations Agreement, which will be considered by the Board.

On a motion by Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the foregoing Resolution was passed and adopted by the Housing Authority of the County of Sacramento, State of California this 16th day of October, 2012, by the following vote, to wit:

AYES: Members,  
NOES: Members,  
ABSENT: Members,  
ABSTAIN: Members,

---

Chair of the Housing Authority  
of Sacramento County, California

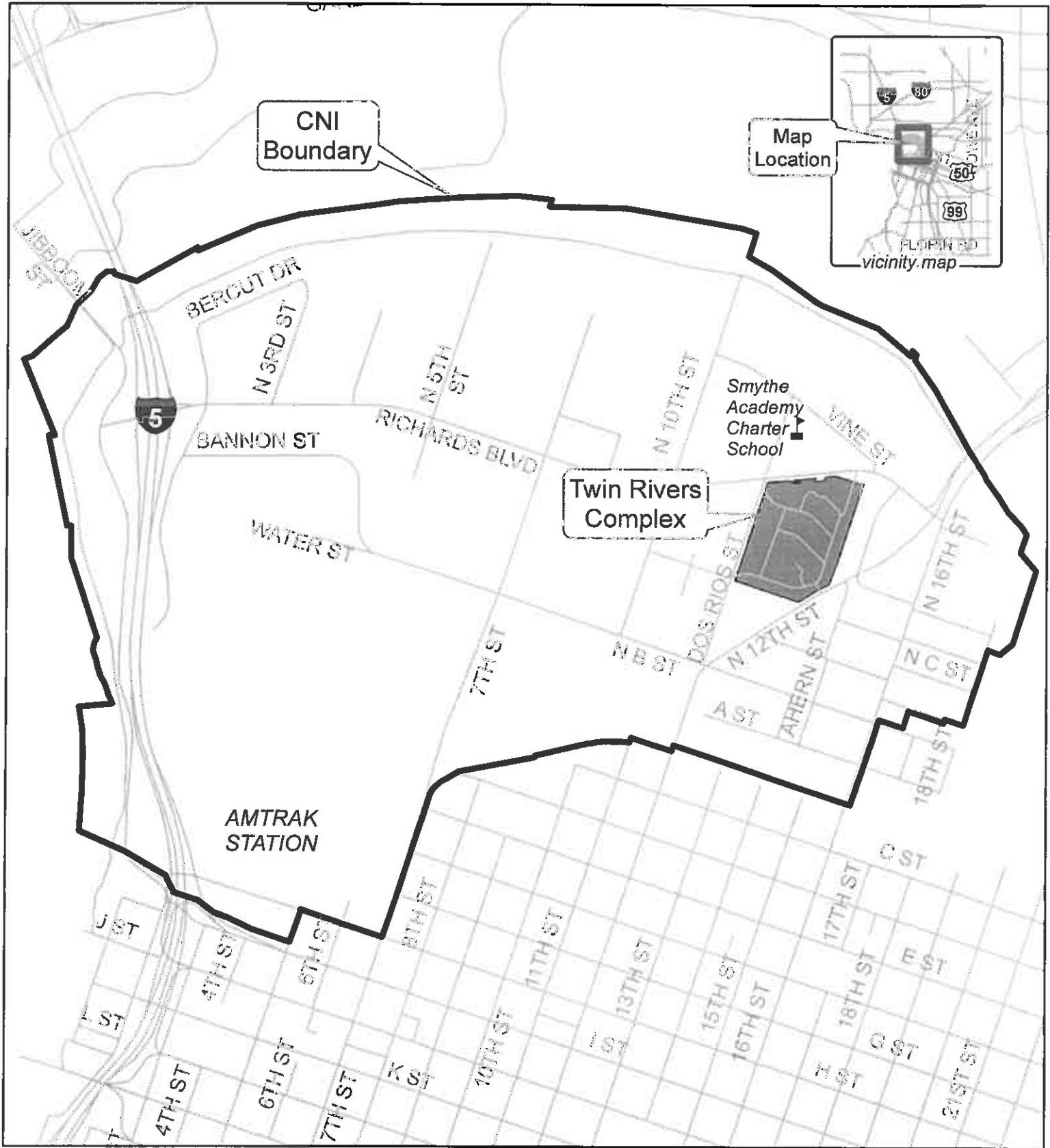
(SEAL)

ATTEST: \_\_\_\_\_

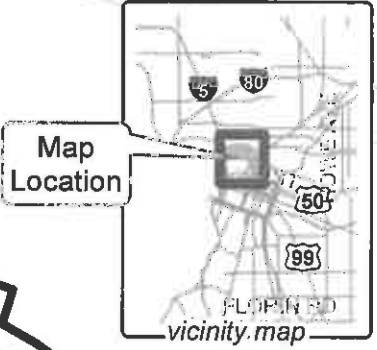
Clerk



# Selection of Master Developer for Choice Neighborhood Initiative



CNI Boundary

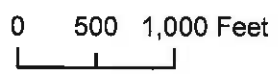


Twin Rivers Complex

Smythe Academy Charter School

AMTRAK STATION

- CNI Planning Area Boundary
- Housing Authority Owned Parcel
- School



SHRA GIS  
September 27, 2012