

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

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# PHA Plan

Annual Plan for Fiscal Year 2003

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

**PHA Plan  
Agency Identification**

**PHA Name:** City of Vacaville Housing Authority

**PHA Number:** CA125

**PHA Fiscal Year Beginning: (mm/yyyy)** 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)

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

**i. 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**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (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.

*The draft annual plan was available for a 45-day public review and comment period from February 7, 2003 – March 25, 2003. Notice of availability and the public hearing were published in the Reporter. Public comments were received from the notice published in Vacaville’s local newspaper, the Reporter. The Plan was reviewed by the VHA’s Resident Advisory Board on March 6, 2003 with no recommended changes. The public hearing was held on March 25, 2003 and no additional comments were received at the public hearing. The Annual Plan was unanimously approved by the City of Vacaville Housing Authority Board on March 25, 2003.*

*The Annual Plan specifies the needs and policies of the Vacaville Housing Authority (VHA) to meet the goals contained in the Five-Year Plan. An overview of those needs and policies are as follows:*

*Housing Needs – The VHA currently has funding for 1,143 participants in the Section 8 Rental Assistance Program and has a waiting list of approximately 2,403 low-income families. The strategies to address housing needs include the following:*

- 1. Maximize the number of affordable units available to the VHA;*
- 2. Increase the number of affordable housing units;*
- 3. Target available assistance to families at or below 30% of Area Median Income (AMI), families at or below 50% of AMI, elderly, and families with disabilities;*

4. *Increase awareness of VHA resources among families of races and ethnicities with disproportionate needs; and*
5. *Conduct activities to affirmatively further fair housing.*

*During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.*

*Vacaville is in transition from being an affordable outlying community to becoming an integral component of the San Francisco Greater Bay Area housing market. Although rental rates have begun to stabilize, the affordability of housing for very low- and low-income families has deteriorated over the past few years to the point that these families are becoming priced out of the market. The National Association of Homebuilders ranked the Vallejo-Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.*

*Maintaining required lease-up rates continues to be impacted by market conditions and the lack of affordability in surrounding communities. These factors create an increasingly difficult atmosphere for Section 8 participants to use their Vouchers. New multi-family housing being built in Vacaville has been limited to luxury apartments that will not accept Section 8 and apartments for senior citizens.*

*Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment in Vacaville is \$1,001). Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search.*

*The VHA began implementing project-based housing assistance with up to 20% of its tenant-based Vouchers. Since the Vacaville Census tract currently with the highest poverty concentration is 10.5%, the VHA will also be able to fully meet the deconcentration of poverty requirements for the program that state all new project-based assistance agreements or HAP contracts be for units in census tracts with poverty rates less than 20%. By implementing this*

*program, the VHA has begun to address its housing needs by increasing the stock of affordable housing available to prospective Section 8 participants.*

*Financial Resources – Resources available to the VHA to address identified needs include the Section 8 Housing Choice Voucher (HCV) Program, HUD Family Self-Sufficiency, and other non-Federal sources totaling more than \$11,000,000.*

*During the past year, the VHA's average per unit cost continued to substantially increase due to a continuing highly volatile rental market, and these escalating costs have not yet been reflected in Annual Contributions Contract (ACC) renewals. As such, the VHA again had to access its ACC Reserve Account during FY 2002-2003. Accessing additional resources may be necessary again this upcoming fiscal year to enable the VHA to continue to serve existing participants and achieve full baseline unit utilization. The VHA anticipates that as HUD continues to increase the VHA's renewal funding to serve adjusted baseline families, the need for the use of additional resources will be eliminated in the future.*

*Policies on Eligibility, Selection and Admissions – The VHA uses a preference system to determine placement on the Section 8 waiting list. Applications are selected from the list based on preferences that include Vacaville residency; Working Family, Elderly or Disabled; Veterans; and Displaced by Local Government Action. Applications with the same preference rating are placed on the list by date and time of application. When funding is available, names are pulled from the list and eligibility is determined based on HUD's guidelines for the Section 8 HCV Program.*

*Rent Determination Policies – The VHA's policy for determining the amount of rental assistance is based on family income and the Voucher Payment Standard. The Payment Standard is currently set at 99% of the area Fair Market Rent (a HUD established gross rent including utilities based on regional conditions). This Standard is evaluated annually to determine if it is adequate.*

*Operations and Management Policies – The VHA operates the Section 8 Rental Assistance Program in collaboration with informational, referral and supportive services provided by OHR's Housing Counseling, Self Help, Neighborhood and Social Services Centers and programs, and the Redevelopment Agency's affordable housing programs.*

*Grievance Procedures – The VHA has established the following grievance procedures for families participating in the Section 8 HCV Program:*

*Settlement Conference – The Settlement Conference offers the participant the opportunity to meet with representatives of the VHA to discuss issues and attempt to resolve them in a less formal setting.*

*Informal Hearing – If the Settlement Conference does not resolve the issues, an Informal Hearing is scheduled (or a participant may request to skip the Settlement Conference and proceed directly with the Hearing). A Hearing Officer who is not involved with the daily operations of the VHA conducts the Hearing. Both the family and the VHA present their case to the Hearing Officer. Decisions reached by the Hearing Officer are final.*

*Homeownership Programs – The VHA has begun implementing the Section 8 Homeownership program. The VHA is targeting prospective FSS families for the program and plans to have 50 families participate in the Section 8 Homeownership Program during the next two fiscal years. The VHA is actively partnering with Wells Fargo Bank, Citibank and 1st Northern to finance homes for purchase by qualifying Section 8 participants. The VHA will require that financing for purchase of a home under its Section 8 Homeownership Program will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. The VHA will also refer participants to any and all available homeownership programs (including the City's Down Payment Assistance Loan Program, see below) in an effort to facilitate their search for suitable housing and to increase their buying power.*

