

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

PHA Plans

5 Year Plan for Fiscal Years 2005 - 2009

Annual Plan for Fiscal Year 2007

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

PHA Plan Agency Identification

PHA Name: Community Development Commission of National City

PHA Number: CA116

PHA Fiscal Year Beginning: 07/2007

PHA Programs Administered:

Public Housing and Section 8 **X Section 8 Only** **Public Housing Only**
 Number of public housing units: Number of S8 units: 1044 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 (including attachments) are available for public inspection at: (select all that apply)

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

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

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

PHA local office:
401 Mile of Cars Way, Suite 380, National City, CA 91950

5-YEAR PLAN

PHA FISCAL YEARS 2005 - 2009

[24 CFR Part 903.5]

A. Mission

- 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: (state mission here)

B. Goals

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)
Provide an incentive to private property owners to rent to very low income families by offering timely assistance payments.
- PHA Goal: Improve the quality of assisted housing
Objectives:
- Improve public housing management: (PHAS score)
 - Improve voucher management: (SEMAP score)
 - Increase customer satisfaction:
 - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
 - 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:
- Conduct outreach efforts to potential voucher landlords
- Increase voucher payment standards
- Implement voucher homeownership program:
- Implement public housing or other homeownership programs:
- Implement public housing site-based waiting lists:
- Convert public housing to vouchers:
- Other: (list below)
Maintain current number of vouchers with funding level

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) Kimball Tower – elderly only designation
- Other: (list below)
Assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.

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

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

Objectives:

- Increase the number and percentage of employed persons in assisted families:
- Provide or attract supportive services to improve assistance recipients' employability:
- Provide or attract supportive services to increase independence for the elderly or families with disabilities.
- Other: (list below)

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: (list below)

Maintain program size and quality of services and manage program within allocated funding/revenue levels.

**Annual PHA Plan
PHA Fiscal Year 2007**
[24 CFR Part 903.7]

i. Annual Plan Type:

Select which type of Annual Plan the PHA will submit.

Standard Plan

Troubled Agency Plan

ii. Executive Summary of the Annual PHA Plan

[24 CFR Part 903.7 9 (r)]

As a Section 8 Only Public Housing Agency (PHA), the Community Development Commission of National City (CDC) has limited authority or financial resources to expand and preserve the affordable housing opportunities in the City. However, the CDC serves also as the City's Redevelopment Agency (RA). As the RA, the CDC aggressively pursues the construction and rehabilitation of affordable housing, and provides affordable homeownership opportunities to low and moderate income households using redevelopment housing set-aside, HOME, and CDGB funds. This Annual Plan describes the CDC's efforts as a PHA in providing rental assistance to low income households. To present a comprehensive picture of the City's housing activities, the Annual Plan also highlights key programs administered by the CDC using non-PHA resources.

iii. Annual Plan Table of Contents

[24 CFR Part 903.7 9 (r)]

Table of Contents

<u>Page #</u>	
i.	Annual Plan 1
i.	Executive Summary 1
ii.	Table of Contents 1
	1. Statement of Housing Needs 5
	2. Statement of Financial Resources 11
	3. PHA Policies on Eligibility, Selection and Admissions 12
	4. Rent Determination Policies 22
	5. Operations and Management Policies 26
	6. Grievance Procedures 28
	7. Capital Improvement Needs 29
	8. Demolition and Disposition 30
	9. Designation of Housing 31
	10. Conversions of Public Housing 32
	11. Homeownership 34
	12. Community Service Programs 35
	13. Safety and Crime Prevention Measures 38
	14. Pets (Inactive for January 1 PHAs) 40

15. Civil Rights Certifications (included with PHA Plan Certifications).....	40
16. Audit	40
17. Asset Management	40
18. Other Information	41

Attachments

Required Attachments:

- Admissions Policy for Deconcentration
- FY 2005 Capital Fund Program Annual Statement
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable
- Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)
Statement of Policies and Objectives (Attachment B)
Resident Membership of the PHA Governing Board

Supporting Documents Available for Review

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	Fair Housing Documentation: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	implement any of the jurisdictions' initiatives to affirmatively further fair housing that require the PHA's involvement.	
X	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI)) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the 2/18/99 <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
	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
	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
X	Section 8 rent determination (payment standard) policies X check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans or any other approved proposal for development of public housing	Annual Plan: Capital Needs
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act	Annual Plan: Conversion of Public Housing
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
X	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
	The most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	3,182	4	4	5	2	5	4
Income >30% but <=50% of AMI	3,957	4	4	5	2	5	4
Income >50% but <80% of AMI	3,035	2	4	4	2	5	3
Elderly	6,693	3	3	4	3	2	2
Families with Disabilities	N/A	5	4	3	5	2	5
Hispanic	37,282	4	4	5	2	5	4
White/Non Hispanic	9,398	4	4	5	2	4	4
Asian and Other	13,170	4	4	5	2	5	4
Black	3,687	4	4	5	2	4	4

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

- Consolidated Plan of the Jurisdiction/s
Indicate year: 2006 - 2010
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- American Housing Survey data
Indicate year:
- Other housing market study
Indicate year:
- Other sources: (list and indicate year of information)

San Diego Association of Governments 2006

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

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2,925		Unable to compile accurate information
Extremely low income <=30% AMI	2,153	73.61%	
Very low income (>30% but <=50% AMI)	744	25.44%	
Low income (>50% but <80% AMI)	28	00.95%	
Families with children	1,795	61.37%	
Elderly families	580	19.83%	
Families with Disabilities	550	18.80%	
Hispanic	1,943	66.43%	
White/Non-Hispanic	251	8.58%	
Asian and Other	440	15.04%	
Black	291	9.95%	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			

Housing Needs of Families on the Waiting List			
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			

C. Strategy for Addressing Needs

The Community Development Commission of National City (CDC) is a Section 8 Only Public Housing Authority (PHA). As a PHA, the CDC has no funding or authority to develop affordable housing. However, the CDC is also a Redevelopment Agency (RA) of the City of National City. As a RA, CDC addresses the shortage of affordable housing through a variety of programs administered by CDC. These include:

- Community Development Block Grant
- HOME Investment Partnership
- Redevelopment Housing Set Aside

The CDC aggressively pursues affordable housing projects, expanding affordable housing opportunities through the provision of rehabilitation and first-time homebuyer assistance, new construction of housing, and acquisition and rehabilitation of existing housing. The CDC works with a variety of nonprofit housing developers in providing affordable housing, including the Habitat for Humanity and South Bay Community Services.

The following strategies apply only to the Housing Authority:

(1) Strategies

Need: Shortage of affordable housing for all eligible populations

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

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units

- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of 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)

Many applicants on the Section 8 waiting list have income below 30% of the AMI. The CDC will ensure that 75% of the families at or below 30% of the AMI will be targeted for admission.

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)
The CDC is required by regulations to assist families with income below 30% of the AMI for the first 75% of new admissions. The CDC will process the oldest application for families at or below the 50% of AMI for the remaining 25%.

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 City has assisted in the development of two senior housing projects, Morgan-Kimball Towers and TELACU South. Morgan-Kimball Towers were developed with a HUD Section 231 (HODAG) loan with project-based Section 8 assistance. TELACU South was developed with a Section 202/811 loan and CDC redevelopment housing set-aside funds. Combines, Morgan-Kimball Towers and TELACU South provide affordable housing to more than 220 low-income seniors.

