

**To:** HUD

**Subject:** ATTACHMENT ca073a02, RESIDENT MEMBERSHIP OF PHA GOVERNING BOARD

**Date:** April 13, 2004

The Housing Authority of the City of Napa has a seven member Board of Commissioners, including the five elected City Council members and two resident Commissioners. The resident Commissioners are appointed by the City Council following a publicly noticed request for applications from any interested residents of the program and a subsequent interview process of all eligible applicants.

The current Resident Commissioners and the expiration of their term of office are as follows:

1. Maria Ruiz 9/30/04
2. Marilyn Wyman 9/30/04

**To:** HUD

**Subject:** ATTACHMENT,ca073b01, MEMBERSHIP OF RESIDENT ADVISORY BOARD

**Date:** April 13, 2004

- The Resident Advisory Board for the Housing Authority of the City of Napa has the following membership which is representative of our resident body and has reviewed the Housing Authority's 2003 Annual Plan in accordance with HUD regulations. The membership is as follows:
- Patricia Granger
- Andrea Hughes
- Maria Ruiz
- Marilyn Wyman

Memorandum

**Housing Authority of the City of Napa**

1115 Seminary Street · P.O. Box 660

Napa, CA 94559-0660

(707) 257-9543 · Fax 257-9239

**To: HUD**

**Subject:** ATTACHMENT ca073a03, RESIDENT ADVISORY BOARD COMMENTS

**Date:** April 13, 2004

### **RESIDENT ADVISORY BOARD COMMENTS**

The Resident Advisory Board met on March 15, 2004, to discuss the 2004 Annual Plan.

The Board asked that information from the Humane Society on how to rent with pets be would continue to be provided to Section 8 Housing Choice Voucher participants.

A Humane Society publication, "13 Steps to Finding Pet-Friendly Rental Housing," has been added to the Briefing packet. This packet is given to new participants in the Housing Choice Program and to existing program participants when they are moving to a new dwelling.

The Board commented on the addition of the Shelter Plus Care Vouchers to the Housing Authority. The Board felt these Vouchers will offer opportunities for more partnerships with agencies in the Napa Valley that provide services to individuals with disabilities. The Board expressed their pleasure at the success of this venture.

# PHA Plans

5 Year Plan for Fiscal Years 2000-2004  
Annual Plan for Fiscal Year 2004

**SUBMITTED BY:**

**HOUSING AUTHORITY OF THE CITY OF NAPA  
1115 SEMINARY STREET, P.O. BOX 660  
NAPA, CA 94559-0660**

**PHA Plan**  
**HOUSING AUTHORITY OF THE CITY OF NAPA**

**PHA Name:** Housing Authority of the City of Napa

**PHA Number:** CA073

**PHA Fiscal Year Beginning:** 07/2004

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

- Main administrative office of the PHA, 1115 Seminary Street, Napa, CA.
- PHA development management offices (**DOES NOT APPLY**)
- PHA local offices (**DOES NOT APPLY**)

**Display Locations For PHA Plans and Supporting Documents**

**The PHA Plans (including attachments) are available for public inspection at:**

- Main administrative office of the PHA, 1115 Seminary Street, Napa, CA.
- PHA development management offices (**DOES NOT APPLY**)
- PHA local offices (**DOES NOT APPLY**)
- Main administrative office, City of Napa, 955 School Street, Napa, CA
- Main administrative office, American Canyon, 2185 Elliot Drive, American Canyon, CA.
- Main administrative office of the State government (**DOES NOT APPLY**)
- Public libraries, Napa Public Library at 580 Coombs Street in Napa, CA.  
Calistoga Public Library at 1108 Myrtle Street in Calistoga, CA.  
City of St. Helena Public Library at 1492 Library Lane in St. Helena, CA.  
Library, City and County, Town of Yountville at 6548 Yount Street, in Yountville, CA.
- PHA web-site (**DOES NOT APPLY**)
- Other (**THERE ARE NO ADDITIONAL SITES**)

**PHA Plan Supporting Documents are available for inspection at:**

- Main business office of the PHA, at 1115 Seminary Street in Napa, CA.
- PHA development management offices (**DOES NOT APPLY**)
- Other (**THERE ARE NO ADDITIONAL SITES**)

## 5-YEAR PLAN

### PHA FISCAL YEARS 2000 - 2004

[24 CFR Part 903.5]

#### A. Mission

*The mission of the PHA is to serve the citizens of Napa County by:*

- *Providing Section 8 rental assistance to all families, seniors and individuals that apply and are eligible in a fair, cost effective, and timely manner.*
- *Assuring that Section 8 assisted housing is safe and of quality by requiring owners to maintain the housing to meet Housing Quality Standards and local code.*
- *Forming effective partnerships with other agencies to maximize social and economic opportunities and availability of supportive services for participants in a non-discriminatory manner.*
- *Utilizing staff resources and available local funds in a collaborative partnership with other governmental and community agencies to assist in achieving the stated goals in the city of Napa's Consolidated plan, including the development of new affordable housing, supporting the Continuum of Care for Homeless and first time homebuyer opportunities.*

#### B. Goals

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

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

**Objectives:**

- X Apply for additional rental Vouchers if and when they become available.
- Reduce public housing vacancies (**DOES NOT APPLY**)
- X Leverage private or other public funds to create additional housing opportunities:
- Acquire or build units or developments (**DOES NOT APPLY**)
- X Other: (as listed below)

The major goal of the PHA is to achieve three major objectives in addition to the above. These are:

1. To provide decent, safe and sanitary housing for income eligible, (Low and Very Low income) families, seniors and individuals while maintaining their rent payments at an affordable level.
2. To promote freedom of housing choice and spatial de-concentration of very low income families, seniors and individuals of all races and ethnic backgrounds.
3. To provide an incentive to private property owners to rent to eligible families by ensuring timely assistance payments.

