

**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

CANDACE ANDERSEN, CHAIR
MARY N. PIEPHO, VICE CHAIR
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JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8000

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO
AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period
depending on the number of speakers and the business of the day.
Your patience is appreciated.

A closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

AGENDA
December 6, 2016

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

CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.8 on the following agenda) -
Items are subject to removal from the Consent Calendar by request from any
Commissioner or on request for discussion by a member of the public. Items removed from
the Consent Calendar will be considered with the Discussion Items.

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

D.3 HEARING to consider adopting Resolution No. 5203 titled the "PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan" approving the Public Housing Agency (PHA) Annual Plan for fiscal year 2018, including revisions to the Admissions and Continued Occupancy Plan and the Section 8 Administrative Plan.

ADJOURN

CONSENT ITEMS:

- C.1 ADOPT the 2017 meeting schedule for the Housing Authority of the County of Contra Costa Board of Commissioners, which has been coordinated with the Contra County County Board of Supervisors' meeting schedule.
- C.2 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending September 30, 2016.
- C.3 DENY claim filed by Constance Gutierrez.
- C.4 APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a contract with the City of Pittsburg in an amount not to exceed \$158,000 to provide the Housing Authority's El Pueblo public housing development with additional law enforcement services for the period July 1, 2016 through June 30, 2017; and RATIFY payments previously made to the City of Pittsburg in the amount of \$36,646.74 for such services provided during the period July 1 through September 30, 2016.
- C.5 APPROVE and AUTHORIZE the Executive Director of the Housing Authority, or designee, to execute a contract with AMS.NET, Inc. (AMS), in an amount not to exceed \$150,000 to upgrade the Housing Authority's data and voicemail networks.
- C.6 APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or designee, to execute a contract with Contra Costa County in an amount not to exceed \$493,000 to provide the Housing Authority's Bayo Vista and Las Deltas public housing developments with additional Sheriff's Department law enforcement services for the period beginning July 1, 2016 and ending June 30, 2017; and RATIFY payments previously made to the Contra Costa County Sheriff's Department in the amount of \$67,687.84 for such services provided during the period July 1 through August 31, 2016.
- C.7 APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to enter into a three-year software and support services agreement with YARDI Systems, Inc., in the amount not to exceed of \$433,611; and to execute the necessary documents and amendments to implement this contract.
- C.8 ACCEPT report on the Community Relations grant received by the Sheriff's Office for Bayo Vista in Rodeo.

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, 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

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.

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

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: PUBLIC HOUSING AGENCY ANNUAL PLAN FOR FISCAL YEAR 2018

RECOMMENDATIONS

OPEN the public hearing on the Housing Authority's Annual Plan for fiscal year 2018, RECEIVE testimony, and CLOSE the public hearing.

ADOPT Resolution No. 5203 titled the "PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA 5-Year and Annual PHA Plan" approving the Public Housing Agency (PHA) Annual Plan for fiscal year 2018, including revisions to the Admissions and Continued Occupancy Plan and the Section 8 Administrative Plan.

BACKGROUND

Any local, regional or state agency that receives funds to operate a federal public housing or housing choice voucher (Section 8) program 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 the U.S. Department of Housing and Urban Development (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

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

>

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, Housing Authority (HACCC) staff provided public notice of this hearing in the Contra Costa Times on October 8 and 10, 2016. Staff met with the agency's Resident Advisory Board (RAB) on October 5, 2016, October 12, 2016, November 21, 2016, and November 29, 2016 to discuss the proposed Plan. The RAB approved the proposed changes to the Annual Plan.

The following sections discuss the major changes proposed by staff to the Annual Plan, its elements and to HACCC's policies.

Public Housing

The changes proposed to HACCC's Admissions and Continued Occupancy Plan are as follows:

- All VAWA references will be modified to include the addition of "sexual assault" and "affiliated individual" where required pursuant to VAWA 2013
- All references to a disabled person will be modified to read person with a disability.
- All references to race, color, creed, religion, sex, national origin, age, disability, familial status or sexual orientation will be modified to include the addition of gender identity or sexual orientation.
- Public Housing properties being converted to Project Based Rental Assistance (PBRA) under the Rental Demonstration (RAD) program will follow the HUD Multi-family Housing program rules and guidance provided in Occupancy Requirements of Subsidized Multifamily Housing Programs (4350.3).
- The income disallowance applies for a straight 24 month period with a clear start and end date, regardless of whether a family maintains continual employment during the 24-month period. A tenant can only use the earned income disallowance benefit once in his or her lifetime.
- EID is portable. If the tenant leaves housing where rent is subsidized by an EID-covered program and moves to other housing where rent is also subsidized by an EID-covered program, the benefit continues to be available to the tenant with the same rules applying as if the tenant remained in their original housing.
- HACCC has set its flat rents to 90% of the applicable FMR.
- Changed screening language to read: Is subject to screening for suitability and criminal activity as set forth in §2.14 and §2.15 of this ACOP;
- Revised language about when Flat Rents must be documented and when HACCC can opt to re-examine resident's income.
- Added the following language: **Hearing Officer:** A person selected in accordance with 24 CFR §966.53 and this Section to hear grievances and render decisions with respect thereto.
- Changed language to read: Any violent criminal activity or drug-related criminal activity on or off HACCC premises as defined and incorporated in the Lease; or
- Modified language to read: Complainant, using the Formal Hearing Notice form, of the date and time of the hearing. Such notice shall also explain the procedure to be used during the grievance hearing.
- Removed the CFR reference on when a family fails to request an informal hearing
- Revised transfer policy to allow for reimbursement of moving expenses for families forced to move from their unit to make an accessible unit available to a disabled family
- Modified language regarding when a hearing must be scheduled and clarified that written notification must

be give about the time, place and procedures governing the hearing

- Removed the reference to a Hearing Panel from the following language: The hearing officer(s) may render a decision without proceeding with the hearing if they determine that the issue has been previously decided in another proceeding.
- Modified the language regarding who must attend a hearing: The hearing shall be attended by the resident, a representative of HACCC, the hearing officer(s) and any witnesses.
- Added the following language: If any of the above persons fail to appear at the scheduled hearing, the hearing officer(s) may postpone the hearing for no more than five business days or make a determination that the party's request for relief should be denied.
- Changed record retention language to read: HACCC shall retain a copy of the decision in the Complainant's folder. HACCC shall maintain a log of all hearing officer decisions and make that log available upon request of the hearing officer, prospective Complainants, or a prospective Complainant's representative.
- The decision of the hearing officer(s) shall be enforced unless within 30 business days of said decision the HACCC Board of Commissioners determines that:
- HACCC will notify the complainant of any such determination.
- Modified the hearing decision language to read as follows: A decision by the hearing officer(s) or Board of Commissioners which denies the relief requested by the Complainant in whole or in part shall not limit in any way the Complainant's legal rights in any subsequent court proceeding or judicial review.
- Added the following language: The formal review will be heard by the Hearing Officer(s), who are appointed by the Executive Director or designee in accordance with the ACOP.
- Revised the transfer priority order to reflect the renewed priority of RAD and Demo/Dispo-related development activity.
- Added RAD and Section 18 Demo/Dispo-related development activity to the list of authorized reasons to transfer from public housing units.
- Added language indicating that for RAD and Section 18 Demo/Dispo-related transfers only HACCC shall consider other Public Housing units and/or Housing Choice Vouchers for relocation of the families.
- Added clarifying language that RAD and Section 18 Demo/Dispo-related transfers will not be limited to only one transfer

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 shows ongoing and planned capital fund activity. The following projects have been drafted for HACCC's Federal Fiscal Year (FFY) 2015, 2016, and 2017 capital funding in the proposed PHA Plan:

- \$1,441,000 for relocation costs during the RAD disposition of Las Deltas in North Richmond.
- \$414,000 for non-routine maintenance repairs (ordinary maintenance items such as window and flooring replacement or electrical repair where the scale of damage is beyond the scope of day-to-day maintenance) at various properties.
- \$391,000 for site improvements to all properties, including ADA and landscape modernization.

- \$214,000 for unscheduled and emergency unit modernization and site improvements at various properties.
- \$120,000 for roof replacement at Vista del Camino in San Pablo.
- \$97,000 for phased unit exterior modernization at Kidd Manor in San Pablo.
- \$90,000 for office, networking and computer equipment for on-site management offices at various properties.
- \$81,000 for phased interior modernization at Hacienda in Martinez.
- \$75,000 for phased unit exterior modernization at Casa de Mañana in Oakley.
- \$59,000 for new appliances at various properties.
- \$50,000 for phased interior modernization at Elder Winds in Antioch.
- \$25,000 for metal roofing repairs at Casa de Serena in Bay Point.
- \$20,000 for construction and rehabilitation of on-site management offices at various properties.

Housing Choice Voucher

The Administrative Plan will be updated as follows:

- Refined the definition of a reasonable accommodation - it is an adjustment made to a rule, policy, practice, or service that allows a person with a disability to have equal access to the HCV program.
- Clarified that for families requiring a higher payment standard, HACCC can make reasonable accommodations to the FMR for a disabled person/family up to 120 % of the Fair Market Rent.
- Revised Wait List process to reflect that the wait list will open every 24 months and purged after 24 months so that a new wait list can be created.
- Clarified that for families requiring a higher utility allowance, HACCC can make a reasonable accommodation to the Utility Allowance for a disabled person/family to use the actual size of the family's unit rather than the family's voucher size.
- Removed the reference to "common law" marriage as an example of a marriage partner.
- Clarified language about when a child under 6 years of age must document and disclose their SSN - within 90 days of the effective date of the initial HAP contract.
- Removed the reference to "arrests" as a reason for denying an applicant assistance. Language refers only to convictions but can use arrests to investigate whether applicant or participant engage in criminal activity.
- Modified the language regarding the admission preference of formerly homeless families working with designated homeless providers throughout the County of Contra Costa to permit up to 50 households to be assisted as a set aside.
- Added language to clarify how a Residency Preference on the waiting list can be verified
- Revised the language to reflect HUD's new policy on the Earned Income Disregard (EID). Now permits that 100% of earned income be disregarded for first 12 months and 50% of earned income be disregarded for second 12 months. New regulations limit the lifetime use of EID to a 24 month period.
- Revised language to state that college tuition and fees are defined in the same manner in which the Department of Education defines tuition and fees.
- Clarified that staff must only make copies of original documents when completing a family's certification. If the original document is not available, then staff can use secondary verification to authenticate a copy.
- For families with fixed income sources, inserted language that HACCC shall be using the cost of living adjustment or current rate of interest to the previously verified or adjusted income amount to determine the new amount. Fixed income sources include SSA, SSI, SDI, Federal, state, local, or private pension plans; annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts; or any other source of income subject to adjustment by a verifiable COLA or current rate of interest. However, every 3 years, 3rd party verification is required.
- Assets under \$5,000 can be self-certified by the family. However every third year , third party verifications are required.
- Added clarifying language that HACCC shall not charge owners for HQS inspections and will not use alternative inspection standards.
- Revised language regarding when rent reasonableness is required to state: whenever there is a 10% reduction in the published FMR in effect 60 days before the contract anniversary. This is an increase from the previous amount of 5 %.

- Added language to the plan regarding the regulations governing Enhanced Vouchers which permit the payment standard for a unit in a property where the owner is opting out of the HUD Multi-Family Subsidy Program to be the new increased rent the owner has requested of the family. This permits the family to remain housed in their existing unit without any financial hardship.
- Clarified that when the FMR changes, it will be effective 60 days after the effective date of the new HUD FMR publication by HUD. For FMRs that results in Payment Standards that are outside the HUD permitted range, adjustments will be made to the payment standard within 60 days of the FMR effective date for all New Contracts. For all other transactions, the pre-adjusted higher Payment Standard will remain in place as long as the family continues to live in the same unit.
- Clarified the language regarding utility allowance schedules: Single Family Dwellings - no shared walls; Duplex/Townhouse/Row House - one or more shared walls; Apartments - 3 or more units in a building; and Manufactured Homes.

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

HA Resolution No. 5203_HUD 50077

Form 50075

Attachment A

Attachment B

Attachment C

Attachment R

Plan Checklist CA0117

Plan Checklist CA0116

RAD Las Deltas Relocation Plan

HUD 50075-1

**Certifications of Compliance with
PHA Plans and Related Regulations
(Standard, Troubled, HCV-Only, and
High Performer PHAs)**

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 02/29/2016

RESOLUTION NO. 5203

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications**

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, 2017, 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 has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (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.
4. 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.
5. 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.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing 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 by maintaining records reflecting these analyses and actions.
7. For PHA Plans 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 2010-25);
 - 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 a 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 a 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).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. 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.
10. 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.

11. 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.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
13. 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.
14. 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.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. 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.
17. 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).
18. 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.
19. 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.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

Housing Authority of the County of Contra Costa
PHA Name

CA011
PHA Number/HA Code

X Annual PHA Plan for Fiscal Year 2018

 5-Year PHA Plan for Fiscal Years 20 - 20

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	Title
CANDACE ANDERSEN	CHAIR, BOARD OF COMMISSIONERS
Signature	Date December 6, 2016

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>The following Plan elements have been revised since HACCC's last Annual Plan submission:</p> <p>HACCC added the following item to its Public Housing Admissions and Continued Occupancy Plan:</p> <p>See Attached B</p> <p>HACCC added the following items to Administrative Plan:</p> <p>See Attached C</p> <p>(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.</p> <ul style="list-style-type: none"> • 3133 Estudillo Street Martinez, CA (Main administrative office). • 990 A Rosemary Lane, Oakley, CA (Oakley AMP office) • 875 El Pueblo Avenue, Pittsburg, CA (El Pueblo AMP office) • 1601 North Jade Street, Richmond, CA (North Richmond AMP office) • #2 California Street, Rodeo, CA (Rodeo AMP office) • 2870 Howe Road, Martinez, CA (Main HCV Office) • www.contracostahousing.org (HACCC website) • www.hud.gov/offices/pih/pha/approved (HUD website - available after HUD approval)
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>a) HOPE VI or Mixed Finance Modernization or Development. HACCC has contracted with CSG Advisors in order to identify funding mechanisms to rehabilitate or redevelop all of its public housing properties. HACCC's goal is to preserve or increase the number of housing units affordable to public housing eligible families (regardless of whether they remain public housing specifically) and to provide adequate funding for these units over the long term. HACCC continues to evaluate and consider its options for development and preservation of its public housing portfolio. Addressing its needs may include applying for additional RAD, Choice Neighborhoods, a Phase II Energy Performance Contract or any other appropriate HUD programs. HACCC has already been awarded RAD funding for 214 units at Las Deltas in North Richmond (CA011-006, CA011-009A, CA011-009B). HACCC may also seek state and local funding through bonds, tax credits or any other available programs.</p> <p>b) Conversion of Public Housing. HACCC has contracted with CSG Advisors in order to identify funding mechanisms to rehabilitate or redevelop all of its public housing properties. If CSG's analysis shows that a viable plan does not exist to adequately fund rehabilitation and ongoing maintenance at any of HACCC's public housing properties, HACCC may submit voucher conversion applications for any of its public housing properties. HACCC also may submit applications to HUD for any other conversion funding programs that become available.</p> <p>c) Homeownership. HACCC currently offers a homeownership voucher program.</p> <p>d) Project-based Vouchers. HACCC has already committed 434 project-based vouchers (PBV). In addition, HACCC has conditionally approved 384 PBV units for thirteen projects, of which 214 units are committed to the RAD Program, as replacement housing for units removed from the public housing inventory at Las Deltas. 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 PBVs in any other public housing redevelopment/repositioning projects it may undertake.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. 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.</p> <p>See attached.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. 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). Large capital items must be included in the Five-Year Action Plan.</p> <p>See attached.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><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.</p>

9.0	<p>Housing Needs. 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), 43.4% of low-income renters, 56.8% of very low-income renters and 70% of extremely low-income renters (a total of 42,801 households) in the Consortium did not have adequate housing in 2010. 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 2010 data, only 35% of households in Contra Costa County were renters. Renting is most prevalent among White households at 44.1% followed by Latino/Hispanic households at 24.7%, African American households at 16.3% , and Asian households at 10.3%. Households claiming more than one race totaled 3.3%. Among renters in the County, 81.7% spend more than 30% of their income on rent and 98.7% spend more than 50% . Almost no low-income renters in the County have affordable rents.</p> <p>Of the households in the 31-50 percent of the AMI range, 87.8 percent (334 households) of the Black/African American, and 84.7 percent (1,369 households) of Hispanic households have a disproportionate housing problem. The least affected across all income levels are White households, although 70 percent have a housing need.</p> <p>The number of Contra Costa HOME Consortium households with a severe housing problem is 59,340, which represents about 43 percent of all households below 100 percent AMI. While all racial/ethnic groups experience housing problems at particular income levels, there are three groups experiencing disproportionate housing need throughout the income spectrum. At the extremely low-income range (0-30 percent AMI), 81 percent of all households have a severe housing need, and 88 percent (185 households) of Pacific Islanders experience a disproportionate need. At the low-income range (30-50 percent AMI), 48 percent of all households experience a housing need, while 58 percent of Hispanics experience a disproportionate severe housing need. At the moderate-income range (50-80 percent AMI), 32 percent of all households experience a housing need, while 46 percent of Pacific Islanders experience a disproportionate housing need. At the median income range (80-100 percent AMI), 20 percent of all households have a housing need, and an incredible 74 percent of Pacific Islanders experience a disproportionate severe housing need.</p> <p>Cost burden is defined as paying more than 30 percent of a household's income for housing. Severe cost burden is paying more than 50 percent of the household income for housing costs. In Contra Costa, 44 percent of all households are either cost burdened, or severely cost burdened. Pacific Islanders (473 households, or 37 percent) have a disproportionate cost burden. Both Black/African Americans (6,459 households, 28.8 percent) and Hispanics (14,343 households, 28.9 percent) experience disproportionate severe cost burden.</p> <p>There are 29,715 households with incomes at or less than 30 percent of the AMI with a housing problem. American Indians, Alaska Natives (140 households) have a disproportionate need. There are 24,762 households with incomes between 30 and 50 percent of the AMI with a housing problem. Black/African American (2,394 households) have a disproportionate need. There are 23,555 households with incomes between 50 and 80 percent of the AMI with a housing problem. Pacific Islanders (150 households) have a disproportionate need.</p> <p>There are 25,010 households with incomes at or less than 30 percent of the AMI with a severe housing problem. Pacific Islanders (185 households) have a disproportionate need. There are 16,142 households with incomes between 30 and 50 percent of the AMI with a housing problem. Hispanics (5,214 households) have a disproportionate need. There are 11,869 households with incomes between 50 and 80 percent of the AMI with a housing problem. Pacific Islanders (80 households) have a disproportionate need.</p> <p>46.2% 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>According to 2010 U.S. Census Data, the population of seniors 65 and older from 2000 to 2010 increased from 107,272 to 130, 432 in Contra Costa County, an increase of 21.5 percent. According to the American Community Survey (2008-12), 21.3 percent of households were headed by seniors. The three jurisdictions with the largest share of senior households are Walnut Creek (37.5 percent), Moraga (33.3 percent), and Orinda (30.9 percent) (ACS Data 2008-2012). Of the total County's senior population, nearly 35 percent have a disability limitation. Of all the jurisdictions in the County, San Pablo (51.1 percent), Pittsburg (46 percent), and Oakley (46.2 percent) have the highest share of senior populations living with disabilities.</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>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 1,177 unit public housing program. In 2017, both housing choice voucher and public housing wait list will open to general public.</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>
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <ul style="list-style-type: none"> • Lease Public Housing units to families on the public housing wait list. • Issue vouchers to families on the HCV wait list. • Award project-based vouchers to developers creating or preserving affordable housing. • 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. • Attempt to increase HACCC's total affordable housing units as the Authority repositions its public housing stock. • Continue to contract with the City of Antioch to manage their rental rehabilitation program, which helps to preserve and expand the supply of affordable housing. • Continue to operate the Authority's self-sufficiency programs despite surpassing HUD's participation/graduation requirements in an effort to stabilize and solidify the financial positions of families currently on the program while freeing existing housing subsidies for new families.
10.0	<p>Additional Information. 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>See Attachment A</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"> • Changes to rent policies • Changes to admission policies • Changes to organization of any waiting list • Changes in the use of the Capital Fund • Any change regarding the demolition, disposition or conversion designation of a property <p>(c) As part of the Rental Assistance Demonstration (RAD), HACCC is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:</p> <ol style="list-style-type: none"> 1. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance; <ol style="list-style-type: none"> a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds; b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and c. Changes to the financing structure for each approved RAD conversion.

11.0	<p>Required Submission for HUD Field Office Review. 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. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> (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) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (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. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, 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 lend 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

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.

ATTACHMENT A

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA PROGRESS IN MEETING MISSION AND GOALS

Goal: Expand the Supply of Assisted Housing

Progress Report:

- Received 4 RAD awards for Las Deltas property in order to convert the 214 units to project-based vouchers that can be leveraged to develop a greater number of new units;
- Awarded 188 units of project-based vouchers (PBV) and 214 units of Rental Assistance Demonstration (RAD) PBV to 14 projects throughout Contra Costa County. These vouchers (including the project-based vouchers) helped fund 702 units of new affordable housing ();
- Continue to partner with County to maximize utilization of Shelter-Plus Care program. Now serve over 325 households;
- Housed nearly 194 veteran households through the VASH program;
- Transitioned a 11-unit HUD Multi-Family housing development to Enhanced Vouchers;
- Successfully placed 3 households into the HCV Homeownership Program;
- Increased and maintained average occupancy from low 70% range at some properties to 98% or better at all properties save one (Las Deltas in North Richmond).

Future Actions

- Continue to offer and leverage project-based vouchers to spur affordable housing development, particularly in conjunction with the County's HOME and CDBG loan programs;
- Seek additional VASH funding. To date, HACCC has been awarded 127 VASH Vouchers and continues to work with VA Medical Center to house veterans;
- Seek to project-base VASH vouchers by identifying developers who may be interested in such funding if it becomes available;
- Continue to work with CSG Advisors in order to identify funding mechanisms to rehabilitate or redevelop all of its public housing properties. If the analysis indicates redevelopment or conversion to RAD or other project-based solutions are viable options, then pursue such funding as a means to spur development of new affordable housing in addition to rehabilitation/preservation of existing public housing;
- Work with the City of Antioch to identify funding to resume the funding of rental rehabilitation loans
- Continue to work with homeless housing and service providers to develop a preference for transitional housing graduates which will be operational in 2017;
- Seek any HUD funding for additional units that becomes available.
- Seek other relevant housing funds that become available.

Goal: Improve the Quality of Assisted Housing

Progress Report:

- Utilized over \$7 million in capital funds to maintain properties including extensive interior modernization at Bayo Vista and exterior modernizations at several large sites. Entire properties were reroofed, repainted, or repaved. New windows, flooring, and cabinetry replaced old components and security features (new site lighting and door locks for example);
- New styles of interior finishes are being utilized in public housing units to upgrade the appearance of units so that they more closely emulate market-rate units;
- As part of an ongoing rehabilitation process, HACCC has now rehabilitated almost all offline units (with the exception of Las Deltas in North Richmond). Apart from Las Deltas, every public housing property now has an average occupancy rate that is at or above 98%;
- Work order turnaround times continue to improve through the implementation of new processes;
- PASS scores for public housing unit inspections continue to improve.
- Created a new medical office in the Bayo Vista development, operated in collaboration with Life Long Medical services.
- HACCC contracted with CSG Advisors in order to identify funding mechanisms to rehabilitate or redevelop all of its public housing properties. HACCC now has a plan in place to update and preserve existing public housing where it makes financial sense to do so and to provide adequate funding for these units over the long term

Future Actions

- Based on the CSG plan, major modernization programs are expected to begin at one or more of the public housing properties once sources of funding are identified and secured. Based on preliminary analysis, modernization is expected to continue well beyond the next five-year plan; A Phase II EPC may be considered as part of the modernization process.
- Will continue to implement new styles of interior finishes in order to improve the appearance of units;
- Phased site improvements at all public housing properties are in the planning stage. Work will include supplemental ADA improvements and landscape modernization.
- Will continue to partner with regional housing authorities and cities to conduct landlord workshops and informational meetings regarding the voucher program;
- HACCC will continue to improve work order turnaround time through automation and training;
- HACCC will improve inspection protocols by implementing new software that will more easily allow integrating the outcome of inspections into the work order system. Will transition to handheld inspection devices for the HCV Program;
- HACCC staff will continue to emphasize good housekeeping and curb appeal with tenants and maintenance staff;

Goal: Provide an Improved Living Environment

Progress Report:

- Provided funding for additional police/Sheriff patrols at three largest public housing communities;
- Continue to work with several County and local agencies, coordinated funding so as to increase Sheriff patrols throughout North Richmond, including the Authority's Las Deltas property;
- Continue services to coordinate direct voice communication devices to facilitate communication between management staff and sheriff and local law enforcement officers at these three public housing properties;
- Surveillance cameras continue to benefit two properties;
- Facilitated Neighborhood Watch and Block Captain programs at two public housing properties;
- Continue to operate 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 program (Project Pride) at Las Deltas;
- Partnered with the County to offer Head Start facilities at four public housing properties;
- Partner with the YMCA to offer programs at Bayo Vista;
- Continued operation of a variety of other social, nutrition and service programs at our properties.
- Providing medical services to public housing and low-income residents of the Rodeo area, through a new medical office operated by Lifelong Medical at the Bayo Vista Development.
- Partnered with Sheriff's Office and YMCA to coordinate funding for one new deputy at Bayo Vista Housing Development

Future Actions

- Seek to re-establish the Deconcentration Bonus in SEMAP;
- Seek to expand number of RAB meetings held annually;
- Utilize increased site presence by managers to encourage formation of more resident councils;
- Utilize increased site presence by managers to hold more frequent meetings with tenants;
- Increase and improve common area lighting in all housing communities;
- Continue funding additional police/Sheriff patrols as long as budget permits;
- Continue to work with law enforcement to improve response time;
- Increase use of surveillance cameras as needed;
- Continue funding Young Adult Empowerment Center as long as budget permits;
- Continue funding Project Pride as long as budget permits;
- Seek to expand number of Head Start facilities;
- Seek funding to have Security Services at 2 public housing sites in East County
- Seek grants or other funding that will facilitate expanded services for HACCC's clients;
- Seek partnerships with local community agencies to increase and strengthen services offered to public housing tenants and voucher clients;

- Continue to improve and enforce public housing screening policies and procedures.

Goal: Promote Self-sufficiency and Asset Development of Assisted Households

Progress Report:

- Since January of 2015, HACCC had 10 participants graduate from its FSS Program with over \$123,400 in escrow;
- Employed Section 3 hires through construction contracts, employment training and jobs programs, or direct hires in a variety of contracts;
- Partnered with the Workforce Development Board to sign MOU that aligns common goals for self-sufficiency for low income families in Contra Costa County;
- Continue to partner with REACH to utilize Section 3 employees to increase landscaping and groundskeeping services to HACCC's property in North Richmond.

Future Actions

- Continue to operate HACCC's self-sufficiency programs despite surpassing HUD's participation/graduation requirements;
- Expand voucher self-sufficiency services (if not escrow accounts) to public housing tenants where feasible;
- Seek other funding that will facilitate expanded services for HACCC's clients;
- Expand the FSS Program Coordinating Committee (PCC) to seek partnerships with local community agencies to increase and strengthen services offered to public housing tenants and voucher clients;
- Provide or attract supportive services designed to improve resident employability;
- Provide or attract supportive services to increase independence for the elderly or families with disabilities;
- Continue existing policies that permit voucher homeownership;
- Continue to enforce the Community Services Requirements policy;
- Provide Section 3 employment and training opportunities for residents where feasible

Goal: Ensure Equal Opportunity in Housing

Progress Report:

- Established a Reasonable Accommodation roundtable for both Public Housing and HCV Managers
- Continue to train on the Violence Against Women Act for all HCV and public housing managers.
- Conducted Reasonable Accommodation training to all HCV and public housing staff; Continue to train on Limited English Proficiency requirements for all HCV and public housing managers.

- Continue to use other external and internal legal providers to conduct Fair Housing training for staff.

Future Actions

- Provide updated fair housing and ADA training for all staff.
- Provide updated training on the Violence Against Women Act for all staff.
- Provide updated training on Limited English Proficiency requirements for all staff.
- Continue to expand network of service providers who can assist with outreach for day-to-day client services, wait list openings and other events.
- Work with network of social service providers to conduct outreach to families and individuals who are disabled, homeless or who have limited English proficiency when HACCC open its HCV and public housing wait lists.
- Continue providing services in multiple languages as appropriate.
- Review and revise HACCC's existing reasonable accommodation policies and procedures as needed.

Attachment B

Summary of ACOP Changes

- All VAWA references will be modified to include the addition of “sexual assault” and “affiliated individual” where required pursuant to VAWA 2013
- All references to a disabled person will be modified to read person with a disability.
- All references to race, color, creed, religion, sex, national origin, age, disability, familial status or sexual orientation will be modified to include the addition of gender identity or sexual orientation.
- Public Housing properties being converted to Project Based Rental Assistance (PBRA) under the Rental Demonstration (RAD) program will follow the HUD Multi-family Housing program rules and guidance provided in Occupancy Requirements of Subsidized Multifamily Housing Programs (4350.3).
- The income disallowance applies for a straight 24 month period with a clear start and end date, regardless of whether a family maintains continual employment during the 24-month period. A tenant can only use the earned income disallowance benefit once in his or her lifetime.
- EID is portable. If the tenant leaves housing where rent is subsidized by an EID-covered program and moves to other housing where rent is also subsidized by an EID-covered program, the benefit continues to be available to the tenant with the same rules applying as if the tenant remained in their original housing.
- HACCC has set its flat rents to 90% of the applicable FMR.
- Changed screening language to read: Is subject to screening for suitability and criminal activity as set forth in §2.14 and §2.15 of this ACOP;
- Revised language about when Flat Rents must be documented and when HACCC can opt to re-examine resident's income.
- Added the following language: **Hearing Officer:** A person selected in accordance with 24 CFR §966.53 and this Section to hear grievances and render decisions with respect thereto.
- Changed language to read: Any violent criminal activity or drug-related criminal activity on or off HACCC premises as defined and incorporated in the Lease; or
- Modified language to read: Complainant, using the Formal Hearing Notice form, of the date and time of the hearing. Such notice shall also explain the procedure to be used during the grievance hearing.
- Removed the CFR reference on when a family fails to request an informal hearing
- Revised transfer policy to allow for reimbursement of moving expenses for families forced to move from their unit to make an accessible unit available to a disabled family
- Modified language regarding when a hearing must be scheduled and clarified that written notification must be given about the time, place and procedures governing the hearing
- Removed the reference to a Hearing Panel from the following language: The hearing officer(s) may render a decision without proceeding with the hearing if they determine that the issue has

Attachment B

Summary of ACOP Changes

been previously decided in another proceeding.

- Modified the language regarding who must attend a hearing: The hearing shall be attended by the resident, a representative of HACCC, the hearing officer(s) and any witnesses.
- Added the following language: If any of the above persons fail to appear at the scheduled hearing, the hearing officer(s) may postpone the hearing for no more than five business days or make a determination that the party's request for relief should be denied.
- Changed record retention language to read: HACCC shall retain a copy of the decision in the Complainant's folder. HACCC shall maintain a log of all hearing officer decisions and make that log available upon request of the hearing officer, prospective Complainants, or a prospective Complainant's representative.
- The decision of the hearing officer(s) shall be enforced unless within 30 business days of said decision the HACCC Board of Commissioners determines that:
- HACCC will notify the complainant of any such determination.
- Modified the hearing decision language to read as follows: A decision by the hearing officer(s) or Board of Commissioners which denies the relief requested by the Complainant in whole or in part shall not limit in any way the Complainant's legal rights in any subsequent court proceeding or judicial review.
- Added the following language: The formal review will be heard by the Hearing Officer(s), who are appointed by the Executive Director or designee in accordance with the ACOP.
- Revised the transfer priority order to reflect the renewed priority of RAD and Demo/Dispo-related development activity.
- Added RAD and Section 18 Demo/Dispo-related development activity to the list of authorized reasons to transfer from public housing units.
- Added language indicating that for RAD and Section 18 Demo/Dispo-related transfers only HACCC shall consider other Public Housing units and/or Housing Choice Vouchers for relocation of the families.
- Added clarifying language that RAD and Section 18 Demo/Dispo-related transfers will not be limited to only one transfer

Attachment C

Summary of 2016 Administrative Plan Changes

- Refined the definition of a reasonable accommodation - it is an adjustment made to a rule, policy, practice, or service that allows a person with a disability to have equal access to the HCV program.
- Clarified that for families requiring a higher payment standard, HACCC can make reasonable accommodations to the FMR for a disabled person/family up to 120 % of the Fair Market Rent.
- Revised Wait List process to reflect that the wait list will open every 24 months and purged after 24 months so that a new wait list can be created.
- Clarified that for families requiring a higher utility allowance, HACCC can make a reasonable accommodation to the Utility Allowance for a disabled person/family to use the actual size of the family's unit rather than the family's voucher size.
- Removed the reference to "common law" marriage as an example of a marriage partner.
- Clarified language about when a child under 6 years of age must document and disclose their SSN - within 90 days of the effective date of the initial HAP contract.
- Removed the reference to "arrests" as a reason for denying an applicant assistance. Language refers only to convictions but can use arrests to investigate whether applicant or participant engage in criminal activity.
- Modified the language regarding the admission preference of formerly homeless families working with designated homeless providers throughout the County of Contra Costa to permit up to 50 households to be assisted as a set aside.
- Added language to clarify how a Residency Preference on the waiting list can be verified
- Revised the language to reflect HUD's new policy on the Earned Income Disregard (EID). Now permits that 100 % of earned income be disregarded for first 12 months and 50 % of earned income be disregarded for second 12 months. New regulations limit the lifetime use of EID to a 24 month period.
- Revised language to state that college tuition and fees are defined in the same manner in which the Department of Education defines tuition and fees.
- Clarified that staff must only make copies of original documents when completing a family's certification. If the original document is not available, then staff can use secondary verification to authenticate a copy.
- For families with fixed income sources, inserted language that HACCC shall be using the cost of living adjustment or current rate of interest to the previously verified or adjusted income amount to determine the new amount. Fixed income sources include SSA, SSI,

SDI, Federal, state, local, or private pension plans; annuities or other retirement benefit programs, insurance policies, disability or death benefits, or other similar types of periodic receipts; or any other source of income subject to adjustment by a verifiable COLA or current rate of interest. However, every 3 years, 3rd party verification is required.

- Assets under \$5000 can be self-certified by the family. However every third year , third party verifications are required.
- Added clarifying language that HACCC shall not charge owners for HQS inspections and will not use alternative inspection standards.
- Revised language regarding when rent reasonableness is required to state: whenever there is a 10% reduction in the published FMR in effect 60 days before the contract anniversary. This is an increase from the previous amount of 5 %.
- Added language to the plan regarding the regulations governing Enhanced Vouchers which permit the payment standard for a unit in a property where the owner is opting out of the HUD Multi-Family Subsidy Program to be the new increased rent the owner has requested of the family. This permits the family to remain housed in their existing unit without any financial hardship.
- Clarified that when the FMR changes, it will be effective 60 days after the effective date of the new HUD FMR publication by HUD. For FMRs that results in Payment Standards that are outside the HUD permitted range, adjustments will be made to the payment standard within 60 days of the FMR effective date for all New Contracts. For all other transactions, the pre-adjusted higher Payment Standard will remain in place as long as the family continues to live in the same unit.
- Clarified the language regarding utility allowance schedules: Single Family Dwellings - no shared walls; Duplex/Townhouse/Row House - one or more shared walls; Apartments - 3 or more units in a building; and Manufactured Homes.

Attachment R – Rental Assistance Demonstration (RAD)

The Housing Authority of the County of Contra Costa (HACCC) is amending its (annual and/or 5-year) PHA Plan because it was a successful applicant in the Rental Assistance Demonstration (RAD). As a result, HACCC will be converting the Las Deltas public housing units to off-site Project Based Vouchers (PBV) under the guidelines of PIH Notice 2012-32, REV-1 and any successor Notices. Upon conversion to Project Based Vouchers, HACCC will adopt the resident rights, participation, waiting list and grievance procedures listed in Section 1.6 of PIH Notice 2012-32, REV-2; and Joint Housing Notice H-2014-09/PIH-2014-17 and Section 1.7 of PIH Notice 2012-32, REV-2; and Joint Housing Notice H-2014-09/PIH-2014-17. Additionally, HACCC certifies that it is currently compliant with all fair housing and civil rights requirements.

RAD was designed by HUD to assist in addressing the capital needs of public housing by providing HACCC with access to private sources of capital to repair and preserve its affordable housing assets. Please be aware that upon conversion, HACCC's Capital Fund Budget will be reduced by the pro rata share of Public Housing Developments converted as part of the Demonstration, and that HACCC may also borrow funds to address their capital needs. HACCC will be contributing Operating Reserves in the amount of \$586,998 and Capital Funds in the amount of \$358,926 towards the conversion.

Below, please find specific information related to the Public Housing Development(s) selected for RAD:

Development #1

<u>Name of Public Housing Development:</u> LAS DELTAS	<u>PIC Development ID:</u> CA011700000-B	<u>Conversion type (i.e., PBV or PBRA):</u> PBV	<u>Transfer of Assistance:</u> Creekview Terrace- Church Lane and Chattleton Lane, San Pablo, CA Robin Lane - 1149 Meadow Lane, Concord, CA Woods Grove - 850 E. Leland Rd., Pittsburg, CA Elaine Null - 112 Alves Lane, Pittsburg, CA Terrace Glen - 107 W. 20th Street, Antioch, CA Pinecrest - 1945 Cavallo Rd., Antioch, CA Heritage Point - 1500 Fred Jackson Way, Richmond, CA
<u>Total Units:</u>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>	<u>Post-RAD Unit Type if different (i.e., Family, Senior,</u>	<u>Capital Fund allocation of Development:</u>

<u>38 UNITS</u>	<u>FAMILY</u>	<u>etc.)</u> <u>FAMILY and SENIOR</u>	<u>\$233,452</u>
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)
Studio/Efficiency	0	0	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
One Bedroom	11	18	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Two Bedroom	9	19	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Three Bedroom	15	1	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Four Bedroom	3	0	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Five Bedroom	0		
Six Bedroom	0		
(If performing a Transfer of Assistance):	(Explain how transferring waiting list) All PBV properties have site-based wait lists. Original Wait List for Las Deltas will be transferred to property and given priority for RAD replacement units.		

