

# HOUSING AUTHORITY of the COUNTY OF CONTRA COSTA

## CALENDAR FOR THE BOARD OF COMMISSIONERS

BOARD CHAMBERS ROOM 107, COUNTY ADMINISTRATION BUILDING  
651 PINE STREET  
MARTINEZ, CALIFORNIA 94553-1229

MARY N. PIEPHO, *CHAIR*  
JOHN GIOIA  
CANDACE ANDERSEN  
KAREN MITCHOFF  
FEDERAL D. GLOVER  
GENEVA GREEN (TENANT SEAT)

JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8000

The Board of Commissioners respects your time, and every attempt is made to accurately estimate when an item may be heard by the Board. All times specified for items on the Board of Commissioners agenda are approximate. Items may be heard later than indicated depending on the business of the day. Your patience is appreciated.

### AGENDA December 11, 2012

**1:30 P.M.** Convene and call to order.

**CONSIDER CONSENT ITEMS:** (Items listed as C.1 through C.4 on the following agenda) - Items removed from this section will be considered as Short Discussion items.

#### **SHORT DISCUSSION ITEMS:**

SD. 1 PUBLIC COMMENT (3 Minutes/Speaker)

SD. 2 CONSIDER Consent Items previously removed.

SD. 3 CONSIDER accepting report on the designation of the Housing Authority of the County of Contra Costa (HACCC) as a Housing Successor Agency to the Hercules and San Pablo Redevelopment Agencies. (Joseph Villarreal, Executive Director)

#### **DELIBERATION ITEMS:**

D. 1 HEARING on the Housing Authority's Annual Plan for fiscal year 2013-2014 and consider adopting Resolution No. 5162 titled the "PHA Certification of Compliance with the PHA Plans and Related Regulations Board Resolutions to Accompany the PHA Plan" approving the Public Housing Agency (PHA) Annual Plan for fiscal year 2013/14 including revisions to the Admissions and Continued Occupancy Plan. (Joseph Villarreal, Executive Director)

**2:00 P.M.**

**ADJOURN** to the Contra Costa County Fire Protection District meeting.

**CONSENT:**

- C. 1 ADOPT Resolution No. 5161 to approve collection loss write-offs in the public housing program in the amount of \$20,564.01 for the quarter ending September 30, 2012.
- C. 2 ACCEPT the 2nd Quarter (Unaudited) Budget Report for the period ending September 30, 2012.
- C. 3 APPROVE the proposed Board of Commissioners' meeting schedule for 2013.
- C. 4 ACCEPT articles regarding affordable housing issues.

**GENERAL INFORMATION**

Persons who wish to address the Board of Commissioners should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

All matters listed under CONSENT ITEMS are considered by the Board of Commissioners to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Commission votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board.

Comments on matters listed on the agenda or otherwise within the purview of the Board of Commissioners can be submitted to the office of the Clerk of the Board via mail: Board of Commissioners, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913; or via the County's web page: [www.co.contracosta.ca.us](http://www.co.contracosta.ca.us), by clicking "Submit Public Comment" (the last bullet point in the left column under the title "Board of Commissioners.")

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106. Copies of taped recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Applications for personal subscriptions to the monthly Board Agenda may be obtained by calling the Office of the Clerk of the Board, (925) 335-1900. The monthly agenda may also be viewed on the County's internet Web Page: [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

The Closed session agenda is available each month upon request from the Office of the Clerk of the Board, 651 Pine Street, Room 106, Martinez, California, and may also be viewed on the County's Web Page.

**PERSONS WHO WISH TO ADDRESS THE BOARD MAY BE LIMITED TO  
THREE (3) MINUTES**

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**



HA-13085

3.

**Housing Authority****Meeting Date:** 12/11/2012**Official Body:** Housing Authority Bd of Commissioners**Presenter/Phone, if applicable:** 925-957-8011**Audio-Visual Needs:****Handling Instructions:****Contact, Phone:** 925-957-8028**Information****Recommendations**

Consider ACCEPTING report on the designation of the Housing Authority of the County of Contra Costa (HACCC) as a housing successor agency to the Hercules and San Pablo Redevelopment Agencies.

**Background**

This item is a follow-up to last month's report on the same matter.

In response to the October 30, 2012 meeting with the state Department of Finance (DOF) and the California Department of Housing and Community Development (HCD), HACCC was asked to provide HCD with a list of the affordable housing assets held by the former redevelopment agencies (RDAs) for San Pablo and Hercules. Other housing authorities who felt their HUD funding would be jeopardized if they took on management of the former RDA assets were also asked to provide HCD with asset lists.

HACCC has provided HCD with a list of the assets of the former San Pablo RDA and is currently making arrangements with Hercules to provide their former RDA's list of assets to HCD. HCD has acknowledged receipt of HACCC's submission and HACCC is waiting to hear back from HCD with any questions or to discuss the next steps in this process.

Staff will provide the Board with an oral update of any further developments at the meeting.

**Fiscal Impact**

None.

**Consequence of Negative Action**

Information item only.



**HA-13100****4.****Housing Authority****Meeting Date:** 12/11/2012**Official Body:** Housing Authority Bd of Commissioners

Joseph

**Presenter/Phone, if applicable:** Villarreal**Audio-Visual Needs:****Handling Instructions:****Contact, Phone:** 925-957-8011**Information****Recommendations**

OPEN the public hearing on the Housing Authority's Annual Plan for fiscal year 2013-2014, RECEIVE testimony, and CLOSE the public hearing.

ADOPT Resolution No. 5162 titled the "PHA Certification of Compliance with the PHA Plans and Related Regulations Board Resolutions to Accompany the PHA Plan" approving the Public Housing Agency (PHA) Annual Plan for fiscal year 2013/14 including revisions to the Admissions and Continued Occupancy Plan.

**Background**

Any local, regional or state agency that receives funds to operate federal public housing or Section 8 tenant-based assistance (voucher) programs must submit a Public Housing Agency (PHA) Plan. The PHA Plan is a template that outlines public housing agency policies, programs, operations, and strategies for meeting local housing needs and goals. There are two parts to the PHA Plan: the Five-Year Plan, which each PHA submits to HUD once every fifth PHA fiscal year, and the Annual Plan, which is submitted to HUD every year.

The Five-Year Plan describes the agency's mission and the long-term goals for achieving that mission over the subsequent five years. The Annual Plan provides details about the PHA's current programs and the resident population served, as well as the PHA's strategy for addressing the housing needs of currently assisted families and the larger community. The Annual Plan also serves as the PHA's yearly request for grants to support improvements to public housing buildings (through the Capital Fund Program).

As required by HUD, HACCC staff provided public notice of this hearing in the Contra Costa Times on October 26, 27, 28 and 29, 2012. HACCC staff also met with the Agency's Resident Advisory Board (RAB) on December 5 and December 10, 2012 to discuss the proposed Plan.

Only one significant change is proposed to the Annual Plan approved by the Board last year. This

is the addition of a non-smoking policy to the Public Housing Admissions and Continued Occupancy Plan (ACOP).

## Public Housing

Staff proposes to add a non-smoking policy to the ACOP. Currently seven of HACCC's public housing properties are covered by three different city or County non-smoking ordinances, while six properties are not covered by a non-smoking ordinance. Multi-family homes are covered by ordinances in the cities of Antioch (2 properties) and Martinez (2 properties) and the unincorporated County (3 properties). In order to ensure compliance with the various local laws, treat all public housing recipients in a like manner and promote better health at all of HACCC's properties, staff are proposing that all public housing units be subject to the same non-smoking lease provisions. Staff will work with County Counsel, Legal Aid and health advocates to develop lease provisions that ensure compliance with all local ordinances. As always, revisions to the lease are subject to a public hearing process and will be brought to the Board for approval prior to implementation. The proposed policy is attached.

## Capital Fund

The Capital Fund program provides PHAs with annual funding from HUD for public housing development, financing and modernization as well as for management improvements and security costs. Capital fund dollars cannot be used for luxury improvements, direct social services, costs funded by other HUD programs or any other ineligible activities as determined by HUD on a case-by-case basis. PHAs must report annually on how they plan to use outstanding capital funds as part of the PHA Plan process.

The proposed PHA Plan would continue to focus capital funds on Las Deltas in North Richmond, Bayo Vista in Rodeo and El Pueblo in Pittsburg in an ongoing effort to improve the physical condition of the properties and to decrease vacancy rates. To this end, the following projects have been budgeted in the proposed PHA Plan:

- \$450,000 for site improvements, streets and exterior modernization at El Pueblo in Pittsburg
- \$290,000 for site improvements and exterior modernization at Las Deltas in North Richmond
- \$402,000 for site improvements and exterior modernization at Bayo Vista in Rodeo
- \$40,000 for accessibility improvements at various properties

The PHA Plan also identifies several projects that are underway using previous year's capital fund grants. They are:

- \$412,000 for the exterior modernization of units at Las Deltas in North Richmond
- \$193,000 for reroofing every unit at Alhambra Terrace in Martinez
- \$640,000 for the interior modernization of units at Bayo Vista in Rodeo
- \$71,500 for rain gutter replacement at Alhambra Terrace in Martinez
- \$198,000 for the manufacture of metal security covers to protect vacant units
- \$32,000 for the purchase of new locksets at Alhambra Terrace in Martinez

## Housing Choice Voucher

No significant changes.

A complete copy of the proposed PHA Plan and attachments as well as the Administrative Plan and ACOP are available for review at HACCC's main office.

### **Fiscal Impact**

No direct financial impact.

### **Consequence of Negative Action**

Should the Board of Commissioners elect not to approve the PHA Plan, HACCC will be out of compliance with HUD requirements and may not receive any funding via HUD's Capital Fund program until the PHA Plan has been submitted to, and approved by, HUD. HUD may also impose additional sanctions beyond the withholding of Capital Fund moneys.

---

### **Attachments**

2013-14 Annual Plan Attachments

---

**Housing Authority of the County of Contra Costa (HACCC)**  
**Public Housing**  
**Non-Smoking Policy**

According to the American Lung Association, cigarette smoking is the number one cause of preventable disease in the United States. The elderly and young populations, as well as people with chronic illnesses, are especially vulnerable to the adverse effects of smoking and secondhand smoke. The Environmental Protection Agency has identified secondhand smoke as a Class A carcinogen. A class A carcinogen is a cancer causing agent. Allowing smoking within apartment units exposes all residents and site staff to these known carcinogens. Smoking is also a leading cause of residential fires and the number one cause of fire deaths in the U.S.

As a result of these facts, the County of Contra Costa has established a non-smoking ordinance that applies to multi-unit residences, including several of HACCC's public housing properties. Some cities in the County have also adopted non-smoking ordinances that cover HACCC public housing properties within their borders and it is expected that more cities will implement such ordinances in the future. At present, several of HACCC's properties are not covered by any local non-smoking ordinance. In order to comply with state and local laws, while also ensuring that all of HACCC's public housing tenants are treated in a like manner, HACCC will incorporate a non-smoking lease addendum in all of its public housing leases. The addendum will be the same for every one of HACCC's public housing units and will be written to ensure compliance with all applicable laws. The non-smoking lease addendum will be updated as changes are made to applicable laws.

As with all changes to the lease, HACCC will provide for at least a 45-day public comment period and a public hearing before implementation of the initial non-smoking lease addendum and prior to any changes to the addendum in the future. All public housing tenants will be informed of the non-smoking lease addendum during the 45-day public comment and it will be reviewed in at least one meeting with the Resident Advisory Board. Anytime changes to the non-smoking lease addendum are approved by the Board, tenants will be given 60-days to sign a new lease that includes the changed addendum.

# PHA Certifications of Compliance with PHA Plans and Related R e g u l a t i o n s

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 08/30/2011

Resolution No. 5162

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the \_\_\_ 5-Year and/or ✓ Annual PHA Plan for the PHA fiscal year beginning April 1, 2013, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA certifies that there has been no change, significant or otherwise, to the Capital Fund Program (and Capital Fund Program/Replacement Housing Factor) Annual Statement(s), since submission of its last approved Annual Plan. The Capital Fund Program Annual Statement/Annual Statement/Performance and Evaluation Report must be submitted annually even if there is no change.
4. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
7. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
8. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2006-24);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
10. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
11. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
12. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.

13. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
14. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
15. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
16. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
17. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
18. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
19. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
20. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
21. The PHA provides assurance as part of this certification that:
  - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
  - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
  - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
22. The PHA certifies that it is in compliance with all applicable Federal statutory and regulatory requirements.

Housing Authority of the County of Contra Costa  
PHA Name

CA011  
PHA Number/HA Code

     5-Year PHA Plan for Fiscal Years 20 - 20

  ✓   Annual PHA Plan for Fiscal Years 2013 - 2014

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official Mary Nejedly Piepho	Title Chair, Board of Commissioners
Signature	Date December 11, 2012

<b>Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2011</b>
--------------------	-------------------------------------------------------------------------------------------------	------------------------------------------------

<b>1.0</b>	<b>PHA Information</b> PHA Name: Housing Authority of the County of Contra Costa (HACCC)      PHA Code: CA011 PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): 04/2013												
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>1,177</u> Number of HCV units: <u>6,781</u>												
<b>3.0</b>	<b>Submission Type</b> <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only												
<b>4.0</b>	<b>PHA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)												
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program <table border="1"> <thead> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>PHA 1:</td> <td></td> </tr> <tr> <td>PHA 2:</td> <td></td> </tr> <tr> <td>PHA 3:</td> <td></td> </tr> </tbody> </table>	PH	HCV	PHA 1:		PHA 2:		PHA 3:	
PH	HCV												
PHA 1:													
PHA 2:													
PHA 3:													
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update. (5-YEAR PLAN section 5.0 is included for informational purposes only. The 5-Year Plan was approved for fiscal year 2010)												
<b>5.1</b>	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: To provide high quality affordable housing solutions and to promote self-sufficiency for low income people of Contra Costa County												
<b>5.2</b>	<b>Goals and Objectives.</b> Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan. HACCC's goals continue to be <ul style="list-style-type: none"> <li>Expand the Supply of Assisted Housing</li> <li>Improve the Quality of Assisted Housing</li> <li>Increase Assisted Housing Choices</li> <li>Provide and Improve Living Environment</li> <li>Promote self-sufficiency and asset development of families and individuals</li> <li>Ensure Equal Opportunity in Housing for all Americans</li> </ul> HACCC has made the following progress on these goals over the past five years See attached												

**PHA Plan Update**

(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:

The following Plan elements have been revised since HACCC's last Annual Plan submission:

HACCC added the following item to its Public Housing Admissions and Continued Occupancy Plan:

- A non-smoking policy. Some of HACCC's public housing properties are subject to a County non-smoking ordinance, others are subject to varying City ordinances and others are not subject to any local non-smoking ordinance at all. In order to ensure compliance with state and local laws, and also to treat all of HACCC's public housing tenants in a like manner, HACCC will incorporate the same non-smoking language into every one of its leases. This language will be updated as necessary to comply with local laws. The exact language of the non-smoking lease addendum will be approved via a 45-day public comment and hearing process anytime it is changed.

