



**NOTICE OF REGULAR MEETING**  
**Sacramento Housing and  
Redevelopment Commission**  
**Wednesday, April 3, 2019 – 6:00 pm**  
**801 12<sup>th</sup> Street 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 – March 20, 2019**

**DISCUSSION/BUSINESS ITEMS**

1. Review and Approval of Media Relations Policy
2. Review and Approval of Code of Conduct and Duty of Loyalty Policy

**INFORMATIONAL ITEMS**

3. SIMPL Transformative Climate Communities Grant Update
4. Review of SHRA website updates related to Rental Assistance Demonstration (RAD) and Twin Rivers projects

**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 12<sup>th</sup> Street, Sacramento CA 95814. Agendas and reports are also posted online at [www.shra.org](http://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.



## MINUTES

### **Sacramento Housing and Redevelopment Commission (SHRC) Regular Meeting of March 20, 2019 Meeting noticed on March 15, 2018**

#### ROLL CALL

The regular meeting of the Sacramento Housing and Redevelopment Commission was called to order at 6:00 p.m. by Chair Morgan.

**MEMBERS PRESENT:** Griffin, Morgan, Nunley, Staajabu, Starks

**MEMBERS ABSENT:** Alcalay, Johnson, Macedo, Wedding (two vacancies)

**STAFF PRESENT:** Tyrone Williams, Asa Standfeldt, Vickie Smith, Jim Shields, Anne Nicholls, Susan Veazey, Kellen Farnham, Stephanie Green, Susie Jackson

#### APPROVAL OF AGENDA

The Chair announced that items 3 and 4 would be presented together and items 5 and 6 would be presented together.

#### CITIZENS COMMENTS

None

#### APPROVAL OF MINUTES

The February 20, 2019 meeting minutes were approved as submitted.

## CONSENT

1. Amendment to California Workers Compensation Authority Joint Powers Agreement

Commissioner Nunley asked for the worker's compensation rate percentage. Jim Shields indicated that he would review with his staff and send this information to the commission the following day.

Commissioner Nunley motioned to approve the staff recommendation for the item listed above. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Griffin, Morgan, Nunley, Staajabu, Starks

NOES: None

ABSENT: Alcalay, Macedo, Johnson, Wedding (two vacancies)

ABSTAIN: None

2. Amendment of Contract for Environmental Services with Ervin Consulting Group (Environmental Consultant)

Commissioner Nunley motioned to approve the staff recommendation for the item listed above. Commissioner Griffin seconded the motion. The votes were as follows:

AYES: Griffin, Morgan, Nunley, Staajabu, Starks

NOES: None

ABSENT: Alcalay, Macedo, Johnson, Wedding (two vacancies)

ABSTAIN: None

### INFORMATIONAL ITEMS

3. Affordable Housing Finance Resources – City Report
4. Affordable Housing Finance Resources – County Report

Anne Nicholls presented the two informational items.

5. Annual Reports of the Housing Trust Fund Ordinance, Mixed Income Housing Ordinance, HOME Investment Partnerships Program and Residential Hotel Unit Withdrawal, Conversion, and Demolition Ordinance – City Report
6. Annual Reports Of The Housing Trust Fund (HTF), Affordable Housing Ordinance, And HOME Investment Partnership Program (HOME) – County Report

Susan Veazey presented the two informational items.

### EXECUTIVE DIRECTOR REPORT

Tyrone Williams presented the report on behalf of La Shelle Dozier who was absent. He reviewed the following:

- Next meeting will be on April 3rd
- Motel reuse workshop on March 22<sup>nd</sup>
- Introduced new grantwriter Kellen Farhham.

### COMMISSION CHAIR REPORT

None

### ITEMS AND QUESTIONS OF COMMISSION MEMBERS

Commissioner Nunley asked if SHRA is involved in locating the homeless facilities in various council districts as proposed by the Mayor. Tyrone Williams indicated that the Mayor's office is managing this and SHRA has had limited involvement in this effort as SHRA focuses more on permanent housing rather than temporary shelters.

### ADJOURNMENT

As there was no further business to be conducted, Chair Morgan adjourned the meeting at 6:50 pm.

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Clerk

April 3, 2019



Sacramento Housing and Redevelopment Commission  
Sacramento, California

Honorable Members in Session:

**SUBJECT** Review and Approval of Proposed Media Relations Policy

**RECOMMENDATION**

Staff recommends approval of the attached resolution approving a policy for Commission members related to media relations.