Development #2

<u>Name of Public Housing Development:</u> <u>LAS DELTAS ANNEX 1</u>	<u>PIC Development ID:</u> <u>CA011600000-B</u>	<u>Conversion type (i.e., PBV or PBRA):</u> <u>PBV</u>	<u>Transfer of Assistance:</u> Creekview Terrace - Church Lane and Chattleton Lane, San Pablo, CA
<u>Total Units:</u>	<u>Pre- RAD Unit Type (i.e., Family, Senior, etc.):</u>	<u>Post-RAD Unit Type if different (i.e., Family, Senior,</u>	<u>Capital Fund allocation of Development:</u>

<u>86 UNITS</u>	<u>FAMILY</u>	<u>etc.)</u> <u>SENIOR</u>	<u>\$125,474</u>
Bedroom Type	Number of Units Pre-Conversion	Number of Units Post-Conversion	Change in Number of Units per Bedroom Type and Why (De Minimis Reduction, Transfer of Assistance, Unit Reconfigurations, etc.)
Studio/Efficiency	0	24	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
One Bedroom	15	62	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Two Bedroom	14	0	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Three Bedroom	49	0	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Four Bedroom	8	0	TRANSFER TO PBV OFFSITE AND CHANGE UNIT CONFIGURATIONS TO MEET NEED
Five Bedroom			
Six Bedroom			
(If performing a Transfer of Assistance):	(Explain how transferring waiting list) All PBV properties have site-based wait lists. Original Wait List for Las Deltas Annex 1 will be transferred to property and given priority for RAD replacement units.		

Resident Rights, Participation, Waiting List and Grievance Procedures

PBV Resident Rights and Participation

- 1. No Re-screening of Tenants upon Conversion.** Pursuant to the RAD statute, at conversion, current households are not subject to rescreening, income eligibility, or income targeting. Consequently, current households will be grandfathered for conditions that occurred prior to conversion but will be subject to any ongoing eligibility requirements for actions that occur after conversion. For example, a unit

with a household that was over-income at time of conversion would continue to be treated as an assisted unit. Thus, 24 CFR § 982.201, concerning eligibility and targeting, will not apply for current households. Once that remaining household moves out, the unit must be leased to an eligible family.

2. **Right to Return.** Any resident that may need to temporarily be relocated to facilitate rehabilitation or construction has a right to return to an assisted unit at the Covered Project once rehabilitation or construction is completed. Permanent involuntary displacement of residents may not occur as a result of a project's conversion of assistance, including, but not limited to, as a result of a change in bedroom distribution, a de minimis reduction of units, the reconfiguration of efficiency apartments, or the repurposing of dwelling units in order to facilitate social service delivery. Where the transfer of assistance to a new site is warranted and approved (see PIH Notice 2012-32rev2, Section 1.2.A.12), residents of the Converting Project will have the right to reside in an assisted unit at the new site once rehabilitation or construction is complete.
3. **Renewal of Lease.** Since publication of the PIH Notice 2012-32 Rev 1, the regulations under 24 CFR § 983.257(b)(3) have been amended. Under RAD, the Project Owner must renew all leases upon lease expiration, unless cause exists. Consequently, 24 CFR 983.257(b)(3) will not apply. This provision must be incorporated by the PBV owner into the tenant lease or tenancy addendum, as appropriate.
4. **Phase-in of Tenant Rent Increases.** If a tenant's monthly rent increases by more than the greater of 10 percent or \$25 purely as a result of conversion, the rent increase will be phased in over 3 or 5 years. To implement this provision, HUD is specifying alternative requirements for section 3(a)(1) of the Act, as well as 24 CFR § 983.3 (definition of "total tenant payment" (TTP)) to the extent necessary to allow for the phase-in of tenant rent increases. HACCC must create a policy setting the length of the phase in period at three years, five years or a combination depending on circumstances. For example, a PHA may create a policy that uses a three year phase-in for smaller increases in rent and a five year phase-in for larger increases in rent. This policy must be in place at conversion and may not be modified after conversion.

The method described below explains the set percentage-based phase-in a Project Owner must follow according to the phase-in period established. For purposes of this section "standard TTP" refers to the TTP calculated in accordance with regulations at 24 CFR §5.628 and the "most recently paid TTP" refers to the TTP recorded on line 9j of the family's most recent HUD Form 50058. If a family in a project converting from Public Housing to PBV was paying a flat rent immediately prior to conversion, HACCC should use the flat rent amount to calculate the phase-in amount for Year 1, as illustrated below.

Three Year Phase-in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 33% of difference between most recently paid TTP or flat rent and the standard TTP

- Year 2: Year 2 Annual Recertification (AR) and any Interim Recertification (IR) prior to Year 3 AR – 66% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and all subsequent recertifications – Full standard TTP

Five Year Phase in:

- Year 1: Any recertification (interim or annual) performed prior to the second annual recertification after conversion – 20% of difference between most recently paid TTP or flat rent and the standard TTP
- Year 2: Year 2 AR and any IR prior to Year 3 AR – 40% of difference between most recently paid TTP and the standard TTP
- Year 3: Year 3 AR and any IR prior to Year 4 AR – 60% of difference between most recently paid TTP and the standard TTP
- Year 4: Year 4 AR and any IR prior to Year 5 AR – 80% of difference between most recently paid TTP and the standard TTP
- Year 5 AR and all subsequent recertifications – Full standard TTP

Please Note: In either the three year phase-in or the five-year phase-in, once the standard TTP is equal to or less than the previous TTP, the phase-in ends and tenants will pay full TTP from that point forward.

5. Family Self Sufficiency (FSS) and Resident Opportunities and Self Sufficiency Service Coordinator (ROSS-SC) programs. Public Housing residents that are current FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any remaining PH FSS funds, to serve those FSS participants who live in units converted by RAD. Due to the program merger between PH FSS and HCV FSS that took place pursuant to the FY14 Appropriations Act (and was continued in the FY15 Appropriations Act), no special provisions are required to continue serving FSS participants that live in public housing units converting to PBV under RAD.

However, PHAs should note that there are certain FSS requirements (e.g. escrow calculation and escrow forfeitures) that apply differently depending on whether the FSS participant is a participant under the HCV program or a public housing resident, and PHAs must follow such requirements accordingly. HACCC shall administer the FSS program in accordance with FSS regulations at 24 CFR Part 984, the participants' contracts of participation, and the alternative requirements established in the "Waivers and Alternative Requirements for the FSS Program" Federal Register notice, published on December 29, 2014, at 79 FR 78100. Further, upon conversion to PBV, already escrowed funds for FSS participants shall be transferred into the HCV escrow account and be considered TBRA funds, thus reverting to the HAP account if forfeited by the FSS participant.

Current ROSS-SC grantees will be able to finish out their current ROSS-SC grants once their housing is converted under RAD. However, once the property is converted, it will no longer be eligible to be counted towards the unit count for future ROSS-SC

grants, nor will its residents be eligible to be served by future ROSS-SC grants, which, by statute, can only serve public housing residents.

- 6. Resident Participation and Funding.** In accordance with Attachment 1B, residents of Covered Projects with converted PBV assistance will have the right to establish and operate a resident organization for the purpose of addressing issues related to their living environment and be eligible for resident participation funding.
- 7. Resident Procedural Rights.** The following items must be incorporated into both the Section 8 Administrative Plan and the Project Owner's lease, which includes the required tenancy addendum, as appropriate. Evidence of such incorporation may be requested by HUD for purposes of monitoring the program.
 - i. Termination Notification.** HUD is incorporating additional termination notification requirements to comply with section 6 of the Act for public housing projects that convert assistance under RAD. In addition to the regulations at 24 CFR § 983.257 related to Project Owner termination of tenancy and eviction the termination procedure for RAD conversions to PBV will require that PHAs provide adequate written notice of termination of the lease which shall not be less than:
 - a. A reasonable period of time, but not to exceed 30 days:
 - i. If the health or safety of other tenants, PHA employees, or persons residing in the immediate vicinity of the premises is threatened; or
 - ii. In the event of any drug-related or violent criminal activity or any felony conviction;
 - b. 14 days in the case of nonpayment of rent; and
 - c. 30 days in any other case, except that if a State or local law provides for a shorter period of time, such shorter period shall apply.
 - ii. Grievance Process.** Pursuant to requirements in the RAD Statute, HUD is establishing additional procedural rights to comply with section 6 of the Act.

For issues related to tenancy and termination of assistance, PBV program rules require the Project Owner to provide an opportunity for an informal hearing, as outlined in 24 CFR § 982.555. RAD will specify alternative requirements for 24 CFR § 982.555(b) in part, which outlines when informal hearings are not required, to require that:

- a. In addition to reasons that require an opportunity for an informal hearing given in 24 CFR § 982.555(a)(1)(i)-(vi), an opportunity for an informal hearing must be given to residents for any dispute that a resident may have with respect to a Project Owner action in accordance with the individual's lease or the contract administrator in accordance with RAD PBV requirements that adversely affect the resident's rights, obligations, welfare, or status.
 - i. For any hearing required under 24 CFR § 982.555(a)(1)(i)-(vi), the contract administrator will perform the hearing, as is the current

standard in the program. The hearing officer must be selected in accordance with 24 CFR § 982.555(e)(4)(i).

- ii. For any additional hearings required under RAD, the Project Owner will perform the hearing.
- b. There is no right to an informal hearing for class grievances or to disputes between residents not involving the Project Owner or contract administrator.
- c. The Project Owner gives residents notice of their ability to request an informal hearing as outlined in 24 CFR § 982.555(c)(1) for informal hearings that will address circumstances that fall outside of the scope of 24 CFR § 982.555(a)(1)(i)-(vi).
- d. The Project Owner provides opportunity for an informal hearing before an eviction.

PBV program hearing procedures are outlined in HACCC's Section 8 Administrative Plan.

- 8. Earned Income Disregard (EID).** Tenants who are employed and are currently receiving the EID exclusion at the time of conversion will continue to receive the EID after conversion, in accordance with regulations at 24 CFR § 5.617. Upon the expiration of the EID for such families, the rent adjustment shall not be subject to rent phase-in, as described in Section 1.6.C.4; instead, the rent will automatically rise to the appropriate rent level based upon tenant income at that time.

Under the Housing Choice Voucher program, the EID exclusion is limited only to persons with disabilities (24 CFR § 5.617(b)). In order to allow all tenants (including non-disabled persons) who are employed and currently receiving the EID at the time of conversion to continue to benefit from this exclusion in the PBV project, the provision in section 5.617(b) limiting EID to disabled persons is waived. The waiver, and resulting alternative requirement, apply only to tenants receiving the EID at the time of conversion. No other tenant (e.g., tenants who at one time received the EID but are not receiving the EID exclusion at the time of conversion e.g., due to loss of employment; tenants that move into the property following conversion, etc.) is covered by this waiver.

- 9. Jobs Plus.** Jobs Plus grantees awarded FY14 and future funds that convert the Jobs Plus target projects(s) under RAD will be able to finish out their Jobs Plus period of performance at that site unless significant re-location and/or change in building occupancy is planned. If either is planned at the Jobs Plus target project(s), HUD may allow for a modification of the Jobs Plus work plan or may, at the Secretary's discretion, choose to end the Jobs Plus program at that project.
- 10. When Total Tenant Payment Exceeds Gross Rent.** Under normal PBV rules, the PHA may only select an occupied unit to be included under the PBV HAP contract if the unit's occupants are eligible for housing assistance payments (24 CFR §983.53(d)). Also, a PHA must remove a unit from the contract when no assistance has been paid for 180

days because the family's TTP has risen to a level that is equal to or greater than the contract rent, plus any utility allowance, for the unit (i.e., the Gross Rent)) (24 CFR §983.258). Since the rent limitation under this Section of Notice PIH 2012-32rev2 may often result in a family's TTP equaling or exceeding the gross rent for the unit, for current residents (i.e residents living in the public housing property prior to conversion), HUD is waiving both of these provisions and requiring that the unit for such families be placed on and/or remain under the HAP contract when TTP equals or exceeds the Gross Rent. Further, HUD is establishing the alternative requirement that the rent to owner for the unit equal the family's TTP until such time that the family is eligible for a housing assistance payment. HUD is waiving as necessary to implement this alternative provision, the provisions of Section 8(o)(13)(H) of the Act and the implementing regulations at 24 CFR 983.301 as modified by Section 1.6.B.5 of Notice PIH 2012-32rev2. In such cases, the resident is considered a participant under the program and all of the family obligations and protections under RAD and PBV apply to the resident. Likewise, all requirements with respect to the unit, such as compliance with the HQS requirements, apply as long as the unit is under HAP contract. Assistance may subsequently be reinstated if the tenant becomes eligible for assistance. HACCC is required to process these individuals through the Form-50058 submodule in PIC.

Following conversion, 24 CFR §983.53(d) applies and any new families referred to the RAD PBV project must be initially eligible for a HAP payment at admission to the program, which means their TTP may not exceed the gross rent for the unit at that time. Further, HACCC must remove a unit from the contract when no assistance has been paid for 180 days. If units are removed from the HAP contract because a new admission's TTP comes to equal or exceed the gross rent for the unit and if the project is fully assisted, HUD is imposing an alternative requirement that HACCC must reinstate the unit after the family has vacated the property; and, if the project is partially assisted, HACCC may substitute a different unit for the unit on the HAP contract in accordance with 24 CFR §983.207 or, where "floating" units have been permitted, Section 1.6.B.10 of Notice PIH 2012-32rev2.

- 11. Under-Occupied Unit.** If a family is in an under-occupied unit under 24 CFR 983.259 at the time of conversion, the family may remain in this unit until an appropriate-sized unit becomes available in the Covered Project. When an appropriate sized unit becomes available in the Covered Project, the family living in the under-occupied unit must move to the appropriate-sized unit within a reasonable period of time, as determined by HACCC. In order to allow the family to remain in the under-occupied unit until an appropriate-sized unit becomes available in the Covered Project, 24 CFR 983.259 is waived.

PBV: Other Miscellaneous Provisions

- 1. Access to Records, Including Requests for Information Related to Evaluation of Demonstration.** PHAs must agree to any reasonable HUD request for data to support

program evaluation, including but not limited to project financial statements, operating data, Choice-Mobility utilization, and rehabilitation work. Please see Appendix IV of Notice PIH 2012-32rev2 for reporting units in Form HUD-50058.

2. **Additional Monitoring Requirement.** HACCC's Board must approve the operating budget for the Covered Project annually in accordance with HUD requirements.
3. **Davis-Bacon Act and Section 3 of the Housing and Urban Development Act of 1968 (Section 3).** The Davis-Bacon prevailing wage requirements (prevailing wages, the Contract Work Hours and Safety Standards Act, and other related regulations, rules, and requirements) apply to all initial repairs and new construction that are identified in the Financing Plan to the extent that such repairs or construction qualify as development. "Development," as applied to work subject to Davis-Bacon requirements on Section 8 projects, encompasses work that constitutes remodeling that alters the nature or type of housing units in a PBV project, reconstruction, or a substantial improvement in the quality or kind of original equipment and materials, and is initiated within 18 months of the HAP contract. Development activity does not include replacement of equipment and materials rendered unsatisfactory because of normal wear and tear by items of substantially the same kind. Davis-Bacon requirements apply only to projects with nine more assisted units.

Section 3 (24 CFR Part 135) applies to all initial repairs and new constructions that are identified in the Financing Plan to the extent that such repairs qualify as construction or rehabilitation. In addition, Section 3 may apply to the project after conversion based on the receipt of the use of federal financial assistance for rehabilitation activities.

4. **Establishment of Waiting List.** 24 CFR § 983.251 sets out PBV program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents for the Covered Project will be admitted. These provisions will apply unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies. HACCC shall consider the best means to transition applicants from the current public housing waiting list, including:
 - i. Transferring an existing site-based waiting list to a new site-based waiting list. If HACCC is transferring the assistance to another neighborhood, HACCC must notify applicants on the wait-list of the transfer of assistance, and on how they can apply for residency at the new project site or other sites. Applicants on a project-specific waiting list for a project where the assistance is being transferred shall have priority on the newly formed waiting list for the new project site in accordance with the date and time of their application to the original project's waiting list.
 - ii. Informing applicants on the site-based waiting list on how to apply for a PBV program-wide or HCV program-wide waiting list.
 - iii. Informing applicants on a public housing community-wide waiting list on how to apply for a voucher-wide, PBV program-wide, or site-based waiting list. If

using a site-based waiting list, HACCC shall establish a waiting list in accordance with 24 CFR § 903.7(b)(2)(ii)-(iv) to ensure that applicants on HACCC's public housing community-wide waiting list have been offered placement on the converted project's initial waiting list. In all cases, HACCC has the discretion to determine the most appropriate means of informing applicants on the public housing community-wide waiting list given the number of applicants, HACCC resources, and admissions requirements of the projects being converted under RAD. HACCC may consider contacting every applicant on the public housing waiting list via direct mailing; advertising the availability of housing to the population that is less likely to apply, both minority and non-minority groups, through various forms of media (e.g., radio stations, posters, newspapers) within the marketing area; informing local non-profit entities and advocacy groups (e.g., disability rights groups); and conducting other outreach as appropriate. Applicants on the agency's public housing community-wide waiting list who wish to be placed onto the newly-established site-based waiting list must be placed in accordance with the date and time of their original application to the centralized public housing waiting list. Any activities to contact applicants on the public housing waiting list must be conducted in accordance with the requirements for effective communication with persons with disabilities at 24 CFR § 8.6 and with the obligation to provide meaningful access for persons with limited English proficiency (LEP).

A PHA must maintain any site-based waiting list in accordance with all applicable civil rights and fair housing laws and regulations unless the project is covered by a remedial order or agreement that specifies the type of waiting list and other waiting list policies.

To implement this provision, HUD is specifying alternative requirements for 24 CFR § 983.251(c)(2). However, after the initial waiting list has been established, HACCC shall administer its waiting list for the converted project in accordance with 24 CFR § 983.251(c).

- 5. Mandatory Insurance Coverage.** The Covered Project shall maintain at all times commercially available property and liability insurance to protect the project from financial loss and, to the extent insurance proceeds permit, promptly restore, reconstruct, and/or repair any damaged or destroyed project property.
- 6. Agreement Waiver and RAD Rehab Assistance Payments.** For public housing conversions to PBV there will be no Agreement to Enter into a Housing Assistance Payments (AHAP) contract. Therefore, all regulatory references to the AHAP, including regulations under 24 CFR § 983 subpart D are waived. Instead, the PHA and Project Owner will enter into a HAP contract before construction begins. Funding during construction will be provided on the following terms: units that are not occupied at any point during the initial repairs as a result of rehabilitation or construction as identified in the approved Financing Plan and RAD Conversion Commitment may be eligible, subject to the conditions below, for Rehab Assistance

Payments equal to the Public Housing Operating Fund and the Capital Fund amounts that formed the basis for the calculation of initial contract rents (see Attachment 1C). During the period of rehabilitation or construction as identified in the HAP Contract, the maximum number of units for which a Project Owner can receive RAD Rehab Assistance Payments is limited to the number of units eligible for Operating Fund subsidy prior to conversion (which is typically associated with the occupied units). As a result, some units in the Converted Property may not be eligible for Rehab Assistance Payments.

Following the earlier of the end of the construction period identified in the HUD approved Financing Plan or actual construction, the PHA will no longer be eligible to receive RAD Rehab Assistance Payments, and all units under contract will be eligible for payment only for occupied units or for vacancy payments, as applicable.

7. **Future Refinancing.** Project Owners must receive HUD approval for any refinancing or restructuring of permanent debt during the HAP contract term, to ensure the financing is consistent with long-term preservation. (Current lenders and investors are also likely to require review and approval of refinancing of the primary permanent debt.)
8. **Administrative Fees for Public Housing Conversions during Transition Period.** For the remainder of the Calendar Year in which the HAP Contract is effective (i.e. “transition period”), RAD PBV projects will be funded with public housing funds. For example, if the project’s assistance converts effective July 1, 2015, the public housing Annual Contributions Contract (ACC) between the PHA and HUD will be amended to reflect the number of units under HAP contract, but will be for zero dollars, and the RAD PBV contract will be funded with public housing money for July through December 2015. Since TBRA is not the source of funds, PHAs should not report leasing and expenses into VMS during this period, and PHAs will not receive section 8 administrative fee funding for converted units during this time. .

For fiscal years 2014 and 2015, PHAs operating HCV program received administrative fees for units under a HAP contract, consistent with recent appropriation act references to "section 8(q) of the [United States Housing Act of 1937] and related appropriations act provisions in effect immediately before the Quality Housing and Responsibility Act of 1998" and 24 CFR § 982.152(b). During the transition period mentioned in the preceding paragraph, these provisions are waived, and PHAs will not receive section 8 ongoing administrative fees for PBV RAD units.

After this transition period, the section 8 ACC will be amended to include section 8 funding that corresponds to the units covered by the section 8 ACC. At that time, the regular section 8 administrative fee funding provisions will apply.

9. **Choice-Mobility.** One of the key features of the PBV program is the mobility component, which provides that if the family has elected to terminate the assisted

lease at any time after the first year of occupancy in accordance with program requirements, HACCC must offer the family the opportunity for continued tenant-based rental assistance, in the form of either assistance under the voucher program or other comparable tenant-based rental assistance.

If as a result of participation in RAD a significant percentage of the PHA's HCV program becomes PBV assistance, it is possible for most or all of a HACCC's turnover vouchers to be used to assist those RAD PBV families who wish to exercise mobility. While HUD is committed to ensuring mobility remains a cornerstone of RAD policy, HUD recognizes that it remains important for HACCC to still be able to use tenant-based vouchers to address the specific housing needs and priorities of the community. Therefore, HUD is establishing an alternative requirement for HACCC where, as a result of RAD, the total number of PBV units (including RAD PBV units) under HAP contract administered by HACCC exceeds 20 percent of the HACCC's authorized units under its HCV ACC with HUD.

The alternative mobility policy provides that HACCC would not be required to provide more than three-quarters of its turnover vouchers in any single year to the residents of Covered Projects. While HACCC is not required to establish a voucher inventory turnover cap, if such a cap is implemented, HACCC shall create and maintain a waiting list in the order in which the requests from eligible households were received. This alternative mobility policy is included in HACCC's administrative plan.

To effectuate this provision, HUD is providing an alternative requirement to Section 8(o)(13)(E) and 24 CFR part 983.261(c). Please note that this alternative requirement does not apply to PBVs entered into outside of the context of RAD.

- 10. Reserve for Replacement.** The Project Owner shall establish and maintain a replacement reserve in an interest-bearing account to aid in funding extraordinary maintenance and repair and replacement of capital items in accordance with applicable regulations. The reserve must be built up to and maintained at a level determined by HUD to be sufficient to meet projected requirements. For FHA transactions, Replacement Reserves shall be maintained in accordance with the FHA Regulatory Agreement. For all other transactions, Replacement Reserves shall be maintained in a bank account covered under a General Depository Agreement (HUD-51999) or similar instrument, as approved by HUD, where funds will be held by the Project Owner or mortgagee and may be drawn from the reserve account and used subject to HUD guidelines and as directed by HUD.

Significant Amendment Definition

As part of the Rental Assistance Demonstration (RAD), HACCC is redefining the definition of a substantial deviation from the PHA Plan to exclude the following RAD-specific items:

1. The decision to convert to either Project Based Rental Assistance or Project Based Voucher Assistance;

- a. Changes to the Capital Fund Budget produced as a result of each approved RAD Conversion, regardless of whether the proposed conversion will include use of additional Capital Funds;
- b. Changes to the construction and rehabilitation plan for each approved RAD conversion; and
- c. Changes to the financing structure for each approved RAD conversion.

Site Selection and Neighborhood Standards Review

Site Selection and Neighborhood Standards. HACCC must comply with all applicable site selection requirements as set forth in Notice PIH 2012-32rev2 and in accordance with any additional applicable guidance provided by HUD. Site selection requirements set forth at 24CFR § 983.57 shall apply to RAD conversions to PBV assistance. Site selection must be consistent with the requirements of the Fair Housing Act, Title VI of the Civil Rights Act of 1964 including implementing regulations at 24 CFR § 1.4(b)(3), Section 504 of the Rehabilitation Act of 1973 including implementing regulations at 24 CFR § 8.4(b)(5), and the Americans with Disabilities Act.

It is HACCC's responsibility to ensure that the site selection complies with the requirements of Notice PIH 2012-32rev2 and HACCC must certify with the submission of its Annual Plan or Significant Amendment to its Annual Plan that it complies with the applicable site selection requirements. HUD will conduct a front-end civil rights review of the HACCC's proposed site in certain circumstances. For conversions of assistance that involve new construction that is located in an area of minority concentration (whether on the existing public housing site or on a new site), HUD will conduct a front-end civil rights review of the site to determine whether it meets one of the conditions that would allow for new construction in an area of minority concentration.

Under its Site and Neighborhood Standards, HUD may approve new construction in an area of minority concentration, consistent with the regulatory requirements cited above, provided that:

- i. the new construction is located in a neighborhood experiencing significant private investment that is demonstrably improving the economic character of the area (a revitalizing area); or
- ii. there are sufficient comparable housing opportunities in areas outside of minority concentration.

In determining if the project meets the requirements above, HUD may consider such factors as: whether the locality has a demonstrated commitment to revitalization that includes or is in addition to the RAD conversion; whether the neighborhood shows signs of revitalizing, through indicators such as declining census tract poverty rates, low or declining violent crime rates or evidence of increased educational opportunity; or whether there is high private and public investment in retail, commercial or housing development that is already occurring or will imminently occur in the area. HACCC must receive prior written approval from HUD following the review that HUD has accepted HACCC's certification and supporting documentation prior to

entering into binding commitments for new construction. A determination that a site fails to meet these requirements will be grounds for disapproval of a Financing Plan.

If Transferring Assistance to a new site, please list the applicable site selection and neighborhood review standards as explained in Attachment 1D, Table 2. *If a new site has not been selected, please append no later than when submitting the Financing Plan.*

1. For All Transfers:	Description of the new site and how it is adequate for the needs of the tenants and is consistent with or furthers the goal of deconcentrating poverty.
2. If transferring assistance to an area of concentrated poverty:	Various methods for demonstrating furthering the goals of deconcentrating poverty include: <ul style="list-style-type: none">• Mixed income developments;• Development in a HUD Enterprise Zone, Economic Community, Renewal Community or a Revitalization Zone, including any areas where current or future HOPE VI or Choice Neighborhoods Initiative developments exist.
3. If transferring assistance to a development qualifying as new construction in an area of minority concentration:	<ol style="list-style-type: none">1) Sufficiency of comparable opportunities for minority families in the income range to be served by the project outside areas of minority concentration;<ul style="list-style-type: none">○ Please examine 24 CFR §983.57(e)(3)(iv) & (v) to see more on comparable opportunities.2) If there is an overriding housing need, which includes whether this is an integral part of an overall redevelopment strategy in a revitalizing area;<ul style="list-style-type: none">○ Please see 24 CFR §983.57(e)(3)(vi) for more information on overriding housing needs.

Relocation Plans

If relocating residents, please append the Accessibility and Relocation Plan Checklist here. *If relocation plans have not been developed yet, please fill out the Accessibility and Relocation Checklist and submit with the Financing Plan.*

RAD FHEO Accessibility and Relocation Plan Checklist

The following checklist is required to be submitted to the RAD Transaction Manager prior to, or concurrent with, submission of the Financing Plan.

PHA Name: Housing Authority of the County of Contra Costa PHA Code: CA011

PIC Project Number: CA11700000 B Total Number of Units: 76

Proposed Number of Units to be Converted: 38

PHA Contact Person: Joseph Villarreal Email: jvillarreal@contracostahousing.org Phone: 925-957-8011

Date Completed: 08/29/2016

Section I: Threshold Questions

Please check the appropriate box for the following threshold questions:

Question	Yes	No
Will the conversion of assistance impact current accessibility?		X
Will the conversion of assistance result in off-site temporary relocation for any resident that will last for more than 60 days or include the transfer of assistance to another site?	X	

If you answered no to both of the above questions, please skip the remaining sections of this checklist and sign the bottom of the form. In all other cases, please complete the relevant section of the checklist. For example, if you answered yes to the first question, please complete Section II, Accessibility.

Section II: Accessibility

- Please describe how the conversion of assistance will impact accessibility. Additionally, please indicate the number of units to be converted and the units that will be accessible.

38 vacant units will be converted to off-site PBV assistance. Each project assisted with RAD PBVs will include 5 % of the units as fully accessible for persons with physical disabilities plus 1 % of the units will be accessible to persons with visual impairments and 1 % of the units will be accessible to persons with hearing impairments or a minimum of one unit.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. Please provide the following waiting list and occupancy data for accessible units. If the units are currently vacant, please provide the data for the most recent occupants of the project.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. Number of persons on waiting list who have requested mobility accessible units		3	16	1	0	0		20
2. Number of persons on waiting list who have requested vision and/or hearing accessible units		2	8	1	0	0		11
3. Number of mobility accessible units occupied by tenants with disabilities who require the features of the unit		7	5					12
4. Number of hearing/vision accessible units occupied by tenants with disabilities who require the features of the unit								

- c. Please provide the distribution of all wheelchair and other accessible units that will be available in the project after RAD conversion.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. All units								
2. Total units with project-based rental assistance		18	19	1				38 Off-Site
3. Mobility accessible units		7						5% of each project
4. Vision and/or Hearing accessible units		6						1% or one unit at each project
*5. (Total Accessible Units)		13						TBD - More than 11

Section III: Relocation Plan

- a. Please explain any plans for the relocation of current residents, including the number of residents that will need to relocate, whether the relocation is temporary or permanent and, if temporary, the expected duration of the relocation, the type and location (including census tract) of the replacement housing, how the housing qualifies as a comparable unit as defined by the URA and 49 CFR 24.2(a)(6), and the method of determining which families will be subject to such long-term temporary relocation.

All remaining 96 households will be permanently relocated with tenant-based Housing Choice Vouchers or public housing units in other HACCC properties . Families will primarily relocate to units in the private rental market in the greater Contra Costa and surrounding Bay Area Counties.

RAD FHEO Accessibility and Relocation Plan Checklist

Replacement RAD units have been awarded to owners with existing or new construction units throughout the Housing Authority of the County of Contra Costa's jurisdiction.

- b. List the civil rights characteristics (race, national origin, familial status, and/or disability, etc.) of the residents to be transferred off-site for greater than 60 days or permanently relocated due to a transfer of assistance, as a result of the proposed conversion

White	African American	Asian	Hispanic	American Indian and Alaska Native	Native Hawaiian and Other Pacific Islander	Other (e.g., Families with Children; Disabled Individuals, etc.)
63	158	3	59	2	6	158

Please describe :

- c. The type of housing counseling or services provided to affected families.

A relocation consultant has been hired to provide customized relocation services to the remaining families of Las Deltas and Las Deltas Annex I. The services provided to these families will include the following:

1. Fully inform eligible occupants of the nature of, and procedures for, obtaining relocation assistance and benefits;
2. Determine the needs of each residential displacee eligible for assistance;
3. Provide an adequate number of referrals – which, pursuant to the Guidelines requires a minimum of three (3) – to comparable, decent, safe and sanitary housing units within a reasonable time prior to displacement, and assure that no residential occupant is required to move without a minimum of 90 days written notice to vacate;
4. Provide current, and continually updated information concerning replacement housing opportunities;
5. Provide special assistance in the form of referrals to governmental and social service agencies, if needed. Referral agencies may include, but not necessarily be limited to, the Department of Public and Social Services (DPSS) for income maintenance or food stamps, Medi-Cal, Employment Development Department, Contra Costa County Health and Human Services Department, and Child and Adult Protective Services.
6. Provide assistance that does not result in different or separate treatment due to race, color,

RAD FHEO Accessibility and Relocation Plan Checklist

religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;

7. Supply information concerning federal and state housing programs and other governmental programs providing assistance to displaced persons;
8. Assist each eligible person to complete applications for benefits;
9. Make relocation benefit payments in accordance with State of California Guidelines, including the provisions of the Last Resort Housing sections, where applicable;
10. Inform all persons subject to displacement of HACCC's policies with regard to eviction and property management; and,
11. Establish, and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HACCC decisions with respect to relocation assistance..

- d. Describe the likely housing market areas/communities where tenants will relocate through HCV assistance or other HUD assistance programs, including whether they are relocated to an area of higher opportunity, areas (e.g., areas with better schools, employment, transportation opportunities), and the extent of improved housing choices and opportunities under the relocation plan.”

Families will primarily relocate to units in the private rental market in the greater Contra Costa and surrounding Bay Area Counties and public housing units in other HACCC properties. Efforts will be made to encourage households to move to low poverty, low minority concentrated areas. In addition, RAD PBV units have been awarded to projects that meet the Civil Rights criteria as outlined by HUD in determining site selection for RAD replacement units. The review of these projects has been completed and ensures that units will be located in areas of higher opportunity consistent with HUD standards.

Joseph Villarreal, Executive Director

Name and Title

Signature

Date

The signature above indicates that (1) I am legally authorized to represent the agency in this matter, (2) all information provided in this checklist is true and accurate, (3) no resident shall be permanently and involuntarily relocated as a result of any conversion action associated with RAD, (4) the PHA will maintain compliance with Section 504 of the Rehabilitation Act of 1973, and HUD's two (2%) and five (5%) percent accessibility requirements, (5) any relocation lasting under 60 days shall comply with all civil rights and fair housing requirements, including Section 504 of the Rehabilitation Act of 1973, (6) any relocation performed shall comply with Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) and its implementing regulations (49 CFR Part 24), and (7) if the proposed relocation was to be for less than 60 days and something changes requiring a period of temporary relocation longer than 60 days, I shall fill out this form again with the additional details.

OMB Approval 2577-0276 (Expires 2/29/16)

RAD FHEO Accessibility and Relocation Plan Checklist

The following checklist is required to be submitted to the RAD Transaction Manager prior to, or concurrent with, submission of the Financing Plan.

PHA Name: Housing Authority of the County of Contra Costa PHA Code: CA011

PIC Project Number: CA011600000 - B

Total Number of Units: 138

Proposed Number of Units to be Converted: 86

PHA Contact Person: Joseph Villarreal Email: jvillarreal@contracostahousing.org Phone: 925-957-8011

Date Completed: 08/29/2016

Section I: Threshold Questions

Please check the appropriate box for the following threshold questions:

Question	Yes	No
Will the conversion of assistance impact current accessibility?		X
Will the conversion of assistance result in off-site temporary relocation for any resident that will last for more than 60 days or include the transfer of assistance to another site?	X	

If you answered no to both of the above questions, please skip the remaining sections of this checklist and sign the bottom of the form. In all other cases, please complete the relevant section of the checklist. For example, if you answered yes to the first question, please complete Section II, Accessibility.

Section II: Accessibility

- Please describe how the conversion of assistance will impact accessibility. Additionally, please indicate the number of units to be converted and the units that will be accessible.

86 vacant units will be converted to off-site PBV assistance. Each project assisted with RAD PBVs will include 5 % of the units as fully accessible for persons with physical disabilities plus 1 % of the units will be accessible to persons with visual impairments and 1 % of the units will be accessible to persons with hearing impairments or a minimum of one unit.

RAD FHEO Accessibility and Relocation Plan Checklist

- b. Please provide the following waiting list and occupancy data for accessible units. If the units are currently vacant, please provide the data for the most recent occupants of the project.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. Number of persons on waiting list who have requested mobility accessible units		3	16	1	0	0		20
2. Number of persons on waiting list who have requested vision and/or hearing accessible units		2	8	1	0	0		11
3. Number of mobility accessible units occupied by tenants with disabilities who require the features of the unit		7	5					12
4. Number of hearing/vision accessible units occupied by tenants with disabilities who require the features of the unit								

- c. Please provide the distribution of all wheelchair and other accessible units that will be available in the project after RAD conversion.

Bedroom Size	0	1	2	3	4	5	Other	Total
1. All units								
2. Total units with project-based rental assistance	24	62						52 Off-Site
3. Mobility accessible units		6						5% of each project
4. Vision and/or Hearing accessible units		2						1% or one unit at each project
*5. (Total Accessible Units)		8						May be more with new construction

Section III: Relocation Plan

- a. Please explain any plans for the relocation of current residents, including the number of residents that will need to relocate, whether the relocation is temporary or permanent and, if temporary, the expected duration of the relocation, the type and location (including census tract) of the replacement housing, how the housing qualifies as a comparable unit as defined by the URA and 49 CFR 24.2(a)(6), and the method of determining which families will be subject to such long-term temporary relocation.

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RAD FHEO Accessibility and Relocation Plan Checklist

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Please describe :

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3. Provide an adequate number of referrals – which, pursuant to the Guidelines requires a minimum of three (3) – to comparable, decent, safe and sanitary housing units within a reasonable time prior to displacement, and assure that no residential occupant is required to move without a minimum of 90 days written notice to vacate;
4. Provide current, and continually updated information concerning replacement housing opportunities;
5. Provide special assistance in the form of referrals to governmental and social service agencies, if needed. Referral agencies may include, but not necessarily be limited to, the Department of Public and Social Services (DPSS) for income maintenance or food stamps, Medi-Cal, Employment Development Department, Contra Costa County Health and Human Services Department, and Child and Adult Protective Services.
6. Provide assistance that does not result in different or separate treatment due to race, color,

RAD FHEO Accessibility and Relocation Plan Checklist

religion, national origin, sex, sexual orientation, marital status or other arbitrary circumstances;

7. Supply information concerning federal and state housing programs and other governmental programs providing assistance to displaced persons;
8. Assist each eligible person to complete applications for benefits;
9. Make relocation benefit payments in accordance with State of California Guidelines, including the provisions of the Last Resort Housing sections, where applicable;
10. Inform all persons subject to displacement of HACCC's policies with regard to eviction and property management; and,
11. Establish, and maintain a formal grievance procedure for use by displaced persons seeking administrative review of HACCC decisions with respect to relocation assistance...