(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.

- 3133 Estudillo Street Martinez, CA (Main administrative office)
- 2870 Howe Road, Martinez, CA (Section 8 Housing Choice office)
- 875 El Pueblo Avenue, Pittsburg, CA (El Pueblo AMP office)
- 1601 North Jade Street, Richmond, CA (North Richmond AMP office)
- 801 W. Eighth Street, Antioch, CA (Section 8 Housing Choice office)
- #2 California Street, Rodeo, CA (Rodeo AMP office)
- [www.contracostahousing.org](http://www.contracostahousing.org) (HACCC website)
- [www.hud.gov/offices/pih/pha/approved](http://www.hud.gov/offices/pih/pha/approved) (HUD website-available after HUD approval)

7.0	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i>
	<p>a) <b>HOPE VI or Mixed Finance Modernization or Development.</b> HACCC plans to contract with financial and development consultants in FYE 2014 to develop an approach to the repositioning of its Las Deltas (222 units) public housing project (CA011-006, CA011-009A, CA011-009B). HACCC may also contract with financial and development consultants in FYE 2014 to develop an approach to the repositioning of its El Pueblo (176 units) and Bayo Vista (246 units) public housing projects (CA011-005 and CA011-010). HACCC's goal is to increase the number of housing units affordable to public housing eligible families and to provide adequate funding for these units over the long term. Failing that, HACCC will seek to preserve as many units as possible affordable to public housing eligible families with adequate funding for the long term. Depending on the plans developed, HACCC may apply for either HOPE VI (if any such funding becomes available), Choice Neighborhoods, RAD or any other HUD mixed finance or development funding by 3-31-14. At this point, a timeline for any such applications or proposals is not set.</p> <p>HACCC is currently reviewing its existing energy performance contract (EPC) to determine whether or not the agency should refinance the existing EPC or pursue a Phase II EPC that would encompass new energy saving enhancements. All of HACCC's public housing properties are being analyzed to determine whether or not an EPC would benefit the property financially. As a result of that analysis, HACCC may pursue implementation of new EPCs at some or all of its public housing properties.</p> <p>b) <b>Demolition and/or Disposition.</b> HACCC plans to submit a De Minimis disposition application to HUD for five units at its Las Deltas public housing project (CA011-006, CA011-009A, CA011-009B).</p> <p>HACCC plans to contract with financial and development consultants in FYE 2014 to develop an approach to the repositioning of the agency's Las Deltas (222 units minus 5 De Minimis units if that application is successful) public housing project (CA011-006, CA011-009A, CA011-009B). This approach may include the demolition and/or disposition of some or all of the units at Las Deltas. HACCC may also contract with financial and development consultants in FYE 2014 to develop an approach to the repositioning of its El Pueblo (176 units) and Bayo Vista (246 units) public housing projects (CA011-005 and CA011-010). As with Las Deltas, this may include the demolition and/or disposition of some or all of the units at El Pueblo and Bayo Vista.</p> <p>HACCC's goal is to increase the number of housing units affordable to public housing eligible families and to provide adequate funding for these units over the long term. Failing that, HACCC will seek to preserve as many units as possible affordable to public housing eligible families with adequate funding for the long term. Depending on the plans developed, HACCC may apply for either HOPE VI (if any such funding becomes available), Choice Neighborhoods, RAD or any other HUD mixed finance or development funding by 3-31-14. At this point, a timeline for any such applications or proposals is not set.</p> <p>c) <b>Conversion of Public Housing.</b> HACCC plans to contract with financial and development consultants in FYE 2014 to develop an approach to the repositioning of its Las Deltas (222 units) public housing project (CA011-006, CA011-009A, CA011-009B). HACCC may also contract with financial and development consultants in FYE 2014 to develop an approach to the repositioning of its El Pueblo (176 units) and Bayo Vista (246 units) public housing projects (CA011-005 and CA011-010). Depending on the plans developed, HACCC may submit voucher conversion applications for Las Deltas, El Pueblo and/or Bayo Vista by 3-31-14. HACCC also may submit applications to HUD for any other conversion funding or programs that become available.</p> <p>d) <b>Homeownership.</b> HACCC previously had a homeownership program in approximately 2005-2006 that was to partner with a homeownership program administered by Contra Costa County. However, the County's program was shut down as part of a downsizing and HACCC's program was discontinued as well. A former participant in that program has continued working with other community partners of HACCC's. This client has completed several homeownership courses and has been saving money in a matching program run by a local nonprofit. Two other potential candidates have expressed their desire to pursue homeownership under the Housing Choice Voucher program. HACCC will revive its homeownership program in FYE 2014 in order to assist these clients and any others in a similar position.</p> <p>e) <b>Project-based Vouchers.</b> HACCC has already committed 438 project-based vouchers (PBV). HACCC may project-base up to 981 additional units in FYE 2014. The use of PBVs is consistent with HACCC's PHA Plan. Among HACCC's goals are to expand the supply of assisted housing and to increase assisted housing choices. By utilizing PBVs from HACCC, developers are able to leverage funding and produce additional units of new or modernized affordable housing. HACCC plans to award PBV funding throughout its jurisdiction in order to provide affordable housing options for clients in as broad a geographic area as possible. HACCC may also utilize PBV's in any public housing redevelopment/repositioning projects it may undertake.</p>
8.0	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.
8.1	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> , form HUD-50075.1, for each current and open CFP grant and CFFP financing.  See attached.
8.2	<b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i> , form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period).  See attached.
8.3	<b>Capital Fund Financing Program (CFFP).</b> <input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.

9.0	<p><b>Housing Needs.</b> Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p>Based on the most recent Consolidated Plan for the County (2010 – 2015), 57.3% of low-income renters, 82.1% of very low-income renters and 79 extremely low-income renters (a total of 41,021 households) in the Consortium did not have adequate housing in 2000. This means that these households paid more than 30% of their income for rent, lived in overcrowded units or lived in substandard housing conditions.</p> <p>Based on 2006 data, only 28% of households in Contra Costa County were renters. Renting is most prevalent among African American households at 53.8% followed by Latino/Hispanic households at 37.7%, White households at 23.8% and Asian households at 23%. Among renters in the County, 57.5% spend more than 30% of their income on rent and 27.5% spend more than 50%. Almost no low-income renters in the County have affordable rents. Fully 92.3% of low-income renters in the County spend over 30% of their income for rent as do 71% of senior households.</p> <p>There are only approximately 10,200 assisted rental units affordable to lower-income households, of which, over 950 are at risk of converting to market rate housing. Over 7,000 beds in 473 residential care facilities are available for individuals with special needs, (such as frail elderly and persons with disabilities) who cannot live independently in conventional housing. However, this is significantly less than the population of frail elderly, disabled, and others who may need a supportive housing environment.</p> <p>6.1% of the County's renter households live in overcrowded housing. Among racial and ethnic groups reported in the Census, Latino/Hispanic households are most likely to live in crowded conditions in the County with 12.8% in such conditions.</p> <p>Due to the ongoing gap in the availability of affordable housing, the County Consortium has assigned a high priority to new housing construction, homeownership assistance, and housing rehabilitation, particularly for households earning less than 50 percent of the area median income.</p> <p>Two final measures of need are seen in HACCC's most recent housing choice voucher and public housing wait list openings. In November, 2008 the voucher wait list opening attracted nearly 40, 000 families who applied for 6,000 positions on the wait list. In September 2010, nearly 17,000 families applied for the wait list for HACCC's 1,100 unit public housing program..</p> <p>This summary of the need for affordable housing in HACCC's jurisdiction is based on County's Consolidated Plan, Census Data, data from the California Budget Project and the Authority's Wait List.</p>
9.1	<p><b>Strategy for Addressing Housing Needs.</b> Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. <b>Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</b></p> <ul style="list-style-type: none"> <li>Public Housing plans to expand lease-up and move-in approximately 90 new families during FY2013. HACCC's goal is to continue to increase occupancy at all AMP's throughout the county during FY2013.</li> <li>Issue up to 500 vouchers to families on the recently opened HCV wait list. This amount may change subject to funding levels, turnover ratios and the rental market vacancy rate.</li> <li>Partner with the County to the extent permitted by HUD regulations to award project-based vouchers to developers receiving affordable housing funding from the County.</li> <li>Attempt to increase the number of affordable housing units controlled by HACCC as the agency repositions its public housing stock.</li> <li>Continue to contract with the City of Antioch to manage their rental rehabilitation program which help to preserve and expand the supply of affordable housing.</li> <li>Continue to expand the Authority's self-sufficiency programs in an effort to stabilize and solidify the financial positions of families currently on the program while freeing existing housing subsidies for new families.</li> <li>Work with the Cities of Hercules and San Pablo and the State Departments of Finance and Housing and Community Development to transition affordable housing assets from the former Hercules and San Pablo Redevelopment Agencies to a properly-funded management entity.</li> </ul>

10.0	<p><b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p><b>Expand the Supply of Assisted Housing</b> – HACCC executed AHAPs for 159 units of project-based vouchers in 2012. HACCC did not own any of these units, nor did HACCC have an identity of interest in any of these units. Turned-over 144 public housing units while increasing net occupancy in the public housing program by 48 units.</p> <p><b>Improve the Quality of Assisted Housing</b> – Conducted modernization of 48 public housing units, many of which had been vacant for a long term, were fire damaged or severely vandalized. Provided an easement to the City of Brentwood in order to facilitate improved landscaping at Los Nogales. Partnered with a job training program at Bayo Vista to provide landscaping and trash pickup. Partnered with the City of Pittsburg to repave the badly deteriorated main road at El Pueblo. Removed overgrown trees at several properties. Updated HACCC's Maintenance Plan. Completed 7,659 work orders. Implemented a policy designed to expedite HQS inspections during holiday periods.</p> <p><b>Increase Assisted Housing Choices</b> – Outreach and training of existing and potential HCV landlords continued in 2012 via joint annual landlord workshop conducted by HACCC and the Richmond Housing Authority. HACCC staff continue to facilitate and participate in the California Apartment Association's annual trade show for owners and vendors. This gives HACCC the chance to showcase the HCV program to a large selection of landlords from throughout the County. HACCC implemented GoSection 8 in 2012, making it easier for clients to search for units throughout the County and for landlords to list units on the program. Leased 21 long-term vacant public housing units</p> <p><b>Provide an Improved Living Environment</b> – Replaced all smoke detectors in public housing units with combination smoke/carbon monoxide detectors. More new security lighting was installed at Bayo Vista. HACCC had metal security covers manufactured for 60 units which will help minimize vandalism and the use of vacant units by persons not associated with the empty unit. Continued operation of a variety of social, nutrition and service programs at our properties, including the Young Adult Empowerment Center at Las Deltas, the YMCA program at Bayo Vista, the summer lunch program at Bayo Vista and the City Parks and recreation classes at Casa de Mañana.</p> <p><b>Promote self-sufficiency and asset development of families and individuals</b> – Continued to conduct extensive outreach for the FSS program. HACCC has graduated 225 families from its FSS program. Currently, approximately 176 families participate in the program. HACCC's most successful graduate in 2012 left the program, with an escrow amount of \$47,447.46</p> <p><b>Ensure Equal Opportunity in Housing for all Americans</b> – HACCC staff received fair housing and VAWA training from HUD and the National Housing Law Project. Counsel received ongoing training via the Housing and Development Law Institute. Counsel provided training to staff regarding reasonable accommodation requests. A monthly review/training of reasonable accommodation requests was implemented with Counsel. Staff began regular attendance at the quarterly Continuum of Care meetings. Began meetings with the County's Prisoner Reentry working group to discuss housing possibilities for the reentry population. Continued to attend occasional community meetings to facilitate a factual discussion of how the Housing Choice Voucher program works.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <ul style="list-style-type: none"> <li>• Changes to rent policies</li> <li>• Changes to admission policies</li> <li>• Changes to organization of any waiting list</li> <li>• Changes in the use of the Replacement Reserve Fund under the Capital Fund</li> <li>• Any change regarding the demolition, disposition or conversion designation of a property</li> </ul> <p>(c) HACCC currently has a substandard management rating under PHAS. HACCC is working with HUD to develop an Action Plan. This Plan is not attached as it is still in draft form.</p>
11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p>

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced 5-Year and Annual PHA Plans. The 5-Year and Annual PHA plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission and strategies for serving the needs of low-income and very low-income families. This form is to be used by all PHA types for submission of the 5-Year and Annual Plans to HUD. Public reporting burden for this information collection is estimated to average 12.68 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

**Privacy Act Notice.** The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated there under at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lead itself to confidentiality

## **Instructions form HUD-50075**

**Applicability.** This form is to be used by all Public Housing Agencies (PHAs) with Fiscal Year beginning April 1, 2008 for the submission of their 5-Year and Annual Plan in accordance with 24 CFR Part 903. The previous version may be used only through April 30, 2008.