**CONTACT PERSONS**

Angela Jones, Public Information Officer, 916-440-1355

**SUMMARY**

After reviewing Sacramento Housing and Redevelopment Agency (SHRA) policies and those of similar organizations in reference to media relations, including their capacity serving on other boards, staff presented a conceptual media relations policy (Policy) to the Commission for review and comment at its January 23, 2019 meeting. A draft Policy incorporating many of the comments received at the January meeting was presented to the Commission on February 20, 2019. Additional comments on the proposed draft were received both at the meeting and immediately preceding the meeting. Staff was directed to consider the comments and bring back a final version of the Policy to the Commission for approval.

**FINANCIAL CONSIDERATIONS**

Not applicable.

**POLICY CONSIDERATIONS**

Not applicable.

## **SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

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### **ENVIRONMENTAL REVIEW**

Not applicable.

### **M/WBE AND SECTION 3 CONSIDERATIONS**

Not applicable.

Respectfully submitted,



LA SHELLE DOZIER  
Executive Director

### **Attachments**

- 1 – SHRA Commission Resolution
- 2 – Exhibit A – SHRA Commission Media Relations Policy
- 3 – SHRA Media Relations Policy

## 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

**April 3, 2019**

### **APPROVAL OF MEDIA RELATIONS POLICY FOR THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION**

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

Section 1. The California Environmental Quality Act (CEQA) does not apply to the proposed action pursuant to CEQA Guidelines at 14 California Code of Regulations (CCR) section 15378(b)(5), which excludes administrative activities of governments that will not result in direct or indirect changes in the environment.

Section 2. The Media Relations Policy, as attached hereto as Exhibit A, is hereby adopted and approved.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CLERK



**Sacramento Housing and Redevelopment Agency  
POLICY/PROCEDURE INSTRUCTION**

TO: Sacramento Housing and Redevelopment Commission

FROM: La Shelle Dozier, Executive Director

SUBJECT: Media Relations

EFFECTIVE: April 3, 2019

**Scope and Purpose:**

Scope - This policy applies to all members of the Sacramento Housing and Redevelopment Commission (SHRC), a governing board of the Sacramento Housing and Redevelopment Agency (SHRA/Agency).

Purpose - The purpose of this SHRC Media Relations Policy is to establish a protocol for responding appropriately to media inquiries to ensure that all information released to the media is accurate and consistent with the Agency's position, and provided in a timely and efficient manner. This policy is intended to work in conjunction with the Agency's media policy.

**Policy:**

The Public Information Officer (PIO) is responsible for SHRA's media relations under the direction of the Executive Director. The Executive Director, or her/his designee, shall serve as the media spokesperson on behalf of the Agency.

Commission members, as individual members of the community, have the right to make public comment in a private capacity. Commissioners are not prohibited from speaking to the media about Agency issues on which the Commission has officially voted. However, commissioners do not serve as spokespersons on behalf of the Agency. When speaking to the media, commissioners must clearly state to reporters that they are not representing or commenting on behalf of SHRA or its Commission. Commissioners must clearly state if they are commenting in the capacity of their relationship with some other organization or entity.



Sacramento Housing and Redevelopment Agency  
POLICY/PROCEDURE INSTRUCTION  
Media Relations – April 3, 2019

Commissioners must promptly inform the PIO of their contact with the media if it relates to an Agency issue so that any necessary follow up information or response can be provided. Requests for information from the media should be addressed as quickly and efficiently as possible. All information released must be accurate and consistent with Agency policy and the release of such information shall not violate any legal privilege or other law. Generally, the business of the Agency is public and is therefore public information. However, state and federal laws provide many exceptions as noted in the Public Records Act.

**Procedure:**

**Responding to media calls** - Any Commission member who receives a request for information from a member of the news media must refer the reporter to the Public Information Officer.

**Process:**

Agency Clerk must:

1. Disseminate this policy to all Commission members.

Commission members must:

1. Comply with the policy.

**Non-compliance**

Failure to comply with this policy after reasonable efforts to conform may result in a review by the SHRC Executive Committee.



INVESTING IN COMMUNITIES

## **Sacramento Housing and Redevelopment Agency**

### **POLICY/PROCEDURE INSTRUCTION**

**TO:** All SHRA Employees

**FROM:** La Shelle Dozier, Executive Director

**POLICY SUBJECT:** Media Relations

**EFFECTIVE:** January 1, 2010  
**Supersedes:** Media Relations Policy  
**Dated:** August 20, 2003

#### **Scope and Purpose:**

Scope - This policy applies to all employees of the Sacramento Housing and Redevelopment Agency (SHRA).

