

**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

JOHN GIOIA, CHAIR
CANDACE ANDERSEN, VICE CHAIR
DIANE BURGIS
KAREN MITCHOFF
FEDERAL D. GLOVER
FAY NATHANIEL
JANNEL GEORGE-ODEN

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 10, 2019

1:00 P.M. Convene and call to order.

CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.6 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 adoption of Resolution No. 5226 approving the Public Housing Agency Five-Year and Annual Plans for fiscal year 2020, including revisions to the Admissions and Continued Occupancy Plan and the Section 8 Administrative Plan.

ADJOURN

CONSENT ITEMS:

- C.1 ACCEPT the 2nd Quarter (Unaudited) Budget Report for the period ending 9/30/19.
- C.2 ADOPT Resolution No. 5225 to invest HUD and non-HUD funds according to HACCC's Investment Policy.
- C.3 APPROVE and AUTHORIZE the Housing Authority Executive Director, or designee, to execute a contract with S&K Janitorial, Inc., in an amount not to exceed \$63,648 to perform janitorial services for the Housing Authority offices and the associated common areas located within the cities of Martinez, Pittsburg, and Bay Point for the initial period of November 4, 2019 through November 3, 2020 with an option to extend for two additional one-year periods.
- C.4 APPROVE and AUTHORIZE the Housing Authority Executive Director, or designee, to execute a contract with Universal Building Services in an amount not to exceed \$60,769 to perform janitorial services for the Housing Authority offices and the associated common areas located within the cities of Brentwood, Oakley, Antioch, San Pablo, and Rodeo for the initial period of November 4, 2019 through November 3, 2020, with an option to extend for two additional one-year periods.
- C.5 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending September 30, 2019.
- C.6 DENY Housing Authority claims filed by Chrisa Porter, Marvin Lopez, and Zama Richard.

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 10, 2019



Contra
Costa
County

Subject: PUBLIC HOUSING AGENCY ANNUAL and FIVE-YEAR PLANS FOR FISCAL YEAR 2020

RECOMMENDATIONS

OPEN the public hearing on the Housing Authority's Annual Plan and Five-Year Plan for fiscal year 2020, RECEIVE testimony, and CLOSE the public hearing.

ADOPT Resolution No. 5226 titled the "PHA Certification of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the PHA Five-Year and Annual PHA Plan" approving the Public Housing Agency (PHA) Five-Year and Annual Plans for fiscal year 2020, 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

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

resident population served, as well as the PHA's strategy for addressing the housing needs of currently assisted families and the larger community. The Annual Plan also serves as the PHA's yearly request for grants to support improvements to public housing buildings (through the Capital Fund Program).

As required by HUD, Housing Authority (HACCC) staff provided public notice of this hearing in the East, West and Contra Costa Times on October 17th and 21st, 2019. Staff met with the agency's Resident Advisory Board (RAB) on September 26, October 1st, 3rd, 7th, and 17th, 2019 and lastly on November 21, 2019 to discuss the proposed Plan. The RAB approved the proposed changes to the Annual Plan at the November 21, 2019 meeting.

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:

- Chapter 9, Reexamination of Income - Updated language to reference Streamlining Annual Reexaminations and to allow self-certification of assets under \$5,000 per the FAST Act (24 CFR 960.257). Also per the FAST Act, HACCC will now perform reexaminations of income for families paying income-based/flat rent on a triennial basis.
- Chapter 11, Community Service - Updated language, per PIH notice 2015-12, to allow residents to make up delinquent community service hours within 120 days of lease termination and to include the ability to self-certify.
- Chapter 12 - Emergency Transfers - Updated language to include HUD's model Emergency Transfer Plan (form HUD-5381). The Plan allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to make an internal emergency transfer under VAWA when a safe unit is immediately available. The Plan describes the policies for assisting a tenant in making an internal emergency transfer when a safe unit is not immediately available and describes reasonable efforts the PHA will take to assist a tenant who wishes to make an external emergency transfer when a unit that meets the victim's safety standards is not available.

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 their capital funds.

The proposed PHA Plan shows ongoing and planned capital fund activity. The following projects are proposed for HACCC's Federal Fiscal Year (FFY) 2018, 2019 & 2020 capital fund grants:

- \$838,000 for demolition of contiguous units at Las Deltas in North Richmond.
- \$387,000 for roofing and modernization of the Alhambra Terrace office in Martinez.
- \$360,000 for roofing replacement at select units at Bayo Vista in Rodeo.
- \$310,000 for site improvements to five properties, including hardscape and landscape modernization.

- \$260,000 for fencing installation and maintenance for the post-demolition Las Deltas site in North Richmond.
- \$187,000 for window and door cover protection of contiguous units at Las Deltas in North Richmond.
- \$185,000 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.
- \$170,000 for electrical infrastructure upgrades to Alhambra Terrace in Martinez.
- \$158,000 for foundation repairs and modernization at Alhambra Terrace in Martinez.
- \$130,000 for unscheduled and emergency unit modernization and site improvements at various properties.
- \$102,000 for elevator upgrades at four senior properties.
- \$100,000 for security equipment at the Bridgemont and Bayo Vista sites.
- \$89,000 for commercial door replacement at Kidd Manor and administrative office in San Pablo.
- \$80,000 for office, networking and computer equipment for on-site management offices at various properties.
- \$50,000 for fire damage repairs at Elder Winds in Antioch.
- \$49,000 for new appliances at various properties.
- \$30,000 for relocation costs during the RAD disposition of Las Deltas in North Richmond.

Housing Choice Voucher

Changes to the Section 8 Administrative Plan are as follows:

- Revised the jurisdiction of HACCC to include the City of Richmond;
- Revised the language limiting access to the HCV program to reflect that, when determining eligibility, HACCC will look back two years instead of three years for families who have been evicted from Federally-assisted housing for drug-related criminal activity;
- Revised the language regarding the look-back on criminal convictions from three years to two years for applicants being considered for housing to bring into conformance with the City of Richmond ordinance on tenant screening;
- Revised the definition of who is eligible for the Mainstream 5 subsidy program for non-elderly disabled person to include persons who previously experienced homelessness and are currently a client in permanent supportive housing or a rapid re-housing project;
- Changed language to state that unborn children of pregnant mothers will be included in determining the family voucher size.
- Clarified the language regarding the size of the voucher issued to a household to indicate that while the living room is a sleeping room, it shall not be used to determine the appropriate bedroom-size voucher a household is entitled to. The living room will be considered a sleeping room only for determining whether additional adults may be added to a household.
- Added language to the plan to permit someone who has been self-employed for 90 days or less to submit a self-certification projecting their anticipated income over the next 12 months along with documentation of income and expenses as available. If documents are not available, an Interim certification must be scheduled within 3 months of the self-certification.
- Updated the list of PBV projects assisted by HACCC to include new activity from 2019 as well as all Richmond Housing Authority PBV properties now administered by HACCC.
- Added units from St. Paul's Commons, a new PBV property going to contract in 2019, to the list of units that will have applicant referrals made by the Coordinated Entry System because the units are required to house homeless families.
- Modified the list of RAD properties listed in the Admin Plan to include the Idaho Apartments that was omitted in 2018 and two new properties added as a result of the Richmond Housing Authority take over.
- Clarified language in the RAD section to indicate that RAD units that are targeted to homeless will be occupied by referrals from the Coordinated Entry System.
- Added language to document that all tenant protections under RAD Converting properties apply to all PBV-assisted units in a replacement project not just to the RAD units.

A complete copy of the proposed PHA Annual Plan, Five Year 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 Annual and Five-Year Plans, HACCC will be out of compliance with HUD requirements and may not receive any funding via HUD's Capital Fund program until the PHA Annual and Five-Year Plans have been submitted to, and approved by, HUD. HUD may also impose additional sanctions beyond the withholding of Capital Fund moneys.

ATTACHMENTS

50075

ACOP B.1

Admin Plan B.1

New Activities B.2

50077

Annual - Progress Goals

Annual - RAB Comments B.6

Annual - Executed 50077

Annual - Capital Fund

Annual - Redlined Admin Plan Changes

5Year - 50075

5Year - Future Action

5Year - Progress Goals

5Year - VAWA Statement

5Year - Significant Amendment or Modification

5Year - RAB Recommendation

5Year - Executed 50077

Annual PHA Plan <i>(Standard PHAs and Troubled PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. 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, goals and objectives for serving the needs of low-income, very low-income, and extremely low-income families.

Applicability. Form HUD-50075-ST is to be completed annually by **STANDARD PHAs or TROUBLED PHAs**. PHAs that meet the definition of a High Performer PHA, Small PHA, HCV-Only PHA or Qualified PHA do not need to submit this form.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																
A.1	<p> PHA Name: _____ PHA Code: _____ PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: 04/2020 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>1091</u> Number of Housing Choice Vouchers (HCVs) <u>9215</u> Total Combined Units/Vouchers <u>10,306</u> PHA Plan Submission Type: <input checked="" type="checkbox"/> Annual Submission <input type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. PHAs must have the elements listed below in sections B and C readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection 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 their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </p> <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1"> <thead> <tr> <th data-bbox="164 1444 440 1518" rowspan="2">Participating PHAs</th> <th data-bbox="440 1444 573 1518" rowspan="2">PHA Code</th> <th data-bbox="573 1444 870 1518" rowspan="2">Program(s) in the Consortia</th> <th data-bbox="870 1444 1144 1518" rowspan="2">Program(s) not in the Consortia</th> <th colspan="2" data-bbox="1144 1444 1446 1518">No. of Units in Each Program</th> </tr> <tr> <th data-bbox="1144 1518 1289 1612">PH</th> <th data-bbox="1289 1518 1446 1612">HCV</th> </tr> </thead> <tbody> <tr> <td data-bbox="164 1518 440 1612">Lead PHA:</td> <td data-bbox="440 1518 573 1612"></td> <td data-bbox="573 1518 870 1612"></td> <td data-bbox="870 1518 1144 1612"></td> <td data-bbox="1144 1518 1289 1612"></td> <td data-bbox="1289 1518 1446 1612"></td> </tr> <tr> <td data-bbox="164 1612 440 1717"></td> <td data-bbox="440 1612 573 1717"></td> <td data-bbox="573 1612 870 1717"></td> <td data-bbox="870 1612 1144 1717"></td> <td data-bbox="1144 1612 1289 1717"></td> <td data-bbox="1289 1612 1446 1717"></td> </tr> <tr> <td data-bbox="164 1717 440 1822"></td> <td data-bbox="440 1717 573 1822"></td> <td data-bbox="573 1717 870 1822"></td> <td data-bbox="870 1717 1144 1822"></td> <td data-bbox="1144 1717 1289 1822"></td> <td data-bbox="1289 1717 1446 1822"></td> </tr> <tr> <td data-bbox="164 1822 440 1932"></td> <td data-bbox="440 1822 573 1932"></td> <td data-bbox="573 1822 870 1932"></td> <td data-bbox="870 1822 1144 1932"></td> <td data-bbox="1144 1822 1289 1932"></td> <td data-bbox="1289 1822 1446 1932"></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

B.	Annual Plan Elements
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA?</p> <p>Y N</p> <p>X <input type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs</p> <p><input type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.</p> <p><input type="checkbox"/> <input type="checkbox"/> Financial Resources.</p> <p>X <input type="checkbox"/> Rent Determination.</p> <p><input type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p><input type="checkbox"/> <input type="checkbox"/> Homeownership Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Community Service and Self-Sufficiency Programs.</p> <p><input type="checkbox"/> <input type="checkbox"/> Safety and Crime Prevention.</p> <p><input type="checkbox"/> <input type="checkbox"/> Pet Policy.</p> <p><input type="checkbox"/> <input type="checkbox"/> Asset Management.</p> <p><input type="checkbox"/> <input type="checkbox"/> Substantial Deviation.</p> <p><input type="checkbox"/> <input type="checkbox"/> Significant Amendment/Modification</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each revised element(s): See Attachment B.1</p> <p>(c) The PHA must submit its Deconcentration Policy for Field Office review.</p>
B.2	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p>X <input type="checkbox"/> Mixed Finance Modernization or Development.</p> <p><input type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition.</p> <p><input type="checkbox"/> <input type="checkbox"/> Designated Housing for Elderly and/or Disabled Families.</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant-Based Assistance.</p> <p>X <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD.</p> <p><input type="checkbox"/> <input type="checkbox"/> Occupancy by Over-Income Families.</p> <p><input type="checkbox"/> <input type="checkbox"/> Occupancy by Police Officers.</p> <p><input type="checkbox"/> <input type="checkbox"/> Non-Smoking Policies.</p> <p>X <input type="checkbox"/> Project-Based Vouchers.</p> <p>X <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p><input type="checkbox"/> <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan. See Attachment B.2</p>
B.3	<p>Civil Rights Certification.</p> <p>Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan. See Attachment B.3</p>
B.4	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N</p> <p><input type="checkbox"/> X</p> <p>(b) If yes, please describe:</p>

B.5	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan. See Attachment B.5
B.6	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y <input type="checkbox"/> N <input type="checkbox"/> X <input type="checkbox"/> (c) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. See attachment B.6
B.7	Certification by State or Local Officials. Form HUD 50077-SL , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan. See attachment B.7
B.8	Troubled PHA. (a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place? Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/> X <input type="checkbox"/> <input type="checkbox"/> (b) If yes, please describe:
C.	Statement of Capital Improvements. Required for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
C.1	Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD. See HUD Form- 50075.2 approved by HUD on 05/29/19- See attachment C.1

Instructions for Preparation of Form HUD-50075-ST Annual PHA Plan for Standard and Troubled PHAs

A. PHA Information. All PHAs must complete this section.

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Inventory**, **Number of Public Housing Units and or Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan. ([24CFR §903.23\(4\)\(e\)](#))

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section.