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)

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

The CDC works with community-based organizations (CBOs) to affirmatively market the Section 8 program to minority households. Specifically, the CDC works with three organizations – the Metropolitan Area Advisory Project (MAAC), Samahan Clinic, and the National City Collaborative – to outreach to minority households.

- 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

The CDC participates in apartment owner workshops organized by the San Diego Area Commission. These workshops outreach 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 903.7 9 (b)]

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2005 grants)		
a) Public Housing Operating Fund		
b) Public Housing Capital Fund		
c) HOPE VI Revitalization		
d) HOPE VI Demolition		
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$7,000,000.00	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)		
g) Resident Opportunity and Self-Sufficiency Grants		
h) Community Development Block Grant	\$1,123,247.00	Housing rehabilitation assistance
i) HOME	\$597,736.00	First-time homebuyers assistance; acquisition/rehabilitation; transitional housing for victims of domestic violence
Other Federal Grants (list below)		

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
2. Prior Year Federal Grants (unobligated funds only) (list below)	\$0	
3. Public Housing Dwelling Rental Income		
4. Other income (list below)		
5. Non-federal sources (list below)		
Redevelopment Housing Set- Aside Funds (Estimated)	\$2,463,592	Redevelopment activities and admin
Total resources	\$11,184,575	

3. PHA Policies Governing Eligibility, Selection, and Admissions

[24 CFR Part 903.7 9 (c)]

A. Public Housing

(1) Eligibility

- a. When does the PHA verify eligibility for admission to public housing? (select all that apply)
- When families are within a certain number of being offered a unit: (state number)
 - When families are within a certain time of being offered a unit: (state time)
 - Other: (describe)

- b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?
- Criminal or Drug-related activity
 - Rental history
 - Housekeeping
 - Other (describe)
- c. Yes No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- d. Yes No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- e. Yes No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

(2)Waiting List Organization

- a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)
- Community-wide list
 - Sub-jurisdictional lists
 - Site-based waiting lists
 - Other (describe)
- b. Where may interested persons apply for admission to public housing?
- PHA main administrative office
 - PHA development site management office
 - Other (list below)
- c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection **(3) Assignment**
1. How many site-based waiting lists will the PHA operate in the coming year?
 2. Yes No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?
If yes, how many lists?
 3. Yes No: May families be on more than one list simultaneously

If yes, how many lists?

4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
- PHA main administrative office
 - All PHA development management offices
 - Management offices at developments with site-based waiting lists
 - At the development to which they would like to apply
 - Other (list below)

(3) Assignment

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

(4) Admissions Preferences

- a. Income targeting:
- Yes No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?
- b. Transfer policies:
In what circumstances will transfers take precedence over new admissions? (list below)
- Emergencies
 - Overhoused
 - Underhoused
 - Medical justification
 - Administrative reasons determined by the PHA (e.g., to permit modernization work)
 - Resident choice: (state circumstances below)
 - Other: (list below)

c. Preferences

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

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

Former Federal preferences:

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

Other preferences: (select below)

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

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

Date and Time

Former Federal preferences:

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

Other preferences (select all that apply)

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

4. Relationship of preferences to income targeting requirements:

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

(5) Occupancy

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

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

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

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

(6) Deconcentration and Income Mixing

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

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

- c. If the answer to b was yes, what changes were adopted? (select all that apply)
 - Adoption of site-based waiting lists
If selected, list targeted developments below:

 - Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments
If selected, list targeted developments below:

 - Employing new admission preferences at targeted developments
If selected, list targeted developments below:

 - Other (list policies and developments targeted below)

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

- e. If the answer to d was yes, how would you describe these changes? (select all that apply)
 - Additional affirmative marketing
 - Actions to improve the marketability of certain developments
 - Adoption or adjustment of ceiling rents for certain developments
 - Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
 - Other (list below)

- f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:
- g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)
- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

B. Section 8

(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 (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 an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
- Other (describe below)
- Last three addresses
 - Number of claims filed against the participant
 - Total \$ amount paid in claims against participant

(2) Waiting List Organization

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

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

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

- PHA main administrative office
- Other (list below)
PHA local office
401 Mile of Cars Way, Suite 380, National City, CA 91950

(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:

(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)
 - Involuntarily displaced
 - Elderly (62 years or older)
 - Disabled
 - Families with dependent child(ren)

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

3 Veterans and veterans' families

1 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

2 Other preference(s) (list below)

- Involuntarily displaced
- Elderly (62 years or older)
- Disabled
- Families with dependent child(ren)

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)

- Distribute fact sheets to the broadcasting media
- Initiate personal contact with members of the news media and community service personnel
- Utilization of public service announcements
- Share information with other service providers in the community

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing

(1) Income Based Rent Policies

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)
- 95th percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

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

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)_____
- Other (list below)

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

(2) Flat Rents

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)
- The section 8 rent reasonableness study of comparable housing
 - Survey of rents listed in local newspaper
 - Survey of similar unassisted units in the neighborhood
 - Other (list/describe below)

B. Section 8 Tenant-Based Assistance

(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 submarket
 - Other (list below)

The CDC's funding was reduced by the Department of Housing and Urban Development (HUD) to a level that a payment standard at 100% of FMR can not support the number of families assisted under the program.

- c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)
- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
 - Reflects market or submarket
 - To increase housing options for families
 - Other (list below)

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

- Annually
 Other (list below)

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

- Success rates of assisted families
 Rent burdens of assisted families

Other (list below)

The CDC will compare the payment standard to average rents in its Rent Reasonableness Data Base and to the average Contract Rents by unit size. The payment standards should be on a par with these amounts. The current HUD funding should also be able to support the payment standard in order to support the families being assisted.

(2) Minimum Rent

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

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

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

5. Operations and Management

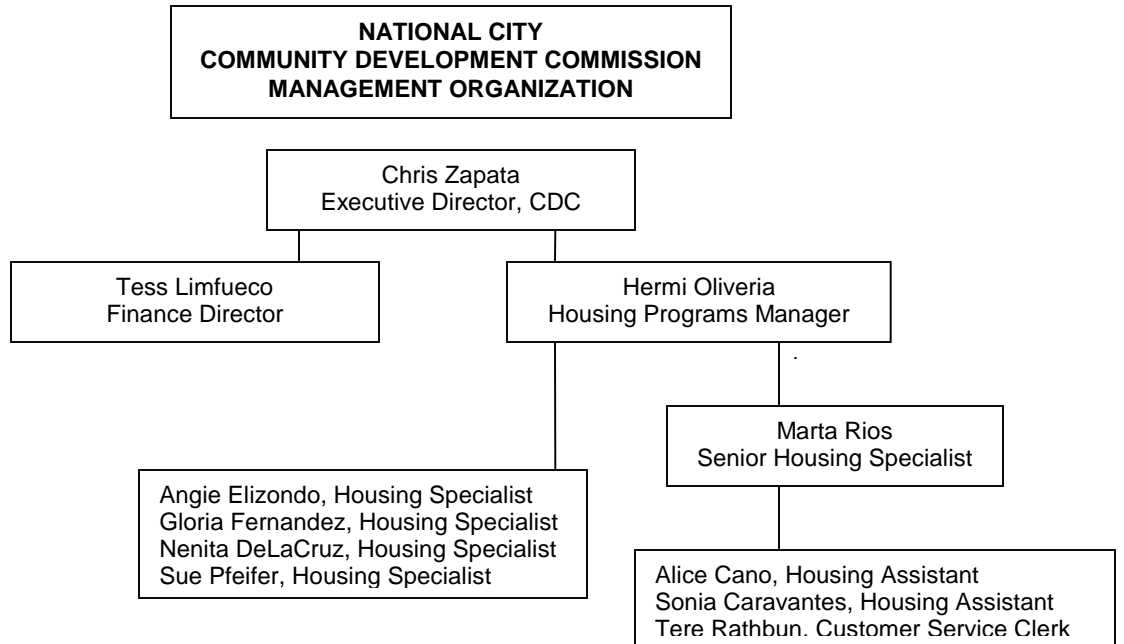
[24 CFR Part 903.7 9 (e)]

A. PHA Management Structure

Describe the PHA's management structure and organization.