- d. Describe the likely housing market areas/communities where tenants will relocate through HCV assistance or other HUD assistance programs, including whether they are relocated to an area of higher opportunity, areas (e.g., areas with better schools, employment, transportation opportunities), and the extent of improved housing choices and opportunities under the relocation plan."

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Joseph Villarreal, Executive Director

Name and Title

Signature

Date

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RAD FHEO Accessibility and Relocation Plan Checklist

something changes requiring a period of temporary relocation longer than 60 days, I shall fill out this form again with the additional details.



**RELOCATION PLAN
FOR THE
RAD CONVERSION
OF THE
LAS DELTAS PUBLIC HOUSING SITE**

**Housing of the
County of Contra Costa
(HACCC)**

**3133 Estudillo Street
Martinez CA, 94553**

Prepared By



7901 Oakport Street, Suite 4800, Oakland, CA 94621

June 13, 2016

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INTRODUCTION

The Housing Authority of the County of Contra Costa (HACCC) owns and manages 1,168 units of public housing in 13 different properties spread throughout the County. All but one of these properties was built during the 1940s, 50s and 1960s and all are in need of significant modernization. As is true with many housing authorities around the country, HACCC does not receive enough federal funding and tenant rent to fund all of the required modernization and maintenance at these properties. In order to improve its affordable housing stock, HACCC is pursuing several strategies to address the inadequate financing structure underlying its public housing.

The Las Deltas property is located in unincorporated North Richmond and is comprised of 214 units built in three phases in 1952, 1960 and 1961. There are 76 units in the phase built in 1952. These are a mix of duplexes and six-unit row houses located together in a roughly 2x4 block area. Of these 76 units, 4 are being used for service delivery and 46 are vacant. The remaining two phases are comprised of 138 units scattered throughout North Richmond, all but 5 of which are duplexes (the 5 are single unit homes). Of these 138 units, 64 are vacant. The 46.7% overall occupancy rate at Las Deltas is an anomaly for HACCC. All 12 of HACCC's other properties have occupancy rates ranging from 96% to 100%.

The strategy at Las Deltas is to utilize the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program to convert public housing units to project-based vouchers (PBVs) that will be used to develop new, high-quality affordable housing off-site. While HACCC may commit PBVs to future projects in North Richmond, it does not expect to do so as part of the RAD Conversion process. Under RAD, HACCC intends to sell most, or all, of the vacant units and land at Las Deltas and use the proceeds to upgrade its remaining public housing stock. HACCC has been awarded RAD for 90 units at Las Deltas and Las Deltas Annex, but has since amended its request to include all 214 units for RAD conversion. The proposed permanent relocation of all remaining occupants, disposition of the property, and conversion to RAD is hereinafter referred to as the Project.

Las Deltas will hereinafter be referred to as the Subject Property or Site. Figure 1 below provides the area location of the Subject Property. Figure 2 provides the approximate location of the Site.

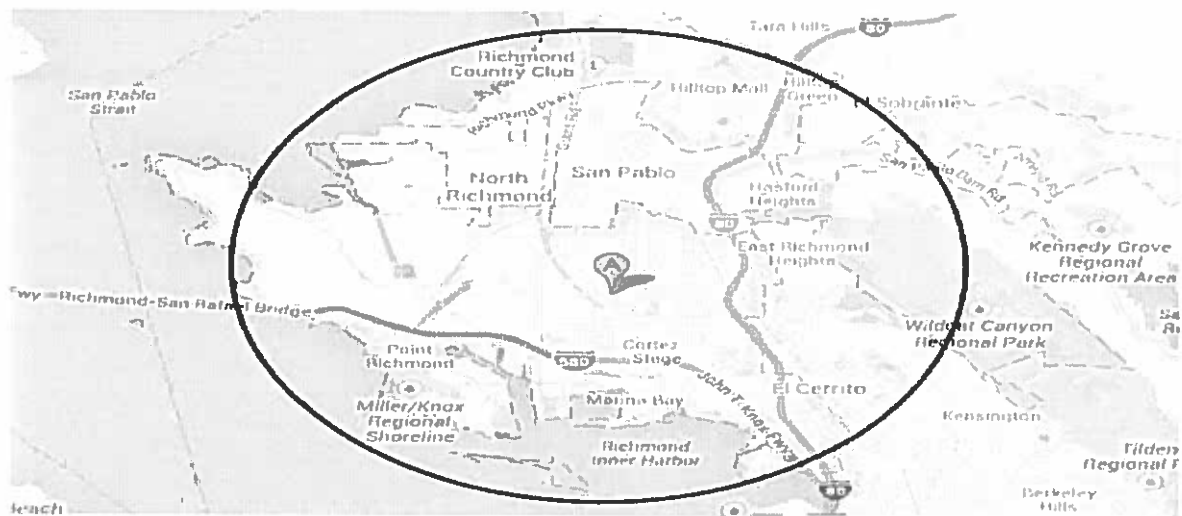


Figure 1: Area Map



Figure 2: Subject Property Location Map

Overview of RAD Conversion Strategy

Following HUD approval of the RAD Application amendment request, HACCC will proceed with the relocation of the remaining households at Las Deltas. These households will be made eligible for permanent relocation assistance including a Housing Choice Voucher (HCV) and either a fixed moving payment or payment of their actual and reasonable moving expenses by HACCC.

All eligible households in *good standing* (current on their rent and in compliance with their lease) will be offered a Voucher. If available, a household may choose to transfer to another public housing unit or offered a Project Based Voucher unit, and receive actual and reasonable relocation expenses.

Being “current on rent” means the household has paid the prior month’s rent and does not owe any back rent to HACCC or, if there is back rent owed, the household has entered into a repayment agreement with HACCC and is following the terms of that agreement. Being “in compliance with the lease” means the household has not been served with an eviction notice, written notice of violation or have been evicted. If a household or one of its members has been issued a Notice to Vacate, or has otherwise been informed in writing they are not in compliance with their lease, and the case has not been resolved at the time the Housing Choice Vouchers are available, HACCC will not issue the household a Voucher at that time. If the case is resolved, or if a court rules in favor of the resident, HACCC will provide a Voucher at that time.

Scope and Purpose of This Relocation Plan

This Relocation Plan(Plan) is designed to do the following:

1. Satisfy legal and regulatory requirements for a relocation plan in accordance with the Uniform Relocation Act (URA) and California Relocation Assistance Law (CRAL) and Guidelines;
2. Describe and analyze the laws, statutes and regulations governing the relocation of the Project occupants, including the requirements for a relocation plan;
3. Describe the persons to be displaced by the Project and their relocation needs;
4. Describes the roles and responsibilities of HACCC and its designated relocation team;
5. Outline the relocation rights and benefits that HACCC is obligated to provide to the persons that may be displaced by the Project;

6. Outline the relocation process and mitigation measures required to ensure the Project residents are provided the relocation assistance that reasonably meets their needs;
7. Describe the relocation program to be provided, including the rights of the existing households, required notifications, benefits, and other services they are eligible to receive, and criteria for eligibility for assistance;
8. Describe the replacement housing resources that may be available to rehouse the residents including access to HCV's and other Low Income Public Housing Units (LIPH) in HACCC's portfolio;
9. Describe the process to develop, approve and update the Plan;
10. Describe the process for any appeals of the relocation benefits and services provided; and
11. Provide the general schedule and budget for relocation activities.
12. Attend resident meetings as needed with or on behalf of HACCC.

The Plan is limited to this scope, which is consistent with the guidance for relocation planning described under the URA, RAD Relocation Guidelines, CRAL and the Guidelines.

Beyond being a legal requirement, a relocation plan is a communication and management tool for the stakeholders involved in the relocation process. Identified stakeholders include the residential occupants who may be displaced, HACCC, community-based service organizations, housing counseling organizations and other interested parties.

Overview of Relocation Planning and Implementation

Overland, Pacific & Cutler, Inc. (OPC), a public real estate services consulting firm specializing in relocation planning and implementation services, was hired by the HACCC to prepare this Plan. OPC has also been retained to implement this relocation plan and provide relocation services to the households who may be displaced by the Project.

A copy of this Plan will be made available to Las Deltas households and interested parties for a period of a minimum of 30 calendar days. Each household will be notified in writing where and how they can review the draft Plan, with directions to provide written

comments directly to OPC for analysis and inclusion in the Final Relocation Plan to be reviewed and adopted by the HACCC Board of Commissioners.

Appendix A of this Plan provides definitions of many of the technical and regulatory relocation terms found in this Plan.

Overview of Relocation Assistance Program

HACCC must offer each displaced household, “comparable housing”. Such comparable housing may include, if available, tenant-based assistance such as a HCV, project based voucher assistance or, occupancy in a unit operated, or assisted by HACCC at a rental rate paid by the household that is comparable to the rental rate applicable to the unit which the household presently occupies. Those residents, who are required to move, are also entitled to payment of actual and reasonable relocation expenses and are eligible to receive relocation advisory services.

In the event any of HACCC’s actions resulting from the implementation of the RAD Application result in residential displacement, such displacement will be pursuant to the policies and procedures which would be necessary to conform to the statutes and regulations established by the federal and state law for residential displacements. No mandatory displacement activities will take place prior to the required reviews and approval of this Plan.

RELOCATION PLAN

A. REGULATORY FRAMEWORK AND REQUIREMENT ANALYSIS

The laws, regulations and statutes may become applicable to the relocation of the households at Las Deltas are listed below.

- Section 18 of the United States Housing Act of 1937 (Section 18);
- 24 CFR Part 970 – Public Housing Program – Demolition or Disposition of Public Housing Projects (Part 970);
- 49 CFR part 24 - Uniform Relocation and Real Property Acquisition Policies Act of 1970, as amended (URA);
- HUD Handbook 1378 - HUD's implementing guidelines of the URA;
- HUD Rental Assistance Demonstration (RAD) relocation guidelines
- California Government Code Title 1, Chapter 16, Section 7260-7277 – State of California Relocation Assistance Law (CRAL); and
- California Code of Regulations Title 25, Division 1, Chapter 6 - State of California Relocation Assistance and Real Property Acquisition Guidelines (Guidelines);

The primary relocation regulations that guide the Plan and the relocation process are the URA, CRAL and the Guidelines. HACCC and their Legal Counsel shall have the responsibility of making the final determination regarding the laws, regulations and statutes applicable to the Project.

Disposition of public housing projects is subject to the provisions of Section 18 of the U.S. Housing Act of 1937, and implementing regulations found at 24 CFR Part 970 (collectively, "Section 18"), and is not subject to the Uniform Relocation Act (46 U.S.C. §4600 et seq.) and its implementing regulations (49 CFR Part 24)(collectively, "URA").

However, the ultimate utilization of RAD triggers the URA and makes this Project subject to it. Pursuant to both the federal and state laws, relocation planning is required to minimize displacement to affected Project occupants.

HACCC as the Displacing Agency is a local public agency in the State of California making the Project subject to CRAL and the Guidelines.

The regulatory requirement for the preparation of a relocation plan, 30-day review and comment period, approval, and adoption of the plan by the appropriate local legislative body comes from CRAL and the Guidelines.

It has been determined the Housing Authority of the County of Contra Costa Commission ("Commission") is the appropriate legislative body to approve the Plan, because they make all legislative and policy decisions for the HACCC, including those necessary and required for the conversion and disposition of the Site.

These regulations require that eligible persons relocated by a publicly assisted project receive the following services and benefits, which are explained in detail throughout this Plan:

1. Required advanced notice of the relocation.
2. Written information statement describing their rights to relocation benefits and services for which they are eligible.
3. Assistance locating replacement housing that is decent, safe and sanitary and meets the household's needs.
4. Assistance moving to replacement housing, including relocation of personal property and transfer of any household owned utility accounts.
5. Other advisory services and financial assistance that may be necessary to reasonably assist the household permanently relocate.
6. Right to appeal decisions made within the relocation program that affect them.

Appendix B of this Plan provides a side by side comparison of the URA, Section 18, CRAL, and RAD.

B. PROGRAM ASSURANCES AND STANDARDS

Adequate funds will be made available for the relocation of all households within the Project's budget. HACCC will pay all actual, reasonable and necessary relocation expenses through its own Project or general funds.

Relocation assistance services will be provided to ensure that displacement does not result in different, or separate treatment of households based on race, nationality, color, religion, national origin, sex, marital status, familial status, disability or any other basis protected by the federal Fair Housing Amendments Act, the Americans with Disabilities

Act, Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and the Unruh Act, as well as any otherwise arbitrary or unlawful discrimination. Relocation notices will be provided in the household's primary language.

All eligible residential occupants will be provided relocation assistance and benefits under the URA and RAD Relocation Guidelines. Where the Guidelines or CRAL provide a higher level of benefit, the resident will receive benefits under the Guidelines or CRAL.

The opportunity for review and to provide written comments to the Plan by the residents and other interested stakeholders for a period of no less than 30 days is required before any displacements may occur.

Each household eligible for relocation assistance lawfully occupying a Las Deltas unit as of the Initiations of Negotiations (ION) date must be provided a Notice of Eligibility (NOE) for relocation assistance prior to, or concurrently with, a 90-Day Notice to Vacate. If a household is deemed ineligible for relocation assistance, they must be informed in writing of the reasons why the household is not eligible to receive relocation assistance and the procedures to appeal this decision.

Any resident, who disagrees with the determination of eligibility or ineligibility for relocation assistance, or the type and amount of relocation assistance that is being offered, is afforded the right to appeal the decision to the HACCC and their designated appeals hearing body.

C. RELOCATION PLANNING AND NEEDS ASSESSMENT METHODOLOGY

Early Resident Outreach

A relocation committee was not established for this Project. Instead, a series of informational community meetings will be conducted. Translation services will be provided as necessary. Materials related to these meetings will be included in Appendix C of this Plan.

The questions, comments and concerns raised at these meetings will be documented by OPC and used to develop a list of policy questions for HACCC to consider. Documentation of these meetings will be provided in Appendix D of this Plan.

Analysis of Existing Data

Preliminary needs assessment was conducted by OPC based on data provided by the HACCC in March 2016. From the results of this household survey, OPC was able to ascertain household information such as the number of households, the ages of members of the households, and special needs. This data has been used to describe the impacted residential population found later in this Plan. This data and other data will be updated and ascertained through the resident interview process as described below.

Resident Interview Process

An important process in relocation planning is collecting primary information from the impacted households. This typically occurs by conducting an interview with the household in their home. Through these meetings, household composition, special needs, and specific concerns regarding relocation are gained, which will be used by OPC to better plan for the household's relocation needs on an individual basis.

OPC will be responsible for conducting interviews with all households impacted. Resident interviews are expected to take approximately one hour to complete. Resident interview services will be made available in other languages other than English as needed.

OPC will mail each household an Interview Request Letter that provides them direction and contact information to arrange a time to meet. OPC Staff will use multiple methods to make contact with residents, including phone calls and door-to-door outreach to attempt to make contact with the household and conduct the interview. OPC Staff will document the interview in the household's relocation file, which will be maintained by OPC.

Plan Preparation, Approval and Updates

HACCC has elected to make this plan available for a 45-day comment and review period to the Project occupants and other interested parties. This exceeds the required 30-day period under the Guidelines. After this review and comment period, this Plan will be sent to the HACCC Commission for adoption. Section O of this Plan describes the review and comment period in more detail.

Adoption of the Plan is required before any date specific Notice to Vacate can be served. No residential occupant can be served a 90-day Notice to Vacate without being provided an NOE and at least one decent, safe and sanitary housing unit that meets their needs is made available to them.

This Plan should be periodically reviewed for consistency with the Project's goals and process as changes occur. The Plan should be updated substantive changes occur in the Project such as, but not limited to, additional resident information, housing resource alternatives identification, utilization of a phased approach to the relocation that may create additional projects, and/or regulatory changes that impact relocation requirements.

In accordance with the Guidelines, should implementation of the Plan not occur within 12 months of the Plan's approval, the Plan must be updated. If substantial changes are made to the Plan once it is approved, it may be necessary to recirculate the Plan for public comment and re-submit the Plan to the Board for approval.

D. GENERAL DEMOGRAPHICS AND OCCUPANT DATA & DESCRIPTIONS

Geography

The public housing units which are the subject of this Relocation Plan are located in North Richmond, California (Contra Costa County), in the "East Bay" region of the San Francisco Bay Area; carved between the Cities of Richmond and San Pablo.

General Demographics and Housing Characteristics

Population

As of 2010, it was estimated that there were 3,717 people, residing in North Richmond.

Race and Ethnicity

The U.S. Census Bureau's 2010 estimates provide that the racial, and ethnic group break-out of North Richmond's population as being 17.06% 'White'; 33.33% 'African American'; 50.01% 'Hispanic or Latino of Any Race'; 11.60% 'Asian American'; 32.04% 'Some Other Race'; 4.87% 'Two or More Races'. 62% 'Native-American'; and, .48% 'Pacific Islander'.

Income

According to 2013 American FactFinder data, the median *household* income in North Richmond was \$37,396 per annum with approximately 22.1% of the total population living below the poverty line. Incomes were distributed as follows in Table 1:

Table 1: Income Distribution

Median earnings (dollars)	21,955.00
Full-time, year-round workers with earnings	928
\$1 to \$9,999 or loss	0.00%
\$10,000 to \$14,999	7.80%
\$15,000 to \$24,999	27.00%
\$25,000 to \$34,999	20.30%
\$35,000 to \$49,999	24.50%
\$50,000 to \$64,999	13.80%
\$65,000 to \$74,999	0.00%
\$75,000 to \$99,999	4.00%
\$100,000 or more	2.70%

Las Deltas Households

Of the 214 public housing units in Las Deltas, 95 units are currently occupied by 215 persons of all ages. The average household size within the occupied, Las Deltas units is 2.3 persons.

Of the 95 households, 73 heads of household are female and 22 heads of household are male.

Table 2 below provides HUD's Extremely Low-, Very Low-, Lower-income upper limits, effective March 28, 2016, reflecting the Median and Moderate income limits for households of from one to eight persons. The State income limits are informational only. For households to be assisted with Housing Choice Voucher tenant-based or project-based vouchers, the HUD income limits in the Table are applied in determining the household's income category in qualifying the household for one program, or another. The Area Median Income (AMI) for a household of four in Contra Costa County is \$92,900

The 'Extremely Low' income category represents "thirty percent (30%)" or less of Area Median Income (AMI); the 'Very Low' income category represents 30% to "fifty

percent (50%)" of the AMI; and, the 'Lower 'income category represents 50% to "eighty percent (80%)" of AMI. All incomes are adjusted by household size.

Table 2: HUD Annual Income Limits – Contra Costa County (2016)

Household Size	Extremely Low Annual Income	Very Low Annual Income	Lower Annual Income
One Person	\$20,500	\$34,150	\$52,650
Two Person	23,400	39,000	60,150
Three Person	26,350	43,900	67,650
Four Person	29,250	48,750	75,150
Five Person	31,600	52,650	81,200
Six Person	33,950	56,550	87,200
Seven Person	36,730	60,450	93,200
Eight Person	40,890	64,350	99,200

By comparison with the County Median incomes above, Table 3 below shows the income distribution of the 95 households presently residing in Las Deltas public housing site, determined by their household income and respective household size.

Table 3: Las Deltas Income Category Distribution

Measurement	Extremely low	Very Low	Low	Total
All Households (#)	82	11	2	95
All Households (%)	86%	12%	2%	100%

Disabilities

There are an estimated 57 households with one or more members who have some degree of a physical or mental disability. It is not known at this time whether anyone

with disabilities currently requires special accommodations. HACCC is prepared to provide all necessary and required accommodations.

Existing Low Income Public Housing Units and Unit Needs

Monthly tenant rent portions at Las Deltas range from \$0.00/month to \$1152/month. Table 4 below shows the unit mix of the existing units at Las Deltas that are planned to be demolished compared to the number presently occupied where a household will be relocated from.

Table 4: Existing Units

Las Deltas Units		
BR Size	Total # of Units	Total # Occupied
1 BR	34	15
2 BR	54	22
3 BR	97	48
4 BR	29	10
Total	214	95

Based upon a recent survey of households and the occupancy standards of HACCC as they apply to establishing the size of the replacement household by bedroom count, there appears to be 4% that are under-housed and require a larger unit, approximately 33 % of the households are over-housed and require a smaller-sized unit and 63 % are in a right-sized unit at this time.

HACCC's occupancy standard for the Housing Choice Voucher program provides for a bedroom for the head of household and spouse and a bedroom for each additional two persons in the household regardless of age or sex.

E. RELOCATION ASSISTANCE ELIGIBILITY

Relocation Eligibility Under 24 CFR Part 970 and the URA

Part 970.5 (h) determines that it is the responsibility of HACCC to comply with the URA and to ensure compliance with the URA (notwithstanding any third party contractual

agreements). As applied to this project, 970.5 (i) defines a displaced person as any person (household, business or non-profit organization) that moves from Las Deltas as a direct result of the demolition. Notwithstanding that definition, in accordance with 970.5 (i) (2) (v) (B) (3) a person does not qualify as a displaced person if they have been:

- Evicted for serious or repeated violation of the terms and conditions of their lease, violation of applicable Federal, State or local law or other good cause, and HACCC determines that eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- The person moved into the property after submission of the application for demolition or disposition and the person was informed of the impact the Project could have on them in writing (also referred to as a Move-In Notice); or
- The person is otherwise ineligible for relocation assistance under the URA as described in in 24.2 (9) (ii) of the URA.

All relocation programs must establish the date on which a person becomes eligible to receive relocation assistance. This date is known as the Initiation of Negotiations (ION). Per 970.5 (k), the ION is the date that HUD approves the HACCC demolition and disposition application for all 214 units, which may occur late 2016 or early 2017. In accordance with the URA, the ION is the date the project agrees to accept federal assistance, which will be the date that a RAD Conversion Certificate (RCC) is received and HACCC agrees to accept to RAD assistance per its Conversion Strategy outlined in the Introduction of this Plan.

For the purposes of this Plan, the ION date for the intent of establishing the date a person became is eligible for relocation assistance will be determined by the date HUD approves the RAD Conversion Commitment (RCC) for all 214 units. This date is used to establish the ION for determining relocation assistance eligibility under the Guidelines and CRAL. Households who were lawful tenants on this date will be eligible to receive relocation assistance, so long as they are in good standing, did not sign a move in notice, and do not vacate the property prior to receiving an NOE from HACCC or OPC.

HACCC issued a General Information Notice (GIN) to all households on October 22, 2015. This notice advises the household not to move until they receive further notice. Any household or person who vacates after receiving this notice and prior to receiving an NOE or notice of ineligibility will not be eligible to receive relocation assistance. After

HUD approves the demolition and disposition of the Site, an NOE may be issued to all households immediately or shortly thereafter. The NOE will be issued to each household at least 90-days prior to the date the household must vacate before demolition of the unit.

Relocation Eligibility Under RAD

RAD is a source of federal participation that requires relocation to be in accordance with the URA. Under the RAD program, a household is eligible to receive permanent relocation assistance if they are displaced by a project such as what is planned for Las Deltas. The household becomes eligible for relocation assistance once HUD issues an RCC. An RCC has not been issued by HUD for all 214 units.

Each household will receive a RAD Relocation Notice after the RCC is issued. The notice will explain their relocation rights under the RAD program, including the requirement to be provided permanent relocation assistance in accordance with the URA including advisory services, replacement housing, and moving assistance. This notice will be in addition to other notices required under the URA.

Ineligibility for Relocation Assistance

Any residential household that has been evicted for cause, voluntarily moves from the property after receiving the General Information Notice (GIN), or does not have a lease documenting lawful occupation of their unit will not be eligible to receive relocation assistance.

F. REPLACEMENT HOUSING NEEDS

Residents will have four months from the point at which their HCV and/or Notice of Eligibility are issued to them, to move from their unit. During that time, the resident will be offered advisory assistance to assist them in the move. HACCC will consider an extension of the 120-day period, on a case-by-case basis for extenuating circumstances. Should the request for an extension of time be denied, families will have the right to grieve this determination pursuant to the grievance procedure outlined in this document.

Generally, the Housing Choice Voucher Program is limited to families earning 50% of Annual Median Income (AMI), by household size, as compared to an income-limit of

80% of AMI for the public housing program. However, because families at Las Deltas will be treated as "continuing participants", all families in good standing will be offered a HCV.

Any household in good standing will be afforded, depending upon availability, the opportunity to transfer to 'comparable replacement housing' utilizing occupancy standards applicable to public housing units or the Housing Choice Voucher program, depending on choice of continuing housing assistance, and payment of actual and reasonable moving expenses.

In addition to meeting Housing Choice Voucher Housing Quality Standards (HQS), "comparable replacement housing" includes standards such as:

- Comparable as to the number of bedrooms, living space, and type and quality of construction, but neither lesser, nor greater in rooms or living space than necessary to accommodate the household pursuant to HACCC's occupancy standards;
- In an area that does not have unreasonable environmental conditions;
- Is not generally less desirable than the Las Deltas unit with respect to proximity to schools, employment, health and medical facilities and other public and commercial facilities and services; and,
- Is within the financial means of the household as defined in Section 6008, subdivision (c)(5) of the Guidelines.

Replacement Housing and Re-housing Plan

All households will be required to permanently vacate their current unit. This will result in a permanent displacement of all households. No eminent replacement housing construction project is planned for the site. No opportunities have been identified for the household's to return to a new replacement housing unit at the Site. The primary replacement housing resources will be,

- Housing Units accepting a HCV available on the market in Contra Costa County and other jurisdictions,
- Other low income housing units such as Low Income Housing Tax Credit (LIHTC) units available on the market in Contra Costa County and in other jurisdictions,

- Existing and under construction affordable housing projects with Project Based Voucher contracts (which may require the household to forgo its HCV),
- Units within below market rate housing programs that accepts a HCV,
- Other LIPH units in the HACCC portfolio,
- Other housing on the market not owned or controlled by HACCC and not presently participating in the Housing Choice Voucher Program that may elect to do so.

Should a household elect to leave HACCC jurisdiction they would be required to “port” their voucher. HACCC and OPC would provide assistance to the household to do so.

Replacement Housing Survey

An estimated 95 replacement housing units will be required to provide permanent replacement housing for those displaced from Las Deltas.

To assess the current availability of potential replacement housing units, OPC conducted a preliminary housing survey in March and April of 2016 of units currently available in the North Richmond area, other communities in Contra Costa County, and outside of HACCC jurisdiction. This survey provides a sample of unit availability at this point in time. OPC included studio up to 5 bedroom units in its search to provide as broad of search possible given the potential for a household to elect to downsize, move to a larger unit to alleviate over-crowding, or find opportunities to lease a larger unit within the payment standard of their voucher size.

Table 5 provides the results of this survey. OPC will conduct periodic survey updates and track the progress of new affordable housing projects currently under construction.

Table 5: Replacement Housing Survey Results Housing Choice Voucher Units

Housing Authority Jurisdiction	Unit Size					
	Studio	1 BR	2 BR	3 BR	4 BR	5 BR
Contra Costa County		7	10	7	4	
Richmond			2	2		
Alameda County	1		3			2
Oakland			31	15	5	
Berkeley		2	2	1		
Vallejo			2	1	2	
Solano County		2	10	5		
Marin	1		2			
Napa County			1			
Total Located	2	11	63	31	11	2

Grand Total Located/Needed	120/95
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More in-depth replacement housing searches, based on the residents' needs and location requests prior to relocations will occur as often as necessary to provide ample rehousing information to the displaced households. Outreach will be necessary by HACCC and OPC to promote acceptance of the HCV. OPC will work with households early in the process (as early as the interview stage) to place their names on waitlists for affordable housing and below market rate housing programs. Table 6 below provides a tally of properties that currently have open waitlists in various locations.

Based on the limited availability of units located within HACCC jurisdiction, a phased relocation process or a longer duration under the notice to vacate may be warranted.

Any over-income households will be offered a transfer to other public housing units or referred to open-market housing.

Table 6: Open Waitlist Properties by Location

Location	# of
Alameda	1
Concord	4
El Cerrito	1
Emeryville	1
Hayward	1
Hercules	1
Martinez	3
Oakland	3
Orinda	1
San Pablo	1
Walnut Creek	1
Total Properties	18

G. CONCURRENT RESIDENTIAL DISPLACEMENT

There are no major public housing conversion projects or large redevelopment, dispositions, conversion, or repositioning of other forms of affordable housing that are expected to impact the ability of HACCC, through OPC, to relocate the displaced households. There are three active and proposed rehabilitation projects in the City of Richmond that could reduce unit availability; however, these projects are largely utilizing on-site temporary housing units, extended stay style hotels and properties that are primarily market rate with rents priced above the current HACCC payment standard. These projects do not pose a substantial impact or threat to a successful rehousing program for this Project.

H. RELOCATION ASSISTANCE PROGRAM

Relocation Staff Availability and Responsibilities

OPC's Oakland, CA based staff will be available to assist all displaced household with questions about relocation and/or assistance in relocating. For the time being, OPC staff can be contacted at 510.638.3081 between the hours of 9 am and 5 pm Monday-Friday. After business hour appointments will be made as needed for households who cannot meet during normal business hours. The households will be notified in the future of the names, phone numbers and email addresses of the team assigned to the Project.

Should staff contact information change, this relocation plan will be updated, and the households will receive a notice of the change.

OPC may utilize space at Las Deltas for a relocation office. In the interim, OPC's main office in the area is located at 7901 Oakport Street, Suite 480, Oakland, CA 94621. OPC staff should be contacted in advance to schedule an appointment at this office to ensure that a knowledgeable person is available to meet with the household.

Specific activities performed by relocation staff will include:

1. Personally present and explain the household's NOE.
2. Distribute the 90 Notice to Vacate, and where applicable, a 30-Day Notice to Vacate and other reminder notices related to the household's vacate date.
3. Provide referrals to at least three comparable replacement housing units with the household's NOE and provide additional referrals as needed and required.
4. Provide the households with relocation counseling services to assist them in making good decisions to plan their move.
5. Coordinate moves to the household's permanent replacement unit.
6. Assist with the completion and filing of relocation claims, rental applications, and appeals forms, if necessary.
7. Other assistance that may be appropriate to ensure the household receives services and benefits that are reasonably permitted and/or required under the URA and necessary to ensure that hardships and impacts are reduced as much as possible in the relocation process.
8. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to the residents in the household's relocation file.
9. Attend tenant meetings, as needed, with or in place of HACCC.

Noticing

Notices may be personally served where needed or mailed with a certified return receipt. All notices and proof of service will be maintained in OPC's relocation case files. At a minimum, each household will receive the following from OPC. Samples of these notices are provided in Appendix E. All notices and other informational documents

provided will include OPC's contact information and any directions to the resident to contact OPC. Notices will be provided to the household in their primary language.

1. Interview request letter. This letter shall be the first formal notification the household's will receive from OPC. This letter shall invite the household to contact OPC to conduct their relocation interview.
2. A relocation assistance informational brochure or statement. These statements will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this statement will be mailed certified returned receipt mail.
3. A RAD Relocation Notice in addition to their NOE, if applicable. These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified returned receipt mail.
4. NOE. This notice describes the relocation assistance the household is eligible to receive and the households and HACCC's rights and responsibilities. This notice provides the maximum level housing assistance payment the household may be eligible to receive and the maximum fixed move payment (aka self-move payment) they will be eligible to receive. These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified returned receipt mail.
5. A notice of ineligibility. Any person not eligible for relocation assistance will receive a notice of ineligibility. The notice will state why they are not eligible to receive relocation assistance. This notice will be mailed certified mail.
6. A 90-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail unless served concurrently with the NOE.
7. A 30-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail. NOTE: A 30-Day Notice to Vacate would only be served in cases where a household is still occupying their unit 30 days prior to the expiration of the 90-Day Notice.

Replacement Housing Assistance

Advisory Assistance: All households will be required to permanently relocate from Las Deltas. OPC will meet with all households to ascertain their replacement housing needs, locations they will consider, and other information to assist them locate appropriate replacement housing. OPC will provide assistance to all households to locate and secure a suitable replacement housing unit including providing them referrals, assisting prepare and submit applications and coordinating transportation for them where needed. HACCC will work with OPC to provide residents with assistance to be placed on waiting lists for properties that HACCC holds Project Based Voucher Housing Assistance Payment (HAP) contracts on.

Permanent Replacement Housing Assistance Payment:

Households Transferring to Other Public Housing

Households may have the opportunity to move into another public housing unit within HACCC's portfolio. In these cases the household would lease a unit with a rent at no greater than 30% of their income with adjustments for utility services such as electricity and gas. The household would not receive any further housing assistance.

Housing Choice Voucher Eligible Households

As residents of public housing, on-going rental assistance will be provided pursuant to the provisions of the Housing Choice Voucher (HCV) program of the U.S. Department of Housing and Urban Development (HUD). The HCV program provides for a household to continue paying thirty percent (30%) of the household adjusted income for their monthly housing rental costs. The provision is subject to the gross rent not exceeding the HCV Payment Standard for that household's voucher size.

In order to alleviate hardships for tenants who must pay "move-in costs" (such as credit report fees and security deposits), HACCC will provide up to seventy-five dollars (\$75.00) for credit checks and a maximum of two months' security deposit based upon the maximum monthly rent payment standards as approved by HACCC.

Housing Choice Voucher Program (HCVP) Payment Standards are set by HACCC based upon the U.S. Department of Housing and Urban Development (HUD)-published Fair Market Rents. They're updated, at least, annually. A payment standard is the

maximum allowable monthly assistance payment in HACCC's jurisdiction for an assisted household's (1) contract rent; and (2) those essential utilities for which the tenant is responsible, including a stove or refrigerator provided by the household.

Payment standards are used to determine how much of the rent is paid by HACCC, and how much by the household. Payment standards do NOT determine or limit the rent a landlord may charge.

The maximum contract rent a landlord may charge is based on the reasonable rent for the unit and the household's income. HACCC Payment Standards are listed below. Households can request the payment standards for other areas from OPC.

HACCC HOUSING CHOICE VOUCHER PAYMENT STANDARDS

Voucher Size	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
Payment Standard *	\$1242	\$1497	\$1,893	\$2,639	\$2,941	\$3,383

Manufactured Home Space Rent \$841 -40% of 2 BR FMR

* Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley Only

HOUSING CHOICE VOUCHER PAYMENT STANDARDS:

HACCC HIGH COST AREA

Voucher Size	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR
Payment Standard	\$1,449	\$1,746	\$2,208	\$3,079	\$3,431	\$3,946

The above listed payment standards, which includes all utilities, represent the maximum amount the contract rent may be for each bedroom size indicated. Once a Request for Tenancy Approval (RTA) has been received, the Program Specialist will

negotiate the contract rent with the owner. The rents offered will be based on comparable rents in the area and the condition of the unit submitted on the RTA.

If a household cannot find a comparable replacement home at a monthly rent that is at or below HACCC's payment standard, that household may be eligible to receive a gap differential, called a "rental assistance payment." This differential will enable the household to cover the gap for 42 months.

The household may receive this adjustment only if without such assistance, in HACCC's determination, the household cannot lease a comparable home or apartment that is affordable at 30% of their adjusted monthly income. If a household qualifies for a rental assistance payment, the household's rent share plus utilities still must not exceed 40% of their adjusted monthly income.

Table 7 on the following page provides a sample calculation of this payment.

Table 7: Example Computation of Rent Differential Payment *

1. Rent of Displacement Unit	\$800	Displacement Rent plus Utility Costs
or		
2. Ability to Pay	\$750	30% of the Gross Household Income
3. Lesser of lines 1 or 2	\$750	
Subtracted From:		
4. Actual New Rent	\$950	Actual New Rent including Utility Allowance
or		
5. Comparable Rent	\$1,000	Determined by Agency; <u>includes</u> Utility Allowance
6. <u>Lesser</u> of lines 4 or 5	\$950	
7. Yields Monthly Need:	\$200	Subtract line 3 from line 6
8. Rental Assistance	\$8,400	Multiply line 7 by 42 months

****Note: This is a sample case only and is not reflective of actual market conditions. Not all households will receive this type of relocation assistance. The household should discuss their eligibility for this type of relocation assistance prior to making any decisions regarding their replacement housing options. This form of payment will be provided based on need.***

Moving Assistance

Households will have two options for moving assistance; a professional or self-move. OPC Staff will meet with each household to explain the moving assistance services that will be made available to them and ascertain the move option that best suit their needs and abilities.

Option 1: Self-Move (Fixed Payment In-lieu of Actual and Reasonable Move Costs): Should a household choose to conduct a self-move to their replacement housing, they will receive a Fixed Move Payment (FMP) based on the current number of rooms of personal property in their Las Deltas unit in lieu of having a professional mover relocate their personal property for them. The current federal FMP schedule for the state of California is presented in Table 8 on the following page. The household would not receive moving compensation for costs such as labor, boxes and other packing materials, utility transfers, or other costs related to the physical move of their home, if they elect the FMP, because the intent of the FMP is to provide funds to the household to pay for all costs associated with the move per the URA. OPC will prepare and process the appropriate claim for the household to receive assistance.

Table 8: Federal Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	\$1,100
4 Rooms	Typical 2 BR	\$1,295
5 Rooms	Typical 3 BR	\$1,570
6 Rooms	Typical 4 BR	\$1,815
Additional Rooms	i.e. outdoor storage	\$250

Option 2: Professional Move. HACCC will directly pay for any professional moving services required. OPC staff will obtain multiple bids for HACCC's consideration to hire the lowest responsible bidding moving contractor (or contractors if multiple contractors may serve the Project's needs better) to provide moving services to senior and disabled households. Vendors will be licensed by the California Public Utilities Commission (CPUC), insured and bonded.

Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to their permanent housing unit. Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled households. These needs will be handled on a phase by phase, case by case basis. Such services are referred to as related services. OPC will coordinate all services needed by the resident for their move.

Utility Transfer Fee Reimbursement

All households that elect to be moved by the mover will be reimbursed for the actual cost of transferring/reconnecting existing telephone, utility and cable services. HACCC will not cover the cost of modifying existing telephone, utility or cable bill arrangements, or cost associated with new service. Residents are responsible for notifying the telephone, cable, electric, gas, and other utility companies of the need for a transfer. Special assistance will be provided to elderly, disabled and non-English speaking households as necessary. HACCC will reimburse residents for the actual transfer cost upon presentation of an itemized bill from the appropriate company. Advance payments may be considered, if a household demonstrates a financial hardship.