Purpose - The purpose of this SHRA Media Relations Policy is to establish a protocol for responding appropriately to media inquiries. This policy designates staff that will serve as media spokespersons on behalf of SHRA and outlines the procedure for responding to inquiries from reporters to ensure that all information released to the media is accurate, consistent and provided in a timely and efficient manner.

#### **Policy:**

The Public Information Officer (PIO) is responsible for SHRA's media relations under the direction of the Executive Director. The Executive Director, or her designee, shall be the primary media spokesperson on behalf of the Agency. Directors or Assistant Directors may act as spokespersons if designated by the Executive Director or Deputy Executive Director.

Requests for information from the media should be given a high priority and addressed as quickly and efficiently as possible. Every effort should be made to accommodate reporters' deadlines. All information released must be accurate and consistent with Agency policy and the release of such information shall not violate any legal privilege or other law. Generally, the business of the Agency is public and is therefore public information. However, state and federal laws provide many exceptions as noted in the Public Records Act.

**Procedure:**

**Responding to media calls** - Any employee who receives a request for information from a member of the news media must immediately refer the reporter to the PIO without comment on the subject matter. Because some projects or activities undertaken by the Agency have the potential to become sensitive or highly charged issues, it is equally important that all media receive the same message from SHRA when responding to inquiries about topics of this nature.

**Preparing media response** - When the media requests information for a potential news report, the PIO will contact the reporter to determine the nature of the inquiry and what information the reporter is seeking. The PIO will inform the appropriate staff by providing a Media Inquiry Tracking Form and will assist in preparing a response to the inquiry, setting up the interview, or providing the requested information to the media at the direction of the Executive Director, the Deputy Executive Director or their designated staff.

The PIO should be present during interviews to document the conversation, assist staff in making sure message points were delivered, provide clarity on details, and provide follow-up information to the reporter. Staff should refer the reporter to appropriate elected officials, stakeholders or community members who may be able to provide supporting information for the news report. When an interview has taken place, staff should determine whether the topic is of material importance to elected officials or key stakeholders and should advise them accordingly through the City PIO or County CMO (Communications and Media Officer), and/or their District Director or Chief of Staff.

**Public Record Act requests from media** - The California Public Records Act (PRA) entitles the public to inspect public records in the possession of government agencies' records upon request with some specific exemptions. Requests for public records must receive a response within 10 days from the date the request was received. If the requesting party introduces himself or herself as a reporter, or is a known reporter, the PIO should be notified of the request and should assist in preparing a response to the reporter. Thorough consideration should be given to determine whether the request pertains to an Agency issue, project or activity that has high public or media interest or potential for litigation. Such requests should be brought to the attention of the SHRA General Counsel, Executive Director and the PIO. No public records shall be declared exempt without prior authorization from the General Counsel.

**Process:**

Department heads must:

1. Disseminate this policy to all staff under their supervision.

Staff must:

1. Comply with the policy.

**Non-compliance**

Failure to comply with this Policy after reasonable efforts to conform may result in disciplinary action.

April 3, 2019



Sacramento Housing and Redevelopment Commission  
Sacramento, California

Honorable Members in Session:

**SUBJECT** Review and Approval of Proposed Policy Related Commissioner Code of Conduct and Duty of Loyalty.

**RECOMMENDATION**

Staff recommends approval of the attached resolution approving a policy for Sacramento Housing and Redevelopment Commission members related to code of conduct and duty of loyalty.

**CONTACT PERSONS**

David Levin, General Counsel, 916-440-1304

**SUMMARY**

After reviewing Sacramento Housing and Redevelopment Agency (SHRA) policies and those of similar organizations in reference to code of conduct and duty of loyalty as Commission members, including their capacity serving on other boards, staff presented a conceptual code of conduct and duty of loyalty policy (Policy) to the Commission for review and comment at its January 23, 2019 meeting. A draft Policy incorporating many of the comments received at the January meeting was presented to the Commission on February 20, 2019. Additional comments on the proposed draft were received both at the meeting and immediately preceding the meeting. Staff was directed to consider the comments and bring back a final version of the Policy to the Commission for approval.

**FINANCIAL CONSIDERATIONS**

Not applicable.

**POLICY CONSIDERATIONS**

Not applicable.

## **SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY**

Sacramento Housing and Redevelopment Commission

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### **ENVIRONMENTAL REVIEW**

Not applicable.

### **M/WBE AND SECTION 3 CONSIDERATIONS**

Not applicable.