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.” ([24CFR §903.7](#))

X Statement of Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA’s strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24CFR §903.7\(a\)\(1\)](#)) 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. ([24CFR §903.7\(a\)\(2\)\(ii\)](#))

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see [24CFR 903.2](#). ([24CFR §903.23\(b\)](#)) Describe the PHA’s admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA’s policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. ([24CFR §903.7\(b\)](#)) Describe the PHA’s procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. ([24CFR §903.7\(b\)](#)). A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. ([24CFR §903.7\(b\)](#)) Describe the unit assignment policies for public housing. ([24CFR §903.7\(b\)](#))

☐ **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. ([24CFR §903.7\(c\)](#))

X Rent Determination. A statement of the policies of the PHA governing rents charged for public housing and HCV dwelling units, including applicable public housing flat rents, minimum rents, voucher family rent contributions, and payment standard policies. ([24CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement of the rules, standards, and policies of the PHA governing maintenance and 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. ([24CFR §903.7\(e\)](#))

☐ **Grievance Procedures.** A description of the grievance and informal hearing and review procedures that the PHA makes available to its residents and applicants. ([24CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A description of any Section 5h, Section 32, Section 8y, or HOPEI public housing or Housing Choice Voucher (HCV) homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. ([24CFR §903.7\(k\)](#))

☐ **Community Service and Self-Sufficiency Programs.** Describe how the PHA will comply with the requirements of community service and treatment of income changes resulting from welfare program requirements. ([24CFR §903.7\(l\)](#)) A description of: **1)** Any programs relating to services and amenities provided or offered to assisted families; and **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. ([24CFR §903.7\(l\)](#))

☐ **Safety and Crime Prevention.** Describe the PHA’s plan for safety and crime prevention to ensure the safety of the public housing residents. The statement must provide development-by-development or jurisdiction wide-basis: (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. ([24CFR §903.7\(m\)](#)) 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. ([24 CFR §903.7\(m\)\(5\)](#))

☐ **Pet Policy.** Describe the PHA's policies and requirements pertaining to the ownership of pets in public housing. ([24 CFR §903.7\(n\)](#))

☐ **Asset Management.** State 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. ([24 CFR §903.7\(q\)](#))

☐ **Substantial Deviation.** PHA must provide its criteria for determining a "substantial deviation" to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a "Significant Amendment or Modification" to its 5-Year and Annual Plan. Should the PHA fail to define "significant amendment/modification", HUD will consider the following to be "significant amendments or modifications": a) changes to rent or admissions policies or organization of the waiting list; b) additions of non-emergency CFP work items (items not included in the current CFP Annual Statement or CFP 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; or c) any change with regard to demolition or disposition, designation, homeownership programs or conversion activities. See guidance on HUD's website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked "yes", describe the revision(s) to those element(s) in the space provided.

B.2 New Activities. If the PHA intends to undertake any new activities related to these elements in the current Fiscal Year, mark "yes" for those elements, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake these activities, mark "no."

☐ **Hope VI or Choice Neighborhoods.** 1) A description of any housing (including project number (if known) and unit count) for which the PHA will apply for HOPE VI or Choice Neighborhoods; and 2) A timetable for the submission of applications or proposals. The application and approval process for Hope VI or Choice Neighborhoods is a separate process. See guidance on HUD's website at: <http://www.hud.gov/offices/pih/programs/ph/hope6/index.cfm>. ([Notice PIH 2010-30](#))

☒ **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 Mixed Finance Modernization or Development; and 2) A timetable for the submission of applications or proposals. The application and approval process for 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>. ([Notice PIH 2010-30](#))

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (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. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed as described in the PHA's last Annual and/or 5-Year PHA Plan submission. 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. ([24 CFR §903.7\(h\)](#))

☐ **Designated Housing for Elderly and Disabled Families.** Describe any public housing projects owned, assisted or operated by the PHA (or portions thereof), in the upcoming fiscal year, that the PHA has continually operated as, has designated, or will apply for designation for occupancy by elderly and/or disabled families only. 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. **Note:** The application and approval process for such designations is separate from the PHA Plan process, and PHA Plan approval does not constitute HUD approval of any designation. ([24 CFR §903.7\(i\)\(C\)](#))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; 2) An analysis of the projects or buildings required to be converted; and 3) A statement of the amount of assistance received 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>. ([24 CFR §903.7\(j\)](#))

☒ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA plans to voluntarily convert to project-based assistance under RAD. See additional guidance on HUD's website at: [Notice PIH 2012-32](#)

☐ **Occupancy by Over-Income Families.** A PHA that owns or operates fewer than two hundred fifty (250) public housing units, may lease a unit in a public housing development to an over-income family (a family whose annual income exceeds the limit for a low income family at the time of initial occupancy), if all the following conditions are satisfied: (1) There are no eligible low income families on the PHA waiting list or applying for public housing assistance when the unit is leased to an over-income family; (2) The PHA has publicized availability of the unit for rental to eligible low income families, including publishing public notice of such availability in a newspaper of general circulation in the jurisdiction at least thirty days before offering the unit to an over-income family; (3) The over-income family rents the unit on a month-to-month basis for a rent that is not less than the PHA's cost to operate the unit; (4) The lease to the over-income family provides that the family agrees to vacate the unit when needed for rental to an eligible family; and (5) The PHA gives the over-income family at least thirty days notice to vacate the unit when the unit is needed for rental to an eligible family. The PHA may incorporate information on occupancy by over-income families into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). ([24 CFR 960.503](#)) ([24 CFR 903.7\(b\)](#))

☐ **Occupancy by Police Officers.** The PHA may allow police officers who would not otherwise be eligible for occupancy in public housing, to reside in a public housing dwelling unit. The PHA must include the number and location of the units to be occupied by police officers, and the terms and conditions of their tenancies; and a statement that such occupancy is needed to increase security for public housing residents. A "police officer" means a person determined by the PHA to be, during the period of residence of that person in public housing, employed on a full-time basis as a duly licensed professional police officer by a Federal, State or local government or by any agency of these governments. An officer of an accredited police force of a housing agency may qualify. The PHA may incorporate information on occupancy by police officers into its PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. See additional guidance on HUD's website at: [Notice PIH 2011-7](#). ([24 CFR 960.505](#)) ([24 CFR 903.7\(b\)](#))

☐ **Non-Smoking Policies.** The PHA may implement non-smoking policies in its public housing program and incorporate this into its PHA Plan statement of operation and management and the rules and standards that will apply to its projects. See additional guidance on HUD's website at: [Notice PIH 2009-21](#). ([24 CFR §903.7\(e\)](#))

X Project-Based Vouchers. Describe any plans to use Housing Choice Vouchers (HCVs) for new project-based vouchers, which must comply with PBV goals, civil rights requirements, Housing Quality Standards (HQS) and deconcentration standards, as stated in 983.57(b)(1) and set forth in the PHA Plan statement of deconcentration and other policies that govern eligibility, selection, and admissions. If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. ([24 CFR §903.7\(b\)](#))

X Units with Approved Vacancies for Modernization. The PHA must include a statement related to units with approved vacancies that are undergoing modernization in accordance with [24 CFR §990.145\(a\)\(1\)](#).

☐ **Other Capital Grant Programs** (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

For all activities that the PHA plans to undertake in the current Fiscal Year, provide a description of the activity in the space provided.

B.3 Civil Rights Certification. Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the 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. ([24 CFR §903.7\(o\)](#))

B.4 Most Recent Fiscal Year Audit. If the results of the most recent fiscal year audit for the PHA included any findings, mark "yes" and describe those findings in the space provided. ([24 CFR §903.7\(p\)](#))

B.5 Progress Report. For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.7\(r\)\(1\)](#))

B.6 Resident Advisory Board (RAB) comments. If the RAB provided comments to the annual plan, mark "yes," submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

B.7 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#)). Note: A PHA may request to change its fiscal year to better coordinate its planning with planning done under the Consolidated Plan process by State or local officials as applicable.

B.8 Troubled PHA. If the PHA is designated troubled, and has a current MOA, improvement plan, or recovery plan in place, mark "yes," and describe that plan. If the PHA is troubled, but does not have any of these items, mark "no." If the PHA is not troubled, mark "N/A." ([24 CFR §903.9](#))

C. Statement of Capital Improvements. PHAs that receive funding from the Capital Fund Program (CFP) must complete this section. ([24 CFR 903.7 \(g\)](#))

C.1 Capital Improvements. In order to comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan. PHAs can reference the form by including the following language in Section C. 8.0 of the PHA Plan Template: "See HUD Form - 50075.2 approved by HUD on XX/XX/XXXX."

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 the 5-Year and Annual PHA Plan.

Public reporting burden for this information collection is estimated to average 9.2 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 thereunder 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.

Attachment B.1

Summary of ACOP Changes 2020

- Chapter 9 - *Included clarification regarding streaming self certification of assets under \$5,000.00.*
- Chapter 9.1 - Overview Update language to reference Streamlining Annual Reexaminations and triennials per the FAST Act (24 CFR 960.257) Introduction Annual Reexaminations for Families paying Income Based or Flat rent- Update language to all HACCC to perform reexamination for fixed income household on a triennial basis per HUD's FAST Act. HUD allows PHA's the option to perform triennial reexamination based on further analysis of system capabilities and potential
- Chapter 11 - Community Service- update language to reference PIH notice 2015-12, to allow residents to make up delinquent hours within 120 days of lease termination and include self-certification ability.
- Chapter 12 - Emergency Transfers - update language to include HUD's model Emergency Transfer Plan (form HUD-5381). The Plan allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to make an internal emergency transfer under VAWA when a safe unit is immediately available and describes the policies for assisting a tenant in making an internal emergency transfer when a safe unit is not immediately available, and describes reasonable efforts the PHA will take to assist a tenant who wishes to make an external emergency transfer when a unit that meets the victims safety standard is not available.

Attachment B.1

Summary of Administrative Plan Changes

- Revised the jurisdiction of HACCC to include the City of Richmond;
- Revised the language limiting access to the HCV program to reflect that, when determining eligibility, HACCC will look back two years instead of five years for families who have been evicted from Federally-assisted housing for drug-related criminal activity;
- Revised the language regarding the look-back on criminal convictions from 5 years to two years for applicants being considered for housing to bring into conformance with the City of Richmond ordinance on tenant screening;
- Revised the definition of who is eligible for the Mainstream 5 subsidy program for non-elderly disabled person to include persons who previously experienced homelessness and is currently a client in permanent supportive housing or a rapid re-housing project;
- Changed language to state that unborn children of pregnant mothers will be included in determining the family voucher size.
- Clarified the language regarding the size of the voucher issued to a household to indicate that while the living room is a sleeping room, it shall not be used to determine the appropriate bedroom-size voucher a household is entitled to. The living room will be considered a sleeping room only for determining whether additional adults may be added to a household.
- Added language to the plan to permit someone who has been self-employed for 90 days or less to submit a self-certification projecting their anticipated income over the next 12 months along with documentation of income and expenses as available. If documents are not available, an Interim certification must be scheduled within 3 months of the self-certification.
- Updated the list of PBV projects assisted by HACCC to include new activity from 2019 as well as all Richmond Housing Authority PBV properties now administered by HACCC.
- Added units from St. Paul's Commons, a new PBV property going to contract in 2019, to the list of units that may have applicant referrals made by the Coordinate Entry System because the units are required to house homeless families.
- Modified the list of RAD properties listed in the Admin Plan to include the Idaho Apartments that was omitted in 2018 and two new properties added as a result of the Richmond Housing Authority take over.
- Clarified language in the RAD section to indicate that RAD units that are targeted to homeless will be occupied by referrals from the Coordinated Entry System.

- Added language to document that all tenant protections under RAD Converting properties apply to all PBV-assisted units in a replacement project not just to the RAD units.

B.2 New Activities:

- a) **HOPE VI or Mixed Finance Modernization or Development.** HACCC will continue to work with CSG Advisors and other consultants 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.

The HACCC has been approved for a demolition action for 75 units at the Las Deltas (CA006 and CA009A) property in North Richmond and approved for a disposition application for the remaining of the 32 units at Las Deltas (CA009b) in North Richmond. 107 units are being disposed through the RAD Conversion process and a separate application process is underway for demolition and disposition of those 107 units and corresponding release of the DOT.

Timeline: An application for demo/dispo of the RAD units has been submitted to HUD's Special Applications Center in October of 2019. Demolition of the units in properties 006 and 009A for the non-RAD units will commence prior to the end of 2019. HACCC shall be issuing a Request For Proposals from developers to submit suggestions for the development of the contiguous site of the property with an expectation to enter into an Exclusive Negotiating Agreement with the submitter with the best proposal after getting community input on the proposed development plans. 81 occupied units were assisted with relocation services and all units are now vacant.

- b) **Conversion of Public Housing.** HACCC continues to work with CSG Advisors and other consultants 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. It is expected that the next projects for consideration to convert to Project Based assistance will be El Pueblo in Pittsburg and Bayo Vista in Rodeo, CA.
- c) **Homeownership.** HACCC currently offers a homeownership voucher program.
- d) **Project-based Vouchers.** HACCC has already committed 661 project-based vouchers (PBV). In addition, HACCC has approved 135 RAD PBV units for eleven projects, including one under the RAD 2 component for conversion of a Mod Rehab Single Room Occupancy property. The RAD PBVs are 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. In addition, HACCC absorbed the Richmond Housing Authority's HCV program on July 1, 2019 which included 10 PBV sites. Eight regular PBV sites and 2 RAD PBV conversion sites. There are an additional 495 regular PBVs and 153 RAD PBVs across these ten sites.

Moreover, it is anticipated that over the course of the next five years, four other sites from Richmond will be converted under RAD or Section 18 Demolition and Disposition that will allocate another 409 PBVs for HACCC to administer.

**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

**PHA Certifications of Compliance with the PHA Plan and Related Regulations including
Required Civil Rights Certifications
B.3**

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 _X_ 5-Year and/or _X_ Annual PHA Plan for the PHA fiscal year beginning 2019, 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 2020

X 5-Year PHA Plan for Fiscal Years 2020 - 2025

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

JOSEPH VILLARREAL

EXECUTIVE DIRECTOR

Signature

Date

ATTACHMENT B.3

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA PROGRESS IN MEETING 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 185 units of project-based vouchers (PBV) and 119 units of Rental Assistance Demonstration (RAD) PBV to 11 projects throughout Contra Costa County. These vouchers (including the project-based vouchers) helped fund 591 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;
- Maintained average occupancy at most properties to 98% or better.

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.
- Continue to operate 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

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, to coordinated funding to increase programs at public housing properties.
- Continue to coordinate communication between management staff and sheriff and local law enforcement officers at public housing properties;
- Surveillance cameras continue to benefit properties;
- Increased the number of RAB members
- Continue to coordinate youth activities in El Pueblo Housing Development. The Center provides a variety of activities including recreational, afterschool program and library programs;
- Expanded the number of RAB meetings held annually
- Partnered with the County to offer Head Start facilities at four public housing properties;
- Continued operation of a variety of 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.

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

Progress Report:

- Since January of 2016, HACCC had 26 participants graduate from its FSS Program with over \$453,057 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 grounds keeping services to HACCC's property in North Richmond.