(select one)

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



B. HUD Programs Under PHA Management

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	N/A	
Section 8 Vouchers	1,044	120/year
Section 8 Certificates		
Section 8 Mod Rehab	0	0
Special Purpose Section 8 Certificates/Vouchers (list individually)	0	0
Public Housing Drug Elimination Program (PHDEP)	N/A	N/A
Other Federal Programs(list individually)		

C. Management and Maintenance Policies

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

The Administrative Plan for the Section 8 Voucher Program adopted by the CDC on July 1, 2006 sets forth the CDC's local policies for operation of the Section 8 housing programs. The Statement of Policies from the Administrative Plan has been included as Attachment B to this Plan.

6. PHA Grievance Procedures

[24 CFR Part 903.7 9 (f)]

A. Public Housing

1. Yes No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)
 - PHA main administrative office
 - PHA development management offices
 - Other (list below)

B. Section 8 Tenant-Based Assistance

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

If yes, list additions to federal requirements below:

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

PHA local office
401 Mile of Cars Way, Suite 380, National City, CA 91950

7. Capital Improvement Needs

[24 CFR Part 903.7 9 (g)]

A. Capital Fund Activities

(1) Capital Fund Program Annual Statement

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

- 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)

- 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

[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.)

Demolition/Disposition Activity Description
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:

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

[24 CFR Part 903.7 9 (i)]

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If

“yes”, skip to component 10. If “No”, complete the Activity Description table below.

Designation of Public Housing Activity Description
1a. Development name: 1b. Development (project) number:
2. Designation type: Occupancy by only the elderly <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

10. Conversion of Public Housing to Tenant-Based Assistance

[24 CFR Part 903.7 9 (j)]

A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act

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

2. Activity Description

Yes No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If

“yes”, skip to component 11. If “No”, complete the Activity Description table below.

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

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

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

11. Homeownership Programs Administered by the PHA

[24 CFR Part 903.7 9 (k)]

A. Public Housing

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

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

2. Activity Description

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

Public Housing Homeownership Activity Description (Complete one for each development affected)
1a. Development name: 1b. Development (project) number:
2. Federal Program authority: <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: <u>(DD/MM/YYYY)</u>
5. Number of units affected: 6. Coverage of action: (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

B. Section 8 Tenant Based Assistance

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

2. Program Description:

a. Size of Program

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

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

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

b. PHA-established eligibility criteria

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

If yes, list criteria below:

12. PHA Community Service and Self-sufficiency Programs

[24 CFR Part 903.7 9 (l)]

A. PHA Coordination with the Welfare (TANF) Agency

1. Cooperative agreements:

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

B. Services and programs offered to residents and participants

(1) General

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

- 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

[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 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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

C. Coordination between PHA and the police

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

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- X 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

- 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 2005 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? _____
5. Yes No: Have responses to any unresolved findings been submitted to HUD?
If not, when are they due (state below)?
N/A

17. PHA Asset Management

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

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

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

3. Description of Resident Election Process

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

- Candidates were nominated by resident and assisted family organizations
- Candidates could be nominated by any adult recipient of PHA assistance
- Self-nomination: Candidates registered with the PHA and requested a place on ballot
- Other: (describe)

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

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

The CDC has a Mayor-appointed Residents Advisory Committee (RAC) which advises the City on all matters relating to housing. Nine members are appointed by the City Council for a two-year term ending April 28. Members must be residents of the City. The chairperson and vice chairperson of the committee are appointed for one-year term from among the members of the committee by vote of a majority of the committee.

Below is the list of members of the Resident Advisory Committee:

Claudia Carrillo
Madeleine Estepa
Elizabeth Palmer
Ditas Yamane

Ana Hernandez
Mario Lopez
Jeannette Bochniak
Vacancy
Vacancy

C. Statement of Consistency with the Consolidated Plan

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

1. Consolidated Plan jurisdiction: (provide name here)

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: (list below)

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

D. Other Information Required by HUD

None

Attachments

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

PHA Plan Table Library

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

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 Cost	Estimated
1	Total Non-CGP Funds		
2	1406 Operations		
3	1408 Management Improvements		
4	1410 Administration		
5	1411 Audit		
6	1415 Liquidated Damages		
7	1430 Fees and Costs		
8	1440 Site Acquisition		
9	1450 Site Improvement		
10	1460 Dwelling Structures		
11	1465.1 Dwelling Equipment-Nonexpendable		
12	1470 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	Amount of Annual Grant (Sum of lines 2-19)		
21	Amount of line 20 Related to LBP Activities		
22	Amount of line 20 Related to Section 504 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)
Total estimated cost over next 5 years				

Statement Of Policies and Objectives

The Section 8 Program was enacted as part of the Housing and Community Development Act (Act) of 1974, which re-codified the U.S. Housing Act of 1937. The Act has been amended from time to time, and its requirements, as they apply to the Section 8 Tenant-Based Assistance Program, are described, as implemented, throughout this Administrative Plan. The Section 8 rental assistance programs are federally funded and administered for the Community Development Commission of the City of National City (CDC) through the Section 8 Rental Assistance Division.

Administration of the Section 8 Program and the functions and responsibilities of the housing staff shall be in compliance with the CDC's personnel policy and the Department of Housing and Urban Development's (HUD) Section 8 regulations as well as all federal, state and local fair housing laws and regulations.

JURISDICTION

The jurisdiction of the CDC is the City of National City.

MISSION STATEMENT

The CDC *Mission Statement*:

"Building Better Neighborhoods"

HUD Mission Statement:

"To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination"

CORE VALUES AND ETHICAL STANDARDS

All officers or employees of the CDC will comply with the Code of Ethics of the Community Development Commission of the City of National City as well as those mandated under the Housing Choice Voucher Program. This includes compliance with the conflict of interest requirements of the Housing Choice Voucher Program under 24 CFR 982.161. The conflict of interest provision prohibits the PHA or any of its contractors or subcontractors entering into any contract or arrangement in connection with the tenant based programs in which any of the following classes or persons have any interest, direct or indirect, during tenure or for one year thereafter. The classes or persons include: (1) any present or former member or officer of the PHA (except a participant commissioner); (2) any employee of the PHA, or any contractor or subcontractor or agent of the PHA, who formulates policy or who influences decisions with respect to the programs; (3) any public official, member of a governing body, or State or local legislator, who exercises functions or responsibilities with respect to the programs; and, (4) any member of the Congress of the United States. Any members of the classes described in this section must disclose their interest or prospective interest to the PHA and HUD. The HUD field office may waive for good cause the conflict of interest prohibition under this section.