I. PAYMENT OF RELOCATION BENEFITS

Should there be any payment of relocation assistance payments payable to the household, the payment will be made expeditiously. In order to receive any applicable replacement housing payments, the household must rent and occupy a decent, safe and sanitary replacement housing within 12 months after they vacate Las Deltas. All persons eligible to receive a payment must submit claims and supporting documentation for relocation benefits to OPC no later than 18 months after the date they vacate the Project Site in order to remain eligible for payment.

A sample claim form is provided in Appendix E of this Plan. The procedure for the preparation and filing of claims and the processing and delivery of payments will be as follows:

1. Claimant(s) will provide all necessary documentation to substantiate eligibility for assistance;
2. OPC will review all necessary documentation before reaching a determination as to which expenses are eligible for compensation;
3. Required claim forms will be prepared by OPC and be presented to the claimant for their review and signature. Signed claims and supporting documentation will be returned to relocation staff for processing of payment;
4. OPC will review and approve claims for payment or request additional information;
5. OPC will issue benefit checks to claimants in the most secure, expeditious manner possible;
6. Receipts of payment and all claims materials will be maintained in the relocation case file;
7. In cases where the displacee disputes the amount of payment they are awarded in the claim, they may make a written appeal in accordance with the appeals process defined in Section L of this plan. Further details regarding the appeals process and a sample appeals request form is provided in Appendix F of this Plan.

J. IMMIGRATION STATUS

Federal legislation (PL105-117) prohibits the payment of relocation assistance benefits under the URA to any alien not lawfully present in the United States unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the household unit, and any other impact determined by HACCC to negatively affect the alien's spouse, parent or child.

In order to track and account for relocation assistance and benefit payments, OPC will be required to seek immigration status information from each displacee 18 years of age or older by having them self-certify as to their legal status. Each household will be

required to sign a certificate of lawful presence prior to any direct payment of relocation payments. Any residents not lawfully present in the United States that are paid relocation assistance will not be paid with any source of federal funds.

HACCC will pay relocation assistance with a non-federal source of funds to eligible persons not lawfully present in the United States.

K. EVICTION POLICY

It is recognized that eviction is permissible only as a last resort and that relocation records must be documented to reflect the specific circumstances surrounding any eviction. Eviction will only take place in cases of nonpayment of rent; a serious violation of the rental agreement; a dangerous or illegal act in the unit; violation of federal, state, or local laws; or, if the household refuses all reasonable offers to move.

L. APPEALS POLICY

HACCC's Grievance Policy will follow the standards described in Article 5, Section 6150 et seq., Title 25, Chapter 6, State of California, Department of Housing and Community Development (H&CD) Program guidelines.

Briefly stated, a displaced household will have the right to ask for review when there is a perceived grievance regarding any of its (the household's) rights to relocation and relocation assistance, including the determination as to eligibility, the amount of payment, or the failure to provide a comparable replacement housing referral. Appeals regarding HACCC property management practices may also be considered. Appendix F provides a full description of the appeals process.

Requests for review will be directed first to OPC to attempt to resolve between the Household and the relocation agent. If the matter cannot be resolved in this manner, the appeal would then be sent

Housing Authority of the County of Contra Costa,
Attn: T B D
3133 Estudillo Street
Martinez, CA 94553

Should the appellant and HACCC not be able to resolve the appeal, the appellant may forward their appeal to the HACCC Commission or a duly appointed body serving as the Appeals Board.

Pursuant to California Code of Regulations Section 6156(d), a complainant shall have 18 months from the time s/he moves from the property to file a request for an informal settlement of a grievance or a formal grievance hearing under HACCC's Grievance Procedure.

M. PROJECTED RELOCATION SCHEDULE

The general relocation planning and implementation schedule is shown below. The relocation schedule is subject to change and will be updated in future updates to this Plan.

- Relocation Plan Development: March – April, 2016
- Household interviews – 3rd Quarter of 2016
- Plan Public Comment Period: 4th Quarter of 2016
- Board Adoption Hearing: 4th Quarter of 2016
- Relocation Status Update Meetings With Tenants: Periodically 2016 –2017
- Relocations: 1st and 2nd Quarter of 2017

The relocation schedule will be developed in greater detail by OPC once more detailed project schedules are available from the HACCC. OPC will prepare and provide periodic schedule updates to the HACCC as requested and to the households as needed to keep them advised and informed of upcoming relocation activity that may affect them.

N. ESTIMATED RELOCATION COSTS

The estimated relocation cost provided below is based on the best current available data related to the overall project schedule, potential number of relocations, and the estimated vendor costs as of April 4, 2016.

This cost estimate includes the cost of professional services, utility transfer, security deposit and application fee reimbursements, and potential rental assistance payments that may be required.

The cost estimate is considered conservative at this time and should remain as such until certain factors are better understood and more easily controlled, including the number of total relocations and the number of household that may be able to conduct self-moves.

A 20% contingency has been used to mitigate against potential cost increases, including the provision of services not yet considered in the Plan, higher than estimated rent differential payments, moving cost increases based on formal bids and ultimate vendor contracts, and other unforeseen factors that could increase the cost of implementing this Plan. A 20% contingency is used, because there is a lengthy time horizon between its approval and actual implementation of relocation.

The approval of this Plan does not constitute the approval of the relocation budget for the purposes of determining maximum levels of eligible compensation. These maximums will be based on actual data at the time of the preparation of an NOE in accordance with the URA. The HACCC cannot offer lesser relocation payments than those required by the URA, Guidelines or CRAL in order to conform to the parameters of the preliminary budget that is included in the approved relocation plan.

This is an important Section of the Plan to be monitored and periodically updated.

As the project variables become more reliable, updates to the budget will be prepared. Table 9 below provides the preliminary proforma cost estimate for the Project. As stated, the cost estimate is subject to change as the project details are solidified in greater detail.

Table 9: Proforma Relocation Cost Estimate *

Cost Estimate Line Item	Estimated Cost
Estimated Residential Relocation Costs	\$1,338,000.00

***Cost estimate is subject to change. Estimate is not an assumption of any cash payout to any household.**

O. RESIDENT PARTICIPATION/PLAN REVIEW

In accordance with the Guidelines, the Plan is required to be circulated for a minimum of a 30-day public review and comment period. HACCC has elected to exceed this requirement.

The Plan will be made available to each Project household for a 45-day review period and their written comments will be collected. Households will receive a notice of the Plan's availability and a summary of the Plan. Non-Las Deltas residents, including public agencies, advocacy groups and other interested parties, will also be invited to provide written comments to the Plan. The comment period will open on June 17, 2016 and the public will have the opportunity to comment on the document until the public hearing on August 9, 2016 when it is submitted to the Board of Commissioners for approval.

A copy of this Plan will be available for review at the following locations beginning on June 17, 2016:

- Las Deltas Housing Development: 1601 No. Jade Street, North Richmond, CA
- El Pueblo Housing Development: 875 El Pueblo Ave., Pittsburg, CA
- Oakley Housing Development: 909 A Rosemary Lane Oakley, CA
- Rodeo Housing Development: 2 California Street, Rodeo, CA
- Main Office: 3133 Estudillo Street, Martinez, CA
- Housing Choice Voucher Office: 2870 Howe Rd., Martinez, CA

The Plan may also be accessed online at www.contracostahousing.org. A summary of the draft Relocation Plan will also be presented at a resident meeting on July 21, 2016 at the Las Deltas site.

The Plan will be presented for approval to the HACCC Commission Board on or around August 9, 2016. Further notice will be provided to the Project residents regarding the Commission hearing.

Any written comments or questions received will be included in Appendix G of the Final Relocation Plan to be presented to the Commission for approval.

All written comments should be mailed, faxed, or emailed to:

Chad Wakefield
Senior Project Manager
Overland, Pacific and Cutler
7901 Oakport Street, Suite 4800
Oakland, CA 94621
Email: cwakefield@opcservices.com
Fax: (562) 304-2020

Once approved, this Plan will be updated if regulatory changes occur that impact the Project and relocation of the households.

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A. GLOSSARY OF RELOCATION TERMS

90-Day Notice This is a notice that may be given to a person who will be required to move a residence, business or personal property as a result of the agency's project. It informs the person that he or she must move the residence, business or personal property 90 days from the date of the notice. This notice can only be given after a relocation plan is approved and a Notice of Eligibility or other form of eligibility notice for relocation benefits has been given to the displaced person(s).

30-Day Notice This is a notice that may be given to a person who will be required to move a residence, business or personal property as a result of the agency's project. It informs the person that he or she must move the residence, business or personal property 30 days from the date of the notice. This notice can only be given after a 90-day notice is given to the displaced person(s).

Comparable Replacement Dwelling The term *comparable replacement dwelling* means a dwelling which is:

(i) Decent, safe and sanitary; (ii) Functionally equivalent to the displacement dwelling. The term *functionally equivalent* means that it performs the same function, and provides the same utility. While a comparable replacement dwelling need not possess every feature of the displacement dwelling, the principal features must be present. Generally, functional equivalency is an objective standard, reflecting the range of purposes for which the various physical features of a dwelling may be used. However, in determining whether a replacement dwelling is functionally equivalent to the displacement dwelling, the Agency may consider reasonable trade-offs for specific features when the replacement unit is equal to or better than the displacement dwelling; (iii) Adequate in size to accommodate the occupants; (iv) In an area not subject to unreasonable adverse environmental conditions; (v) In a location generally not less desirable than the location of the displaced person's dwelling with respect to public utilities and commercial and public facilities, and reasonably accessible to the person's place of employment; (vi) on a site that is typical in size for residential development with normal site improvements, including customary landscaping. The site need not include special improvements such as outbuildings; (vii) Currently available to the displaced person on the private market; and (viii) Within the financial means of the displaced person: A replacement dwelling rented by an eligible displaced person is considered to be within

his or her financial means if, after receiving rental assistance under this part, the person's monthly rent and estimated average monthly utility costs for the replacement dwelling do not exceed the person's base monthly rental for the displacement dwelling; For a displaced person who is not eligible to receive a replacement housing payment because of the person's failure to meet length-of occupancy of occupancy requirements, comparable replacement rental housing is considered to be within the person's financial means if an Agency pays that portion of the monthly housing costs of a replacement dwelling which exceeds the person's base monthly rent for the displacement dwelling. Such rental assistance must be paid under Replacement housing of last resort. (ix) For a person receiving government housing assistance before displacement, a dwelling that may reflect similar government housing assistance. In such cases any requirements of the government housing assistance program relating to the size of the replacement dwelling shall apply.

Decent, Safe, and Sanitary Dwelling The term *decent, safe, and sanitary dwelling* means a dwelling which meets local housing and occupancy codes. However, any of the following standards which are not met by the local code shall apply unless waived for good cause by the Federal Agency funding the project. The dwelling shall: (i) Be structurally sound, weather tight, and in good repair; (ii) Contain a safe electrical wiring system adequate for lighting and other devices; (iii) Contain a heating system capable of sustaining a healthful temperature (of approximately 70 degrees) for a displaced person, except in those areas where local climatic conditions do not require such a system; (iv) Be adequate in size with respect to the number of rooms and area of living space needed to accommodate the displaced person. The number of persons occupying each habitable room used for sleeping purposes shall not exceed that permitted by local housing codes or, in the absence of local codes, the policies of the displacing Agency. In addition, the displacing Agency shall follow the requirements for separate bedrooms for children of the opposite gender included in local housing codes or in the absence of local codes, the policies of such Agencies; (v) There shall be a separate, well lighted and ventilated bathroom that provides privacy to the user and contains a sink, bathtub or shower stall, and a toilet, all in good working order and properly connected to appropriate sources of water and to a sewage drainage system. In the case of a housekeeping dwelling, there shall be a kitchen area that contains a fully usable sink, properly connected to potable hot and cold water and to a sewage drainage system, and adequate space and utility service connections for a stove and refrigerator; (vi) Contains unobstructed egress to safe, open space at ground level; and

(vii) For a displaced person with a disability, be free of any barriers which would preclude reasonable ingress, egress, or use of the dwelling by such displaced person.

Displacement The act of requiring a displaced person to move permanently from the dwelling in which they occupy for a federally or State funded or sponsored project.

Displacement Dwelling The term displacement dwelling means the dwelling unit on the real property that the displaced person moves from or moves his or her personal property from the real property.

Displacing Agency The term displacing Agency means any Federal Agency carrying out a program or project, and any State, State Agency, or person carrying out a program or project with Federal financial assistance, which causes a person to be a displaced person.

Displaced Person (i) *General* the term *displaced person* means any person who moves from the real property or moves his or her personal property from the real property. This includes a person who occupies the real property prior to its acquisition, but who does not meet the length of occupancy requirements. (A) As a direct result of a written notice of intent to acquire, the initiation of negotiations for, or the acquisition of, such real property in whole or in part for a project; (B) As a direct result of rehabilitation or demolition for a project. (ii) *Persons not displaced*. The following is a nonexclusive listing of persons who do not qualify as displaced persons under this part: (A) A person who moves before the initiation of negotiations, unless the Agency determines that the person was displaced as a direct result of the program or project; (B) A person who initially enters into occupancy of the property after the date of its acquisition for the project; (C) A person who has occupied the property for the purpose of obtaining assistance under the Uniform Act; (D) A person who is not required to relocate permanently as a direct result of a project. Such determination shall be made by the Agency in accordance with any guidelines established by the Federal Agency funding the project, or as a result of the rehabilitation or demolition of the real property. (However, the displacement of a tenant as a direct result of any acquisition, rehabilitation or demolition for a Federal or federally assisted project is subject to this part.); (E) A person who, after receiving a notice of relocation eligibility, is notified in writing that he or she will not be displaced for a project. Such written notification shall not be issued unless the person has not moved and the Agency agrees to reimburse

the person for any expenses incurred to satisfy any binding contractual relocation obligations entered into after the effective date of the notice of relocation eligibility.

Fixed Residential Moving Cost Schedule This schedule is used to calculate the amount of reimbursement that displaced persons may be eligible to receive if they decide to move their own personal property. The Federal Highways Administration periodically updates and distributes this schedule. A copy can be found on our web site at: <http://www.fhwa.dot.gov/realestate/index.htm> in the section *Relocation Assistance*. Payment per this schedule is also known as a fixed move payment.

Good Standing means that a household is the lawful tenant of the unit and the household must not have been evicted or be in the process of an eviction to maintain their eligibility.

Household means one or more persons occupying a housing unit.

Low-income Families means families whose annual incomes do not exceed 80 percent of the median income for the area, as determined by HUD with adjustments for smaller and larger families, except that HUD may establish income ceilings higher or lower than 80 percent of the median for the area on the basis of HUD findings that such variations are necessary because of prevailing levels of construction costs or fair market rents, or unusually high or low household incomes.

Memorandum of Understanding (MOU) The term Memorandum of Understanding is used to describe the document that explains the temporary relocation benefits to be provided to an occupant of a residential dwelling unit that is required to move from the unit temporarily. The MOU will be provided the occupant for their review and signature prior to the expected move date.

Notice of Eligibility (NOE) The term Notice of Eligibility, also referred to as an NOE, is the written description of the type of permanent relocation benefits and the monetary amount(s) of those benefits a displaced person is eligible to receive under the appropriate relocation statutes or laws (for example the URA.) This notice can be given prior to the approval of the relocation plan as deemed appropriate by the displacing agency.

Relocation The act of moving permanently or temporarily from a dwelling unit as a result of a federally or State funded or sponsored project where the URA or other relocation statutes or laws are triggered.

Rent Differential Payment Amount of assistance paid to a displaced person, who is a renter, to compensate for the difference between the monthly rent and utility payment that they will pay at the replacement dwelling unit and what was paid for rent and utilities at the displacement dwelling. This difference is calculated over a 42 month period. If Tenant-based Rental Assistance such as Housing Choice Voucher is available to the displaced person, that amount of assistance will offset a portion of the difference and any un-met portion of the difference is eligible to be paid for with a rent differential payment. The payment must be claimed within 18 months after the displaced person moves from the displacement dwelling. Also referred to as a Rental Assistance Payment (RAP) or Replacement Housing Payment (RHP).

Replacement Dwelling A replacement dwelling is the unit the displaced person elects to move to from the displacement dwelling. A displaced person must locate and move into a replacement dwelling within 12 months of the date they vacate the displacement dwelling to claim a RAP.

Tenant-based Rental Assistance is a form of rental assistance in which the assisted tenant may move from a dwelling unit with a right to continued assistance. Tenant-based rental assistance under this part also includes security deposits for rental of dwelling units. A common form of Tenant Based Rental Assistance is a Housing Choice Voucher.

Uniform Act Relocation (URA) The term *Uniform Act* means the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (Pub. L. 91-646, 84 Stat. 1894; 42 U.S.C. 4601 *et seq.*), and amendments thereto. Also known as the URA.

B. APPLICABLE RELOCATION REGULATIONS

Permanent Relocation Assistance for Displaced Public Housing Tenants: URA, 104(d), California, and RAD Relocation Requirements¹

	URA	Section 18	California Law	RAD
Relocation Plan	<p>Must plan for relocation which may include conducting a survey of needs including:</p> <ul style="list-style-type: none"> • Estimate of the number of households to be displaced including information such as owner/tenant status, estimated value and rental rates of properties to be acquired, household characteristics, and special consideration of the impacts on minorities, the elderly, large families, and persons with disabilities when applicable • Estimate of comparable replacement housing available (including price ranges and rental rates). • Consideration of any special relocation advisory services that may be necessary from the housing authority and other cooperating agencies. <p>No formal plan documents are required, and no approval process is required.</p>	<p>Relocation Plan must include:</p> <ul style="list-style-type: none"> • The number of individual residents to be displaced; • The type of counseling and advisory services the PHA plans to provide; • What housing resources are expected to be available to provide housing for displaced residents; and • An estimate of the costs for counseling and advisory services, and resident moving expenses, and the expected source for payment of these costs. <p>Relocation must be executed on a nondiscriminatory basis</p> <p>PHA must provide in disposition application the following information:</p> <ul style="list-style-type: none"> • The number of occupied units; • A schedule for relocation on a month-to-month basis; 	<p>As soon as possible following initiation of negotiation PHA must prepare relocation plan and submit for approval of PHA board of Head of PHA. Plan must be available for public comment and review at least 30 days prior to approval. Plan must contain -</p> <ul style="list-style-type: none"> • Analysis of relocation needs • Projected dates of displacement • Analysis of comparable housing resources • Description of relocation advisory services • Description of relocation payments • Cost of carrying out relocation plan • Last resort housing plan if necessary • Temporary relocation plan if applicable • Plans for citizens participation • Comments from relocation committee if applicable. 	<ul style="list-style-type: none"> • Written relocation plan is not required but strongly encouraged • Must conform w/ URA 49 CFR 24.205(a) • Relocation budget • Certificate of URA Compliance <p>The Relocation Plan should provide a general description of and purpose for the project (e.g., year built, location, # of units, configuration, occupancy information, and funding sources.)</p> <p>The basic components of a plan include:</p> <ul style="list-style-type: none"> • A general description of the project and the site, including acq., demolition, rehab, and construction activities and funding sources; • A detailed discussion of the specific steps to be taken to minimize the adverse impacts of relocation, including when transferring the assistance to a new site; • Info on occupancy (including the # of residents, residential owner-occupants and non-residential occupants, if any, to be permanently or temp relocated);

¹ California Relocation Law (California Government Code Section 7260 et seq. (the CRAL"), and the California Relocation Assistance and real Property Acquisition Guidelines, Title 15, CCR, Section 6000 et seq. (the "Guidelines") (collectively, the "California Relocation Law"); Section 18 of the U.S. Housing Act of 1937, and implementation regulations at 24 CFR Part 970) (collectively, "Section 18"); the Uniform Relocation Act (46 U.S.C. §4600 et seq.), and its implementation regulations (49 CFR Part 24)(collectively, "URA"); RAD is subject to the URA.

LAS DELTAS – DRAFT RELOCATION PLAN

	URA	Section 18	California Law	RAD
Moving & Related Expenses (PHA unit move to a PHA unit)	<p>PHA choice!</p> <ul style="list-style-type: none"> PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose: <ul style="list-style-type: none"> Payment for actual costs of a self-move, or Payment for self-move at DOT schedule amount Or A combination of both 	<ul style="list-style-type: none"> Actual and reasonable relocation expenses 		<ul style="list-style-type: none"> Info on relocation needs and costs (including the # of residents who plan to relocate with Housing Choice Voucher assistance); General moving assistance info; Temp move assistance (including info on duration of temp moves); Permanent move assistance; and Appeals process
	<p>PHA choice!</p> <ul style="list-style-type: none"> PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose: <ul style="list-style-type: none"> Payment for actual costs of a self-move, or Payment for self-move at DOT schedule amount Or A combination of both 			<p>PHA choice!</p> <ul style="list-style-type: none"> PHA move resident with force account staff or contractor (\$100 allowance to resident), or allow resident to choose: <ul style="list-style-type: none"> Payment for actual costs of a self-move, or Payment for self-move at DOT schedule amount Or A combination of both PHA responsible for covering all reasonable moving expenses incurred in connection with temporary relocation of a resident. The PHA will not make fixed payments since such payments may not be representative of actual reasonable costs incurred. However, in order for a resident to be sure of full reimbursement, the resident should submit a moving cost estimate to the PHA for approval prior to the move unless the PHA is directly carrying out the move and the resident will incur any reasonable out-of-pocket

LAS DELTAS – DRAFT RELOCATION PLAN

	URA	Section 18	California Law	RAD
Moving & Related Expenses (PHA unit move to non-public housing—with or without Voucher assistance)	<p>Resident's choice!</p> <ul style="list-style-type: none"> • Payment for actual costs of a Self-move, or • Payment for self-move at DOT schedule amount, or • A combination of both. <p>(Optional) PHA may offer to move resident with force account staff or contractor (\$100 allowance to resident)</p>	<ul style="list-style-type: none"> • Actual and reasonable relocation expenses 	<p>Actual and reasonable moving costs including costs for</p> <ul style="list-style-type: none"> • Transportation not to exceed a distance of 50 miles except where justified • Packing and unpacking • Storage of personal property if necessary • Replacement value of property lost, stolen or damaged 	<p>moving expenses.</p> <p>Resident's choice!</p> <ul style="list-style-type: none"> • Payment for actual costs of a Self-move, or • Payment for self-move at DOT schedule amount, or • A combination of both. <p>(Optional) PHA may offer to move resident with force account staff or contractor (\$100 allowance to resident)</p>
Replacement Housing	<ul style="list-style-type: none"> • Offer comparable replacement dwelling which may be: <ul style="list-style-type: none"> ○ Tenant based assistance (voucher) ○ Project-based assistance ○ Public housing unit 	<ul style="list-style-type: none"> • Provide comparable housing which may be: <ul style="list-style-type: none"> ○ Tenant based assistance (voucher) ○ Project-based assistance ○ Public housing unit 	<ul style="list-style-type: none"> • Provide at least three offers of comparable replacement housing – no specific provisions regarding the use of subsidized housing as an offer of comparability. 	<ul style="list-style-type: none"> • Offer comparable replacement dwelling which may be: <ul style="list-style-type: none"> ○ Tenant based assistance (voucher) ○ Project-based assistance ○ Public housing unit ○ Homeownership housing ○ Private-market rental housing (affordable, non-subsidized).
Replacement Housing Payment (RAP)	<ul style="list-style-type: none"> • Computed on 42-month period • Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income) • "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities 	<ul style="list-style-type: none"> • No Replacement Housing Payment • No provisions for "gap" payments 	<ul style="list-style-type: none"> • Computed on 42-month period • Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or 30% of gross monthly income • "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities 	<ul style="list-style-type: none"> • Computed on 42-month period • Amount needed to reduce new rent/utility costs to the lower of old rent/utility costs or (for low income persons only, 30% of gross monthly income) • "Gap" payments may be necessary even between old PHA rent/utilities and new subsidized rent/utilities

LAS DELTAS – DRAFT RELOCATION PLAN

	URA	Section 18	California Law	RAD
Notices	<ul style="list-style-type: none"> General Information Notice (GIN) Notice of Eligibility or Non-displacement at ION 90 day notice to vacate 	<ul style="list-style-type: none"> 90 day notice to move 	<ul style="list-style-type: none"> General Information Notice (GIN) within sixty days of Initiation of Negotiations Notice of Eligibility o 90 day notice to vacate 	<ul style="list-style-type: none"> General Information Notice (GIN) RAD Notice of Relocation Notice of Intent to Acquire URA Notice of Relocation Eligibility-for residents whose temporary relocation exceeds one year 90 day notice to vacate
Services	<ul style="list-style-type: none"> Advisory services <ul style="list-style-type: none"> Determine resident needs and preferences Explain payments and assistance Current and continuing information on comparable housing Inspection of replacement housing Assistance filling out claim forms Mobility counseling Transportation to inspect replacement housing Advice on other assistance sources Information on federal and state housing programs 	<ul style="list-style-type: none"> Necessary counseling Mobility counseling 	<ul style="list-style-type: none"> Advisory services <ul style="list-style-type: none"> Determine resident needs and preferences Explain payments and assistance Current and continuing information on comparable housing Inspection of replacement housing Assistance filling out claim forms and applications Mobility counseling Transportation to inspect replacement housing Advice on other assistance sources Information on federal and state housing programs Information on federal and state housing programs Inform all persons about eviction policies 	<ul style="list-style-type: none"> Advisory services <ul style="list-style-type: none"> Determine resident needs and preferences Explain payments and assistance Current and continuing information on comparable housing Inspection of replacement housing Assistance filling out claim forms Mobility counseling Transportation to inspect replacement housing Advice on other assistance sources Information on federal and state housing programs May include housing counseling that should be facilitated to ensure that residents affected by the project understand their rights and responsibilities and the assistance available to them Must also inform residents of their fair housing rights PHAs should inform residents that if they believe they have experienced unlawful discrimination, they may contact HUD at 1-800-669-9777 (Voice) or 1-800-927-9275 (TDD) or at http://www.hud.gov

LAS DELTAS – DRAFT RELOCATION PLAN

	URA	Section 18	California Law	RAD
Aliens not lawfully present in country	<ul style="list-style-type: none"> Aliens not lawfully in the country are not eligible for relocation benefits 	<ul style="list-style-type: none"> No prohibition on benefits for illegal aliens 	<ul style="list-style-type: none"> No prohibition on benefits for illegal aliens 	<ul style="list-style-type: none"> Aliens not lawfully in the country are not eligible for relocation benefits
Impact of eviction on eligibility	<ul style="list-style-type: none"> Persons who are evicted before or after initiation of negotiation are ineligible for benefits 	<ul style="list-style-type: none"> No provisions 	<ul style="list-style-type: none"> Eviction does not impact eligibility for benefits. Displaced persons do not include unlawful occupants (those persons evicted by court order or who vacated after receipt of a termination notice) unless persons was occupant of permanently affordable housing. 	<ul style="list-style-type: none"> Persons who are evicted before or after initiation of negotiation are ineligible for benefits

C. RESIDENT MEETING MATERIALS



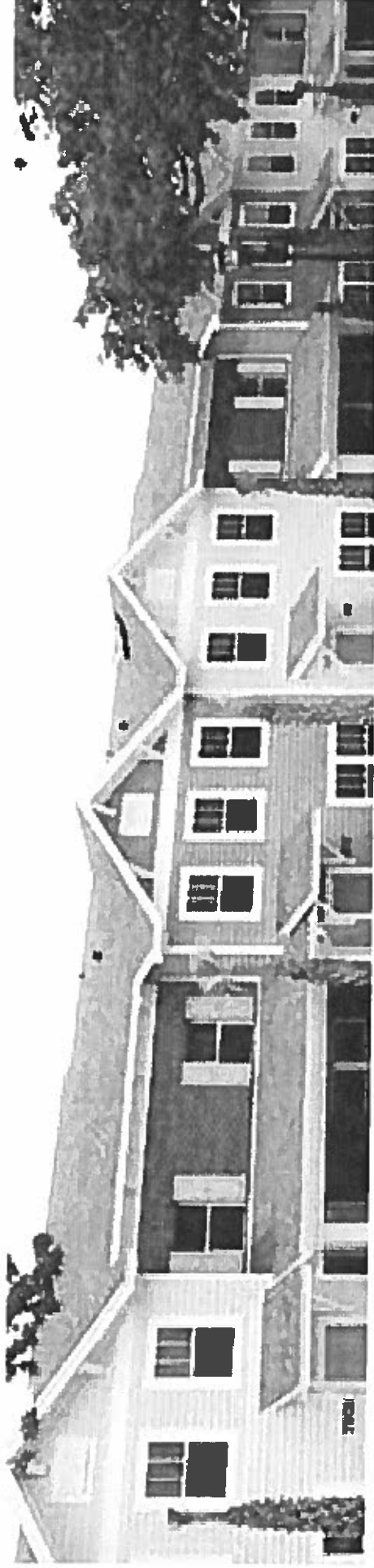
Rental Assistance Demonstration “RAD” Program

Presented by

Rudy Tamayo

Deputy Executive Director

The Housing Authority of the County of Contra Costa





RAD Overview

The Rental Assistance Demonstration (RAD) is a voluntary program of the Department of Housing & Urban Development (HUD). RAD seeks to preserve public housing by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to its properties.

How Does a RAD Conversion Work?

RAD allows PHAs to manage a property using one of two types of HUD funding contracts that are tied to a specific building:

- Section 8 Project-Based Voucher (PBV); or
- Section 8 Project-Based Rental Assistance (PBRA)

PBV and PBRA CONTRACTS ARE 15 or 20 years long and are more stable funding sources.

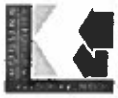
RAD will also make it easier to PHAs to borrow money and use low income housing tax credits (LIHTCs) as well as other forms of financing.

Private sources of additional money will enable PHAs to make improvements essential for preserving public housing.



Will a RAD Conversion Affect my Housing Assistance?

No, you will not lose your housing assistance and you will not be rescreened because of a RAD conversion.



Will a RAD Conversion Affect My Rent?

If your development is converted to PBV or PBRA, your rent contribution will most likely be the same as it was under public housing – generally no more than 30% of your household's adjusted gross income.

However, if you are paying a flat rent in public housing, you will most likely have to gradually pay slightly more in rent over time. In these limited cases, if your rent increases more than 10% and requires you to pay more than \$25 per month in additional rent, your new rent will be phased in over the next 3 or 5 years depending on the PHA's policy.



How Can Residents be Involved in the RAD Process?

HUD encourages residents and their PHAs to work together during the RAD application and conversion process.

Before a PHA can apply to participate in RAD, HUD requires the PHA to:

- Notify all residents in a development proposed for RAD conversion about their plans;
- Conduct at least two meetings with residents

These meetings are an opportunity for residents to discuss the proposed conversion plans with the PHA, ask questions, express concerns, and provide comments.

A PHA is required to submit your comments and response to the plan as part of the RAD application.

Once HUD selects the PHA and property to participate in RAD, the PHA must have at least one additional meeting with all residents before HUD approves the final conversion.



Will a RAD Conversion Require a Change to the PHA Plan?

Yes, HUD considers a RAD conversion to be a “Significant Amendment” to the PHA plan.

Once a PHA is selected to participate, the PHA will have to comply with the resident and public notice consultation and public hearing requirements associated with a Significant Amendment before the final RAD conversion is approved.

This means that your Resident Advisory Board (RAB) will also be consulted and have an opportunity to make recommendations.



When Can a PHA Start the RAD Conversion Process?

**After the PHA follow the procedures
outlined in this presentation**

**The application period will remain
open until the 60,000 unit conversion
cap is reached, or September 30,
2015, whichever is sooner**



Will I Have to Move if My Home or Building is Rehabbed?

Most needed repairs made as part of RAD are likely to be small and you will be able to stay in your home during construction.

Some buildings will require more extensive rehab. In these cases, you will be temporarily relocated as provided by the Uniform Relocation Act (URA). You will have the right to return to your development once construction is completed.

In a few cases, your current housing may be too old or deteriorated and past the point where it can be effectively rehabilitated, requiring that it be demolished and replaced. In these instances, you will be provided temporary relocation and you will have the right to return to the replacement housing that is constructed.



Will RAD Increase My Ability to Choose Where I Live?

You will have greater choice in where to live through the RAD “choice-mobility option.”

If you would like to move after your development undergoes a RAD conversion, you may request and receive a Housing Choice Voucher (HCV).



Will RAD Affect Resident Rights & Participation?

Overall, your experience as a resident should not change very much, if at all, due to a RAD conversion

RAD keeps many of the resident processes and rights available under public housing, such as the ability to request a grievance process and the timelines for termination notification.



Will I Still Be Able to Participate in Self-Sufficiency Programs?

If you are a current participant in the Resident Opportunities and Self Sufficiency-Service Coordinators (ROSS-SC) program, you can continue to participate until all the current program funding is used

You will also still be able to participate in the Family Self-Sufficiency (FSS) program, if your property converts assistance to PBV, you will be automatically moved from the public housing FSS program to the Housing Choice Voucher (HCV) FSS program.



Before RAD

Properties are typically not funded at 100% in public housing

In Public Housing, PHAs cannot borrow money to perform necessary repairs

The funding fails to keep up with the deteriorating living conditions of residents

Residents cannot choose to move without losing housing assistance

After RAD

Properties are placed on a more stable Section 8 funding platform

PHAs and owners can more easily borrow money and perform rehabilitation work

The living conditions of residents are improved

Residents may receive a tenant-based voucher, or similar assistance, and move after 1 year in PBV and 2 years in PBRA

Question and Answer Period



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING

The Housing Authority of the County of Contra Costa (HACCC) is embarking on an exciting new program for residents currently living in Public Housing Program. The agency is applying to participate in the Department of Housing and Urban Department's HUD Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of affordable housing options to families in North Richmond.

We invite you to learn more about the RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: DECEMBER 12, 2013

PLACE YOUNG ADULT EMPOWERMENT CENTER
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: 12:00PM - 2:00PM

During this meeting, staff will provide detailed information regarding RAD program and application process:

1. What is the Rental Assistance Demonstration (RAD) Program?
2. Why is HACCC planning to participate in RAD?
3. What does RAD mean and for the residents living in North Richmond?
4. How will the residents living in North Richmond benefit from RAD?
5. How the process will work?
6. What are the next steps?

SNACKS AND REFRESHMENTS WILL BE SERVED



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Agenda

December 12, 2013

5:00pm - 6:30pm

1. Welcome - 12:00pm - 12:10pm

Rudy Tamayo,
Deputy Executive Director

2. Overview RAD program- 12:10pm - 1:00pm

Rudy Tamayo,
Deputy Executive Director

3. Public Comments- 1:00pm - 1:50pm

Rudy Tamayo,
Deputy Executive Director

4. Open Discussion: 1:50pm - 2:00pm



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING

The Housing Authority of the County of Contra Costa (HACCC) is embarking on an exciting new program for residents currently living in Public Housing Program. The agency is applying to participate in the Department of Housing and Urban Department's HUD Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of affordable housing options to families in North Richmond.

We invite you to learn more about the RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: DECEMBER 16, 2013

PLACE YOUNG ADULT EMPOWERMENT CENTER
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: 3:00PM - 5:00PM

During this meeting, staff will provide detailed information regarding RAD program and application process:

1. What is the Rental Assistance Demonstration (RAD) Program?
2. Why is HACCC planning to participate in RAD?
3. What does RAD mean and for the residents living in North Richmond?
4. How will the residents living in North Richmond benefit from RAD?
5. How the process will work?
6. What are the next steps?

SNACKS AND REFRESHMENTS WILL BE SERVED



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Agenda

December 16, 2013

3:00pm - 5:00pm

1. Welcome - 3:00pm - 3:10pm

Joseph Villarreal,
Executive Director/
Rudy Tamayo,
Deputy Executive Director

2. Overview RAD program- 3:10pm - 4:00pm

Joseph Villarreal,
Executive Director/
Rudy Tamayo,
Deputy Executive Director

3. Public Comments- 4:00pm - 4:50pm

Joseph Villarreal,
Executive Director/
Rudy Tamayo,
Deputy Executive Director

4. Open Discussion: 4:50pm - 5:00pm



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



Attention All Las Deltas Residents

RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM MEETING

The Housing Authority of the County of Contra Costa (HACCC) continues to embark exciting programs for residents currently living in Public Housing Program. The agency is applying again to participate in the Department of Housing and Urban Department's HUD Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of affordable housing options to families in North Richmond.

We invite you to a meeting to learn more about RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: September 24, 2015

**PLACE YOUNG ADULT EMPOWERMENT CENTER
50 SILVER STREET
NORTH RICHMOND CA, 94801**

TIME: 3:00PM - 3:30PM

During this meeting, staff will provide information regarding approved RAD application and new RAD application process:

- 1. What is the Rental Assistance Demonstration (RAD) Program?**
- 2. What does RAD mean and for the residents living in North Richmond?**
- 3. How will the residents living in North Richmond benefit from RAD?**
- 4. What are the next steps?**

SNACKS AND REFRESHMENTS WILL BE SERVED



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Agenda

September 24, 2015

3:00pm - 3:30pm

- | | |
|--|---|
| 1. Welcome - 3:00pm - 3:05pm | Elizabeth Campbell,
Director of Asset Management |
| 2. Overview RAD program- 3:05pm - 3:15pm | Elizabeth Campbell,
Director of Asset Management |
| 3. Public Comments- 3:15pm - 3:25pm | Elizabeth Campbell
Director of Asset Management |
| 4. Open Discussion: 3:25pm - 3:30m | |



**HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA**



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Agenda

Septiembre 24, 2015

3:00pm - 3:30pm

1. Bienvenida - 3:00pm - 3:05pm

**Elizabeth Campbell,
Directora de Asset Management**

2. Resumen del programa RAD - 3:05pm - 3:15pm

**Elizabeth Campbell,
Directora de Asset Management/
Tony Ucciferri, Consultor**

3. Comentarios del publico- 3:15pm - 3:25pm

**Elizabeth Campbell
Directora de Asset Management**

4. Discusion: 3:25pm - 3:30pm



<p style="text-align: center;">Resident Comments and Questions - September 24, 2015 First Resident Meeting - RAD</p>
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Q: Do I have to live in Richmond for one year with a Section 8 voucher?

A: No you are already a Contra Costa County resident and you will be able to immediately move to any jurisdiction across the United States. This is known as Portability. You will need to let the Section 8 staff know that you wish to Port your voucher to another city.

Q: How many days for anything to start with the relocation?