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.

ATTACHMENT B . 6

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA RAB Members Comments

Resident Advisory Members Comments Expand Supply Action items

- *Homeless population help provide housing/group housing.*
- *Where does the financing come from? Who qualifies? Potential properties?*
- *Use Naval Weapon area for housing.*
- *Convert hills for housing.*
- *Underground weapon centers*
- *Government Vacant Lands*
- *For all improvements we need money.*
- *Buy more property for low income housing.*
- *Purchase vacant/empty building in other community.*
- *Expand to allow low income people to have housing*

Resident Advisory Members Comments Action Improve Quality

- *Less inspection*
- *More repairs in a timely manner to ensure fair housing.*
- *Upgrades for the development.*
- *Energy efficient appliances and light bulbs.*
- *Water pressure and quality (drinkable)*
- *Make it safe and secured*
- *Security Cameras*
- *Security Guard*
- *Water ponds with ducks and swans*
- *Greenery, picnic and play grounds*
- *Having someone qualified to check on person needing assistance at least 2 times a week.*
- *Carpet*
- *Paint inside*
- *Security fence @ entrance and exit*
- *Onsite security*

Resident Advisory Members Comments Improve Living Environment Action items

- *Round the clock patrol*
- *Gated entry from all sides*
- *Bring back program to work with Sheriff, Children, Resident Council.*
- *Upgrade units from 110v to 220v for laundry dryers*
- *Better screening of residents*
- *Ongoing pesticide agency relationship and attention*
- *Insect and cockroach free*
- *Outdoor activities*
- *To improve a better living environment would be involved in solving the different pollutions, water, soil, that affect environment.*
- *Security guard*
- *Assigned parking stall*
- *Landscaping*
- *Numbered parking stalls*
- *Remove broken down vehicles*

Resident Advisory Members Comments Action Self-sufficiency

- *Work with the local job programs to offer programs onsite like Rubicon, East Bay, Aosec.*
- *Rodeo-New horizon Job/Career Program-part of EastBay Aosec.*
- *Local Colleges*
- *Someone to work with homeless, residents, w/ disability, Mental Health.*
- *Parenting classes*
- *Mentor/Buddy System*
- *Research new avenues/programs that can help low-income & disabled residents*
- *Provide tenants with assurance ?*
- *Provide items as plants, hoses, and garden equipment.*
- *Helping homeless to envision themselves in some sort of assisted living in training them for school, work, also teach clean living.*
- *Computer training*
- *Youth Programs*
- *Arts/Crafts*
- *Mental Health Counseling*

Resident Advisory Members Comments Action Equal Opportunity

- *Diversity Trainings for Staff-Promote cultural diversity*
- *Annual training for all staff (mandatory)*
- *Mini training through workshops for residents*
- *Training on violence*
- *Verify existing implementation of EDH*
- *Equal opportunities to people of all colors and orientation*
- *Merging of people of all ages*
- *Opportunity to mingle*
- *Believing in equal opportunities for all races no matter situations. Be the person disabled, speak different languages.*
- *Train all workers to be caring*
- *Senior lunch program*
- *Ensure diversified community.*

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Gabriel Lemus, the CDBG Program Manager / Principal Planner
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the County of Contra Costa
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

County of Contra Costa

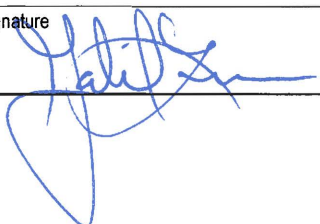
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The Consolidated Plan is created and implemented with the input of the Housing Authority
and its residents. The Housing Authority was an active participant in the Affirmatively
Furthering Fair Housing process and the final Assessment of Fair Housing. The 2020/25
Consolidated Plan is currently underway and we have identified that the creation and preservation
of affordable housing for low/moderate-income households as a goal/priority aligns with the Housing
Authority's Annual and 5-Year Plan.

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
Gabriel Lemus	CDBG Program Manager /Principal Planner
Signature 	Date
	12/3/2019

C.1 Capital Improvements:

See HUD Form- 50075.2 approved by HUD on 05/29/19

PART I: HACCC

1-I.A. OVERVIEW

This part explains the origin of HACCC's creation and authorization, the general structure of the organization, and the relationship between HACCC Board and staff.

1-I.B. ORGANIZATION AND STRUCTURE OF HACCC

The Section 8 tenant-based Housing Choice Voucher (HCV) assistance program is funded by the federal government and administered by the Housing Authority of the County of Contra Costa for the jurisdiction of Contra Costa County, except for the municipalities of Richmond and of Pittsburg (which have their own separate Housing Authorities). The officials of a PHA are known as commissioners or, collectively, as the board of commissioners. At the Contra Costa Housing Authority, the Contra Costa County Board of Supervisors and a HACCC program beneficiary serves as the Board of Commissioners. Commissioners are appointed in accordance with state housing law and generally serve in the same capacity as the directors of a corporation, establishing policies under which HACCC conducts business, ensuring that policies are followed by HACCC staff and ensuring that HACCC is successful in its mission. The board is responsible for preserving and expanding the agency's resources and assuring the agency's continued viability.

Formal actions of HACCC are taken through written resolutions, adopted by the board of commissioners and entered into the official records of HACCC.

The principal staff member of HACCC is the Executive Director (ED), hired and appointed by the board of commissioners. The Executive Director is directly responsible for carrying out the policies established by the board and is delegated the responsibility for hiring, training and supervising the staff in order to manage the day-to-day operations of HACCC. The Executive Director is responsible for ensuring compliance with federal and state laws and directives for the programs managed. In addition, the Executive Director's duties include budgeting and financial planning for the agency.

1-I.C. HACCC MISSION

The purpose of a mission statement is to communicate the purpose of the agency to people inside and outside of the agency. It provides guiding direction for developing strategy, defining critical success factors, searching out key opportunities, making resource allocation choices, satisfying clients and stakeholders, and making decisions.

HACCC Policy

HACCC's mission is to provide safe, decent and sanitary housing conditions for very low-income families and to manage resources efficiently. HACCC is to promote personal, economic and social upward mobility to provide families the opportunity to make the transition from subsidized to non-subsidized housing.

1-I.D. HACCC'S PROGRAMS

The following programs are included under this administrative plan:

an otherwise-eligible family if the household member has completed a HACCC-approved drug rehabilitation program or the circumstances which led to eviction no longer exist (e.g., the person involved in the criminal activity no longer lives in the household).

HACCC Policy

HACCC will admit an otherwise-eligible family who was evicted from federally-assisted housing within the past ~~25~~ (two five) years for drug-related criminal activity, if HACCC is able to verify that the household member who engaged in the criminal activity has completed a supervised drug rehabilitation program approved by HACCC, or the person who committed the crime, is no longer living in the household.

- HACCC determines that any household member is currently engaged in the use of illegal drugs.

HACCC Policy

Currently engaged in is defined as any use of illegal drugs during the previous six months.

- HACCC has reasonable cause to believe that any household member's current use or pattern of use of illegal drugs, or current abuse or pattern of abuse of alcohol, may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.

HACCC Policy

In determining reasonable cause, HACCC will consider all credible evidence, including but not limited to, any record of convictions, or evictions of household members related to the use of illegal drugs or the abuse of alcohol. HACCC will also consider evidence from treatment providers or community-based organizations providing services to household members.

- Any household member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program

3-III.C. OTHER PERMITTED REASONS FOR DENIAL OF ASSISTANCE

HUD permits, but does not require, HACCC to deny assistance for the reasons discussed in this section.

Criminal Activity [24 CFR 982.553]

HUD permits, but does not require, HACCC to deny assistance if HACCC determines that any household member is currently engaged in, or has engaged in during a reasonable time before the family would receive assistance, certain types of criminal activity.

HACCC Policy

If any household member is currently engaged in, or has engaged in any of the following criminal activities, within the past ~~two~~ five years, the family will be denied assistance.

Drug-related criminal activity, defined by HUD as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute or use the drug [24 CFR 5.100].

Violent criminal activity, defined by HUD as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage [24 CFR 5.100].

Criminal activity that may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents or persons residing in the immediate vicinity; or

Criminal activity that may threaten the health or safety of property owners, management staff, and persons performing contract administration functions or other responsibilities on behalf of HACCC (including an HACCC employee or an HACCC contractor, subcontractor, or agent).

Immediate vicinity means within a three-block radius of the premises.

Evidence of such criminal activity includes, but is not limited to:

Any conviction for drug-related or violent criminal activity within the past 25 years.

Any record of eviction from public or privately-owned housing as a result of criminal activity within the past 25 years.

In making its decision to deny assistance, HACCC will consider the factors discussed in Section 3-III.E. Upon consideration of such factors, HACCC may, on a case-by-case basis, decide not to deny assistance.

Previous Behavior in Assisted Housing [24 CFR 982.552(c)]

HUD authorizes HACCC to deny assistance based on the family's previous behavior in assisted housing:

HACCC Policy

HACCC **will not** deny assistance to an otherwise eligible family because the family previously failed to meet its obligations under the Family Self-Sufficiency (FSS) program.

HACCC **will** deny assistance to an applicant family if:

The family does not provide information that HACCC or HUD determines is necessary in the administration of the program.

The family does not provide complete and true information to HACCC.

Any family member has been evicted from federally-assisted housing in the last ~~two~~^{five} years.

Any family member has committed fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program.

The family owes rent or other amounts to any PHA in connection with Section 8 or other public housing assistance under the 1937 Act, unless the family repays the full amount of the debt prior to being selected from the waiting list.

If the family has not reimbursed any PHA for amounts the PHA paid to an owner under a HAP contract for rent, damages to the unit, or other amounts owed by the family under the lease, unless the family repays the full amount of the debt prior to being selected from the waiting list.

The family has breached the terms of a repayment agreement entered into with HACCC, unless the family repays the full amount of the debt covered in the repayment agreement prior to being selected from the waiting list.

A family member has engaged in or threatened violent or abusive behavior toward HACCC personnel.

Abusive or violent behavior towards HACCC personnel includes verbal as well as physical abuse or violence. Use of racial epithets, or other language, written or oral, that is customarily used to intimidate may be considered abusive or violent behavior.

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

In making its decision to deny assistance, HACCC will consider the factors discussed in Section 3-III.E. Upon consideration of such factors, HACCC may, on a case-by-case basis, decide not to deny assistance.

3-III.D. SCREENING

Screening for Eligibility

PHAs are authorized to obtain criminal conviction records from law enforcement agencies to screen applicants for admission to the HCV program. This authority assists HACCC in complying with HUD requirements and PHA policies to deny assistance to applicants who are engaging in or have engaged in certain criminal activities. In order to obtain access to the records HACCC must require every applicant family to submit a consent form signed by each adult household member [24 CFR 5.903].

HACCC Policy

HACCC will perform a criminal background check through local law enforcement for every adult household member.

To receive this preference, applicants must not be living in standard, permanent replacement housing. State law requires a preference in cases of displacement by public or private action.

- **Permanent Supportive Housing Graduation (500 points).** A preference for formerly homeless families who have graduated from a Contra Costa County Continuum of Care (COC) funded permanent supportive housing program, or another homeless housing program participating in the COC Coordinated Entry system, that partners with HACCC such as Shelter Plus Care. A referral from the COC Coordinated Entry system is required to be eligible for this preference.

HACCC will provide up to 50 vouchers to eligible families who are homeless and that meet the local preference criteria defined in the Memorandum of Understanding (MOU) by and between HACCC and its partner agency(s). HACCC may, at its discretion, modify the total number of vouchers available for this local preference based on funding availability, the performance of social service agency partners, or other factors.

To serve these clients, HACCC's partner(s) will refer clients to HACCC that meet certain eligibility criteria for the local preference as defined in the Memoranda of Understanding (MOU) with each organization. HACCC may, at its discretion, enter into MOUs with additional agencies serving this population in the future. The partner agency must agree to provide housing search assistance and case management support so that the clients can find housing and remain stably housed. HACCC will not accept any referrals from partner agencies once the allotment for this local preference has been met. Thereafter, applicants referred by partner agencies will be added to the waiting list when there are vouchers available for this local preference. Applicants who are already on HACCC's waiting list may be pulled to the top of the Waiting List if they meet the eligibility requirements for the preference and are referred by the partner agencies.

Eligibility for this local preference is limited to families who are formerly homeless as defined in the MOU between HACCC and the partner agency. Additionally, applicants who qualify for the local preference must meet all of HACCC's specific screening and eligibility requirements.

- **Mainstream (250 Points).** A preference for non-elderly persons with disabilities transitioning out of institutional and other segregated settings, at serious risk of institutionalization, homeless, or at risk of becoming homeless or previously experienced homelessness and currently a client in permanent supportive housing or rapid rehousing project. Families on the HCV waiting list shall have first priority for the Mainstream vouchers and thereafter a separate waiting list for Mainstream eligible households shall be maintained to include referrals from the Housing Consortium of the East Bay and the Contra Costa County Health, Housing and Human Services department who are partners with HACCC in the Mainstream voucher program.

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PART II: SUBSIDY STANDARDS AND VOUCHER ISSUANCE

5-II.A. OVERVIEW

HACCC must establish subsidy standards that determine the number of bedrooms needed for families of different sizes and compositions. This part presents the policies that will be used to determine the family unit size (also known as the voucher size) a particular family should receive, and the policies that govern making exceptions to those standards. HACCC must also establish policies related to the issuance of the voucher, to the voucher term, and to any extensions of the voucher term.

5-II.B. DETERMINING FAMILY UNIT (VOUCHER) SIZE [24 CFR 982.402]

For each family, HACCC determines the appropriate number of bedrooms under HACCC subsidy standards and enters the family unit size on the voucher that is issued to the family. The family unit size does not dictate the size of unit the family must actually lease, nor does it determine who within a household will share a bedroom/sleeping room.

The following requirements apply when HACCC determines family unit size:

- The subsidy standards must provide for the smallest number of bedrooms needed to house a family without overcrowding.
- The subsidy standards must be consistent with space requirements under the housing quality standards.
- The subsidy standards must be applied consistently for all families of like size and composition.
- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size.
- A family that consists of a pregnant woman (with no other persons) must be treated as a two-person family. Unborn children of pregnant women will be included in determining the family voucher size.
- Any live-in aide (approved by HACCC to reside in the unit to care for a family member who is disabled or is at least 50 years of age) must be counted in determining the family unit size. Live-in attendants will be provided a separate bedroom. No additional bedrooms will be provided for the attendant's family.
- Children who are being adopted, or whose custody is being obtained, may be considered in assigning subsidy size. However, there must be a reasonable assurance that the child or children will join the family within 6-months and the family must provide proof that the child or children joined the family. In cases where a family was given a larger subsidy size, but the child or children do not join the family, then the family's subsidy size will be reduced with a 30-day notice from HACCC.