Respectfully submitted,

  
LA SHELLE DOZIER  
Executive Director

### **Attachments**

1 – SHRA Commission Resolution

2 – Exhibit A - Proposed Code of Conduct, Duty of Loyalty, and Ethics Policy

## 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

**April 3, 2019**

### **APPROVAL OF THE CODE OF CONDUCT AND DUTY OF LOYALTY POLICY FOR THE SACRAMENTO HOUSING AND REDEVELOPMENT COMMISSION**

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

Section 1. The California Environmental Quality Act (CEQA) does not apply to the proposed action pursuant to CEQA Guidelines at 14 California Code of Regulations (CCR) section 15378(b)(5), which excludes administrative activities of governments that will not result in direct or indirect changes in the environment.

Section 2. The Code of Conduct and Duty of Loyalty Policy as attached hereto as Exhibit A, is hereby adopted and approved.

ATTEST:

\_\_\_\_\_  
CHAIR

\_\_\_\_\_  
CLERK

**Sacramento Housing and Redevelopment Commission**

**CODE OF CONDUCT, DUTY OF LOYALTY, AND ETHICS POLICY**

TO: The Sacramento Housing and Redevelopment Commission  
FROM: La Shelle Dozier, Executive Director  
POLICY SUBJECT: Agency Code of Conduct, Duty of Loyalty, and Ethics Policy  
EFFECTIVE: April 3, 2019

Scope - This policy applies to all members of the Sacramento Housing and Redevelopment Commission).

Purpose - The purpose of this Policy is to outline expectations for ethical and responsible behavior and related legal requirements.

Policy: As a public agency, we are committed to acting in the best interest of the communities and clients whom we serve. We have the same expectation of our Commissioners and employees. Therefore, the Sacramento Housing and Redevelopment Commission has established this Code of Conduct  
Commissioners to make themselves aware of requirements related to the conduct of business at the Agency.

The Commission Members' Conduct and Role

The Commission and its members shall act in an ethical, businesslike, productive, and lawful manner. Commission members should avoid even the appearance of impropriety to ensure and maintain public confidence in the Agency.

Specifically:

a) Commission members shall conduct themselves in accordance with all laws.

b) Commission members shall conduct themselves with civility and respect at all times with one another, with staff, and with members of the public.

c) Commission members are expected to demonstrate loyalty to the interests of the Agency and its residents and programs. This supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other Commissions, boards, or staffs.

d) Commission members may not attempt to exercise individual authority over the organization except as explicitly set forth in Commission policies.

i) Commission members must recognize the lack of authority vested in them as individuals in their interactions with the Executive Director or with staff, except where explicitly authorized.

ii) Commission members must recognize that a Commissioner's responsibility is not to make the day to day management decisions of the Agency, but see that it is well run by carrying out policy making, planning, and appraisal functions, and by providing direction and taking formal action in support of these functions.

iii) In their interactions with the public, press or other entities, Commission members should recognize the same limitation and the inability of any Commission member to speak for the Commission or for other Commission members except to repeat explicitly stated Commission decisions.

e) Commission members shall at all times endeavor to express their individual opinions in a responsible manner, without causing harm to the Agency, to the Agency's governing boards, the public and residents, or to other Commission members and Agency staff.

i) Each member of the Commission is expected to support the legitimacy and authority of the decisions of the Commission concerning any matter, irrespective of the member's personal position.

ii) Commission members retain the right to criticize the decisions of the Agency, but in doing so shall make it clear that it is their opinion, and not the opinion of the Commission or other Commission members, and so long as it complies with the limitations set forth in these



policies. Commission members are encouraged to notify the Executive Director in advance when they plan to speak publicly in opposition to Agency decisions and policies.

iii) Commissioners must first refer all complaints, including any personal criticisms, to the Executive Director, and only after failure of administrative solution, then pursue such matters outside the Commission, recognizing the individual rights of a Commissioner as a citizen appointee and the responsibility such appointment implies.

f) Commission members should prepare themselves for Commission deliberations.

g) Commission members shall discourage former Commission members from attempting to influence the Commission, individual Commission members or staff, on behalf of any third party (other than a governmental entity) from whom the former Commission member is receiving compensation, on any matter that the former Commission member substantially participated in during his or her tenure with the Commission.

(h) Commission members are to make decisions in terms of the most economical and efficient method toward the best interests of all citizens, particularly those of low-and moderate income. Decisions will provide an equal opportunity to all citizens regardless of race, creed, religion, sex, gender orientation or identification, national origin, age, disability, or English language proficiency.

(i) Commission members are not to meet one-on-one with potential developers, contractors, funding or program applicants once a proposal, application, or other similar submission has been made to the Agency. Such one-on-one contact while the contract is pending by applicants, third parties, or higher level officials has the appearance of bias and unduly influencing the decision-maker. If there is such one-on-one contact, the communication must be made a part of the record and shared with all of the applicants.

(j) Commission members should seek and maintain an equitable, honorable, and cooperative association with fellow public housing officials and all others who are concerned with the proper and professional management of public housing developments.

## Ethical Conduct

The Sacramento Housing and Redevelopment Commission will comply with all federal, California and local Conflict of Interest, Duty of Loyalty, and Ethics laws.

(a) California. Two California laws must be considered in analyzing a potential conflict of interest: the Political Reform Act and Section 1090. Additionally, the California Public Contract Code has prohibitions against self-dealing and conflict of interests in procurement activities.

i) More specifically, California Health and Safety Code Section 34328.2 prohibits members of any housing authority governing board or commission to have any direct or indirect interest in any housing project or property (including maintenance, materials, supplies, etc.).

(b) Federal. In addition to the various California ethical and conflict of interest statutes and regulations, HUD addresses conflicts of interests in each of its programs. For example, the Housing Choice Voucher Program conflict provisions may be found at 24 CFR 982.161; the HOME program, 24 CFR 92.356; and, for CDBG at 24 CFR 570.611.

i) Federal procurement as it applies to housing authorities and non-federal program grantees is now consolidated in the Uniform Administrative Requirements for State and Local Governments (2 CFR 200): Conflicts of Interest- The Agency, including its Commissioners, must disclose in writing any potential conflict of interest in violation.

## HUD's Annual Contribution Contracts.

All Commissioners and Housing Authority staff shall be bound by the following Ethical Standards which are from the U.S. Department and Urban Development's (HUD) Public Housing Annual Contributions Contract (ACC):

(a) In addition to any other applicable conflict of interest requirements, neither the housing authority nor any of its contractors or their subcontractors may enter into any contract, subcontract, or arrangement in connection with a project under this ACC in which any of the following classes of people that housing authority has an interest, direct or indirect, during his or her tenure or for one year thereafter:

i) Any present or former member or officer of the governing body of a housing authority, or any member of the officer's immediate family. There shall be excepted from this prohibition any present or former tenant Commissioner who does not serve on the governing body of a resident corporation, and

who otherwise does not occupy a policymaking position with the resident corporation, the housing authority, or a business entity.

ii) Any employee of the housing authority who formulates policy or who influences decisions with respect to the project(s), or any member of the employee's immediate family, or the employee's partner.

iii) Any public official, member of the local governing body, or State or local legislator, or any member of such individuals' immediate family, who exercises functions or responsibilities with respect to the project(s) or the housing authority.

(b) Any member of these classes of persons must disclose the member's interest or prospective interest to the housing authority and HUD.

(c) The requirements of this may be waived by HUD for good cause, if permitted under State and local law. No person for whom a waiver is requested may exercise responsibilities or functions with respect to the contract to which the waiver pertains.

(d) The provisions of this subsection shall not apply to the General Depository Agreement entered into with an institution regulated by a Federal agency, or to utility service for which the rates are fixed or controlled by a State or local agency.

(e) Nothing in this section shall prohibit a tenant of housing authority from serving on the governing body of the housing authority.

(f) The Agency may not hire an employee in connection with a project under this ACC if the prospective employee is an immediate family member of any person belonging to one of the following classes:

i) Any present or former member or officer of the governing body of the Agency. There shall be excepted from this prohibition any former tenant Commissioner who does not serve on the governing body of a resident corporation, and who otherwise does not occupy a policymaking position with the Agency.

ii) Any employee of the Agency who formulates policy or who influences decisions with respect to the project(s).

iii) Any public official, member of the local governing body, or State or local legislator, who exercises functions or responsibilities with respect to the project(s) or the Agency.

(g) The prohibition shall remain in effect throughout the class member's tenure and for one year thereafter.

(h) The class member shall disclose to the Agency and HUD the member's familial relationship to the prospective employee. The requirements of this subsection may be waived by the Commission for good cause, provided that such waiver is permitted by State and local law.

(j) For purposes of this section, the term "immediate family member" means the spouse, mother, father, brother, sister, or child of a covered class member (whether related as a full blood relative or as a "half" or "step" relative, e.g., a half-brother or stepchild).

Annual Certification and Form 700 Disclosure.

Separate and apart from this Code of Conduct, Duty of Loyalty and Ethics Policy, the Agency has a separate Conflict of Interest Code as required by the California Policy Political Reform Act (California Government Code §81000 et seq.).

Commission members are required to certify and acknowledge their understanding of and their compliance with these policies and codes. In addition, Commission members must submit disclosures as specified in Form 700 each April 1 for the prior calendar year.