- X **PHA Goal: Improve the quality of assisted housing**  
**Objectives:**  
 Improve public housing management: **(DOES NOT APPLY)**  
 Improve Voucher management: **(DOES NOT APPLY)**  
X Increase customer satisfaction:  
X Concentrate on efforts to improve specific management functions: such as FSS case management, expand staff computer knowledge and improve the PHA fraud investigation capability.  
Provide expanded mobility counseling for participants.  
Conduct improved outreach efforts to potential owner/manager participants.  
 Renovate or modernize public housing units: **(DOES NOT APPLY)**  
 Demolish or dispose of obsolete public housing **(DOES NOT APPLY)**  
 Provide replacement public housing: **(DOES NOT APPLY)**  
 Provide replacement Vouchers: **(DOES NOT APPLY)**  
X Other: (list below)  
Ensure the best possible housing payment standards are utilized in order that participants enjoy equal opportunity in presenting themselves to owner/managers in their search for housing.

- PHA Goal: Increase assisted housing choices**  
**Objectives:**  
X Provide Voucher mobility counseling:  
X Conduct outreach efforts to potential Voucher landlords  
X Ensure Voucher payment standards are consistent with the needs of the Housing Choice Voucher participants.  
 Implement Voucher homeownership program: **(DOES NOT APPLY)**  
 Implement public housing /home ownership **(DOES NOT APPLY)**  
 Implement public housing site-based waiting lists: **(DOES NOT APPLY)**  
 Convert public housing to Vouchers: **(DOES NOT APPLY)**  
X Other: **(There are no others)**

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

- X PHA Goal: Provide an improved living environment  
**Objectives:**  
 Implement measures to de-concentrate poverty by bringing higher income public housing **(Does not apply):**  
 Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments: **(Does not apply)**  
 Implement public housing security improvements: **(Does not apply)**  
 Designate developments or buildings for particular resident groups (elderly, persons with disabilities) **(Does not apply)**  
 Other **THE ABOVE REFERS TO PUBLIC HOUSING AND THIS PHA DOES NOT ADMINISTER PUBLIC HOUSING**

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

- X PHA Goal: Promote self-sufficiency and asset development of assisted households  
Objectives:
  - X Increase the number and percentage of employed persons in assisted families:
  - X Work to attract supportive services to improve assistance recipients' employability:
  - X Maintain close liaison with the various Volunteer groups in order to assist in improved supportive services and increased independence for the elderly or families with disabilities.
  - Other: **(There are no others)**

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

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
  - X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - Other: (list below)

**Other PHA Goals and Objectives: (The PHA has no additional Goals and Objectives to list)**



# Annual PHA Plan

## PHA Fiscal Year 2004

**i. Annual Plan Type:**

- Standard Plan
- Streamlined Plan:**
  - High Performing PHA
  - Small Agency (<250 Public Housing Units)
  - Administering Section 8 Housing Choice Voucher Program Only
- Troubled Agency Plan

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

**iii. Annual Plan Table of Contents**

	<b>Table of Contents</b>	<u>Page #</u>
<b>Annual Plan</b>		
i. Table of Contents .....	4	
ii. Executive Summary .....	5	
iii. List of Supporting Documents Available for Review .....	8	
1. Housing Needs .....	10	
2. Financial Resources .....	16	
3. Policies on Eligibility, Selection and Admissions .....	17	
4. Rent Determination Policies .....	25	
5. Operations and Management Policies .....	29	
6. Grievance Procedures .....	30	
7. Capital Improvement Needs .....	31	
8. Demolition and Disposition .....	32	
9. Designation of Housing .....	33	
10. Conversions of Public Housing .....	34	
11. Homeownership .....	35	
12. Community Service Programs .....	37	
13. Crime and Safety.....	40	
14. Pets .....	40	
15. Civil Rights Certifications( <b>included with PHA Plan Certification</b> ) .....	42	
16. Audit .....	42	
17. Asset Management.....	42	
18. Other Information .....	43	
19. Glossary of Commonly Used Acronyms.....	45	
20. Attachments .....	46	

## EXECUTIVE SUMMARY

The Housing Authority of the City of Napa (HACN) has prepared the Agency Plan in compliance with Section 511 of the Quality Housing and Work Responsibility Act of 1998 and the ensuing HUD requirements and regulations.

The following mission statement has been adopted to guide the activities of the PHA.

### **MISSION STATEMENT**

*The mission of the PHA is to serve the citizens of Napa County by:*

*Providing Section 8 Housing Choice Voucher Program rental assistance to all individuals that apply and are eligible in a fair, cost effective and timely manner.*

*Assuring that Section 8 Housing Choice Voucher Program assisted housing is safe and quality housing by requiring owners to maintain the housing to meet Housing Quality Standards and local code.*

*Forming effective partnerships with other agencies to maximize social and economic opportunities and availability of supportive services for participants in a non-discriminatory manner.*

*Utilizing staff resources and available local funds in a collaborative partnership with other governmental agencies to assist in achieving the stated goals in the City of Napa's Consolidated Plan, including the development of new affordable housing supporting the Continuum of Care for Homeless and first time homebuyer opportunities.*

**Goal One:** Manage the PHA Section 8 Housing Choice Voucher Program program in an efficient and effective manner thereby qualifying on a continuing basis on the SEMAP as a high performing PHA.