*The VHA is part of the City of Vacaville's Office of Housing & Redevelopment that administers a First-Time Homebuyer Program called the Down Payment Assistance Loan (DPAL) Program, implements HUD's Homebuyer Education Learning Program (H.E.L.P.), participates in the California Rural Home Mortgage Finance Authority Rural Gold Program and the Lease to Own Program implemented by Pacific Housing and Finance Agency (where an estimated 15 Vacaville families could participate per year to lease a home for 38 months and then assume the loan and title to the property). OHR also assists first-time homebuyers and other homeowners in maintaining ownership by providing housing counseling services to prevent home foreclosure and administers a reverse mortgage counseling program. An estimated 645 clients are served annually by these programs.*

### **iii. 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.

#### **Table of Contents**

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<b>Annual Plan</b>	
i. Executive Summary	
ii. Table of Contents	
1. Housing Needs	
2. Financial Resources	
3. Policies on Eligibility, Selection and Admissions	
4. Rent Determination Policies	
5. Operations and Management Policies	
6. Grievance Procedures	
7. Capital Improvement Needs	N/A
8. Demolition and Disposition	N/A
9. Designation of Housing	N/A
10. Conversions of Public Housing	N/A
11. Homeownership	
12. Community Service Programs	
13. Crime and Safety	N/A
14. Pets (Inactive for January 1 PHAs)	N/A
15. Civil Rights Certifications (included with PHA Plan Certifications)	
16. Audit	
17. Asset Management	N/A
18. Other Information	

#### **Attachments**

Indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. Note: If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

#### Required Attachments:

- |                          |   |     |
|--------------------------|---|-----|
| <input type="checkbox"/> | Admissions Policy for Deconcentration   | N/A |
| <input type="checkbox"/> | FY 2000 Capital Fund Program Annual Statement   | N/A |
| <input type="checkbox"/> | Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY) | N/A |

#### Optional Attachments:

- Attachment A-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 name)

*Attachment B – Homeownership Capacity Statement*

*Attachment C – Statement of Progress in Meeting the 5-Year Plan  
Mission and Goals*

*Attachment D – Resident Membership of the PHA Governing Board*

*Attachment E – Membership of the Resident Advisory Board*

### Supporting Documents Available for Review

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.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	Consolidated Plan and 2000 Census Data 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
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
N/A	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
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies



<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
N/A	Public Housing Deconcentration and Income Mixing Documentation: 1. 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 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
N/A	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
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
N/A	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
N/A	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
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the	Annual Plan: Conversion of Public Housing

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	1996 HUD Appropriations Act	
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
X	Policies governing any Section 8 Homeownership program <input checked="" type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	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
X	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
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	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 the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have 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 impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.

<b>Housing Needs of Families in the Jurisdiction by Family Type</b>							
<b>Family Type</b>	<b>Overall*</b>	<b>Afford-ability</b>	<b>Supply</b>	<b>Quality</b>	<b>Access-ibility</b>	<b>Size</b>	<b>Loca-tion</b>
Income <= 30% of AMI	1,687	5	4	2	1	4	2
Income >30% but <=50% of AMI	1,687	5	4	3	1	4	2
Income >50% but <80% of AMI	6,325	4	4	3	1	4	2

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall*	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion
Elderly	1,479	5	4	2	2	2	2
Families with Disabilities	2,649	5	4	3	4	3	2
White	6,993	5	5	3	1	4	2
Black	970	5	5	3	1	4	2
American Indian/ Alaskan Native	97	5	5	3	1	4	2
Asian/Pacific Islander	456	5	5	3	1	4	2
Hispanic	1737	5	5	3	1	4	2

\* This information was obtained utilizing the 2000 Census Data.

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  
Indicate year: 2000-2005
- U.S. Census data
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)  
2001 Housing Condition Survey  
2001 General Plan and Housing Element  
2003 VHA Wait List  
2002 Vacancy Survey  
2000 Housing Affordability in Vacaville Reporter

## 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 at their option.

<b>Housing Needs of Families on the Waiting List</b>
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### Housing Needs of Families on the Waiting List

Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<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	2,403		350
Extremely low income <=30% AMI	1,845	77%	
Very low income (>30% but <=50% AMI)	512	21%	
Low income (>50% but <80% AMI)	39	2%	
Families with children	1,466	62%	
Elderly families	249	10%	
Families with Disabilities	642	27%	
White	1,060	44%	
Black	1,067	44%	
American Indian/ Alaska Native	107	4%	
Asian	66	3%	
Native Hawaiian/ Pacific Islander	3	2%	
Hispanic	441	18%	
Characteristics by Bedroom Size (Public Housing Only)	N/A	N/A	N/A
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

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

If yes:

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.

