

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing**

PHA Plans

5 Year Plan for Fiscal Years 2000 - 2004

Annual Plan for Fiscal Year 2003

for

Housing Authority of the City of Redding

Redding California

Adopted: March 2003

CA106

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE
COMPLETED IN ACCORDANCE WITH INSTRUCTIONS
LOCATED IN APPLICABLE P.H. NOTICES**

**PHA Plan
Agency Identification**

PHA Name: Housing Authority of the City of Redding

PHA Number: CA106

PHA Fiscal Year Beginning: 07/2003

Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA**
- PHA development management offices**
- PHA local offices**

Display Locations For PHA Plans and Supporting Documents

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA**
- PHA development management offices**
- PHA local offices**
- Main administrative office of the local government**
- Main administrative office of the County government**
- Main administrative office of the State government**
- Public library**
- PHA website**
- Other (list below)**

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA**
- PHA development management offices**
- Other (list below)**

5-YEAR PLAN
PHA FISCAL YEARS 2000 - 2004
[24 CFR Part 903.5]

A. Mission

State the PHA's mission for serving the needs of low-income, very low income, and extremely low-income families in the PHA's jurisdiction. (select one of the choices below)

The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

- The PHA's mission is:**
To improve and expand the City's housing stock, address the needs of low-income and moderate-income residents, and stimulate the physical and economic revitalization of the City's residential neighborhoods in concert with other public, private, and nonprofit organizations.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, PHAS ARE

STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.

- PHA Goal: Expand the supply of assisted housing**

Objectives:

- Apply for additional rental vouchers:**
When NOFAs are published addressing the availability of additional vouchers, RHA will submit an application to secure new subsidies for the community. In July 2002, the U. S. Department of Housing and Urban Development requested that the RHA seek approval to submit an application for the administration of 100 replacement vouchers. The vouchers were linked to project which was prepaying their mortgage. The conversion to enhanced vouchers maintained affordability rents for the tenants affected by the prepayment.
- Reduce public housing vacancies:**
- Leverage private or other public funds to create additional housing opportunities:**
- Acquire or build units or developments**
Other (list below)

PHA Goal: Improve the quality of assisted housing

Objectives:

- Improve public housing management: (PHAS score)**

- Improve voucher management: (SEMAP score)**
- Increase customer satisfaction:**
- Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)**
Housing Staff has been reorganized to consist of six Housing Specialists. These Specialists redistributed caseload management, public contacts, and field inspection assignments to increase productivity and customer satisfaction.
- Renovate or modernize public housing units:**
- Demolish or dispose of obsolete public housing:**
- Provide replacement public housing:**
- Provide replacement vouchers:**
- Other: (list below)**
- PHA Goal: Increase assisted housing choices**
Objectives:
- Provide voucher mobility counseling:**
As an ongoing subject during Voucher program orientations, the Housing Specialist in charge of new leases will discuss with the Voucher holders, their opportunity to use their Vouchers in other jurisdictions.
- Conduct outreach efforts to potential voucher landlords**
At least annually, RHA staff will conduct a Landlord Workshop to review regulatory changes and to respond to their questions regarding participation in the Section 8 program.
- Increase voucher payment standards**
At least annually, the RHA staff will review the published Fair Market Rents and adjust the Payment Standards. In July 2002, the Payment Standards was increased to 110 percent of the published Fair Market Rent for bedroom allocations.
- Implement a voucher homeownership program:**
In April 2001, the Housing Authority adopted its Homeownership Program. Initially, this program will be limited to Family Self-Sufficiency families or those families with a disabled member. It is anticipated that in March 2003, the recapture provision which had been included in the Homeownership Program will be deleted.
- Implement public housing or other homeownership programs:**
- Implement public housing site-based waiting lists:**
- Convert public housing to vouchers:**
- Other: (list below)**

HUD Strategic Goal: Improve community quality of life and economic vitality

- **PHA Goal: Provide an improved living environment**
Objectives:
 - **Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:**
 - **Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:**
 - **Implement public housing security improvements:**
 - **Designate developments or buildings for particular resident groups (elderly, persons with disabilities)****Other: (list below)**

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

- ☒ **PHA Goal: Promote self-sufficiency and asset development of assisted households**

Objectives:

- ☒ **Increase the number and percentage of employed persons in assisted families:**
Only 263 households out of the program total of 1,270 are employed. These households represent 19% of participating families. It will be a goal of the RHA to encourage under or unemployed households to gainfully seek employment and to increase to 35% the number of working families. This goal can be met by encouraging households to become participants in the Family Self-Sufficiency Program, by counseling CalWORKS sanctioned families as to the benefit of being in compliance, by increasing the interim redetermination income threshold from \$150.00 to \$300.00 and providing a full thirty-day notice prior to their subsidy portions being effected.
 - **Provide or attract supportive services to improve assistance recipients' employability:**
 - **Provide or attract supportive services to increase independence for the elderly or families with disabilities.**
 - ☒ **Other: (list below)**
Encourage Section 8 households, other than elderly or disabled households, to view public assistance as temporary.

HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- ☒ **PHA Goal: Ensure equal opportunity and affirmatively further**

fair housing

Objectives:

- ☒ **Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:**
- ☒ **Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:**
- ☒ **Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:**
- ☒ **Other: (list below)**
RHA staff provides Fair Housing information to the community. Staff responds to questions and concerns as part of daily contact with the community. Staff refers inquiries to other agencies as appropriate. Fair Housing material is available in the lobby of the Housing Authority and in response to a telephone call the literature will be mailed. RHA additionally cosponsors an all day Fair Housing Workshop each April. In April, the RHA reminds the community of their Fair Housing obligations via a banner flown in the downtown area and mailings to owners and real estate brokers in the community.

Other PHA Goals and Objectives: (list below)

Annual PHA Plan
PHA Fiscal Year 2003
[24 CFR Part 903.7]

Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Streamlined Plan:

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

Troubled Agency Plan

Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 nine (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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Attachments

Required Attachments:

- Admissions Policy for Deconcentration**
- FY 2000 Capital Fund Program Annual Statement**
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)**

Optional Attachments:

- PHA Management Organizational Chart**
- FY 2000 Capital Fund Program 5 Year Action Plan**
- Public Housing Drug Elimination Program (PHDEP) Plan**
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)**
- Other (List below, providing each attachment)**

Supporting Documents Available for Review

On the following chart, indicate which documents are available for public review by placing a mark in the "Applicable & On Display" column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

Applicable & On Display	Supporting Document	Applicable Plan Component
√	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	5 Year and Annual Plans
√	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;

Applicable & On Display	Supporting Document	Applicable Plan Component
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 10Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the methodology for setting public housing flat rents check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
√	Section 8 rent determination (payment standard) policies √ check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures √ check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

Applicable & On Display	Supporting Document	Applicable Plan Component
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
√	Policies governing any Section 8 Homeownership program √ check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
√	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
√	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention

Applicable & On Display	Supporting Document	Applicable Plan Component
√	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

Based upon the information contained in the Consolidated Plan/s applicable to

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall Needs	Affordability	Supply	Quality	Accessibility	Impact of that factor on the housing needs for the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being no	Location Size
Income <= 30% of AMI	2805	5	5	5	5	5	3
Income >30% but <=50% of AMI	4631	5	5	4	3	5	3
Income >50% but <80% of AMI	6760	5	5	4	3	5	3
Elderly	7398	5	4	5	5	3	5
Families with Disabilities	N/A						
Hispanic	5.8%						
Black	1.2%						
Indian	3.5%						
Asian	4.6%						

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available

for public inspection.)

- Consolidated Plan of the Jurisdiction/s: City of Redding**
Indicate years: 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset**
- American Housing Survey data**
Indicate years:
- Other housing market study**
Indicate years:
- Other sources: (list and indicate years of information)**
The City of Redding's Housing Element, updated October 3, 2000

B Housing Needs of Families on the Public Housing and Section 8 Tenant- Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. Complete one table for each type of PHA-wide waiting list administered by the PHA.

PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance <i>(Data is current as of 1/27/03)</i> <input type="checkbox"/> Public Housing <input type="checkbox"/> Combined Section 8 and Public Housing <input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	1754		254
Extremely low income <=30% AMI	1123	64%	
Very low income (>30% but <=50% AMI)	508	29%	
Low income (>50% but <80% AMI)	123	7%	
Families with children	908	52%	
Elderly families	136	8%	
Families with Disabilities	669	38%	
Hispanic	135	8%	
Black	97	6%	
Indian	113	6%	
Asian	67	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			

2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

Is the waiting list closed (select one)? No Yes

If yes:

B. How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?

No Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed? No Yes

C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list IN THE UPCOMING YEAR, and the Agency's reasons for choosing this strategy. The PHA is committed to maintain its lease-up rated at more than 95% while expending appropriate amounts from its annual budget authority.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line**
- Reduce turnover time for vacated public housing units**
- Reduce time to renovate public housing units**
- Seek replacement of public housing units lost to the inventory through mixed finance development**
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources**
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction**
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required**
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration**
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of the program**
- Participate in the Consolidated Plan development process to**

ensure coordination with broader community strategies
Other (list below)

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

Select all that apply

- Apply for additional section 8 units should they become available**
- Leverage affordable housing resources in the community through the creation of mixed - finance housing**
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.**
- Other: (list below)**

Need: Specific Family Types: Families at or below 30% of median

Strategy 1: Target available assistance to families at or below 30 % of AMI

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing**
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance**
- Employ admissions preferences aimed at families with economic hardships**
- Adopt rent policies to support and encourage work**
- Other: (list below)**
RHA will maintain an open waiting list to demonstrate its diligent effort in outreach and marketing to the extremely low income families in our community.