#### **Objectives:**

1. HUD will continue to recognize the PHA as a high performer on September 30, 2004.
2. The PHA shall promote and maintain a motivating work environment with a capable and efficient team of employee professionals, to operate as a customer-friendly and fiscally prudent rental assistance source to those eligible Section 8 Housing Choice Voucher Program applicants and participants.

**Goal Two:** Expand the range and quality of housing choices available to participants in the PHA tenant-based assistance program.

#### **Objectives:**

1. The PHA shall achieve and sustain a utilization rate of 98% by September 30, 2009.
2. The PHA will attract at least forty (40) new landlords who wish to participate in the tenant-based rental assistance by September 30, 2009.
3. The PHA will apply for additional Section 8 Housing Choice Voucher Program funding as available from HUD.

The PHA Annual Plan is based on the premise that if we accomplish the goals and objectives the PHA will be working toward the achievement of the mission.

The plan, statements, budget summary and policies set forth in the Annual Plan all assist in the accomplishment of the goals and objectives. Taken as a whole, they outline a comprehensive approach toward our goals and objectives and are consistent with the Consolidated Plan of The City of Napa.

Following are just a few highlights of the Annual Plan:

The PHA has adopted two local Ranking Preference for applicants who live or work in the PHA jurisdiction and that of Veterans or widows of Veterans of military duty having received a separation under honorable conditions. These preferences are consistent with the Consolidated Plan of the City of Napa.

- In the Section 8 Housing Choice Voucher Program program, the PHA screens applicants to the fullest extent allowable to determine eligibility for the Housing Choice Voucher subsidy, while not taking away the ultimate responsibility from the landlord for tenant screening.
- Applicants will be selected in order or ranking and selection preference and in the case of identical preferences selection will be make based on date and time of application.
- The PHA has established a minimum rent of \$50.00.
- The PHA has established the Housing Payment Standard at 110% of the FMR in order to provide a wider choice of housing for Section 8 Housing Choice Voucher Program participants and support the de-concentration effort. Whenever applicable, the PHA will continue to apply to HUD for Fair Market Rents at the 50<sup>th</sup> percentile rate.
- The PHA will continue to promote the Family Self sufficiency Program in order to improve and assist participants to become economically independent.
- The PHA is committed to collaboratively working with participants and community agencies to provide a safe living environment and expanded affordable housing options for Napa County residents.

In summary, the PHA is on course to improve the condition of affordable housing in Napa County.

**Respectfully submitted,**

**Peter Dreier,  
Executive Director**

#### **Attachments**

Required Attachments:

- Admissions Policy for De-concentration (**DOES NOT APPLY**)
- FY 2004 Capital Fund Program Annual Statement (**DOES NOT APPLY**)
- Most recent board-approved operating budget (**DOES NOT APPLY**)

Optional Attachments:

- PHA Management Organizational Chart (**NOT SUBMITTED**)
- FY 2004 Capital Fund Program 5 Year Action Plan (**DOES NOT APPLY**)
- Public Housing Drug Elimination Program (PHDEP) Plan (**DOES NOT APPLY**)
- Comments of Resident Advisory Board or Boards (**must be attached if not included in PHA Plan text**)
- Other (List below, providing each attachment name)

**Supporting Documents Available for Review**

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	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
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	
<b><u>DOES NOT APPLY</u></b>	Most recent board-approved operating budget for the public housing program	
<b>X</b>	Annual Plan: Housing Needs	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Annual Plan: Financial Resources;	Annual Plan: Eligibility, Selection, and Admissions Policies

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b><u>DOES NOT APPLY</u></b>	Public Housing De-concentration and Income Mixing Documentation: 1. PHA board certifications of compliance with de-concentration 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 de-concentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b><u>DOES NOT APPLY</u></b>	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
<b><u>DOES NOT APPLY</u></b>	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
<b>X</b>	Section 8 Housing Choice Voucher Program rent determination (payment standard) policies <b>X</b> check here if included in Section 8 Housing Choice Voucher Program Administrative Plan	Annual Plan: Rent Determination
<b><u>DOES NOT APPLY</u></b>	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
<b><u>DOES NOT APPLY</u></b>	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 Housing Choice Voucher Program informal review and hearing procedures <b>X</b> included in Section 8 Housing Choice Voucher Program Administrative Plan	Annual Plan: Grievance Procedures
<b><u>DOES NOT APPLY</u></b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b><u>DOES NOT APPLY</u></b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b><u>DOES NOT APPLY</u></b>	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

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b><u>DOES NOT APPLY</u></b>	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
<b><u>DOES NOT APPLY</u></b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b><u>DOES NOT APPLY</u></b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b><u>DOES NOT APPLY</u></b>	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
<b><u>DOES NOT APPLY</u></b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b><u>DOES NOT APPLY</u></b>	Policies governing any Section 8 Housing Choice Voucher Program Homeownership program <input type="checkbox"/> check here if included in the Section 8 Housing Choice Voucher Program 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 Section 8 Housing Choice Voucher Program	Annual Plan: Community Service & Self-Sufficiency
<b><u>DOES NOT APPLY</u></b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
<b><u>DOES NOT APPLY</u></b>	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
<b><u>DOES NOT APPLY</u></b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional)	(specify as needed)