### **1.0 PHA Information**

Include the full PHA name, PHA code, PHA type, and PHA Fiscal Year Beginning (MM/YYYY).

### **2.0 Inventory**

Under each program, enter the number of Annual Contributions Contract (ACC) Public Housing (PH) and Section 8 units (HCV).

### **3.0 Submission Type**

Indicate whether this submission is for an Annual and Five Year Plan, Annual Plan only, or 5-Year Plan only.

### **4.0 PHA Consortia**

Check box if submitting a Joint PHA Plan and complete the table.

### **5.0 Five-Year Plan**

Identify the PHA's Mission, Goals and/or Objectives (24 CFR 903.6). Complete only at 5-Year update.

**5.1 Mission.** A statement of the mission of the public housing agency for serving the needs of low-income, very low-income, and extremely low-income families in the jurisdiction of the PHA during the years covered under the plan.

**5.2 Goals and Objectives.** Identify quantifiable goals and objectives that will enable the PHA to serve the needs of low income, very low-income, and extremely low-income families.

**6.0 PHA Plan Update.** In addition to the items captured in the Plan template, PHAs must have the elements listed below readily available to the public. Additionally, a PHA must:

- (a) Identify specifically which plan elements have been revised since the PHA's prior plan submission.
- (b) Identify where the 5-Year and Annual Plan may be obtained by the public. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on its official website. PHAs are also encouraged to provide each resident council a copy of its 5-Year and Annual Plan.

#### **PHA Plan Elements. (24 CFR 903.7)**

1. **Eligibility, Selection and Admissions Policies, including Deconcentration and Wait List Procedures.** Describe the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV and unit assignment policies for public housing; and procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists.

2. **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA Operating, Capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources.

3. **Rent Determination.** A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units.

4. **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance management of housing owned, assisted, or operated by the public housing agency (which shall include measures necessary for the prevention or eradication of pest infestation, including cockroaches), and management of the PHA and programs of the PHA.

5. **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants.

6. **Designated Housing for Elderly and Disabled Families.** With respect to public housing projects owned, assisted, or operated by the PHA, describe any projects (or portions thereof), in the upcoming fiscal year, that the PHA has designated or will apply for designation for occupancy by elderly and disabled families. The description shall include the following information: 1) development name and number; 2) designation type; 3) application status; 4) date the designation was approved, submitted, or planned for submission, and; 5) the number of units affected.

7. **Community Service and Self-Sufficiency.** A description of: (1) Any programs relating to services and amenities provided or offered to assisted families; (2) Any policies or programs of the PHA for the enhancement of the economic and social self-sufficiency of assisted families, including programs under Section 3 and FSS; (3) How the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. (Note: applies to only public housing).

8. **Safety and Crime Prevention.** For public housing only, describe the PHA's plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must include: (i) A description of the need for measures to ensure the safety of public housing residents; (ii) A description of any crime prevention activities conducted or to be conducted by the PHA; and (iii) A description of the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities.

9. **Pets.** A statement describing the PHAs policies and requirements pertaining to the ownership of pets in public housing.

10. **Civil Rights Certification.** A PHA will be considered in compliance with the Civil Rights and AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction's initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction.

11. **Fiscal Year Audit.** The results of the most recent fiscal year audit for the PHA.

12. **Asset Management.** A statement of how the agency will carry out its asset management functions with respect to the public housing inventory of the agency, including how the agency will plan for the long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs for such inventory.

13. **Violence Against Women Act (VAWA).** A description of: 1) Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; 2) Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and 3) Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families.

#### 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers

(a) **Hope VI or Mixed Finance Modernization or Development.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI, Mixed Finance Modernization or Development, is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>

(b) **Demolition and/or Disposition.** With respect to public housing projects owned by the PHA and subject to ACCs under the Act: (1) A description of any housing (including project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: [http://www.hud.gov/offices/pih/centers/sac/demo\\_dispo/index.cfm](http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm)

**Note:** This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed.

(c) **Conversion of Public Housing.** With respect to public housing owned by a PHA: 1) A description of any building or buildings (including project number and unit count) that the PHA is required to convert to tenant-based assistance or

that the public housing agency plans to voluntarily convert; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received under this chapter to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/centers/sac/conversion.cfm>

(d) **Homeownership.** A description of any homeownership (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval.

(e) **Project-based Vouchers.** If the PHA wishes to use the project-based voucher program, a statement of the projected number of project-based units and general locations and how project basing would be consistent with its PHA-Plan.

8.0 **Capital Improvements.** This section provides information on a PHA's Capital Fund Program. With respect to public housing projects owned, assisted, or operated by the public housing agency, a plan describing the capital improvements necessary to ensure long-term physical and social viability of the projects must be completed along with the required forms. Items identified in 8.1 through 8.3, must be signed where directed and transmitted electronically along with the PHA's Annual Plan submission.

8.1 **Capital Fund Program Annual Statement/Performance and Evaluation Report.** PHAs must complete the *Capital Fund Program Annual Statement/Performance and Evaluation Report* (form HUD-50075.1), for each Capital Fund Program (CFP) to be undertaken with the current year's CFP funds or with CFFP proceeds. Additionally, the form shall be used for the following purposes:

- (a) To submit the initial budget for a new grant or CFFP;
- (b) To report on the Performance and Evaluation Report progress on any open grants previously funded or CFFP; and
- (c) To record a budget revision on a previously approved open grant or CFFP, e.g., additions or deletions of work items, modification of budgeted amounts that have been undertaken since the submission of the last Annual Plan. The Capital Fund Program Annual Statement/Performance and Evaluation Report must be submitted annually.

Additionally, PHAs shall complete the Performance and Evaluation Report section (see footnote 2) of the *Capital Fund Program Annual Statement/Performance and Evaluation* (form HUD-50075.1), at the following times:

- 1. At the end of the program year; until the program is completed or all funds are expended;
- 2. When revisions to the Annual Statement are made, which do not require prior HUD approval, (e.g., expenditures for emergency work, revisions resulting from the PHAs application of fungibility); and
- 3. Upon completion or termination of the activities funded in a specific capital fund program year.

#### 8.2 Capital Fund Program Five-Year Action Plan

PHAs must submit the *Capital Fund Program Five-Year Action Plan* (form HUD-50075.2) for the entire PHA portfolio for the first year of participation in the CFP and annual update thereafter to eliminate the previous year and to add a new fifth year (rolling basis) so that the form always covers the present five-year period beginning with the current year.

8.3 **Capital Fund Financing Program (CFFP).** Separate, written HUD approval is required if the PHA proposes to pledge any

portion of its CFP/RHF funds to repay debt incurred to finance capital improvements. The PHA must identify in its Annual and 5-year capital plans the amount of the annual payments required to service the debt. The PHA must also submit an annual statement detailing the use of the CFFP proceeds. See guidance on HUD's website at:

<http://www.hud.gov/offices/pih/programs/ph/capfund/cffp.cfm>

**9.0 Housing Needs.** Provide a statement of the housing needs of families residing in the jurisdiction served by the PHA and the means by which the PHA intends, to the maximum extent practicable, to address those needs. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**9.1 Strategy for Addressing Housing Needs.** Provide a description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).

**10.0 Additional Information.** Describe the following, as well as any additional information requested by HUD:

- (a) **Progress in Meeting Mission and Goals.** PHAs must include (i) a statement of the PHAs progress in meeting the mission and goals described in the 5-Year Plan; (ii) the basic criteria the PHA will use for determining a significant amendment from its 5-year Plan; and a significant amendment or modification to its 5-Year Plan and Annual Plan. (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan).
- (b) **Significant Amendment and Substantial Deviation/Modification.** PHA must provide the definition of "significant amendment" and "substantial deviation/modification". (Note: Standard and Troubled PHAs complete annually; Small and High Performers complete only for Annual Plan submitted with the 5-Year Plan.)

- (c) PHAs must include or reference any applicable memorandum of agreement with HUD or any plan to improve performance. (Note: Standard and Troubled PHAs complete annually).

**11.0 Required Submission for HUD Field Office Review.** In order to be a complete package, PHAs must submit items (a) through (g), with signature by mail or electronically with scanned signatures. Items (h) and (i) shall be submitted electronically as an attachment to the PHA Plan.

- (a) Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulations*
- (b) Form HUD-50070, *Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)*
- (c) Form HUD-50071, *Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)*
- (d) Form SF-LLL, *Disclosure of Lobbying Activities (PHAs receiving CFP grants only)*
- (e) Form SF-LLL-A, *Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)*
- (f) Resident Advisory Board (RAB) comments.
- (g) Challenged Elements. Include any element(s) of the PHA Plan that is challenged.
- (h) Form HUD-50075.1, *Capital Fund Program Annual Statement/Performance and Evaluation Report (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.1.*
- (i) Form HUD-50075.2, *Capital Fund Program Five-Year Action Plan (Must be attached electronically for PHAs receiving CFP grants only). See instructions in 8.2.*

**Housing Authority of the County of Contra Costa  
Statement of Progress in Meeting the 5-year Plan Mission and Goals  
FY 2005 – FY 2009**

**Expand the Supply of Assisted Housing**

- Developed De Anza Gardens (a tax credit property), consisting of 180 units in Bay Point, CA. De Anza is now fully operational and leased.
- Completed contracts for 230 units of project-based vouchers. These vouchers helped fund 624 units of new affordable housing (including the project-based vouchers).
- Provided 13 rental rehab loans for \$504,000 resulting in 30 additional units of affordable housing.
- Partnered with County to maximize utilization of Shelter-Plus Care program.

**Improve the Quality of Assisted Housing**

- Utilized over \$6 million in capital funds to maintain properties including extensive interior modernization at one site and exterior modernizations at several large sites.
- Implemented PG&E's energy savings program at four sites.
- Completed over 65,000 work orders.
- Published a landlord newsletter to develop better communications between HCV property owners and HACCC.
- Instituted landlord training sessions for HCV owners/managers.
- Increased educational programs for staff in both the public housing and housing choice voucher programs.

**Increase Assisted Housing Choices**

- Outreach and training of existing and potential HCV landlords has increased.
- Voucher payment standards were increased to 100% of FMR.
- Signed contracts for 230 PBV units.

### **Provide an Improved Living Environment**

- Provided funding for additional police/Sheriff patrols at three targeted public housing complexes.
- In conjunction with several County and local agencies, coordinated funding so as to increase Sheriff patrols throughout North Richmond, including the Authority's Las Deltas property.
- Purchased direct voice communication devices to facilitate communication between management staff and sheriff and local law enforcement officers at these three public housing properties.
- Converted public housing units at one site into a command center for the Sheriff's office.
- Installed surveillance cameras at two properties.
- Facilitated Neighborhood Watch and Block Captain programs at two public housing properties.
- Opened the Young Adult Empowerment Center at Las Deltas. The Center provides a variety of activities including recreational, job training, counseling and library programs.
- Operate a separate youth recreational facility at the Las Deltas Public Housing complex in North Richmond.
- Partnered with the City of Oakley to offer City Parks and Recreation classes at Casa de Mañana community center (open to both public housing residents and the community at large).
- Partnered with the Department of Justice to provide funding for "Camp BOLT" (Building Our Leaders for Tomorrow), a mentoring and higher education program for the youth of Las Deltas in North Richmond, Bayo Vista in Rodeo, and in El Pueblo in Pittsburg, CA.
- Continued operation of a variety of other social, nutrition and service programs at our properties.

### **Promote self-sufficiency and asset development of families and individuals**

- During this period, HACCC had 114 participants graduate from its FSS Program with over \$751,000 in escrow.

- Partnered with the Workforce Development Board to utilize summer youth employees to increase landscaping and groundskeeping services to HACCC's properties.
- Partnered with the Workforce Services Bureau to utilize Subsidized Employment Training employees to increase landscaping and groundskeeping services to HACCC's properties.

### **Ensure Equal Opportunity in Housing for all Americans**

- Provided training on the Violence Against Women Act for all HCV and public housing managers.
- Provided training on Limited English Proficiency requirements for all HCV and public housing managers.
- Legal Aid provided HACCC staff with Fair Housing training for all HCV and public housing Directors and Managers.
- Worked with various social service providers to conduct outreach to families and individuals who are disabled, homeless or who have limited English proficiency when HACCC opened its HCV wait list in November 2008.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

Part I: Summary

PHIA Name: County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: CA39P01150108 (P) Replacement Housing Factor Grant No: Date of CFFP:	FFY of Grant: 2010 FFY of Grant Approval: 2010
--------------------------------------	------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------

Type of Grant		Type of Grant		Type of Grant	
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Summary by Development Account		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup> Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	416,000			
3	1408 Management Improvements	416,000			
4	1410 Administration (may not exceed 10% of line 21)	208,000			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	236,060			
8	1440 Site Acquisition				
9	1450 Site Improvement	132,000			
10	1460 Dwelling Structures	450,000			
11	1465.1 Dwelling Equipment—Nonexpendable				
12	1470 Non-dwelling Structures	20,000			
13	1475 Non-dwelling Equipment	25,000			
14	1485 Demolition				
15	1492 Moving to Work Demonstration				
6	1495.1 Relocation Costs	80,000			
17	1499 Development Activities <sup>4</sup>				

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.