Need: Specific Family Types: Families at or below 50% of median

Strategy 1: Target available assistance to families at or below 50% of AMI

Select all that apply

- Employ admissions preferences aimed at families who are working**
- Adopt rent policies to support and encourage work**
- Other: (list below)**

B. Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly**
- Apply for special-purpose vouchers targeted to the elderly, should they become available**
- Other: (list below)**
The RHA continues to maintain a local ranking for those

families with children, elderly families, and persons with disabilities, thus serving those households before single applicants, who are neither disabled nor elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local nonprofit agencies that assist families with disabilities
- Other: (list below)
The RHA continues to serve those families with a disabled member before all other singles.

Need: Specific Family Types: Races or ethnicities with disproportionate housing needs

Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

Other Housing Needs & Strategies: (list needs and strategies below)

(2) Reasons for Selecting Strategies

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other

- organizations in the community**
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA**
- Influence of the housing market on PHA programs**
- Community priorities regarding housing assistance**
- Results of consultation with local or state government**
- Results of consultation with residents and the Resident Advisory Board**
- Results of consultation with advocacy groups**
- Other: (list below)**

Statement of Financial Resources

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2003 grants)		
a) Public Housing Operating Fund		
a) Public Housing Capital Fund		
a) HOPE VI Revitalization		
a) HOPE VI Demolition		
a) Annual Contributions for Section 8 Tenant-Based Assistance	\$5,470,052	
a) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
a) Resident Opportunity and Self-Sufficiency Grants	\$52,517	
a) Community Development Block Grant		
a) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Investment Income	\$15,000	Section 8 supp. service
Reimbursements	\$5,000	Section 8 supp. service
Bond Monitoring Admin Fee	\$5,600	Section 8 supp. service
4. Non-federal sources (list below)		
Total resources	\$5,548,169	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing (N/A TO SECTION 8 PROGRAM)

Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.

(1) Eligibility

a. When does the PHA verify eligibility for admission to public

housing? (select all that apply)

When families are within a certain number of being offered a unit: (state number)

When families are within a certain time of being offered a unit: (state time)

Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

Criminal or Drug-related activity

Rental history

Housekeeping

Other (describe)

c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

Community-wide list

Sub-jurisdictional lists

Site-based waiting lists

Other (describe)

b. Where may interested persons apply for admission to public housing?

PHA main administrative office

PHA development site management office

Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?

2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not

part of a previously-HUD-approved site based waiting list plan)?

If yes, how many lists?

3. Yes No: May families be on more than one list simultaneously
If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?

PHA main administrative office

All PHA development management offices

Management offices at developments with site-based waiting lists

At the development to which they would like to apply

Other (list below)

(3) Assignment

a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)

One

Two

Three or More

b. Yes No: Is this policy consistent across all waiting list types?

c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

(4) Admissions Preferences

a. Income targeting

\ Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

Emergencies

Overhoused

Underhoused

Medical justification

Administrative reasons determined by the PHA (e.g., to permit modernization work)

Resident choice: (state circumstances below)

Other: (list below)

a. Preferences

Yes No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

1. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

Involuntary Displacement (Disaster, Government Action, Action of Housing

Owner, Inaccessibility, Property Disposition)

Victims of domestic violence

Substandard housing

Homelessness

High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

Working families and those unable to work because of age or disability

Veterans and veterans' families

Residents who live and/or work in the jurisdiction

Those enrolled currently in educational, training, or upward mobility programs

Households that contribute to meeting income goals (broad range of incomes)

Households that contribute to meeting income requirements (targeting)

Those previously enrolled in educational, training, or upward mobility programs

Victims of reprisals or hate crimes

Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

Date and Time

Former Federal preferences:

**Involuntary Displacement (Disaster, Government Action,
Action of Housing
Owner, Inaccessibility, Property Disposition)
Victims of domestic violence
Substandard housing
Homelessness
High rent burden**

Other preferences (select all that apply)

**Working families and those unable to work because of age or
disability
Veterans and veterans' families
Residents who live and/or work in the jurisdiction
Those enrolled currently in educational, training, or upward
mobility programs
Households that contribute to meeting income goals (broad
range of incomes)
Households that contribute to meeting income requirements
(targeting)
Those previously enrolled in educational, training, or upward
mobility programs
Victims of reprisals or hate crimes
Other preference(s) (list below)**

4. Relationship of preferences to income targeting requirements:

**The PHA applies preferences within income tiers
Not applicable: the pool of applicant families ensures that the
PHA will meet income targeting requirements**