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- Unless a live-in-aide resides with a family, the family unit size for any family consisting of a single person must be either a zero- or one-bedroom unit, as determined under HACCC subsidy standards.

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HACCC Policy

When determining the Voucher Bedroom Size, HACCC will assign one bedroom to the Head of Household and, if present, their spouse or companion. One additional bedroom will be assigned for every two other persons in the household. The living room is considered an additional sleeping room but is not used to determine the voucher size for the family. The Living Room is considered an additional sleeping room when determining whether an additional adult can be added to the household. Foster children in the household will be included in determining unit size. Single person families will be allocated one bedroom (as opposed to a studio).

Comment [t1]: Reference 11.II.B regarding additional adult in household.

HACCC will reference the following chart in determining the appropriate voucher size for a family:

Voucher Size	Persons in Household (Minimum – Maximum)
1 Bedroom	1 - 4
2 Bedrooms	2 - 6
3 Bedrooms	3 - 8
4 Bedrooms	4 - 10
5 Bedrooms	6 - 12

5-II.C. EXCEPTIONS TO SUBSIDY STANDARDS

HACCC Policy

HACCC will consider granting an exception for any of the reasons specified in the regulation: the age, sex, health, handicap, or relationship of family members or other personal circumstances.

- Live-in attendants will be provided a separate bedroom. No additional bedrooms will be provided for the attendant's family.
- A family member who is temporarily away from the home to attend school or a training program is considered a member of the family in determining the family unit size.
- Children who are being adopted, or whose custody is being obtained, may be considered in assigning subsidy size. However, there must be a reasonable assurance that the child or children will join the family within 6-months and the family must provide proof that the child or children joined the family. In cases where a family was

PART III: VERIFYING INCOME AND ASSETS

Chapter 6, Part I of this plan describes in detail the types of income that are included and excluded and how assets and income from assets are handled. Any assets and income reported by the family must be verified. This part provides PHA policies that supplement the general verification procedures specified in Part I of this chapter.

7-III.A. EARNED INCOME

Tips

HACCC Policy

Unless tip income is included in a family member's W-2 by the employer, persons who work in industries where tips are standard will be required to sign a certified estimate of tips received for the prior year and tips anticipated to be received in the coming year.

Wages

HACCC Policy

For wages other than tips, the family must provide originals of the two most current, consecutive pay stubs. If additional pay stubs are submitted, the PHA will only utilize consecutive paystubs provided to calculate anticipated income for the next annual recertification.

7-III.B. BUSINESS AND SELF EMPLOYMENT INCOME

HACCC Policy

Business owners and self-employed persons will be required to provide all available income information as well as a self- certification of projected income that they expect to receive over the next 12 months.

If a family member has been self-employed for less than three (3) months, the PHA will accept a Self-Certification projecting the income from self-employment that the family expects to receive over the next 12 months. The family must schedule an Interim recertification in three (3) months if they are not able to provide documents other than the Self-Certification.

If the family is able to provide documentation of income/ expenses, (copies of gross receipts, bank statements, cash receipts, payment logs, etc.) and those documents support the Self-Certified projection, the family is not required to schedule an Interim Recertification in three months. Interim Recertification would be required if the only verification of earnings provided was Self-Certification.

If a family member has been self-employed for three (3) months to twelve (12) months, the PHA will accept a Self-Certification projecting the income from self-employment that the family expects to receive over the next 12 months along with documentation of income/ expenses

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(copies of gross receipts, bank statements, cash receipts, payment logs etc.). If available, the family must provide schedules completed for filing federal and local taxes in the preceding year (Schedule C).

If a family member has been self-employed for twelve (12) or more months, the PHA will accept a Self-Certification projecting the income from self-employment that the family expects to receive over the next 12 months along with documentation of income/ expenses (copies of gross receipts, bank statements, cash receipts, payment logs etc.) along with schedules completed for filing federal and local taxes in the preceding year (Schedule C).

At any reexamination the PHA may request documents that support submitted financial statements such as manifests, appointment books, cash books, or bank statements.

HACCC may request any additional documentation that supports calculations found in tax returns.

7-III.B. BUSINESS AND SELF-EMPLOYMENT INCOME

HACCC Policy

Business owners and self-employed persons will be required to provide:

An audited financial statement for the previous fiscal year if an audit was conducted. If an audit was not conducted, a statement of income and expenses must be submitted and the business owner or self-employed person must certify to its accuracy.

All schedules completed for filing federal and local taxes in the preceding year.

If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules.

The PHA will provide a format for any person who is unable to provide such a statement to record income and expenses for the coming year. The business owner/self-employed person will be required to submit the information requested and to certify to its accuracy at all future reexaminations.

At any reexamination the PHA may request documents that support submitted financial statements such as manifests, appointment books, cash books, or bank statements.

If a family member has been self-employed less than three (3) months, the PHA will accept the family member's certified estimate of income and schedule an interim reexamination in three (3) months. If the family member has been self-employed for three (3) to twelve (12) months the PHA will require the family to provide documentation of income and expenses for this period and use that information to project income.

7-III.C. PERIODIC PAYMENTS AND PAYMENTS IN LIEU OF EARNINGS

St. Paul's Community Center and Apartments	1860 Trinity Ave., Walnut Creek, CA 94596	16	7	0	0	0	0	23	Family Housing
Terrace Glen Apartments (Antioch Scattered Site Renovation)	107 W. 20th St., Antioch, CA 94509	0	1	12	3	0	0	16	Family Housing
Pinecrest Apartments (Antioch Scattered Site Renovation)	1945 Cavallo Rd., Antioch, CA 94509	0	3	9	0	0	0	12	Family Housing
Hookston Senior Community Pt. 2	80 West Hookston Rd., Pleasant Hill, CA 94523	0	18	2	0	0	0	20	62 Yrs or Older
Heritage Point Apartments	1500 Fred Jackson Way, Richmond, CA 94801		12	16	13			41	Family Housing
Casa Del Rio	615 W. 7th Street, Antioch, CA 94509		72	8				80	62 Yrs or Older
Trinity Plaza Apartments	350 MacDonald Ave., Richmond, CA 94801		65					65	62 Yrs or Older
Carquinez Apartments	400 Harbour Way, Richmond, CA 94801		35					35	62 Yrs or Older
Lillie Mae Jones	120 MacDonald Ave., Richmond, CA 94801		9	7	31	1		20	Disabled, Family Housing
Richmond City Center Apts	1000 Macdonald Ave., Richmond, CA 94801		5	5	6			16	Family Housing
Richmond Village (Former Public Housing Easter Hill)	700 So. 26th St., Richmond, CA 94804							68	Family Housing
Miraflores	150 So. 45th Street, Richmond, CA 94804		79					79	Miraflores
Monterey Pines	680 So. 37th Street, Richmond, CA 94804			25	25			50	Monterey Pines
Terraces (Nevin 21, 23)	21 and 23 Nevin Ave., Richmond, CA 94801							162	Senior and Family Housing
Friendship Manor	564 Stege Ave., Richmond, CA 94804		54	2				56	62 Yrs or Older
Triangle Court	980 Triangle Court, Richmond, CA 94804		26	56	15			97	Family Housing

17-VI.D. SELECTION FROM THE WAITING LIST

[24 CFR 983.251(C)]

Applicants who will occupy units with PBV assistance must be selected from HACCC's site-based waiting list for that property. HACCC shall establish selection criteria or preferences for occupancy of particular PBV units. HACCC may place families referred by the PBV owner to their PBV site-based waiting list.

Continuum of Care Assisted Units

In addition to site-based waiting lists for each PBV property, HACCC shall maintain a separate wait list for units designated for assistance through the Continuum of Care's Coordinated Entry

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- Robin Lane - 1149 Meadow Lane, Concord, CA

1. M103
2. M203
3. R101
4. R104
5. R204

- St. Paul's Commons - 1860 Trinity Ave, Walnut Creek, CA

<u>1. 202</u>	<u>6. 306</u>	<u>11. 406</u>
<u>2. 203</u>	<u>7. 310</u>	<u>12. 411</u>
<u>3. 209</u>	<u>8. 311</u>	<u>13. 412</u>
<u>4. 212</u>	<u>9. 313</u>	<u>14. 413</u>
<u>5. 213</u>	<u>10. 316</u>	

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This list may be modified from time to time to reflect new units added to the CES portfolio with PBV designations.

Income Targeting [24 CFR 983.251(C)(6)]

At least 75 percent of the families admitted to HACCC's tenant-based and project-based voucher programs from the waiting list must be extremely-low income families in accordance with HUD practice and regulations. The income targeting requirement applies to the total of admissions to both programs.

Units With Accessibility Features [24 CFR 983.251(C)(7)]

When selecting families to occupy PBV units that have special accessibility features for persons with disabilities, HACCC must first refer families who require such features to the owner.

Preferences [24 CFR 983.251(D)]

HACCC may use the same selection preferences that are used for the tenant-based voucher program, establish selection criteria or preferences for the PBV program as a whole, or for occupancy of particular PBV developments or units. HACCC must provide an absolute selection preference for eligible in-place families as described in Section 17-V1.B. above.

Although HACCC is prohibited from granting preferences to persons with a specific disability, HACCC may give preference to disabled families who need services offered at a particular project or site if the preference is limited to families (including individuals):

- With disabilities that significantly interfere with their ability to obtain and maintain themselves in housing;
- Who, without appropriate supportive services, will not be able to obtain or maintain themselves in housing; and
- For whom such services cannot be provided in a non-segregated setting.

In advertising such a project, the owner may advertise the project as offering services for a particular type of disability; however, the project must be open to all otherwise eligible disabled persons who may benefit from services provided in the project. In these projects, disabled residents may not be required to accept the particular services offered as a condition of occupancy.

**18-V.D. ORGANIZATION OF THE WAITING LIST [24 CFR 983.251(c);
Notice PIH 2012-32, REV-3]**

The standard PBV regulations at 24 CFR 983.251 set out program requirements related to establishing and maintaining a voucher-wide, PBV program-wide, or site-based waiting list from which residents 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 Policy.

HACCC will establish and manage separate waiting lists for individual projects or buildings that are receiving RAD PBV assistance. The PHA currently has waiting lists for the following RAD PBV projects:

Tabora Gardens	3701 Tabora Dr., Antioch, CA 94509	Veterans, Family, Disabled
Garden Park Apartments	2387 Lisa Lane Pleasant Hill, CA 94523	Disabled, Family Housing
Robin Lane Apartments	1149 Meadow Lane Concord, CA 94520	Family Housing
Elaine Null Apartments	112 Alves Lane/300 Waters Street Pittsburg, CA 94565	Family Housing
Church Lane Apartments	2555 Church Lane, San Pablo, CA 94806	Family Housing
Hana Gardens Senior Apartments	10860 San Pablo Ave., El Cerrito, CA 94530	62 Yrs or older
Hookston Senior Homes	80 W. Hookston Street, Pleasant Hill, CA 94523	62 Yrs or older
Heritage Point Apartments	1540 Fred Jackson Way, Richmond, CA 94801	Family Housing
Antioch Scattered Site Renovations	1945 Cavallo Rd., Antioch, CA 94509 107 W. 20th Street, Antioch, CA 94509	Family Housing
St. Paul's Commons	1860 Trinity Ave, Walnut Creek, CA 94596	Family Housing
Idaho Apartments	10203 San Pablo Avenue, El Cerrito, CA 94530	Homeless Housing
Friendship Manor	564 Stege Ave., Richmond, CA 94804	62 Yrs or older
Triangle Court	980 Triangle Court, Richmond, CA 94804	Family Housing

For any applicants on the public housing waiting list that are likely to be ineligible for admission to a covered project converting to PBV because the household's TTP is likely to exceed the RAD gross rent, the PHA will consider transferring such household, consistent with program requirements for administration of waiting lists, to the PHA's remaining public housing waiting lists or to another voucher waiting list, in addition to transferring such household to the waiting list for the covered project.

To the extent any wait list relies on the date and time of application, the applicants shall have priority on the wait lists to which their application was transferred in accordance with the date and time of their application to the original waiting list.

18-V.G. OWNER SELECTION OF TENANTS

The owner is responsible for developing written tenant selection procedures that are consistent with the purpose of improving housing opportunities for very low-income families and reasonably related to program eligibility and an applicant's ability to fulfill their obligations under the lease. An owner must promptly notify in writing any rejected applicant of the grounds for any rejection [24 CFR 983.253(a)(2) and (a)(3)].

Lensing [24 CFR 983.253(a)]

During the term of the HAP contract, the owner must lease contract units to eligible families that are selected and referred by the PHA from the PHA's waiting list. The contract unit leased to the family must be the appropriate size unit for the size of the family, based on the PHA's subsidy standards.

Filling Vacancies [24 CFR 983.254(a)]

The owner must promptly notify the PHA of any vacancy or expected vacancy in a contract unit. After receiving such notice, the PHA must make every reasonable effort to promptly refer a sufficient number of families for the owner to fill such vacancies. The PHA and the owner must make reasonable efforts to minimize the likelihood and length of any vacancy.

HACCC Policy

The owner must notify HACCC in writing (mail, fax, or e-mail) within five business days of learning about any vacancy or expected vacancy.

HACCC will make every reasonable effort to refer families to the owner within 10 business days of receiving such notice from the owner.

Units set aside for homeless and disabled applicants, will be occupied by referrals from the County's Coordinated Entry System.

18-VI.C. PUBLIC HOUSING FSS AND ROSS PARTICIPANTS [Notice PIH 2012-32, REV-3]

Current PH FSS participants will continue to be eligible for FSS once their housing is converted under RAD, and PHAs will be allowed to use any PH FSS funds granted previously or pursuant to the current fiscal year (FY) PH FSS notice of funding availability (NOFA), to serve those FSS participants who live in units converted to RAD and who will as a result be moving to the HCV FSS program. A PHA must convert the PH FSS program participants at the covered project to their HCV FSS program.