<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

Part I: Summary

PHA Name:

Housing Authority

of the County of

Contra Costa

Grant Type and Number

Capital Fund Program Grant No: CA39P01150110

Replacement Housing Factor Grant No:

Date of CFFP:

FFY of Grant: 2010

FFY of Grant Approval: 2010

Type of Grant

☒ Original Annual Statement

☐ Reserve for Disasters/Emergencies

☐ Performance and Evaluation Report for Period Ending:

☐ Revised Annual Statement (revision no: )

☐ Final Performance and Evaluation Report

Summary by Development Account

Total Estimated Cost

Total Actual Cost<sup>1</sup>

Expended

Obligated

Revised<sup>2</sup>

Original

1501 Collateralization or Debt Service paid by the PHA

1502 Contingency (may not exceed 8% of line 20)

Amount of Annual Grant: (sum of lines 2 - 19)

Amount of line 20 Related to LBP Activities

Amount of line 20 Related to Section 504 Activities

Amount of line 20 Related to Security - Soft Costs

Amount of line 20 Related to Security - Hard Costs

Amount of line 20 Related to Energy Conservation Measures

102,000

2,087,060

30,000

15,000

416,000

30,000

120,000

Signature of Executive Director Joseph Villarreal

Date

Signature of Public Housing Director

Date

6-22-10

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHF funds shall be included here.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
**Expires 4/30/2011**

## Part II: Supporting Pages

PHA Name: PHousing Authority of the County of Contra Costa

**Grant Type and Number**  
Capital Fund Program Grant No: CA39P01150110  
CFFP (Yes/No): no  
Replacement Housing Factor Grant No:

**Federal FFY of Grant: 2010**[illegible]

<sup>1</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>2</sup> To be completed for the Performance and Evaluation Report.

## Federal FFY of Grant: 2010

**Federal FFY of Grant: 2010**

25

# 2010 Capital Fund

## Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions  
Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) County of Contra Costa Housing Authority (CA011) (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Numbers(s) SF-182 dated 2/24/1962

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 15,434.00 for Fiscal Year 2010 to be referred to under Capital Fund Grant Number CA39R01150110

PHA Tax Identification Number (TIN): On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 74 77

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

X (ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

The parties have executed this Agreement, and it will be effective on 7/15/2010. This is the date on which CFP assistance becomes available to the PHA for obligation.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one): ☐ Yes ☒ No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

U.S. Department of Housing and Urban Development  
By Stephen A. Ansell Date 7/15/2010  
Title Director  
Office of Public Housing  
San Francisco

PHA Executive Director  
By Joseph Villarreal Date: 6-23-10  
Title Executive Director

Previous versions obsolete

form HUD-52840-A 03/04/2003

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

<b>Part I: Summary</b>		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHA Name: County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: CA39P01150111 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost Revised <sup>2</sup>	Obligated Total Actual Cost <sup>1</sup> Expended
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	345,000	
3	1408 Management Improvements	345,000	
4	1410 Administration (may not exceed 10% of line 21)	172,000	
5	1411 Audit	2,000	
6	1415 Liquidated Damages		
7	1430 Fees and Costs	236,012	
8	1440 Site Acquisition		
9	1450 Site Improvement	72,000	
10	1460 Dwelling Structures	408,000	
11	1465.1 Dwelling Equipment—Nonexpendable	100,000	
12	1470 Non-dwelling Structures	20,000	
13	1475 Non-dwelling Equipment	25,000	
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

December 11, 2012

Contra Costa County Housing Authority

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<b>Part I: Summary</b>		FFY of Grant: 2011 FFY of Grant Approval: 2011	
PHIA Name: Housing Authority of the County of Contra Costa	Grant Type and Number Capital Fund Program Grant No: CA39P01150111 Replacement Housing Factor Grant No: Date of CFFP:		
Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:			
<input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (revision no: )		<input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Total Estimated Cost	Total Actual Cost <sup>1</sup>
		Original	Revised <sup>2</sup>
18a	1501 Collateralization or Debt Service paid by the PHA		Obligated
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment		Expended
19	1502 Contingency (may not exceed 8% of line 20)		
20	Amount of Annual Grant: (sum of lines 2 - 19)	1,725,012	
21	Amount of line 20 Related to LBP Activities	10,000	
22	Amount of line 20 Related to Section 504 Activities	15,000	
23	Amount of line 20 Related to Security - Soft Costs	345,000	
24	Amount of line 20 Related to Security - Hard Costs	100,000	
25	Amount of line 20 Related to Energy Conservation Measures	30,000	
Signature of Executive Director Joseph Villarreal		Signature of Public Housing Director	Date
			8/1/11

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHF funds shall be included here.

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
**Expires 4/30/2011**

Contra Costa County Housing Authority

26

**Capital Fund Program  
(CFP) Amendment**

To The Consolidated Annual Contributions  
Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) County of Contra Costa Housing Authority (CA011 ) (herein called the "PHA")  
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions  
Contract(s) ACC(s) Numbers(s) SF-182 dated 2/24/1962

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 1,725,012.00 for Fiscal Year 2011 to be referred to under Capital Fund Grant Number CA39P01150111

PHA Tax Identification Number (TIN): On File

DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 76

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

☒ (ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein. OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

The parties have executed this Agreement, and it will be effective on 8/3/2011. This is the date on which CFP assistance becomes available to the PHA for obligation.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

(mark one) : ☐ Yes ☒ No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

U.S. Department of Housing and Urban Development  
By

Date:

PHA Executive Director  
By

Date: 8/2/11

Title

Title Joseph Villarreal  
Executive Director

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2012</b> <b>FFY of Grant Approval: 2012</b>	
<b>PHA Name:</b> Housing Authority of the County of Contra Costa	<b>Grant Type and Number</b> Capital Fund Program Grant No: CA39P01150112 Replacement Housing Factor Grant No: Date of CFFP:		
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	<input type="checkbox"/> Reserve for Disasters/Emergencies	<input type="checkbox"/> Revised Annual Statement (revision no: ) <input type="checkbox"/> Final Performance and Evaluation Report	
<b>Summary by Development Account</b>	<b>Total Estimated Cost</b>	<b>Obligated</b>	<b>Total Actual Cost<sup>1</sup></b> Expended
<b>Line</b>	<b>Original</b>		
1	Total non-CFF Funds		
2	1406 Operations (may not exceed 20% of line 21) <sup>3</sup>	321,000	
3	1408 Management Improvements	321,000	
4	1410 Administration (may not exceed 10% of line 21)	160,000	
5	1411 Audit	2,000	
6	1415 Liquidated Damages		
7	1430 Fees and Costs	189,961	
8	1440 Site Acquisition		
9	1450 Site Improvement	326,000	
10	1460 Dwelling Structures	184,000	
11	1465.1 Dwelling Equipment—Nonexpendable	60,000	
12	1470 Non-dwelling Structures	20,000	
13	1475 Non-dwelling Equipment	25,000	
14	1485 Demolition		
15	1492 Moving to Work Demonstration		
16	1495.1 Relocation Costs		
17	1499 Development Activities <sup>4</sup>		

<sup>1</sup> To be completed for the Performance and Evaluation Report.

<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.

<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.

<sup>4</sup> RHF funds shall be included here.

**Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<b>Part I: Summary</b>		<b>FFY of Grant: 2012</b>		<b>FFY of Grant Approval: 2012</b>	
<b>PHA Name:</b> Contra Costa		<b>Grant Type and Number</b> Capital Fund Program Grant No: CA39P01150112 Replacement Housing Factor Grant No: Date of CFFP:			
<b>Type of Grant</b> <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (revision no: )	
<b>Summary by Development Account</b>		<b>Total Estimated Cost</b>		<b>Total Actual Cost<sup>1</sup></b>	
<b>Line</b>		<b>Original</b>	<b>Revised<sup>2</sup></b>	<b>Obligated</b>	<b>Expended</b>
18a	1501 Collateralization or Debt Service paid by the PHA				
18ba	9000 Collateralization or Debt Service paid Via System of Direct Payment				
19	1502 Contingency (may not exceed 8% of line 20)				
20	Amount of Annual Grant: (sum of lines 2 - 19)	1,608,961			
21	Amount of line 20 Related to LBP Activities	10,000			
22	Amount of line 20 Related to Section 504 Activities	15,000			
23	Amount of line 20 Related to Security - Soft Costs	255,000			
24	Amount of line 20 Related to Security - Hard Costs	60,000			
25	Amount of line 20 Related to Energy Conservation Measures	30,000			
<b>Signature of Executive Director Joseph Villarreal</b>		<b>Date</b> 3-2-12		<b>Signature of Public Housing Director</b>	
				<b>Date</b>	

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFF Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

December

Part II: Supporting Pages									
PHA Name: Housing Authority of the County of Contra Costa			Grant Type and Number Capital Fund Program Grant No: CA39P01150112 CFFP (Yes/No): no Replacement Housing Factor Grant No:			Federal FFY of Grant: 2012			
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work	
				Original	Revised <sup>1</sup>	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>		
PHA-Wide Contra Costa County	Operations	1406		321,000					
	Agencywide Security	1408		255,000					
	Resident Services	1408		66,000					
	Administration	1410		160,000					
	Audit	1411		2,000					
CA011001/4 Alhambra Terrace, Bridgmont, Los Nogales	Project Management, Planning Costs	1430		189,961					
	Site Improvements	1450		40,000 ✓					
CA011005 El Pueblo	Site Improvements - Asphalt Repairs	1450		244,000 ✓					
CA011006/9A/9B Las Deltas	Site Improvements	1450		20,000 ✓					
	Select Unit Modernization	1460		62,000 ✓					
	Security Door & Window Covers	1465.1		40,000 ✓					
CA011010/ Bayo Vista	Site improvements	1450		22,000 ✓					
	Select Unit Modernization	1460		122,000 ✓					
	Security Door & Window Covers	1465.1		20,000 ✓					
PHA-Wide	Accessibility Improvements, per Physical Needs Assessment	1470		20,000 ✓					
	Maintenance Vehicle	1475		25,000 ✓					
	Relocation Costs	1495.1							
	Contingency	1502							
	Grant Total			1,608,961					

33



## 2012 Capital Fund

### Capital Fund Program (CFP) Amendment

To The Consolidated Annual Contributions  
Contract (form HUD-53012)

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

Whereas, (Public Housing Authority) County of Contra Costa Housing Authority(CA011) (herein called the "PHA") and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) SF-182 dated 2/24/1982

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing developments in order to ensure that such developments continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. HUD will provide a revised ACC Amendment authorizing such additional amounts.

\$ 1,608,961.00 for Fiscal Year 2012 to be referred to under Capital Fund Grant Number CA39P01150112  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 77

Now Therefore, the ACC(s) is (are) amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA developments. This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance with all HUD regulations and other requirements applicable to the Capital Fund Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual PHA Plan has been adopted by the PHA and approved by HUD, and may be amended from time to time. The capital and management activities shall be carried out as described in the CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and approved by HUD, the PHA may use its CFP assistance under this contract for work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report (HUD-50075.1) has been adopted by the PHA and verified by HUD. The capital and management activities shall be carried out as described therein.

OR

☒ (ii) If the CFP Annual Statement/Performance and Evaluation Report has not been adopted by the PHA and/or verified by HUD, the PHA may use its CFP assistance under this contract for work items contained in its approved CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual Statement/Performance and Evaluation Report is adopted by the PHA and verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to the ACC (CFP Amendment attached), HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee (Trustee Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the United

The parties have executed this Agreement, and it will be effective on March 12, 2012. This is the date on which CFP assistance becomes available to the PHA for obligation.

States Housing Act of 1937, as amended, (the "Act") and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.

4. Subject to the provisions of the ACC(s) and paragraph 3. and to assist in the capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.

5. The PHA shall continue to operate each development as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for any public housing or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for any public housing and for a period of ten years following the last payment of assistance from the Operating Fund to the PHA. However, the provisions of Section 7 of the ACC shall remain in effect for so long as HUD determines there is any outstanding indebtedness of the PHA to HUD which arose in connection with any development(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, no disposition of any development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.

7. Implementation or use of funding assistance provided under this Amendment is subject to the attached corrective action order(s).

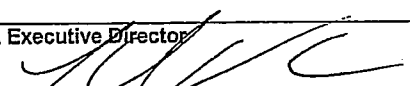
(mark one) : ☐ Yes ☒ No

8. The PHA acknowledges its responsibility for adherence to this Amendment.

9. At a public housing development level and in the format and frequency established by HUD, the PHA is required to report on all Capital Fund grants awarded that have not closed, including information on the installation of energy conservation measures.

U.S. Department of Housing and Urban Development  
By \_\_\_\_\_ Date: \_\_\_\_\_

Title \_\_\_\_\_

PHA Executive Director  
By  Date: 03-02-2012

Title Joseph Villarreal  
Executive Director

Previous versions obsolete

form HUD-52840-A 03/04/2003

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
OMB No. 2577-0226  
Expires 4/30/2011

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP Grants for operations.  
<sup>4</sup> RHF funds shall be included here.

# Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011

De

Part I: Summary				
PHA Name/Number: Housing Authority of the County of Contra Costa		Locality: Contra Costa County, California		<input type="checkbox"/> Original 5-Year Plan <input type="checkbox"/> Revision No:
Development Number and Name	Work Statement for Year 1 FFY 2013	Work Statement for Year 2 FFY 2014	Work Statement for Year 3 FFY 2015	Work Statement for Year 4 FFY 2016
A. 2012	Annual Statement			
B. Physical Improvements Subtotal		580,000	580,000	580,000
C. Management Improvements		345,000	345,000	345,000
D. PHA-Wide Non-dwelling Structures and Equipment		45,000	45,000	45,000
E. Administration		172,000	172,000	172,000
F. Other		238,012	238,012	238,012
G. Operations		345,000	345,000	345,000
H. Demolition				
I. Development				
J. Capital Fund Financing -- Debt Service				
K. Total CFP Funds		1,725,012	1,725,012	1,725,012
L. Total Non-CFP Funds				
M. Grand Total		1,725,012	1,725,012	1,725,012

Housing Authority

Capital Fund Program—Five-Year Action Plan

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

Part I: Summary (Continuation)

PHA Name/Number: Housing Authority of the County of Contra Costa		Locality: Contra Costa County, California			<input type="checkbox"/> Original 5-Year Plan	<input type="checkbox"/> Revision No:
Development Number and Name	Work Statement for Year 1 FFY 2013	Work Statement for Year 2 FFY 2014	Work Statement for Year 3 FFY 2015	Work Statement for Year 4 FFY 2016	Work Statement for Year 5 FFY 2017	
1, 2012						
CA011001/Alhambra Terrace	Annual Statement		200,000			
CA011003/Bridgmont					80,000	
CA011004/Los Nogales			280,000			
CA011005/El Pueblo		100,000		80,000		
CA011006/Las Deltas					200,000	
CA011008/Los Arboles				200,000		
CA011009A/Las Deltas Annex 1		100,000				
CA011009B/Las Deltas Annex 2		100,000				
CA0110010/Bayo Vista		200,000				
CA0110011/Hacienda					100,000	
CA0110012/Casa de Manana			100,000			

Contra Costa County Housing Authority

**Capital Fund Program—Five-Year Action Plan**

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2011

December 11, 2012	CA0110013/Casa Serena				100,000	100,000
	CA0110015/Elder Winds				200,000	
	CA0110017/Vista del Camino					100,000
	CA0110018/Kidd Manor		80,000	80,000		

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/20011**

<b>Part II: Supporting Pages – Physical Needs Work Statement(s)</b>					
<b>Work Statement for Year 1 FFY 2012</b>	<b>Work Statement for Year 2 FFY 2014</b>		<b>Work Statement for Year: 3 FFY 2015</b>		
<b>Development Number/Name General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>	<b>Development Number/Name General Description of Major Work Categories</b>	<b>Quantity</b>	<b>Estimated Cost</b>
See Annual Statement		100,000	CA011001/Alhambra Terrace -- Interior Mod.		200,000
			CA011004/Los Nogales -- Exterior Modernization		280,000
		100,000			
		100,000			
		100,000			
			CA011009B/Las Deltas -- Remodel Select Units		100,000
		200,000	CA0110012/Casa de Manana -- Exterior Modernization		100,000
		80,000	CA0110018/Kidd Manor -- Exterior Modernization		
		\$ 580,000		Subtotal of Estimated Cost	\$ 580,000

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2001**

41

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2001**

Contra Costa County Housing Authority

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing  
Expires 4/30/2001**

Part III: Supporting Pages – Management Needs Work Statement(s)				
Work Statement for Year 1 FFY	Work Statement for Year 4 FFY 2016	Estimated Cost	Development Number/Name General Description of Major Work Categories	Estimated Cost
See Annual Statement				
	Agencywide Security	255,000	Agencywide Security	255,000
	Resident Services	90,000	Resident Services	90,000
	Subtotal of Estimated Cost	\$ 345,000	Subtotal of Estimated Cost	\$ 345,000

**HA-13053****5.****Housing Authority****Meeting Date:** 12/11/2012**Official Body:** Housing Authority Bd of Commissioners**Presenter/Phone, if applicable:****Audio-Visual Needs:****Handling Instructions:****Contact, Phone:** 925-957-8028**Information****Recommendations**

ADOPT Resolution No. 5161 to approve collection loss write-offs in the public housing program in the amount of \$20,564.01 for the quarter ending September 30, 2012.

**Background**

This collection loss is for the public housing program. The requested collection loss write-off reflects a total of 18 accounts that are recommended for write-off. The following chart illustrates the collection losses per quarter for the past four quarters:

**Conventional Program**

09/12 \$20,564.01  
 06/12 \$10,980.48  
 03/12 \$37,543.80  
 12/11 \$23,106.43

Prior to submission of an account for write-off, staff makes every effort to collect money owed to HACCC. Once an account is written-off, it may be referred to a collection agency for further repayment efforts. Past participants who owe HACCC, or any other housing authority, money may be denied admission to the public housing or housing choice voucher programs in the future unless the debt is repaid. Past participants can be denied admission in the future even if their debt has been written off.

**Fiscal Impact**

Uncollectable accounts impact on the budget by reducing total rental income. At the end of each quarter, the Housing Authority of the County of Contra Costa (HACCC) writes off those accounts that have been determined to be uncollectable. Once an account is written off, it can be turned over to a collection agency. For the quarter ending September 30, 2012, the collection loss write-off total is \$20,564.01.

### **Consequence of Negative Action**

Should the Board of Commissioners elect not to adopt Resolution No. 5161 these accounts would inflate the total accounts receivable for HACCC and present an inaccurate financial picture.

---

---

### **Attachments**

CLWO Resolution No. 5161

CLWO Worksheet

---

---

THE BOARD OF COMMISSIONERS  
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

RESOLUTION NO. 5161

RESOLUTION APPROVING COLLECTION LOSS WRITE-OFF IN THE  
AMOUNT OF \$20,564.01 FOR THE QUARTER ENDING SEPTEMBER 30,  
2012

WHEREAS, certain vacated tenant accounts have been determined to be  
uncollectable by management; and

WHEREAS, these tenant accounts may have been, or may be, turned over to a  
collection agency for continuing collection efforts;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the  
Housing Authority of the County of Contra Costa that the following  
amounts be written off for collection loss for the quarter ending  
SEPTEMBER 30, 2012

	Conventional Program
Dwelling Rent	\$15,792.90
Legal Charges	\$ -0-
Maintenance & Other Charges	\$ 4,771.11
<b>Total</b>	<b>\$20,564.01</b>

PASSED AND ADOPTED ON \_\_\_\_\_ by  
the following vote of the Commissioners.

AYES:

NOES:

ABSENT:

ABSTAIN:

I HEREBY CERTIFY THAT THIS IS A  
TRUE AND CORRECT COPY OF AN  
ACTION TAKEN AND ENTERED ON THE  
MINUTES OF THE BOARD OF  
COMMISSIONERS ON THE DATE SHOWN.

ATTESTED \_\_\_\_\_  
JOSEPH VILLARREAL, SECRETARY  
OF THE BOARD OF COMMISSIONERS  
AND EXECUTIVE DIRECTOR

BY \_\_\_\_\_

# MEMORANDUM

TO: Joseph Villarreal, Executive Director

FROM: Elizabeth Campbell, Director of Managed Housing Programs

SUBJECT: Vacated Collection Loss Write-Offs

DATE: September 30, 2012

I have reviewed the request for Vacated Collection Loss Write-Off Accounts submitted by the Housing Managers and recommend that the following amounts be written off/submitted as non-collectible:

PROJECT	RENT	LEGAL	MAINTENANCE	TOTAL	TENANT ACCOUNTS
Alhambra Terr. Martinez CAL 11-1	-0-	-0-	-0-	-0-	0
Bridgemont, Antioch CAL 11-3	-0-	-0-	-0-	-0-	0
Los Nogales, Brentwood CAL 11-4	-0-	-0-	-0-	-0-	0
El Pueblo, Pittsburg CAL 11-5	\$912.15		\$717.81	\$1,629.96	2
Las Deltas, N. Richmond CAL 11-6	\$178.00	-0-	\$594.00	\$772.00	3
Los Arboles, Oakley CAL 11-8	-0-	-0-	-0-	-0-	0
Las Deltas, N. Richmond CAL 11-9A	\$1,444.	-0-	\$906.45	\$2,350.45	3
Las Deltas, N. Richmond CAL 11-9B	-0-	-0-	\$222.99	\$222.99	1
Bayo Vista, Rodeo CAL 11-10	\$8,987.00	-0-	\$964.75	\$9,951.75	3
Hacienda, Martinez CAL 11-11	\$174.25	-0-	\$26.45	\$200.70	1
Casa de Manana, Oakley CAL 11-12	-0-	-0-	-0-	-0-	
Casa de Serena Bay Point CAL 11-13	\$2,500.00	-0-	\$578.00	\$3,078.50	1
Elder Winds, Antioch CAL 11-15	-0-	-0-	-0-	-0-	0
Vista del Camino San Pablo 4501	\$2,500.50	-0-	\$293.00	\$3,009.50	4
Kidd Manor, San Pablo 4502	-0-	-0-	-0-	-0-	0
<b>TOTALS:</b>	<b>\$15,792.90</b>	<b>-0-</b>	<b>\$4,771.11</b>	<b>\$20,564.01</b>	<b>18</b>

Q:\AGENDA\HA\Item05\_C. 1\_Att2\_CLWO Worksheet.doc



**HA-13082**

**6.**

**Housing Authority**

**Meeting Date:** 12/11/2012

**Official Body:** Housing Authority Bd of Commissioners

**Presenter/Phone, if applicable:**

**Audio-Visual Needs:**

**Handling Instructions:**

**Contact, Phone:** 925-957-8028

---

**Information**

**Recommendations**

ACCEPT the 2nd Quarter (Unaudited) Budget Report for the period ending 9/30/12.

**Background**

See attachment for background information.

**Fiscal Impact**

None. Information item only.

---

**Attachments**

Budget Report Background Information

---

DATE: December 11, 2012

SUBJECT: FY 2012-2013 2nd QUARTER BUDGET REPORT

BACKGROUND

This report is intended to provide the Board of Commissioners with an overview of the financial position of the Housing Authority of Contra Costa County (HACCC) through the 2nd quarter of the fiscal year ending 3/31/13. The report begins with a summary of HACCC’s overall financial position. After that, the overall numbers are broken down by individual funds. Each fund overview includes a brief program summary and a short explanation of variances between budget to actual.

AGENCY OVERVIEW: Budget Report

HACCC Agency Summary	Annual Budget	2ndh Quarter Actuals 9/30/12 (unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 102,254,494	\$ 51,623,802	\$ 51,127,247	\$ 102,751,049	\$ 496,555
Expenditures	\$ 101,291,863	\$ 50,098,547	\$ 50,645,932	\$ 100,744,479	\$ 547,385
To Reserves	\$ 962,631	\$ 1,525,255	\$ 481,316	\$ 2,006,571	

The \$496,555 variance in revenue is primarily a result of HUD's increase nationally in the funding level of the Housing Choice Voucher program from 75% of eligibility to 80%. The \$547,385 variance in expenditures primarily results from two areas of savings: 1) Operating cost reductions in the amount of \$446,753; and 2) a decrease in planned Capital Fund expenditures of \$100,632.

Further explanations for the variances are provided below for each program area.

Analysis of Agency Reserves

Program	Beginning Balance 4/1/12 Unaudited	2nd Quarter 9/30/12 (unaudited)	Reserves Balance 9/30/12 (unaudited)
Total Reserves	\$ 9,805,227	\$ 1,525,255	\$ 11,330,482
Restricted Reserves			
Housing Choice Vouchers	\$ 3,917,209	\$ 724,606	\$ 4,641,815
Public Housing & Capital Fund	\$ -	\$ -	\$ -
State & Local Programs	\$ 39,174	\$ -	\$ 39,174
Housing Certificates Programs	\$ -	\$ 26,597	\$ 26,597
Total Restricted Reserves	\$ 3,956,383	\$ 751,203	\$ 4,707,586
Unrestricted Reserves			
Housing Choice Vouchers	\$ 2,619,815	\$ 451,395	\$ 3,071,210
Public Housing & Capital Fund	\$ 1,122,398	\$ 325,399	\$ 1,447,797
State & Local Programs	\$ 2,014,352	\$ 3,680	\$ 2,018,032
Housing Certificates Programs	\$ 92,279	\$ (6,422)	\$ 85,857
Total Unrestricted Reserves	\$ 5,848,844	\$ 774,052	\$ 6,622,896

As a reminder, almost all reserves are restricted for use within each program. The designation of restricted or unrestricted reserves merely indicates that the funds are obligated for special use within the program (restricted) or that they can be used for any purpose tied to the program (unrestricted). The only exception to this rule is unrestricted funds within the State and Local Fund. These can be used in any of HACCC’s programs.

FUNDS OVERVIEW:

Housing Choice Vouchers

Program Summary - The HCV program provides assistance to families in the private rental market. HACCC qualifies families for the program based on income. These families find a home in the private rental market and HACCC provides them with a subsidy via a Housing Assistance Payments (HAP) contract with the property owner. HAP is paid by HACCC directly to the owner. Through its HCV program, HACCC is authorized to provide affordable housing assistance to a maximum of 6,781 families. However, due to funding constraints, the program is only able to support approximately 6,300 families currently.

Summary of Difference Between Budgeted and Year-End Annual Estimate:

Housing Choice Vouchers	Annual Budget	2nd Quarter Actuals 9/30/12 (unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 83,126,961	\$ 42,084,282	\$ 41,563,481	\$ 83,647,763	\$ 520,801
Expenditures	\$ 82,183,054	\$ 40,908,281	\$ 41,091,527	\$ 81,999,808	\$ 183,246
	\$ 943,907	\$ 1,176,001	\$ 471,954	\$ 1,647,955	

Revenue – The variance of \$520,801 in revenue is almost entirely due to an increase in the administrative funding provided by HUD from a budgeted national funding level of 75% of eligibility to 80% of eligibility.

Expenditures – The variance of \$183,246 was largely caused by a reduction in labor and benefit costs as a result of staff turnover.

Analysis of Program Reserves:

Housing Choice Vouchers	Beginning Balance 4/1/12 Unaudited	2nd Quarter 9/30/12 (unaudited)	Reserves Balance 9/30/12 (unaudited)
Restricted Reserves	\$ 3,917,209	\$ 724,606	\$ 4,641,815
Unrestricted Reserves	\$ 2,619,815	\$ 451,395	\$ 3,071,210
Total Reserves	\$ 6,537,024	\$ 1,176,001	\$ 7,713,025

Public Housing Operating and Capital Funds

Program Summary - HACCC owns and manages 1,179 public housing units at 16 different sites throughout the County. Operating funds for these properties come from tenant rents as well as an operating subsidy received from HUD that is designed to cover the gap between rents collected from the low-income tenants and annual operating expenses. HUD allocates the Capital Fund annually via formula to approximately 3,200 housing authorities. Capital Fund grants may be used for development, financing, modernization, and management improvements within public housing.