#### (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: *The VHA annually compares payment standards to local rents to ensure adequacy of the payment standards.*
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required: *The VHA conducts comprehensive landlord outreach to increase the number of available units, and also provides referral lists to participants of known available rentals, including affordable housing units owned by local non-profit housing providers.*
- Maintain or increase Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration: *As part of its effort to conduct comprehensive landlord outreach, the VHA provides informational brochures at City events and has increased efforts to attract new landlords by sponsoring periodic Fair*

*Housing trainings and hosting landlord roundtables. The VHA is also an active participant in local California Apartment Association activities. Finally, the VHA continues working to recruit new landlords to insure successful implementation of the Project-Based Voucher Program (up to 223 units).*

☒ *Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program: Section 8 participants are provided with a current copy of their credit report to provide landlords with information to assist them in the screening process. The VHA will also provide a landlord with the names, addresses and telephone numbers of the participant's previous three landlords, if known.*

☒ *Participate in the Consolidated Plan development process to ensure coordination with broader community strategies: The Office of Housing and Redevelopment (OHR), of which the VHA is a part, develops the City of Vacaville's Consolidated Plan, ensuring coordination of this plan with that of broader community strategies.*

☒ *Other (list below)*

*The VHA, through OHR, will continue to assist local non-profit housing organizations and developers like Vacaville Community Housing and Bay Development to provide affordable housing units and will continue to refer clients in need to these housing organizations.*

*The VHA implements project-based housing assistance with up to 20% of its tenant-based vouchers. With this plan, the VHA expects to continue to increase the stock of housing available to Section 8 participants and also to meet the deconcentration of poverty and minority requirements for the program.*

*During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.*

*Vacaville is in transition from being an affordable outlying community to becoming an integral component of the San Francisco Greater Bay Area housing market. Although rental rates have begun to stabilize, the affordability of housing for very low and low-income families has deteriorated over the past few years to the point that these families are becoming priced out of the market. The National Association of Homebuilders ranked the Vallejo-Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.*

*Maintaining required lease-up rates continues to be impacted by market conditions and the lack of affordability in surrounding communities. These*

*factors create an increasingly difficult atmosphere for Section 8 participants to use their Vouchers. New multi-family housing being built in Vacaville has been limited to luxury apartments that will not accept Section 8 and apartments for senior citizens.*

*Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment in Vacaville is \$1,001). Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search.*

**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. *The VHA, through OHR, will continue to actively pursue, encourage and assist private non-profits and developers who provide affordable housing. The VHA will also continue to assist local non-profit housing organizations and developers like Vacaville Community Housing and Bay Development to provide affordable housing units and will continue to refer clients in need to these housing organizations.*
- Other: (list below)

*During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.*

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*Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.*

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*Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment in Vacaville is \$1,001). Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search.*

*The VHA began implementing project-based housing assistance with up to 20% of its tenant-based vouchers. The VHA will also be able to fully meet the deconcentration of poverty requirements for the program that state all new project-based assistance agreements or HAP contracts be for units in census tracts with poverty rates less than 20%. By implementing this program, the VHA expects to address its housing needs by increasing the stock of housing affordable available to prospective Section 8 participants.*

**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)  
*Employ admission preferences aimed at families who are enrolled in or are recent graduates of an educational or employment training program.*

**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)  
*Employ admission preferences aimed at families who are enrolled in or are recent graduates of an educational or employment training program.*

**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)  
*Employ admissions preferences aimed at 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 non-profit agencies that assist families with disabilities
- Other: (list below)  
*Employ admissions preferences aimed at families with disabilities.*

**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)

*In order to provide superior customer service, the VHA employs several bilingual staff members to improve communication with families of different racial and cultural backgrounds. This maximizes community awareness of available resources.*

**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)  
*The VHA educates the community about Fair Housing through activities during Fair Housing month and Fair Housing workshops for landlords and others associated with the rental housing industry. The VHA also provides a HUD-certified Housing Counseling program to ensure local compliance with HUD-approved Fair Housing requirements. The VHA actively participates in California Apartment Association activities.*

**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)

*During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their*

*existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.*

*Vacaville is in transition from being an affordable outlying community to becoming an integral component of the San Francisco Greater Bay Area housing market. Although rental rates have begun to stabilize, the affordability of housing for very low and low-income families has deteriorated over the past few years to the point that these families are becoming priced out of the market. The National Association of Homebuilders ranked the Vallejo-Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.*

*Maintaining required lease-up rates continues to be impacted by market conditions and the lack of affordability in surrounding communities. These factors create an increasingly difficult atmosphere for Section 8 participants to use their Vouchers. New multi-family housing being built in Vacaville has been limited to luxury apartments that will not accept Section 8 and apartments for senior citizens.*

*Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment in Vacaville is \$1,001). Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search.*

**2. 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 following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2000 grants)</b>		
a) Public Housing Operating Fund	NA	
b) Public Housing Capital Fund	NA	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	9,547,355	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	NA	
h) HOME	NA	NA
Other Federal Grants (list below)		
<i>Youthbuild</i>	200,000	<i>Training/Education</i>
<i>Workforce Investment Board (WIB)</i>	30,000	<i>Training/Education</i>
<i>FSS (included in Section 8 amount)</i>	62,000	<i>Supportive Services</i>
<i>Homeownership (incl. in Sec 8 amt)</i>	62,000	<i>Supportive Services</i>
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>	NA	NA
<b>3. Public Housing Dwelling Rental Income</b>	NA	NA
<b>4. Other income (list below)</b>	NA	NA
<i>Housing Counseling</i>	60,000	<i>Supportive Services</i>
<i>Down Payment Assistance Loan</i>	700,000	<i>Supportive Services</i>
<i>First Time Homebuyer</i>	240,000	<i>Supportive Services</i>
<b>5. Non-federal sources (list below)</b>		
<b>Total resources</b>	10,901,355	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

*Not applicable; the VHA does not administer Public Housing*

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)

c. Preferences

1.  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**)
  
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 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. **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).**

### (1) Eligibility

- a. 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: *The VHA coordinates with the local Police Department to screen all new participants, incoming portables and current participants for cause for any activities that would exclude them from participating in the Section 8 program.*
- 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): *If a previous participant, reason for termination (i.e., fraud, criminal activity, owes money to a housing authority).*
- Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes? See also (1)a.
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity  
 Other (describe below)