Residents who were converted from the PH FSS program to the HCV FSS program through RAD may not be terminated from the HCV FSS program or have HCV assistance withheld due to the participant's failure to comply with the contract of participation. Consequently, 24 CFR 984.303(b)(5)(iii) does not apply to FSS participants in converted properties.

At the completion of the FSS grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. If the PHA continues to run an FSS program that serves PH and/or HCV participants, the PHA will continue to be eligible (subject to NOFA requirements) to apply for FSS funding and may use that funding to serve PH, HCV, and PBRA participants in its FSS program.

Current Resident Opportunities and Self-Sufficiency–Service Coordinators (ROSS–SC) program 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 public housing ROSS–SC grants.

At the completion of the ROSS–SC grant, PHAs should follow the normal closeout procedures outlined in the grant agreement. Please note that ROSS–SC grantees may be a non-profit or local resident association and this consequence of a RAD conversion may impact those entities.

18-VI.D. RESIDENT PARTICIPATION AND FUNDING [Notice PIH 2012-32, REV-3]

Residents of covered projects converting assistance to PBVs 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. Resident rights under RAD conversions apply to all PBV assisted units in a project, RAD or PBV.

5-Year PHA Plan (for All PHAs)

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

OMB No. 2577-0226
Expires: 02/29/2016

Purpose. 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, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A.	PHA Information.																																
A.1	<div style="display: flex; justify-content: space-between;"> <div> PHA Name: Housing Authority of the County of Contra Costa </div> <div> PHA Code: CA011 </div> </div> <p> PHA Plan for Fiscal Year Beginning: 04/2020 PHA Plan Submission Type: <input checked="" type="checkbox"/> 5-Year Plan Submission <input type="checkbox"/> Revised 5-Year Plan Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. 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 their official websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans. </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) #2 California Street, Rodeo, CA (Rodeo AMP office) 2870 Howe Road, Martinez, CA (Main HCV Office) 2324 College Lane, San Pablo, CA (San Pablo HCV office) www.contracostahousing.org (HACCC website) www.hud.gov/offices/pih/pha/approved (HUD website - available after HUD approval) <p> <input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) </p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th rowspan="2">Participating PHAs</th> <th rowspan="2">PHA Code</th> <th rowspan="2">Program(s) in the Consortia</th> <th rowspan="2">Program(s) not in the Consortia</th> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td>Lead PHA:</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																							
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		PH	HCV																														
Lead PHA:																																	

B.	5-Year Plan. Required for <u>all</u> PHAs completing this form.
B.1	<p>Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years.</p> <p>To provide high quality affordable housing solutions and to promote self-sufficiency for low-income people of Contra Costa County.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. See Attachment B.2</p> <p>HACCC'S Goals are to:</p> <ul style="list-style-type: none"> • Expand the Supply of Assisted Housing • Improve the Quality of Assisted Housing • Provide an Improved Living Environment • Promote Self-sufficiency and Asset Development of Families and Individuals • Ensure Equal Opportunity in Housing
B.3	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5- Year Plan.</p> <p>See Attachment B.3 for a progress report on meeting these goals over the past five years.</p>
B.4	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>See Attachment B.4</p>
B.5	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>See Attachment B.5 on the criteria used for determining a significant amendment or modification to 5- Year Plan</p>
B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5- Year PHA Plan?</p> <p>Y <input type="checkbox"/> N <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5- Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>See Attachment B.6 RAB members recommendations presented to HACCC staff.</p>
B.7	<p>Certification by State or Local Officials.</p> <p>Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

Instructions for Preparation of Form HUD-50075-5Y 5-Year PHA Plan for All PHAs

A. PHA Information [24 CFR §903.23\(4\)\(e\)](#)

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Fiscal Year Beginning** (MM/YYYY), **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the hearing and proposed PHA Plan.

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

B. 5-Year Plan.

B.1 Mission. State the PHA's mission for serving the needs of low- income, very low- income, and extremely low- income families in the PHA's jurisdiction for the next five years. ([24 CFR §903.6\(a\)\(1\)](#))

B.2 Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years. ([24 CFR §903.6\(b\)\(1\)](#)) For Qualified PHAs only, if at any time a PHA proposes to take units offline for modernization, then that action requires a significant amendment to the PHA's 5-Year Plan.

B.3 Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5 - Year Plan. ([24 CFR §903.6\(b\)\(2\)](#))

B.4 Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA's goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking. ([24 CFR §903.6\(a\)\(3\)](#))

B.5 Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

B.6 Resident Advisory Board (RAB) comments.

(a) Did the public or RAB provide comments?

(b) If yes, submit comments as an attachment to the Plan and describe the analysis of the comments and the PHA's decision made on these recommendations. ([24 CFR §903.17\(a\)](#), [24 CFR §903.19](#))

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 the 5-Year PHA Plan. The 5-Year PHA Plan provides the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families and the progress made in meeting the goals and objectives described in the previous 5-Year Plan.

Public reporting burden for this information collection is estimated to average .76 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 thereunder 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.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

PROGRESS IN MEETING MISSION AND GOALS

Goal: Expand the Supply of Assisted Housing

2020 - 2025 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 147 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 2018;
- 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

2020-2025 Future Actions

- Seek to re-establish the De-concentration Bonus in SEMAP;
- 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;
- Seek funding to have Security Services at 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

2020-2025 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

2020-2025 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.3

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA PROGRESS IN MEETING 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 185 units of project-based vouchers (PBV) and 119 units of Rental Assistance Demonstration (RAD) PBV to 11 projects throughout Contra Costa County. These vouchers (including the project-based vouchers) helped fund 591 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;
- Maintained average occupancy at most properties to 98% or better.

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.
- Continue to operate 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

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, to coordinated funding to increase programs at public housing properties.
- Continue to coordinate communication between management staff and sheriff and local law enforcement officers at public housing properties;
- Surveillance cameras continue to benefit properties;
- Increased the number of RAB members
- Continue to coordinate youth activities in El Pueblo Housing Development. The Center provides a variety of activities including recreational, afterschool program and library programs;
- Expanded the number of RAB meetings held annually
- Partnered with the County to offer Head Start facilities at four public housing properties;
- Continued operation of a variety of 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.

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

Progress Report:

- Since January of 2016, HACCC had 26 participants graduate from its FSS Program with over \$453,057 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 grounds keeping services to HACCC's property in North Richmond.

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.

B.4 Violence Against Women Act (VAWA) Goals

The PHA has adopted an Emergency Transfer Plan, based on HUD's model Emergency Transfer Plan (form HUD-5381). The Emergency Transfer Plan defines tenants/ participants eligible for an emergency transfer; lists documentation needed to request an emergency transfer; outlines confidentiality protections; and describes how an emergency transfer may occur. The Emergency Transfer Plan allows tenants who are victims of domestic violence, dating violence, sexual assault, or stalking to make an internal emergency transfer under VAWA when a safe unit is immediately available and describes the policies for assisting a tenant in making an internal emergency transfer when a safe unit is not immediately available, and describes reasonable efforts the PHA will take to assist a tenant who wishes to make an external emergency transfer when a unit that meets the victims safety standard is not available.

For the Housing Choice Voucher Program, the Emergency Transfer Plan includes a request for Emergency Transfer whereby the families are permitted to break leases or contracts to escape persecution or dangerous living situations in a timely manner.

Attachment B.5

Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.

In accordance with 24 CFR §903.7(r)(2) which requires public housing authorities to identify the basic criteria the agency will use to determine a substantial deviation from its 5-Year Plan and significant amendments or modification to the 5-Year Plan and Annual Plan, the following definitions are used:

Substantial Deviation: A substantial change in the goals identified in the Five-Year Plan. For example, making a formal decision not to pursue a listed goal; or substituting an entirely different set of activities to achieve the goal.

Significant Amendment/Modification: Adding or eliminating major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities); or modifying a strategy such that a substantial transfer of resources away from others is necessary in order to carry it out. Under this PHA Annual Plan, the HACCC is clarifying that any change required to comply with state or federal rule, law, or regulation, where the HACCC is not able to adopt discretionary policy, would not be considered a significant amendment. However, the HACCC would continue to work with the Resident Advisory Board and staff for comments.

For Capital Fund Program projects that deviate from the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports, only projects that meet the following criteria shall require 5-Year and Annual Plan Amendment: the amount of funds being required exceeds \$10 Million and/or the number of units being worked on comprises more than 15% of a developments ACC unit count. Adding or eliminating major strategies to address housing needs and to major policies (e.g., policies governing eligibility, selection or admissions and rent determination) or programs (e.g., demolition or disposition, designation, homeownership programs or conversion activities); or modifying a strategy such that a substantial transfer of resources away from others is necessary in order to carry it out. Under this PHA Five Year Plan, the HACCC is clarifying that any change required to comply with state or federal rule, law, or regulation, where the HACCC is not able to adopt discretionary policy, would not be considered a significant amendment or modification. However, the HACCC would continue to work with the Resident Advisory Board and staff for comments.

For Capital Fund Program projects that deviate from the Capital Fund Program Five-Year Action Plan and the Capital Fund Program Annual State/Performance and Evaluation Reports, only projects that meet the following criteria shall require 5-Year and Annual Plan Amendment: the amount of funds being required exceeds \$10 Million; number of units being worked on comprises more than 15% of a developments ACC unit counts. Where work is not specifically budgeted, monetary placeholders will be provided in lieu of specific development language.

As part of the Rental Assistance Demonstration (RAD) Program, the definition of a substantial deviation from the agency's annual plan will exclude the following RAD-specific items, provided that the adjustments to the RAD plans are authorized by HACCC's Board of Directors in the normal course of business:

- (1) 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;
- (2) Changes to the construction and rehabilitation plan for each approved RAD conversion;
- (3) Changes to the financing structure for each approved RAD conversion;
- (4) The date the significant amendment is submitted to the PHA Plan website;
- (5) Decisions to dedicate a portion of the agency's existing capital funds budget and/or public housing reserves as a source of funds for purposes of a RAD conversion and recapitalization transaction.

ATTACHMENT B .6
HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA
RAB RECOMMENDATIONS

Goal: Expand the Supply of Assisted Housing

Resident Advisory Members Expand Supply Action items 2020-2025

- *Homeless population help provide housing/group housing.*
- *Where does the financing come from? Who qualifies? Potential properties?*
- *Use Naval Weapon area for housing.*
- *Convert hills for housing.*
- *Underground weapon centers*
- *Government Vacant Lands*
- *For all improvements we need money.*
- *Buy more property for low income housing.*
- *Purchase vacant/empty building in other community.*
- *Expand to allow low income people to have housing*

Goal: Improve the Quality of Assisted Housing

Resident Advisory Members Future Action Improve Quality 2020-2025

- *Less inspection*
- *More repairs in a timely manner to ensure fair housing.*
- *Upgrades for the development.*
- *Energy efficient appliances and light bulbs.*
- *Water pressure and quality (drinkable)*
- *Make it safe and secured*
- *Security Cameras*
- *Security Guard*
- *Water ponds with ducks and swans*
- *Greenery, picnic and play grounds*
- *Having someone qualified to check on person needing assistance at least 2 times a week.*
- *Carpet*
- *Paint inside*
- *Security fence @ entrance and exit*
- *Onsite security*

Goal: Provide an Improved Living Environment

Resident Advisory Members Improve Living Environment Action items 2020-2025

- *Round the clock patrol*
- *Gated entry from all sides*
- *Bring back program to work with Sheriff, Children, Resident Council.*
- *Upgrade units from 110v to 220v for laundry dryers*
- *Better screening of residents*
- *Ongoing pesticide agency relationship and attention*
- *Insect and cockroach free*
- *Outdoor activities*
- *To improve a better living environment would be involved in solving the different pollutions, water, soil, that affect environment.*
- *Security guard*
- *Assigned parking stall*
- *Landscaping*
- *Numbered parking stalls*
- *Remove broken down vehicles*

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

Resident Advisory Members Future Action Self-sufficiency 2020-2025

- *Work with the local job programs to offer programs onsite like Rubicon, East Bay, Aosec.*
- *Rodeo-New horizon Job/Career Program-part of EastBay Aosec.*
- *Local Colleges*
- *Someone to work with homeless, residents, w/ disability, Mental Health.*
- *Parenting classes*
- *Mentor/Buddy System*
- *Research new avenues/programs that can help low-income & disabled residents*
- *Provide tenants with assurance ?*
- *Provide items as plants, hoses, and garden equipment.*
- *Helping homeless to envision themselves in some sort of assisted living in training them for school, work, also teach clean living.*
- *Computer training*
- *Youth Programs*
- *Arts/Crafts*
- *Mental Health Counseling*

Goal: Ensure Equal Opportunity in Housing

Resident Advisory Members Future Action Equal Opportunity 2020-2025

- *Diversity Trainings for Staff-Promote cultural diversity*
- *Annual training for all staff (mandatory)*
- *Mini training through workshops for residents*
- *Training on violence*
- *Verify existing implementation of EDH*
- *Equal opportunities to people of all colors and orientation*
- *Merging of people of all ages*
- *Opportunity to mingle*
- *Believing in equal opportunities for all races no matter situations. Be the person disabled, speak different languages.*
- *Train all workers to be caring*
- *Senior lunch program*
- *Ensure diversified community.*

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan or
State Consolidated Plan
(All PHAs)**

U. S Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 2/29/2016

**Certification by State or Local Official of PHA Plans
Consistency with the Consolidated Plan or State Consolidated Plan**

I, Gabriel Lemus, the CDBG Program Manager / Principal Planner
Official's Name *Official's Title*

certify that the 5-Year PHA Plan and/or Annual PHA Plan of the

Housing Authority of the County of Contra Costa
PHA Name

is consistent with the Consolidated Plan or State Consolidated Plan and the Analysis of
Impediments (AI) to Fair Housing Choice of the

County of Contra Costa

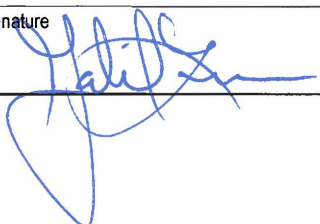
Local Jurisdiction Name

pursuant to 24 CFR Part 91.

Provide a description of how the PHA Plan is consistent with the Consolidated Plan or State
Consolidated Plan and the AI.

The Consolidated Plan is created and implemented with the input of the Housing Authority
and its residents. The Housing Authority was an active participant in the Affirmatively
Furthering Fair Housing process and the final Assessment of Fair Housing. The 2020/25
Consolidated Plan is currently underway and we have identified that the creation and preservation
of affordable housing for low/moderate-income households as a goal/priority aligns with the Housing
Authority's Annual and 5-Year Plan.