A: We are in the process of selecting a relocation specialist. Once that is done, we will be finalizing our Relocation plan and also submitting an application for the remaining un-awarded units at Las Deltas. That is basically all the occupied units. If the application is approved, then we can begin relocation. We don't have a set time, but it could be 12 - 24 months before anything happens.

Q: What happens to a resident if they want to come back after relocation?

A: You will not be coming back. There is no plan to replace the housing on the Las Deltas Public Housing property. All replacement housing will be off-site throughout the County of Contra Costa. If a housing developer were to surface who was interested in creating or refurbishing the units on the site in partnership with HACCC after we dispose of it, you will have priority to rent those units. However, if a private developer buys the land and decides to build on the property, they will market the units on the private market and you could rent the units privately using a Section 8 voucher.

Q: What type of units will be developed after the disposition?

A: On this site, it will be up to the buyer. However, for the replacement housing, we expect the units to be a mix of apartments, townhomes, condominiums and maybe even single family units. The Housing Authority will be issuing a Request For Proposals to see if developers are interested in RAD replacement-unit subsidies through the Project Based Voucher Program.

Q: What happens if you do not take a voucher?

A: Eventually all residents will have to be out. The HACCC will give you a voucher or you will transfer to another public housing unit in another location.

Q: If I get a voucher are there any restrictions such as location?

A: You can take your voucher and go anywhere in the United States. You will be given priority to come back to North Richmond because you were displaced should any housing be replaced here in North Richmond.

Q: What about relocation expenses?

A: Relocation will follow the guidelines of the Uniform Relocation Act and the California Relocation Assistance and Real Property Acquisition Guidelines. Displaced residents will be compensated for moving costs, utility transfer fees, credit check fees, rental assistance payments, and security deposits. The exact amounts and how the process will work will be

explained at a later date once we have a relocation consultant on board and our relocation plan is finalized.

Q: What if I sign a lease and want to come back?

A: You would be breaking a lease agreement and you will have to work with your landlord to negotiate out of your lease.

Q: What about the City of Richmond? Are there going to be any new developments by them in North Richmond?

A: The City of Richmond does not control North Richmond developments. We do not know what the future holds for this area. North Richmond is not in the City of Richmond's jurisdiction. Any housing built here would be in HACCC's jurisdiction. If you wanted to live in that housing, if any is built, you would do so with a Housing Choice Voucher.

Q: What does the Planning Commission have for this area for the future?

A: The plans on the table are still on the table because of funding, the area will not go back to Public Housing. A private developer will be able to accept your voucher to go back into the community and any new developments in the area. You will be informed and be provided with resources as they come available and as they become known to us.

Q: What about timing such as transferring my children's school?

A: HACCC will work with you and inform you on the best solution to move with school age children. We will communicate and work with you on your preferred neighborhood. The relocation staff will work with each of you to make sure you move when you are ready. This will be a number of months away, so it's too early to speculate about timing.

Q: I would like more notice regarding these meeting?

A: We will make every effort to make sure you have at least two week's notice for upcoming meetings. Sometimes we need to get everyone together quicker because of impending deadlines but we hope to anticipate these things better in the future.

Q: Are you too optimistic regarding developers coming into the area?

A: We are optimistic about bringing in a developer and new opportunities. We have had some preliminary discussions with some developers, but nothing concrete has materialized to date. We are open to communicating with all developers for the area. What we do know is that we cannot continue to effectively manage public housing on this property.

Q: How do we stay in the community?

A: Development will eventually happen. In the mean time, you will be able to use your Housing Choice Voucher in a unit in North Richmond at any of the existing units in the private market.

Q: What about bedroom size for a voucher?

A: The household size will determine your bedroom size for your voucher. If you qualify for 3BR voucher you will get it. When you start working with a specialist they will tell you

what you qualify for based on each family. We will talk about how the voucher works with occupancy standards at a future meeting.

Q: What about my children and grandchildren on the lease? How does the voucher work in that case?

A: You will be able to move together as a family. The entire household that is on your lease is included in determining the bedroom size of the voucher. Only one voucher will be issued per household. There is no splitting of the household into more than one voucher. If you have household members who want to move on their own, they will have to do so without assistance.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RENTAL ASSISTANCE DEMONSTRATION (RAD) GENERAL INFORMATION NOTICE (GIN)

October 19, 2015

Dear Las Deltas Resident:

The property you currently occupy, Las Deltas Apartments, is being proposed for participation in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program by the Housing Authority of the County of Contra Costa (HACCC). If we receive approval of our RAD applications, you will be required to be permanently relocated from your unit. We will provide further details to you as plans develop. **This notice does not mean that you need to leave the property at this time. This is not a notice of eligibility for relocation assistance.** The remainder of this letter only applies to situations where you will need to be relocated from your unit if we receive approval of our RAD applications.

This notice serves to inform you of your potential rights under the RAD program and a federal law known as the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA). **If the proposed RAD project receives HUD approval** and if you are displaced permanently as a result, you may become eligible for relocation assistance and payments under the URA, including:

- 1) Relocation advisory services that include referrals to replacement properties, help in filing payment claims and other necessary assistance to help you successfully relocate;
- 2) At least 90 days' advance written notice of the date you will be required to move;
- 3) Payment for moving expenses; and
- 4) Payments to enable you to rent a similar replacement home.

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an immigrant lawfully present in the United States.

As a resident of a property participating in RAD, you have the right to return to the project if any future federally assisted housing is built on the Las Deltas property. You will be able to lease and occupy a unit in the converted project when rehabilitation is complete.



3133 ESTUDILLO STREET • P. O. BOX 2759 • CALIFORNIA 94553 • PHONE (925) 957-8000 • FAX
(925) 372-0236
www.contracostahousing.org



If you are permanently displaced from your home, you will not be required to move until you are given at least 90-day advance written notice of any required move and at least one comparable replacement dwelling has been made available to you.

If you are required to relocate from the property in the future because of RAD, you will be informed in writing. HACCC will inform you of what assistance and payments you are eligible for and how you will receive these payments. If you become a displaced person, you will be provided reasonable assistance necessary to complete and file any required claim to receive a relocation payment. If you feel that your eligibility for assistance is not properly considered, you will also have the right to appeal a determination on your eligibility for relocation assistance.

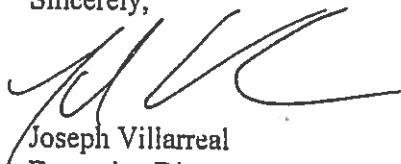
You should continue to pay your rent and meet any other requirements specified in your lease. If you fail to do so, HACCC may have cause for your eviction. If you choose to move, or if you are evicted, prior to receiving a formal notice of relocation eligibility, you may become ineligible to receive relocation assistance. It is very important for you to contact us before making any moving plans.

If our RAD applications are approved, you will be contacted soon thereafter so that we can provide you with more information about the proposed project. Attached is a handout from HUD that further explains relocation assistance under the Uniform Relocation Act. If the project is approved, we will make every effort to accommodate your needs. In the meantime, if you have any questions about our plans, please contact:

Elizabeth Campbell, Director of Asset Management
925-957-8045;
ecampbell@contracostahousing.org.

This letter is important to you and should be retained.

Sincerely,



Joseph Villarreal
Executive Director



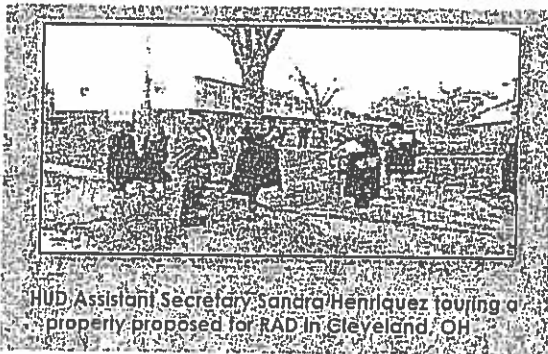
RENTAL ASSISTANCE DEMONSTRATION (RAD)

TOOLKIT #1: WHY RAD? A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

WHAT IS RAD & WHY IS IT NEEDED?

The Rental Assistance Demonstration (RAD) is a voluntary program of the Department of Housing and Urban Development (HUD). RAD seeks to preserve public housing by providing Public Housing Agencies (PHAs) with access to more stable funding to make needed improvements to properties.

Public housing units across the country need more than \$26 billion in repairs. HUD refers to these repair costs as capital needs. Congress has not provided enough funding for PHAs to keep up with capital needs. As a result, PHAs have had to make tough choices between things like repairing roofs and replacing plumbing—or worse, demolishing public housing. RAD provides PHAs a way to rehabilitate, or repair, units without depending on additional money from Congress.



HOW DOES A RAD CONVERSION WORK?

RAD allows PHAs to manage a property using one of two types of HUD funding contracts that are tied to a specific building:

RAD TOOLKITS FOR RESIDENTS

This series of toolkits will better inform public housing residents about RAD and help them engage with PHAs throughout the RAD application and conversion process. All toolkits are posted on RAD's website at www.hud.gov/rad, under the 'Residents' tab. Toolkit #1: Why RAD? A Rental Assistance Demonstration (RAD) Overview provides a summary of the program with a focus on elements that affect residents.

- Section 8 project-based voucher (PBV); or
- Section 8 project-based rental assistance (PBRA).

PBV and PBRA contracts are 15- or 20-years long and are more stable funding sources.

This shift will make it easier for PHAs to borrow money and use low income housing tax credits (LIHTCs) as well as other forms of financing. These private sources of additional money will enable PHAs to make improvements essential for preserving public housing.

As a voluntary, limited demonstration program, less than 60,000 public housing units can be selected for RAD. PHAs must submit applications to convert some or all of their public housing assistance to PBV or PBRA contracts through RAD by September 30, 2015.

WILL A RAD CONVERSION AFFECT MY HOUSING ASSISTANCE?

You will not lose your housing assistance and you will not be rescreened because of a RAD conversion.

Even though a RAD property can use private money to make big repairs, it will still receive money from HUD. With this subsidy from HUD, PHAs will manage RAD properties through either the PBV or PBRA programs. RAD requires that converted

TOOLKIT #1: WHY RAD?
A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

properties be owned or controlled by a public or nonprofit entity.

WILL A RAD CONVERSION AFFECT MY RENT?

If your building or development is converted to PBV or PBRA, your rent contribution will most likely be the same as it was under public housing—generally no more than 30% of your household's adjusted gross income.

Since the project-based Section 8 programs also set resident rents at 30% of adjusted income, most residents will not have rent increases as a result of a RAD conversion.

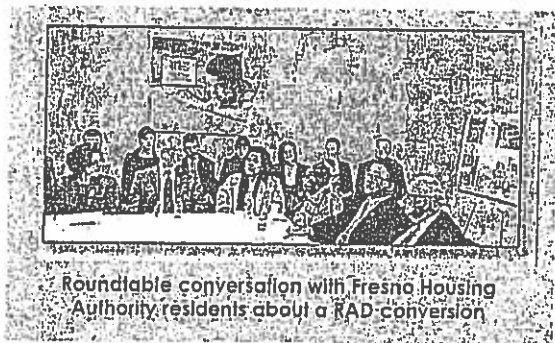
However, if you are paying a flat rent in public housing, you will most likely have to gradually pay slightly more in rent over time. In these limited cases, if your rent increases more than 10% and requires you to pay more than \$25 per month in additional rent, your new rent will be phased in over the next 3 or 5 years depending on your PHA's policy.

HOW CAN RESIDENTS BE INVOLVED IN THE RAD PROCESS?

HUD encourages residents and their PHAs to work together during the RAD application and conversion process.

Before PHAs can apply to participate in RAD, HUD requires them to:

- Notify all residents in a development proposed



DEFINITIONS

- **Capital Needs** - Costs of repairs and replacements beyond ordinary maintenance required to make the housing decent and economically sustainable.
- **Housing Choice Voucher (HCV)** - Rental vouchers that let people choose their own housing in the private rental market.
- **Low Income Housing Tax Credits (LIHTC)** (pronounced *lee-tec*) - LIHTCs provide the private market with an incentive to invest in affordable rental housing by offering a credit for an investor's federal taxes.
- **Project-based Vouchers (PBV)** - Rental vouchers that are attached to a specific number of units in a building. The voucher stays with the unit even after a tenant moves out. This program is often operated by PHAs.
- **Project-based Rental Assistance (PBRA)** - Like in PBV, in this program rental vouchers are tied to a specific building. This program is often operated by private owners.
- **Rehabilitation (or Rehab)** - The repairs needed to restore a unit or property to good condition.

for RAD conversion about their plans; and

- Conduct at least two meetings with those residents.

These meetings are an opportunity for you to discuss the proposed conversion plans with your PHA, ask questions, express concerns, and provide comments. The PHA is required to submit your comments and its response to them as part of the RAD application.

Once HUD selects the PHA and property to participate in RAD, the PHA must have at least one additional meeting with all residents of the property before HUD approves the final conversion. This is another opportunity for you to provide comments about the conversion plan.

WILL A RAD CONVERSION REQUIRE A CHANGE TO THE PHA PLAN?

HUD considers a RAD conversion to be a "Significant Amendment" to the PHA Plan. Once a PHA is selected to participate, the PHA will have to

TOOLKIT #1: WHY RAD?
A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

comply with the resident and public notice, consultation, and public hearing requirements associated with a Significant Amendment before the final RAD conversion is approved.

This means that your Resident Advisory Board (RAB) will also be consulted and have an opportunity to make recommendations.

WHEN CAN A PHA START THE RAD CONVERSION PROCESS?

After notifying residents as outlined above, PHAs can apply to HUD to convert assistance under RAD. Some PHAs have already begun this process. The application period will remain open until the 60,000-unit conversion cap is reached, or September 30, 2015, whichever is sooner.

WILL I HAVE TO MOVE IF MY HOME OR BUILDING IS REHABBED?

Most needed repairs made as part of RAD are likely to be small and you will be able to stay in your home during construction.

However, some apartments and buildings will require more extensive rehab. In these cases, you will be temporarily relocated as provided by the Uniform Relocation Act (URA). You will have the right to return to your development once construction is completed. Generally, temporary relocation should not last longer than 12 months.

In a few cases, your current housing may be too old or deteriorated and past the point where it can be effectively rehabilitated, requiring that it be demolished and replaced. In these instances, you will be provided temporary relocation and you will have the right to return to the replacement housing that is constructed.

Before RAD



Properties are typically not funded directly by public housing.



In Public Housing, PHAs cannot borrow money to perform necessary repairs.



The funding is to keep up with the deteriorating living conditions of residents.



Residents cannot afford to even move without losing housing assistance.

After RAD



Properties are placed on a more stable section 8 funding platform.



PHAs and owners can more easily borrow money and perform rehabilitation work.



The living conditions of residents are improved.



Residents may receive a rental-based voucher or similar assistance and move often, even in PHA and 24-hour PHAs.

TOOLKIT #1: WHY RAD?
A RENTAL ASSISTANCE DEMONSTRATION (RAD) OVERVIEW

If you do not want to wait for replacement housing, the PHA may offer you comparable housing in another public housing property or a Housing Choice Voucher (HCV) to enable you to move to other available private housing.

Whether you are asked to move temporarily due to rehab work or to move permanently to new replacement housing, the PHA will help you find the best possible option for you and cover your moving expenses.



Civic Park in Salisbury, NC will be converting assistance through RAD.

WILL RAD INCREASE MY ABILITY TO CHOOSE WHERE I LIVE?

In addition to improved, better quality housing, you will have greater choice in where to live through the RAD "choice-mobility option." If you would like to move after your development undergoes a RAD conversion, you may request and receive a Housing Choice Voucher (HCV).

Under the PBV program, this option will be



RAD RESOURCES

For more information, please refer to the HUD Revised Rental Assistance Demonstration Notice PIH 2012-32, Rev 1 Issued July 2013 available on RAD's website at www.hud.gov/rad, under the 'Program Information' tab.

available after living in a RAD property for one year; under the PBRA program, you may request a HCV after living in a RAD property for two years.

WILL RAD AFFECT RESIDENT RIGHTS & PARTICIPATION?

Overall, your experience as a resident should not change very much, if at all, due to a RAD conversion. RAD keeps many of the resident processes and rights available under public housing, such as the ability to request a grievance process and the timelines for termination notification.

Whether HUD begins funding a development through PBV or PBRA, residents will have a right to organize and resident organizations will continue to receive resident participation funds, up to \$25 per occupied unit according to their PHA's current policy.

WILL I STILL BE ABLE TO PARTICIPATE IN SELF-SUFFICIENCY PROGRAMS?

If you are a current participant in the Resident Opportunities and Self Sufficiency-Service Coordinators (ROSS-SC) program, you can continue to participate until all of the current program funding is used.

You will also still be able to participate in the Family Self-sufficiency (FSS) program. If your property converts assistance to PBV, you will be automatically moved from the public housing FSS program to the Housing Choice Voucher (HCV) FSS program. The rules in both programs are very similar.

If your property converts assistance to PBRA, you may continue your participation in the FSS program until your current contract of participation ends.

**RELOCATION ASSISTANCE
TO TENANTS DISPLACED
FROM THEIR HOMES**

**U.S. Department of Housing
and Urban Development
Office of Community Planning
and Development**

www.hud.gov/relocation

Introduction

This booklet describes the relocation payments and other relocation assistance provided under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA) to tenants displaced from their homes. This includes any family or individual that must move as a direct result of rehabilitation, demolition or acquisition for a project in which Federal funds are used.

If you are notified that you will be displaced, it is important that you **do not** move before you learn what you must do to receive the relocation payments and other assistance to which you are entitled.

Pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

This booklet may not answer all of your questions. If you have more questions about your relocation, contact the Agency responsible for the project. (Check the back of this booklet for the name of the person to contact at the Agency.) Ask your questions before you move. Afterwards, it may be too late.

Summary of Relocation Assistance

As an eligible tenant displaced from your home, you will be offered the following advisory and financial assistance:

- **Advisory Services.** This includes referrals to comparable and suitable replacement homes, the inspection of replacement housing to ensure that it meets established standards, help in preparing claim forms for relocation payments and other assistance to minimize the impact of the move.
- **Payment for Moving Expenses.** You may choose either a:
 - * **Payment for Your Actual Reasonable Moving and Related Expenses, or**
 - * **Fixed Moving Expense and Dislocation Allowance, or**
 - * **A combination of both, based on circumstances.**
- **Replacement Housing Assistance.** To enable you to rent, or if you prefer, buy a comparable or suitable replacement home, you may choose either:

What is Decent, Safe, and Sanitary Housing?

Decent, safe, and sanitary housing is housing that:

- Meets applicable housing and occupancy requirements.
- Is structurally sound, weathertight, and in good repair.
- Contains a safe, adequate electrical wiring system.
- Has adequate living space for the occupants.
- Has a kitchen with a sink, hot and cold running water, and connections for a stove and refrigerator (if you were displaced from a housekeeping unit).
- Has a separate, complete bathroom with hot and cold running water.
- Has heating as required by climatic conditions.
- Has an unobstructed exit to safe, open space at ground level.
- Meets standards protecting occupants from lead-based paint hazards.
- If you are person with a physical disability, is free of any barriers which would preclude your reasonable use of the unit.

Will The Agency Help Me Find A Replacement Home?

Yes. You will be provided with referrals to housing that has been inspected to ensure that it meets established standards. If possible, you will be referred to at least three comparable replacement homes. The maximum financial assistance for which you may qualify will be based on the cost of the most representative comparable replacement home that is available to you. Promptly after you become eligible for relocation assistance, the Agency will inform you of such unit and the maximum payment available.

Once the Agency representative has a clear understanding of your needs and preferences, he or she will work with you to assure that you are given the best possible choice of housing. The Agency will offer you appropriate transportation to inspect these units.

If you would like to move to government-owned housing or obtain a Housing Choice Voucher (HCV) let the Agency representative know of your interest. Generally, an eligible displaced person receives preference for such long term housing assistance. You will be given assistance in completing any required application forms.

What If I Find My Own Replacement Housing?

You have every right to find your own replacement housing. However, before you rent or buy, ask the Agency to inspect the unit to make sure that it is decent, safe, and sanitary. If the housing unit is not decent, safe, and sanitary, you will not receive a replacement housing payment.

What If I Encounter A Problem In Obtaining Housing Of My Choice?

of furniture you will be moving, as shown on a schedule. The Agency has a copy of the schedule and will help you decide whether choosing this allowance is in your best interest.

If you do not have a large amount of personal property to move, this payment should be more advantageous. No special documentation is required to support your claim. You need only move your personal property and complete the appropriate claim form in order to receive your payment.

How Much Rental Assistance Will I Receive?

You may be eligible to receive Rental Assistance for a 42-month period. The assistance is computed in the following manner:

The assistance needed for one month is determined by subtracting the "base monthly rent" for your present home from the cost of rent and utilities for your new home (or a comparable replacement home, if that cost is lower). That monthly need, if any, is multiplied by 42, to determine the total amount that you will receive. This amount will be paid directly to you. The Agency must provide the assistance in monthly installments or other periodic payments. Generally, the base monthly rent for your present home is the lesser of: (1) the monthly rent and average monthly cost for utilities, or (2) thirty (30) percent of your average monthly gross household income, if you are low-income based on HUD income limits.

Examples: Let's say that the monthly rent and average cost for utilities for your present home are \$250; the monthly rent and estimated average utility costs for a comparable replacement home are \$350; and your monthly gross income is \$700. In this case your "base monthly rent" would be \$210 because you are low-income and that amount (30 percent of your income) is less than the monthly cost of rent and utilities at your present home (\$250).

- If you rent a replacement home for \$360 per month, including estimated average monthly utility charges, you will receive \$5,880. That amount is 42 times \$140 (the difference between the "base monthly rent" for your present home (\$210) and the cost for a comparable replacement home (\$350)).
- If you rent a replacement home for \$310, including estimated average monthly utility charges, you will receive \$4,200. That amount is 42 times \$100 (the difference between the "base monthly rent" for your present home (\$210) and the actual cost of your new home (\$310)).

To qualify for rental assistance, you must rent and occupy a decent, safe, and sanitary home within one year after the date you move. However, the Agency will extend this period for good cause.

If I Decide to Buy, Rather Than Rent, How Much Assistance Will I Receive?

If you buy a replacement home, you may be eligible for assistance to make a down

tax advisor.

What If I Don't Receive The Required Assistance. Can I Appeal?

If you disagree with the Agency's decision as to your right to relocation assistance or the amount of a payment, or the adequacy of the housing to which you have been referred, you may appeal the decision to the Agency.

The Agency will inform you of its appeal procedures. At a minimum, you will have 60 days to file your appeal with the Agency after you receive written notification of the Agency's determination on your claim. Your appeal must be in writing. However, if you need help, the Agency will assist you in preparing your appeal.

If you are a low- or moderate-income person and are dissatisfied with the Agency's determination on your appeal, you may have an additional right to request administrative review of that decision (e.g., by HUD or the State).

You can expect a fair decision on any appeal. However, if you are not satisfied with the final administrative decision on your appeal, you may seek review of the matter by the courts.

I Have More Questions. Who Will Answer Them?

If you have further questions after reading this booklet, contact the Agency and discuss your concerns with an Agency representative.

Agency : Housing Authority of the County of Contra Costa

Address: 3133 Estudillo Ave., Martinez, CA 94553

Office Hours: 8:00 AM - 4:30 PM; Mon. - Fri., Closed every other Friday.

Telephone No.: 925-957-8045

Person to Contact: Elizabeth Campbell

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



Attention All Las Deltas Residents

RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM SECOND RESIDENT MEETING

The Housing Authority of the County of Contra Costa (HACCC) continues to seek out exciting housing opportunities for residents currently assisted in the Public Housing Program. HACCC is submitting a second application to participate in the Department of Housing and Urban Department's (HUD) Rental Assistance Demonstration (RAD) Program in order to access private funding for the purpose of seeking and securing affordable housing options for families of North Richmond. This second application will be for the remaining units not awarded in the first successful RAD application HACCC submitted to HUD.

We invite you to a second meeting to learn more about the RAD program and how it benefits current residents living in HACCC Public Housing. Join the Housing Authority team by attending a meeting on:

DATE: **October 21, 2015**

PLACE **YOUNG ADULT EMPOWERMENT CENTER**
 50 SILVER STREET
 NORTH RICHMOND CA, 94801

TIME: **4:00PM - 5:00PM**

During this meeting, staff will provide information regarding the RAD application and the relocation process if we are successful in the application process. Some topics to be covered include:

- 1. What is the Rental Assistance Demonstration (RAD) Program?**
- 2. What are your rights as residents living in North Richmond?**
- 3. How will the residents living in North Richmond benefit from RAD?**
- 4. What are the next steps?**
- 5. Bring your comments and concerns.**

SNACKS AND REFRESHMENTS WILL BE SERVED



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Agenda
October 21, 2015
4:00pm - 5:00pm

- | | |
|--|---|
| 1. Welcome - 4:00 pm - 4:05 pm | Tony Ucciferri
Analyst |
| 2. Overview RAD program- 4:05 pm - 4:15 pm | Tony Ucciferri
Analyst |
| 3. Relocation Assistance Options - 4:15 pm - 4:25 pm | Tony Ucciferri
Analyst |
| 4. Public Comments- 4:25 pm - 4:35 pm | Tony Ucciferri
Analyst |
| | Robert Moore
Director of Development |
| 4. Open Discussion: 4:35 pm - 5:00 pm | |



**HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA**



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Agenda

Octubre 21, 2015

4:00 p.m. - 5:00 p.m.

- | | |
|--|---|
| 1. Bienvenida: 4:00 pm - 4:05 pm | Tony Ucciferri
Analista |
| 2. Resumen del programa RAD: 4:05 pm - 4:15 pm | Tony Ucciferri
Analista |
| 3. Opciones de asistencia de reubicacion: 4:15 pm - 4:25 pm | Tony Ucciferri
Analista |
| 4. Comentarios del publico: 4:25 pm - 4:35 pm | Tony Ucciferri
Analista |
| 5. Discusion: 4:35 pm - 5:00 pm | Robert Moore
Director of Development |



<p style="text-align: center;">Resident Comments and Questions - October 21, 2015 Second Resident Meeting - RAD</p>

Q: Are there any offers from casinos for the properties in North Richmond?

A: No. We have had no discussions with Casinos regarding the sale of the property to them for development?

Q: Are you going to build a housing tower (complex) that uses the land here in North Richmond since we have the space here?

A: We do not have any plans for doing any development at Las Deltas. We simply do not have the funding nor is there any development partner interested in building on the site who has the funding needed. We are trying to find a solution that doesn't end with a whole bunch of boarded up units in the community.

Q: What about Chevron? Will they develop units in North Richmond?

A: We have not had any contact with them nor have they reached out to us about buying the development. There is nothing we are not willing to consider however and if they were to be interested, we would certainly have a discussion with them.

Q: Are you stating that you have not received any money to fix the units in North Richmond?

A: We do get money. We get money known as the Capital Fund each year to fix all the Public Housing Authority properties in Contra Costa County. We get approximately \$1.7M for the entire portfolio. Capital Funds are used for replacing boilers or fixing walkways, replacing windows and those type of improvements. You can see how we allocate the funding in our PHA Plan. Each year we lay out a plan on how we will spend the money. They can also be for relocation expenses. We are going to use most of a year's worth of capital fund right here at Las Deltas to help pay for relocation costs. At this time, given our interests in pursuing a RAD conversion, spending the money to fix the damaged units is not wise. Many of the vacant units have been vandalized and people have stolen the copper wiring. The units are destroyed inside.

Q: What about the abandoned units?

A: The 90 units that have been approved for RAD conversion so far are all vacant units. They are going to be replaced by off-site Project Based Voucher units as the units. These units are located from Pittsburg, Antioch, Concord, Pleasant Hill, El Cerrito, San Pablo and Walnut Creek. If we are approved for our next RAD application, we will be able to begin pursuing relocation options for you in these units. Once available, you will have priority to move into the units. The residents of Las Deltas have first priority for all RAD replacement units.

Q: How do you choose who will move?

A: We have hired a relocation specialist and once authorized from HUD and our application is approved the specialists will have more meetings with you about our relocation plan. The specialist will explain your options about transferring to another location within Public Housing or using a Housing Choice Voucher to find housing anywhere in the United States. We will continue to have meetings regarding the RAD process. We will also be discussing how much money you will be getting for relocation expenses. It will generally be based on household bedroom size to cover moving expenses, rental assistance payments, utility transfer fees, security deposits and other related fees. As mentioned, we are about to submit

the RAD application for occupied units at Las Deltas. If we are approved, then we will elevate the relocation discussions to a higher level. For now, we just want you to have an idea of what may happen. If we do not get approved we will file another application based on Section 18 Demo/Dispo. If this process, the residents would also get a voucher to move and relocation assistance while we work to dispose of the property.

Q: What about the list for Section 8 or Public Housing? Do we have to apply to be on the list? Are we on the list?

A: There is no list. If the application is approved, if all the residents of Las Deltas want a voucher you will all be given a voucher. If you all want public housing, we will work with you to identify alternative public housing units. It is not a wait list. you will all receive an alternative assisted housing option.

Q: What about the people that have already moved out?

A: No one has been relocated to date. If someone moved out, it was a voluntary move or an eviction and they will not be eligible for relocation benefits. No one has moved out due to the RAD conversion. If the RAD application is approved, you will meet with a relocation specialist to discuss what your individual needs are regarding your next housing option.

Q: I have a household of 7, when will I be able to move? I need to move now.

A: Once you transfer out of North Richmond, you will be placed in an appropriately sized unit. If you leave now before the disposition process, you will not get anything. However, you are able to approach your property manager, David Solis to inquire about a unit transfer. If you transfer to another Public Housing property before the RAD application is approved, you will not be eligible for relocation benefits.

Q: When will the process start?

A: If the application is approved, you will receive at least 90 days notice about any actions that will take place regarding relocation. You will then have a relocation specialist speak to you and your family about housing options. No one will lose their housing. We will take all the time we need to make sure that you all are given the appropriate relocation options.

Q: You stated that you were filing the application tomorrow, when will you receive an answer?

A: There is about a 2000 unit backlog. We are hoping for an answer in 3 to 6 months, we hope!

Q: When are you going to start to demolish the vacant units?

A: The disposition process does not mean demolition. Until there is money and permission from HUD to demolish the units, it will not happen. There is a chance in the future that the buyer of the property will fix up the units and wish to rent them out on the private rental market. So demolishing them may not be the most desirable option yet. What we can say with a high degree of certainty is that the units will not be Public Housing.

Q: What can the residents do to help the Housing Authority with the disposition process?

A: The most constructive thing you can do is to continue to bring your comments and ideas to these meetings and be a voice for the community. That and continue to come to all the meetings and communicate with us.

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM
Sign In Sheet
Las Deltas Resident Meeting
October 21, 2015
4:00pm - 4:30pm

1 Mark A. Romo
2 Hmet A. D. Green
3 Nathan Prudgen
4 Jimmie Green
5 Agelia Diaz
6 John Mui
7 Fred Baker
8 Camille Rossignon
9 Rogelio Martinez G
10 Silvia Mendoza
11 Enocuri A. Mendoza
12 Chanel Smith
13 Murisha Belcher
14 Kinetta Cooper
15 Lili Lewis
16 Gerome Y. Morris
17 Amalia Thomas
18 Bianvenida Meza
19 Carlos M. M.
20 Sania

21 Mercedes Mendez
22 Nelda Edwards
23 Caroleen Robinson
24 Rebecca Nang
25 Shienna Nang
26 Latasha Crockett
27 Vicki Moore
28 H. Disha Thomas
29 Michelle Hersey
30 Raymond Williams
31 Jewel Dole Powell
32 Faanape Mikai'o
33 Claudia Fornal
34 Roslyn Knowles
35 Charles H. Simmons
36 Katya Bess
37 Khadija Hardin
38 Tenika Rogers
39 Ruth Zambudio
40 _____



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**PUBLIC NOTICE
HOUSING AUTHORITY
OF THE
COUNTY OF
CONTRA COSTA**

Housing Authority of the
County of Contra Costa announces
Public Hearing regarding
Relocation Plan for the
RAD Conversion of the
Las Deltas Public Housing Site.

The hearing will be held on
Tuesday August 9th, 2016
at 1:30pm at the Board of
Commissioners Chambers
located at 651 Pine Street,
Martinez Ca, 94553.

The Housing Authority of the
County of Contra Costa
Relocation Plan is
available for review at
at each office listed below
and our website
www.contracostahousing.org.

Locations:

WEST COUNTY
No. Richmond Housing
Authority Office
1601 N. Jade Street
No. Richmond, CA 94801

Rodeo Housing
Authority Office
2 California Street
Rodeo, CA 94572

CENTRAL COUNTY
Martinez Housing
Authority Office
3133 Estudillo Street
Martinez, CA 94553

Section 8 Housing
Choice Voucher Office
2870 Howe Road
Martinez, CA 94553

EAST COUNTY
El Pueblo Housing
Authority Office
875 El Pueblo Ave.
Pittsburg, CA 94565

Oakley Housing
Authority Office
990 A Rosemary Lane
Oakley CA 94561

**HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA**



Attention All Las Deltas Residents

**RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM
RELOCATION MEETING**

The Housing Authority of the County of Contra Costa (HACCC) has hired a Relocation Specialist to assist with the relocation of all the residents of Las Deltas. Overland, Pacific & Cutler (OPC) will be coming to Las Deltas to discuss the relocation process; what services they will be providing you; who you will be working with on site; what relocation options you will have available to you and what type of assistance you can expect for your move.

In addition, HACCC has drafted a Relocation Plan and this document is now available for you to review at the property office. You are welcome to submit any comments regarding the plan as instructed in the Relocation Plan to Chad Wakefield from OPC.

We invite you to learn more about the Relocation Process and how it will benefit current residents living at Las Deltas. Join the Housing Authority and Overland Pacific team by attending a meeting on:

DATE: Thursday, July 21, 2016

PLACE YOUNG ADULT EMPOWERMENT CENTER
50 SILVER STREET
NORTH RICHMOND CA, 94801

TIME: 4:00PM - 6:00PM

During this meeting, staff will provide detailed information regarding your relocation benefits and answer all of your questions.

SNACKS AND REFRESHMENTS WILL BE SERVED



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM Las Deltas Relocation July 21, 2016 4:00pm - 6:00pm

AGENDA

- | | |
|--|--|
| 1. Welcome | David Solis,
Asset Manager |
| 2. RAD Update | Tony Ucciferri
Special Assistant to the
Executive Director |
| 3. Overview of Las Deltas Relocation Plan | Chad Wakefield
Overland, Pacific & Cutler |
| 4. Public Comments regarding Relocation Plan | Tony Ucciferri
Chad Wakefield
David Solis |
| 5. Open Discussion | |
| 6. Adjournment | |



Resident Assistance Demonstration (RAD) Program

Las Deltas Relocation

July 21, 2016

Resident Comments

Presenters: David Solis, Tony Ucciferri, Chad Wakefield,

Tenant: So you are saying that after you vacate the property and move us all to other areas, you plan to sell the properties and you don't have a say in what they do with these units?

Tony: That is correct. There will be some development partner likely, the Housing Authority will not likely be a part of it, however, who may be interested in the contiguous units who may develop new units there.

Tenant: Will we need a voucher to live at those units?

Tony: It's too early to say. What is developed there and the funding restrictions they have on the funding they secure to build that new housing will determine whether you will be able to use a voucher in those units or not. For example, if the developer utilizes Low Income Housing Tax Credits to build the property, you can use a Voucher at a Tax Credit property so you could live there with a voucher. However, if they are using HUD 202 or 811 funding for elderly or disabled, you would not be allowed to use a voucher there.

Tenant: What have you heard from the people who chose a HCV voucher for relocation rather than another public housing unit? Was it approved or not?

Tony: Once the relocation process begins, we have the vouchers to assist any of you who wish to relocate with a voucher. There is no other approval pending for that.

Tenant: We signed up for a voucher already. What's the hold up?

Tony: We are waiting for HUD approval of our 3rd and 4th RAD applications which cover the units you all live in. The first two applications were for 90 vacant units only. Once those applications are approved, we have already requested authorization from HUD to begin relocation early so that you can move from the units you are currently in. Once they approve us to start relocation, then we can begin to legally issue the vouchers.

Tenant: So what are we gonna get? Is there some kind of money we get or what?

Tony: We are going to hear from Chad Wakefield of Overland, Pacific and Cutler who will spell out exactly what your relocation benefits will be. But, yes., there will be some financial assistance with movers, deposits, transferring utilities and things like that.

Tenant: You said the moving cost will be based on the lowest bid?

Chad: The self-move is based on the number of rooms you are moving. For the option where we use a mover to move you, we will contract with a number of moving companies and the lowest responsible bidder will be selected to work with us and you to move your belonging because we want someone who will also do a good job, not just cheap.

Tenant: Can I move to Los Angeles?

Chad: We have a Southern CA presence so we could facilitate something like that, but if you want to move to an area where we do not have contacts or can easily assist you, then you will have to rely on your resources to learn about where you can move to. Your moving expenses are generally calculated to get you moved up to about 50 miles away. So if you want to move to Atlanta, for example, that cost would not be fully reimbursed.

Tenant: What if I don't want Section 8 and want to move to an affordable apartment?

Chad: We can help you with that too, but let me tell you, you don't want to give up that Section 8 voucher. It is pretty flexible and there are a lot of developers building new housing that will take that Section 8 voucher.

Tenant: I had Section 8 and it had a deadline and they only gave me 90 days and then what happens?

Chad: I understand where you are going with this. While there is a limit on the relocation, we go beyond that and we actually work to help you find a unit.

Tenant: To our preference? Where we want to live?

Chad: That's up to you. You tell us where you want to live and our job is to try to find you a place there. We're not looking to generate one list that will serve everyone. Our goal is to tailor our search to you individually to the best that we can.

Tenant: I want to clarify this up for everyone. I heard that Section 8 Vouchers are only good for 90 days. Is that correct?

Tony: Typically, your voucher is issued for 90 days and you can get a 30 day extension. Currently, the market is pretty tight and we will issue you a voucher for 120 days and so long as you can show that you are working to find a unit, we will work with you to keep extending the voucher in 30 day periods. We're committed to helping you find a unit to move to. We're not looking to strand you or make you homeless.

Tenant: Once you find a place, is there a certain amount of time that your voucher is good for?