All CDC officers, employees, contractors, subcontractors or agents will comply with all requirements that prohibit the solicitation or acceptance of gifts or gratuities, in excess of a nominal value.

All CDC officers, employees, contractors, subcontractors or agents will conduct business with integrity and in an honest and professional manner.

Any violations of code of ethics, core values and ethical standards policies will result in disciplinary action ranging from letter(s) of warning to termination of employment and/or contract. Opportunity may be offered, on a case-by-case basis, to correct a conflict of interest. Code of ethics, core values and ethical standards policies will be communicated to the above groups upon initial employment, prior to execution of a contract, and at least annually.

LOCAL GOALS

[24 CFR 982.1]

To expand the supply of assisted housing, and support the efforts of housing development agencies, as well as, to increase the inventory of affordable housing for families in need as identified in local consolidated plans.

To assist the local economy by increasing the occupancy rate and the amount of money flowing into the community.

To encourage self-sufficiency of participant families and assist in the expansion of family opportunities, which address educational, socio-economic, recreational and other human service needs.

To create positive public awareness and expand the level of family, owner, and community support in accomplishing the CDC's mission.

To attain and maintain a high level of standards and professionalism in the day-to-day management of all program components.

To administer an efficient, high-performing agency through continuous improvement of the CDC's support systems and commitment to its employees.

To provide decent, safe, and sanitary housing for very low-income families while maintaining rent payments at an affordable level.

To ensure that all units meet Housing Quality Standards and families pay fair and reasonable rents.

To promote fair housing and the opportunity for very low-income families of all ethnic backgrounds to experience freedom of housing choice.

To promote a housing program which maintains quality service and integrity while providing an incentive to private property owners to rent to very low-income families.

To promote a market-driven housing program that will help qualified low-income families be successful in obtaining affordable housing and increase the supply of housing choices for such families.

PURPOSE OF THE PLAN

[24 CFR 982.54]

The purpose of this Administrative Plan (Plan) is to establish policies for carrying out the programs in a manner consistent with HUD requirements, and in a manner consistent with local goals and objectives outlined in the agency plan. All pre-merger regular tenancy contracts, Housing Voucher contracts, and over fair market rent tenancy contracts have been transitioned to the Housing Choice Voucher Program as of October 1, 2001.

The CDC is responsible for complying with all changes in HUD regulations pertaining to the HUD programs it administers. If such changes conflict with this Plan, HUD regulations will have precedence. The CDC Board of Commissioners must approve the original Plan, and any significant changes. The pertinent sections must be included in the agency plan with a copy provided to HUD.

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements
- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program
- 24 CFR 984: Self Sufficiency Program
- 24 CFR 985: Management Assessment Program

- Local rules incorporated in this Plan are intended to promote local housing objectives consistent with the intent of federal housing legislation.

ADMINISTRATIVE ERROR

If the CDC discovers an administrative error that resulted in an underpayment of housing assistance payments, it will correct the error back to the previous action taken, and issue a payment to the owner or participant, if appropriate. If the CDC discovers an administrative error resulted in an overpayment of assistance, the error will be corrected with a 30-day advance notice.

ADMINISTRATIVE FEE RESERVE

[24 CFR 982.54(d)(22)]

The Board of Commissioners must approve all expenditures of the pre-2004 administrative reserves (operating reserve) for other housing purposes.

RULES AND REGULATIONS

[24 CFR 982.52]

This Plan defines the CDC's local policies for operation of the housing programs in the context of federal laws and regulations. Generally, Section 8 issues not addressed in this document are governed by federal regulations, HUD memos, notices, guidelines, or other applicable law. If any issue is not found in this plan or in the resources named above, the CDC may address the issue with a policy notice to CDC staff unless the new policy is a significant program change as defined in the Agency Plan. The policies in this

Plan have been designed to ensure compliance with the consolidated annual contributions contract (ACC) and all HUD-approved applications for program funding.

TERMINOLOGY

The Section 8 Rental Assistance Division is referred to as the "CDC" or "PHA" or "Housing Authority" throughout this document.

"Family" is used interchangeably with "Applicant" or "Participant" or "Tenant" or "Household" and can refer to a single person family.

"Tenant" is usually used to refer to participants in terms of their relation to landlords.

"Landlord" and "owner" are used interchangeably.

"Disability" is used where "handicap" was formerly used.

"Non-citizen Rule" refers to the regulation effective June 19, 1995 restricting assistance to U.S. citizens and eligible immigrants.

"HQS" means the Housing Quality Standards required by regulations as enhanced by the PHA.

"Failure to Provide" refers to all requirements of the Family Obligations of the program as outlined elsewhere in the Plan.

"Merger" date refers to October 1, 1999, which is the effective date of the merging of the Section 8 Certificate and Voucher programs into the Housing Choice Voucher Program.

See Glossary for other terminology.

FAIR HOUSING POLICY

[24 CFR 982.54(d)(6)]

The Housing Authority will fully comply with all federal, state and local nondiscrimination laws, rules and regulations governing fair housing and equal opportunity in housing and employment.

The CDC will not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, disability, income source, or sexual orientation.

To further the CDC commitment to full compliance with applicable civil rights laws, at the family briefing, the CDC will provide federal/state/local information regarding unlawful discrimination, and any recourse to those who believe they are victims of a discriminatory act. All applicable fair housing information and discrimination complaint forms will be included in the voucher holder's briefing packet, and will be available upon request.

All CDC staff members may be required to attend fair housing training. These employees, in the overall commitment to quality customer service, are informed of the importance of affirmatively furthering fair housing, providing equal opportunity to all families, and providing reasonable accommodations to persons with disabilities. Fair housing posters may be displayed throughout the Housing Authority office, including in the lobby and interview rooms, and in such a manner as to be readable from a wheelchair.

The equal opportunity logo will be used on all outreach materials. To keep current with new developments, staff may attend local fair housing update training sponsored by HUD, or other organizations.

Except as otherwise provided in 8.21(c)(1), 8.24 (a), 8.25, and 8.31 of the regulations, no individual with disabilities shall be denied the benefits of, or be excluded from participation in programs, or otherwise be subjected to discrimination because the CDC's facilities are inaccessible to, or unusable by persons with disabilities.

The Section 8 Rental Assistance Division is accessible to persons with disabilities. The California Relay Service provides accessibility for the hearing impaired.

REASONABLE ACCOMMODATIONS POLICY

[24 CFR 8.4(b)(i), 8.24 and 8.33]

When a family member requires an accessible feature(s) or policy modification to accommodate a disability, PHAs must provide such feature(s) or policy modification unless doing so would result in a fundamental alteration in the nature of the program, or an undue financial and administrative burden. It is the policy of the CDC to be service oriented, and to exercise and demonstrate a high level of professionalism. The CDC shall make reasonable accommodation, upon request, to the reported physical or mental limitations of an otherwise qualified person with disabilities.

A participant with a disability must ask for a specific change to a policy or practice as an accommodation of his or her disability before the CDC will treat him or her differently than anyone else. The CDC's policies and practices are designed to, upon request, provide reasonable accommodations to persons with disabilities, so they may fully access and utilize the housing program and related services. The availability of reasonable accommodation is made known by including the information on the Housing Authority's forms and letters. This policy will afford persons with disabilities an equal opportunity to obtain the same result, gain the same benefit, or reach the same level of achievement as those who do not have disabilities. This policy is applicable to all situations described in this Plan, including when a family initiates contact with the CDC, or when the CDC initiates contact with a family. This policy is applicable when a family applies for assistance, as well as when the CDC schedules or reschedules appointments of any kind.