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
Gabriel Lemus	CDBG Program Manager /Principal Planner
Signature 	Date
	12/3/2019

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 10, 2019



Contra
Costa
County

Subject: FY 2019-2020 2nd QUARTER BUDGET REPORT

RECOMMENDATIONS

ACCEPT the 2nd Quarter (Unaudited) Budget Report for the period ending 9/30/19.

BACKGROUND

This report is intended to provide the Board of Commissioners with an overview of the financial operating position of the Housing Authority of the County of Contra Costa (HACCC) for the 2nd quarter period ending 9/30/19. The report begins with a summary of HACCC's overall fiscal standing at the end of the quarter. This summary is then broken down by individual funds. Each fund overview includes a brief program summary and an explanation of the variance between budgeted and actual performance.

AGENCY OVERVIEW: Budget Report

HACCC's overall budget position for the quarter ending 9/30/19 is shown in the chart below. Activity in the Section 8 Voucher and Housing Certificate programs had the most significant impact on HACCC's budget.

Timing issues related to the absorption of the Richmond Housing Authority's (RHA) voucher program are what drive almost all of the variance seen in both revenue (\$6,343,385) and expenditures (\$5,830,702). Apart from the timing issues of the absorption, RHA's voucher program was in shortfall. This fact contributes to the variance shown in both revenue and expenditures. The U.S. Department of Housing and

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: 9259578028

By: , Deputy

cc:

BACKGROUND (CONT'D)

Urban Development (HUD) has committed to providing HACCC with an additional \$6,090,252 of HAP funding in December. An additional round of shortfall funding will be considered in mid-December if it is needed and HUD is allowing the Agency to draw advanced funding in the meantime to prevent any shortfalls prior to receiving the additional December funding.

HACC Agency Summary	Annual Budget	2nd Quarter Actual 9/30/19	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 182,245,424	\$ 84,779,327	\$ 91,122,712	\$ 175,902,039	\$ (6,343,385)
Expenditures	\$ 181,632,849	\$ 84,985,723	\$ 90,816,424	\$ 175,802,148	\$ 5,830,702
	\$ 612,575	\$ (206,396)	\$ 306,288	\$ 99,892	

The net change to overall reserves was a decrease of \$206,396. By program, State and Local decreased by \$171,245, Housing Choice Voucher decreased by \$26,383, Public Housing decreased by \$6,117, and the Housing Certificate Program decreased by \$2,651. The chart below reflects the current reserve balances by program.

Analysis of Agency Reserves	Beginning Balance 4/1/19 (Audited)	2nd Quarter ending 9/30/19 (Unaudited)	Reserve Balance period ending 9/30/19 (Unaudited)
Total Reserves	\$ 11,853,772	\$ (206,396)	\$ 11,647,376
<u>Restricted Reserves</u>			
Housing Choice Vouchers	\$ -0-	\$ -0-	\$ -0-
Public Housing & Cap. Funds	\$ -0-	\$ -0-	\$ -0-
State & Local Programs	\$ 1,939,821	\$ 61,351	\$ 2,001,172
Housing Certificates Programs	\$ -0-	\$ -0-	\$ -0-
Total Restricted Reserves	\$ 1,939,821	\$ 61,351	\$ 2,001,172
<u>Unrestricted Reserves</u>			
Housing Choice Vouchers	\$ 4,779,576	\$ (26,383)	\$ 4,753,193
Public Housing & Cap. Funds	\$ 1,889,124	\$ (6,117)	\$ 1,883,007
State & Local Programs	\$ 3,245,251	\$ (232,596)	\$ 3,012,655*
Housing Certificates Programs	\$ -0-	\$ (2,651)	\$ (2,651)
Total Unrestricted Reserves	\$ 9,913,951	\$ (267,747)	\$ 9,646,204

*Reserve levels do not include unfunded pension & OPEB liability of roughly \$16.3 million.

As a reminder, almost all reserves are restricted for use within each program. The designation of restricted or unrestricted reserves merely indicates that the funds are obligated for special use within the program (restricted) or that they can be used for any purpose tied to the program (unrestricted). The only reserves that can be used freely are unrestricted reserves within the State and Local Programs that are not tied to the tax credit properties. These reserves can be used to support any of HACCC's programs.

FUNDS OVERVIEW:

Housing Choice Vouchers

Program Summary - The Housing Choice Voucher (HCV) program provides assistance to families in the private rental market. HACCC qualifies families for the program based on income. These families find a home in the private rental market and HACCC provides them with a subsidy via a Housing Assistance Payment (HAP) contract with the property owner. HAP is paid by HACCC directly to the owner. Through its HCV program, HACCC is authorized to provide affordable housing assistance to a maximum of 9,088 families. However, due to funding constraints, HACCC is currently only able to assist 7,935 families.

Summary of Difference Between Budgeted and Annual Estimate:

Revenue – The \$6,461,561 revenue difference is a direct result of the HUD shortfall. HACCC has been awarded an additional \$6,090,252 from the HUD that has not been recorded yet, but which will provide adequate funding to allow HACCC to continue housing everyone currently on the program. Another round of shortfall funding will be considered in mid-December to provide additional funding through the end of calendar year if it is needed.

Expenditures- The \$6,451,643 expenditure difference is related to the timing and shortfall issues outlined above.

Housing Choice Vouchers	Annual Budget	2nd Quarter Actual 9/30/19 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 158,543,589	\$ 72,810,234	\$ 79,271,794	\$ 152,082,029	\$ (6,461,561)
Expenditures	\$ 158,576,519	\$ 72,836,617	\$ 79,288,259	\$ 152,124,877	\$ 6,451,643
	\$ (32,930)	\$ (26,383)	\$ (16,465)	\$ (42,848)	

Analysis of Program Reserves:

	Beginning Balance 4/1/19 Audited	2nd Quarter 9/30/19 (Unaudited)	Reserve Balance period ending 9/30/19 (Unaudited)
Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ 4,779,576	\$ (26,383)	\$ 4,753,193
Total Reserves	\$ 4,779,576	\$ (26,383)	\$ 4,753,193

Public Housing Operating and Capital Funds

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

Summary of Difference Between Budgeted and Annual Estimate:

Revenue – The \$208,222 revenue difference was an increase in Operating Subsidy funding.

Expenditures - The \$265,303 expenditure difference is primarily related to increased costs in water, sewer, and gas/electricity.

Public Housing Operating and Capital Fund	Annual Budget	2nd Quarter Actual 9/30/19 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 10,800,979	\$ 5,608,711	\$ 5,400,490	\$ 11,009,201	\$ 208,222
Expenditures	\$ 10,699,051	\$ 5,614,828	\$ 5,349,526	\$ 10,964,354	\$ 265,303
	\$ 101,928	\$ (6,117)	\$ 50,964	\$ 44,847	

Analysis of Program Reserves:

Public Housing & Capital Fund	Beginning Balance 4/1/19 (Unaudited)	2nd Quarter 9/30/19 (Unaudited)	Reserve Balance period ending 9/30/19 (Unaudited)
Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ 1,889,124	\$ (6,117)	\$ 1,883,007
Total Reserves	\$ 1,889,124	\$ (6,117)	\$ 1,883,007

State and Local Programs

Program Summary - HACCC administers a variety of programs and activities that are either not funded by HUD or that involve non-restricted HUD funds. Currently, HACCC is the managing general partner for two tax credit projects (DeAnza Gardens & Casa Del Rio). HACCC receives management fees for administering the Public Housing and HCV programs under HUD's

asset-management model. In addition, the State and Local Program manages the employee pension and OPEB benefit program.

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

Revenue –The \$210,799 revenue difference is primarily a result of reduced fees earned in the HCV program related to the voucher funding shortfall.

Expenditures - The \$232,074 expenditure difference is primarily prepaid annual fees related to IT and service agreements.

State & Local Programs	Annual Budget	2nd Quarter Actual 9/30/19 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 6,641,169	\$ 3,109,786	\$ 3,320,584	\$ 6,430,371	\$ (210,799)
Expenditures	\$ 6,097,914	\$ 3,281,031	\$ 3,048,957	\$ 6,329,989	\$ (232,074)
	\$ 543,254	\$ (171,245)	\$ 271,627	\$ 100,382	

Analysis of Reserves:

State & Local Programs	Beginning Balance 4/1/19 Audited	2nd Quarter 9/30/19 (Unaudited)	Reserve Balance Period ending 9/30/19 (Unaudited)
Restricted Reserves	\$ 1,939,821	\$ 61,351	\$ 2,001,172
Unrestricted Reserves	\$ 2,364,980*	\$ (232,596)	\$ 2,132,384*
Total Reserves	\$ 4,304,801*	\$ (171,245)	\$ 4,133,556*

* does not include the unfunded pension & OPEB liability of roughly 16.3 million.

Housing Certificate Programs

Program Summary - HACCC administers a Housing Certificate Program tied to the Continuum of Care Program (formerly known as Shelter Plus Care). The Continuum of Care Program provides rental assistance for hard-to-serve homeless persons with disabilities in connection with supportive services funded from sources outside the program. HACCC assists approximately 327 clients under this program.

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

Revenue & Expenditure -The \$120,753 revenue difference and the \$123,565 expenditure difference is result of increased HAP funding and HAP subsidy being provided.

Housing Certificate Programs	Annual Budget	2nd Quarter Actual 9/30/19 (Unaudited)	Remaining FY Estimate	Annual Total	Variance
Revenue	\$ 6,259,687	\$ 3,250,596	\$ 3,129,844	\$ 6,380,440	\$ 120,753
Expenditures	\$ 6,259,364	\$ 3,253,247	\$ 3,129,682	\$ 6,382,929	\$ (123,565)
	\$ 323	\$ (2,651)	\$ 162	\$ (2,490)	

Analysis of Reserves:

Housing Certificate Programs	Beginning Balance 4/1/19 Audited	2nd Quarter 9/30/19 (Unaudited)	Reserve Balance period ending 9/30/19 (Unaudited)
Restricted Reserves	\$ -0-	\$ -0-	\$ -0-
Unrestricted Reserves	\$ -0-	\$ (2,651)	\$ (2,651)
Total Reserves	\$ -0-	\$ (2,651)	\$ (2,651)

FISCAL IMPACT

None. Information item only.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 10, 2019



Contra
Costa
County

Subject: ANNUAL REVIEW AND APPROVAL OF INVESTMENT POLICY

RECOMMENDATIONS

ADOPT Resolution No. 5225 to invest HUD and non-HUD funds according to HACCC's Investment Policy.

BACKGROUND

California Government Code (CGC) Section 53646(a)(2)] requires staff to annually prepare and submit a statement of investment policy, and any changes thereto, to the Board of Commissioners for consideration at a public meeting.

HACCC's Investment Policy was developed following guidelines set forth both by the State and the U.S. Department of Housing and Urban Development (HUD). In general, the State's approach to investing public funds is outlined in CGC Section 53600.5, which reads as follows:

When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, the primary objective of a trustee shall be to safeguard the principal of the funds under its control. The secondary objective shall be to meet the liquidity needs of the depositor. The third objective shall be to achieve a return on the funds under its control.

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: 9259578028

By: , Deputy

cc:

BACKGROUND (CONTD)

The majority of HACCC's funds are federal moneys received from HUD. When investing these moneys HACCC must follow both the broad guidelines listed above as required by the State and HUD's more specific requirements set forth in HUD PIH Notice 2002-13. It authorizes housing authorities to invest HUD funds in the following:

- United States Treasury Bills, Notes and Bonds;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF) or pooled cash investment funds managed by County treasurers;
- Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100% collateralized by federal securities;
- Insured Money Market Deposit Accounts;
- Insured SUPER NOW accounts, provided that deposits in excess of the insured amount must be 100% collateralized by federal securities;
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to no more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this section; securities purchased under purchase agreements shall be no less than 102% of market value;
- Sweep Accounts that are 100% collateralized by federal securities;
- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds);
- Funds must carry the highest rating of at least two national rating agencies and are limited to not more than 20% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement including the HUD/PHA Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts; and
- Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

Any non-HUD moneys controlled by HACCC may be invested in the following instruments permitted by the State (CGC Section 53601 et. seq.):

- Bonds issued by the local entity with a maximum maturity of five years;
- United States Treasury Bills, Notes and Bonds;
- Registered state warrants or treasury notes or bonds issued by the State of California;
- Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies;
- Obligations issued by Agencies or Instrumentalities of the U.S. Government;
- Bankers Acceptances with a term not to exceed 270 days, limited to 40% of surplus funds; no more than 30% of surplus funds can be invested in Bankers Acceptances of any single commercial bank;
- Prime Commercial Paper with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp., limited to 15% of surplus funds; provided that if the average total maturity of all commercial papers does not exceed 31 days up to 30% of surplus funds can be invested in commercial papers.
- Negotiable Certificates of Deposit issued by federally or state chartered banks or associations, limited to not more than 30% of surplus funds;
- Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section, securities purchased under these agreements shall be no less than 102% of market value.
- Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only.
- Medium term notes (not to exceed two years) of U.S. corporations rated "AAA" or better by Moody's or Standard & Poor's limited to not more than 30% of surplus funds;

- Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds), limited to not more than 15% of surplus funds;
- Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements;
- Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations;
- Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment least-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years, securities in this category must be rated AA or better by a national rating service and are limited to not more than 30% of surplus funds;
- Any other investment security authorized under the provisions of California Government Code Sections 5922 and 53601.

HACCC takes a conservative approach to investing. In the past, the majority of HACCC's available funds (over 50%) have been placed in the Local Agency Investment Fund (LAIF), an investment alternative for California's local governments and special districts that is under the oversight of the State Treasurer. Investments in LAIF are highly liquid, as deposits can be converted to cash within twenty-four hours without loss of interest or principal. Under Federal Law, the State of California cannot declare bankruptcy, thereby providing some assurance that the investments are secure. HACCC's remaining investments are in certificates of deposit, money market accounts, and government securities.

As a result of HUD's recapture of the Section 8 housing assistance payment reserves from every housing authority, the percentage of HACCC's invested funds held by LAIF has decreased to 1.83%.

In order to monitor HACCC's compliance with the Investment Policy, staff provide the Board of Commissioners with quarterly reports showing HACCC's investments and any recent activity or changes in those investments as required by CGC Section 53646(b). Compliance with the Investment Policy is also reviewed during HACCC's independent audit. HACCC has had no findings or comments regarding its investment activity.