Summary of Difference Between Budgeted and Year-End Annual Estimate:

Public Housing & Capital Fund	Annual Budget	2nd Quarter Actuals 9/30/12 (unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 10,268,223	\$ 5,219,452	\$ 5,134,112	\$ 10,353,564	\$ 85,340
Expenditures	\$ 10,310,421	\$ 4,894,053	\$ 5,155,211	\$ 10,049,264	\$ 261,158
To reserves	\$ (42,198)	\$ 325,399	\$ (21,099)	\$ 304,300	

Revenue –Revenue is recognized in the capital fund area on a cash basis compared to the budget which is prepared on an accrual basis. This accounts for \$73,046 of the variance. The remaining \$12,294 was related to operational savings.

Expenditures - Decreased operating costs of \$160,526 planned capital fund costs of \$100,632 that were not spent in the quarter accounted for the positive variance of \$261,158.

Analysis of Program Reserves:

Public Housing & Capital Fund	Beginning Balance 4/1/12 Unaudited	2nd Quarter 9/30/12 (unaudited)	Reserve Balance 9/30/12 (unaudited)
Restricted Reserves	\$ -	\$ -	\$ -
Unrestricted Reserves	\$ 1,122,398	\$ 325,399	\$ 1,447,797
Total Reserves	\$ 1,122,398	\$ 325,399	\$ 1,447,797

Housing Certificate Programs

Program Summary - HACCC administers three separate Housing Certificate Programs; Shelter Plus Care, Moderate Rehabilitation (Mod Rehab) and Project-based Contract Administration. The Shelter-Plus Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACCC assists approximately 285 clients under this program. The Mod Rehab program was designed in 1978 as an expansion of the rental certificate program. Mod Rehab was designed to provide low-cost loans for the rehabilitation of rental units in an effort to upgrade and preserve the nation's housing stock. In return, the owner agreed to provide

long-term affordable housing for low income families. The program was repealed in 1991 and no new projects are authorized for development. HACCC administers 28 Mod Rehab units. Under the Project-based Contract Administration program, HACCC contracts with the federal government to perform HUD’s oversight duties. There are approximately 50,000 to 60,000 units of privately owned Project-based Section 8 throughout Northern California that were directly awarded by HUD and are not part of the local housing authority’s program. HUD used to provide oversight of these properties as it provides oversight of housing authorities. A number of years ago, HUD contracted these duties out to local housing authorities, paying them a fee to perform some of HUD’s oversight duties. HACCC contracts with HUD to administer 5 Project-based Contract Administration units.

Summary of Difference Between Budgeted and Year-End Annual Estimate:

Housing Certificate Programs	Annual Budget	2nd Quarter Actuals 9/30/12	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 3,652,073	\$ 1,722,473	\$ 1,826,036	\$ 3,548,509	\$ (103,563)
Expenditures	\$ 3,676,372	\$ 1,702,297	\$ 1,838,186	\$ 3,540,483	\$ 135,889
To reserves	\$ (24,299)	\$ 20,176	\$ (12,150)	\$ 8,026	

Revenue - The loss of \$103,563 of budgeted revenue was due to reductions in HUD funding.

Expenditures - A decrease in housing subsidy payments of \$177,730 and a slight increase in service delivery costs of \$21,665 were the two primary elements of the \$135,889 variance.

Analysis of Reserves:

Housing Certificate Programs	Beginning Balance 4/1/12 Unaudited	2nd Quarter 9/30/12 (unaudited)	Reserves Balance 9/30/12 (unaudited)
Restricted Reserves	\$ -	\$ 26,597	\$ 26,597
Unrestricted Reserves	\$ 92,279	\$ (6,422)	\$ 85,857
Total Reserves	\$ 92,279	\$ 20,175	\$ 112,454

State and Local Programs

Program Summary - HACCC administers a variety of programs and activities that are either not funded by HUD or that involve non-restricted HUD funds. Currently, HACCC is the managing general partner for two tax credit projects (DeAnza Gardens & Casa Del Rio) and also has a contract with the City of Antioch to run their rental rehabilitation program. HACCC also receives management fees for administering the Public Housing and HCV programs under HUD’s asset-management model.

Summary of Difference between Budgeted and Year-End Annual Estimate:

State & Local Programs	Annual Budget	2nd Quarter Actuals 9/30/12	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 5,207,237	\$ 2,597,596	\$ 2,603,619	\$ 5,201,215	\$ (6,023)
Expenditures	\$ 5,122,016	\$ 2,576,151	\$ 2,561,008	\$ 5,137,159	\$ (15,143)
To reserves	\$ 85,221	\$ 21,445	\$ 42,611	\$ 64,056	

Revenue –The slight decrease in budgeted revenue of \$6,023 is due to unearned management fees in public housing caused by vacancies.

Expenditures - The slight increase in expenditures is related to operational costs at the tax credit properties.

Analysis of Reserves:

State & Local Programs	Beginning Balance 4/1/12 Unaudited	2nd Quarter 9/30/12 (unaudited)	Reserves Balance 9/30/12 (unaudited)
Restircted Reserves	\$ 39,174	\$ -	\$ 39,174
Unrestricted Reserves	\$ 2,014,352	\$ 3,680	\$ 2,018,032
Total Reserves	\$ 2,053,526	\$ 3,680	\$ 2,057,206

**HA-13083****7.****Housing Authority****Meeting Date:** 12/11/2012**Official Body:** Housing Authority Bd of Commissioners**Presenter/Phone, if applicable:****Audio-Visual Needs:****Handling Instructions:****Contact, Phone:** 925-957-8028**Information****Recommendations**

APPROVE the proposed Board of Commissioners' meeting schedule for 2013.

**Background**

The proposed 2013 meeting dates for the Board of Commissioners' are as follows:

February 5

March 12

April 16

May 14

June 4

July 9

August 6

September 10

October 15

November 5

December 17

**Fiscal Impact**

None.

**Consequence of Negative Action**

The Board of Commissioners must meet several times each year at a minimum to conduct required business. Failure to adopt a meeting schedule will hinder the planning and scheduling of required meetings, public hearings and other Authority business.





**HA-13096**

**8.**

**Housing Authority**

**Meeting Date:** 12/11/2012

**Official Body:** Housing Authority Bd of Commissioners

**Presenter/Phone, if applicable:**

**Audio-Visual Needs:**

**Handling Instructions:**

**Contact, Phone:** 925-957-8011

---

**Information**

**Recommendations**

ACCEPT articles regarding affordable housing issues.

**Background**

For the Board's information only.

**Fiscal Impact**

This is for informational purposes only and has no fiscal impact.

**Consequence of Negative Action**

None.

---

**Attachments**

Housing Articles 12-11-12

---

## Overview of Articles

12-11-12

*The Affordable Housing Crisis* - This editorial discusses the funding shortfalls faced by affordable housing programs over the past few years and some possible solutions.

*Low-Income Advocates Fear the Fiscal Cliff*

*Families Face Losing Rental Assistance*

*Maine Voices: Sequestration Would be Devastating for Low-Income Mainers* - A sampling of articles from around the country about the effects of the federal "fiscal cliff" on affordable housing. These are from Salt Lake City, Maryland and Maine.

*Deficit Reduction Deal Without Substantial New Revenues Would Almost Certainly Force Deep Cuts in Housing Assistance* - A detailed paper about the cuts that affordable housing programs have taken and are likely to face in any new legislation designed to reduce the federal debt.

## THE AFFORDABLE HOUSING CRISIS

The New York Times – 12/4/2012 – EDITORIAL -- The precious few federal programs that provide rental assistance to the nation's poorest and most vulnerable families are already underfinanced. These programs provide decent housing for about only a quarter of the low-income families who qualify for them. And with nearly nine million households teetering on the verge of homelessness, the country clearly needs more support for affordable housing, not less. The main federal programs are traditional public housing, for which the government provides operating expenses, plus two different programs under Section 8 of the housing law, in which rents are subsidized in privately owned properties. Federal housing programs provide a lifeline for about five million low-income households that would otherwise be unable to afford livable housing at all. More than half of these households are headed by elderly or disabled people and more than a third are families that include children. These families are overwhelmingly "extremely low income," which means they earn less than a third of the median income in the areas where they live. Congress has not treated these housing programs kindly in recent years. Between 2010 and 2012, financing fell by about \$2.5 billion, or nearly 6 percent, although some of this was mitigated by one-time measures, like spending from reserves. President Obama's budget for the 2013 fiscal year is not much of an improvement; given inflation, Congress would have to increase appropriations just to keep treading water, when, in fact, what the poor in this country need is a significant jump. The administration obviously needs to do better. The number of families eligible for this program has grown significantly since the start of the recession. Last year, for example, 8.5 million very-low-income families without housing assistance paid more than half their incomes for housing — an increase of 43 percent from 2007. These families skimp on food and medical care to make the rent and tend to move often, making it difficult for their children to be successful at school. They are also more prone to homelessness, which is traumatic for them and extremely costly for the municipalities that run shelters. Yet even as the need for affordable housing has grown, such units have disappeared. Over the last two decades, for example, private landlords have removed more than 200,000 apartments from subsidy programs so that they could raise rents. And, faced with weak federal support and no money for repairs, the local housing authorities that manage federally supported developments have boarded up or torn down more than 150,000 units. According to an analysis by the Department of Housing and Urban Development, it would take about \$26 billion to repair the public housing developments that shelter more than two million of the nation's most vulnerable people. The department is currently engaged in a pilot project under which a small subset of public housing authorities will be allowed to leverage private capital to make the needed repairs on their properties. Meanwhile, Congress could help reduce costs for affordable housing units by passing the Affordable Housing and Self Sufficiency Improvement Act, a sound proposal in which core provisions have bipartisan support. The act would save money by streamlining a whole range of rules that are now redundant or excessively complicated — allowing agencies to more efficiently screen applicants, cutting the frequency with which housing authorities are required to inspect units, and simplifying the setting of rental rates. But Congress would still have to find major new sources of revenue to sustain the current programs and meet increasingly pressing housing needs. It took an important first step in 2008, when it created The National Housing Trust Fund. Modeled on successful state programs, the fund would provide subsidies and incentives to preserve, rehabilitate and build housing for low-income families in stable middle-class communities. It would also stimulate construction and create jobs. The money to underwrite the fund was supposed to come from the federally backed mortgage companies Fannie Mae and Freddie Mac, which imploded at the start of the recession. Now that those companies have turned the corner, the time may have come to divert some of their profits to affordable housing. Other ideas are circulating that go beyond simply beefing up programs with more appropriations. The Center on Budget and Policy Priorities, for instance, has suggested revising the tax code — which now provides some \$100

billion in tax breaks to homeowners — to give low-income renters a benefit as well. The benefits would take the form of a credit to be distributed by the states according to income and other criteria. The center estimates that eligible families would end up paying about only 30 percent of incomes on housing, and that even a modest renters' credit capped at \$5 billion would lift 250,000 renters out of poverty, help 1.2 million of the lowest income renters and cut the number of poor households that spend more than half their incomes on rent by 700,000. That proposal deserves a serious reading.

## **LOW-INCOME ADVOCATES FEAR THE FISCAL CLIFF**

The Salt Lake Tribune – 11/19/2012 – by Cathy McKittrick -- Out on the street? Sequestration would mean less help. -- If Congress does not achieve a reasonable compromise by year's end, sequestration or across-the-board federal budget cuts will kick in, and low-income advocates in Utah warn that the weakest segment of the population could be hurt the most. Recent figures from the Washington, D.C.-based Center on Budget and Policy Priorities suggest that careening off the so-called fiscal cliff would chop close to \$1.5 million in statewide Community Development Block Grant funding, 861 fewer households could get rental housing vouchers, and public housing assistance would shrink by \$576,265. Kerry Bate, director of housing opportunities for the Salt Lake County Housing Authority, fears losing hard-fought ground if the cuts occur. "This is a meat-ax approach," Bate said. "My biggest concern is that we have a lot of people in very fragile housing situations." With the recent recession, what used to be a two-year wait for housing assistance has now stretched to five. "These proposed cuts would exacerbate that a great deal," Bate said. "Not only would it delay new people coming into the program, it would also impact those we've already helped." Janice Kimball, housing and services director for the county's Housing Authority, said their Section 8 voucher waiting list now has more than 6,900 names on it as families are backlogged to get access to a voucher, which subsidizes rents. "We're able to help 15 to 20 households per month with Section 8," Bate said. All totaled, the Salt Lake County Housing Authority would miss out on about \$1.5 million for all of its programs, said Andre Bartlome, chief financial officer for the Housing Authority. About \$300,000 of that would be trimmed from the public housing program in which Salt Lake County serves as landlord to 625 households. "That would mean we can't do the maintenance and property management as well as we do it now," Bartlome said. If it occurs, sequestration follows on the heels of several years in public housing cuts, which Bate warned could "absolutely put more people on the streets." "The simplest and shortest way to get people off the streets is a housing subsidy," Bate said, adding that the inverse of that statement also holds true. Roughly 40 percent of the state's vulnerable population — which includes low-income, elderly and disabled individuals — are served by the Salt Lake County Housing Authority. A similar percentage receives help from Salt Lake City's Housing Authority. Terry Feveryear is deputy director for the city's Housing Authority. She also serves as vice chairman of the national housing committee for the National Association of Housing and Redevelopment Officials (NAHRO), whose members administer federal programs that include Public Housing, Section 8 Housing Choice Vouchers, CDBG and HOME. Section 8 funding for Salt Lake City has been cut repeatedly over the past eight years, Feveryear said, and another 8.2 percent trim would mean that 350 to 375 fewer families could be served. A similar trim to public housing would mean further building deterioration. "We wouldn't have the funds to do repairs," Feveryear said. The Salt Lake City and County housing authorities operate a 300-unit building for senior citizens at 1992 S. 200 East. The city's side is called City Plaza, the county's portion is High Rise. "Sequestration basically means taking a big cut from the population that needs it the most," Feveryear said. Salt Lake City has over 5,000 names on its Section 8 waiting list, Feveryear added, and applicants generally face a three-year wait. Bill Tibbitts, associate director of the nonprofit Crossroads Urban Center in Salt Lake City, voiced concerns about sequestration even though his

organization would not be impacted directly by federal funding cuts . "We have an emergency food pantry. When other resources get tighter, we see a surge here," Tibbitts said. Whether it's across-the-board cuts or trims to specific programs that could hurt struggling families, Tibbitts said he is wary of how lawmakers' action or inaction will impact the societal safety net. "Doing nothing is not an option, but many progressive organizations are concerned about alternatives," Tibbitts said. "What do we fear most — sequestration or cuts to Medicare and Social Security? It will be interesting to see what they come up with."