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
	(list individually; use as many lines as necessary)	

## **1.Statement of Housing Needs**

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

<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	1,264	5	4	4	5	4	4
Income >30% but <=50% of AMI	1,618	5	4	4	5	4	4
Income >50% but <80% of AMI	2,264	3	4	4	5	4	4
Elderly	898	5	4	4	5	4	4
Families with Disabilities	N/A	N/A	N/A	N/A	N/A	N/A	N/A
White/Not Hispanic	50,550	N/A	N/A	N/A	N/A	N/A	N/A
White/Hispanic	9,425	N/A	N/A	N/A	N/A	N/A	N/A
Black/Not/Hispanic	214	N/A	N/A	N/A	N/A	N/A	N/A
Black/Hispanic	0	N/A	N/A	N/A	N/A	N/A	N/A
American Indian Not Hispanic	407	N/A	N/A	N/A	N/A	N/A	N/A
Asian/Pacific Islander/Not Hispanic	1,204	N/A	N/A	N/A	N/A	N/A	N/A

The PHA used the City of Napa Consolidated Plan of the Jurisdiction FY 2000-2004 as the source to conduct this analysis.

The numerical indicators beneath Affordability, Supply, Quality, Accessibility, Size and Location 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.”

- Consolidated Plan of the Jurisdiction/s  
Indicate year: FY 2000-2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy (“CHAS”) data-set
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

**B. Housing Needs of Families on the Public Housing and Section 8 Housing Choice Voucher Program Tenant- Based Assistance Section 8 Housing Choice Voucher Program Waiting Lists**

<b>Housing Needs of Families on the Section 8 Housing Choice Voucher Program Waiting List</b>			
Section 8 Housing Choice Voucher Program Waiting List type: (select one)			
<input checked="" type="checkbox"/> Section 8 Housing Choice Voucher Program tenant-based assistance			
<input type="checkbox"/> Public Housing ( <b>DOES NOT APPLY</b> )			
<input type="checkbox"/> Combined Section 8 Housing Choice Voucher Program and Public Housing ( <b>DOES NOT APPLY</b> )			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional Section 8 Housing Choice Voucher Program Waiting List (optional) ( <b>DOES NOT APPLY</b> ):			
	# of families	% of total families	Annual Turnover
Section 8 Housing Choice Voucher Program Waiting List total	1,425	100	95
Extremely low income <=30% AMI	1109	78	N/A
Very low income (>30% but <=50% AMI)	316.	22	N/A
Low income (>50% but <80% AMI)	SEE ABOVE COMMENT	SEE ABOVE %	N/A
Families with children	571	40	N/A
Elderly families	204	14.3	N/A



<b>Housing Needs of Families on the Section 8 Housing Choice Voucher Program Waiting List</b>			
Families with Disabilities	421	29.5	N/A
White/Non-Hispanic	376	26.3	N/A
White/Hispanic	79	5	N/A
Black/Non-Hispanic	85	5.56	N/A
American Indian/Alaskan Native/Non Hispanic	16	1	N/A
Asian/Pacific Islander	21	1.4	N/A
Characteristics by Bedroom Size (Public Housing Only)	<b><u>(THIS PHA DOES NOT ADMINISTER</u></b>	<b><u>PUBLIC HOUSING AND THIS DATA DOES NOT APPLY)</u></b>	
1BR	<b><u>(DOES</u></b>		
2 BR			
3 BR		<b><u>NOT</u></b>	
4 BR			
5 BR			
5+ BR			<b><u>APPLY)</u></b>
Is the Section 8 Housing Choice Voucher Program Waiting List closed (select one)? x No <input type="checkbox"/> Yes <input type="checkbox"/> If yes: <b>(DOES NOT APPLY)</b> How long has it been closed (# of months)? Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes Does the PHA permit specific categories of families onto the Section 8 Housing Choice Voucher Program Waiting List, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes			

The Section 8 Housing Choice Voucher Program Waiting List is not closed. However; conditions enabling the PHA to close the Section 8 Housing Choice Voucher Program Waiting List and reopen the Section 8 Housing Choice Voucher Program Waiting List are spelled out in the Administrative Plan if ever the need arises to take such action.

### **C. Strategy for Addressing Needs**

The rental market in the PHA jurisdiction, was very restricted. The vacancy factor has been at or below 1% and has made it next to impossible for Section 8 Housing Choice Voucher Program Voucher participants to be accepted in this very tight market. Recently, this market has seen a change, with a 3-4% vacancy rate.

Although a rental vacancy will attract as many as twenty, (20) applications, property owners are now a little more willing to subject their property to the rigors of Housing Quality Standards and the PHA required rent reasonableness and comparability test.

Although the rental market has recently improved, the PHA still finds it necessary to set the Housing Payments Standard and 110% of the FY 2004 Fair Market Rents. This strategy may give participants improved opportunity to rent outside areas of heavy Section 8 Housing Choice Voucher Program participant concentration. Without these Payment Standards, the rents for available units are out of the average Housing Choice Voucher range.

The PHA has negotiated an agreement with a local non-profit, (Catholic Charities) to assist new Voucher holders in their search for suitable housing with weekly Housing Search Workshops and this approach has shown some success. The PHA will continue to contract this service.

In addition to the above, the PHA will continue to establish a liaison with Property Management firms to follow the market vacancy factor and assist rental assistance applicants and participants in finding suitable dwellings.

