

PHA Plans

Streamlined 5-Year/Annual Version

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

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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937 that introduced 5-year and annual PHA Plans. The full PHA plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form allows eligible PHAs to make a streamlined annual Plan submission to HUD consistent with HUD's efforts to provide regulatory relief to certain PHAs. Public reporting burden for this information collection is estimated to average 11.7 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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Streamlined 5-Year Plan for Fiscal Years 2005 - 2009

Streamlined Annual Plan for Fiscal Year 2005

**FOR
HOUSING AUTHORITY OF THE CITY OF REDDING
CA106
REDDING, CALIFORNIA**

ADOPTED:

NOTE: This PHA Plan template (HUD-50075-SA) is to be completed in accordance with instructions contained in previous Notices PIH 99-33 (HA), 99-51 (HA), 2000-22 (HA), 2000-36 (HA), 2000-43 (HA), 2001-4 (HA), 2001-26 (HA), 2003-7 (HA), and any related notices HUD may subsequently issue. Full reporting for each component listed in the streamlined Annual Plan submitted with the 5-year plan is required.

Streamlined Five-Year PHA Plan Agency Identification

PHA Name: Housing Authority of the City of Redding **PHA Number: CA106**

PHA Fiscal Year Beginning: 07/05

PHA Programs Administered:

Public Housing and Section 8 XXX **Section 8 Only** **Public Housing Only**

Number of public housing units: Number of S8 units: **1,502** Number of public housing units:
 Number of S8 units:

PHA Consortia: (check box if submitting a joint PHA Plan and complete table)

Participating PHAs	PHA Code	Program(s) Included in the Consortium	Programs Not in the Consortium	# of Units Each Program
Participating PHA 1:				
Participating PHA 2:				
Participating PHA 3:				

Public Access to Information

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

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

Display Locations For PHA Plans and Supporting Documents

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

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

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

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

Streamlined Five-Year PHA Plan

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.12]

A. Mission

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

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: To improve and expand City of Redding's housing stock, address the needs of low-income and moderate-income residents, and stimulate the physical and economic revitalization of the City's residential neighborhoods in concert with other public, private, and nonprofit organizations.

B. Goals

The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAs ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.

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

- PHA Goal: Expand the supply of assisted housing
Objectives:
 - Apply for additional rental vouchers:
 - Reduce public housing vacancies:
 - Leverage private or other public funds to create additional housing opportunities:
 - Acquire or build units or developments
 - Other (list below)
- PHA Goal: Improve the quality of assisted housing
Objectives:
 - Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:

- Concentrate on efforts to improve specific management functions:
Housing staff of the RHA consists of six Housing Specialists. In a group discussion, followed by management approval, the Specialists redistributed caseload management functions, public contacts, and field inspections. The goal of the redistribution was to increase productivity and customer satisfaction.
- Renovate or modernize public housing units:
- Demolish or dispose of obsolete public housing:
- Provide replacement public housing:
- Provide replacement vouchers:
- Other: (list below)

PHA Goal: Increase assisted housing choices
Objectives:

- Provide voucher mobility counseling:
As a specific topic during the Voucher Program orientation, the Housing Specialist, in charge of the orientation, will discuss with the Voucher holders their opportunity to use their vouchers in other jurisdictions.
- Conduct outreach efforts to potential voucher landlords
At least annually, RHA staff will conduct a Landlord Workshop to review regulatory changes and to respond to owner questions regarding participation in the Section 8 Housing Choice Voucher Program. Additionally, one Housing Specialist II attends the monthly meeting of a local management network of landlords. At those meetings, the Specialist is available to respond to program questions and concerns. Once a year, RHA staff teams with staff from the Shasta County Housing Program to jointly address the landlord's meeting regarding the Section 8 Housing Choice Voucher Program.
- Increase voucher payment standards
- Implement voucher homeownership program:
The RHA has developed its Homeownership Program.
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)

As part of the Administrative Plan revision in April 2004, the RHA changed its subsidy allocation. For a single parent with one child, a two-bedroom subsidy instead of a one-bedroom subsidy is now provided. This change will provide those households with greater flexibility and choice of units.

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

- PHA Goal: Provide an improved living environment
Objectives:
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:

- Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
- Implement public housing security improvements:
- Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
- Other: (list below)

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

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:
Only 263 of the program's participating households are employed. Those households represent only 19 percent of the participating households. It will be the goal of the RHA to encourage under or unemployed households to gainfully seek employment and to increase to 33 percent the number of working families. This goal can be met by encouraging households to become participants in the Family Self-Sufficiency Program, by counseling families sanctioned by CalWORKs as to the benefit of their complying with program regulations, by increasing the interim redetermination income threshold from \$150.00 to \$300.00, and providing a full thirty-day notice prior to the family's subsidy portion being increased.
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- X** Other: (list below)
Encourage Section 8 households, other than the elderly or disabled households, to view housing assistance as a temporary program.