## **FAMILIES FACE LOSING RENTAL ASSISTANCE**

Your4State – 11/15/2012 -- Katie Kyros

WASHINGTON COUNTY, MD - Some families who receive rental assistance are facing a crisis. They could lose their housing, and it's all in the hands of Congress. Housing agencies across the Four-State are facing an 8.2 percent cut. They say they may have to cut families for the first time. "My rental assistance has given me a chance to have a decent life," says senior Cora Farquharson, who has a Section 8 voucher. "This is a safe place to live. It has security. If I didn't have it, I don't know where I would be." Farquharson is one of 600 people who receive rental assistance in Washington County. More than 1,400 families are hoping for that sense of safety; they're on the waiting list for rental assistance. The Housing Authority has seen the number jump since the summer. But the waiting list won't move, and many households will be cut if Congress allows cuts to take effect in January. "We have never had to withdraw rental assistance from someone that was actually getting it," says Richard Willson, executive director of the Washington County Housing Authority. "If Congress is unable to get through that logjam, we will be actually withdrawing assistance from families getting it. We're right now trying to figure out how do you do that fairly." Going over the fiscal cliff would mean the Housing Authority would have to cut 40 to 50 families in January.

## **MAINE VOICES: SEQUESTRATION WOULD BE DEVASTATING FOR LOW-INCOME MAINERS**

The Portland (ME) Press Herald – 11/29/2012 -- By Greg Payne -- Maine's delegation needs all the help it can get from ordinary citizens to see this tragedy is averted. -- PORTLAND — Previously little-used, the word sequestration was thrust into our daily parlance earlier this year when Congress passed the Budget Control Act to stave off the debt ceiling crisis. But let's not forget the impact behind the buzzword: There are \$1.2 trillion in indiscriminate federal budget cuts scheduled to take effect on Jan. 1, 2013, which would have devastating effects on Maine families. The House and Senate say they'll work together to find an alternative. But it's still unclear if that will be a balanced approach that includes new revenue and protects the spending needed to help the most vulnerable among us. According to the Office of Management and Budget, sequestration would trigger an 8.2 percent cut to critical Housing and Urban Development programs. Those include tenant-based rental assistance, Community Development Block Grants and the HOME Investment Partnerships program, which is key to the construction of new, affordable homes. According to the report, the cuts would have a disastrous effect on low-income people. What does this mean for Maine? In short, more than 1,000 Maine families would lose their housing vouchers and face eviction. If they became homeless, we would have a harder time helping them, since the cuts would also cost the state nearly \$1 million in homeless assistance. On top of that, Maine would lose \$10 million to address public housing infrastructure needs and \$1.3 million in Community Development Block Grant

funding, a critical resource used by municipalities statewide to address housing rehabilitation and infrastructure needs. These cuts would do real harm to our communities and our neighbors who are already struggling. In Maine, nearly 40,000 renting families are extremely low-income (making about \$18,500 a year or less), and yet there are only 20,228 units affordable and available for them, according to the National Low-Income Housing Coalition. The gap between these numbers already makes homelessness and severe housing instability a mathematical certainty in Maine. Unnecessary cuts to programs attempting to bridge the divide simply move us further in the wrong direction. As has been well documented on these pages over the past couple of weeks, the city of Portland is already facing increasing numbers of Maine people experiencing homelessness. Not only have our shelters gone over capacity, but our overflow shelters have as well, forcing the city to shelter dozens of our neighbors by sitting them in chairs in city offices overnight. What would happen in Portland and around the state if hundreds more Mainers found themselves without a warm, safe place to sleep or care for their children? These cuts would impact our most vulnerable neighbors: working families with children, the elderly and people with disabilities, including Maine's veterans. And they'd exacerbate our state's growing poverty: The U.S. Census Bureau shows the number of Mainers living below the poverty level increased from 12.9 percent in 2007 to more than 14 percent in 2011 -- the kind of poverty Maine hasn't seen in a generation. Earlier this month, more than 250 people from the affordable housing and community development arenas came together to discuss these issues at the Maine Affordable Housing Coalition's Housing Policy Conference in Portland. From local leaders to state lawmakers and federal housing policy experts, the consensus was clear: the unmet need for safe, affordable homes is tremendous and growing, and yet the resources available to address those needs are shrinking. Sequestration would further deplete these resources and move our state and our nation even further behind. Maine's congressional delegation is playing a key role in negotiations around sequestration and its possible replacement with an alternative deficit reduction plan. Seventy organizations from Maine have signed on to a letter, delivered this week, encouraging them to replace sequestration with a balanced deficit reduction plan that includes new revenues and does not harm low-income families and key community development resources. Signers include a diverse group of private and public sector organizations, including architects, engineers, developers, investors, and housing and service providers. While it is imperative that we reduce our nation's deficit over the long term, we need not and should not balance the budget on the backs of our most vulnerable.

Greg Payne of Portland is coordinator of the Maine Affordable Housing Coalition.

---

November 26, 2012

## DEFICIT REDUCTION DEAL WITHOUT SUBSTANTIAL NEW REVENUES WOULD ALMOST CERTAINLY FORCE DEEP CUTS IN HOUSING ASSISTANCE

By Douglas Rice

Any major legislation to reduce federal budget deficits that does not include substantial new revenues would almost certainly require deep cuts in programs that serve low-income families, including housing and community development programs. Such cuts would come on top of the ten-year spending cuts that President Obama and Congress enacted last year — and they could be far deeper than the across-the-board cuts (“sequester”) that are scheduled to take effect in early January unless policymakers overturn them.

In last year’s Budget Control Act (BCA), the President and Congress set binding “caps” on total funding (or “budget authority”) for discretionary programs in each fiscal year from 2012 to 2021.<sup>1</sup> The caps, coming on top of the spending cuts that policymakers enacted in annual appropriations bills beginning in fiscal year 2011, will cut discretionary funding by a total of \$1.5 trillion over ten years, thereby shrinking non-defense discretionary spending to its lowest level on record as a share of Gross Domestic Product (GDP) in data that go back to 1962.<sup>2</sup> The caps have already forced substantial reductions in housing and community development assistance (see Figure 2 below), and they will likely put intense pressure on the budget of the federal Department of Housing and Urban Development (HUD) over the next decade. If the HUD budget fell in proportion to the BCA caps, that would mean a \$2.5 billion annual funding cut by 2021, which is equivalent to eliminating housing voucher assistance for more than 300,000 low-income families, or to reducing funding for the three large block grants — CDBG, HOME, and the Native American Housing Block Grant — by 55 percent.

Policymakers agree, however, that they must do much more than implement these funding caps to address projected long-term deficits and debt. Consequently, they included in the BCA a mechanism — known as “sequestration” — to compel themselves to agree on further steps to reduce deficits. Sequestration requires more than \$1 trillion in additional spending reductions for

---

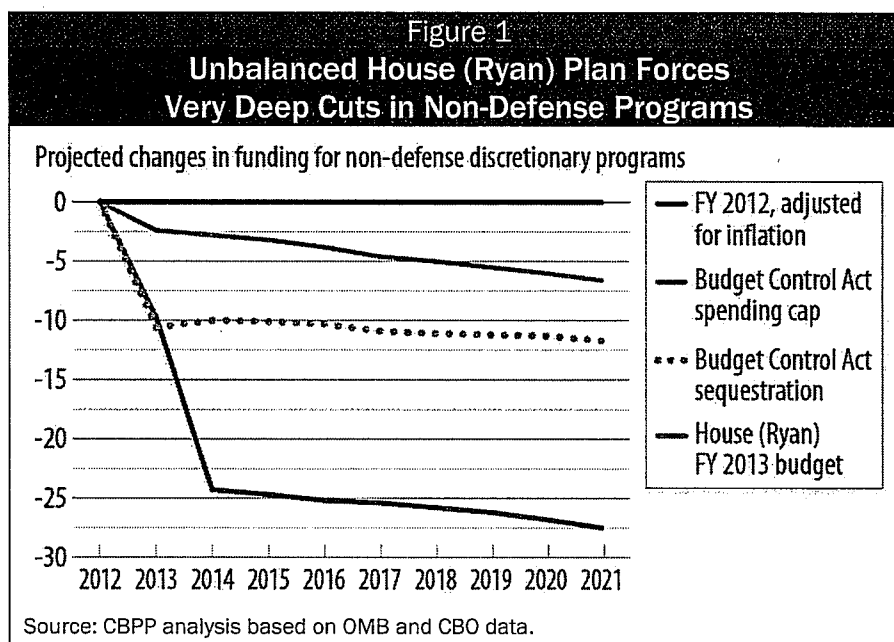
<sup>1</sup> The BCA also sets separate sub-caps for defense and non-defense discretionary programs. This policy is important because it makes it more difficult for policymakers to lessen or avert reductions in defense funding by further cutting funding for non-defense programs.

<sup>2</sup> Richard Kogan, *Congress Has Cut Discretionary Funding by \$1.5 Trillion Over Ten Years*, Center on Budget and Policy Priorities, September 25, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3840>.

defense and non-defense discretionary programs over the decade, beginning with across-the-board cuts in January 2013. In part because the scheduled cuts are harsh, indiscriminate, and unpopular, the President and Congress will try, in the coming weeks, to hammer out a framework under which to replace these cuts with a more balanced and comprehensive package of spending cuts and tax increases.

To understand what's at stake for housing assistance and community development programs, consider that policymakers broadly agree that, as part of their deficit reduction efforts, they should largely or entirely avoid cuts in Social Security benefits for current retirees and limit or avoid them for current Medicare beneficiaries. Also, many lawmakers oppose cutting defense funding below the BCA caps. If, however, policymakers limit their deficit reduction efforts in this way, then they must achieve the lion's share of their savings from three remaining major areas of the budget: non-defense discretionary spending — which comprises just one-sixth of spending and has already taken sizeable cuts under the BCA caps — low-income entitlement programs such as Medicaid and SNAP (food stamps) and revenues.

If, then, forthcoming deficit reduction does not include significant new revenues, it almost certainly will force very deep cuts in low-income programs (whether entitlements or low-income programs that are funded through non-defense discretionary spending) — and there is no reason to expect housing assistance and community development programs to avoid such cuts. Indeed, these cuts could be much deeper than those required under sequestration.



The House-passed budget of Budget Committee Chairman Paul Ryan illustrates the consequences of a deficit reduction approach that forgoes new revenues. Under the Ryan budget, non-defense discretionary funding would fall by 24 percent in 2014 and 28 percent by 2021, compared to the 2012 level as adjusted for inflation. These cuts are *more than twice as deep* as the cuts required by sequestration, and more than four times as deep as those under the BCA caps (see Figure 1).

The cuts required by the Ryan budget would prove devastating to low-income families and communities. If all non-defense discretionary programs were cut by the same percentage, as many as 1.2 million households containing low-income seniors, people with disabilities, and families with children would lose federal rental assistance by 2021, and communities would lose more than \$1.3 billion in funds for affordable housing and economic development. (See Tables 1 and 2 of the appendix for state-by-state estimates of the cuts in housing and community development programs under the BCA spending caps, sequestration, and the Ryan budget.)<sup>3</sup>

## Congress Has Already Made Deep Cuts in Housing and Community Development Aid

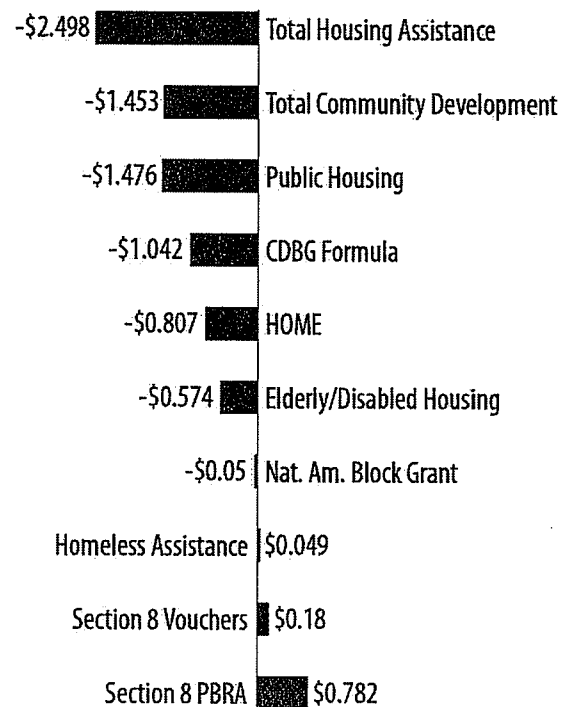
To address projected budget deficits, the President and Congress in recent years have relied almost entirely on cuts to discretionary programs.<sup>4</sup> First, they enacted funding legislation for fiscal year 2011 that cut discretionary funding below the 2010 level. Soon thereafter, they enacted the BCA that, as noted above, set ten-year binding “caps” on total budget authority for discretionary programs.

Figure 2 shows the impact to date on housing assistance and community development programs. From 2010 to 2012, funding for housing assistance fell by \$2.5 billion, or 5.9 percent, just in “nominal terms” — i.e., not counting the additional losses due to the effects of inflation — while funds for community development programs fell by \$1.5 billion, or 24 percent.<sup>5</sup> Policymakers cut funds for public housing and housing and community development block grant programs most sharply.