**(1) Strategies:**

**Need: Affordable housing for all eligible populations**

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

- Employ effective maintenance and management policies to minimize the number of public housing units off-line **(DOES NOT APPLY)**
- Reduce turnover time for vacated public housing units **(DOES NOT APPLY)**
- Reduce time to renovate public housing units **(DOES NOT APPLY)**
- Seek replacement of public housing units lost to the inventory through mixed finance development **(DOES NOT APPLY)**
- Seek replacement of public housing units lost to the inventory through Section 8 Housing Choice Voucher Program replacement housing resources **(DOES NOT APPLY)**
- x Maintain or increase Section 8 Housing Choice Voucher Program lease-up rates by establishing payment standards that will empower families to rent throughout the jurisdiction
- x Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- x Maintain or increase Section 8 Housing Choice Voucher Program lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- x Maintain or increase Section 8 Housing Choice Voucher Program lease-up rates by effectively screening Section 8 Housing Choice Voucher Program applicants to increase owner acceptance of program

- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

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

- Apply for additional Section 8 Housing Choice Voucher Program 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 Housing Choice Voucher Program tenant-based assistance.
- Other: (list below)  
Require developers of new affordable rental developments to provide a preference for Section 8 Housing Choice Voucher Program 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**

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing (**DOES NOT APPLY**)
- Strive to exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based Section 8 Housing Choice Voucher Program assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work (**DOES NOT APPLY**)
- Other: (list below)

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

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

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work (**DOES NOT APPLY**)
- Other: (list below)

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

- Seek designation of public housing for the elderly (**DOES NOT APPLY**)
- Apply for special-purpose vouchers targeted to the elderly, should they become available  
Other: (list below)

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

- Seek designation of public housing for families with disabilities (**DOES NOT APPLY**)
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing (**DOES NOT APPLY**)
- 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)

**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:**

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

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel Section 8 Housing Choice Voucher Program 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 Housing Choice Voucher Program to owners outside of areas of minority concentrations
- Other: (list below)  
Provide financial support and technical assistance to local Fair Housing organization, Greater Napa Fair Housing

**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)

## **2. Statement of Financial Resources**

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2004 grants)</b>		
a) Public Housing Operating Fund	<b>DOES NOT APPLY</b>	
b) Public Housing Capital Fund	<b>DOES NOT APPLY</b>	
c) HOPE VI Revitalization	<b>DOES NOT APPLY</b>	
d) HOPE VI Demolition	<b>DOES NOT APPLY</b>	
e) Annual Contributions for Section 8 Housing Choice Voucher Program Tenant-Based Assistance	<b>\$6,755,334.00</b>	Section 8 Housing Choice Voucher Program rental assistance and administration
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	<b>DOES NOT APPLY</b>	
g) Resident Opportunity and Self-Sufficiency Grants	<b>DOES NOT APPLY</b>	
h) Community Development Block Grant	<b>DOES NOT APPLY</b>	
i)		
j) HOME	<b>DOES NOT APPLY</b>	
k)		
Other Federal Grants (list below)		
(j) Family Self Sufficiency Coordinator Grant	\$50,000.00	Administrative cost of FSS Program.
<b>2. Prior Year Federal Grants (un-obligated funds only) (list below)</b>	<b>DOES NOT APPLY</b>	
<b>3. Public Housing Dwelling Rental Income</b>	<b>DOES NOT APPLY</b>	
<b>4. Other income (list below)</b>	<b>DOES NOT APPLY</b>	
<b>4. Non-federal sources (list below)</b>	<b>DOES NOT APPLY</b>	
<b>Total resources</b>	<b>\$6,805,334.00</b>	

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

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing (THIS PHA DOES NOT ADMINISTER PUBLIC HOUSING-This section does not apply)**

##### **(1) Eligibility(DOES NOT APPLY)**

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)Section 8 Public Housing Waiting List Organization(DOES NOT APPLY)**

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 Section 8 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 Section 8 Waiting Lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**

1. How many site-based Section 8 Waiting Lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based Section 8 Waiting Lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based Section 8 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 Section 8 Waiting Lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based Section 8 Waiting Lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment(DOES NOT APPLY)**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the Section 8 Waiting List? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all Section 8 Waiting List types?
- c. If answer to b is no, list variations for any other than the primary public housing Section 8 Waiting List/s for the PHA:

**(4) Admissions Preferences(DOES NOT APPLY)**

- 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
  - Over-housed
  - Under-housed

- 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 (DOES NOT APPLY)**

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) De-concentration and Income Mixing(DOES NOT APPLY)**

- 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 de-concentration 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 de-concentration 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 Section 8 Housing Choice Voucher Program Waiting Lists  
If selected, list targeted developments below:
- Employing Section 8 Waiting List "skipping" to achieve de-concentration 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 de-concentration 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 de-concentration 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 Housing Choice Voucher Program**

### **(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
  - 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)
  - Other (below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: 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 (below)
- Past housing history under the Section 8 Housing Choice Voucher Program, pertaining to lease compliance and other issues that relate to participant suitability.

**(2) Section 8 Housing Choice Voucher Program Waiting List Organization**

- a. With which of the following Waiting Lists is the Section 8 Housing Choice Voucher Program tenant-based assistance Waiting List merged? (select all that apply)
- None
  - Federal public housing (**DOES NOT APPLY**)
  - Federal moderate rehabilitation (**DOES NOT APPLY**)
  - Federal project-based certificate program (**DOES NOT APPLY**)
  - Other federal or local program (list below) (**DOES NOT APPLY**)
- b. Where may interested persons apply for admission to Section 8 Housing Choice Voucher Program tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other : Online and via US Mail

**(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:

The PHA allows up to two (2) thirty (30) -day extensions to a maximum of one-hundred twenty (120) days when appropriate. As a reasonable accommodation to persons with disabilities, an additional sixty (60) day extension may be granted, with the approval of the Housing Programs Coordinator. A detailed list of cause that will allow for extensions of search time can be found in Chapter 8 of the PHA Administrative Plan.

**(4) Admissions Preferences**

a. Income targeting

**X** 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 Housing Choice Voucher Program program to families at or below 30% of median area income?

The PHA will work toward exceeding the federal targeting requirement. The ability to do so will be determined by the demographics of the Section 8 Housing Choice Voucher Program Waiting List.

b. Preferences

1. **X** Yes  No Has the PHA established preferences for admission to Section 8 Housing Choice Voucher Program tenant-based assistance? (other than date and time of application) (if no, skip to sub-component

2.

**(5) Special purpose Section 8 Housing Choice Voucher Program 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 (Referred to as Selection Preferences in Chapter 4 of the PHA Administrative Plan)**

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

**Other preferences (The preferences outlined below are mixed Selection and Ranking Preferences)**

- Working families and those unable to work because of age or disability
- X** Veterans and veterans' families
- X** Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (**Included as an element of Involuntary Displacement**)
- Other preferences) (**Listed below are preferences listed previously in this text but are utilized as "Ranking Preferences" in Chapter 4 of the PHA Administrative Plan.**)
- Veterans, veteran family or widow/er of veteran.
- Applicants that reside within the jurisdiction of the PHA
- Applicants employed or in job training in the PHA jurisdiction

**Other preferences, referred to as Targeted, are defined in Chapter 4 of the PHA Administrative Plan. These Targeted preferences are as follows:**

1. Mainstream Voucher referrals;
2. Family Unification Program referrals.
3. Extreme Need referrals
4. Shelter Plus Care referrals

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

1 Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence<sup>2</sup>
- Sub-standard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- 2 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes (**This preference would be addressed as a Targeted Preference**)
- Other preference(s) (list below)

4. Among applicants on the Section 8 Housing Choice Voucher Program 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

- X** Not applicable: the pool of applicant families ensures that the PHA will meet income targeting requirements (**The demographics of the Section 8 Housing Choice Voucher Program Waiting List indicate that the applicant pool consists of 73% whose income is below the 30% median income**)

**(5) Special Purpose Section 8 Housing Choice Voucher Program Assistance Programs**

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

**X** The Section 8 Housing Choice Voucher Program Administrative Plan

**X** Briefing sessions and written materials

Other : Web Page

[http://www.cityofnapa.org/Departments/Housing\\_Authority/HACN/hacn\\_index.htm](http://www.cityofnapa.org/Departments/Housing_Authority/HACN/hacn_index.htm)

b. How does the PHA announce the availability of any special-purpose Section 8 Housing Choice Voucher Program programs to the public?

**X** Through published notices

**X** Other (listed below)

Formal correspondence with involved agencies.

Cooperative meetings with various agencies, boards, panels, etc.

Web Page: [http://www.cityofnapa.org/Departments/Housing\\_Authority/HACN/hacn\\_index.htm](http://www.cityofnapa.org/Departments/Housing_Authority/HACN/hacn_index.htm)

**4. PHA Rent Determination Policies**

**A. Public Housing (This PHA does not administer Public Housing)**

**(1) Income Based Rent Policies(DOES NOT APPLY)**

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 (DOES NOT APPLY)**

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 Housing Choice Voucher Program 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 Housing Choice Voucher Program Tenant-Based Assistance**

### **(1) Payment Standards**

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 sub-market  
 Other (list below)

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

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

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

- Annually, **at least.**  
 Other  
At any other time that a wide market fluctuation in rents occurs and Voucher participants experience problems in obtaining adequate rentals.

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

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

### **(2) Minimum Rent**

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

- \$0

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

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

The PHA has adopted a discretionary minimum rent hardship policy. The policy details how a participant will be informed of their right to express grievance through the informal hearing process.

## **5. Operations and Management**

### **A. PHA Management Structure**

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

### **B. HUD Programs Under PHA Management**

<b>Program Name</b>	<b>Units or Families Served at Year Beginning</b>	<b>Expected Turnover</b>
Public Housing	<b>DOES NOT APPLY</b>	
Section 8 Housing Choice Voucher Program Vouchers	<b>1218</b>	<b>75</b>
Section 8 Housing Choice Voucher Program Certificates	<b>0</b>	<b>0</b>
Section 8 Housing Choice Voucher Program Mod Rehab	<b>8</b>	<b>1</b>
Special Purpose Certificates/Vouchers (list individually)		
Family Unification Program Vouchers	<b>100</b>	<b>11</b>
Public Housing Drug Elimination Program (PHDEP)	<b>DOES NOT APPLY</b>	
Other Federal Programs(list individually)		
Shelter Plus Care 2000	8	2
Shelter Plus Care 2004	7	1

### C. Management and Maintenance Policies

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

(2) **Section 8 Housing Choice Voucher Program Management: (listed below)**

- The PHA Section 8 Housing Choice Voucher Program Administrative Plan.
- The Five Year Plan upon adoption by the board.

### 6. PHA Grievance Procedures

#### A. Public Housing (This PHA 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 Housing Choice Voucher Program Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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. The applicant or assisted family is required to submit any request for a informal hearing or informal review in writing, to the PHA main administrative office a specified time frame.

Other (list below)

## **7. Capital Improvement Needs (This PHA is exempt from this requirement)**

### **A. Capital Fund Activities(DOES NOT APPLY)**

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 (DOES NOT APPLY)**

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) (DOES NOT APPLY)**

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 (DOES NOT APPLY)**

[24 CFR Part 903.7 9 (h)]

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.)

**THIS SECTION DOES NOT APPLY TO THIS PHA**

<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: (DD/MM/YY)	
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:	

**(THIS SECTION DOES NOT APPLY TO THIS PHA)**

**9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities**

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

**THIS SECTION DOES NOT APPLY TO THIS PHA**

**10. Conversion of Public Housing to Tenant-Based Assistance (THIS PHA IS SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ONLY)**

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act(DOES NOT APPLY)**

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 (DOES NOT APPLY)**

**A. Public Housing (DOES NOT APPLY)**



Exemptions from Component 11A: Section 8 Housing Choice Voucher Program 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</b> (Complete one for each development affected)	
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 Housing Choice Voucher Program Tenant Based Assistance  
(DOES NOT APPLY)**

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

2. Program Description:

a. Size of Program

Yes  No: Will the PHA limit the number of families participating in the Section 8 Housing Choice Voucher Program 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 Housing Choice Voucher Program Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs**

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

1. Cooperative agreements:

X Yes  No: Has the PHA has 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)?

If yes, what was the date that agreement was signed? DD/MM/YY

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

- X Client referrals
- X 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)

**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 Housing Choice Voucher Program admissions policies
- Preference in admission to Section 8 Housing Choice Voucher Program 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 Housing Choice Voucher Program 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 (Section 8 Housing Choice Voucher	Access (development office / PHA main office / other provider name)	Eligibility (public housing or Section 8 Housing Choice

		Program Waiting List/random selection/speci fic criteria/other)		Voucher Program participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

<b>Family Self Sufficiency (FSS) Participation</b>		
Program	Required Number of Participants (start of FY 2004 Estimate)	Actual Number of Participants (As of: 12/31/2003)
Public Housing		
Section 8 Housing Choice Voucher Program	114	120

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

**C. Welfare Benefit Reductions (DOES NOT APPLY)**

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 (This PHA is a Section 8 Housing Choice Voucher Program only PHA and will skip to component 15)  
[24 CFR Part 903.7 9 (m)]**

**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 Section 8 Housing Choice Voucher Program 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 used 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 (DOES NOT APPLY)**

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 (DOES NOT APPLY)**

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 (DOES NOT APPLY)**

PHAS eligible for FY 2004 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 2004 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)]

## **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? \_\_\_\_\_  
**THERE WERE NO FINDINGS.**
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD?  
**THERE WERE NO FINDINGS.**  
If not, when are they due (state below)?

## **17. PHA Asset Management (THIS PHA IS A SECTION 8 HOUSING CHOICE VOUCHER PROGRAM ONLY PHA. /THE FOLLOWING DOES NOT APPLY)**

[24 CFR Part 903.7 9 (q)]

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. X Yes: 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)

X Provided below:

The PHA received the following comments from the Resident Advisory Board.

1. The 5-Year Plan should include a Glossary of acronyms that are used in the With their definitions for the Public.
2. The 5-Year Plan should include a section on a Pet Policy for the Section 8 Program.

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.

X The PHA changed portions of the PHA Plan in response to comments

List changes below:

Other: (list below)

1. A Glossary of acronyms that are used in the Plan was maintained in the Plan for Public information.
3. In response to the request to establish a Pet Policy for the Section 8 Housing Choice Voucher Program Program,
4. It was explained to the Resident Advisory Board that Section 8 Housing Choice Voucher Program landlords have a right to establish their own pet policy and that the PHA cannot require them to accept pets as a condition to receive assistance. However, the PHA has agreed to add a section to the Plan under Section 18 as follows:

#### **HUMANE SOCIETY GUIDELINE REGARDING RENTING WITH PETS**

The PHA will add to the Briefing Packet for Voucher Choice participants, written guidelines prepared by the U.S. Humane Society about how to negotiate with landlords regarding accepting tenants who are **responsible** pet owners and the Humane Society web-site to obtain additional information. The web-site is: Renting with Pets-  
[http://www.hsus.org/programs/companion/renting/tenant\\_tips.html](http://www.hsus.org/programs/companion/renting/tenant_tips.html).

### **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 Housing Choice Voucher Program tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

### C. Statement of Consistency with the Consolidated Plan

1. Consolidated Plan jurisdiction is the City of Napa.

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

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

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

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

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

Other: (listed below)

The PHA is a department of the City of Napa and is the lead agency in the development of the Consolidated Plan. Those activities listed below are consistent with the Consolidated Plan.

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

The Consolidated Plan has established, as a goal, support for additional Section 8 Housing Choice Voucher Program vouchers when available.

Support the FSS Program of the PHA.

Coordination of the local financial resources to support the various PHA programs.

The PHA is the lead agency for HOME funded activities and CDBG Rehabilitation program.