Tony: Your assistance will continue for as long as you need us and your rent portion does not exceed the rent for the unit. And even then, we keep you on the program for up to 6 months at zero subsidy in case something happens.

Tenant: Does everyone have to move?

Chad: Yes. Everyone has to move.

Tenant: When do we have to move?

Chad: We don't know that answer yet. You'll have a minimum of 90 days notice to move. With relocation efforts, there is a lot of noticing involved. You will get plenty of notice from us. Like I said, it is a minimum of 90 days or longer. If you want to move earlier, you can do that too. You all will have different needs and we are there to help you through that process.

Tenant: So we heard the plan, but it is all predicated on the 3rd and 4th RAD applications being approved?

Chad: Yes. And HUD approving our ability to start relocation earlier than we normally would be allowed to start.

Tenant: We've been hearing about all this for a long time and we never know what's really happening or when. So to clarify, will we have to sign another one-year lease? What should we do?

Tony: It's true, we don't really know when this is all happening, but a couple of things. One, sign all leases you are asked to sign. That is a requirement of your current living situation. Secondly, yes it may take a year or more to get to a move. However, let's say you signed a one-lease today. If things suddenly take off and you are cleared for moving in two months, we will not be concerned about your lease. As the owner, we will work with you to make sure you are held harmless and cleared to move.

Tenant: What if we are offered a transfer to another Public Housing development. Will that be our permanent housing?

Chad: First, if you transfer prior to the Notice of Eligibility being issued, you will not receive relocation assistance. If you transfer to another Public Housing unit during the relocation period, then, yes, that is your permanent housing selection. Your moving costs will be paid for, your transfer of utilities will be paid for, etc.

Tenant: What if I move now?

Chad: You will not receive any relocation benefits. You lose the benefit. Read the relocation Plan. You have your own copy of the key points. Understand it and refer to it regularly.

Tony: Don't move without the relocation assistance.

Tenant: Do they still have houses that rent to Section 8?

Chad: Yes. You can rent a house or an apartment. It's a tough rental market right now so it won't be easy but a house is definitely a possibility. Inventory is lower, but it is possible. You may have to compromise where you want to live if you are set on finding a house since the pool of available houses is smaller.

Tenant: If we go after an apartment, that means that there will be more units?

Chad: Generally there are more apartments than houses available in the rental market

Tenant: So we will all get vouchers?

Tony: Yes. If that's what you want. Again, take the time to review the relocation plan and make comments if you see anything you don't like or have an issue with. In the materials you will find Chad's contact information. Send him an email, or call him to give him your comments about what you like or don't like so the plan best represents YOUR needs.

Chad: And again, any comments, we have to respond to. So it's not like you will make a comment and you won't hear back. If you just want to make a statement, you can do that too.

Tenant: Can we get a copy of the plan?

Chad: Yes. We have some extras here and the full plan is also on our website.

Tenant: Is Petaluma in that 50 mile radius you were talking about?

Chad: Yes. Now let me tell you what that 50 mile radius we were talking about means. You can move where ever you want, but the relocation assistance for moving costs covers only up to 50 miles. We can transfer your utilities and such but the moving costs only cover moving your belongings up to 50 miles. You would have to make up the remaining cost.

Contra Costa County Housing Authority – Las Deltas Resident Meeting July 21, 2016

Below is a summary of the questions received and the responses given at the July 21, 2016 resident meeting. At this meeting HACCC and OPC staff presented updates on the conversion process and presented the proposed relocation program. Duplicate questions have been omitted.

Resident Questions:

- 1. If I am on a waitlist for another public housing unit and I am offered a unit before I am notified of my relocation eligibility, what should I do?** Residents are advised not to move prior to receiving their notice of eligibility (NOE). If they do so they will forfeit potential relocation assistance they may have a right to.
- 2. What if my voucher expires?** Extensions will be considered on a case by case basis.
- 3. Who will help me locate a new place?** OPC has been hired to work with the residents to locate and secure new housing.
- 4. When will we have to move?** The timeline has not been determined. HACCC is awaiting final approvals from HUD. Once those are received the relocation process can begin.
- 5. How much time will we have to move?** HACCC expects to give at least a 120-day notice to vacate. Households will move within that period of time.
- 6. Who will pay for my moving costs?** HACCC will provide two options to pay for moving costs. One is a fixed move payment based on the number of moveable rooms in the unit. This payment will be according to the current federal payment schedule. The second option is HACCC will hire a moving company to move you within 50-miles of the property.
- 7. What if I can't find a place?** OPC will assist you locate new housing. HACCC will support them in these efforts. Extensions may be granted if the household is actively working with OPC to locate new housing.
- 8. Will you move me some place safe?** You will choose the location you move to.
- 9. Can I move to another public housing unit?** If there are units available you would be able to choose that as your new home.
- 10. Do I have to move to where you tell me to go?** Through the relocation process OPC will work with you to locate housing in locations you prefer. You will choose where to move. Keep in mind that the unit would need to be within your financial means and limits of the voucher.
- 11. Why can't we move now?** If you were to move before you receive an NOE you would forfeit your rights to relocation assistance. We encourage you not to move before receiving your NOE.
- 12. How long would I have to stay at a new place before I could move?** Section 8 leases are for one year. After that year you would be able to move to another location of your choice, within your voucher limits

**PUBLIC NOTICE
HOUSING AUTHORITY
OF THE
COUNTY OF
CONTRA COSTA**

Housing Authority of the
County of Contra Costa announces
Public Hearing regarding
Relocation Plan for the
RAD Conversion of the
Las Deltas Public Housing Site.

The hearing will be held on
Tuesday December 6th, 2016
at 1:30pm at the Board of
Commissioners Chambers
located at 651 Pine Street,
Martinez Ca, 94553.

The Housing Authority of the
County of Contra Costa
Relocation Plan is
available for review at
at each office listed below
and our website
www.contracostahousing.org.

Locations:

WEST COUNTY
No. Richmond Housing
Authority Office
1601 N. Jade Street
No. Richmond, CA 94801

Rodeo Housing
Authority Office
2 California Street
Rodeo, CA 94572

CENTRAL COUNTY
Martinez Housing
Authority Office
3133 Estudillo Street
Martinez, CA 94553

Section 8 Housing
Choice Voucher Office
2870 Howe Road
Martinez, CA 94553

EAST COUNTY
El Pueblo Housing
Authority Office
875 El Pueblo Ave.
Pittsburg, CA 94565

Oakley Housing
Authority Office
990 A Rosemary Lane
Oakley CA 94561

LAS DELTAS RELOCATION PLAN SUMMARY

Introduction: The Housing Authority of the County of Contra Costa (HACCC) is proceeding with the conversion of the Las Deltas Public Housing property. The strategy at Las Deltas is to utilize the U.S. Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program to convert public housing units to project-based vouchers (PBVs) that will be used to develop new, high-quality affordable housing off-site. While HACCC may commit PBVs to future projects in North Richmond, it does not expect to do so as part of the RAD Conversion process. Under RAD, HACCC intends to sell most, or all, of the vacant units and land at Las Deltas and use the proceeds to upgrade its remaining public housing stock. HACCC has been awarded RAD for 90 units at Las Deltas and Las Deltas Annex, but has since amended its request to include all 214 units for RAD conversion. The proposed permanent relocation of all remaining occupants, disposition of the property, and conversion to RAD is hereinafter referred to as the Project. This Project will trigger relocation requirements under the Uniform Relocation Act and the State of California Relocation Assistance Guidelines and Law.

As part of the required planning process for the Project, HACCC is required to develop a Relocation Plan (Plan). What follows is a summary of the Relocation Plan that was published for a 30-day review and comment period.

The key portions of the plan pertain to how the residents will be assisted. The assistance that the residents can expect is presented as a set of highlights of the relocation program and how the HACCC's relocation consultant will implement the Plan.

Overview of RAD Conversion Strategy

Following HUD approval of the RAD Application amendment request, HACCC will proceed with the relocation of the remaining households at Las Deltas. These households will be made eligible for permanent relocation assistance including a Housing Choice Voucher (HCV) and either a fixed moving payment or payment of their actual and reasonable moving expenses by HACCC.

All eligible households in *good standing* (current on their rent and in compliance with their lease) will be offered a Voucher. If available, a household may choose to transfer to another public housing unit or offered a Project Based Voucher unit, and receive actual and reasonable relocation expenses.

Being "current on rent" means the household has paid the prior month's rent and does not owe any back rent to HACCC or, if there is back rent owed, the household has entered into a repayment agreement with HACCC and is following the terms of that agreement. Being "in compliance with the lease" means the household has not been served with an eviction notice, written notice of violation or have been evicted. If a household or one of its members has been issued a Notice to Vacate, or has otherwise been informed in writing they are not in compliance with their lease, and the case has not been resolved at the time the Housing Choice Vouchers are available, HACCC will not issue the household a Voucher at that time. If the case is resolved, or if a court rules in favor of the resident, HACCC will provide a Voucher at that time.

Scope and Purpose of This Relocation Plan

The Plan is designed to do the following:

1. Satisfy legal and regulatory requirements for a relocation plan in accordance with the Uniform Relocation Act (URA) and California Relocation Assistance Law (CRAL) and Guidelines;
2. Describe and analyze the laws, statutes and regulations governing the relocation of the Project occupants, including the requirements for a relocation plan;
3. Describe the persons to be displaced by the Project and their relocation needs;
4. Describes the roles and responsibilities of HACCC and its designated relocation team;
5. Outline the relocation rights and benefits that HACCC is obligated to provide to the persons that may be displaced by the Project;
6. Outline the relocation process and mitigation measures required to ensure the Project residents are provided the relocation assistance that reasonably meets their needs;
7. Describe the relocation program to be provided, including the rights of the existing households, required notifications, benefits, and other services they are eligible to receive, and criteria for eligibility for assistance;
8. Describe the replacement housing resources that may be available to rehouse the residents including access to HCV's and other Low Income Public Housing Units (LIPH) in HACCC's portfolio;
9. Describe the process to develop, approve and update the Plan;
10. Describe the process for any appeals of the relocation benefits and services provided; and
11. Provide the general schedule and budget for relocation activities.

12. Attend resident meetings as needed with or on behalf of HACCC.

The Plan is limited to this scope, which is consistent with the guidance for relocation planning described under the URA, RAD Relocation Guidelines, CRAL and the Guidelines.

Overview of Relocation Planning and Implementation

Overland, Pacific & Cutler, Inc. (OPC), a public real estate services consulting firm specializing in relocation planning and implementation services, was hired by the HACCC to prepare this Plan. OPC has also been retained to implement this relocation plan and provide relocation services to the households who may be displaced by the Project.

A copy of this Plan has been made available to Las Vegas households and interested parties for their review. The Final Relocation Plan to be reviewed and adopted by the HACCC Board of Commissioners.

Overview of Relocation Assistance Program

HACCC must offer each displaced household, "comparable housing". Such comparable housing may include, if available, tenant-based assistance such as a HCV, project based voucher assistance or, occupancy in a unit operated, or assisted by HACCC at a rental rate paid by the household that is comparable to the rental rate applicable to the unit which the household presently occupies. Those residents, who are required to move, are also entitled to payment of actual and reasonable relocation expenses and are eligible to receive relocation advisory services.

In the event any of HACCC's actions resulting from the implementation of the RAD Application result in residential displacement, such displacement will be pursuant to the policies and procedures which would be necessary to conform to the statutes and regulations established by the federal and state law for residential displacements. No mandatory displacement activities will take place prior to the required reviews and approval of this Plan.

Resident Interview Process

An important process in relocation planning is collecting primary information from the impacted households. This typically occurs by conducting an interview with the household in their home. Through these meetings, household composition, special needs, and specific concerns regarding relocation are gained, which will be used by OPCto better plan for the household's relocation needs on an individual basis.

Relocation Eligibility Under 24 CFR Part 970 and the URA

Part 970.5 (h) determines that it is the responsibility of HACCC to comply with the URA and to ensure compliance with the URA (not withstanding any third party contractual agreements).As applied to this project, 970.5 (i) defines a displaced person as any person (household, business or non-profit organization) that moves from Las Deltas as a direct result of the demolition. Notwithstanding that definition, in accordance with 970.5 (i) (2) (v) (B) (3) a person does not qualify as a displaced person if they have been:

- Evicted for serious or repeated violation of the terms and conditions of their lease, violation of applicable Federal, State or local law or other good cause, and HACCC determines that eviction was not undertaken for the purpose of evading the obligation to provide relocation assistance;
- The person moved into the property after submission of the application for demolition or disposition and the person was informed of the impact the Project could have on them in writing (also referred to as a Move-In Notice); or
- The person is otherwise ineligible for relocation assistance under the URA as described in in 24.2 (9) (ii) of the URA.

All relocation programs must establish the date on which a person becomes eligible to receive relocation assistance. This date is known as the Initiation of Negotiations (ION). Per 970.5 (k), the ION is the date that HUD approves the HACCC demolition and disposition application for all 214 units, which may occur late 2016 or early 2017. In accordance with the URA, the ION is the date the project agrees to accept federal assistance, which will be the date that a RAD Conversion Certificate (RCC) is received and HACCC agrees to accept to RAD assistance per its Conversion Strategy outlined in the Introduction of this Plan.

For the purposes of this Plan, the ION date for the intent of establishing the date a person became is eligible for relocation assistance will be determined by the date HUD approves the RAD Conversion Commitment (RCC) for all 214 units. This date is used to establish the ION for determining relocation assistance eligibility under the Guidelines and CRAL. Households who were lawful tenants on this date will be eligible to receive relocation assistance, so long as they are in good standing, did not sign a move in notice, and do not vacate the property prior to receiving an NOE from HACCC or OPC.

HACCC issued a General Information Notice (GIN) to all households on October 22, 2015. This notice advises the household not to move until they receive further notice. Any household or person who vacates after receiving this notice and prior to receiving an NOE or notice of ineligibility will not be eligible to receive relocation assistance. After HUD approves the demolition and disposition of the Site, an NOE may be issued to all households immediately or shortly thereafter. The NOE will be issued to each household at least 90-days prior to the date the household must vacate before demolition of the unit.

Relocation Eligibility Under RAD

RAD is a source of federal participation that requires relocation to be in accordance with the URA. Under the RAD program, a household is eligible to receive permanent relocation assistance if they are displaced by a project such as what is planned for Las Deltas. The household becomes eligible for relocation assistance once HUD issues an RCC. An RCC has not been issued by HUD for all 214 units.

Each household will receive a RAD Relocation Notice after the RCC is issued. The notice will explain their relocation rights under the RAD program, including the requirement to be provided permanent relocation assistance in accordance with the URA including advisory services, replacement housing, and moving assistance. This notice will be in addition to other notices required under the URA.

Ineligibility for Relocation Assistance

Any residential household that has been evicted for cause, voluntarily moves from the property after receiving the General Information Notice (GIN), or does not have a lease documenting lawful occupation of their unit will not be eligible to receive relocation assistance.

Replacement Housing and Re-housing Plan

All households will be required to permanently vacate their current unit. This will result in a permanent displacement of all households. No eminent replacement housing construction project is planned for the site. No opportunities have been identified for the household's to return to a new replacement housing unit at the Site. The primary replacement housing resources will be,

- Housing Units accepting a HCV available on the market in Contra Costa County and other jurisdictions,
- Other low income housing units such as Low Income Housing Tax Credit (LIHTC) units available on the market in Contra Costa County and in other jurisdictions,
- Existing and under construction affordable housing projects with Project Based Voucher contracts (which may require the household to forgo its HCV),
- Units within below market rate housing programs that accepts a HCV,
- Other LIPH units in the HACCC portfolio,
- Other housing on the market not owned or controlled by HACCC and not presently participating in the Housing Choice Voucher Program that may elect to do so.

Should a household elect to leave HACCC jurisdiction they would be required to "port" their voucher. HACCC and OPC would provide assistance to the household to do so.

Relocation Staff Availability and Responsibilities

OPC's Oakland, CA based staff will be available to assist all displaced household with questions about relocation and/or assistance in relocating. For the time being, OPC staff can be contacted at 510.638.3081 between the hours of 9 am and 5 pm Monday-Friday. After business hour appointments will be made as needed for households who cannot meet during normal business hours. The households will be notified in the future of the names, phone numbers and email addresses of the team assigned to the Project. Should staff contact information change, this relocation plan will be updated, and the households will receive a notice of the change.

OPC may utilize space at Las Deltas for a relocation office. In the interim, OPC's main office in the area is located at 7901 Oakport Street, Suite 480, Oakland, CA 94621. OPC staff should be contacted in advance to schedule an appointment at this office to ensure that a knowledgeable person is available to meet with the household.

Specific activities performed by relocation staff will include:

1. Personally present and explain the household's NOE.
2. Distribute the 90 Notice to Vacate, and where applicable, a 30-Day Notice to Vacate and other reminder notices related to the household's vacate date.
3. Provide referrals to at least three comparable replacement housing units with the household's NOE and provide additional referrals as needed and required.
4. Provide the households with relocation counseling services to assist them in making good decisions to plan their move.
5. Coordinate moves to the household's permanent replacement unit.
6. Assist with the completion and filing of relocation claims, rental applications, and appeals forms, if necessary.
7. Other assistance that may be appropriate to ensure the household receives services and benefits that are reasonably permitted and/or required under the URA and necessary to ensure that hardships and impacts are reduced as much as possible in the relocation process.
8. Document receipt of all required notices, housing referrals provided, signed claims and receipts of payments, and demonstration of advisory services and relocation assistance provided to the residents in the household's relocation file.
9. Attend tenant meetings, as needed, with or in place of HACCC.

Noticing

Notices may be personally served where needed or mailed with a certified return receipt. All notices and proof of service will be maintained in OPC's relocation case files. At a minimum, each household will receive the following from OPC. Samples of these notices are provided in Appendix E. All notices and other informational documents provided will include OPC's contact information and any directions to the resident to contact OPC. Notices will be provided to the household in their primary language.

1. Interview request letter. This letter shall be the first formal notification the household's will receive from OPC. This letter shall invite the household to contact OPC to conduct their relocation interview.

2. A relocation assistance informational brochure or statement. These statements will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this statement will be mailed certified return receipt mail.
3. A RAD Relocation Notice in addition to their NOE, if applicable. These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified return receipt mail.
4. NOE. This notice describes the relocation assistance the household is eligible to receive and the household's and HACCC's rights and responsibilities. This notice provides the maximum level housing assistance payment the household may be eligible to receive and the maximum fixed move payment (aka self-move payment) they will be eligible to receive. These notices will be personally served in all cases with the exception of cases where the household does not make itself available to meet with OPC. In such a case this notice will be mailed certified return receipt mail.
5. A notice of ineligibility. Any person not eligible for relocation assistance will receive a notice of ineligibility. The notice will state why they are not eligible to receive relocation assistance. This notice will be mailed certified mail.
6. A 90-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail unless served concurrently with the NOE.
7. A 30-Day Notice to Vacate prior to their required vacation date. These notices will be mailed to each household via certified mail/return receipt requested and first class mail. NOTE: A 30-Day Notice to Vacate would only be served in cases where a household is still occupying their unit 30 days prior to the expiration of the 90-Day Notice.

Replacement Housing Assistance

Advisory Assistance: All households will be required to permanently relocate from Las Deltas. OPC will meet with all households to ascertain their replacement housing needs, locations they will consider, and other information to assist them locate appropriate replacement housing. OPC will provide assistance to all households to locate and secure a suitable replacement housing unit including providing them referrals, assisting prepare and submit applications and coordinating transportation for them where needed. HACCC will work with OPC to provide residents with assistance to be placed

on waiting lists for properties that HACCC holds Project Based Voucher Housing Assistance Payment (HAP) contracts on.

Permanent Replacement Housing Assistance Payment:

Households Transferring to Other Public Housing

Households may have the opportunity to move into another public housing unit within HACCC's portfolio. In these cases the household would lease a unit with a rent at no greater than 30% of their income with adjustments for utility services such as electricity and gas. The household would not receive any further housing assistance.

Housing Choice Voucher Eligible Households

As residents of public housing, on-going rental assistance will be provided pursuant to the provisions of the Housing Choice Voucher (HCV) program of the U.S. Department of Housing and Urban Development (HUD). The HCV program provides for a household to continue paying thirty percent (30%) of the household adjusted income for their monthly housing rental costs. The provision is subject to the gross rent not exceeding the HCV Payment Standard for that household's voucher size.

In order to alleviate hardships for tenants who must pay "move-in costs" (such as credit report fees and security deposits), HACCC will provide up to seventy-five dollars (\$75.00) for credit checks and a maximum of two months' security deposit based upon the maximum monthly rent payment standards as approved by HACCC.

Housing Choice Voucher Program (HCVP) Payment Standards are set by HACCC based upon the U.S. Department of Housing and Urban Development (HUD)-published Fair Market Rents. They're updated, at least, annually. A payment standard is the maximum allowable monthly assistance payment in HACCC's jurisdiction for an assisted household's (1) contract rent; and (2) those essential utilities for which the tenant is responsible, including a stove or refrigerator provided by the household.

Payment standards are used to determine how much of the rent is paid by HACCC, and how much by the household. Payment standards do NOT determine or limit the rent a landlord may charge.

The maximum contract rent a landlord may charge is based on the reasonable rent for the unit and the household's income. HACCC Payment Standards are listed below. Households can request the payment standards for other areas from OPC.

The above listed payment standards, which includes all utilities, represent the maximum amount the contract rent may be for each bedroom size indicated. Once a Request for Tenancy Approval (RTA) has been received, the Program Specialist will negotiate the contract rent with the owner. The rents offered will be based on comparable rents in the area and the condition of the unit submitted on the RTA.

If a household cannot find a comparable replacement home at a monthly rent that is at or below HACCC's payment standard, that household may be eligible to receive a gap differential, called a "rental assistance payment." This differential will enable the household to cover the gap for 42 months.

The household may receive this adjustment only if without such assistance, in HACCC's determination, the household cannot lease a comparable home or apartment that is affordable at 30% of their adjusted monthly income. If a household qualifies for a rental assistance payment, the household's rent share plus utilities still must not exceed 40% of their adjusted monthly income.

Moving Assistance

Households will have two options for moving assistance; a professional or self-move. OPC Staff will meet with each household to explain the moving assistance services that will be made available to them and ascertain the move option that best suit their needs and abilities.

Option1:Self-Move (Fixed Payment In-lieu of Actual and Reasonable Move Costs):Should a household choose to conduct a self-move to their replacement housing, they will receive a Fixed Move Payment (FMP) based on the current number of rooms of personal property in their Las Deltas unit in lieu of having a professional mover relocate their personal property for them. The current federal FMP schedule for the state of California is presented in Table 8 on the following page. The household would not receive moving compensation for costs such as labor, boxes and other packing materials, utility transfers, or other costs related to the physical move of their home, if they elect the FMP, because the intent of the FMP is to provide funds to the household to pay for all costs associated with the move per the URA.OPC will prepare and process the appropriate claim for the household to receive assistance.

Option 2: Professional Move. HACCC will directly pay for any professional moving services required.OPC staff will obtain multiple bids for HACCC's consideration to hire the lowest responsible biddingmoving contractor (or contractors if multiple contractors

may serve the Project's needs better) to provide moving services to senior and disabled households. Vendors will be licensed by the California Public Utilities Commission (CPUC), insured and bonded.

Services would include full packing, moving, loading, unloading, unpacking, and full replacement value insurance necessary to move the household's personal property to their permanent housing unit. Additional vendors may be needed for debris hauling services and other services that may be needed by senior and/or disabled households. These needs will be handled on a phase by phase, case by case basis. Such services are referred to as related services. OPC will coordinate all services needed by the resident for their move.

Utility Transfer Fee Reimbursement

All households that elect to be moved by the mover will be reimbursed for the actual cost of transferring/reconnecting existing telephone, utility and cable services. HACCC will not cover the cost of modifying existing telephone, utility or cable bill arrangements, or cost associated with new service. Residents are responsible for notifying the telephone, cable, electric, gas, and other utility companies of the need for a transfer. Special assistance will be provided to elderly, disabled and non-English speaking households as necessary. HACCC will reimburse residents for the actual transfer cost upon presentation of an itemized bill from the appropriate company. Advance payments may be considered, if a household demonstrates a financial hardship.

Project Relocation Schedule

The general relocation planning and implementation schedule is shown below. The relocation schedule is subject to change and will be updated in future updates to this Plan.

- Relocation Plan Development: March – June, 2016
- Household interviews – 3rd Quarter of 2016
- Plan Public Comment Period: 4th Quarter of 2016
- Board Adoption Hearing: 4th Quarter of 2016
- Relocation Status Update Meetings With Tenants: Periodically 2016 –2017
- Relocations: 1st and 2nd Quarter of 2017

LAS DELTAS RELOCATION PROCESS OVERVIEW AND HIGHLIGHTS

As a resident who will experience permanent relocation from the Las Deltas Public Housing property you can expect the following activities, receive the following assistance (if eligible), and have the following responsibilities in the process. The Housing Authority of the County of Contra Costa (HACCC) has retained Overland, Pacific and Cutler (OPC) to assist you with your permanent relocation. Please be advised this is not a comprehensive guide to your permanent relocation. Raj Virk fromis available to answer your questions at 800.400.7356. Also, DO NOT MOVE until notified to do so, should you move prior to receiving a Notice of Eligibility (NOE) you will forfeit any rights to relocation assistance you may have.

Needs Assessment and Readiness Assistance:

- Personal interview with OPC. OPC will mail you an invitation letter advising you when we will start interviews and who to contact to schedule an appointment.
- Routine check-ins to assist you prepare for your relocation; also known as Advisory Services.

Replacement Housing: OPC will assist you locate and lease a replacement housing unit. Once you have received an NOE, OPC will begin providing you referrals to replacement housing and assist you with the application and leasing process. OPC will process claims for any monetary assistance you may be eligible to receive to secure replacement housing. Do not lease or purchase replacement without receiving and NOE and meeting with OPC to discuss your needs. OPC must conduct a Decent, Safe and Sanitary (DS&S) inspection before your occupancy at your new home.

Moving Assistance: You will be assisted with your move by either receiving a fixed move payment based on the number of moveable rooms in your current unit, or the services of a moving company. If you elect to do a self-move, your payment will be used to pay for all moving expenses you may have including material, labor, equipment and utility transfer fees. If a moving company is hired, HACCC will pay up to the lowest of at least two bids for your moving costs and any utility transfer fees. PLEASE DO NOT spend any of your own funds for moving expenses before receiving an NOE and meeting with OPC to ensure that such costs are approved as actual, reasonable and necessary. OPC will prepare and process any required claims for moving cost payments through HACCC for you.

Noticing: You will receive the following advanced notification.

- **RAD Relocation Notice:** You will receive a notice explaining your relocation rights under the Rental Assistance Demonstration (RAD) program after the property is converted to RAD.
- **Minimum of 90-day Notice to Vacate:** All households will receive a minimum of 90-days' notice to vacate. This notice will provide you the date you must vacate by.
- **Notice of Eligibility (NOE):** The NOE will provide you with the specific benefits and assistance your household is eligible to receive to relocate.

Resident Responsibilities:

- You must pay your rent on your current unit until you permanently vacate your unit. Not doing so will make you subject to eviction and you will forfeit your rights to relocation assistance.
- You must move to permanent housing within 12-months after you vacate in order to maintain your eligibility for relocation assistance.
- You must file all relocation claims with OPC within 18-months after you vacate in order to maintain your right to claim monetary assistance.

D. RESIDENT MEETING DOCUMENTATION

HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Sign In Sheet

Las Deltas

December 12, 2013

12:00pm - 2:00pm

1 <u>Nathan Priya 545</u>	21 <u>MITCHEZ LEDESMA (OFFICE)</u>
2 <u>1747 WAPPEL DR. DR</u>	22 _____
3 <u>Noveno Thompson #549</u>	23 _____
4 <u>1859 WARREN DR. R. CA</u>	24 _____
5 <u>Lisa Jefferson #549</u>	25 _____
6 <u>LEWIS LEWIS LENOWOOD 547</u>	26 _____
7 <u>Lisa Reyes #466</u>	27 _____
8 <u>Maxine Griffin #542</u>	28 _____
9 <u>LEWIS 544</u>	29 _____
10 <u>Jimmie Green 546</u>	30 _____
11 <u>Regina ^{for} Martika Pittman 1714</u>	31 _____
12 <u>Olivia Rodriguez 648</u>	32 _____
13 <u>JUANA MONTENEGRO 648</u>	33 _____
14 <u>Nicole Satterfield #412</u>	34 _____
15 <u>Rebecca Namy #645</u>	35 _____
16 <u>Tracy Morris 617</u>	36 _____
17 <u>CHANEL SMITH #406</u>	37 _____
18 <u>Terrietta Lewis #401</u>	38 _____
19 <u>Michelle Klessey #405</u>	39 _____
20 <u>Mark A Rando 459</u>	40 _____



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Sign In Sheet

Las Deltas

September 24, 2015

3:00pm - 3:30pm

1 73 Susan Emz
2 Almetra Green
3 Gay Bryant
4 Camille Rossignol
5 Ardis E. Robles
6 Sharon Burd
7 Stanley Wood
8 Guadalupe Powell
9 Jammy Corn
10 Louise Lewis
11 [Signature]
12 Chia Adams
13 Ruth Z. G.
14 [Signature] Thomas #FFI
15 Mrs. Carol Smith
16 Katherine was
17 Max Brink
18 WJWKS
19 Rogelio Martinez
20 James Allen
Sheryl Y. Hargis

21 Katianna Francis
22 [Signature]
23 Jay P. Mc Banks
24 [Signature]
25 Rosalba Pomo
26 Martin Rodriguez
27 Amilen Rodriguez
28 [Signature]
29 Tracy Pachole
30 Chela Farias
31 Gerome Morris
32 Gianemida Lopez
33 Reba Harris
34 Ryosko Holm
35 Mercedes Mendiceta
36 Joetta Ma-in
37 Rebecca Nang
38 Tamika Rogers
39 Raymond Williams
40 Carol Robins
Shade Sed 431



HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Sign In Sheet

Las Deltas

September 24, 2015

3:00pm - 3:30pm

- 1 Myra Evans
- 2 Almetra Green
- 3 Gayle Bush
- 4 Camille ROSSIGNON
- 5 Ardis E. Banks
- 6 Sharon Byrd
- 7 Stanley Woods
- 8 Guendolga Powell
- 9 Jammy Corn
- 10 Louise Lewis
- 11 [Signature]
- 12 Ellen Adams
- 13 Ruth Z. G.
- 14 [Signature] Thomas #FFI
- 15 Mrs. Chant Smith
- 16 Kaphane was
- 17 Chae Banks
- 18 WJWKS
- 19 Rogelio Martinez
- 20 Janice Allen
Sheryl Y. [Signature]

- 21 Katianna Francis
- 22 [Signature]
- 23 Ray P. [Signature] BANKS
- 24 [Signature]
- 25 Rosalba [Signature]
- 26 Martin Rodriguez
- 27 Amilen Rodriguez
- 28 [Signature]
- 29 Tracy Pachole
- 30 Claudia Farias
- 31 Gerome [Signature]
- 32 [Signature]
- 33 [Signature]
- 34 [Signature]
- 35 Mercedes Mendiceta
- 36 Josha Ma-n
- 37 Rebecca Nang
- 38 Tamika [Signature]
- 39 Raymond Williams
- 40 Carol Robino
[Signature] 431



HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



RENTAL ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Sign In Sheet

Las Deltas Resident Meeting

October 21, 2015

4:00pm - 4:30pm

1 Mark A. Ponder
2 Hmetia D. Green
3 Nathan Prudgen
4 Jimmie Green
5 Ageliea Diaz
6 Johny Muri
7 Fred Baker
8 Camille Rossignon
9 Rogelio Martinez G
10 Silvia Mendoza
11 Gloria A. Mendoza
12 Chanel Smith
13 Markisha Belcher
14 Kinetta Cooper
15 Lili Lewis
16 Genaro Marin
17 Maralia Tona Leai
18 Bianvenida Meza
19 Carlos M. Oke
20 Santa

21 Mercedez Mendieta
22 Maida Edwards
23 Carolan Robison
24 Rebecca Nang
25 Shienna Nang
26 Latasha Crockett
27 VICKI MOORE
28 Alisha Thomas
29 Michelle Hersey
30 Raymond Williams
31 Janelle Powell
32 Faanae Mikai'o
33 Claudia Fomal
34 Roslyn Knowles
35 Charles H. Simmons
36 Katya Bess
37 Khadira Hardem
38 Tamika Rogers
39 Ruth Zamudio
40 _____



HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Sign In Sheet
Las Deltas Relocation
July 21, 2016
4:00pm - 6:00pm

- | | |
|--|------------------------------|
| 1 Joyce Daniels | 21 Marcia Komlessar. |
| 2 Kathleen Lee | 22 Ruth Zamudio |
| 3 Linetta Cooper | 23 Sharon Byrd |
| 4 Nellie Thomas | 24 Chaske Smith |
| 5 Jimmie Green | 25 Jennifer Jones |
| 6 Nathaniel Johnson ^{Auntie} _{Johnson} | 26 Rosalinda Elias |
| 7 Joetta Nain | 27 Markisha Belcore |
| 8 MARIA MARTINEZ | 28 Jennifer Jones |
| 9 John Smith | 29 Claudia Farias |
| 10 JC Beard JR. | 30 Frank Williams |
| 11 Anna Webb | 31 Mercedes Mendez |
| 12 James White | 32 Geraldyn Powell 526 |
| 13 Malleca Sanders | 33 Cheryl Y. Hairston |
| 14 Lennard Lewis | 34 Elia Rodriguez |
| 15 Fred Baker | 35 Virginia Daulton |
| 16 A Hicks | 36 Madison Cox |
| 17 Donna Scott | 37 F F Lewis |
| 18 Alvin H. Green | 38 Mark Randall |
| 19 Anderson ABLE | 39 Charmaine Peters |
| 20 A. Reynolds | 40 |



HOUSING AUTHORITY
OF THE
COUNTY OF CONTRA COSTA



RESIDENT ASSISTANCE DEMONSTRATION (RAD) PROGRAM

Sign In Sheet
Las Deltas Relocation
July 21, 2016
4:00pm - 6:00pm

1 P. Hernandez
2 Camille ROSSIGNON
3 Bernine Peters
4 Raymond Williams
5 Chae Bawls
6 Malven Johnson
7 Yngolika Pittman
8 Rodolfo Martinez
9 Cortina Williams
10 Emette Lewis
11 R. S. Williams
12 Debra Lopez
13 R Knowles
14 R Hampton
15 Carol Roberts
16 J. Villafuerte
17 Betha Nakanna
18 Pauline Jones
19 Mark Randle
20 Kristina Jordan

21 Coriale Arceneaux X
22 Camille Toranlan
23 Roslyn Knowles
24 Silvia Mendora
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39 _____
40 _____



E. SAMPLE RELOCATION FORMS



General Information Notice

Residential Occupant to Be Displaced

<<DATE>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants

<<MAILING ADDRESS>>

<<CITY, STATE ZIP>>

Dear Occupants:

The <<CLIENT NAME>> (called here the "Displacing Agency") is interested in <<INSERT ACTION: e.g. acquiring, rehabilitating, demolishing>> the property you currently occupy at <<SITE ADDRESS>> for the <<PROJECT NAME>> (Project). This notice is to inform you of your rights under Federal and or State law. If the Displacing Agency acquires the property and you are displaced for the Project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), as amended and California Relocation Assistance Law (Sec 7260 et. seq. of the CA Government Code).

However, you do not have to move now.

This is not a notice to vacate the premises or a notice of relocation eligibility.

The Displacing Agency has retained the professional firm of Overland, Pacific & Cutler, Inc. (OPC) to represent the Agency and assist in the relocation process.

In order to assess and better plan for the relocation needs of possible displaced households in the Project, the Displacing Agency is preparing a Relocation Plan. In order to prepare this relocation plan, OPC staff will need to meet with you to assess your relocation needs. OPC will be out in the neighborhood beginning the week of <<INTERVIEW DATE>>, and will be trying to contact you then. If you want to make an appointment that is convenient for you, please call the relocation agent identified below.

If you rent your unit, you should continue to pay your monthly rent to your landlord because failure to pay rent and meet your obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a unit before receiving formal notice of eligibility for relocation assistance. If you move or are evicted before receiving such notice, you will not be eligible to receive relocation assistance. Please contact us before you make any moving plans.

If the Displacing Agency acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You would also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement dwelling. Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

Note that pursuant to Public Law 105-117, aliens not lawfully present in the United States are not eligible for relocation assistance, unless such ineligibility would result in exceptional hardship to a qualifying spouse, parent, or child. All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the Displacing Agency decides not to purchase the property, you will be notified in writing.

If you have any questions about this or any other relocation issues, please contact me at the address and the phone number below.

Sincerely,

<<PROJECT MANAGER NAME>>

<<PROJECT MANAGER TITLE>>

Overland, Pacific & Cutler, Inc.

<<OFFICE ADDRESS>>

Phone <<PHONE>>

Carbon Copy To:

<<CC NAME>>

<<CC ADDRESS>>

_____ Delivered on/by: _____ / _____
Received by

X _____ Posted on/by: _____ / _____
Recipient's Signature

_____ Mailed/receipt received on: _____ / _____
Date

Relocation Assistance Informational Statement for Families and Individuals

(Federal)

Displacing Agency:

<< CLIENT NAME >>

Project Name:

<<PROJECT NAME>>

Displacing Agency Representative:



Overland, Pacific & Cutler, Inc.

<< OFFICE ADDRESS >>

<< OFFICE CITY >>

Phone: <<OFFICE PHONE>>

Informational Statement Content:

1. General Information
2. Assistance In Locating A Replacement Dwelling
3. Moving Benefits
4. Replacement Housing Payment - Tenants And Certain Others
5. Housing Choice Voucher Tenants
6. Replacement Housing Payment – Homeowners
7. Qualification For And Filing Of Relocation Claims
8. Last Resort Housing Assistance
9. Rental Agreement
10. Evictions
11. Appeal Procedures – Grievance
12. Tax Status of Relocation Benefits
13. Legal Presence Requirement
14. Non-Discrimination and Fair Housing
15. Additional Information And Assistance Available

Spanish speaking agents are available. Si necesita esta información en español, por favor llame a su agente.