*The VHA will verify current and previous landlords as well as prior damage claims, if known. The VHA will also provide a credit report if authorized by the participant.*

**(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)

*Applications are accepted via US mail as well as in person at the VHA main office. Extensive outreach is conducted, including public service announcements through local media source and direct distribution of announcements to many locations throughout the city. These include grocery stores, churches, laundromats, direct mailings to rental housing complexes, social or interest groups, etc.*

**(3) Search Time**

a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

If yes, state circumstances below:

*Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search. The basis for this is as follows:*

- *During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.*

- *Vacaville is in transition from being an affordable outlying community to becoming an integral component of the San Francisco Greater Bay Area housing market. Although rental rates have begun to stabilize, the affordability of housing for very low and low-income families has deteriorated over the past few years to the point that these families are becoming priced out of the market. The National Association of Homebuilders ranked the Vallejo-Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.*
- *Maintaining required lease-up rates continues to be impacted by market conditions and the lack of affordability in surrounding communities. These factors create an increasingly difficult atmosphere for Section 8 participants to use their Vouchers. New multi-family housing being built in Vacaville has been limited to luxury apartments that will not accept Section 8 and apartments for senior citizens.*
- *Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment in Vacaville is \$1,001).*

**(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

1.  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)

- 2 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 3 Residents who live and/or work in your jurisdiction
- 2 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)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

*Households displaced by local government action.*

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.

#### 4 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)

- 2 Working families and those unable to work because of age or disability
- 1 Veterans and veterans' families
- 3 Residents who live and/or work in your jurisdiction
- 2 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)
- 2 Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- 1 Other preference(s) (list below)

*Households displaced by local government action.*

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**

*Not applicable to the VHA*

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)

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

- Through published notices  
 Other (list below)

**4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

**A. Public Housing**

*Not applicable; the VHA does not administer Public Housing*

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

**(1) 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) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- 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:

c. 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)
- 95<sup>th</sup> 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 (vouchers, and until completely merged into the voucher program, certificates).**

**(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)

*Rental rates have begun to stabilize and the current FMR's have allowed families to secure rental units within their income limits.*

- 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)  
*When new FMRs are published*

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)

#### *Vacancy Rate*

*During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.*

*Vacaville is in transition from being an affordable outlying community to becoming an integral component of the San Francisco Greater Bay Area housing market. Although rental rates have begun to stabilize, the affordability of housing for very low and low-income families has deteriorated over the past few years to the point that these families are becoming priced out of the market. The National Association of Homebuilders ranked the Vallejo-Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.*

*Maintaining required lease-up rates continues to be impacted by market conditions and the lack of affordability in surrounding communities. These factors create an increasingly difficult atmosphere for Section 8 participants to use their Vouchers. New multi-family housing being built in Vacaville has been limited to luxury apartments that will not accept Section 8 and apartments for senior citizens.*

*Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent; the median rent for a two-bedroom apartment in Vacaville is \$1,001). Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search.*

**(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)  
*Section 8 regulatory exemptions*

**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, B, and C(2)

**A. PHA Management Structure**

Describe the PHA's management structure and organization.

(select one)

- An organization chart showing the PHA's management structure and organization is attached. *The VHA is part of the City of Vacaville Office of Housing and Redevelopment, which also operates the Redevelopment Agency, and provides Neighborhood Services including Neighborhood Centers and Code Enforcement, Self Help Center and other affordable housing programs.*
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management**

List Federal programs administered 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.)

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	N/A	N/A

Section 8 Vouchers (tenant-based)	1,143	155
Section 8 Certificates	N/A	N/A
Section 8 Mod Rehab	N/A	N/A
Special Purpose Section 8 Certificates/Vouchers (list individually)	N/A	N/A
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)	N/A	N/A
<i>FSS program</i>	<i>Included above</i>	<i>Included above</i>
<i>Section 8 Project-Based Vouchers</i>	<i>Included above</i>	<i>Included above</i>
<i>Section 8 Homeownership Program</i>	<i>Included above</i>	<i>Included above</i>

### 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 (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

*VHA Administrative Plan*

### 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.

#### A. Public Housing

***Not applicable; the VHA does not administer 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:

*Settlement Conferences: Participants are given the opportunity for a Settlement Conference to resolve issues in a less formal setting prior to an Informal Hearing.*

*Informal Hearing: Participants are informed of their right to an Informal Hearing according to Section 8 regulations.*

*Legal Resource Information: Participants are also provided with information regarding legal assistance available in the community. This information is provided at the beginning of the process.*

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**

***Not applicable; the VHA does not administer Public Housing***

[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 complete 7A as instructed.

**(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 can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name)

-or-

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)

b. If yes to question a, select one:

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**

***Not applicable; the VHA does not administer Public Housing***

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: Section 8 only PHAs are not required to complete this section.

1.  Yes  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.)

<b>Demolition/Disposition Activity Description</b>
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/>

Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> 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**

*Not applicable; the VHA does not administer Public Housing*

[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.