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:
- X** Other: (list below)
RHA staff provides Fair Housing information to the community. Staff responds to questions and concerns as part of their daily contact with members of the

community. Staff refers inquiries to other agencies as appropriate. Fair Housing material is available in the lobby of the Housing Authority office and in response to a telephone request, the literature will be mailed. Additionally, RHA cosponsors a full-day Fair Housing Workshop which held each April. In April, the RHA reminds the community of their Fair Housing obligations via a banner flown in the downtown area and mailings to owners and real estate brokers.

Other PHA Goals and Objectives: (list below)

Streamlined Annual PHA Plan

PHA Fiscal Year 2005

[24 CFR Part 903.12(b)]

Table of Contents

Provide the following table of contents for the streamlined Annual Plan submitted with the Five-Year Plan, including all streamlined plan components, and additional requirements, together with the list of supporting documents available for public inspection.

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13. Capital Fund Program 5-Year Action Plan	N/A to Section 8 Only Programs
14. Other (List below, providing name for each item)	

B. SEPARATE HARD COPY SUBMISSIONS TO LOCAL HUD FIELD OFFICE

Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans;

Certification by State or Local Official of PHA Plan Consistency with Consolidated Plan.

For PHAs APPLYING FOR CAPITAL FUND PROGRAM (CFP) GRANTS:

Form HUD-50070, Certification for a Drug-Free Workplace;

Form HUD-50071, Certification of Payments to Influence Federal Transactions;

Form SF-LLL & SF-LLLa, Disclosure of Lobbying Activities.

Executive Summary (optional)

[903.7(r)]. If desired, provide a brief overview of the contents of the streamlined 5-Year/Annual Plan.

1. Statement of Housing Needs [24 CFR Part 903.12 (b), 903.7(a)]

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

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the PHA's Waiting Lists			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance (Data is current as of 01/28/05)			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,014		349
Extremely low income <=30% AMI	1,363	68%	
Very low income (>30% but <=50% AMI)	562	28%	
Low income (>50% but <80% AMI)	57	3%	
Families with children	1,098	55%	
Elderly families	169	8%	
Families with Disabilities	835	41%	
Hispanic	160	8%	
Black	143	7%	
Indian	130	6%	
Asian	75	4%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
If yes:			
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 waiting list, even if generally closed?			
<input type="checkbox"/> No <input type="checkbox"/> Yes			

B. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families on the PHA's public housing and Section 8 waiting lists **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

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

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

Select all that apply

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

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

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

Select all that apply

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

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

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

Select all that apply

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

Need: Specific Family Types: The Elderly

Strategy 1: Target available assistance to the elderly:

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)
The RHA continues to maintain a local ranking for those families with children, elderly families, and persons with disabilities, thus serving those households before single applicants, who are neither disabled or elderly.

Need: Specific Family Types: Families with Disabilities

Strategy 1: Target available assistance to Families with Disabilities:

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)
The RHA continues to maintain a local ranking for those families with children, elderly families, and persons with disabilities, thus serving those households before single applicants, who are neither disabled or elderly.

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

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

Select if applicable

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

Strategy 2: Conduct activities to affirmatively further fair housing

Select all that apply

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

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

(2) Reasons for Selecting Strategies

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

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

2. Statement of Financial Resources

[24 CFR Part 903.12 (b), 903.7 (c)]

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

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 20__ grants)		
a) Public Housing Operating Fund		
a) Public Housing Capital Fund		
a) HOPE VI Revitalization		
a) HOPE VI Demolition		
a) Annual Contributions for Section 8 Tenant-Based Assistance	\$6,764,800	
a) Resident Opportunity and Self-Sufficiency Grants	\$55,315	
a) Community Development Block Grant		
a) HOME		
Other Federal Grants (list below)		
2. Prior Year Federal Grants (unobligated funds only) (list below)		
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
Investment Income	\$12,000	Section 8 Supportive Services
Reimbursements	\$10,000	Section 8 Supportive Services
4. Non-federal sources (list below)		
Total resources	\$6,842,115	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.12 (b), 903.7 (b)]

A. Public Housing - DOES NOT APPLY TO SECTION 8, SECTION DELETED

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

B. Section 8

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

Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).