Staff's recommendation is to maintain HACCC's current policy (see attachment). The attached policy was originally approved by the Board in 2007.

FISCAL IMPACT

This policy requires the Housing Authority of the County of Contra Costa (HACCC) to take a prudent approach to investing and that HACCC will not make any speculative investments, considering the probable safety of the capital as well as the probable income to be derived. The primary objectives of HACCC's investment activities, in order of priority, are: safety; liquidity; return on investment.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to adopt Resolution No. 5225 approving the Investment Policy for the Housing Authority of the County of Contra Costa, HACCC would not be in compliance with HUD regulations and California Government Code.

ATTACHMENTS

RES 5225

HACCC Investment Policy

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

RESOLUTION NO. 5225

RESOLUTION APPROVING THE INVESTMENT POLICY OF THE AUTHORITY

WHEREAS, The U.S. Department of Housing and Urban Development (HUD) has established requirements governing cash management and approved investment instruments for certain funds under the control of the Public Housing Authorities; and

WHEREAS, the Legislature of the State of California has declared that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern, California Government Code (Government Code) Section 53600.6; and

WHEREAS; the legislative body of a local agency may invest surplus monies not required for the immediate necessities of the local agency in accordance with the provisions of HUD's Public and Indian Housing Notice 02-13 and Government Code Section 53601; and

WHEREAS, the Executive Director of the Housing Authority of the County of Contra Costa (HACCC) shall annually prepare and submit a statement of investment policy and such policy, and any changes thereto, shall be considered by the Board of Commissioners of the Housing Authority at a public meeting [Government Code Section 53646 (a)(2)];

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Housing Authority of the County of Contra Costa that it shall be the policy of the HACCC to invest funds in a manner which will provide the maximum safety, liquidity and reasonable investment return while meeting the daily cash flow demands of the HACCC and conforming to all statutes governing the investment of HACCC funds.

PASSED AND ADOPTED ON _____ by the following vote of the Commissioners.

Housing Authority of the County of Contra Costa Investment Policy

Scope

This policy covers the investment activities of all contingency reserves and cash reserves or surplus under the direct authority of HACCC.

Prudence

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs; not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard (Government Code 53600.3) and shall be applied in the context of managing an overall portfolio. The Executive Director and his designees acting in accordance with written procedures and this investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes. Any information received which identifies potential security risks or market price changes of significance shall be reported in a timely fashion and efforts to control adverse developments shall be pursued.

Objective

Section 53600.5 of the Government Code outlines the primary objectives of a trustee investing public money. The primary objectives, in order of priority, of HACCC investments activities shall be:

1. Safety: Safety of principal is the foremost objective of this investment policy. Investments of the HACCC shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio.
2. Liquidity: The investment portfolio will remain sufficiently liquid to enable the HACCC to meet all operating requirements, which might be reasonably anticipated.
3. Return on Investment: Investment return becomes a consideration only after the basic requirements of safety and liquidity have been met. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles consistent with HACCC investment policy, taking into consideration investment risk constraints and cash flow characteristics of the portfolio.

Authority to manage the investment program is derived from Section 401(E) of the Annual Contribution Contract (ACC) between HUD and HACCC, and the Government Code Sections 53601, et seq. Management responsibility for the investment program is hereby delegated to the Executive Director of HACCC, who shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping and repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts, as appropriate. Such procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction except as provided under the terms of this policy and procedures established by the Executive Director. The Executive Director, as authorized by the Housing Authority Board of Commissioners, shall be responsible for all transactions undertaken and shall establish a system of controls to regulate the activities of subordinate officials. The Executive Director is a trustee and a fiduciary subject to the prudent investor standard. (Government Code 53600.3)

Ethics and Conflicts of Interest

Officers and employees of the Housing Authority and such investment underwriters, bond counsel and other financial advisors or consultants involved in the investment process shall refrain from personal business activity which could conflict with the proper execution of the investment program, or which could impair their ability to make impartial investment recommendations and decisions.

Authorized Financial Institutions and Dealers

- A) The Executive Director will maintain a list of financial institutions that are authorized to provide investment services. Selection for placement on this list will be on the basis of credit worthiness, financial strength, experience and minimal capitalization. In addition, a list will also be maintained of approved security broker/dealers or investment bank underwriters who are authorized to provide investment and financial advisory services in the State of California. No public deposit shall be made except in a qualified public depository as established by state laws.
- B) Selection: For brokers/dealers or investment bank underwriters of government securities and other investments, the Executive Director shall select only brokers/dealers or investment bank underwriters who are licensed and in good standing with the California Department of Securities, the Securities and Exchange Commission, the National Association of Securities Dealers or other applicable self-regulatory organizations; and, cannot have made any campaign contributions to any member of the Housing Authority's Board of Commissioners.

- C) Certification: Before engaging in investment transactions with a broker/dealer or investment bank underwriter, the Executive Director shall have received from said firm a signed Certification Form (See Exhibit 1). This form shall attest that the individual responsible for the Housing Authority's account with that firm has reviewed the Housing Authority's Investment Policy and that the firm understands the policy and intends to present investment recommendations and transactions to the Housing Authority that are appropriate under the terms and conditions of the Investment Policy.

Authorized and Suitable Investments

The Housing Authority is empowered by the HUD Notice 02-13 (See Attachment A) to invest HUD funds in the following:

- A. United States Treasury Bills, Notes & Bonds.
- B. Obligations issued by Agencies or Instrumentalities of the U.S. Government.
- C. State or Municipal Depository Funds, such as the Local Agency Investment Fund (LAIF).
- D. Insured Demand and Savings Deposits, provided that deposits in excess of the insured amounts must be 100 percent collateralized by securities listed in A & B above.
- E. Insured Money Market Deposit Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in A & B above.
- F. Insured Super NOW Accounts, provided that deposits in excess of the insured amount must be 100 percent collateralized by securities listed in A & B above.
- G. Repurchase Agreements of any securities authorized by this Section. Securities purchased under repurchase agreements shall be no less than 102 percent of market value. (See special limits in HUD Notice 02-13 (Attachment A) and Government Code 53601.0 (Attachment B).)
- H. Reverse Repurchase Agreements of any U. S. Treasury and Federal Agency Securities in portfolio. Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only. (See also special limits in HUD Notice 02-13 (Attachment A) and GOVERNMENT CODE 53601.0 (Attachment B).)

Investment Policy Page 4

- I. Sweep Accounts that are 100 percent collateralized by securities listed in A & B above.
- J. Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section (Money Market Mutual Funds). Such Funds must carry the highest rating of at least two national rating agencies. Not more than 15 percent or 20 percent of surplus funds can be invested in Money Market Mutual Funds.
- K. Funds held under the terms of a Trust Indenture or other contract or agreement, including the HUD/Public Housing Agency Annual Contributions Contract, may be invested according to the provisions of those indentures or contracts.
- L. Any other investment security authorized under the provisions of HUD Notice PIH 02-13.

The Housing Authority is empowered by California Government Code (Government Code) Sections 5922 and 53601 et seq. to invest non-HUD funds in the following:

- A. Bonds issued by local government agencies with a maximum maturity of five years (See Attachment 2).
- B. United States Treasury Bills, Notes & Bonds.
- C. Registered warrants, treasury notes or bonds issued by the State of California.
- D. Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurer, other local agencies or Joint Powers Agencies.
- E. Obligations issued by Agencies or Instrumentality of the U.S. Government.
- F. Bankers Acceptances with a term not to exceed 270 days. Not more than 40 percent of surplus funds can be invested in Bankers Acceptances and no more than 30 percent of surplus funds can be invested in the bankers acceptances of any single commercial bank.
- G. Prime Commercial Paper with a term not to exceed 180 days and the highest ranking issued by Moody's Investors Service or Standard & Poor's Corp. Commercial paper cannot exceed 15 percent of total surplus funds, provided, that if the average maturity of all Commercial paper does not exceed 31 days, up to 30 percent of surplus funds can be invested in Commercial paper.

- H. Repurchase Agreements of any securities authorized by this Section. Securities purchased under repurchase agreements shall be no less than 102 percent of market value. (See special limits in Government Code 53601(Attachment B).)
- I. Reverse Repurchase Agreements of any U. S. Treasury and Federal Agency Securities in portfolio. Securities purchased under reverse repurchase agreements shall be for temporary and unanticipated cash flow needs only. (See also special limits in Government Code 53601.0 (Attachment B).)
- J Medium term notes (not to exceed 2 Years) of U.S. corporations rated "A" or better by Moody's or S&P. Not more than 30 percent of surplus funds can be invested in medium term notes.
- K Shares of beneficial interest issued by diversified management companies investing in the securities and obligations authorized by this Section. (Money Market Mutual Funds) Such Funds must carry the highest rating of at least two national rating agencies. Not more than 15% of surplus funds can be invested in Money Market Mutual Funds.
- L Funds held under the terms of a Trust Indenture or other contract or agreement may be invested according to the provisions of those indentures or agreements.
- M Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.
- N Any mortgage pass-through security, collateralized mortgage obligation, mortgaged backed or other pay-through bond, equipment lease-backed certificate, consumer receivable pass-through certificate or consumer receivable backed bond of a maximum maturity of five years. Securities in this category must be rated AA or better by a national rating service. No more than 30% of surplus funds can be invested in this category of securities.
- O. Any other investment security authorized under the provisions of Government Code 5922 and 53601.

Attachment A, HUD Approved Investment Instruments, and Attachment B, Government Code Section 53601, also provide a detailed summary of the limitations and special conditions that apply to each of the above listed investment securities. These attachments are included by reference in this investment policy.

Under the provisions of Government Code Section 53631.5, the Housing Authority shall not invest any funds covered by this Investment Policy in inverse floaters, range notes, interest-only STRIPS derived from mortgage pools or any investment that may result in a zero interest accrual if held to maturity. In addition the provisions of Government Code Section 53601 et seq applies.

Collateralization

All certificates of deposits must be collateralized by U.S. Treasury Obligations. Collateral must be held by a third party and valued on a monthly basis. The percentage of collateralization on repurchase agreements will conform to the amount required under Government Code 53601(1)(2).

Safekeeping and custody

All security transactions entered into by the Housing Authority shall be conducted during the normal business hours of the Housing Authority, on Housing Authority premises and on a delivery-versus-payment (DVP) basis. Only during an extreme emergency shall security transactions be conducted during non-business Housing Authority hours, not on Housing Authority premises. All securities purchased or acquired shall be delivered to the Housing Authority by book entry, physical delivery or by third party custodial agreement. (Government Code 53601)

Diversification

It is the policy of the Housing Authority to diversify its investment portfolio. The Housing Authority will diversify its investments by security type and, within each type, by institution. Assets shall be diversified to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, a specific issuer or a specific class of securities. Diversification strategies shall be determined and revised periodically. In establishing specific diversification strategies, the following guidelines shall apply:

- A) Portfolio maturities shall be matched against projected liabilities to avoid an over concentration in a specific series of maturities.
- B) Maturities selected shall provide for stability and liquidity.
- C) Disbursement and payroll dates shall be covered by the scheduled maturity of specific investments, marketable U.S. Treasury Bills or notes or other cash equivalent instruments, such as money market mutual funds.

The Executive Director shall submit to each member of the Housing Authority Board of Commissioners a quarterly investment report. The report shall include a complete description of the portfolio, the type of investments, the issuers, maturity dates, par values and the current market values of each component of the portfolio, including funds managed by third party contractors. The report will also include the source of the portfolio valuation. In the case of funds invested in The Local Agency Investment Fund (LAIF), Federal Deposit Insurance Corporation (FDIC) accounts or county investment pools, current statements from those institutions will satisfy the above reporting requirement. The report will also include a certification that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) the Housing Authority will meet its expenditure obligations for the next six months. (Government Code 53646(b)). The Executive Director and/or his designee shall maintain a complete and timely record of all investment transactions.

Investment Policy Adoption

The Investment Policy shall be adopted by resolution by the Housing Authority Board of Commissioners. Moreover, the Policy shall be reviewed on an annual basis, and modifications must be approved by the Housing Authority Board of Commissioners.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 10, 2019



**Contra
Costa
County**

Subject: APPROVE CONTRACT WITH S&K JANITORIAL, INC., TO PROVIDE JANITORIAL SERVICES AT HACCC'S ADMINISTRATIVE OFFICES AND ASSOCIATED COMMON AREAS

RECOMMENDATIONS

APPROVE and AUTHORIZE the HACCC Executive Director, or his designee, to execute a contract with S&K Janitorial, Inc., in an amount not to exceed \$63,648 to perform janitorial cleaning services for the Housing Authority of the County of Contra Costa (HACCC) offices and the associated common areas located within the cities of Martinez, Pittsburg, and Bay Point for the initial period of November 4, 2019 through November 3, 2020 and two optional 2-year contract renewal terms.

BACKGROUND

HACCC has 12 office locations within a 45-mile radius scattered throughout Contra Costa County. Staff attempted to solicit bids for janitorial services at all 12 sites on three occasions but received only one bid each time. Staff rejected the bids and decided to make the solicitation more appealing by apportioning the invitation to bid. Four new invitations to bid were issued, that grouped the offices by location. As a result, HACCC received multiple bids. The two lowest responsive and responsible bidders are as follows:

1. S&K Janitorial – Will provide all of the required janitorial services and supplies to six HACCC offices located in Martinez, Pittsburg, and Bay Point at an annual cost of \$63,648.00.
2. Universal Building Services – Will provide all of the required janitorial services and supplies to six HACCC offices located in Brentwood, Oakley, Antioch, San Pablo, and Rodeo at an annual cost of \$60,768.96.

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

The contract with S & K Janitorial will have an initial 1-year term with two optional 2-year renewal terms. The total annual cost for HACCC's janitorial services is \$63,648. If all options are exercised, the cost for a 5-year period will be \$318,240.00.

FISCAL IMPACT

Funding for these services is provided through HACCC's annual operating budget from the United States Department of Housing and Urban Development and in the HACCC's current budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to S&K Janitorial, Inc., HACCC will need to expend additional staff time and resources to rebid the janitorial services again. There would be a possibility of HACCC having to turn to another more expensive option to maintain janitorial services at the Housing Authority's offices and common areas.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 10, 2019



Contra
Costa
County

Subject: APPROVE CONTRACT WITH UNIVERSAL BUILDING SERVICES TO PROVIDE JANITORIAL SERVICES
 AT HACCC'S ADMINISTRATIVE OFFICES AND ASSOCIATED COMMON AREAS

RECOMMENDATIONS

APPROVE and AUTHORIZE the HACCC Executive Director, or his designee, to execute a contract with Universal Building Services in an amount not to exceed \$60,769 to perform janitorial cleaning services for the Housing Authority of the County of Contra Costa (HACCC) offices and the associated common areas located within the cities of Brentwood, Oakley, Antioch, San Pablo, and Rodeo for the initial period of November 4, 2019 through November 3, 2020 and two optional 2-year contract renewal terms.