<b>Designation of Public Housing Activity Description</b>
1a. Development name:
1b. Development (project) number:



<p>2. Designation type:</p> <p>Occupancy by only the elderly <input type="checkbox"/></p> <p>Occupancy by families with disabilities <input type="checkbox"/></p> <p>Occupancy by only elderly families and families with disabilities <input type="checkbox"/></p>
<p>3. Application status (select one)</p> <p>Approved; included in the PHA's Designation Plan <input type="checkbox"/></p> <p>Submitted, pending approval <input type="checkbox"/></p> <p>Planned application <input type="checkbox"/></p>
<p>4. Date this designation approved, submitted, or planned for submission: <u>(DD/MM/YY)</u></p>
<p>5. If approved, will this designation constitute a (select one)</p> <p><input type="checkbox"/> New Designation Plan</p> <p><input type="checkbox"/> Revision of a previously-approved Designation Plan?</p>
<p>6. Number of units affected:</p> <p>7. Coverage of action (select one)</p> <p><input type="checkbox"/> Part of the development</p> <p><input type="checkbox"/> Total development</p>

## **10. Conversion of Public Housing to Tenant-Based Assistance**

*Not applicable; the VHA does not administer Public Housing*

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

### **A. 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.

<b>Conversion of Public Housing Activity Description</b>
1a. Development name:

1b. Development (project) number:
2. What is the status of the required assessment? <input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> 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) <input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> 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) <input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: ) <input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: ) <input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent <input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units <input type="checkbox"/> 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)]

*The VHA has begun implementing the Section 8 Homeownership program. The VHA is targeting prospective FSS families for the program and plans to have 50 families participate in the Section 8 Homeownership Program during the*

*next two fiscal years. The VHA is actively partnering with Wells Fargo Bank, Citibank and 1st Northern, to finance homes for purchase by qualifying Section 8 participants. The VHA will require that financing for purchase of a home under its Section 8 Homeownership Program will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. The VHA will also refer participants to any and all available homeownership programs (including the City's Down Payment Assistance Loan Program, see below) in an effort to facilitate their search for suitable housing and to increase their buying power.*

*The VHA is part of the City of Vacaville's Office of Housing and Redevelopment that administers a First-Time Homebuyer Program called the Down Payment Assistance Loan (DPAL) Program, implements HUD's Homebuyer Education Learning Program (H.E.L.P.), and participates in the California Rural Home Mortgage Finance Authority Rural Gold Program. OHR also assists first-time homebuyers and other homeowners in maintaining ownership by providing housing counseling services to prevent home foreclosure and administers a reverse-mortgage counseling program. An estimated 645 clients are served annually by these programs.*

*The City of Vacaville has approved participation in a lease-to-own program that is operated by Pacific Housing and Finance Agency, where an estimated 15 Vacaville families could participate per year to lease a home for 38 months and then assume the loan and title to the property.*

#### **A. Public Housing**

***Not applicable; the VHA does not administer 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.)

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

2. Program Description:

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:

## **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 this component. Section 8-Only PHAs are not required to complete sub-component C.

### **A. PHA Coordination with the Welfare (TANF) Agency**

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)? *A Memorandum of Understanding with the Solano Employment Connection has been signed.*

If yes, what was the date that agreement was signed? *08/14/00*

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)

The VHA, through the Office of Housing and Redevelopment and the Self Help Center, is a Cal-WORKS (TANF) work site, providing work site and supervision to those working towards economic self-sufficiency.

**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. )

<b>Services and Programs</b>				
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)
<i>Family Self-Sufficiency</i>	<i>73</i>	<i>Other</i>	<i>PHA Main Office</i>	<i>Section 8</i>
<i>Self Help Center</i>	<i>Unlimited</i>	<i>Specific Criteria</i>	<i>Family Resource Ctr.</i>	<i>All in need</i>
<i>Youthbuild</i>	<i>20</i>	<i>Specific Criteria</i>	<i>PHA Main Office</i>	<i>Youth at risk</i>
<i>Housing Counseling</i>	<i>Unlimited</i>	<i>None</i>	<i>PHA Main Office</i>	<i>All in need</i>

Workforce Investment Board	19	Specific Criteria	Neighborhood Ctrs./PHA Main Office	Youth at risk
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**(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 (As of: DD/MM/YY)
Public Housing	N/A	N/A
Section 8	23	73 (As of 01/31/03)

- 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? *Not applicable; the VHA maintains more than three times the number of FSS participants that HUD requires. The VHA will continue to provide the FSS program to interested participants for as long as HUD allows.*

If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions** *Not applicable; the VHA does not administer Public Housing*

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**

### ***Not applicable; the VHA does not administer Public Housing***

[24 CFR Part 903.7 9 (m)]

Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. 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.

#### **A. Need for measures to ensure the safety of public housing residents**

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 specified 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: \_\_\_\_)

**14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

*Not applicable; the VHA does not administer Public Housing*

**15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

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**

[24 CFR Part 903.7 9 (q)]

***Not applicable; the VHA does not administer Public Housing***

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: 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 (File name)
- Provided below:  
*Comments were that the plan was good and that the Section 8 Homeownership program is a great opportunity to help clients attain homeownership*
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)

*The Resident Advisory Board agreed with the VHA's objectives and no changes were recommended.*

### **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 as many times as necessary).

1. Consolidated Plan jurisdiction: *City of Vacaville*
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 outlined in the Consolidated Plan's Strategic Five-Year Plan. Unmet priority housing needs are much greater than the public and private resources expected to be available over the next five years. Therefore, the strategies listed below as high priority strategies in the Consolidated Plan are based upon Federal, State, local, and private resources currently available and reasonably expected to be available during the next five years.

1. *Continue to provide rental assistance through the Housing Choice Voucher Program and Project-Based Vouchers*
2. *Continue to assist local non-profit agencies to provide affordable housing*
3. *Continue to increase the supply of affordable housing*
4. *Continue to promote homeownership opportunities*
5. *Eliminate discrimination in the renting of property and provide housing counseling*
6. *Continue to promote self-sufficiency*

- Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

Activities to be undertaken by the PHA in the coming year are consistent with the initiatives outlined in the Consolidated Plan's Strategic Five-Year Plan. Unmet priority housing needs are much greater than the public and private resources expected to be available over the next five years. Therefore, the strategies listed below as high priority strategies in the Consolidated Plan are based upon Federal, State, local, and private resources currently available and reasonably expected to be available during the next five years.