Informational Statement for Families and Individuals

(Federal)

1. GENERAL INFORMATION

The dwelling in which you now live is in a project area to be improved by, or financed through, the Displacing Agency using federal funds. If and when the project proceeds, and it is necessary for you to move from your dwelling, you may be eligible for certain benefits. You will be notified in a timely manner as to the date by which you must move. Please read this information, as it will be helpful to you in determining your eligibility and the amount of the relocation benefits you may receive under the federal law. You will need to provide adequate and timely information to determine your relocation benefits. The information is voluntary, but if you don't provide it, you may not receive the benefits or it may take longer to pay you. We suggest you save this informational statement for reference.

The Displacing Agency has retained the professional firm of **Overland, Pacific & Cutler, Inc. (OPC)** to provide relocation assistance to you. The firm is available to explain the program and benefits. Their address and telephone number is listed on the cover.

PLEASE DO NOT MOVE PREMATURELY. THIS IS NOT A NOTICE TO VACATE YOUR DWELLING. However, if you desire to move sooner than required, you must contact your representative with Overland, Pacific & Cutler, Inc., so you will not jeopardize any benefits. This is a general informational brochure only, and is not intended to give a detailed description of either the law or regulations pertaining to the Displacing Agency's relocation assistance program.

Please continue to pay your rent to your current landlord, otherwise you may be evicted and jeopardize the relocation benefits to which you may be entitled to receive. Once the Displacing Agency acquires the property, you will also be required to pay rent to the Displacing Agency.

2. ASSISTANCE IN LOCATING A REPLACEMENT DWELLING

The Displacing Agency, through its representatives, will assist you in locating a comparable replacement dwelling by providing referrals to appropriate and available housing units. You are encouraged to actively seek such housing yourself. When a suitable replacement dwelling unit

has been found, your relocation agent will carry out an inspection and advise you as to whether the dwelling unit meets decent, safe and sanitary housing requirements. A decent, safe and sanitary housing unit provides adequate space for its occupants, proper weatherproofing and sound heating, electrical and plumbing systems. Your new dwelling must pass inspection before relocation assistance payments can be authorized.

3. MOVING BENEFITS

If you must move as a result of displacement by the Displacing Agency, you will receive a payment to assist in moving your personal property. The actual, reasonable and necessary expenses for moving your household belongings may be determined based on the following methods:

- A Fixed Moving Payment based on the number of rooms you occupy (see below); **or**
- A payment for your Actual Reasonable Moving and Related Expenses based on at least two written estimates and receipted bills; **or**
- A combination of both (in some cases).

For example, you may choose a Self-Move, receiving a payment based on the Fixed Residential Moving Cost Schedule shown below, plus contract with a professional mover to transport your grand piano and /or other items that require special handling. In this case, there may be an adjustment in the number of rooms which qualify under the Fixed Residential Moving Cost Schedule.

A. Fixed Moving Payment (Self-Move)

A Fixed Moving Payment is based upon the number of rooms you occupy and whether or not you own your own furniture. The payment is based upon a schedule approved by the Displacing Agency, and ranges, for example, from \$450.00 for one furnished room to \$2,365.00 for eight rooms in an unfurnished dwelling. (For details see the table). Your relocation agent will inform you of the amount you are eligible to receive, if you choose this type of payment.

If you select a fixed payment, you will be responsible for arranging for your own move, and the Displacing Agency will assume no liability for

Fixed Moving Schedule CALIFORNIA (Effective 2012)	
Occupant Owns Furniture:	
1 room	\$685
2 rooms	\$880
3 rooms	\$1,100
4 rooms	\$1,295
5 rooms	\$1,570
6 rooms	\$1,815
7 rooms	\$2,090
8 rooms	\$2,365
Each additional room	\$250
Occupant does NOT Own Furniture:	
1 room	\$450
Each additional room	\$85

any loss or damage of your personal property. A fixed payment also includes utility hook-ups and other related moving fees.

B. Actual Moving Expense (Commercial Move)

If you wish to engage the services of a licensed commercial mover and have the Displacing Agency pay the bill, you may claim the ACTUAL cost of moving your personal property up to 50 miles. Your relocation agent will inform you of the number of competitive moving bids (if any) which may be required, and assist you in developing a "mover" scope of services for Displacing Agency approval.

4. REPLACEMENT HOUSING PAYMENT – TENANTS AND CERTAIN OTHERS

You may be eligible for a payment up to \$7,200.00 to assist in renting or purchasing a comparable replacement dwelling. In order to qualify, you must either be a tenant or owner who has occupied the present dwelling for at least 90 days immediately prior to the initiation of negotiations.

A. Rental Assistance. If you **wish to rent** your replacement dwelling, your maximum rental assistance benefits will be based upon the difference over a forty-two (42) month period between the rent you must pay for a comparable replacement dwelling and the lesser of your current rent or thirty percent (30%) of your monthly household income if your total gross income is classified as "low income" by the U. S. Department of Housing and Urban Development's (HUD) Annual Survey of Income Limits for Public Housing and Housing Choice Voucher Programs. You will be required to provide your relocation agent with monthly rent and household income verification prior to the determination of your eligibility for this payment.

- OR -

B. Down-payment Assistance. If you qualify, and **wish to purchase** a home as a replacement dwelling, you can apply up to the total amount of your rental assistance payment towards the down-payment and non-recurring incidental expenses. Your relocation agent will clarify procedures necessary to apply for this payment.

5. HOUSING CHOICE VOUCHER TENANTS

When you do move, you may be eligible to transfer your Housing Choice Voucher eligibility to a replacement site. In such cases, a comparable replacement dwelling will be determined based on your household composition at the time of displacement and the current housing program

criteria. This may not be the size of the unit you currently occupy. Your relocation agent will provide counseling and other advisory services along with moving benefits.

6. QUALIFICATION FOR, AND FILING OF, RELOCATION CLAIMS

To qualify for a Replacement Housing Payment, you must rent or purchase and occupy a comparable replacement unit **within one year from the following:**

- For a tenant, the date you move from the displacement dwelling.
- For an owner-occupant, the latter of:
 - a. The date you receive final payment for the displacement dwelling, or, in the case of condemnation, the date the full amount of estimated just compensation is deposited in court; **or**
 - b. The date the Displacing Agency fulfills its obligation to make available comparable replacement dwellings.

All claims for relocation benefits must be filed with the Displacing Agency **within eighteen (18) months** from the date on which you receive final payment for your property, or the date, on which you move, whichever is later.

7. LAST RESORT HOUSING ASSISTANCE

If comparable replacement dwellings are not available when you are required to move, or if replacement housing is not available within the monetary limits described above, the Displacing Agency will provide Last Resort Housing assistance to enable you to rent or purchase a replacement dwelling on a timely basis. Last Resort Housing assistance is based on the individual circumstances of the displaced person. Your relocation agent will explain the process for determining whether or not you qualify for Last Resort assistance.

If you are a tenant, and you choose to purchase rather than rent a comparable replacement dwelling, the entire amount of your rental assistance and Last Resort eligibility must be applied toward the down-payment and eligible incidental expenses of the home you intend to purchase.

8. RENTAL AGREEMENT

As a result of the Displacing Agency's action to purchase the property where you live, you may become a tenant of the Displacing Agency. If this occurs, you will be asked to sign a rental agreement which will specify the monthly rent to be paid, when rent payments are due, where they are to be paid and other pertinent information.

9. EVICTIONS

Eviction for cause must conform to applicable State and local law. Any person who occupies the real property and is not in unlawful occupancy on the date of initiation of negotiations, is presumed to be entitled to relocation benefits, unless the Displacing Agency determines that:

- The person received an eviction notice prior to the initiation of negotiations and, as a result, was later evicted; or
- The person is evicted after the initiation of negotiations for serious or repeated violation of material terms of the lease; and
- The eviction was not undertaken for the purpose of evading relocation assistance regulations.

Except for the causes of eviction set forth above, no person lawfully occupying property to be purchased by the Displacing Agency will be required to move without having been provided with at least 90 days written notice from the Displacing Agency.

10. APPEAL PROCEDURES - GRIEVANCE

Any person aggrieved by a determination as to eligibility for, or the amount of, a payment authorized by the Displacing Agency's Relocation Assistance Program may have the appeal application reviewed by the Displacing Agency in accordance with its appeals procedure. Complete details on appeal procedures are available upon request from the Displacing Agency.

11. TAX STATUS OF RELOCATION BENEFITS

California Government Code Section 7269 indicates no relocation payment received shall be considered as income for the purposes of the Personal Income Tax Law, Part 10 (commencing with Section 170 01) of Division 2 of the Revenue and Taxation Code, or the Bank and Corporation Tax law, Part 11 (commencing with Section 23001) of Division 2 of the Revenue and Taxation Code. Furthermore, federal regulations (49 CFR Part 24, Section 24.209) also indicate that no payment received under this part (Part 24) shall be considered as income for the purpose of the Internal Revenue Code of 1954, which has been redesignated as the Internal Revenue Code of 1986. The preceding statement is not tendered as legal advice in regard to tax consequences, and displacees should consult with their own tax advisor or legal counsel to determine the current status of such payments.

(IRS Circular 230 disclosure: To ensure compliance with requirements imposed by the IRS, we inform you that any tax advice contained in this communication (including any attachments) was not intended or written to be used, and cannot be used, for the purpose of (i) avoiding tax-related penalties under the

Internal Revenue Code or (ii) promoting marketing or recommending to another party any matters addressed herein)

12. LAWFUL PRESENCE REQUIREMENT

In order to be eligible to receive relocation benefits in federally-funded relocation projects, all members of the household to be displaced must provide information regarding their lawful presence in the United States. Any member of the household who is not lawfully present in the United States or declines to provide this information may be denied relocation benefits, unless such ineligibility would result in an exceptional and extremely unusual hardship to the alien's spouse, parent, or child, any of whom is a citizen or an alien admitted for permanent residence. Exceptional and extremely unusual hardship is defined as significant and demonstrable adverse impact on the health or safety, continued existence of the household unit, and any other impact determined by the Displacing Agency to negatively affect the alien's spouse, parent or child. Relocation benefits will be prorated to reflect the number of household members with certified lawful presence in the US.

13. NON-DISCRIMINATION AND FAIR HOUSING

No person shall on the grounds of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Displacing Agency's relocation assistance program pursuant to Title VI of the Civil Rights Act of 1964, Title VIII of the Civil Rights Act of 1968, and other applicable state and federal anti-discrimination and fair housing laws. You may file a complaint if you believe you have been subjected to discrimination. For details contact the Displacing Agency.

14. ADDITIONAL INFORMATION AND ASSISTANCE AVAILABLE

Those responsible for providing you with relocation assistance hope to assist you in every way possible to minimize the hardships involved in relocating to a new home. Your cooperation will be helpful and greatly appreciated. If you have any questions at any time during the process, please do not hesitate to contact your relocation agent at Overland, Pacific & Cutler.

Residential Relocation Interview

Client/Project:	Case ID:
Site Address:	Total occupants: Interview Date: <input type="checkbox"/> Unoccupied
City, St, ZIP:	Interviewer: <input type="checkbox"/> No Contact

INDIVIDUAL OCCUPANTS (use additional pages as needed)

1. Name:	Gender: F M	Employer/School:
Relationship (list 1): HEAD OF HOUSEHOLD	<input type="checkbox"/> ID verified	Income srcs (list 2): Income/empl. description: Hire/start date: No income:
Lawful presence (list 3):	Date of birth:	
Phone/fax/email:	Move-in date:	

Notes/special needs:

2. Name:	Gender: F M	Employer/School:
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srcs (list 2): Income/empl. description: Hire/start date: No income:
Lawful presence (list 3):	Date of birth:	
Phone/fax/email:	Move-in date:	

Notes/special needs:

3. Name:	Gender: F M	Employer/School:
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srcs (list 2): Income/empl. description: Hire/start date: No income:
Lawful presence (list 3):	Date of birth:	
Phone/fax/email:	Move-in date:	

Notes/special needs:

4. Name:	Gender: F M	Employer/School:
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srcs (list 2): Income/empl. description: Hire/start date: No income:
Lawful presence (list 3):	Date of birth:	
Phone/fax/email:	Move-in date:	

Notes/special needs:

5. Name:	Gender: F M	Employer/School:
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srcs (list 2): Income/empl. description: Hire/start date: No income:
Lawful presence (list 3):	Date of birth:	
Phone/fax/email:	Move-in date:	

Notes/special needs:

6. Name:	Gender: F M	Employer/School:
Relationship (list 1):	<input type="checkbox"/> ID verified	Income srcs (list 2): Income/empl. description: Hire/start date: No income:
Lawful presence (list 3):	Date of birth:	
Phone/fax/email:	Move-in date:	

Notes/special needs:

DWELLING			HOUSEHOLD	
Mailing Address: _____			<input type="checkbox"/> Primary residence of all occupants? (if not, explain in notes)	
City, St, ZIP: _____			<input type="checkbox"/> Can someone read/understand English? If not, language: _____	
Carbon Copy Address: _____			Race/Ethnicity: <input type="checkbox"/> American Indian/Alaskan <input type="checkbox"/> Asian	
City, St, ZIP: _____			<input type="checkbox"/> Black/African-American <input type="checkbox"/> Hawaiian/Pacific Islander	
Dwelling Type (list 4): _____			<input type="checkbox"/> Hispanic/Latino <input type="checkbox"/> White <input type="checkbox"/> Other <input type="checkbox"/> Mixed	
Bedrooms: _____	Attic/Utility/Storage: _____	Approx Sq Ft: _____	Subscribe to: <input type="checkbox"/> Land phone <input type="checkbox"/> TV service <input type="checkbox"/> Internet	
Kitchen: _____	Basement: _____	Bathrooms: _____	<input type="checkbox"/> Home-based business? (describe in notes)	
Living/family rooms: _____	Garage: _____	Garage Spaces: _____	<input type="checkbox"/> Rent rooms in dwelling? (describe in notes)	
Dining room: _____	Other/Extra: _____	Carport Spaces: _____	<input type="checkbox"/> On fixed income or public assistance? (describe in Occupants)	
Den/Office: _____	Total physical and content rooms to move: _____	Parking Spaces: _____	<input type="checkbox"/> Disabled occupants? (describe modifications/needs in Occupants)	
Total Rooms: _____		Number of cars: _____	Replacement site <u>special</u> needs (mark and describe in Notes)	
Air Cond: <input type="checkbox"/> Central <input type="checkbox"/> Wall/Window <input type="checkbox"/> Heat Pump <input type="checkbox"/> Evap./Swamp <input type="checkbox"/> None			<input type="checkbox"/> Employment access <input type="checkbox"/> Shopping	
Heating: <input type="checkbox"/> FAU <input type="checkbox"/> Radiant <input type="checkbox"/> Hot Water <input type="checkbox"/> Space Htr <input type="checkbox"/> Solar <input type="checkbox"/> Heat Pump			<input type="checkbox"/> Public transport <input type="checkbox"/> Religious	
Dwelling Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			<input type="checkbox"/> Medical facilities/services <input type="checkbox"/> Social/Public services	
Neighborhood Condition: <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor			<input type="checkbox"/> School needs <input type="checkbox"/> Relatives/Ethnic	
Amenities: _____			<input type="checkbox"/> Childcare <input type="checkbox"/> Other special needs	
			<input type="checkbox"/> All occupants to move to the same dwelling? (if not, explain in notes)	
TENANT			Replacement dwelling preference: <input type="checkbox"/> Rent <input type="checkbox"/> Buy	
Rent terms: <input type="checkbox"/> Month-Month <input type="checkbox"/> Lease, months left: _____			Can relocate from: <input type="checkbox"/> Neighborhood <input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State	
<input type="checkbox"/> Rent reduced in exchange for service <input type="checkbox"/> Unit furnished by tenant			Preferred relocation areas: _____	
Monthly contract rent: \$ _____			Security deposit: \$ _____	
Landlord/manager name/ph: _____			HOMEOWNER	
<input type="checkbox"/> Written rental agreement available? <input type="checkbox"/> Rent receipts available?			Lot Size (sq ft): _____ Date purchased: _____ Age (yrs): _____	
<input type="checkbox"/> Receiving Section 8 or other housing assistance?			<input type="checkbox"/> Own clear with no mortgages/loans <input type="checkbox"/> # of stories: _____	
Caseworker name/ph: _____			1st Loan Information	
Monthly tenant portion of rent: \$ _____			2nd Loan Information	
Annual family/child care expenses to allow work: \$ _____			Lender: _____	
Annual non-reimbursed medical expenses: \$ _____			Loan Type (list 5): _____	
Annual non-reimb. handicapped assistance expenses: \$ _____			Current % Rate: _____	
Utilities paid by tenant:			Principal Balance: \$ _____	
Pets: _____			Original Date: _____	
<input type="checkbox"/> Gas: \$ _____			Remaining months: _____	
<input type="checkbox"/> Electric: \$ _____			Monthly P&I payment: _____	
<input type="checkbox"/> Water: \$ _____			MOBILE HOME	
<input type="checkbox"/> Sewer: \$ _____			Pad space: <input type="checkbox"/> Rent <input type="checkbox"/> Own Coach: <input type="checkbox"/> Rent <input type="checkbox"/> Own	
<input type="checkbox"/> Trash: \$ _____			Pad rent: \$ _____ Make/Model: _____	
<input type="checkbox"/> NONE			Coach length (ft): _____ Year: _____	
Energy source: Gas Electr Oil Other			Coach width (ft): _____ Decal #: _____	
Cooking Stove: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____				
Water Heater: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____				
Space Heat: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____				
Air Conditioning: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> _____				

INTERVIEW NOTES (explain all special dwelling/household circumstances, including those noted on page 2)

- | | |
|------------------|--|
| 1. Relation: | Spouse, Child, Foster Child, Parent, Partner, Sibling, Aunt/Uncle, Cousin, Grandparent, Parent In-Law, Sibling In-Law, Other Relative, Roommate |
| 2. Income: | Wages/Salaries, Social Security/Disab/Pension, Child Support/Alimony, Welfare/TANF/AFDC, Family Subs/dy/Gift, Business Income, Interest/Dividends, Unempl/Workers Comp, AF pay, EITC, Cash income, Rent Reduction, Other |
| 3. Legal Status: | Unknown, Citizen/National, Lawful Other, NOT Lawful, Decline to provide. |
| 4. Dwelling: | SFR, Duplex, 3-Plus, 4-Plus, Apartment, Condo/Townhome, Hotel/Motel, Mobile Home, RV, Other |
| 5. Loans: | Fixed Mortgage, Adjustable Mortgage, Interest Only, Fixed HELOC, Adjustable HELOC, Reverse Mortgage, Other |

I certify that all occupants have been identified above and that all information provided for this survey is true and complete to the best of my knowledge.

Claimant Name:

Date:

Signature:

SAMPLE RAD RELOCATION NOTICE

PHA Letterhead

[Date]

[Head of Household] and All Other Lawful Occupants
[Address]

Dear [Head of Household]:

The property you currently occupy at the Las Deltas Public Housing property is participating in the Department of Housing and Urban Development's (HUD) Rental Assistance Demonstration (RAD) program.

On [date], the [Public Housing Authority] (PHA) notified you of proposed plans to completely vacate the property you currently occupy at [address]. On [date], HUD issued the RAD Conversion Commitment (RCC) and committed federal financial assistance to the project.

You will receive permanent relocation assistance and payments consistent with the URA instead of returning to the completed RAD project.

However, you do not need to move now. You will not be required to move sooner than 90 days after you receive written notice that at least one comparable replacement unit is available to you in accordance with 49 CFR 24.204(a).

NOTE: Aliens not lawfully present in the United States are not eligible for URA relocation assistance, unless such ineligibility would result in exceptional and extremely unusual hardship to a qualifying spouse, parent, or child as defined at 49 CFR 24.208(h). All persons seeking relocation assistance will be required to certify that they are a United States citizen or national, or an alien lawfully present in the United States.

Permanent relocation assistance, this assistance will include:

☐ Relocation Advisory Services. You are entitled to receive current and continuing information on available comparable replacement units and other assistance to help you find another home and prepare to move.

☐ Payment for Moving Expenses. You will be able to elect to have a professional moving company move your household goods to your replacement housing unit. This service will be paid for on your behalf by the HACCC. Or you may choose your own mover. The movers cost cannot exceed the lowest responsible bid received by the HACCC. You will be required to enter into a self-move agreement should you elect to hire your own mover. Or you may elect a fixed move payment based on the current federal fixed move payment schedule provided below, which is based on the number of

moveable rooms. Your relocation specialist will calculate this payment for you and prepare the appropriate claim form.

Applicable Fixed Move Payment Schedule

# of Moveable Rooms	Typical Unit Size Equivalent	Payment Amount
3 Rooms	Typical 1 BR	\$1,100
4 Rooms	Typical 2 BR	\$1,295
5 Rooms	Typical 3 BR	\$1,570
6 Rooms	Typical 4 BR	\$1,815
Additional Rooms	i.e. outdoor storage	\$250

☐ Replacement Housing Payment – Housing Choice Voucher Eligible. If a Housing Choice Voucher is available and you are eligible for it, you will be notified under a separate notice. The HCV may satisfy all of your monthly housing cost. If you have increased out of pocket cost you may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

OR

☐ Replacement Housing Payment – Non Housing Choice Voucher Eligible. You may be eligible for a replacement housing payment to rent or buy a replacement home. The payment is based on several factors including: (1) the monthly rent and cost of utility services for a comparable replacement unit, (2) the monthly rent and cost of utility services for your present unit, and (3) 30% of your average monthly gross household income. This payment is calculated on the difference between the old and new housing costs for a one-month period and multiplied by 42.

☐ Listed below are three comparable replacement units that you may wish to consider for your replacement home. If you would like, we can arrange transportation for you to inspect these and other replacement units.

Address Rent & Utility Costs Contact Info:

1. _____
2. _____
3. _____

[Applies to Non-Housing Choice Voucher Eligible Occupants] We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount] and it will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a maximum replacement housing payment of approximately [\$ (42 x monthly amount)], if you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

You may choose to purchase (rather than rent) a decent, safe and sanitary replacement home. If you do, you would be eligible for a down-payment assistance payment which is equal to your maximum replacement housing payment, [\$amount.] Let us know if you are interested in purchasing a replacement home and we will help you locate such housing.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

[Applies to Housing Choice Voucher Eligible Occupants] We believe that the unit located at [address] is most representative of your original unit in the converting RAD project. The monthly rent and the estimated average monthly cost of utilities for this unit is [\$ amount]. This rent and utility is within the current payment standard for the area. If Housing Choice Voucher eligible rents increase, you may be entitled to additional relocation assistance. If this is the case, the information will be used to calculate your maximum replacement housing payment. Please contact us immediately if you believe this unit is not comparable to your original unit. We can explain our basis for selecting this unit as most representative of your original unit and discuss your concerns.

Based on the information you have provided about your income and the rent and utilities you now pay, you may be eligible for a replacement housing payment on the monthly rent differential amount between either 30% of your income or your current rent and utilities, and the contract rent for the replacement housing unit. If you rent the unit identified above as the most comparable to your current home or rent another unit of equal cost.

Replacement housing payments are not adjusted to reflect future rent increases or changes in income. This is the maximum amount that you would be eligible to receive. If you rent a decent, safe and sanitary home where the monthly rent and average estimated utility costs are less than the comparable unit, your replacement housing payment will be based on the actual cost of that unit. All replacement housing payments must be paid in installments. Your payment will be paid in [#] installments.

Please note that all replacement housing must be inspected in order to ensure it is decent, safe and sanitary before any replacement housing payments are made.

If you have any questions about this notice and your eligibility for relocation assistance and payments, please contact [Name, Title, Address, Phone, Email Address] before you make any moving plans. He/she will assist you with your move to a new home and help ensure that you preserve your eligibility for all relocation payments to which you may be entitled. Please do not rent or purchase a replacement property prior to discussing your relocation assistance with us.

This letter is important to you and should be retained.

Sincerely,

Print name:

Title:

Enclosure/s

RESIDENT ACKNOWLEDGMENT OF RECEIPT/PROOF OF SERVICE

Received by

Delivered on/by: _____ / _____

X _____
Recipient's Signature

Posted on/by: _____ / _____

Mailed/receipt received on: _____ / _____



Residential 90-Day Notice to Vacate

<<DATE>>

Your OPC Relocation Agent

Name: <<AGENT NAME>>

Phone: <<OFFICE PHONE>>

Case ID: <<CASE ID>>

<<HEAD-OF-HOUSEHOLD>> and All Other Occupants

<<MAILING ADDRESS>>

<<CITY, STATE ZIP>>

Dear Occupants:

On <<RCC DATE>> the <<CLIENT NAME>>(called here the "Displacing Agency") received approval from HUD to dispose of the property which you occupy at <<SITE ADDRESS>> (called here the "Premises"). The Displacing Agency has now determined that it will be necessary for you to vacate the Premises.

Notice is hereby given that the Displacing Agency elects to terminate your tenancy in ninety (90) days beginning <<90DAY START>> and ending <<90DAY END>> and you are hereby to quit and deliver up possession of the property you occupy on or before <<90DAY END>>. If you do not vacate the Premises by that date, the Displacing Agency will initiate legal proceedings to recover possession of the Premises, along with any rents and damages.

During this period, Overland, Pacific & Cutler, Inc. will be available to provide assistance with referrals to replacement sites, coordination with movers and other vendors, the processing of relocation benefit claim forms, and other tasks to help facilitate your relocation. Please contact your relocation agent listed below if you have any questions regarding this notice or the relocation process. Upon vacating your unit,

you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

<<AGENT NAME>>

<<AGENT TITLE>>

Overland, Pacific & Cutler, Inc.

<<OFFICE ADDRESS>>

Phone <<OFFICE PHONE>>

Carbon Copy To:

<<CC NAME>>

<<CC ADDRESS>>

Received by

Delivered on/by: ____/____

X_____
Recipient's Signature

Posted on/by: ____/____

Date

Mailed/receipt received on: ____/____



Residential 30-Day Notice to Vacate

(Federal/State)

<<DATE>>

Your OPC Relocation Agent

Name:	<<AGENT NAME>>
Phone:	<<OFFICE PHONE>>
Case ID:	<<CASE ID>>

<<HEAD-OF-HOUSEHOLD>> and All Other
Occupants

<<MAILING ADDRESS>>

<<CITY, STATE ZIP>>

Dear Occupants:

On <<RCC DATE>> the <<CLIENT NAME>>(called here the "Displacing Agency") received HUD approval to dispose the property which you occupy at <<SITE ADDRESS>> (called here the "Premises"). The Displacing Agency has now determined that it will be necessary for you to vacate the Premises.

Previously you received a 90-Day Informational Notice advising that the Displacing Agency had elected to terminate your tenancy of the Premises. In accordance with that notice, the Displacing Agency is again notifying you that they have elected to terminate your tenancy in thirty (30) days beginning <<30DAY START>> and ending <<30DAY END>>, and you are hereby to quit and deliver up possession of the Premises you occupy on or before <<30DAY END>>. If you do not vacate the Premises by that date, the Displacing Agency will initiate legal proceedings against you to recover possession of the Premises, along with any rents and damages.

Please be reminded that the firm of Overland, Pacific & Cutler, Inc., hired by the Displacing Agency, is available to provide you with relocation assistance and to answer any questions you may have. Please continue to coordinate your move with your relocation agent listed below. Upon vacating your unit, you are responsible for removing all of your personal property, delivering the Premises in satisfactory condition and turning in the keys to your relocation agent.

Sincerely,

<<AGENT NAME>>

<<AGENT TITLE>>

Overland, Pacific & Cutler, Inc.

<<OFFICE ADDRESS>>

Phone <<OFFICE PHONE>>

Carbon Copy To:

<<CC NAME>>

<<CC ADDRESS>>

_____ Delivered

on/by:

/_____

Received by

X _____ Posted

on/by:

/_____

Recipient's Signature

_____ Mailed/receipt

received

on:

/_____

Date

SAMPLE RELOCATION EXPENSE PAYMENT/REIMBURSEMENT CLAIM FORM

Relocation Information

Project Name:

Claimant Name:

Project Address:

Temporary/Permanent Replacement Address:

Purpose/Type of Payment:

Backup Documentation Used in Calculation of Payment:

Total Payment Amount:

Issue Check Payable To:

Certification by Claimant: I certify that I have not submitted any other claim for the relocation payment listed and I have not been paid by any other source. Furthermore, I certify that by accepting the "Total Payment Amount" described above represents the entire claim for the relocation expense described above.

Claimant

Signature/Date: _____

Claim Approval

Payment Action (Initial Payment)	Initial Payment Amount	Signature	Date
Recommended			
Approved			

F. RELOCATION APPEAL / GRIEVANCE PROCEDURES

Purpose

The purpose of this procedure is to set forth the Housing Authority of the County of Contra Costa's ("Authority") guidelines for processing appeals to determinations as to relocation eligibility, the amount of a relocation payment, or the failure to provide comparable replacement housing referrals.

Right of Review

(a) Any appellant, that is any person who believes him/herself aggrieved by a determination by the Authority as to eligibility, the amount of a relocation payment or failure to provide comparable replacement housing referrals, may, at his or her election, have his/her claim reviewed and reconsidered by the Authority, other than by the person who made the determination in question, in accordance with the procedures set forth herein, as supplemented by the procedures the Authority may establish for the conduct of hearings.

(b) A person or organization directly affected by the relocation project may petition the California Housing and Community Development Department ("HCD") to review the Authority's final relocation plan to determine if the plan is in compliance with state laws and guidelines, or to review the implementation of the relocation plan to determine if the Authority is acting in compliance with its relocation plan. Failure to petition HCD shall not limit a complainant's right to seek judicial review.

Notification to Appellant

If the Authority denies or refuses to consider a claim, the Authority's notification to the appellant of its determination shall inform the appellant of its reasons, and the applicable procedures for obtaining review of the decision. If necessary, such notification shall be printed in a language other than English.

Stages of Review by the Authority

(a) **Request for Further Written Information.** An appellant may request the Authority to provide him or her with a full written explanation of its determination and the basis therefore, if he/she feels that the explanation of the Authority's

determination accompanying the payment of the claim or notice was incorrect or inadequate. The Authority shall provide such an explanation to the appellant within three weeks of its receipt of his or her request.

(b) Informal Oral Presentation. An appellant may request an informal oral presentation before seeking formal review and reconsideration. A request for an informal oral presentation shall be filed with the Authority within the period described in subsection (d) of this section. The Authority shall afford the appellant the opportunity to make such presentation before a management-level Housing Authority staff person, designated by the Executive Director, who has not previously participated in the relocation decision, within 15 days of the request. The appellant may be represented by an attorney or other person of his/her choosing at his/her expense.

This oral presentation shall enable the appellant to discuss the claim with the designated Housing Authority staff person. The designated Housing Authority staff person shall make a summary of the matters discussed in the oral presentation to be included as part of the Authority's file on the appellants relocation. The right to formal review and reconsideration shall not be conditioned upon requesting an oral presentation.

(c) Written Request for Review and Reconsideration. At any time within the period described in subsection (d) below, an appellant may file a written request with the Authority for formal review and reconsideration. The appellant may include in the request for review any statement of fact within the appellant's knowledge or belief or other material that may have a bearing on the appeal. If the appellant requests more time to gather and prepare additional material for consideration or review and demonstrates a reasonable basis therefore, the Authority may grant the appellants request by granting the appellant a definite period of time to gather and prepare materials.

(d) Time Limit for Requesting Review. An appellant desiring either an informal oral presentation or seeking formal review and reconsideration, shall make a request to the Authority within eighteen (18) months following the date he/she moves from the property or the date that he/she receives final compensation for the property, whichever is later.

Formal Review and Reconsideration by HACCC

(a) **General.** The Authority shall consider the request for formal review and shall decide whether a modification of its initial determination is necessary. The arbitrator shall have the authority to revise the initial determination or the determination of a previous oral presentation. This formal review shall be conducted by an independent arbitrator (the "Arbitrator"). The Arbitrator shall consider the appeal regardless of form, and the Authority staff shall, if necessary, provide assistance to the claimant in preparing the written claim. When a claimant seeks review, Authority staff shall inform him/her that he/she has the right to be represented by an attorney at the claimant's expense, to present his/her case by oral or documentary evidence, to submit rebuttal evidence, to conduct such cross-examination as may be required for a full and true disclosure of facts, and to seek judicial review once he/she has exhausted the administrative appeal.

(b) **Scope of Review.** The Arbitrator shall review and reconsider the initial determination of the claimant's case in light of: (1) all material upon which the Authority based its original determination, including all applicable rules and regulations, except that no evidence shall be relied upon where a claimant has been improperly denied an opportunity to controvert the evidence or cross-examine the witness(es); (2) the reasons given by the claimant for requesting review and reconsideration of the claim; (3) any additional written or relevant documentary material submitted by the claimant; (4) any further information which the Arbitrator, in its discretion, obtains by request, investigation, or research, to ensure fair and full review of the claim.

(c) **Determination on Review.** The determination on review by the Arbitrator shall include, but is not limited to: (1) the Arbitrator's decision on reconsideration of the claim; (2) the factual and legal basis upon which the decision rests, including any pertinent explanation or rationale; and (3) a statement to the claimant that administrative remedies have been exhausted and judicial review may be sought. The determination shall be in writing with a copy provided to the claimant. The Arbitrator's decision shall be binding on the Authority.

(d) **Time Limits.** The Authority and/or arbitrator shall issue its determination on review as soon as possible but no later than six weeks from receipt of the last material submitted for consideration by the claimant or the date of the hearing, whichever is later. In the case of appeals dismissed for un-timeliness or for any other reason not based on the merits of the claim, the Authority shall furnish a written statement to the claimant stating the reason for the dismissal of the claim as soon as possible but not later than two weeks from receipt of the last material submitted by the claimant, or the date of the hearing, whichever is later.

Refusals to Waive Time Limitation

Whenever the Authority rejects a request by a claimant for a waiver of the time limits, the claimant may file a written request for reconsideration of this decision in accordance with the review procedure set forth herein, except that such written request for reconsideration shall be filed within 90 calendar days of the claimant's receipt of the Authority's determination.

Extension of Time Limits

The time limits specified in the stages of review may be extended for good cause by the Authority.

Recommendations by Third Party

Upon agreement between the claimant and the Authority, a mutually acceptable third party or parties may review the claim and make advisory recommendations thereon to the Authority for its final determination. In reviewing the claim and making recommendations to the Authority, the third party or parties shall be guided by the provisions of this Appeals/Grievance Procedure.

Review of Files by Claimant

Except to the extent the confidentiality of material is protected by law or its disclosure is prohibited by law, the Authority shall permit the claimant to inspect all files and records bearing upon his or her claim or the prosecution of the appellant's grievance.

If an appellant is improperly denied access to any relevant material bearing on his or her claim, such material may not be relied upon in reviewing the initial determination.

Effect of Determination on Other Persons

The principles established in all determinations by the Authority shall be considered as precedent for all eligible persons in similar situations regardless of whether or not a person has filed a written request for review. All written determinations shall be kept on file and available for public review.

Right to Counsel

Any aggrieved party has a right to representation by legal or other counsel at his or her expense at any and all stages of the proceedings set forth in this procedure.

Stay of Displacement Pending Review

If an appellant seeks to prevent displacement, the Authority shall not require the appellant to move until at least twenty (20) calendar days after the Authority has made a determination and the appellant has had an opportunity to seek judicial review. In all cases the Authority shall notify the appellant in writing, twenty (20) calendar days prior to the proposed new date of displacement.

Joint Appellants

Where more than one person is aggrieved by the failure of the Authority to refer them to comparable permanent or adequate temporary replacement housing, the appellants may join in filing a single written request for review. A determination shall be made by the Authority for each of the appellants.

Judicial Review

Nothing in this Appeals/Grievance Procedure shall in any way preclude, or limit a claimant or the Authority from seeking judicial review of a claim upon exhaustion of such administrative remedies as are available herein.

RELOCATION ASSISTANCE APPEAL FORM

INSTRUCTIONS: This is an appeal of a determination made by the Displacing Agency under the California Relocation Assistance Law (Government Code, Section 7260 et seq.) or Federal Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (42 USC §§4601 et. seq.). Complete this document, explaining the nature of your complaint and reasons for this appeal below. Attach extra pages if needed. You will be notified of the date when your complaint will be considered.

Claimant:	Agency:
Site Address:	Project:
Mailing Address:	Consultant:
Phone number:	OPC case ID:

Claimant Type: Residential Tenant	This appeal is based on: <input type="checkbox"/> Eligibility only <input type="checkbox"/> Amount of Payment only <input type="checkbox"/> Eligibility amount
Appeal Type: <input type="checkbox"/> Request for Further Written Information <input type="checkbox"/> Informal Oral Presentation <input type="checkbox"/> Formal Review and reconsideration	
Will you be present at the hearing?: <input type="checkbox"/> Yes <input type="checkbox"/> No	Will you be represented by counsel?: <input type="checkbox"/> Yes <input type="checkbox"/> No

... continued next page.

Claimant's Statement:

I certify that the information provided on this form is accurate and complete.

Claimant Signature

Date

G. WRITTEN COMMENTS AND RESPONSES TO MASTER RELOCATION PLAN

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: CA39P01150117 Replacement Housing Factor Grant No: Date of CFFP:			FFY of Grant: 2017 FFY of Grant Approval: 2017
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"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 21) ³	358,000			
3	1408 Management Improvements	251,000			
4	1410 Administration (may not exceed 10% of line 21)	179,000			
5	1411 Audit	2,000			
6	1415 Liquidated Damages				
7	1430 Fees and Costs	189,735			
8	1440 Site Acquisition				
9	1450 Site Improvement	428,000			
10	1460 Dwelling Structures	193,000			
11	1465.1 Dwelling Equipment—Nonexpendable	15,000			
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	131,000			
17	1499 Development Activities ⁴				

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ 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
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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"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ¹	
		Original	Revised ²	Obligated	Expended
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)	1,791,735			
21	Amount of line 20 Related to LBP Activities	11,000			
22	Amount of line 20 Related to Section 504 Activities	20,000			
23	Amount of line 20 Related to Security - Soft Costs	0			
24	Amount of line 20 Related to Security - Hard Costs	0			
25	Amount of line 20 Related to Energy Conservation Measures	90,000			
Signature of Executive Director Joseph Villarreal		Date	Signature of Public Housing Director		Date

¹ To be completed for the Performance and Evaluation Report.

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

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

⁴ RHF funds shall be included here.