(5) Occupancy

**a. What reference materials can applicants and residents use to
obtain information about the rules of occupancy of public
housing (select all that apply)**

**The PHA-resident lease
The PHA's Admissions and (Continued) Occupancy policy
PHA briefing seminars or written materials
Other source (list)**

**b. How often must residents notify the PHA of changes in family
composition? (select all that apply)**

**At an annual reexamination and lease renewal
Any time family composition changes
At family request for revision**

Other (list)

(6) Deconcentration and Income Mixing

a. Yes No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b. Yes No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

Adoption of site-based waiting lists

If selected, list targeted developments below:

Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments

If selected, list targeted developments below:

Employing new admission preferences at targeted developments

If selected, list targeted developments below:

Other (list policies and developments targeted below)

d. Yes No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

Additional affirmative marketing

Actions to improve the marketability of certain developments

Adoption or adjustment of ceiling rents for certain developments

Adoption of rent incentives to encourage deconcentration of poverty and income-mixing

Other (list below)

f. Based on the results of the required analysis, in which

developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

Not applicable: results of analysis did not indicate a need for such efforts

List (any applicable) developments below:

B. Section 8

Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B.

(f) Eligibility
Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).
What is the extent of screening conducted by the PHA? (select all that apply)

Criminal or drug-related activity only to the extent required by law or regulation

Criminal and drug-related activity, more extensively than required by law or regulation

More general screening than criminal and drug-related activity (list factors below)

The RHA staff routinely requests information from all new applicants regarding their current and former landlord. Upon request the RHA will release the information to prospective owners. Additionally, the applicants and participants must complete a household expense chart. This chart assists RHA staff to identify discrepancies in reported costs of living and income reported. Staff also obtains information regarding the identification, location, payment of child support, and visitation rights of the absent parent.

Other (list below)

b. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

c. Yes No Does the PHA request criminal records from State law enforcement agencies for screening purposes?

d. Yes No: By July 2002, the RHA initiated two new procedures. One, via the internet, staff routinely views the Superior Court of California, Shasta

County web page, www.shastacourts.com. The case index link allows staff to ascertain whether or not a household member has had a criminal compliant filed against them. If a match is made, staff further clears the case number with a Court Officer who identifies the type of charges listed under the criminal compliant number. If the charges are either drug-related or violent in nature, the household member is requested to provide necessary documentation. Staff routinely checks the current year and the three preceding years for this information. Secondly, for all new applicants the RHA obtains registered sex offender information via a contract with the Department of Justice and the California Housing Authority Association.

e. Indicate what kinds of information you share with prospective landlords? (select all that apply)

- Criminal or drug-related activity
- Other (describe below)

Upon request, the RHA will provide to owners the Voucher holder's current and previous landlord, agent or name of the owner of the applicant's prior rental location and as part of the information packet, the RHA lists the persons who will be residing in the assisted unit.

(2) Waiting List Organization

a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)

- None
- Federal public housing
- Federal moderate rehabilitation
- Federal project-based certificate program
- Other federal or local program (list below)

b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)

- PHA main administrative office
- Other (list below)

Upon request, the RHA will mail an application to an interested applicant.

(3) Search Time

- a. **Yes** **No:** Does the PHA give extensions on standard 60-day period to search for a unit? At the time of initial issuance, the voucher is issued for the full 120 days. This practice was reinstated after a year of tracking extension requests, etc. The Authority's Administrative Plan was revised in March 2001 to address the change in practice.

If yes, state circumstances below:

(4) Admissions Preferences

a. Income targeting

- Yes** **No** Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

b. Preferences

- Yes** **No** Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose section 8 assistance programs)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)**
- Victims of domestic violence**
- Substandard housing**
- Homelessness**
- High rent burden (rent is > 50 percent of income)**

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability**
- Veterans and veterans' families**
- Residents who live and/or work in your jurisdiction**
- Those enrolled currently in educational, training, or upward mobility programs**
- Households that contribute to meeting income goals (broad range of incomes)**
- Households that contribute to meeting income requirements (targeting)**
- Those previously enrolled in educational, training, or upward**

- mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
All families with children, elderly families, and person with disabilities (as defined in 24 CFR 5.403 shall be selected over all "Other Singles" applicants.

3. If the PHA will employ admissions preferences, please prioritize by placing a "1" in the space that represents your first priority, a "2" in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use "1" more than once, "2" more than once, etc.

1 Date and Time

Former Federal preferences

1.1 Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)

- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

Working families and those unable to work because of age or disability

1,3 Veterans and veterans' families

1,2 Residents who live and/or work in your jurisdiction

- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for "residents who live and/or work in the jurisdiction" (select one)

- This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements

(5) Special Purpose Section 8 Assistance Programs

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

a. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)
RHA directly contacts various nonprofit organizations whose clientele will benefit from the special-purposes programs.

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing (N/A TO SECTION 8 PROGRAM)

Exemptions: PHAs that do not administer public housing are not required to

(b) Income Based Rent Policies

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation)

a. Use of discretionary policies: (select one)

income disregards and exclusions, in the appropriate spaces below.

The PHA will not employ any discretionary rent-setting policies for income based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

The PHA employs discretionary policies for determining

income based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

\$0

\$1-\$25

\$26-\$50

2. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

a. Rents set at less than 30% than adjusted income

1. Yes No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

Yes for all developments

Yes but only for some developments

No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

For all developments

For all general occupancy developments (not elderly or

disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

- 3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)**

Market comparability study

Fair market rents (FMR)

95th percentile rents

75 percent of operating costs

100 percent of operating costs for general occupancy

(family) developments

Operating costs plus debt service

The "rental value" of the unit

Other (list below)

- f. Rent re-determinations:**

- 1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)**

Never

At family option

Any time the family experiences an income increase

Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____

Other (list below)

- g. Yes No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?**

(2) Flat Rents

- 1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)**

The section 8 rent reasonableness study of comparable housing

Survey of rents listed in local newspaper

Survey of similar unassisted units in the neighborhood

Other (list/describe below)

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program.

(1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

(2) Minimum Rent

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b. Yes No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

5. Operations and Management

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, A. a PHA Management Structure

(select one) PHA's management structure and organization.

**An organization chart showing the PHA's management structure and organization is attached.
A brief description of the management structure and organization of the PHA follows:**

The Housing Authority is under the Office of the City Manager of the City of Redding. The Housing Program Supervisor reports directly to the Deputy City Manager. The balance of housing staff is listed below:

POSITION TITLE	% OF TIME ALLOCATED TO RHA FUNCTIONS/DUTIES
Management Analyst	50%
Housing Specialist II	100%
Housing Specialist II	100%
Housing Specialist II	10%
Housing Specialist I	100%
Housing Specialist I	95%
Housing Specialist I	60%
Housing Specialist I	100%
Clerk III	5%
Clerk II	100%

Clerk I	100%
Accountant	35%

B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use "NA" to indicate that the PHA does not operate any of the programs listed below.)
Public Housing	N/A	
Section 8 Vouchers	1476	254
Section 8 Certificates	N/A	
Section 8 Mod Rehab	50	4
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	
Public Housing Drug Elimination Program (PHDEP)	N/A	
Other Federal Programs(list individually)	N/A	

C. Management and Maintenance Policies

List the PHA's public housing management and maintenance policy documents, manuals, and handbooks that contain the Agency's rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation.

(1) Public Housing Maintenance and Management; (list below)

(2) Section 8 Management; (list below)

The Administrative Plan of the Housing Authority of the City of Redding.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component

6A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements

found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

PHA main administrative office
PHA development management offices
Other (list below)

B. Section 8 Tenant-Based Assistance

1. Yes No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

Prior to the final determination that a family owes the RHA money, either by an overpayment or damage claim, the family is afforded an opportunity to have an informal hearing regarding the matter.

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

PHA main administrative office
 Other (list below)

7. Capital Improvement Needs (N/A TO SECTION 8 PROGRAM)

[24 CFR Part 903.7 9 (g)]

Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.

A. Capital Fund Activities

Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must

(1) Capital Fund Program Annual Statement

Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to

ensure long-term physical and social viability of its public housing developments. This statement is provided as an attachment to the PHA Plan at Attachment (state name)

OR, at the PHA's option, by completing and attaching a properly

The Capital Fund Program Annual Statement is provided below:
(if selected, copy the CFP Annual Statement from the Table

Library and insert here)

(2) Optional 5-Year Action Plan

Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template. OR by completing and attaching a properly updated HUD-52834.

a. Yes No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

Yes No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)

b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

- 1. Development name:**
- 2. Development (project) number:**
- 3. Status of grant: (select the statement that best describes the current status)**
 - Revitalization Plan under development**
 - Revitalization Plan submitted, pending approval**
 - Revitalization Plan approved**
 - Activities pursuant to an approved Revitalization Plan underway**

Yes No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year? If yes, list development name/s below:

Yes No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year? If yes, list developments or activities below:

Yes No: e) Will the PHA be conducting any other public housing

development or replacement activities not discussed in the Capital Fund Program Annual Statement?
If yes, list developments or activities below:

8. Demolition and Disposition (N/A TO SECTION 8 PROGRAM)

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section. No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

2. Activity Description

Yes No: Has the PHA provided the activities description information in the optional Public Housing Asset Management Table? (If "yes," skip to component 9. If "No," complete the Activity Description table below.)

Demolition/Disposition Activity Description
1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition Disposition
3. Application status (select one) Approved Submitted, pending approval Planned application
4. Date application approved, submitted, or planned for submission: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) Part of the development Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities (N/A TO SECTION 8 PROGRAM)

[24 CFR Part 903.7 9 (i)]

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

- 1. Yes No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If "No," skip to component 10. If "yes," complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)**

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes," skip to component 10. If "No," complete the Activity Description table below.

Designation of Public Housing Activity Description	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly Occupancy by families with disabilities Occupancy by only elderly families and families with disabilities
3. Application status (select one)	Approved; included in the PHA's Designation Plan Submitted, pending approval Planned application
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	New Designation Plan Revision of a previously-approved Designation Plan?
1. Number of units affected:	
7. Coverage of action (select one)	Part of the development Total development

10. Conversion of Public Housing to Tenant-Based Assistance

(N/A TO SECTION 8 PROGRAM) [24 CFR Part 903.7 nine (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

1. Yes No: Have any of the PHA's developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If "No," skip to component 11; if "yes," complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? If "yes," skip to component 11. If "No," complete the Activity Description table below.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:
2. What is the status of the required assessment? Assessment underway Assessment results submitted to HUD Assessment results approved by HUD (if marked, proceed to next question) Other (explain below)
3. Yes No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)
4. Status of Conversion Plan (select the statement that best describes the current status) Conversion Plan in development Conversion Plan submitted to HUD on: (DD/MM/YYYY) Conversion Plan approved by HUD on: (DD/MM/YYYY) Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one) Units addressed in a pending or approved demolition application (date submitted or approved: Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved) Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved) Requirements no longer applicable: vacancy rates are less than 10 percent Requirements no longer applicable: site now has less than 300 units Other: (describe below)

B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937
C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

Exemptions from Component 11A: Section 8 only PHAs are not required to

complete 11A.
1. Yes No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If "No", skip to component 11B; if "yes," complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to small PHA or high performing PHA status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the optional Public Housing Asset Management Table? (If "yes," skip to component 12. If "No," complete the Activity Description table below.)

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: HOPE I 5(h) Turnkey III Section 32 of the USHA of 1937 (effective 10/1/99)
3. Application status: (select one) Approved; included in the PHA's Homeownership Plan/Program Submitted, pending approval Planned application
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)
1. Number of units affected: 6. Coverage of action: (select one) Part of the development

Total development

B. Section 8 Tenant-Based Assistance

1. Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to component 12; if "yes," describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. High performing PHAs may skip to component 12.)

2. Program Description: The RHA adopted its Homeownership Program in April 2001 as Appendix IV to the Administrative Plan. The Program is limited to Family Self-Sufficiency families or as response to a request for reasonable accommodation for a household with a disabled member.

a. Size of Program

Yes No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants
- 26 - 50 participants
- 51 to 100 participants
- more than 100 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

In addition to HUD's criteria, the RHA will determine the applying household's credit worthiness. The family must show that past and present debt obligations have been paid on time. For those households who have very little credit history, positive reference letters from current and previous landlords and utility companies must be provided. Reference letters must cover at least a 12-month period prior to the application date. The household's ratio of monthly

income household expenses to adjusted gross income shall not be more than 28 percent nor less than 26 percent, except as otherwise approved by the Housing Program Supervisor. The assisted household's ratio of monthly long-term obligations to adjusted gross monthly income shall not exceed 38 percent unless otherwise approved by the Housing Program Supervisor. Additionally, the RHA will not approve any seller financing or financing which includes a balloon payment. Homes to be purchased with the Homeownership Program must be located in areas designated as "Residential" on the City of Redding's General Plan.

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

Exemptions from Component 12: High performing and small PHAs are not required to complete sub-component C.

1. Cooperative agreements:

Yes No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937.

In August 2001, the Department of Social Services and the Housing Authority of the City of Redding adopted a cooperative agreement.

If yes, what was the date that agreement was signed? 08/20/2001

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals
- Information sharing regarding mutual clients (for rent determinations and otherwise)
- Coordinate the provision of specific social and self-sufficiency services and programs to eligible families
- Jointly administer programs
- Partner to administer a HUD Welfare-to-Work voucher program
- Joint administration of other demonstration program
- Other (describe)

CalWORKS staff are members of the Family Self-Sufficiency coordinating committee. The RHA and DSS will implement a jointly developed process for verification by each party, and the sharing of information to determine if a family receiving Section 8 assistance has a decrease or increase in income that may affect their rent amount. DSS will ensure that the RHA has information whether the family's CalWORKS has been reduced or terminated and if this reduction or termination was due to fraud or Welfare-to-Work sanctions. Additionally, the DSS and

the RHA will implement a jointly developed process for timely verifications, including the creation of a written verification form, to ensure that DSS and the RHA may release relevant information to either party regarding all areas stated above. This process will include joint definitions of terms used in verification and will take into account all applicable privacy considerations. The DSS and RHA will also meet quarterly to identify areas of coordination to avoid duplication of service delivery and ways to combine or maximize resources. Furthermore, the RHA and DSS will appoint Department Liaisons to act as "Points of Contact" for staff. Periodically, DSS and RHA staff will provide training to ensure that both agencies have a full understanding of the processes set into place by the cooperative agreement. DSS has further agreed to provide a personal computer to be located in RHA's facility to allow limited RHA staff direct on-line verification of eligibility issues. Additionally, the Housing Program Supervisor is now a member of the CalWORKS Management Council.