1. *Continue to provide rental assistance through the Housing Choice Voucher Program and Project-Based Vouchers*
2. *Continue to assist local non-profit agencies to provide affordable housing*
3. *Continue to increase the supply of affordable housing*
4. *Continue to promote homeownership opportunities*
5. *Eliminate discrimination in the renting of property and provide housing counseling*
6. *Continue to promote self-sufficiency*

#### **D. Other Information Required by HUD**

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

Public Comments received on March 12, 2003 from the notice published in the local newspaper, the Reporter.

The North Bay Housing Coalition (NBHC)'s mission is to expand housing opportunities for person with developmental disabilities in Solano, Napa and Sonoma Counties. Research has shown that, in 2000, there was not a single housing market in the country where a person with a disability receiving SSI benefits could afford to rent a modest efficiency or one-bedroom unit and 3.5 million non-elderly people with disabilities receiving SSI benefits cannot afford decent housing without some type of government or private assistance. One would need to utilize 102% of these benefits in order to rent a simple one bedroom unit in the Vallejo-Napa metropolitan area.

*Therefore, it is critical that the City of Vacaville's Housing Authority continue to serve the community through its Housing Choice Voucher Program. NBHC encourages them to:*

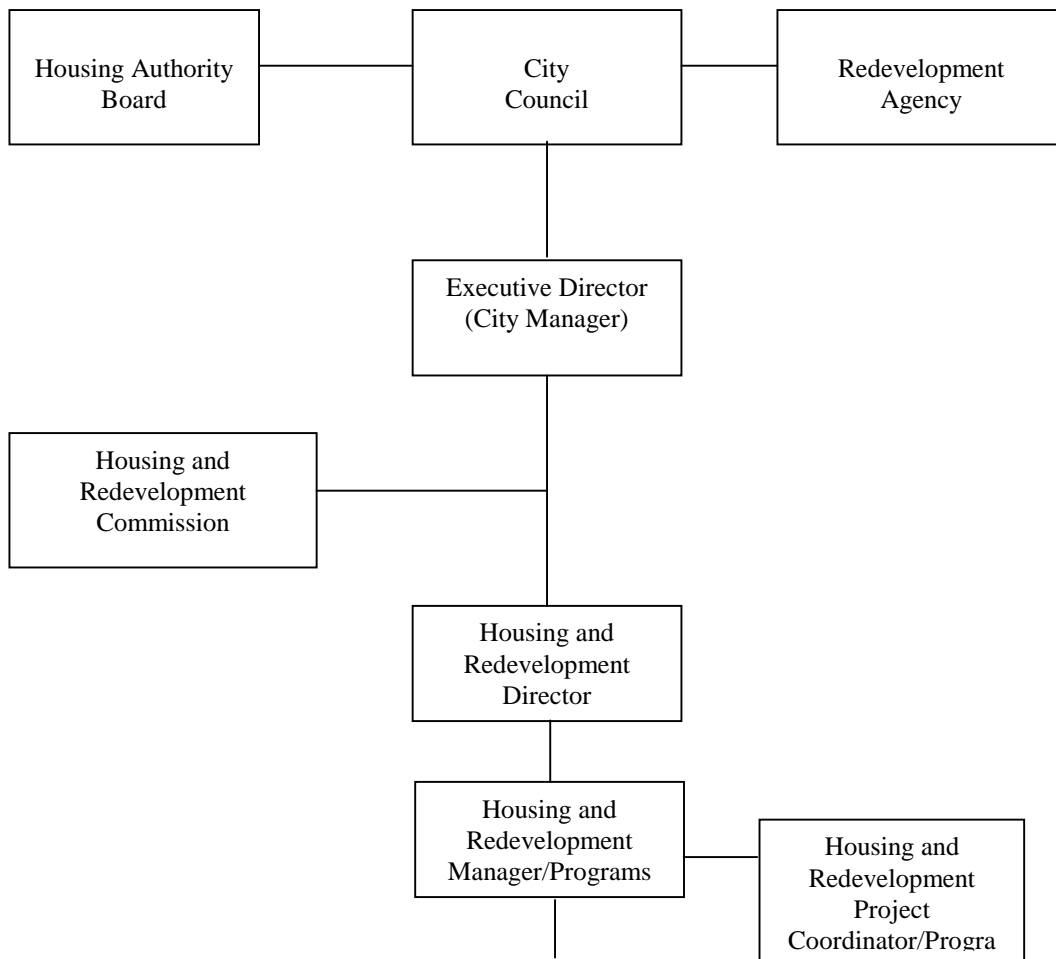
1. *Apply for more rental vouchers through Fair Share and/or Mainstream Voucher Programs*

2. *Continue to include disabilities as a preference for their waiting list.*
3. *Continue to establish a payment standard that is competitive with fair market rents and allows persons with rental voucher to locate housing.*
4. *Build collaborative partnership with North Bay Housing Coalition that will achieve the following goals:*
  - \* *Achieve homeownership for persons with developmental disabilities*
  - \* *Provide or attract supportive services to increase independence for persons with developmental disabilities (HUD Strategic Goal: self-sufficiency and asset development)*
  - \* *Recruit new landlords: some owners may be more receptive to accepting rental voucher from tenant who have been screened and who receive supportive case management services as is the case with persons with developmental disabilities*
  - \* *Conduct outreach to persons with developmental disabilities regarding Section 8 Assistance*