(1) Eligibility

a. What is the extent of screening conducted by the PHA? (select all that apply)

- Criminal or drug-related activity only to the extent required by law or regulation
 Criminal and drug-related activity, more extensively than required by law or regulation

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

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

Other (list below)

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

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

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

No. However, the RHA staff routinely views the Superior Court of California web page, www.shastacourts.com. This case index link allows staff to ascertain whether or not a household member has had a criminal complaint filed against them. If a match is made, staff further clears the case number with a Court Officer who identifies the type of charge listed under the criminal complaint. If the charges are either drug-related or violent in nature, the household member is requested to provide necessary documentation. Staff routinely checks the current year and three preceding years for this information. Additionally, for all new applicants, the RHA obtains registered sex offender information via a contract with the Department of Justice and the California Housing

Authority Association.

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

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

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

(2) Waiting List Organization

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

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

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

- PHA main administrative office
 Other (list below)

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

(3) Search Time

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

If yes, state circumstances below:

At the time of initial issuance, the Voucher is issued for 120 days. This practice was reinstated after a year of tracking extension requests. The Authority's Administrative Plan was revised in March 2001 to address this change in policy.

(4) Admissions Preferences

a. Income targeting

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

b. Preferences

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

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

Former Federal preferences

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

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)
All families with children, elderly families and persons with disabilities as defined in 24 CFR 5.403 shall be selected over all "other single" applicants.

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

1.1 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
- 1.3** Veterans and veterans' families
- 1.2** Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

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

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

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

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

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

(5) Special Purpose Section 8 Assistance Programs

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

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

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

- Through published notices
- Other (list below)

4. PHA Rent Determination Policies - Section "A" Does Not Apply to Section 8 Only Program, Section Deleted

[24 CFR Part 903.12(b), 903.7(d)]

A. Public Housing

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

B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

(1) Payment Standards

Describe the voucher payment standards and policies.

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

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FAR (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 a 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 a market
- To increase housing options for families
- Other (list below)

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families

Other (list below)

(2) Minimum Rent

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

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

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

5. Capital Improvement Needs - This section does not apply to a Section 8 Only Program, section deleted.

[24 CFR Part 903.12(b), 903.7 (g)]

Exemptions from Component 5: Section 8 only PHAs are not required to complete this component and may skip to Component 6.

A. Capital Fund Activities

6. Demolition and Disposition - This section does not apply to a Section 8 Only Program, section deleted.

[24 CFR Part 903.12(b), 903.7 (h)]

Applicability of component 6: Section 8 only PHAs are not required to complete this section.

7. Section 8 Tenant-based Assistance--Section 8(y) Homeownership Program

[24 CFR Part 903.12(b), 903.7(k)(1)(I)]

(1) Yes No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If "No", skip to the next component; if "yes", complete each program description below (copy and complete questions for each program identified.)

(2) Program Description

a. Size of Program

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

If the answer to the question above was yes, what is the maximum number of participants this fiscal year? Less than 25 participants

b. PHA-established eligibility criteria

Yes No: Will the PHA's program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD's criteria. If yes, list criteria below:

In addition to HUD's criteria, the RHA will determine the applying household's credit worthiness. The family must show that pass and current debt obligations have been paid on time. For those households who have very little credit history, positive reference letters from current and previous landlords and utility companies must be provided. Reference letters must cover the 12-month period prior to the application date. The household's ration of monthly expenses to adjusted gross income shall not be more than 28 percent, except as otherwise approved by the Housing Program Supervisor. The assisted household's ration of monthly long-term obligations to adjusted gross monthly income shall not exceed 38 percent, except as otherwise approved by the Housing Program Supervisor. Additionally, the RHA will not approve any seller financing or financing which includes a balloon payment. Homes to be purchased with the Homeownership Program shall be located in areas designated as "Residential" in the City of Redding's General Plan.

c. What actions will the PHA undertake to implement the program this year (list)?

The Housing Authority will be working with Habitat for Humanity Shasta Cascade to further develop homeownership options which will couple the Section 8 assistance with a unit constructed by Habitat for Humanity. The no interest loans make this merge a win-win situation for the Authority, Habitat and the home owner.

(3) Capacity of the PHA to Administer a Section 8 Home ownership Program

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- a. Establishing a minimum homeowner down a payment requirement of at least 3 percent of purchase price and requiring that at least 1 percent of the purchase price comes from the family's resources.
- b. Requiring that financing for purchase of a home under its Section 8 home ownership will be provided, insured or guaranteed by the state or Federal government; comply with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards.
- c. Partnering with a qualified agency or agencies to administer the program (list names(s) and years of experience below).
- d. Demonstrating that it has other relevant experience (list experience below).

