

## **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

- M103
- M203
- R101
- R104
- 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>
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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.