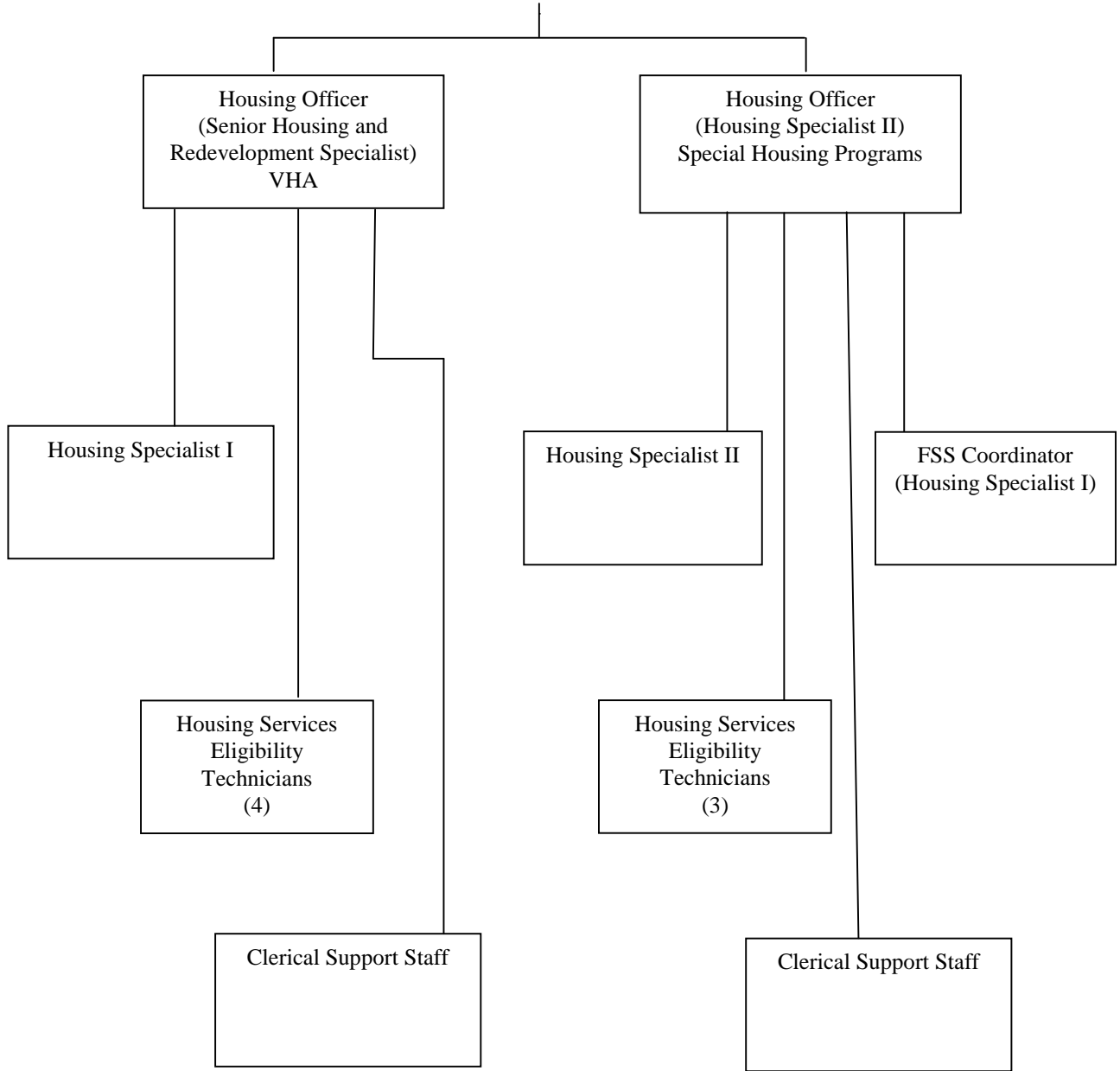
## Attachments

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

### City of Vacaville Housing Authority Management Organizational Chart Attachment "A"



City of Vacaville Housing Authority  
 Management Organizational Chart  
 Attachment "A"  
 (continued)





Section 8 Homeownership  
Capacity Statement  
Attachment "B"

The VHA, in implementing its Section 8 Homeownership Program, will employ the following provision in its plan to demonstrate capacity:

“(The VHA will) require that financing for purchase of a home under its Section 8 Homeownership Program will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.”

## Statement of Progress in Meeting the 5-Year Plan Mission and Goals Attachment "C"

The VHA continues to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination as its mission. In order to achieve HUD's Strategic Goals, the VHA has implemented many changes to further the VHA's mission.

During the past year, the rental vacancy rate in Vacaville has decreased from 4.2% to 3.8%. This is due to rental rates (which typically lag behind vacancy rate changes) tapering off over the past year, allowing some households to secure new rentals or stay in their existing unit. Additionally, Solano County (of which Vacaville is a part) is a fast growing outlying area of the San Francisco Bay area and numerous families from the Bay area have opted to relocate to the Vacaville community thus reducing the availability of rental units.

Vacaville is in transition from being an affordable outlying community to becoming an integral component of the San Francisco Greater Bay Area housing market. Although rental rates have begun to stabilize, the affordability of housing for very low and low-income families has deteriorated over the past few years to the point that these families are becoming priced out of the market. The National Association of Homebuilders ranked the Vallejo-Fairfield-Napa MSA (of which Vacaville is a part) as the sixth least affordable housing market in the nation.

Maintaining required lease-up rates continues to be impacted by market conditions and the lack of affordability in surrounding communities. These factors create an increasingly difficult atmosphere for Section 8 participants to use their Vouchers. New multi-family housing being built in Vacaville has been limited to luxury apartments that will not accept Section 8 and apartments for senior citizens.

Families in Vacaville with annual incomes at or below 50% of the median income, which are clients served by the Section 8 program, cannot afford the median apartment rent without a landlord's willingness to accept rental subsidy assistance (i.e., a family of four with a \$33,900 annual income can only afford to pay \$848 a month in rent while the median rent for a two-bedroom apartment in Vacaville is \$1,001). Due to the lack of available units, the VHA is granting the maximum search time of 120 days allowed under the Administrative Plan to facilitate clients' search.

To increase the availability of decent, safe and affordable housing, the VHA applied for and was awarded additional Vouchers under the Fair Share application during FY 2001. As a result, the VHA will be able to provide housing assistance for 223 additional families. In addition, the Office of Housing and Redevelopment, of which the VHA is a part, has provided loans to private developers and non-profit

organizations to rehabilitate housing that will then be made available as affordable housing to very low and low income households.

During the past year, the VHA's average per unit cost has substantially increased due to a continuing highly volatile rental market, and these escalating costs have not yet been reflected in Annual Contributions Contract (ACC) renewals. As such, the VHA had to access its ACC Reserve Account for FY 2002-2003. Accessing additional resources will be necessary again this upcoming fiscal year to enable the VHA to continue to serve existing participants and achieve full baseline unit utilization.

HUD recently revised its system to ensure there is adequate funding to serve the adjusted baseline units. The VHA anticipates that as HUD increases the VHA's renewal funding to serve adjusted baseline families, the need for the use of additional resources will be eliminated in the future.

To improve the quality of assisted housing, the VHA strives to maintain SEMAP scores that designate it as a High Performer and is proud to have again achieved this goal for FY 2002.

To increase assisted housing choices, the VHA has continually provided information to clients on housing availability through a referral list and Voucher mobility counseling. The VHA has also conducted extensive outreach to maintain current landlords and recruit new ones, including performing on-site visits and creating quarterly newsletters to inform landlords of changes in regulations and state law. Finally, to ensure equal opportunity housing, the VHA has coordinated fair housing training for local housing authorities, provided training to landlords and has a housing counselor on staff to provide information and assist in the complaint process.

The VHA maintains its payment standards at 99% of Fair Market Rent (FMR) in order to provide additional affordable units to Voucher families. The VHA is implementing a Section 8 Homeownership Program and has implemented project-basing a portion of its Vouchers to increase families' housing choices and availability.

To provide an improved living environment, the VHA shares staff with the Self Help Center; which connects economically disadvantaged families with community resources. As part of the Office of Housing and Redevelopment (OHR), the VHA has maintained its relationships with local social service agencies.

To promote self-sufficiency and asset development of families and individuals, the VHA provides the opportunity for all Housing Choice Voucher holders to participate in the Family Self-Sufficiency program. This program assists families with their ongoing efforts to achieve economic self-sufficiency by providing support, resource information and referral services.

Finally, the VHA has begun implementing the Section 8 Homeownership program. The VHA is targeting prospective FSS families for the program and plans to have 50 families participate in the Section 8 Homeownership Program during the next two fiscal years. The VHA is actively partnering with Wells Fargo Bank, Citibank and 1st Northern to finance homes for purchase by qualifying Section 8 participants. The VHA will require that financing for purchase of a home under its Section 8 Homeownership Program will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards. The VHA will also refer participants to any and all available homeownership programs in an effort to facilitate their search for suitable housing and to increase their buying power.

Resident Membership of the  
PHA Governing Board  
Attachment "D"

The VHA is exempt from appointing a resident member to its Governing Board per 24 CFR Part 964.425 (b), which states:

*"Public housing agencies that only administer Section 8 assistance. A public housing agency that has no public housing units, but administers Section 8 tenant-based assistance, is eligible for the exception described in paragraph (a) of this section, regardless of the number of Section 8 Vouchers it administers."*

## Membership of the Resident Advisory Board Attachment "E"

The VHA's Resident Advisory Board consists of the following appointed members:

Deena Davidson  
Joyce Foster  
Tony Conlin  
Blanca Hidalgo  
Yashawn Pettigrew  
Jessie Lewis

# PHA Plan Table Library

## Component 7 Capital Fund Program Annual Statement Parts I, II, and II

*Not applicable; the VHA does not administer Public Housing*

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

Capital Fund Grant Number                      FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
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	<b>Amount of Annual Grant (Sum of lines 2-19)</b>	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	

24	Amount of line 20 Related to Energy Conservation Measures	
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**Annual Statement  
Capital Fund Program (CFP) Part II: Supporting Table**

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



**Annual Statement**

**Capital Fund Program (CFP) Part III: Implementation Schedule**

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

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

*Not applicable; the VHA does not administer Public Housing*

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)
<b>Total estimated cost over next 5 years</b>				

**Optional Public Housing Asset Management Table**

*Not applicable; the VHA does not administer Public Housing*

See Technical Guidance for instructions on the use of this table, including information to be provided.

<b>Public Housing Asset Management</b>								
<b>Development Identification</b>		<b>Activity Description</b>						
Name, Number, and Location	Number and Type of units	Capital Fund Program Parts II and III <i>Component 7a</i>	Development Activities <i>Component 7b</i>	Demolition / disposition <i>Component 8</i>	Designated housing <i>Component 9</i>	Conversion <i>Component 10</i>	Home-ownership <i>Component 11a</i>	Other (describe) <i>Component 17</i>