To its credit, Congress mitigated the immediate effect of these cuts on low-income families in two ways. First, lawmakers targeted a larger share of resources to areas where they are needed to prevent the end of rental assistance to the low-income households that now receive it, such as by renewing Housing Choice vouchers and Section 8

**Figure 2**  
**Since 2010, Funding for Housing Has**  
**Been Cut by \$2.5B (6%) and**  
**CD by \$1.5B (24%)**

Nominal change in funding, 2010-2012, in billions



Source: OMB public budget database.

<sup>3</sup> All figures are stated in 2012 dollars. The methods and sources used are explained in the appendix.

<sup>4</sup> “Discretionary” programs are those that Congress funds annually through appropriations, and they include most housing assistance and community development programs.

<sup>5</sup> “Housing assistance” is a standard federal budget category that includes the Housing Choice Voucher, Section 8 project-based rental assistance, public housing, homeless assistance, HOME, elderly and disabled housing programs, as well as various USDA housing programs. Most of the funding in the “Community Development” category is for CDBG formula grants, but it also includes a number of smaller HUD and USDA programs.

project-based rental assistance (see Figure 2). Second, lawmakers cut the price tag of HUD's fiscal 2012 budget by \$1.8 billion through one-time savings measures in housing assistance programs — including the rescission of more than \$400 million in unused funds and requirements that housing agencies spend down \$1.4 billion in funding reserves in lieu of receiving new funding to cover the cost of operating public housing and renewing housing vouchers for low-income families.

While these measures helped to protect low-income families from immediate harm from budget cuts, policymakers for the most part cannot repeat them in future years. As a result, policymakers would need to allocate significant new funding just to sustain current program service levels. If policymakers do not do so, HUD and housing agencies will have no choice but to substantially reduce the number of low-income families that they assist.

### **The BCA Caps Will Continue to Put Great Pressure on Housing and Community Development Programs in Future Years**

Under the BCA caps, nominal funding for non-defense discretionary programs will rise modestly from fiscal years 2013 through 2021, but by less than CBO's projected rate of inflation. Thus, funding will continue to shrink in real (inflation-adjusted) terms. (See Figure 1.)

A real cut in non-defense discretionary spending will likely put serious pressure on HUD's budget over the coming decade, forcing the President and Congress to make tough decisions from a menu of poor options.<sup>6</sup> By fiscal year 2021, the caps for non-defense discretionary programs fall 6.6 percent below the enacted 2012 funding level, adjusted for inflation. If HUD's budget fell proportionally, that would mean a \$2.5 billion annual funding cut by 2021, which is equivalent to eliminating housing voucher assistance for more than 300,000 low-income families, or to reducing funding for the three large block grants — CDBG, HOME, and the Native American Housing Block Grant — by 55 percent.

Moreover, these figures probably understate the potential impact on low-income families and communities. First, they assume that the cost of renewing HUD rental assistance for the more than 4.6 million households that now receive it will grow at the expected general rate of inflation. These programs rely largely on private market rental housing, however, where rents and utility costs have grown somewhat more than the general inflation rate over the past two decades. If these trends continue, the number of households losing rental assistance under the funding cuts described above would be greater than these estimates suggest. If one assumes that rental assistance renewal costs will continue to grow at a rate consistent with recent history, for example, the HUD budget shortfall would grow to \$4.5 billion by 2021, which is equivalent to eliminating housing voucher assistance for well over 500,000 low-income families.

---

<sup>6</sup> For fiscal years 2014-2021, the President and Congress can set funding priorities under the BCA caps and protect low-income housing and community development from cuts if they choose, by cutting other programs more steeply. However, certain other non-defense discretionary programs such as veterans' health care, bio-medical research, and the FBI are the ones most likely to be shielded, and that will force deeper-than-average reductions in many of the remaining non-defense discretionary programs. The experience from the 2011 and 2012 funding cycles suggests that low-income housing and community development programs can expect to absorb funding cuts that are at least equal in depth to the cuts that non-defense discretionary programs as a whole will have to bear.

Second, no funds would be available to address the roughly \$26 billion backlog in capital repairs required to maintain public housing in good condition. Current funding levels are insufficient to address these needs; indeed, the backlog of capital repair needs will likely grow under current funding levels. If these repairs are not made, public housing residents — most of whom are elderly or disabled — will have to live in deteriorating conditions, and hundreds of thousands of affordable apartments likely will eventually be lost to disrepair. Unless policymakers can devise a strategy to address these needs that relies less on appropriated funds, therefore, a large loss of public housing assistance will likely compound the problems outlined above.

Finally, as noted above, one-time savings measures absorbed \$1.8 billion in funding cuts in HUD's 2012 budget, and policymakers for the most part cannot repeat these savings. If the President and Congress do not provide new funding in future years to offset these one-time funding cuts, then the impact of the BCA caps on low-income families will be much more severe, sharply increasing, for example, the number of families losing rental assistance.<sup>7</sup>

#### **Four Keys to Sustaining Housing and Community Development Aid Under the BCA Spending Caps**

HUD's budget thus faces serious challenges under the BCA caps, although the outcome is not written in stone. The pressure on HUD could ease somewhat if rental assistance renewal costs grow at a somewhat lower rate than our analysis assumes. For instance, no cuts in rental assistance or other programs would be required under our analysis if rental assistance costs grow at a rate that's somewhat *below* the projected overall rate of inflation.

In addition, policymakers can, and should, take important steps to avoid deep cuts in assistance for low-income families and communities:

- 1. Prioritize low-income programs in making discretionary funding decisions, including by passing a HUD funding bill for fiscal year 2013 that's modeled on the Senate appropriations bill that covers HUD.** The Senate HUD funding bill, which the Senate Appropriations Committee approved in April, has weaknesses, but it also has many strengths and it improves on the President's budget request. Senate appropriators wrote the bill within a framework that adheres to the BCA caps, prioritizes scarce resources to avert cuts in the number of families receiving rental assistance, provides modest funding increases for other priorities such as assistance for homeless individuals and families, and avoids one-time budget savings or gimmicks that would exacerbate the budget challenge in future years.<sup>8</sup>
- 2. Pass comprehensive rental assistance reform legislation, such as the Affordable Housing and Self-Sufficiency Act (AHSSIA).** This legislation, the most recent version of which was circulated in April by the House Financial Services Committee's Republican leadership, would streamline the major rental assistance programs, cut the costs of operating

---

<sup>7</sup> In addition, the analysis ignores the role of FHA mortgage insurance premiums in the HUD budget. FHA programs now dominate the mortgage market, yet their market share is expected to fall sharply in coming years as the private market continues to recover. As a result, HUD's budget may experience declining revenues, forcing the Administration and Congress to provide additional budget authority to sustain program funding levels.

<sup>8</sup> Douglas Rice, *Senate Funding Bill Improves on President's Budget Request for Rental Assistance*, Center on Budget and Policy Priorities, May 22, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3782>.

these programs, and encourage housing agencies to serve more families within available funds.<sup>9</sup> The Congressional Budget Office (CBO) estimates that, when fully implemented, AHSSIA would reduce funding needs for HUD rental assistance programs by some \$700 million per year, not counting additional savings associated with reduced administrative burdens for housing authorities and private owners. In light of the likely gap between HUD funding under the BCA caps and rental assistance renewal costs outlined above, savings of this magnitude would help mitigate the impact of funding cuts on low-income families.

3. **Embrace public housing reforms that enable agencies to access more private capital to meet capital repair needs.** The Obama Administration has proposed to let housing agencies convert public housing properties to “project-based” rental assistance contracts, and Congress approved a limited demonstration of the concept in the 2012 appropriations law. Project-based rental assistance contracts would make it easier for housing agencies to raise private capital to rehabilitate developments and preserve affordable rental housing for the long term. The Administration and Congress should make this option available to more housing agencies by adopting AHSSIA’s expanded demonstration.
4. **Prevent further cuts in funding for non-defense discretionary programs by adopting a balanced approach to addressing the nation’s remaining fiscal challenges.** See the discussion below.

### **Sequestration Would Cause Hundreds of Thousands of Low-Income Families to Lose Rental Aid, But Alternatives that Lack Substantial New Revenues Would Force Even Deeper Cuts**

Along with setting ten-year caps on discretionary spending, the BCA created a Joint Select Committee on Deficit Reduction (the “supercommittee”) to develop legislation to reduce deficits by another \$1.2 trillion over ten years, and it created a backup mechanism of annual spending cuts, known as “sequestration,” that would take effect if the supercommittee failed to meet its charge. Because the supercommittee failed, sequestration is scheduled to occur starting in January 2013 and to run through 2021.

Sequestration requires cuts in non-defense discretionary funding in each fiscal year from 2013 to 2021 below the BCA spending caps.<sup>10</sup> Figure 1 shows the effects of these cuts, compared to the cuts under the BCA caps. The first round of sequestration cuts, in January 2013, will apply to every non-exempt program, including nearly every discretionary housing and community development program. (In fiscal years 2014 to 2021, the funding cuts will not occur on an across-the-board basis; that is, the Administration and Congress will have the power to distribute the funding cuts however they wish by making the cuts when they write the annual appropriations bills for these years.)

---

<sup>9</sup> For information on AHSSIA, see the materials available on our web site at: <http://www.cbpp.org/research/index.cfm?fa=topic&id=143>.

<sup>10</sup> Sequestration also applies to defense and mandatory (“entitlement”) programs. Most low-income entitlement programs, including Medicaid and SNAP (food stamps), are exempted from sequestration, but the vast majority of low-income housing and community development programs are not. The only exception is the veterans’ supportive housing program (HUD-VASH).

The Office of Management and Budget recently released estimates showing that funding for non-defense discretionary programs would fall by 8.2 percent under sequestration in January 2013. Table 1 in the appendix shows the estimated effects of a 2013 sequester on housing and community development programs in each state, which would be harsh. For instance, states would lose Housing Choice vouchers for up to 180,000 low-income families, and funding for the three major block grants would fall by \$375 million — on top of the \$1.9 billion in cuts that policymakers have enacted since 2010. These cuts would grow larger in subsequent years, unless policymakers acted to prevent sequestration from continuing.

Sequestration's harsh and indiscriminate effects have received much attention, and policymakers face great pressure to prevent it from occurring. If policymakers do so, however, they likely will couple this action with an agreement to cut projected deficits by much more than sequestration would achieve.

### **Without Revenues, Any Plan to Replace Sequestration Will Force as Deep --- Or Deeper --- Cuts Than Sequestration Itself**

Policymakers need to achieve about \$2 trillion in additional deficit reduction, on top of that achieved through the BCA caps (for a total of nearly \$4 trillion including the BCA savings) in order to “stabilize” the federal debt over the next decade so it does not continue to grow as a share of the economy and, thus, risk serious financial and economic problems.<sup>11</sup> Moreover, as noted above, many policymakers argue that Social Security, Medicare, and defense should contribute little (or nothing) to the effort. If policymakers largely avoid those spending categories, they will need to include very substantial new revenues in their deficit reduction package to prevent very deep cuts to low-income programs, including housing and community development assistance.

The House-passed Ryan budget illustrates the point. It includes no new revenues and would impose a massive \$5.3 trillion in spending cuts that over ten years. These cuts include severe cuts in non-defense discretionary programs, as well as in Medicaid and food stamps.<sup>12</sup>

Under the Ryan budget, funding for non-defense discretionary programs would fall by 24 percent in 2014 and 28 percent by 2021, compared to the 2012 level as adjusted for inflation. These cuts are *more than twice as deep* as the cuts that sequestration would require and more than four times as deep as those the BCA caps require (see Figure 2).

---

<sup>11</sup> Richard Kogan, “\$2 Trillion in Deficit Savings Would Achieve Key Goal: Stabilizing the Debt Over the Next Decade,” Center on Budget and Policy Priorities, November 1, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3856>.

<sup>12</sup> See the following papers from the Center on Budget and Policy Priorities: Kelsey Merrick and Jim Horney, “Chairman Ryan Gets 62 Percent of His Huge Budget Cuts from Programs for Lower-Income Americans,” March 23, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3723>; Edwin Park and Matt Broaddus, “Ryan Medicaid Block Grant Would Cut Medicaid by One-Third by 2022 and More After That,” March 27, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3727>; Dottie Rosenbaum, “Ryan Budget Would Slash SNAP Funding by \$134 Billion Over Ten Years,” April 18, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3717>; and Michael Leachman et al., “Deficit-Reduction Package That Lacks Significant Revenues Would Shift Very Substantial Costs to States and Localities,” August 8, 2012, <http://www.cbpp.org/cms/index.cfm?fa=view&id=3816>.

Such cuts would almost certainly prove devastating to low-income families in every state, as Table 2 in the Appendix indicates. We estimate, for example, that if all non-defense discretionary programs were reduced by the same percentage, up to 1.2 million low-income families would lose rental assistance by 2021 under the Ryan plan, and communities would lose \$1.3 billion for affordable housing and community development and \$539 million for homeless assistance. These very deep cuts would come at a time when the number of poor households (particularly families with children) struggling to afford housing and avoid homelessness has been rising markedly. For instance, the latest American Housing Survey reveals that the number of poor renter households paying housing costs of more than 50 percent of their income — a housing cost burden that's associated with increased risks of homelessness — has risen by 14 percent over the past two years.<sup>13</sup>

## Conclusion

Bipartisan deficit reduction commissions — including the Bowles-Simpson commission — have supported the principle that deficit reduction should be crafted so the most vulnerable Americans aren't made to bear greater hardships than they already do. An important part of sustaining the safety net for individuals and families is preventing further cuts to housing assistance and community development programs.

The risk of sequestration has received much attention in recent months. But the greater risk to housing assistance, community development, and other low-income programs lies in the decisions that the President and Congress will make about how to replace sequestration with a long-term deficit reduction package. Policymakers can avoid even deeper cuts in housing assistance and community development programs than the Budget Control Act makes likely — and preserve more of this critical part of the safety net — only through a balanced approach that includes significant new revenues.

---

<sup>13</sup> American Housing Survey, 2011, Preliminary Table C10-RO.