BACKGROUND

HACCC has 12 office locations within a 45-mile radius scattered throughout Contra Costa County. Staff attempted to solicit bids for janitorial services at all 12 sites on three occasions but received only one bid each time. Staff rejected the bids and decided to make the solicitation more appealing by apportioning the invitation to bid. Four new invitations to bid were issued, that grouped the offices by location.

As a result, HACCC received multiple bids. The two lowest responsive and responsible bidders are as follows:

1. **S&K Janitorial** – Will provide all of the required janitorial services and supplies to six HACCC offices located in Martinez, Pittsburg, and Bay Point at an annual cost of \$63,648.00.
- 2.

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: 925-957-8028

By: , Deputy

cc:

BACKGROUND (CONT'D)

Universal Building Services – Will provide all of the required janitorial services and supplies to six HACCC offices located in Brentwood, Oakley, Antioch, San Pablo, and Rodeo at an annual cost of \$60,768.96. The contract with Universal Building Services will have an initial 1-year term with two optional 2-year renewal terms. The total annual cost for HACCC's janitorial services is \$60,768.96. If all options are exercised, the cost for a 5-year period will be \$303,844.80.

FISCAL IMPACT

Funding for these services is provided through HACCC's annual operating budget from the United States Department of Housing and Urban Development. Funding for these services is provided for in HACCC's current budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to award the contract to S&K Janitorial, Inc., HACCC will need to expend additional staff time and resources to rebid the janitorial services again. There would be a possibility of HACCC having to turn to another more expensive option to maintain janitorial services at the Housing Authority's offices and common areas.

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: December 10, 2019



Contra
Costa
County

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2019

RECOMMENDATIONS

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending September 30, 2019.

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.

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: 9259578028

By: , Deputy

cc:

BACKGROUND (CONTD)

In summary, HACCC had \$26,746.04 in interest earnings for the quarter ending September 30th, 2019. That interest was earned within discrete programs and most of the interest earned is available only for use within the program which earned the interest. Further, interest earnings may be restricted to specific purposes within a given program.

The Housing Choice Voucher Program reserve as of 12/31/2013 held in cash and investments was transitioned to HUD held program reserve 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, 2019 is shown below. A more detailed report is attached.

Public Housing	Housing Choice Voucher Fund		Central Office	State & Local
Unrestricted Interest Earned	Restricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned	Unrestricted Interest Earned
\$12,172.51		\$7,397.26	\$5,204.28	\$1,971.99

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 9.30.19

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 9/30/2019

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
Cantella & Company						
Prime Fund Capital Reserves (Cash)	Money Market	45,805.78	1.10%	ongoing	ongoing	45,805.78
Farmer Mac	Govt Agency	100,000.00	1.92%	3/17/16	1/07/21	109,242.30
Discover Bank	Certificate of Deposit	105,000.00	2.25%	1/11/17	1/11/22	116,818.97
Federal Farm Credit Bank	Govt Agency	105,000.00	2.03%	2/10/17	2/03/22	115,622.46
Everbank	Certificate of Deposit	247,000.00	2.150%	4/28/17	4/28/22	273,567.05
Capital One , NA	Certificate of Deposit	100,000.00	2.300%	5/10/17	5/10/22	111,506.30
Capital One , NA	Certificate of Deposit	110,000.00	2.300%	5/10/17	5/10/22	122,656.93
Goldman Sachs	Certificate of Deposit	149,000.00	2.400%	6/07/17	6/07/22	166,889.80
Medallion Bank Utah	Certificate of Deposit	105,000.00	2.150%	6/30/17	7/05/22	116,324.61
J P Morgan Chase	Certificate of Deposit	110,000.00	2.200%	6/30/17	6/30/22	122,106.63
Capital One Bank, USA	Certificate of Deposit	220,000.00	2.250%	9/20/17	9/20/22	244,763.56
Barclays Bank Delaware	Certificate of Deposit	247,000.00	2.250%	9/27/17	9/27/22	274,802.73
Stearns Bank	Certificate of Deposit	100,000.00	2.150%	12/01/17	12/01/22	110,755.89
Discover Bank	Certificate of Deposit	140,000.00	2.550%	12/28/17	12/28/22	157,859.78
Morgan Stanley Bank	Certificate of Deposit	150,000.00	2.650%	1/11/18	1/11/23	169,885.89
Sally Mae Bank	Certificate of Deposit	173,000.00	2.650%	2/08/18	2/08/23	195,935.06
Citi Bank NA	Certificate of Deposit	100,000.00	3.100%	5/04/18	5/04/23	115,508.49
Goldman Sacs	Certificate of Deposit	100,000.00	3.300%	7/25/18	7/25/23	116,509.04
Commenty Capital Bank	Certificate of Deposit	120,000.00	3.250%	8/13/18	8/14/23	139,521.37
HSBC Bank USA	Certificate of Deposit	100,000.00	3.400%	9/28/18	9/28/23	117,009.32
Citi Bank NA	Certificate of Deposit	145,000.00	3.000%	2/15/19	2/15/24	166,761.92
State Bank of India	Certificate of Deposit	130,000.00	3.150%	2/27/19	2/27/24	150,486.22
Morgan Stanley Private Bank	Certificate of Deposit	160,000.00	2.200%	7/25/19	7/25/24	177,619.29
Wells Fargo Bank	Certificate of Deposit	105,000.00	2.150%	9/12/19	9/12/24	116,299.87
Wells Fargo Bank	Certificate of Deposit	125,000.00	2.150%	9/12/19	9/12/24	138,452.23
GRAND TOTALS		3,291,805.78				3,692,711.48

L.A.I.F. (Acct # 25-07-003)	Liquid Account	105,400.92	2.45%	ongoing	ongoing	105,400.92
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
GRAND TOTALS		4,397,206.70				4,798,112.40

HOUSING AUTHORITY OF CONTRA COSTA COUNTY
INVESTMENT REPORT BY FUND
For Period Ending 9/30/2019

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
Cantella & Company						
Prime Fund Capital Reserves (Cash)	45,805.78	13,764.74	28,460.01	3,581.03		
Farmer Mac	100,000.00	100,000.00				
Discover Bank	105,000.00			105,000.00		
Federal Farm Credit Bank	105,000.00	105,000.00				
Everbank	247,000.00	247,000.00				
Capital One , NA	100,000.00	100,000.00				
Capital One , NA	110,000.00			110,000.00		
Goldman Sachs	149,000.00	149,000.00				
Medallion Bank Utah	105,000.00	105,000.00				
J P Morgan Chase	110,000.00			110,000.00		
Capital One Bank, USA	220,000.00	220,000.00				
Barclays Bank Delaware	247,000.00	247,000.00				
Stearns Bank	100,000.00	100,000.00				
Discover Bank	140,000.00	140,000.00				
Morgan Stanley Bank	150,000.00	150,000.00				
Sally Mae Bank	173,000.00		173,000.00			
Citi Bank NA	100,000.00		100,000.00			
Goldman Sacs	100,000.00			100,000.00		
Commenty Capital Bank	120,000.00			120,000.00		
HSBC Bank USA	100,000.00			100,000.00		
Citi Bank NA	145,000.00	145,000.00				
State Bank of India	130,000.00	130,000.00				
Morgan Stanley Private Bank	160,000.00	160,000.00				
Wells Fargo Bank	105,000.00	105,000.00				
Wells Fargo Bank	125,000.00			125,000.00		
GRAND TOTALS	3,291,805.78	2,216,764.74	301,460.01	773,581.03	-	-

L.A.I.F. (Acct # 25-07-003)	105,400.92	-	-	-		105,400.92
De Anza Gardens, LP	1,000,000.00				1,000,000.00	
GRAND TOTALS	4,397,206.70	2,216,764.74	301,460.01	773,581.03	1,000,000.00	105,400.92

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 9/30/2019

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 9/30/19)	Yield
Cantella & Company					
Prime Fund Capital Reserves (Cash)	Money Market	ongoing	45,805.78	45,805.78	1.10%
Farmer Mac	Govt Agency	1/07/2021	100,000.00	100,101.00	1.92%
Discover Bank	Certificate of Deposit	1/11/2022	105,000.00	106,044.75	2.25%
Federal Farm Credit Bank	Govt Agency	2/03/2022	105,000.00	105,845.25	2.03%
Everbank	Certificate of Deposit	4/28/2022	247,000.00	249,124.20	2.15%
Capital One , NA	Certificate of Deposit	5/10/2022	100,000.00	101,251.00	2.30%
Capital One , NA	Certificate of Deposit	5/10/2022	110,000.00	111,376.10	2.30%
Goldman Sachs	Certificate of Deposit	6/07/2022	149,000.00	151,302.05	2.40%
Medallion Bank Utah	Certificate of Deposit	7/05/2022	105,000.00	105,963.90	2.15%
J P Morgan Chase	Certificate of Deposit	6/30/2022	110,000.00	110,084.70	2.20%
Capital One Bank, USA	Certificate of Deposit	9/20/2022	220,000.00	222,783.00	2.25%
Barclays Bank Delaware	Certificate of Deposit	9/27/2022	247,000.00	250,141.84	2.25%
Stearns Bank	Certificate of Deposit	12/01/2022	100,000.00	101,020.00	2.15%
Discover Bank	Certificate of Deposit	12/28/2022	140,000.00	143,200.40	2.55%
Morgan Stanley Bank	Certificate of Deposit	1/11/2023	150,000.00	153,939.00	2.65%
Sally Mae Bank	Certificate of Deposit	2/08/2023	173,000.00	177,629.48	2.65%
Citi Bank NA	Certificate of Deposit	5/04/2023	100,000.00	104,385.00	3.10%
Goldman Sacs	Certificate of Deposit	7/25/2023	100,000.00	105,355.00	3.30%
Commenty Capital Bank	Certificate of Deposit	8/14/2023	120,000.00	126,295.20	3.25%
HSBC Bank USA	Certificate of Deposit	9/28/2023	100,000.00	101,491.00	3.40%
Citi Bank NA	Certificate of Deposit	2/15/2024	145,000.00	151,751.20	3.00%
State Bank of India	Certificate of Deposit	2/27/2024	130,000.00	130,260.00	3.15%
Morgan Stanley Private Bank	Certificate of Deposit	7/25/2024	160,000.00	161,966.40	2.20%
Wells Fargo Bank	Certificate of Deposit	9/12/2024	105,000.00	105,154.35	2.15%
Wells Fargo Bank	Certificate of Deposit	9/12/2024	125,000.00	125,183.75	2.15%
			3,291,805.78	3,347,454.35	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	105,400.92	105,400.92	2.45%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.00%
GRAND TOTALS			4,397,206.70	4,452,855.27	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 9/30/2019

150189	Amount Invested	Interest Earned this Qtr	Interest Earned this Quarter by Fund				
			Public Housing	Management	Central	Rental Rehab	Housing Voucher
			Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted
Cantella & Company							
Prime Fund Capital Reserves (Cash)	45,805.78	124.24	37.32	77.19	9.71	-	-
Farmer Mac	100,000.00	473.42	473.42	-	-	-	-
Discover Bank	105,000.00	582.53	-	-	582.53	-	-
Federal Farm Credit Bank	105,000.00	525.58	525.58	-	-	-	-
Everbank	247,000.00	1,309.44	1,309.44	-	-	-	-
Capital One , NA	100,000.00	567.12	567.12	-	-	-	-
Capital One , NA	110,000.00	623.84	-	-	623.84	-	-
Goldman Sachs	149,000.00	881.75	881.75	-	-	-	-
Medallion Bank Utah	105,000.00	556.64	556.64	-	-	-	-
J P Morgan Chase	110,000.00	596.71	-	-	596.71	-	-
Capital One Bank, USA	220,000.00	1,220.55	1,220.55	-	-	-	-
Barclays Bank Delaware	247,000.00	1,370.34	1,370.34	-	-	-	-
Stearns Bank	100,000.00	530.14	530.14	-	-	-	-
Discover Bank	140,000.00	880.27	880.27	-	-	-	-
Morgan Stanley Bank	150,000.00	980.14	980.14	-	-	-	-
Sally Mae Bank	173,000.00	1,130.42	-	1,130.42	-	-	-
Citi Bank NA	100,000.00	764.38	-	764.38	-	-	-
Goldman Sacs	100,000.00	813.70	-	-	813.70	-	-
Commenty Capital Bank	120,000.00	961.64	-	-	961.64	-	-
HSBC Bank USA	100,000.00	838.36	-	-	838.36	-	-
Citi Bank NA	145,000.00	1,072.60	1,072.60	-	-	-	-
State Bank of India	130,000.00	1,009.73	1,009.73	-	-	-	-
Morgan Stanley Private Bank	160,000.00	646.14	646.14	-	-	-	-
Wells Fargo Bank	105,000.00	111.33	111.33	-	-	-	-
Wells Fargo Bank	125,000.00	132.53	-	-	132.53	-	-
-	3,291,805.78	18,703.54	12,172.51	1,971.99	4,559.02	-	-

L.A.I.F. (Acct # 25-07-003)	105,400.92					645.26	
De Anza Gardens, LP	1,000,000.00	7,397.26					7,397.26
GRAND TOTALS	4,397,206.70	26,746.04	12,172.51	1,971.99	4,559.02	645.26	7,397.26



To: Board of Supervisors
From: David Twa, Clerk of the Board
Date: December 10, 2019

Subject: Claims

RECOMMENDATIONS

DENY Housing Authority claims filed by Chrisa Porter, Marvin Lopez, and Zama Richard.

BACKGROUND

Chrisa Porter: Housing Authority claim for damage to property and pet caused by animal in the amount of \$1,995.31

Marvin Lopez: Housing Authority claim for damage to vehicle from falling tree in an amount not listed.

Zama Richard: Personal injury claim for injuries sustained as a result of a fire in the amount of \$34,856.02

FISCAL IMPACT

N/A

Action of Board On: **12/10/2019** ☐ 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 10, 2019

Joseph Villarreal, Executive Director

Contact: Jami Napier,
335-1908

By: , Deputy

cc: