

HOUSING AUTHORITY of the COUNTY OF CONTRA COSTA

CALENDAR FOR THE BOARD OF COMMISSIONERS

BOARD CHAMBERS, COUNTY ADMINISTRATION BUILDING
1025 ESCOBAR STREET
MARTINEZ, CALIFORNIA 94553-1229

KAREN MITCHOFF, *CHAIR*
FEDERAL D. GLOVER, *VICE CHAIR*
JOHN GIOIA
CANDACE ANDERSEN
DIANE BURGIS
CYNTHIA JORDAN
JOANNE SEGURA

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

The Board meeting will be accessible in-person, via television, and via live-streaming to all members of the public. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov.

Persons who wish to address the board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing **888-278-0254** followed by the access code **843298#**. A caller should indicate they wish to speak on an agenda item, by pushing "#2" on their phone. Access via Zoom is also available using the following link: <https://cccouny-us.zoom.us/j/87344719204>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccouny.us or call 925-655-2000.

Meetings of the Board are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.

A lunch break or 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 online at www.contracosta.ca.gov.

ANNOTATED AGENDA & MINUTES
SPECIAL MEETING AGENDA
December 13, 2022

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

CONSIDER CONSENT ITEMS: (Items listed as C.1 through C.5 on the following agenda) - Items are subject to removal from the Consent Calendar by request from any Commissioner. Items removed from the Consent Calendar will be considered with the Discussion Items.

DISCUSSION ITEMS

D.1 HEARING to consider the Housing Authority's (HACCC) Annual Plan for fiscal year 2023 and adoption of Resolution No. 5247 titled the "PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications" approving HACCC's Annual Plan for fiscal year 2023, including revisions to the Admissions and Continued Occupancy Plan and the Housing Choice Voucher Program Administrative Plan.

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT

D.2 CONSIDER accepting a report on the award of 45 new vouchers for homeless individuals and their families from the U.S. Department of Housing and Urban Development (HUD) and an update on the Housing Authority's various homeless housing programs.

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT

D. 3 CONSIDER Consent Items previously removed.

There were no consent items removed for discussion.

D. 4 PUBLIC COMMENT (2 Minutes/Speaker)

There were no requests to speak at public comment.

ADJOURN

Adjourned today's meeting at 1:15 p.m.

CONSENT ITEMS

C.1 RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending September 30th, 2022.

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT

C.2 RATIFY the Housing Choice Voucher payment standards for the Housing Authority of the County of Contra Costa effective October 1, 2022.

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT

C.3 DENY claim filed by Rafael Martinez.

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT

C.4 ESTABLISH a new, Fair Labor Standards Act-Exempt classification of Human Resources Specialist with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Steps 1 through Step 5 (\$61,444 - \$74,684).

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE

Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT
C.5 ADOPT the proposed 2023 meeting schedule for the Housing Authority of the County of Contra Costa Board of Commissioners, as recommended by the Housing Authority Executive Director.	

Commissioner John Gioia	ABSENT
Commissioner Candace Andersen	AYE
Commissioner Diane Burgis	AYE
Commissioner Karen Mitchoff	AYE
Commissioner Federal D. Glover	AYE
Commissioner Cynthia Jordan	AYE
Commissioner Joann Segura	ABSENT

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, 1025 Escobar Street, Martinez, CA 94553; by fax: 925-655-2006; or via email to clerkoftheboard@cob.cccounty.us.

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) 655-2000.

Subscribe to receive the weekly agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

The Closed session agenda is available each month upon request from the Office of the Clerk of the Board, 1025 Escobar Street, 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.



Contra
Costa
County

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: December 13, 2022

Subject: PUBLIC HOUSING AGENCY ANNUAL PLAN HEARING FOR FISCAL YEAR 2023

RECOMMENDATIONS

OPEN the public hearing for the Housing Authority's (HACCC) Annual Plan for fiscal year 2023, RECEIVE testimony, and CLOSE the public hearing.

ADOPT Resolution No. 5247 titled the "PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications" approving HACCC's Annual Plan for fiscal year 2023, 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. The Annual Plan provides details about the PHA's current programs, and the resident population served, as well as the PHA's strategy for addressing the housing needs of currently assisted families and the larger community. The Annual Plan also serves as the PHA's yearly request for grants to support improvements to public housing buildings (through the Capital Fund Program).

As required by HUD, HACCC staff provided public notice of this hearing in the East, West, and Contra Costa Times on October 31st, 2022. Staff met virtually with the agency's Resident Advisory Board (RAB) on five different occasions to discuss the proposed Plan: October 13th, October 20th, October 27th, and November 13rd, 2022. The RAB approved the proposed changes to the Annual Plan at its November 17th, 2022, meeting.

The following sections provide a synopsis of the major changes proposed by staff to the Annual Plan, its elements and to HACCC's policies. The specific proposed policies, with changes highlighted, are attached.

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen, Commissioner
Diane Burgis, Commissioner
Karen Mitchoff, Commissioner
Federal D. Glover, Commissioner
Cynthia Jordan, Commissioner

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 13, 2022
Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
Joann Segura, Commissioner

By: , Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

Public Housing

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

- The HACCC Mission Statement was updated to match the Agency Mission Statement;
- Updated the policy and procedures for hearings, both informal and formal, allowing for remote hearings
- During remote hearings, if the participant(s) are in need of a translator to use video translation when available over voice only translation
- Added language that ensures a family denied for debts owed a PHA shall be provided with the EIV report that indicates the debt and provide the family with an opportunity to dispute the denial;
- Updated language to reflect that tenant lease briefings can be done in person, remotely, by teleconference or by phone if needed and that methods of effective communication will be deployed for the disabled;
- Removed the requirement that forms must be signed in the presence of an HACCC representative;
- Included language to search the Dru Sjodin National Sex Offense Database at <http://www.nsopw.gov> for all new applicants
- Included language that families who have a hearing and wish to request discovery of the documents, make the request no later than noon on the business day prior to the hearing. This policy clearly sets expectations and prevents the family from making any last minute requests that could cause a delay in the hearing.
- Added language indicating that Violation of Family Obligations and Failure to pass Criminal Background Checks are grounds for requesting an Informal Hearing;
- Updated the VAWA Certifications and Exhibits in the ACOP
- Included language that the HA will not need to verify assets worth less than \$5000
- Included language that the HA will not need to verify Food Stamps received by family
- Included language that the HA will use IVT (Income validation tool) during annual recertification to compare family provided information
- Updated language to allow for reexaminations to be conducted via mail, drop box, telephone, in person or uploading through the rent café portal
- Included language to include annual and adjusted income amounts in tenant rent letters
- Included language to include rent being accepted through the rent café portal

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 among the proposed for HACCC's Federal Fiscal Year (FFY) 2022 & 2023 capital fund grants:

- \$750,000 - Replacement of select roofs at the Bayo Vista development.
- \$327,000 - Repair and conversion of the electrical infrastructure at the Alhambra Terrace development.
- \$292,000 - Phase 1 modernization of the Alhambra Terrace development.
- \$168,000 - Security window and door covers for vacant units at the Las Deltas development.
- \$162,000 - Boiler replacement at the Kidd Manor development.
- \$100,000 - Elevator modernization at the Elder Winds development.
- \$ 30,000 - Roof refurbishing at the Kidd Manor development.
- \$160,000 - Computer upgrades.
- \$ 55,000 - Installation of bath exhaust fans at the Vista del Camino development.
- \$ 50,000 - Concrete flatwork repairs at various developments.
- \$ 28,000 - Replace refrigerators, ranges, and other dwelling equipment.
- \$27,000 - Roof repairs at various developments.

Housing Choice Voucher

Proposed changes to the Section 8 Administrative Plan are as follows:

In addition to numerous grammatical changes, edits were made to the standard HUD language in the plan that introduces the subject matter. These are not policy changes but regulatory edits from the Code of Federal Regulations. The following substantial changes were made to the Housing Choice Voucher Program Administrative Plan as it pertains to HACCC Policy:

- The HACCC Mission Statement was updated to match the Agency Mission Statement;
- Updated the policy and procedures for screening of applicants at intake to determine if they already exist in the HUD database and whether they are cleared to participate in the rentals assistance program because they don't owe another PHA money, are not listed as a resident of another PHA and to validate a family's reported income;
- Clarified that a family cannot be denied assistance because they previously failed to meet their obligations under a Family Self-Sufficiency contract;
- Added language that ensures a family denied for debts owed a PHA shall be provided with the EIV report that indicates the debt and provide the family with an opportunity to dispute the denial;
- With regards to placement on the HCV waiting list, if HACCC is placed in shortfall, the length of time in which the waiting list is viable will be suspended so that it will be considered for the full 24-month period when HACCC is not in shortfall;
- Updated Special Purpose Funding programs to include Mainstream Program and Emergency Housing Vouchers;
- Updated VASH admissions to reflect that the income threshold can be up to 80% of Area Median Income;
- Added Family Unification Program referrals from a Partnering Agency as special admissions to the HCV program;
- Updated the Shelter Plus Care name to be the Continuum of Care Rental Assistance Program;
- Updated language to reflect that tenant briefings can be done in person, remotely, by teleconference or by phone if needed and that methods of effective communication will be deployed for the disabled;
- Removed the requirement that forms must be signed in the presence of an HACCC representative;
- Updated language to specify that documentation use to verify a participant's social security number will NOT be removed from the file;
- Clarified the issues surrounding the late billing of subsidy to PHAs for portability purposes to conform with HUD regulations;
- Clarified the Conflict of Interest language for tenancies where the "covered individual" does not have a direct or indirect interest in the HAP Contract or in any benefits or payments under the HAP Contract;
- Special Housing Types language has been updated to reflect the kind of HAP Contract required, the specific identification of the program type on the HAP Contract, HQS Inspection requirements, and that any assisted unit can only be one Special Housing Type;
- Clarified that no more than 12 persons may live in a group home including assisted, unassisted residents and live-in aides;
- Clarified the HAP and Utility Allowance calculations for Shared Housing under the Special Housing Types grouping;
- Clarified what can be considered monthly carrying charges for Cooperative living costs for residents choosing that option;
- Clarified that families participating in the Homeownership Program can now enter into contracts to purchase a home that has not been built yet and that housing assistance will not start until the home is completed and inspections passed;
- Clarified a number of requirements under the Homeownership option and when and how a participant may participate in homeownership;
- Clarified that homeownership assistance terminates 180 days after the last homeownership assistance payment is made on behalf of the family;
- Added language indicating that Violation of Family Obligations and Failure to pass Criminal Background Checks are grounds for requesting an Informal Hearing;
- Updated the Admin Plan to reflect that all documentation pertaining to Continuum of Care Rental Assistance Programs will be maintained for a period of 5 years after the participant terminates participation.
- Updated the VAWA Certifications and Exhibits in the Administrative Plan;
- Added language to clarify that Family Unification Program/Family Youth Initiative funding that is project-based count towards the 10% exception for designating PBVs beyond the 20% of Voucher funding threshold;
- Updated the list of PBV properties assisted by HACCC to include the latest awarded projects;