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies
- Public housing admissions policies
- Section 8 admissions policies
- Preference in admission to section 8 for certain public housing families
- Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA
- Preference/eligibility for public housing homeownership option participation
- Preference/eligibility for section 8 homeownership option participation
- Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes," complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs.

The position of the table may be altered to facilitate its use.)

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

(2) Family Self Sufficiency program/s

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2003 Estimate)	Actual Number of Participants February 1, 2003
Public Housing		
Section 8	50	46

- b. **Yes No:** If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size? If no, list steps the PHA will take below:

C. Welfare Benefit Reductions

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
Establishing a protocol for exchange of information with all appropriate TANF agencies
Other: (list below)

D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937
13. PHA Safety and Crime Prevention Measures (N/A TO SECTION 8 PROGRAM)
[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP or Section 8 only safety of public housing residents
High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

High incidence of violent and/or drug-related crime in some or all of the PHA's developments

High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments

Residents fearful for their safety and/or the safety of their children

Observed lower-level crime, vandalism and/or graffiti

People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime

Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

Safety and security survey of residents

Analysis of crime statistics over time for crimes committed "in and around" public housing authority

Analysis of cost trends over time for repair of vandalism and removal of graffiti

Resident reports

PHA employee reports

Police reports

Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs

Other (describe below)

3. Which developments are most affected? (list below)

B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities

Crime Prevention Through Environmental Design

Activities targeted to at-risk youth, adults, or seniors

Volunteer Resident Patrol/Block Watchers Program

Other (describe below)

2. Which developments are most affected? (list below)

C. Coordination between PHA and the police

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan**
- Police provide crime data to housing authority staff for analysis and action**
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)**
- Police regularly testify in and otherwise support eviction cases**
- Police regularly meet with the PHA management and residents**
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services**
- Other activities (list below)**

2. Which developments are most affected? (list below)

D. Additional information as required by PHDEP/PHDEP Plan

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specific requirements prior to receipt of PHDEP funds

Yes No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?

Yes No: Has the PHA included the PHDEP Plan for FY 2000 in this PHA Plan?

Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: _____)

<p>14. RESERVED FOR PET POLICY (N/A TO SECTION 8 PROGRAM)</p> <p>15. Civil Rights Certifications</p> <p>[24 CFR Part 903.7 9 (o)]</p>

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

16. Fiscal Audit

[24 CFR Part 903.7 9 (p)]

- 1. Yes No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))?**
(If no, skip to component 17.)
- 2. Yes No: Was the most recent fiscal audit submitted to HUD?**
- 3. Yes No: Were there any findings as the result of that audit?**

4. Yes No: If there were any findings, do any remain unresolved?

If yes, how many unresolved findings remain? _____

5. Yes No: Have responses to any unresolved findings been submitted to HUD?

If not, when are they due (state below)?

17. PHA Asset Management (N/A TO SECTION 8 PROGRAM)

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and/or all PHAs are required to complete this component. Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have not been addressed elsewhere in this PHA Plan?

2. What types of asset management activities will the PHA undertake? (select all that apply)
- Not applicable
 - Private management
 - Development-based accounting
 - Comprehensive stock assessment
 - Other: (list below)
3. Yes No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

18. Other Information

[24 CFR Part 903.7 9 (r)]

A. Resident Advisory Board Recommendations

1. **Yes** **No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?**
2. **If yes, the comments are: (if comments were received, the PHA MUST select one)**
- Attached at Attachment: Minutes.RAB**
 - Provided below:**
3. **In what manner did the PHA address those comments? (select all that apply)**
- Considered comments, but determined that no changes to the PHA Plan were necessary.**
 - The PHA changed portions of the PHA Plan in response to comments**
List changes below:
Other: (list below)

B. Description of Election process for Residents on the PHA Board

1. **Yes** **No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)**
2. **Yes No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-**

component C.)