8. Civil Rights Certifications

[24 CAR Part 903.12 (b), 903.7 (o)]

Civil rights certifications are included in the *PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the Standard Annual, Standard five-year, and Streamlined Five-Year/Annual Plans*, which is submitted to the Field Office in hard copy—see Table of Contents.

9. Additional Information

[24 CFR Part 903.12 (b), 903.7 (r)]

A. PHA Progress in Meeting the Mission and Goals Described in the 5-Year Plan

(Provide a statement of the PHA's progress against the goals and objectives established in the previous 5-Year Plan for the period FY 2000 -2004.)

- Goal 1: Apply for additional vouchers.** In June 2000, the RHA was successful in their application to obtain 15 vouchers targeting the needs of aged-out foster youth. Additionally, in September 2000, the RHA received 48 vouchers linked to an owner's opting out of their contract with HUD. Another 100 vouchers were received in August 2002 when an owner terminated their Rent Supplement Contract with HUD. During this five-year period, 44 project-based Moderate Rehabilitation units were converted to vouchers. The additional vouchers were all targeted to specific families affected by the owner's action. After the initial use of the voucher by these families or unused vouchers became available to families on the waiting list.
- Goal 2: Concentrate on efforts to improve specific management functions.** During this reporting period, housing staff has redistributed various functions, e.g., caseload management tasks, public contacts, and field inspections. The redistribution of tasks was to increase productivity and customer satisfaction. Our goal was met by establishing schedules for processing caseload activity, developing the Housing Choice Voucher Program orientation into a power point presentation thereby creating a consistent message. Due to a recent change in staffing, other changes were made. These changes included all case managers becoming involved in the processing of new cases and the use of clerical support to process initial assessment of the applicant's response to the program's questionnaire.
- Goal 3: Provide voucher mobility counseling.** During the Voucher orientation, staff discusses with Voucher holders their opportunity to use their vouchers in other jurisdictions.
- Goal 4: Conduct outreach efforts to potential voucher landlords.** During this reporting period, a Housing Specialist II has been a member of the local management network of landlords and attends their local meetings. At those meetings, the Specialist II is available to respond to program questions and concerns. Annually, RHA staff teams with staff from the Shasta County Housing Authority to address at the landlord's meeting their concerns regarding the Housing Choice Voucher Program. Their first meeting of the year is to discuss

recent legislative changes. For the past two years, the Redding Housing Authority has hosted those meetings at the City of Redding Council's Chambers.

Goal 5: Increase voucher payment standards. For the first three years of this reporting period, the RHA set their payment standard at 110% of the published Fair Market Rents. However, with the dramatic funding change imposed by HUD in May 2004, the RHA did not process an increase in 2004 and at this time is considering an adjustment to 105% of the current Fair Market Rents.

Goal 6: Implement the voucher homeownership program. In March 2001, the RHA adopted its Homeownership Program. However, until recently the Program was not utilized due rising housing cost. The "draft" 2005-2009 Consolidated Plan for the City of Redding states the following: "The California Economic Development Department reported in February 2004 that in Shasta County, the average cost of housing increased 45 percent during the years 2001 to 2003. During this time, it went from \$150,600 to \$218,500 and by September 2004, the average housing cost for a single-family home in Redding was \$260,000." With that said, the use of a Voucher with the homeownership component did not seem feasible. However, in late 2004 the Redding Housing Authority and Habitat for Humanity Shasta Cascade joined efforts to place a participating Family Self-Sufficiency family and a family with a disabled household member into two of three newly constructed units developed by Habitat. Closure of escrow occurred in early 2005. The third Habitat for Humanity unit is currently under construction and will become the home of another participating Family Self-Sufficiency family. The collaboration between the two organizations is expected to continue.

Goal 7: Promote self-sufficiency and asset development of assisted households. During this reporting period, the RHA anticipated increasing from 19 percent to 33 percent the number of households who were employed. Currently, 19 percent still remain employed. The lack of an increase could be related to the loss of jobs in this community. More than 1,300 jobs were lost in this community since August 2001. Several of the closures involved jobs of entry-level telecommunications and a percentage were positions earmarked for the low-income applicant. Historically, Shasta County has had a higher than the state level of unemployment. The City of Redding remains focused in the development of the Stillwater Business Park which once completed is expected to provide 400 acres of ready-to-go industrial and commercial sites near the Redding Municipal Airport. With that said, during the reporting period the Family Self-Sufficiency Program had 32 successful graduates and more than \$180,000 in escrow funds were distributed to the successful graduates.