To be eligible to request a reasonable accommodation, the requester must make the request at least seven days in advance and may be required to certify (if apparent) or verify (if not apparent) to be an individual with a disability under the following definition:

A physical or mental impairment that substantially limits one or more of the major life activities of an individual

A record of such impairment; or being regarded as having such an impairment

Does not include any individual who is an alcoholic or drug abuser whose current use of alcohol or drugs prevents the individual from participating in the program

Note: This is not the same as the HUD definition used for purposes of determining allowances.

Rehabilitated former drug users and alcoholics are covered under the Americans with Disabilities Act (ADA). However, a current drug user is not covered. In accordance with 24 CFR Part 8.3, individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

The CDC will require, at least annually, that a professional third party competent to make the assessment of disability provide written verification that the individuals need a specific accommodation due to their disability, exactly what accommodation is recommended, exactly how this accommodation will allow them to fully access the program, and that the change is required for them to have equal access to the housing program.

If the CDC finds that the requested accommodation creates an undue administrative or financial burden, then it will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of the CDC (i.e., waiving a family obligation or criminal history prohibition).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on the CDC.

The CDC will provide a written decision to the person requesting the accommodation within a reasonable time. If a person is denied the accommodation, or feels that the alternative suggestions are inadequate, s/he may request an informal meeting with a supervisor to discuss the CDC's decision.

Reasonable accommodation will be made for persons with a disability who require an advocate or accessible offices. In addition, a designee may represent the individual with a disability, but only with written permission from the disabled person.

VERIFICATION OF DISABILITY

The CDC will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

LIMITED ENGLISH PROFICIENCY (LEP)

The CDC has low frequency of contact with LEP clients regarding its program. The “nature” of the Section 8 program in providing housing assistance to the needy is “important” enough to have “serious or even life-threatening implications for the LEP individual,” which is the very reason the CDC monitors any “denial or delay of access” to its program, and provides language services when requested. The CDC provides appropriate assistance to its clients at a reasonable expense due to the recruitment of multi-lingual staff and availability of outside resources to provide a mixture of LEP services for interpretation and translation.

TRANSLATION OF DOCUMENTS

In determining whether it is feasible to provide translation of documents written in English into other languages, the CDC will consider the following factors:

The availability of local organizations to provide translation services to non-English speaking families.

Bilingual staff available to provide translation for non-English speaking families.

The need of clientele for translated documents.

APPLYING FOR ADMISSION

All persons who wish to apply for any of the CDC's programs must submit pre-applications. Applications will be made accessible upon request from a person with a disability.

To provide specific reasonable accommodation to persons with disabilities, upon request, the information may be mailed to the applicant, mailed to the applicant's contact person, completed by a designee, or any other specified reasonable accommodation.

The full application is completed in the applicant's own handwriting, unless the applicant is a disabled person who requests assistance or other accommodation. The CDC staff may interview applicants to review the information on the full application form. Verification of disability as it relates to 504, Fair Housing, or ADA reasonable accommodation may be requested at that time, or mailed to the applicant. All applicants are advised that reasonable accommodations are available.

MANAGEMENT ASSESSMENT OBJECTIVES

The CDC can demonstrate to HUD auditors that it applies resources in a manner that reflects its commitment to quality and service. The CDC policies and practices are consistent with following HUD and SEMAP requirements:

- Selection from the waiting list
- Reasonable rent
- Determination of adjusted income
- Utility allowance schedule
- HQS quality control inspections
- HQS enforcement
- Expanding housing opportunities
- FMR/exception rent and payment standards
- Annual Reexaminations
- Correct tenant rent calculations

- Pre-contract HQS inspections
- Annual HQS inspections
- Lease rate
- Family self-sufficiency enrollment and escrow account balances
- De-concentration of families

A supervisor, or other qualified person, other than the person who performed the work, will perform supervisory quality control reviews, as required by HUD, on the following SEMAP factors:

- Selection from the waiting list
- Rent reasonableness
- Determination of adjusted income
- HQS enforcement
- HQS quality control

The annual sample of files and records is drawn randomly from computer-generated lists or other reports, such as field logs, which leave a clear audit trail.

The SEMAP required minimum sample size is reviewed for all SEMAP indicators that require a random sample.

RECORDS FOR MONITORING PERFORMANCE

In order to demonstrate compliance with HUD and other pertinent regulations, the CDC will maintain and retain records, reports and other documentation in accordance with HUD requirements. These records will be maintained in a manner that will allow an auditor, housing professional, or other interested party, to follow, monitor and or assess the CDC's operational procedures objectively, with accuracy, and in accordance with SEMAP requirements, and internal management controls.

In addition to the required SEMAP documentation, supervisory staff will monitor the following functions:

- All annual recertifications will be monitored for completion at least 30 days before the re-exam due date.
- All annual inspections will be monitored for completion at least 30 days before the due date.
- All new applications will be monitored for compliance with the regulations.

PRIVACY RIGHTS

[24 CFR 982.551 and CFR 5.212]

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD/CDC will release family information.

The CDC's policy regarding release of information is in accordance with state and local laws that restrict the release of family information.

The CDC will not request specific information regarding a person's disability. The CDC will ask that a health professional to confirm that a person's disability indicates a need for specified services or accommodation. If specific information is received regarding the

disabled person's disability, the information will be kept confidential, and be destroyed in a confidential manner after a determination has been made.

The CDC practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files are stored in a secure location, only accessible to authorized staff.

CDC staff will not discuss family information contained in files except for a business reason. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

Unauthorized persons may not remove files from secure storage areas.

FAMILY OUTREACH

[24 CFR 982.206]

The CDC will, on a regular basis, publicize and disseminate information to make known the availability of housing assistance, and related services for very low-income families. If the CDC's waiting list is closed and then reopened, the CDC will publicize the availability and nature of housing assistance for very low-income families in a newspaper of general circulation, minority media, or by other suitable means.

To reach persons who cannot read newspapers, the CDC will distribute fact sheets to the broadcasting media, and may initiate personal contacts with members of the news media and community service personnel. The CDC may also utilize public service announcements.

The CDC will communicate the status of housing assistance availability to other service providers in the community, and advise them of housing eligibility factors and guidelines so they can make proper referrals to those in need of housing assistance.

OWNER OUTREACH

[24 CFR 982.54(d)(5)]

The CDC makes a concerted effort to keep private owners informed of applicable legislative changes in program requirements.

The CDC encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

The CDC encourages participation by owners of suitable units located outside areas of high poverty or minority concentration.

The CDC encourages participation by owners of suitable units located outside areas of high poverty or minority concentration.

The CDC conducts periodic meetings with owners, upon request, to improve owner relations and to recruit new owners.

The staff of the CDC initiates personal contact with private property owners and managers by telephone, or, upon request, at informal discussions and meetings.

Printed material is offered to acquaint owners and managers with the opportunities available under the program.

The CDC actively participates in community-based organizations comprised of private property and apartment owners and managers.

The CDC may periodically:

- Develop working relationships with owners and real estate broker associations.
- Establish contact with civic, charitable and neighborhood organizations, and public agencies which have an interest in housing for low-income.

ISSUANCE OF VOUCHERS

[24 CFR 982.204(d), 982.54(d)(2)]

When funding is available, the CDC issues vouchers to eligible applicants. The CDC strives to issue enough vouchers to maintain a 100 percent lease-up rate, while managing within the available funding. The CDC performs a monthly calculation to determine whether applications should be processed, the number of vouchers that can be issued, and to what extent vouchers can be over-issued (issue more vouchers than the budget allows to achieve maximum lease-up rate).

The CDC may over issue vouchers to the extent necessary to meet leasing goals, if funding is available. All over-issued vouchers will be honored, unless the CDC has insufficient funds to support the voucher, in which case the voucher will be suspended until there is sufficient funding. If the CDC finds it is over-leased, it must adjust its future issuance of vouchers so as not to exceed the Annual Contributions Contract (ACC) fiscal year budget limitations.

PAYMENT STANDARDS

[24 CFR 982.503]

The payment standard is the basis for calculating the housing assistance payment for a family. In accordance with HUD regulation, and at the CDC's discretion, the voucher payment standard amount is between 90 percent and 110 percent of the HUD published FMR. This is considered the basic range. The CDC reviews the appropriateness of the payment standard annually upon publication of the new FMRs.

The CDC may at any time make the administrative decision to adopt a payment standard that is from 90 percent to 110 percent of the most recently published FMR, unless HUD approves an exception payment standard.

The CDC will establish a single voucher payment standard amount for rental assistance, unless HUD has published more than one FMR area for its jurisdiction. For each FMR area, the CDC will establish payment standard amounts for each unit size. The CDC may, subject to available funding, adopt a FMR of up to 110 percent of FMR, if needed to expand housing opportunities outside areas of minority or poverty concentration. The CDC may request an exception payment standard or adopt a higher payment standard for its Section 8 Homeownership participants.

The CDC may, if funding is available, also approve a higher payment standard up to 110 percent of FMR, if required as a reasonable accommodation for a family that includes a person with disabilities.

ADJUSTMENTS TO PAYMENT STANDARDS

[24 CFR 982.503]

Payment standards may be adjusted, depending on available funding, within HUD regulatory and financial limitations, to increase housing assistance payments to keep family rents affordable. The CDC will not raise payment standards solely to make "high end" units available to voucher holders. The CDC may use some or all of the measures below in making its determination of whether an adjustment should be made to the payment standards.

ASSISTED FAMILIES' RENT BURDENS

The CDC may review its voucher payment standard amounts at least annually to determine whether more than 40 percent of families in a particular unit size are paying more than 30 percent of their annual adjusted income for rent.

If it is determined that the rents of particular unit sizes in the CDC's jurisdiction are creating rent burdens for families, the CDC may modify its payment standards for those particular unit sizes.

The CDC may establish a separate voucher payment standard, within the basic range, for designated parts of its jurisdiction, if it determines that a higher payment standard is needed in these designated areas to provide families with quality housing choices, and to give families an opportunity to move outside areas of high poverty and low income.

QUALITY OF UNITS SELECTED

The CDC may review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that payment standard increases are needed to reach the mid-range of the market.

FAMILIES RENT BURDEN ANALYSIS

The CDC may review the average percent of income that families on the program are paying for rent. If more than 40 percent of families are paying more than 30 percent of monthly adjusted income for a particular unit size, the CDC may evaluate the number of families renting units larger than their voucher size, or luxury or high-end units, as well as, any additional standards added by the CDC in this Administrative Plan.

If families are paying more than 30 percent of their income for rent due to the selection of larger bedroom size units or luxury units, the CDC will decline to increase the payment standard. If this is not the primary reason for families' rent burden, the CDC will continue increasing the payment standard within HUD regulatory limitations.

RENT TO OWNER INCREASES

The CDC may review a sample of the units to determine how often owners are increasing rents and the average percent of increase by bedroom size.

Time to Locate Housing

The CDC may consider the average time period for families to lease up under the voucher program. If voucher holders are unable to locate suitable housing within their voucher term due to unaffordable rents, the payment standard may be adjusted.

LOWERING OF THE PAYMENT STANDARD

Lowering of the FMR may require an adjustment of the payment standard. Additionally, statistical analysis may reveal that the payment standard should be lowered. In any case, the payment standard will not be set below 90 percent of the FMR, without authorization from HUD.

FINANCIAL FEASIBILITY

Before increasing the payment standard, the CDC may review its budget to determine the impact of projected subsidy increases on funding available for the program, and the number of families served.

For this purpose, the CDC will compare the number of families served under higher payment standards, to the number assisted under current payment standards.

EXCEPTION PAYMENT STANDARDS

If the dwelling unit is located in an exception area, the CDC must use the appropriate payment standard amount established for the exception area in accordance with regulation 24 CFR 982.503(c).

SUBSIDY STANDARDS

[24 CFR 982.402 (a) (b)]

The CDC may take the administrative action at any time, if warranted by HUD funding limitations and/or reductions, to reduce its subsidy standards to two people per bedroom and living area with no exceptions. The CDC may take the administrative action at any time to increase its subsidy standards, if funding allows and if necessary to improve or maintain the viability of the program.

UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS

[CFR 5.632, 982.517]

The same utility allowance schedule is used for all tenant-based programs.

The utility allowance is intended to cover the cost of essential utilities not included in the rent, including, refrigerators, ranges, trash collection, or other tenant-paid services. The allowance is based on the typical cost of utilities and services paid by energy-

conservative households that occupy housing of similar size and type in the same locality. Allowances are not based on an individual family's actual energy consumption.

The utility allowance schedule must include the utilities and services that are necessary in the locality to provide housing that complies with the housing quality standards. However, the CDC may not include allowances for non-essential utility costs such as, cable, satellite television, telephone, or Internet connection.

The CDC must classify utilities in the utility allowance schedule according to the following general categories: space heating, cooking, air conditioning, water heating, water, sewer, trash collection, other electric, refrigerator (for tenant supplied refrigerator), range (for tenant-supplied range); and other specified services.

An allowance for tenant-paid air conditioning will be provided in those cases where the majority of housing units in the market have central air conditioning, or are wired for tenant installed air conditioners [24 CFR 982.517].

Given the lower amount of these utilities than for other dwelling types, separate "flat rate" utility allowances for certain utilities may be allowed for mobilehomes in parks, and/or or for apartment complexes that charge a flat fee for certain utilities. Flat rate utilities are utility expenses charged to a tenant by an apartment complex of five or more units or a mobilehome park based on either sub metering, or total complex/park costs divided amongst the residents by a set formula. However, owners of houses, townhouses, duplexes, three-plexes, or four-plexes are not allowed to charge the tenants for shared-meter utilities.

The CDC will review the utility allowance schedule annually. If the review finds a utility rate has changed by ten percent (10%) or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at the next reexamination.

The approved utility allowance schedule is given to families along with their voucher. The utility allowances are based on the actual unit size selected.

When families, including mobilehome owners and Section 8 Homeownership participants, provide their own range and refrigerator, the CDC will establish an allowance adequate for the family to purchase or rent a range or refrigerator, even if the family already owns either appliance. Allowances for ranges and refrigerators will be based on the lesser of the cost of leasing or purchasing the appropriate new or used appliance over a twelve-month period.

Utility allowances for family-provided stove/and or refrigerator will not be given if the owner has available a stove and/or refrigerator, but it is the family's preference to provide their own appliances.

When the calculation on the HUD 50058 results in a utility reimbursement payment due the family [24 CFR 5.632], the CDC will provide a utility reimbursement payment for the family each month. The check will be issued to the family.

ELIGIBILITY FOR ADMISSION AND PARTICIPATION

[24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E]

INTRODUCTION

This chapter defines both HUD and the CDC'S criteria for admission and ongoing participation to the program. The policy of the CDC is to strive for objectivity and consistency in applying the criteria to evaluate the eligibility of families who apply. The CDC staff will review all information provided by the family carefully and without regard to factors other than those defined in this chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision by the CDC regarding eligibility.

The CDC may deny or terminate assistance for a family because of the family's action or failure to act. The CDC will provide families with a written description of the family obligations under the program, the grounds under which the CDC can deny or terminate assistance, and the CDC'S informal hearing or informal review procedures. This chapter describes when the CDC is required to deny or terminate assistance, the policies for the denial of a new commitment of assistance, and the grounds for termination of assistance under an outstanding HAP contract.

DENIAL/TERMINATION

[24 CFR 982.552, 982.555]

If denial of admission, or termination of assistance, is based on behavior due to a disability, the CDC may delay the denial or termination in order to determine if the problem could be corrected by reasonable accommodation. For example, a visually impaired person who fails to return information because the request for information was in writing may be determined to need a reasonable accommodation in order to comply with the requirements of the program. In this scenario, the CDC will make a reasonable accommodation, upon request, to call the person to tell him/her of the information that is needed. However, a reasonable

accommodation will not be provided to families who have violated the regulations or program policies, including engaging in criminal activities.

FORM AND FORMAT FOR DENIAL/TERMINATION

Denial of assistance for an applicant may include any or all of the following:

- Denial for placement on the waiting list
- Denying a voucher or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a tenancy
- Refusing to process or provide assistance under portability procedures

Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a tenancy
- Terminating housing assistance payments under an outstanding HAP contract
- Refusing to process or provide assistance under transfer or portability procedures.

The CDC will screen all incoming portability admissions and participants for criminal history and registered sex offender status and all portability new admissions will be evaluated for income eligibility and must be at or below 50% of area median income for the CDC jurisdiction. All portability admissions criminal history may be verified through the Department of Justice and may be required to provide fingerprints.

The CDC may screen all program participants for criminal activities on a regular basis.

Applicants and participants will be notified of denial or termination of assistance in writing on CDC approved notices and advised they will have 10 days from the date of the notice to request an informal review or hearing. The notices will contain a full explanation of the reason(s) for termination/denial, including a full description of crimes or actions of the family, and the sections of the Code of Federal Regulations that provide authority for the denial or termination of assistance. A request form will be provided for applicants or participants to request informal reviews or hearings.

All requests for an informal hearing or review must be in writing and must be received by the CDC within 10 days of the date of the denial or termination notice.

PURPOSE OF SCREENING APPLICANTS AND PARTICIPANTS

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell a controlled substance illegally, or terrorize neighbors. It is the intention of the CDC to fully endorse and implement a policy designed to:

- Help create and maintain a safe and drug-free community
- Keep program participants and their families free from threats to their personal safety
- Support parental efforts to instill values of personal responsibility and hard work
- Help maintain an environment where children can live safely, learn and grow up to be productive citizens
- Assist families in their vocational/educational goals in the pursuit of self-sufficiency

SCREENING PROCESS

All screening and termination of assistance procedures shall be administered fairly, and in such a way as not to violate rights to privacy or discriminate on the basis of race, color, nationality, religion, familial status, disability, gender, or other legally protected groups.

To the maximum extent possible, the CDC will involve other community and governmental entities in the promotion and enforcement of this policy.

This policy will be provided to applicants and participants upon request.

ELIGIBILITY FACTORS

[982.201(B)]

HUD DEFINITIONS

"Engaged in or engaging in" violent criminal activity means any act within the past five years by an applicant or participant or household member which involved criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage, which may or may not have resulted in the arrest and/or conviction of the applicant, participant, or household member.

The CDC prohibits the illegal use of all controlled substances as defined under federal guidelines.

Covered person, for purposes of 24 CFR Part 982 and this chapter, means a tenant, any member of the tenant's household, a guest or another person under the tenant's control.

Drug means a controlled substance as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802).

Drug-related criminal activity means the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug.

Guest, for purposes of this chapter and 24 CFR part 5, subpart A and 24 CFR Part 982, means a person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. The requirements of part 982 apply to a guest as so defined.

Household, for the purposes of 24 CFR Part 982 and this chapter, means the family and PHA-approved live-in aide.

Other person under the tenant's control, for the purposes of the definition of **covered person** and for 24 CFR Parts 5 and 982 and for this chapter, means that the person, although not staying as a guest (as defined in this chapter) in the unit, is, or was at the time of the activity in question, on the premises because of an invitation from the tenant or other member of the household who has express or

implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not ***under the tenant's control***.

Violent criminal activity means any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage.

UNIQUE ADMISSION ELIGIBILITY FACTORS

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by the CDC. In an effort to prevent future illegal drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents, and as required by 24 CFR 982, Subpart L and CFR Part 5, Subpart J,

The CDC will screen applicants as thoroughly and fairly as possible for illegal drug-related activities, alcohol abuse activities, sex offender registration requirement, and violent criminal behavior.

Such screening will apply to any member of the household who is 18 years of age or older; however, evidence of prohibited criminal activities conducted by minors in the household will also be cause for denial or termination of assistance.

Admission to the program is ***never*** based on [982.202(b)]:

- Where a family lives prior to admission to the program
- Where the family will live with assistance under the program
- Discrimination of a family, because it includes unwed parents, recipients of public assistance, or children born out of wedlock
- Discrimination of a family, because it includes children
- A family's participation in a family self-sufficiency program

- Other reasons as listed in under the “Fair Housing and Reasonable Accommodations” sections

Eligibility criteria include:

- An applicant must be a "family". The CDC definition of a family is one or more individuals sharing a household.
- The applicant's income [24 CFR 982.201(b), 982.353] must be within the appropriate income limits. To be eligible for assistance, an applicant must:
- Have an annual income at the time of admission that does not exceed the income limits for occupancy established by HUD.

An unborn child is not considered when determining the income limit. For example, a pregnant single is considered a one-person household when determining the income limits.

A pregnant single person is no different than any other single applicant and is not considered a family with dependent children for admission preference purposes.

To be income eligible, the applicant's family income cannot exceed the very low-income category, which is income that does not exceed 50 percent of the area median income. The CDC will not admit families whose income exceeds 50 percent of the area median income, except those families included in 24 CFR 982.201(b).

To be income eligible, the family may be under the low-income limit in any of the following categories: [24 CFR 982.201(b)]

- A very low-income family
- A low-income family that is continuously assisted under the 1937 Housing Act.
- An applicant is continuously assisted if the family has received federal assistance under the 1937 Housing Act within 120 days of voucher issuance

- A low-income family physically displaced by rental rehabilitation activity under 24 CFR part 511
- A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project
- A low-income non-purchasing family residing in a project subject to homeownership programs under 24 CFR 248.173
- A low-income family or moderate-income family that is displaced as a result of the prepayment of a mortgage, or voluntary termination of mortgage insurance contract under 24 CFR 248.165
- A low-income family that qualifies for voucher assistance as a non-purchasing family residing in a project subject to a resident homeownership program

To determine if the family is income-eligible, the CDC compares the annual income of the family to the applicable income limit for the family's size.

Families, whose annual income exceeds the income limit, will be denied admission, removed from the waiting list, and offered an informal review.

Portability: Newly admitted families who exercise portability prior to receiving initial assistance must be within the applicable income limit of the receiving PHAs. This requirement does not include those who had been participants with the initial PHA.

The CDC accepts applications only from families whose head or spouse is at least 18 years of age, or emancipated minors under state law.

A homeless applicant must certify in writing that s/he meets the residency preference, and must provide documentation that s/he has lived somewhere in the City of National City.

The family, at program admission, must be taken from the waiting list in order of preference and income targeting guidelines. A family found to not meet the current preference or income targeting requirements will be offered an informal review and returned to the waiting list.

CRIMINAL ACTIVITY

Persons evicted from federally assisted housing because of drug-related criminal activity, for personal use, are ineligible for admission to the Section 8 program for a three-year period beginning on the later of the date of the arrest, or eviction, or termination from a federal assistance program, and ending on the date of the eligibility interview. Persons involved in illegal drug sales and illegal drug trafficking related drug activities of any kind are ineligible for admission to the Section 8 program for a five-year period beginning on the later of the date of the arrest, or eviction, or termination from a federally assisted program, and ending on the date of the eligibility interview.

However, the household may be admitted if, after considering the individual circumstances of the household, the CDC determines that:

The evicted household member who engaged in drug-related criminal activity for personal drug use has successfully completed a supervised drug rehabilitation program approved by the CDC.

The circumstances leading to eviction no longer exist because:

- The criminal household member has died.
- The criminal household member is no longer in the household and is unlikely to return to visit the family.

Applicants will be denied assistance and not admitted to the program:

- If they have been arrested, convicted, or evicted from Federally assisted housing for violent criminal activities within the last five years prior to the date of the eligibility interview.
- If any member of the family has been evicted from federally assisted housing for serious violations of the lease, or drug related criminal activities for personal use, within the past three years prior to the current eligibility interview [982.552(b)].

- If any member is subject to a lifetime registration requirement under a state sex offender registration program [982.552(b)].
- If any member has been convicted of production or manufacture of methamphetamine on Federally assisted property [982.552(b)].
- If they fail to meet the preference and income targeting requirements at the time of selection.
- If they exceed the income limits.
- If, as a past Section 8 program participant, any member violated an important family obligation, other than for illegal drug or criminal activities, within the past three years prior to the current eligibility interview. The CDC may make an exception, if the family member who violated the family obligation is no longer in the household.
- Other criteria as outlined in the next section.

The family must, within seven days of notice, pay any outstanding debt owed the CDC, or another PHA as a result of prior participation in any federal housing program.

The family must be in compliance with any payment agreement made with a PHA for a previous debt incurred.

ADMISSION AND PARTICIPATION ELIGIBILITY FACTORS

[24 CFR 982.551, 982.552, 982.553]

The CDC will deny participation in the program to applicants and terminate assistance to participants in cases where the CDC determines there is reasonable cause to believe that a household member has or is illegally using a controlled substance, committing violent criminal acts, or if the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, including cases where the CDC determines that there is a pattern of alcohol abuse.

The CDC will determine the use of alcohol to reflect a pattern of abuse, if there are two or more incidents during the previous twelve months.

Applicants or participants who have been found to engage in violence, or illegal drug activities that involve, sales, trafficking, manufacture, or possession for sales,

are prohibited from program participation for five years from the date of the act or conviction, or eviction or termination from federally assisted housing, whichever is later.

Applicants or participants involved in the personal use of illegal drugs are prohibited from the program for one year from the later of either the act or the conviction, unless documentation is provided of successful rehabilitation. Those evicted from federally assisted housing for personal drug use are ineligible for assistance for three years from latter of the date of the conviction, eviction or termination of assistance.

Participants found to be subject to sex offender registration requirements under a state sex offender registration program are prohibited from program participation for life. This lifetime prohibition applies to admissions and program participants, and it is the discretionary policy of the CDC to not “grandfather” program participants found to be subject to state sex offender registration requirements. Given the serious nature of the crime(s) committed by those subject to the sex offender registration requirement, the CDC will terminate the assistance of participants found to be subject to this requirement and will not consider extenuating circumstances.

All applicants subject to state sex offender registration requirements will be denied. Live-in aides or foster children who are found to be subject to a state sex offender registration requirement of a state sex offender registration program will ALWAYS be disapproved for occupancy of the assisted unit, as will all additions to the household and all new admissions to the program.

The existence of prohibited behavior by any household member, regardless of the applicant or participant’s knowledge of the behavior, shall be grounds for denial or termination of assistance.

The CDC will research criminal history for all adults in the household. The criminal history will be used to determine whether any member of the family has violated any of the prohibited behaviors such as:

During the participation prohibition period or while currently assisted, a family member has violated any family obligation under 24 CFR 982.551 -- not to engage in any drug-related criminal activity.

During the participation prohibition period or while currently assisted, a family member has violated any family obligation under 24 CFR 982.551 -- not to engage in any violent criminal activity.

During the participation prohibition period or while currently assisted, any member of the family engages in, or has engaged in, illegal drug or alcohol

abuse that interferes with the health, safety or peaceful enjoyment of other residents.

For participants, "currently engaging," means anytime while the participant was on the program he/she was involved in illegal drug activities.

The CDC must permanently deny assistance to applicants, and terminate the assistance of program participants convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.

Admission will be denied if the following occurred within the last five years, or assistance will be terminated if any member of the family has engaged in threatening, abusive or violent behavior toward CDC personnel or have had a pattern of two or more separate incidents observed by two or more staff (e.g., one staff person observed one incident and a different staff person observed the second incident) or other witnesses of abusive, vulgar, demeaning, or hostile language and/or gestures and body movement that denotes an implied threat, excessive hostility, or intimidation.

"Abusive or violent behavior towards PHA personnel" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, or aggressive or hostile gestures and body movement are cause for termination or denial.

"Threatening" refers to oral or written threats or physical gestures that communicate the intent to abuse or commit violence.

The CDC may waive the requirement for termination or denial for drug-related criminal activity, if it was for personal use, and if:

- For admissions only, the person demonstrates successful completion of a credible rehabilitation program approved by the CDC, and the violation did not occur while the family was being assisted. If a family member is engaged in this activity while being assisted, assistance will always be terminated.
- The circumstances leading to the violation no longer exist because the person who engaged in drug-related criminal activity is no longer in the household due to death or incarceration. The person is unlikely to return to visit or live with the family.
- The evidence of the act occurred is weak, such as an arrest report that indicates the family member was detained and released. In this case, the CDC may request additional evidence, such as a police report.

The CDC may waive the requirement regarding denial or termination for drug-related, alcohol abuse, or violent criminal activities if:

- The circumstances leading to the violation no longer exist because the person who engaged in drug-related criminal activity or violent criminal activity is no longer in the household due to death or incarceration. The person is unlikely to return to visit or live with the family.
- The evidence the act occurred is weak, such as an arrest report that indicates the family member was detained and released. In this case, the CDC may request additional evidence, such as a police report.