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

1. Certification of Payments to Influence Federal Transactions/form HUD 50071 (3/98) (Original submitted to HUD Region IX Office and copy retained in PHA Administrative office, 1115 Seminary Street, Napa, CA.
2. Certification for a Drug-Free Workplace/form HUD-50070 (3/98) (Original submitted to HUD Region IX Office and copy retained in PHA Administrative office, 1115 Seminary Street, Napa, CA.
3. Certification by Local Official of PHA Plans consistency with the Consolidated Plan. (Original submitted to HUD Region IX office and copy retained in PHA Administrative office, 1115 Seminary Street, Napa, CA.
4. PHA Certifications of Compliance with the PHA Plans and related regulations, (Board Resolution)/Original submitted to HUD Region IX Office and copy retained in PHA Administrative office, 1115 Seminary Street, Napa, CA.

## ***Glossary of Commonly Used***

### ***PHA and HUD Acronyms***

## *Glossary of Commonly Used PHA and HUD Acronyms*

### **Section 1 Acronyms**

<b>AAF</b>	Annual Adjustment Factor. A factor published by HUD in the Federal Register that is used to compute annual rent adjustment
<b>ACC</b>	Annual Contributions Contract
<b>ADA</b>	Americans with Disabilities Act of 1990
<b>BR</b>	Bedroom
<b>CDBG</b>	Community Development Block Grant
<b>CFR</b>	Code of Federal Regulations. Commonly referred to as “the regulations.” The compilation of Federal rules that are first published in the Federal Register and define and implement a statute.
<b>CPI</b>	Consumer Price Index. Published monthly by the Department of Labor as an inflation indicator.
<b>CR</b>	Contract Rent
<b>EOHP</b>	Equal Opportunity Housing Plan
<b>FDIC</b>	Federal Deposit Insurance Corporation
<b>FHA</b>	Federal Housing Administration
<b>FICA</b>	Federal Insurance Contributions Act – Social Security taxes
<b>FmHA</b>	Farmers Home Administration
<b>FMR</b>	Fair Market Rent
<b>FY</b>	Fiscal Year
<b>FYE</b>	Fiscal Year End
<b>GAO</b>	Government Accounting Office
<b>GFC</b>	Gross Family Contribution (Replaced by the Total Tenant Payment (TTP))
<b>GR</b>	Gross Rent
<b>HACN</b>	Housing Authority of the City of Napa
<b>HAP</b>	Housing Assistance Payment
<b>HAP Plan</b>	Housing Assistance Plan
<b>HCDA</b>	Housing and Community Development Amendments of 1981
<b>HCV</b>	Housing Choice Voucher
<b>HoDAG</b>	Housing Development Action Grant
<b>HMO</b>	Housing Management Officer (in a HUD Field Office)
<b>HUD</b>	Department of Housing and Urban Development

<b>HQS</b>	Housing Quality Standards. The HUD minimum quality standards for housing assisted under the tenant-based programs
<b>HURRA</b>	Housing and Urban/Rural Recovery Act of 1983
<b>HV</b>	Housing Voucher
<b>IG</b>	Inspector General
<b>IGR</b>	Independent Group Residence
<b>IIP</b>	Initial Implementation Period (for documentation of citizenship and/or eligible alien status)
<b>IPA</b>	Independent Public Accountant
<b>IPS</b>	Initial Payment Standard (applies to the Housing Voucher Program)
<b>IRA</b>	Individual Retirement Account
<b>IRS</b>	Internal Revenue Service
<b>JTPA</b>	Job Training Partnership Act
<b>MSA</b>	Metropolitan Statistical Area (established by the U.S. Census Bureau)
<b>NOFA</b>	Notice of Funding Availability
<b>OMB</b>	Office of Management and Budget
<b>PASS</b>	Plan for Achieving Self-Support
<b>PHA</b>	Public Housing Agency
<b>PMSA</b>	Primary Metropolitan Statistical Area (established by the U.S. Census Bureau)
<b>PS</b>	Payment Standard
<b>QC</b>	Quality Control
<b>RAD</b>	Regional (HUD) Accounting Division
<b>RFTA</b>	Request for Tenancy Approval
<b>RFP</b>	Request for Proposal
<b>RIGI</b>	Regional Inspector General for Investigation (handles fraud and program abuse matters for HUD at the Regional Office level)
<b>RRP</b>	Rental Rehabilitation Program
<b>SEMAP</b>	Section 8 Management Assessment Program
<b>SMSA</b>	Standard Statistical Metropolitan Area
<b>SRO</b>	Single Room Occupancy
<b>SSA</b>	Social Security Administration
<b>TR</b>	Tenant Rent
<b>TTP</b>	Total Tenant Payment
<b>UA</b>	Utility Allowance
<b>URP</b>	Utility Reimbursement Payment

## **ATTACHMENTS**

### **“Substantial Deviation” and “Significant Amendment or Modification”**

Any significant amendment or substantial deviation to the Plan will require the Housing Authority to submit a revised PHA Plan that has met full hearing process requirements.

Substantial deviations or significant amendments or modifications are defined as discretionary changes in the plans or policies of the PHA that fundamentally change the mission, goals, objectives, or plans of the agency and which require formal approval of the Board.

An exception to this definition will be made only for changes that are adopted to reflect HUD regulatory requirements and such changes shall not be considered significant amendments or substantial deviations.

**THE TABLE LIBRARY RELATES TO PUBLIC HOUSING  
THIS PHA DOES NOT ADMINISTER PUBLIC HOUSING**

**DOES NOT APPLY**

**PHA Plan  
Table Library**

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

**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-Non-expendable	
12	1470 Non-dwelling Structures	
13	1475 Non-dwelling 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	

**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)

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**

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

## **Public Housing Asset Management**

<b>Component Identification</b>	<b>Activity Description</b>					
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>