Goal 8: Ensure equal opportunity and affirmatively further fair housing. Housing staff, supported Community Development Block Grant funds, provides general fair housing information in response to public inquiries. The RHA has available for pick-up or mailing a packet of information which includes: 1) Fair Housing Resource Listing; 2) California Tenants, a guide to residential tenants' and landlords' rights and responsibilities; 3) HUD's Fair Housing, Equal Opportunity for All brochure; and 4) Using the Small Claims Court guidebook. Additionally, the RHA cosponsors a full-day Fair Housing Workshop. And, lastly each April the RHA distributes more than 500 brochures reminding owners and real estate

agents of their fair housing responsibilities.

B. Criteria for Substantial Deviations and Significant Amendments

(1) Amendment and Deviation Definitions

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

- a. Substantial Deviation from the 5-Year Plan
- b. Significant Amendment or Modification to the Annual Plan

C. Other Information

[24 CFR Part 903.13, 903.15]

(1) Resident Advisory Board Recommendations

- a. Yes No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?

If yes, provide the comments below:

Please refer to file attachment: RABMinutes.2005

- b. In what manner did the PHA address those comments? (select all that apply)

Considered comments, but determined that no changes to the PHA Plan were necessary.

The PHA changed portions of the PHA Plan in response to comments
List changes below:

Other: (list below)

(2) Resident Membership on PHA Governing Board

The governing board of each PHA is required to have at least one member who is directly assisted by the PHA, unless the PHA meets certain exemption criteria. Regulations governing the resident board member are found at 24 CFR Part 964, Subpart E.

- a. Does the PHA governing board include at least one member who is directly assisted by the PHA this year?

Yes No:

If yes, complete the following:

Name of Resident Member of the PHA Governing Board: Fred R. Castagna

Method of Selection:

Appointment

The term of appointment is four years. Mr. Castagna's current appointment will expire December 31, 2008.

Election by Residents (if checked, complete next section--Description of Resident Election Process)

Description of Resident Election Process

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)

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)

Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)

b. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

- The PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis
- The PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.
- Other (explain):

Date of next term expiration of a governing board member:

Name and title of appointing official(s) for governing board (indicate appointing official for the next available position): Michael J. Pohlmeier, Mayor

(3) PHA Statement of Consistency with the Consolidated Plan

[24 CFR Part 903.15]

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

Consolidated Plan jurisdiction: City of Redding

a. 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 on its waiting list 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: (list below)

Redding Housing Authority staff is directly involved in the development of the Consolidated Plan.

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

(4) (Reserved)

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

10. Project-Based Voucher Program

a. Yes No: Does the PHA plan to “project-base” any tenant-based Section 8 vouchers in the coming year? If yes, answer the following questions.

a. Yes No: Are there circumstances indicating that the project basing of the units, rather than tenant-basing of the same amount of assistance is an appropriate option?

If yes, check which circumstances apply:

- Low utilization rate for vouchers due to lack of suitable rental units
- Access to neighborhoods outside of high poverty areas
- Other (describe below:)

a. Indicate the number of units and general location of units (e.g. eligible census tracts or smaller areas within eligible census tracts):

11. List of Supporting Documents Available for Review for Streamlined Five-Year/ Annual PHA Plans

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

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Related Plan Component
√	<i>PHA Certifications of Compliance with the PHA Plans and Related Regulations and Board Resolution to Accompany the Standard Annual, Standard Five-Year, and Streamlined Five-Year/Annual Plans.</i>	Standard 5 Year and Annual Plans; streamlined 5 Year Plans
	State/Local Government Certification of Consistency with the Consolidated Plan.	5 Year Plans
	Fair Housing Documentation Supporting Fair Housing Certifications: 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
√	Housing Needs Statement of the Consolidated Plan for the jurisdiction(s) in which the PHA is located and any additional backup data to support statement of housing needs for families on the PHA's public housing and Section 8 tenant-based waiting lists.	Annual Plan: Housing Needs
√	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP] and the Site-Based Waiting List Procedure.	Annual Plan: Eligibility, Selection, and Admissions Policies
	Any policy governing occupancy of Police Officers and Over-Income Tenants in Public Housing. <input type="checkbox"/> Check here if included in the public housing A&O Policy.	Annual Plan: Eligibility, Selection, and Admissions Policies
√	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public housing rent determination policies, including the method for setting public housing flat rents. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
	Schedule of flat rents offered at each public housing development. <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Rent Determination
√	Section 8 rent determination (payment standard) policies (if included in plan, not necessary as a supporting document) and written analysis of Section 8 payment standard policies. √ Check here if included in Section 8 Administrative Plan.	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation).	Annual Plan: Operations and Maintenance

Applicable & On Display	Supporting Document	Related Plan Component
	Results of latest Public Housing Assessment System (PHAS) Assessment (or other applicable assessment).	Annual Plan: Management and Operations
	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
√	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
√	Any policies governing any Section 8 special housing types √ check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
	Consortium agreement(s).	Annual Plan: Agency Identification and Operations/ Management
	Public housing grievance procedures <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Annual Plan: Grievance Procedures
√	Section 8 informal review and hearing procedures. √ Check here if included in Section 8 Administrative Plan.	Annual Plan: Grievance Procedures
	The Capital Fund/Comprehensive Grant Program Annual Statement /Performance and Evaluation Report for any active grant year.	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants.	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing.	Annual Plan: Capital Needs
	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. See PIH Notice 99-52 (HA).	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing.	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans).	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937.	Annual Plan: Conversion of Public Housing
	Documentation for required Initial Assessment and any additional information required by HUD for Voluntary Conversion.	Annual Plan: Voluntary Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans.	Annual Plan: Homeownership
√	Policies governing any Section 8 Homeownership program (Section Appendix IV of the Section 8 Administrative Plan)	Annual Plan: Homeownership
	Public Housing Community Service Policy/Programs <input type="checkbox"/> Check here if included in Public Housing A & O Policy	Annual Plan: Community Service & Self-Sufficiency
√	Cooperative agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies.	Annual Plan: Community Service & Self-Sufficiency

Applicable & On Display	Supporting Document	Related Plan Component
√	FSS Action Plan(s) for public housing and/or Section 8.	Annual Plan: Community Service & Self-Sufficiency
	Section 3 documentation required by 24 CFR Part 135, Subpart E for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports for public housing.	Annual Plan: Community Service & Self-Sufficiency
	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G). <input type="checkbox"/> Check here if included in the public housing A & O Policy.	Pet Policy
√	The results of the most recent fiscal year audit of the PHA conducted under the Single Audit Act as implemented by OMB Circular A-133, the results of that audit and the PHA's response to any findings.	Annual Plan: Annual Audit
	Consortium agreement(s), if a consortium administers PHA programs.	Joint PHA Plan for Consortia
	Consortia Joint PHA Plans ONLY: Certification that consortium agreement is in compliance with 24 CFR Part 943 pursuant to an opinion of counsel on file and available for inspection	Joint PHA Plan for Consortia
	Other supporting documents (optional). List individually.	(Specify as needed)

12. Capital Fund Program and Capital Fund Program Replacement Housing Factor Annual Statement/Performance and Evaluation Report - DOES NOT APPLY TO SECTION 8 ONLY PROGRAMS

Annual Statement/Performance and Evaluation Report - DOES NOT APPLY TO SECTION 8 ONLY P			
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I:			
PHA Name:		Grant Type and Number	
		Capital Fund Program Grant No:	
		Replacement Housing Factor Grant No:	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Revised Annual Statement (revision no:) <input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost	To

Annual Statement/Performance and Evaluation Report						
Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)						
Part II: Supporting Pages						
PHA Name:		Grant Type and Number			Federal FY of Grant:	
		Capital Fund Program Grant No:				
		Replacement Housing Factor Grant No:				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual
				Original	Revised	Funds Obligated

13. Capital Fund Program Five-Year Action Plan- DOES NOT APPLY TO A SECTION 8 ONLY PROGRAM

Annual Statement/Performance and Evaluation Report Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part III: Implementation Schedule							
PHA Name:			Grant Type and Number Capital Fund Program No: Replacement Housing Factor No:			Federal FY of Grant:	
Development Number Name/HA-Wide Activities		All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates	
	Original	Revised	Actual	Original	Revised	Actual	

Capital Fund Program Five-Year Action Plan - DOES NOT APPLY TO A SECTION 8 ONLY PROGRAM Part I: Summary						
PHA Name					<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:	
Development Number/Name/HA-Wide	Year 1	Work Statement for Year 2 FFY Grant: PHA FY:	Work Statement for Year 3 FFY Grant: PHA FY:	Work Statement for Year 4 FFY Grant: PHA FY:	Work Statement for Year 5 FFY Grant: PHA FY:	
CFP Funds Listed for 5-year planning						
Replacement Housing Factor Funds						

13. Capital Fund Program Five-Year Action Plan- DOES NOT APPLY TO A SECTION 8 ONLY PROGRAM

Capital Fund Program Five-Year Action Plan							
Part II: Supporting Pages—Work Activities							
Activities for Year 1	Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:			
	Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
Total CFP Estimated Cost			\$				\$

Capital Fund Program Five-Year Action Plan -DOES NOT APPLY TO A SECTION 8 ONLY PROGRAM						
Part II: Supporting Pages—Work Activities						
Activities for Year : ____ FFY Grant: PHA FY:			Activities for Year: ____ FFY Grant: PHA FY:			
Development Name/Number	Major Work Categories	Estimated Cost	Development Name/Number	Major Work Categories	Estimated Cost	
Total CFP Estimated Cost		\$				\$

**RESIDENT ADVISORY MINUTES
for JANUARY 5, 2005 MEETING**

Members Present: Lydia Buckley, Housing Program Supervisor
Tina Whitley, Management Analyst
Mary Jensen, Housing Specialist II
Fred Castagna, Resident Member of the Board of Commissioners
Donna Baker, Member
Pat Eagar, Member
Thao Bui, Member
Theresa Allison, Member
Maureen Turner, Member

1. Introductions of staff and members of the Board. Each person stated some background information relating to program participation and involvement with other committees or employment.
2. Donna Baker wanted to share an article regarding the problem when mold is present in your unit. She described her personal health related problems when mold was discovered as a result of a leaky cooler. She was thanked for sharing the article and the group was advised that mold is an issue that inspectors check for, especially this time of the year. It was the concurrence of the group that most mold problems can be prevented by proper ventilation.
3. Ms. Buckley reviewed the relationship chart (Exhibit 1-2 from Housing Choice Voucher Program Guidebook) with the members. Addressing how the rules start with HUD and are filtered downward for the local housing authority to administer. A short discussion was held regarding the agreement (lease) between the owner and the tenant and that a housing authority is not party to the lease.

At this time, Ms. Baker asked whether or not the information she recently received regarding the waiting period for families on the waiting list was in fact one to three years. Ms. Buckley affirmed that the information was correct. She further explained that due to a change in HUD funding, the RHA had not processed any families off the waiting list for several months. She stated that due to three different adjustments the RHA was able to fund the families currently on the program but not any additional households. Ms. Buckley did state that the 2005 budget and the changes made by HUD would be discussed at the third meeting of the RAB.

4. In review of the agenda, Ms. Buckley stated that item 5d, preference for successful graduate of transitional housing would not be addressed this year and most likely would be part of next year's agenda. At the request of members, Baker and Eagar, Ms. Buckley and member, Allison, spoke about current transitional housing programs and explained the concept of "continuum" which would enable households to transition from emergency to transitional housing and then, if successful, transit into permanent housing with rental assistance. The preference would provide for an opportunity to have their eligibility reviewed at the point of

graduation. It was noted that all program eligibility issues would have to be met.

5. Item 5a was discussed. It was explained that the current data processing of applications allows for multiple applications to be submitted by the same households. To be similar to other authorities, it is staff's recommendation that an applicant should have a singular application and subsequent applications would be considered a change of information and that the original application would be updated. The household would be advised that their information was updated. Several members had questions as to the current processing and understood how the change would be beneficial to both the applicant and authority. It was also explained that if the "client" knows that they have an application on file then a change of information form is completed. The members concurred that this change should be adopted.
6. Item 5b was tabled for the next meeting as additional time would be needed to explain the current process and the changes being proposed.
7. Item 5c was discussed. It was explained to the members that at this time there is no closure date for the availability of a unit to be inspected. Several other dates are in place, but the Plan is missing this particular date. The thirty-day period was questioned as too short. Staff's position is that owners would rarely want to hold a unit for any longer period, the longer a unit is vacant that means less money to the owner. Again, this change fills a void in the processing period. It was explained, however, that reasonable accommodation could be reviewed and under limited circumstances the Program Supervisor could allow for more time. The members concurred that this change should be adopted.
8. During the course of the meeting several issues arose which will be followed up by staff. One, a listing of accessible units will be developed and dispersed and secondly, the 2005 budget will be discussed.
9. The meeting was adjourned at noon. The next meeting is schedule for Wednesday, January 12.

**RESIDENT ADVISORY MINUTES
for JANUARY 12, 2005 MEETING**

Members Present: Lydia Buckley, Housing Program Supervisor
Tina Whitley, Management Analyst
Mary Jensen, Housing Specialist II
Donna Baker, Member
Pat Eagar, Member
Theresa Allison, Member
Maureen Turner, Member

Members Absent: Fred Castagna, Resident Member of the Board of Commissioners
Thao Bui, Member

1. Introductions of staff and members of the Board.
2. Discussion was held regarding the issue of live-in aides in the Section 8 Housing Choice Voucher Program. Staff explained to the members the issues regarding reasonable accommodation and how that definition related to the Voucher Program. Several examples, such as, a HUD participant renting from a relative when the disability was apparent (a disabled person requiring the need of a wheelchair within a unit and the unit was retrofitted with the appropriate appliances) or the need was for a specially designed unit to accommodate special need items, i.e., bedding furniture. Also, explained the need to closely link the nature of the disability to the need item. What element of the disability causes the need for an additional bedroom or the need of the live-in aide is the primary issue. Members asked several questions as to how the live-in aides' money affected the HUD calculations, and what documentation was needed. Staff assured the members that the RHA would not seek any information other than the minimal to determine if the household was eligible to an additional bedroom. Members concurred that the change in approach was merited and understood that the cost of the additional bedroom is borne by the authority not the family. The second part to this discussion was the limitation of one additional bedroom whether it is utilized for the live-in aide or medical equipment. Staff explained to the members present that in most cases this situation comes up when a household starts in a two or three bedroom unit and due to changes in the family size their allocation would be decreased. On the surface it appears that some households manipulate the process to retain the original bedroom allocation. As it was further described, two additional bedrooms are allocated to one household that in effect counts as two subsidies and thus causing those families on the waiting list to wait that much longer. The members also agreed that in fact only one additional bedroom should be allocated per household.
3. Throughout the meeting there were side discussions regarding the homeless situation in Redding. A member expressed her concern that jail inmates are released at midnight. Another member interjected that housing for recently released inmates or parolees is a major focus point for her and that she would be seeking funds to provide temporary housing for that population. The work of the Continuum of Care Council which organizes a number of

service providers in addressing the needs of the homeless was explained to the group. It was further explained to the members that Council will be conducting a point-in time homeless survey during the last week of the month.

4. Next week's meeting will focus on the RHA budget and other issues the members wish to discuss.
5. Mary Jensen provided a listing of accessible units located in Redding to the members present.
6. With no further business to conduct, the meeting was adjourned.

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**RESIDENT ADVISORY MINUTES
for JANUARY 19, 2005 MEETING**

Members Present: Lydia Buckley, Housing Program Supervisor
Tina Whitley, Management Analyst
Mary Jensen, Housing Specialist II
Fred Castagna, Resident Member of the Board of Commissioners
Pat Eagar, Member
Theresa Allison, Member
Thao Bui, Member
Maureen Turner, Member

Members Absent: Donna Baker, Member

1. Introductions of staff and members of the Board.
2. The last item to discuss was the technical correction to the Administrative Plan's discussion regarding Special Funding from HUD. Ms. Buckley explained to the members that in certain situations (when an owner opts out of their contract with HUD) a housing authority receives a special allocation of funds to initially assist the affected households. These situations are unique and the family does not have to apply to the waiting list to be served. It was further explained that after the initial use or if any voucher is not utilized then those vouchers become part of the available pool to families who are on the waiting list. The members agreed to the language change.
3. An overview of the 2005 budget was provided by Ms. Buckley. The new process of allocating funds was explained. Also discussed was that with the new funding amount fewer families might be served as the RHA will receive a fixed level of funding. HUD has made it perfectly clear to housing authorities that are no adjustments once the final allocation is made. It was further explained that one of the Management Analyst's roles will be to closely monitor the monthly expenditures. The ability to use vouchers in other jurisdictions was also discussed. Ms. Buckley cited that in most cases other jurisdictions have a higher payment standards (level of payment) than Redding's. At this time families may move to areas of their choice, however, the RHA may curtail portability due to funding constraints.
4. The members had several program related questions:
 - Q. How can a contract be terminated?
 - A. The noticing requirements were discussed. An emphasis was made that the RHA should always receive a copy of the notice and that only through the court system can a household be evicted.
 - Q. Housing Quality Standard Inspections, when are they performed and who is liable for repair?
 - A. It was explained that there is always an initial inspection prior to a contract beginning. The unit is then inspected annually thereafter. However, any party to the

contract - the family, the landlord or the housing authority may request a complaint inspection. The family is responsible for the items cited which the inspector determines the deficiency resulted from the family's action.

Q. Is an owner obligated to participate in the Section 8 housing program?

A. No. The participation of an owner is solely voluntary. The owner's role in the success of the program is very important and should be encouraged.

5. The resident members were advised of upcoming events:

On April 20, 2005, the members will be invited guests of the Redding Housing Authority at the annual Fair Housing Workshop.

In December, they will be invited to participate in the luncheon provided to Board and Commission members.

If a landlord workshop is scheduled, the Board will be reconvened to provide input as to the material to be addressed at the workshop.

6. With no further business, the meeting was adjourned.