Part II: Supporting Pages								
PHA Name: Housing Authority of the County of Contra Costa			Grant Type and Number Capital Fund Program Grant No: CA39P01150117 CFFP (Yes/ No): no Replacement Housing Factor Grant No:			Federal FFY of Grant: 2017		
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 ¹	Funds Obligated ²	Funds Expended ²	
PHA-Wide	Operations	1406		358,000				
	Section 3 Coordinator (training of up to 10 participants)	1408		79,000				
	Computer Software & Hardware Improvements	1408		172,000				
	Adminstration	1410		179,000				
	Audit	1411		2,000				
	Project Management, Planning Costs	1430		189,735				
	Landscape & Site Improvements	1450		65,000				
	Select Unit Modernization (foundation repairs, fire repairs, plumbing infrastructure repairs)	1460		52,000				
	Nonroutine Maintenance Repairs (window replacement, electrical repairs, flooring replacement)	1460		141,000				
CA011001/Alhambra Terrace	Comprehensive Site Improvements	1450		81,000				
CA011011/Hacienda	Comprehensive Site Improvements	1450		105,000				
CA0110017/Vista del Camino	Comprehensive Site Improvements	1450		80,000				
CA0110018/Kidd Manor	Comprehensive Site Improvements	1450		97,000				
PHA-Wide	Dwelling Equipment	1465		15,000				
	AMP Office Improvements	1470		20,000				
	Computer Equipment	1475		25,000				
	Relocation Costs for RAD	1495.1		131,000				
	Grant Total			1,791,735				

² To be completed for the Performance and Evaluation Report.

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

[illegible]

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

² To be completed for the Performance and Evaluation Report.

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 III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the County of Contra Costa					Federal FFY of Grant: 2017
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ¹
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	
PHA-Wide Activities	7/15/19		7/15/21		
CA011001/Alhambra Terrace	7/15/19		7/15/21		
CA011004/Los Nogales	7/15/19		7/15/21		
CA011005/El Pueblo	7/15/19		7/15/21		
CA0110013/Casa Serena	7/15/19		7/15/21		
CA0110017/Vista del Camino	7/15/19		7/15/21		

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

[illegible]

¹ Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: 2017 MEETING SCHEDULE FOR THE HOUSING AUTHORITY BOARD OF COMMISSIONERS

RECOMMENDATIONS

ADOPT the 2017 meeting schedule for the Housing Authority of the County of Contra Costa Board of Commissioners, which has been coordinated with the Contra County County Board of Supervisors' meeting schedule:

January 17, 2017
 February 14, 2017
 March 14, 2017
 April 18, 2017
 May 9, 2017
 June 13, 2017
 July 11, 2017
 August 8, 2017
 September 12, 2017
 October 17, 2017
 November 14, 2017
 December 12, 2017

Action of Board On: **12/06/2016** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

Contact: Joseph Villarreal
 925.957.8011

Joseph Villarreal, Executive Director

By: , Deputy

cc:

BACKGROUND

Each year, the Board of Commissioners adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. In order to provide for at least one monthly meeting, the schedule works around those Tuesdays that fall during a week with an Authority holiday, the fifth Tuesday of a month, and Tuesdays that fall during those weeks in February, May, July, and November in which the annual policy and legislative meetings of the National Association of Counties (NACo) and the California State of Counties (CSAC) are attended by one or more of our Commissioners. The 2017 meeting schedule provides 12 meetings for the Housing Authority Board of Directors. There are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule.

The 2017 meeting schedule has been prepared in consultation with the incoming Board Chair, the County Administrator, and the Housing Authority Executive Director, and is recommended for the Board's adoption. The County Board of Supervisors has already adopted its meeting schedule.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2016

RECOMMENDATIONS

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending September 30, 2016.

BACKGROUND

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC's portfolio. The report is required to show the issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC's case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)).

The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached.

In summary, HACCC had \$28,742.93 in interest earnings for the quarter ending September 30th, 2016. That interest was earned within discrete programs and most of the interest earned is available only for use within the program that earned the interest. Further, interest earnings may be restricted to specific purposes within a given program.

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

>

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to the HUD held program reserve account. The only restricted funds remaining in investments for the Housing Voucher program is for the Family Self Sufficiency escrow account.

Non-restricted interest earnings within both the voucher and public housing programs must be used solely within those programs, but such interest earnings can be used for a wider range of purposes within the individual programs. The interest earned in the State and Local fund can be used for any purpose within HACCC's scope of operations.

The interest earned for the quarter ending September 30th, 2016 is shown below. A more detailed report is attached.

Public Housing	Housing Choice Voucher Fund		Rental Rehabilitation Fund	State & Local
Unrestricted Interest Earned	Restricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned
\$6,216.19	\$526.78	\$15,622.09	\$863.54	\$5,514.33

FISCAL IMPACT

None. For reporting purposes only.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to accept the investment report it would result in an audit finding of non-compliance and could ultimately affect future funding from the U.S. Department of Housing and Urban Development (HUD).

ATTACHMENTS

Investment Report for QE 093016

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 9/30/2016

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
Cantella & Company						
Prime Fund Capital Reserves (Cash)	Money Market	48,182.89	0.01%	ongoing	ongoing	48,182.89
American Express FSB	Certificate of Deposit	220,000.00	2.05%	8/14/14	8/14/19	242,562.36
Capital One Bank	Certificate of Deposit	120,000.00	2.00%	11/05/14	11/05/19	132,006.58
Capital One Bank	Certificate of Deposit	100,000.00	2.00%	11/05/14	11/05/19	110,005.48
Synchrony Bank	Certificate of Deposit	100,000.00	2.00%	3/20/15	3/20/20	110,010.96
Fannie Mae	Govt Agency	150,000.00	1.63%	3/13/15	1/21/20	161,853.60
Federal Home Loan Mtg Corp	Govt Agency	125,000.00	1.38%	5/08/15	5/01/20	133,570.21
Discover Bank	Certificate of Deposit	100,000.00	2.00%	5/13/15	5/13/20	110,010.96
Goldman Sachs Bank	Certificate of Deposit	149,000.00	2.35%	7/08/15	7/08/20	166,526.69
Capital One, NA	Certificate of Deposit	247,000.00	2.25%	7/22/15	7/22/20	274,817.95
Everbank	Certificate of Deposit	247,000.00	2.00%	7/30/15	7/30/20	271,727.07
CIT Bank	Certificate of Deposit	105,000.00	2.25%	7/30/15	7/30/20	116,825.45
CIT Bank	Certificate of Deposit	110,000.00	2.25%	7/30/15	7/30/20	122,388.56
Worlds Foremost Bank	Certificate of Deposit	100,000.00	2.40%	8/20/15	8/20/20	112,013.15
Discover Bank	Certificate of Deposit	135,000.00	2.35%	8/26/15	8/26/20	150,879.88
Fannie Mae	Govt Agency	100,000.00	1.50%	11/10/15	6/22/20	106,928.77
American Express Centurian	Certificate of Deposit	175,000.00	2.30%	11/25/15	11/25/20	195,147.05
Sallie Mae Bank	Certificate of Deposit	100,000.00	2.20%	12/09/15	12/09/20	111,012.05
Sallie Mae Bank	Certificate of Deposit	100,000.00	2.20%	12/09/15	12/09/20	111,012.05
Celtic Bank, UT	Certificate of Deposit	100,000.00	1.75%	12/24/15	12/24/20	108,759.59
Goldman Sachs Bank	Certificate of Deposit	100,000.00	2.30%	12/30/15	1/06/21	111,556.71
Fannie Mae	Govt Agency	105,000.00	1.50%	12/30/15	11/30/20	112,754.18
Commenity Capital Bank	Certificate of Deposit	100,000.00	1.90%	1/19/16	1/19/21	109,510.41
Federal Home Loan Bank	Govt Agency	210,000.00	1.88%	1/28/16	12/11/20	229,191.27
Commenity Capital Bank	Certificate of Deposit	100,000.00	1.60%	2/22/16	2/22/21	108,008.77
BMW-Bank of North America	Certificate of Deposit	97,000.00	1.70%	2/26/16	2/22/21	105,235.96
BMW-Bank of North America	Certificate of Deposit	150,000.00	1.70%	2/26/16	2/26/21	162,763.97
Farmer Mac	Govt Agency	100,000.00	1.92%	3/17/16	1/07/21	109,242.30
Private Bank & Trust	Certificate of Deposit	125,000.00	1.40%	5/26/16	5/26/21	133,754.79
HSBC Bank USA	Certificate of Deposit	100,000.00	1.70%	6/10/16	6/10/21	108,504.66
Wells Fargo Bank	Certificate of Deposit	100,000.00	1.75%	6/17/16	6/17/21	108,754.79
J P Morgan Chase	Certificate of Deposit	100,000.00	1.65%	8/16/16	8/16/21	108,254.52
Wells Fargo Bank	Certificate of Deposit	100,000.00	1.55%	8/17/16	8/17/21	107,754.25
Federal Home Loan Mtg Corp	Govt Agency	510,000.00	1.20%	8/17/16	8/12/21	540,532.93
Fannie Mae	Govt Agency	155,000.00	1.25%	9/22/16	8/17/21	164,501.71
GRAND TOTALS		4,783,182.89				5,216,562.52

L.A.I.F. (Acct # 25-07-003)	Liquid Account	1,090,083.46	0.60%	ongoing	ongoing	1,090,083.46
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
GRAND TOTALS		6,873,266.35				7,306,645.98

HOUSING AUTHORITY OF CONTRA COSTA COUNTY
INVESTMENT REPORT BY FUND
For Period Ending 9/30/2016

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Rental Rehabilitation	Housing Choice Voucher	Housing Voucher FSS Escrow
<u>Cantella & Company</u>						
Prime Fund Capital Reserves (Cash)	48,182.89	25,445.90	11,707.53	6,523.29	4,506.17	
American Express FSB	220,000.00		110,000.00		110,000.00	
Capital One Bank	120,000.00				120,000.00	
Capital One Bank	100,000.00		100,000.00			
Synchrony Bank	100,000.00				100,000.00	
Fanie Mae	150,000.00		150,000.00			
Federal Home Loan Mtg Corp	125,000.00				125,000.00	
Discover Bank	100,000.00		100,000.00			
Goldman Sachs Bank	149,000.00			149,000.00		
Capital One, NA	247,000.00	247,000.00				
Everbank	247,000.00	247,000.00				
CIT Bank	105,000.00	105,000.00				
CIT Bank	110,000.00		110,000.00			
Worlds Foremost Bank	100,000.00	100,000.00				
Discover Bank	135,000.00				135,000.00	
Fannie Mae	100,000.00				100,000.00	
American Express Centurian	175,000.00		175,000.00			
Sallie Mae Bank	100,000.00	100,000.00				
Sallie Mae Bank	100,000.00				100,000.00	
Celtic Bank, UT	100,000.00		100,000.00			
Goldman Sachs Bank	100,000.00				100,000.00	
Fannie Mae	105,000.00				105,000.00	
Commenity Capital Bank	100,000.00		100,000.00			
Federal Home Loan Bank	210,000.00				210,000.00	
Commenity Capital Bank	100,000.00		100,000.00			
BMW-Bank of North America	97,000.00	97,000.00				
BMW-Bank of North America	150,000.00	150,000.00				
Farmer Mac	100,000.00		100,000.00			
Private Bank & Trust	125,000.00				125,000.00	
HSBC Bank USA	100,000.00				100,000.00	
Wells Fargo Bank	100,000.00				100,000.00	
J P Morgan Chase	100,000.00				100,000.00	
Wells Fargo Bank	100,000.00				100,000.00	
Federal Home Loan Mtg Corp	510,000.00				510,000.00	
Fannie Mae	155,000.00				155,000.00	
GRAND TOTALS	4,783,182.89	1,071,445.90	1,156,707.53	155,523.29	2,399,506.17	-
L.A.I.F. (Acct # 25-07-003)	1,090,083.46	640,896.84	-	-	63,274.89	385,911.73
De Anza Gardens, LP	1,000,000.00				1,000,000.00	
GRAND TOTALS	6,873,266.35	1,712,342.74	1,156,707.53	155,523.29	3,462,781.06	385,911.73

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 9/30/2016

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 9/30/16)	Yield
Cantella & Company					
Prime Fund Capital Reserves (Cash)	Money Market	ongoing	48,182.89	48,182.89	0.01%
American Express FSB	Certificate of Deposit	8/14/2019	220,000.00	225,638.60	2.05%
Capital One Bank	Certificate of Deposit	11/05/2019	120,000.00	123,528.00	2.00%
Capital One Bank	Certificate of Deposit	11/05/2019	100,000.00	102,940.00	2.00%
Synchrony Bank	Certificate of Deposit	3/20/2020	100,000.00	102,721.00	2.00%
Fannie Mae	Govt Agency	1/21/2020	150,000.00	152,698.50	1.63%
Federal Home Loan Mtg Corp	Govt Agency	5/01/2020	125,000.00	126,356.25	1.38%
Discover Bank	Certificate of Deposit	5/13/2020	100,000.00	102,553.00	2.00%
Goldman Sachs Bank	Certificate of Deposit	7/08/2020	149,000.00	154,143.48	2.35%
Capital One, NA	Certificate of Deposit	7/22/2020	247,000.00	255,558.55	2.25%
Everbank	Certificate of Deposit	7/30/2020	247,000.00	255,612.89	2.00%
CiT Bank	Certificate of Deposit	7/30/2020	105,000.00	108,840.90	2.25%
CiT Bank	Certificate of Deposit	7/30/2020	110,000.00	114,023.80	2.25%
Worlds Foremost Bank	Certificate of Deposit	8/20/2020	100,000.00	103,855.00	2.40%
Discover Bank	Certificate of Deposit	8/26/2020	135,000.00	140,256.90	2.35%
Fannie Mae	Govt Agency	6/22/2020	100,000.00	101,530.00	1.50%
American Express Centurian	Certificate of Deposit	11/25/2020	175,000.00	181,091.75	2.30%
Sallie Mae Bank	Certificate of Deposit	12/09/2020	100,000.00	103,489.00	2.20%
Sallie Mae Bank	Certificate of Deposit	12/09/2020	100,000.00	103,489.00	2.20%
Celtic Bank, UT	Certificate of Deposit	12/24/2020	100,000.00	101,654.00	1.75%
Goldman Sachs Bank	Certificate of Deposit	1/06/2021	100,000.00	103,731.00	2.30%
Fannie Mae	Govt Agency	11/30/2020	105,000.00	106,413.30	1.50%
Commenity Capital Bank	Certificate of Deposit	1/19/2021	100,000.00	104,159.00	1.90%
Federal Home Loan Bank	Govt Agency	12/11/2020	210,000.00	215,596.50	1.88%
Commenity Capital Bank	Certificate of Deposit	2/22/2021	100,000.00	102,660.00	1.60%
BMW-Bank of North America	Certificate of Deposit	2/22/2021	97,000.00	99,357.10	1.70%
BMW-Bank of North America	Certificate of Deposit	2/26/2021	150,000.00	153,645.00	1.70%
Farmer Mac	Govt Agency	1/07/2021	100,000.00	102,249.00	1.92%
Private Bank & Trust	Certificate of Deposit	5/26/2021	125,000.00	125,953.75	1.40%
HSBC Bank USA	Certificate of Deposit	6/10/2021	100,000.00	100,660.00	1.70%
Wells Fargo Bank	Certificate of Deposit	6/17/2021	100,000.00	100,713.00	1.75%
J P Morgan Chase	Certificate of Deposit	8/16/2021	100,000.00	99,883.00	1.65%
Wells Fargo Bank	Certificate of Deposit	8/17/2021	100,000.00	144,825.55	1.55%
Federal Home Loan Mtg Corp	Govt Agency	8/12/2021	510,000.00	505,399.80	1.20%
Fannie Mae	Govt Agency	8/17/2021	155,000.00	154,579.95	1.25%
GRAND TOTALS			4,783,182.89	4,927,989.46	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	1,090,083.46	1,090,083.46	0.60%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.00%
GRAND TOTALS			6,873,266.35	7,018,072.92	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 9/30/2016

Issuer	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Rental Rehabilitation	Housing Choice Voucher Fund	
			Unrestricted	Unrestricted	Unrestricted	Restricted	Unrestricted
Cantella & Company						0%	100%
Prime Fund Capital Reserves (Cash)	48,182.89	1.19	0.62	0.29	0.16	-	0.11
American Express FSB	220,000.00	1,112.05	-	556.03	-	-	556.03
Capital One Bank	120,000.00	591.78	-	-	-	-	591.78
Capital One Bank	100,000.00	493.15	-	493.15	-	-	-
Synchrony Bank	100,000.00	493.15	-	-	-	-	493.15
Fannie Mae	150,000.00	601.03	-	601.03	-	-	-
Federal Home Loan Mtg Corp	125,000.00	423.80	-	-	-	-	423.80
Discover Bank	100,000.00	493.15	-	493.15	-	-	-
Goldman Sachs Bank	149,000.00	863.38	-	-	863.38	-	-
Capital One, NA	247,000.00	1,370.34	1,370.34	-	-	-	-
Everbank	247,000.00	1,218.08	1,218.08	-	-	-	-
CIT Bank	105,000.00	582.53	582.53	-	-	-	-
CIT Bank	110,000.00	610.27	-	610.27	-	-	-
Worlds Foremost Bank	100,000.00	591.78	591.78	-	-	-	-
Discover Bank	135,000.00	782.26	-	-	-	-	782.26
Fannie Mae	100,000.00	369.86	-	-	-	-	369.86
American Express Centurian	175,000.00	992.47	-	992.47	-	-	-
Sallie Mae Bank	100,000.00	542.47	542.47	-	-	-	-
Sallie Mae Bank	100,000.00	542.47	-	-	-	-	542.47
Celtic Bank, UT	100,000.00	431.51	-	431.51	-	-	-
Goldman Sachs Bank	100,000.00	567.12	-	-	-	-	567.12
Fannie Mae	105,000.00	388.36	-	-	-	-	388.36
Community Capital Bank	100,000.00	468.49	-	468.49	-	-	-
Federal Home Loan Bank	210,000.00	970.89	-	-	-	-	970.89
Community Capital Bank	100,000.00	394.52	-	394.52	-	-	-
BMW-Bank of North America	97,000.00	406.60	406.60	-	-	-	-
BMW-Bank of North America	150,000.00	628.77	628.77	-	-	-	-
Farmer Mac	100,000.00	473.42	-	473.42	-	-	-
Private Bank & Trust	125,000.00	431.51	-	-	-	-	431.51
HSBC Bank USA	100,000.00	419.18	-	-	-	-	419.18
Wells Fargo Bank	100,000.00	431.51	-	-	-	-	431.51
J P Morgan Chase	100,000.00	203.42	-	-	-	-	203.42
Wells Fargo Bank	100,000.00	186.85	-	-	-	-	186.85
Federal Home Loan Mtg Corp	510,000.00	737.75	-	-	-	-	737.75
Fannie Mae	155,000.00	42.47	-	-	-	-	42.47
-	4,783,182.89	19,857.58	5,341.19	5,514.33	863.54	-	8,138.52

L A I F. (Acct # 25-07-003)	1,090,083.46	1,488.09	875.00			526.78	86.31
De Anza Gardens. LP	1,000,000.00	7,397.26					7,397.26
GRAND TOTALS	6,873,266.35	28,742.93	6,216.19	5,514.33	863.54	526.78	15,622.09

To: Board of Supervisors
From: David Twa, County Administrator
Date: December 6, 2016



Contra
Costa
County

Subject: Claims

RECOMMENDATIONS

DENY claim filed by Constance Gutierrez.

BACKGROUND

*

FISCAL IMPACT

No fiscal impact.

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: Joellen Balbas
925-335-1906

By: , Deputy

cc:

ATTACHMENTS

HA-Claim

Gutierrez

CLAIM

BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF CONTRA COSTA COUNTY

BOARD ACTION: 10/25/2016

NOTICE TO CLAIMANT

Claim Against the County, or District Governed by)
the Board of Commissioners, Routing Endorsements,)
and Board Action. All Section references are to)
California Government Codes.)

The copy of this document mailed to you is your
notice of the action taken on your claim by the
Board of Commissioners (Paragraph IV below), given
Pursuant to Government Code Sections 913, 915.2,
915.4. Please note all "Warnings".

RECEIVED

SEP 26 2016

COUNTY COUNSEL
MARTINEZ, CALIF.

AMOUNT: Exceeding \$10,000.00

CLAIMANT: Constance Gutierrez

ATTORNEY: Douglas A. Pratton

ADDRESS:

Concord CA 94520

BY DELIVERY TO COB ON: 9/23/2016

BY MAIL TO COB POSTMARKED:

I. FROM: Board of Commissioners

TO: County Counsel

Attached is a copy of the above-noted claim.

DAVID TWA, Clerk

By: Deputy

Dated: 9/23/2016

II. FROM: County Counsel

TO: Board of Commissioners

✓ This claim complies substantially with Sections 910 and 910.2.

This Claim FAILS to comply substantially with Sections 910 and 910.2, and we
are so notifying claimant. The Board cannot act for 15 days (Section 910.8).

Claim is not timely filed. The Clerk should return claim on ground that it was filed late and
send warning of claimant's right to apply for leave to present a late claim (Section 911.3).

Other:

Dated: Sept. 26, 2016

By: , Deputy County Counsel

III. FROM: The Board of Commissioners

TO: County Counsel (1)

County Administrator (2)

() Claim was returned as untimely with notice to claimant (Section 911.3).

Dated: DAVID TWA, CLERK, By , Deputy Clerk

IV. BOARD ORDER: By unanimous vote of the Commissioners present:

() This Claim is rejected in full.

() Other:

I certify that this is a true and correct copy of the Board's Order entered in its minutes for this date.

Dated: David Twa, CLERK, By , Deputy Clerk

WARNING (Gov. Code section 913)

Subject to certain exceptions, you have only six (6) months from the date this notice was personally delivered or deposited in the mail to file a
court action on this claim. See Government Code Section 945.6. You may seek the advice of an attorney of your choice in connection with this
matter. If you desire to consult an attorney, you should do so immediately. *For Additional Warning See Reverse Side of This Notice.

AFFIDAVIT OF MAILING

I declare under penalty of perjury that I am now, and at all times herein mentioned, have been a citizen of the United States, over age 18; and
that today I deposited in the United States Postal Service in Martinez, California, postage fully prepaid a certified copy of this Board Order and
Notice to Claimant, addressed to the claimant or claimant's attorney as shown above.

Dated: DAVID TWA, CLERK, By , Deputy Clerk

This warning does not apply to claims which are not subject to the California Tort Claims Act, such as actions in inverse condemnation, actions for specific relief such as mandamus or injunction, or Federal Civil Rights claims. The above list is not exhaustive and legal consultation is essential to understand all the separate limitations periods that may apply. The limitations period within which suit must be filed may be shorter or longer depending on the nature of the claim. Consult the specific statutes and cases applicable to your particular claim. The County of Contra Costa does not waive any of its rights under California Tort Claims Act nor does it waive its rights under the statutes of limitations applicable to actions not subject to the California Tort Claims Act.

Claim to: **BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY**
OF THE COUNTY OF CONTRA COSTA
INSTRUCTIONS TO CLAIMANT

- A. Claims relating to causes of action for death or for injury to person or to personal property or growing crops and which accrue on or before December 31, 1987, must be presented not later than the 100th day after the accrual of the cause of action. Claims relating to causes of action for death or for injury to person or to personal property or growing crops and which accrue on or after January 1, 1988, must be presented not later than six months after the accrual of the cause of action. Claims relating to any other cause of action must be presented not later than one year after the accrual of the cause of action. (Govt. Code §911.2.)
- B. Claims must be filed with the Clerk of the Board at its office in Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553, either by mail or in person.
- C. If the claim is against more than one public entity; separate claims must be filed against each public entity.

D. Fraud. See penalty for fraudulent claims, Penal Code Sec. 72 at the end of this form.

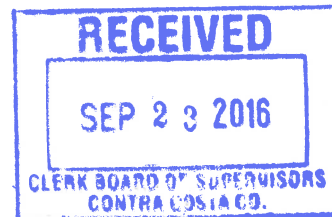
RE: Claim By:) Reserved for Clerk's filing stamp

Constance Gutierrez

Name)

)

Against: The Housing Authority of the County of Contra Costa

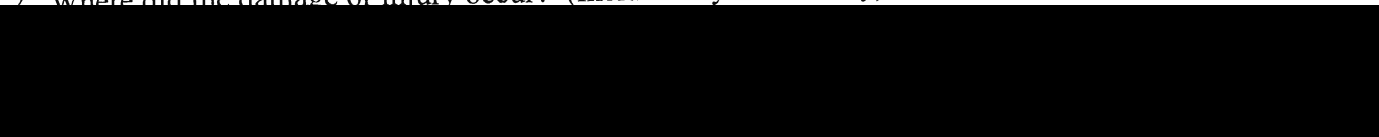


The undersigned claimant hereby makes claim against the Housing Authority of the County of Contra Costa in the sum of exceeds \$10,000 and in support of this claim represents as follows: (unlimited jurisdiction - Superior Court)

1. When did the damage or injury occur? (Give exact date and hour)

March 23, 2016 in the evening.

2. Where did the damage or injury occur? (Include city and county)



3. How did the damage or injury occur? (Give full details, use extra paper if required)

The grab bar in the bath tub gave way.

4. What particular act or omission on the part of county or district officers, servants or employees caused the injury or damage?

Negligent maintenance, operation and ownership
- dangerous condition of public property.

5. What are the names of county or district officers, servants or employees causing the damage or injury?

Unknown.

6. What damage or injuries do you claim resulted? (Give full extent of injuries or damages claimed. Attached two estimates for auto damage.)

Right shoulder and neck injuries and teeth.

7. How was the amount claimed above computed? (Include the estimated amount of any prospective injury or damage.)

Claimant has incurred medical expenses and loss of earning capacity and pain and suffering.

8. Names and addresses of witnesses, doctors and hospitals.

Claimant has treated at Kaiser

9. List the expenditures you made on account of this accident or injury:

DATE

ITEM

AMOUNT

SEND NOTICE TO: (Attorney)

Name and Address of Attorney

Douglas A. Prutton
Law Office of Douglas
A. Prutton
1985 Bonifacio Street,
Suite 101
Concord, CA 94520

Telephone No. (925) 677-5080

Gov. Code Sec. 910.2 provides:

"The claim must be signed by the claimant
or by some person on his behalf."

Connie Iltis
(Claimant's Signature)

Telephone No. 

NOTICE

Section 72 of the Penal Code provides:

"Every person who, with intent to defraud, presents for allowance or for payment to any state board or officer, or to any county, city or district board or officer, authorized to allow or pay the same if genuine, any false or fraudulent claim, bill, account, voucher, or writing, is punishable either by imprisonment in the county jail for a period of not more than one year, by a fine of not exceeding one thousand (\$1,000), or by both such imprisonment and fine, or by imprisonment in the state prison, by a fine of not exceeding ten thousand dollars (\$10,000) or by both such imprisonment and fine."

To: Board of Supervisors
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
 Costa
 County

Subject: CONTRACT WITH THE CITY OF PITTSBURG POLICE DEPARTMENT FOR COMMUNITY POLICING SERVICES AT THE EL PUEBLO PUBLIC HOUSING DEVELOPMENT

RECOMMENDATIONS

1. APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve month contract with the City of Pittsburg in an amount not to exceed \$158,000 to provide the Housing Authority's El Pueblo public housing development with additional law enforcement services for the period beginning July 1, 2016 and ending June 30, 2017.
2. RATIFY payments previously made to the City of Pittsburg for additional law enforcement services at the Housing Authority's El Pueblo public housing development for the period beginning July 1, 2016 and ending September 30, 2016 in the amount of \$36,646.74.

BACKGROUND

For the past twenty-one years, HACCC has contracted with the City of Pittsburg to provide one full-time police officer for additional community-oriented policing duties at the El Pueblo Housing Development. The officer focuses on eliminating drug-related activities, eliminating violent crimes, and working closely with residents to provide services beyond those normally offered by the police.

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

FISCAL IMPACT

The Housing Authority's (HACCC) total cost for this service will not exceed \$158,000. Funding for this contract is included in HACCC's current budget using the public housing operating subsidy provided by the U. S. Department of Housing and Urban Development.

CONSEQUENCE OF NEGATIVE ACTION

If the Board of Commissioners does not approve this contract, the City of Pittsburgh will not have sufficient resources to continue providing additional law enforcement services to the residents of the El Pueblo public housing community.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: AGREEMENT WITH AMS.NET, INC., FOR NETWORK UPGRADES

RECOMMENDATIONS

APPROVE and AUTHORIZE the Executive Director of the Housing Authority, or his designee, to execute a contract with AMS.NET, Inc. (AMS), in an amount not to exceed \$150,000 to upgrade the Housing Authority's data and voicemail networks.

BACKGROUND

HACCC's data and voicemail networks were last replaced in 2010 with hardware and software from Cisco Systems. That system is now at the end of its life cycle, meaning no more upgrades or added services are available for it. In order to receive required ongoing support, avoid a system failure and to take advantage of new features, it is necessary to upgrade the hardware and software associated with HACCC's data and voicemail networks. This update will include a new server, new Cisco Systems software, an upgrade from Microsoft Exchange 2007 to Exchange 2013 and the addition of VEEAM Back-up Essentials. VEEAM Backup Essentials is a backup and availability solution for small businesses and provides disaster recovery and virtualization management software for VMware and Hyper-V virtual environments. This software will ensure that HACCC does not suffer any outages as a result of system failures.

In soliciting this contract, HACCC has made use of its ability to utilize interagency purchasing agreements. HUD requires housing authorities to competitively solicit goods and services. Usually the entire procurement process is conducted in-house by a housing authority looking for a particular product or service. However, HUD permits, and even encourages, housing authorities to procure goods and services via cooperative and interagency agreements. Such agreements can greatly simplify and expedite the procurement process since the housing authority does not have

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

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ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

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to develop specifications, solicit vendors for bids or evaluate those vendors that submit bids. This is especially helpful in situations such as the Authority's current network needs, where time is of the essence and there are limited staff resources available to manage a very technical solicitation. Also, cooperative agreements can offer substantial pricing discounts to housing authorities because vendors can price their products and services more aggressively when they know their customer base is significantly larger than just one agency.

In seeking a data and voice network vendor, the Authority utilized an interagency purchasing agreement. If approved by the Board, this contract will be awarded through Merced County's Fast Open Contracts Utilization Services (FOCUS). FOCUS is California's only nationwide, local government-to-government purchasing program. It allows cities, counties, schools, special districts and other public entities to acquire technology products and services quickly, easily, and at competitive rates. Originally formed as a result of dire budgetary constraints in the early 1990s, FOCUS has emerged as a tool to procure technology goods and services, quickly and from multiple sources. Available contracts are competitively bid nationally and all contract awards required at least two vendors be selected. Since the inception of FOCUS in 1997, more than \$50,000,000 in technology purchases have been made by numerous local jurisdictions, schools and special districts, as well as state and federal agencies throughout California and the rest of the United States. Procurement through FOCUS meets HUD and California procurement guidelines.

If approved by the Board, the proposed contract will be awarded to AMS. AMS was awarded a contract via the FOCUS program on July 7, 2015 to provide telecommunications solutions technology and services to federal, state and local governmental jurisdictions. Since the FOCUS award to AMS is a three year contract, the Authority can utilize this award any time prior to July 6, 2018 to sign its own contract with AMS. AMS was founded in 1988. AMS is an IP Convergence Specialist providing infrastructure and communication technology solutions to businesses, educators and government entities throughout the West Coast. They provide turnkey solutions using cutting-edge technology in the areas of IP Communications, Video Conferencing, Surveillance, Wireless Connectivity, Security, Structured Wiring and Network Infrastructure. AMS has served as the Authority's voicemail network provider since 2002. By contracting with AMS via FOCUS, customers reaped benefits of approximately 40% savings on the products and services in the proposed contract.

The total cost of the network upgrades is \$131,189.27. Due to the scale and complexity of the contract and the need to complete the upgrades as quickly as possible, staff is asking the Board for contract approval not to exceed \$150,000, which provides for approximately 13% in a contingency allowance. Further Board approval will be required if the cost of the project exceeds \$150,000.

FISCAL IMPACT

The Housing Authority's (HACCC) total cost for this service will not exceed \$150,000. Funding for this contract is included in HACCC's current budget using funds provided by the U. S. Department of Housing and Urban Development.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to AMS.Net, HACCC will be required to go out to bid for new data and voicemail networks. This process would be lengthier and likely more expensive than procuring via FOCUS.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: CONTRACT WITH THE CONTRA COSTA COUNTY SHERIFF'S DEPARTMENT FOR COMMUNITY
POLICING SERVICES AT THE BAYO VISTA AND LAS DELTAS PUBLIC HOUSING DEVELOPMENT

RECOMMENDATIONS

1. APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to execute a twelve-month contract with Contra Costa County in an amount not to exceed \$493,000 to provide the Housing Authority's Bayo Vista and Las Deltas public housing developments with additional Sheriff's Department law enforcement services for the period beginning July 1, 2016 and ending June 30, 2017.
2. RATIFY payments previously made to the Contra Costa County Sheriff's Department for additional law enforcement services at the Housing Authority's Bayo Vista and Las Deltas public housing developments for the period beginning July 1, 2016 and ending August 31, 2016 in the amount of \$67,687.84.

BACKGROUND

For over twenty-one years, HACCC has contracted with the Contra Costa County to provide two full-time sheriff deputies for additional community-oriented policing duties at the Bayo Vista and Las Deltas Housing Developments. The deputies focus on deterring drug-related activities, eliminating violent crimes, and working closely with residents to provide services beyond those normally offered by the Sheriff's office.

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

FISCAL IMPACT

The Housing Authority's (HACCC) total cost for this service will not exceed \$493,000. Funding for this contract is included in HACCC's current budget using the public housing operating subsidy provided by the U. S. Department of Housing and Urban Development.

CONSEQUENCE OF NEGATIVE ACTION

If the Board of Commissioners does not approve this contract, the Sheriff's department will not have sufficient resources to continue providing additional law enforcement services to the residents of the Bayo Vista and Las Deltas public housing communities.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: YARDI UPGRADE TO VERSION 7S

RECOMMENDATIONS

APPROVE and AUTHORIZE the Executive Director of the Housing Authority of the County of Contra Costa, or his designee, to enter into a three-year software and support services agreement with YARDI Systems, Inc. (YARDI), in the amount not to exceed of \$433,611; and to execute the necessary documents and amendments to implement this contract.

BACKGROUND

In 2003, HACCC procured the Yardi Voyager software system to manage its various federal housing programs (housing choice voucher, public housing, Shelter Plus Care, etc.). HACCC is currently utilizing Yardi Voyager version 6 to operate its programs. Yardi has released a new version of Voyager, Voyager 7S, which consolidates the financial and property management information provided in version 6 into a single, centralized database, with enhanced features, such as access to leasing modules, resident services and other features via mobile devices.

Perhaps the most significant feature of Voyager 7S is that it will migrate the YARDI software from an agency-hosted platform to a vendor-hosted platform accessed via the cloud. This will provide faster and better technical support, troubleshooting and system updates than are now available to HACCC. Vendor-hosting will also alleviate some of the overwhelming demands placed on HACCC's only IT staff-person and should obviate the need to add another IT staff-person.

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

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ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

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Some of the other advantages of moving to Yardi Voyager 7S are shown below:

- Online access for applicants, participants, and residents to complete initial and ongoing eligibility tasks along with other housing related services.
- HA users can access the system from a variety of hardware configurations and devices, including tablets and smart-phones, which will allow the end users to be more responsive to clients and landlords.
- Online landlord/owner access to a web-based portal for the HCV account will reduce time-consuming phone calls regarding payments and other account information.
- Disaster recovery of Yardi interface and data
- Interface enhancements built on the Microsof.NET framework, which allows the program to be more stable, powerful and faster than previous versions.
- Cost saving: Reduction in paper usage and postage and streamlined administrative processing
- Alternative rent collection and payment process options.
- On-site training for staff by Yardi experts which will include best practice reviews.

FISCAL IMPACT

The Housing Authority's (HACCC) total cost for this service will not exceed \$433,611 over three years. Funding for this contract is included in HACCC's current budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to authorize the Executive Director to enter into an agreement with YARDI, the Housing Authority will continue to operate with the existing system. The existing system will become an antiquated and unsupported software program in the near future. HACCC will be unable to fulfill its contractual obligations to HUD if it does not upgrade before that time.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 6, 2016



Contra
Costa
County

Subject: COMMUNITY RELATIONS GRANT FOR BAYO VISTA

RECOMMENDATIONS

ACCEPT report on the Community Relations grant received by the Sheriff's Office for Bayo Vista in Rodeo.

BACKGROUND

The Contra Costa County Sheriff's Office, in partnership with the Housing Authority and the YMCA, was recently awarded a Community Relations Grant from the California Board of State and Community Corrections. The grant will allow the Sheriff's office to add an additional deputy for Bayo Vista and also to work more closely with the YMCA and the Housing Authority to focus on youth outreach and activities. The text of the announcement from the Sheriff's office is below:

Contra Costa County Office of the Sheriff Awarded Community Relations Grant

The Contra Costa County Office of the Sheriff was one of ten agencies that was recently awarded a grant from the California Board of State and Community Corrections (BSCC). In all, BSCC awarded nearly a total of \$6 million in grants intended to strengthen relations between law enforcement and the communities they serve.

With the funds, the Office of the Sheriff, in partnership with the Contra Costa County Housing Authority and YMCA, will develop a new community relationship philosophy and model that will enhance safety, well being, and trust, and effectively engage residents at the Bayo Vista Housing Development in the community of Rodeo. The

Action of Board On: **12/06/2016** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

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ATTESTED: December 6, 2016

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONTD)

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multidisciplinary program will use available resources and partnerships to develop a comprehensive plan that unifies services to meet the needs of the Bayo Vista community and increases opportunities for youth development.

“We are pleased to be awarded this grant from the Board of State and Community Corrections,” said Contra Costa Sheriff David O. Livingston. “Our mission is to increase public trust with the Bayo Vista community by relationship-based policing, understanding and developing partnerships to use available resources and services.”

The Office of the Sheriff grant amount is nearly \$443,000; the grant period runs for two years.

FISCAL IMPACT

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

CONSEQUENCE OF NEGATIVE ACTION

None.