3. Description of Resident Election Process

a. Nomination of candidates for place on the ballot: (select all that apply)

Candidates were nominated by resident and assisted family organizations

Candidates could be nominated by any adult recipient of PHA assistance

Self-nomination: Candidates registered with the PHA and requested a place on ballot

Other: (describe)

b. Eligible candidates: (select one)

Any recipient of PHA assistance

Any head of household receiving PHA assistance

Any adult recipient of PHA assistance

Any adult member of a resident or assisted family organization

Other (list)

c. Eligible voters: (select all that apply)

All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)

Representatives of all PHA resident and assisted family organizations

Other (list)

C. Statement of Consistency with the Consolidated Plan

For each applicable Consolidated Plan, make the following statement (copy

questions or many times as necessary): City of Redding

2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)

The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.

The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.

The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives contained in the Consolidated Plan. (list below)

The PHA will seek, when available and with Board of Commissioner's

approval additional subsidies.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: Contained within the City of Redding's Consolidated Plan for 2000-2004, three main goals were identified: 1) Increase the availability of affordable housing; 2) promote equal housing opportunities; and 3) support housing and services for the homeless and other special needs population.

D. Other Information Required by HUD

Use this section to provide any additional information requested by HUD.

Attachments

Use this section to provide any additional attachments referenced in the Plans.

PHA Plan
Component 7
Table Library
Capital Fund Program Annual Statement
Parts I, II, and II

Annual Statement
Capital Fund Program (CFP) Part I: Summary

Line No.	Summary by Development Account	Total
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy	

Annual Statement

Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide	General Description of Major Work Categories	Developme nt Account	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)

Total estimated cost over next 5 years		
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Resident Advisory Board
Meeting: December 18, 2002

Staff Present: Lydia Buckley, Housing Program Supervisor, Crystina Whitley, Management Analyst and Mary Jensen, Housing Specialist II

Members Present: Fred Castagna and Barbara Ann Leiferman

After introductions, Lydia discussed a few program highlights, such as the 100 enhanced vouchers which were received and targeted for eligible tenants residing at Heritage Plaza, Phase I.

Proposed Changes to Administrative Plan: Lydia shared the concern that Legal Services of Northern California addressed in requesting extension to the 120 days in response to a reasonable accommodation request. Staff shared their concern that with the extension of voucher looking time, families on the waiting list will have to wait longer for their opportunity to participate in the Program. Fred Castagna opined that the real issue is the lack of housing, not having enough time to find a unit. Staff also discussed that if a voucher is unused, nothing prevents the family to reapplying to the waiting list. Barbara Ann Leiferman thought that 120 days is more than adequate time to find a suitable unit. Staff suggested that for the next year a report, via a query, be developed to determine when in the 120 days a family normally secures housing. With said, it was the consensus of those present to maintain status quo.

Procedural Changes: Tina Whitley discussed the process to check all new applicants, aged 18 years and older, along with new persons to be added for sex offender status. The Housing Authority has a contract with the Department of Justice to provide this review. The Housing Authority must pay \$6.00 for each review. She reminded the members that a person required to register as a sex offender is prohibited from participating in the Section 8 Rental Assistance Program. She further described the staff's check on www.shastacourts.com for criminal activity for a three-year period for all applicants and participants at the time of the yearly reexamination. Mary Jensen then discussed the connection to the Department of Social Services to access directly cash aid benefits and to confirm household composition. She further stated that the information discovered is sometimes different from what is reported and how discrepancies are resolved. Lydia added that this process meets HUD's requirement for third party verification of welfare benefits. Mary then reviewed the recent revisions to the application. The same application is now used for new applicants and participants at their yearly reexamination.

Possible Procedural Changes: Mary led the discussion whether or not the Authority should initiate a reexamination by mail for elderly or disabled households. The pro stance included the difficult travel time for those using the bus. The con position was that the Authority use to do a mail-in process and that process led to numerous follow-up letters to obtain needed information. It was suggested that the family/individual be given a choice of whether to come into the office or to return the documents by mail. If the mailed-in documents had missing information or signatures, it was suggested that the inspection could obtain the needed items during the annual inspection. Barbara and Fred both had comments regarding the issues, whether or not it would really be beneficial. Mary's first inclination

of just offering the mail-in process to the single person who was elderly or disabled met with opposition. Why? Shouldn't a disabled head of household with children be considered in the same manner or what about the working participant? Lydia stated that it was important to consider the process in light of possible discrimination - when a process is limited to a certain clientele. After consideration of these issues, the group decided to maintain status quo. It was suggested, however, the housing staff query families as to the possible use of the mail-in process.

Additional Items: Lydia stated that two minor changes would be made to the Administrative Plan. One, for subsidy determination, that if a same sex couple declares their relationship they would be eligible for a one-bedroom subsidy. Just like for other couples, if they can provide documentation that a second bedroom is necessary then the couple would be issued a two-bedroom allocation. Additionally, under the definition of a household, children will include the clarification of "including foster children."

With no further issues to be discussed, the meeting was adjourned and no further meetings scheduled.