- Updated the list of units exempted from using the PBV Site-Based Waiting Lists for specific projects where units are restricted to homeless applicants that must come from the Continuum of Care's Coordinated Entry System;
- Inserted a Development Information Worksheet as an Exhibit to the PBV Chapter of the Administrative Plan.
- Updated the RAD language in the Administrative Plan to clarify that the tenant lease must specify what will happen if the tenant goes to zero-subsidy and how the rent will be calculated and that a new lease must be executed whereby the tenant loses any rights or protections imparted as part of RAD participation;
- RAD admissions who didn't pay a security deposit may be required to pay a security deposit upon conversion of their home to RAD PBV or PBRA.
- Added language that RAD participants will be informed of Choice Mobility options and the benefits of living in lower poverty areas at the time of their lease signing for PBV assistance;
- Added language that RAD families are eligible for Choice Mobility after 12 months in their PBV unit and are not subject to re-screening, nor are they required to vacate if they cannot find a unit with their Choice Mobility voucher;
- Added language regarding the rent increase procedures and processing for RAD-assisted units;
- Added a new chapter for Special Purpose Vouchers and HACCC's policies for administering these funds for voucher programs including Family Unification, Foster Youth Initiative, VASH and Mainstream vouchers.
- Added a second Glossary that includes HUD-defined terms applicable to the assisted-housing programs operated by HACCC's Assisted Housing Division.

A complete copy of the proposed PHA Annual Plan, Administrative Plan and ACOP are available for review on the HACCC's website: www.contracostahousing.org.

FISCAL IMPACT

No direct financial impact.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to approve the FY2023 PHA Annual Plan, HACCC will be out of compliance with HUD requirements and may not receive any funding via HUD's Capital Fund program until the PHA Annual Plan has been submitted to, and approved by, HUD. HUD may also impose additional sanctions beyond the withholding of Capital Fund moneys.

AGENDA ATTACHMENTS

BO Annual Plan

50075

ACOP

Admin Plan

Housing Needs

Deconcentration Policy

New Activities

Progress Goals

Capital Fund Statement

RAB Comments

RAB Suggestions

50077 SL

50077 RES 5247

MINUTES ATTACHMENTS

Signed HA Resolution No. 5247

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA

TO: BOARD OF COMMISSIONERS

FROM: Joseph Villarreal, Executive Director

DATE: December 13, 2022

SUBJECT: PUBLIC HOUSING AGENCY ANNUAL PLAN HEARING FOR FISCAL YEAR 2023

SPECIFIC REQUEST(S) OR RECOMMENDATION(S) & BACKGROUND AND JUSTIFICATION

I. RECOMMENDED ACTION:

OPEN the public hearing for the Housing Authority's (HACCC) Annual Plan for fiscal year 2023, RECEIVE testimony, and CLOSE the public hearing.

ADOPT Resolution No. 5247 titled the "PHA Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications approving HACCC's Annual Plan for fiscal year 2023, including revisions to the Admissions and Continued Occupancy Plan and the Section 8 Administrative Plan.

II. FINANCIAL IMPACT:

No direct financial impact.

III. REASONS FOR RECOMMENDATION/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.

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- Clarified a number of requirements under the Homeownership option and when and how a participant may participate in homeownership;
- Clarified that homeownership assistance terminates 180 days after the last homeownership assistance payment is made on behalf of the family;
- Added language indicating that Violation of Family Obligations and Failure to pass Criminal Background Checks are grounds for requesting an Informal Hearing;
- Updated the Admin Plan to reflect that all documentation pertaining to Continuum of Care Rental Assistance Programs will be maintained for a period of 5 years after the participant terminates participation.
- Updated the VAWA Certifications and Exhibits in the Administrative Plan;
- Added language to clarify that Family Unification Program/Family Youth Initiative funding that is project-based count towards the 10% exception for designating PBVs beyond the 20% of Voucher funding threshold;
- Updated the list of PBV properties assisted by HACCC to include the latest awarded projects;
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- Added a second Glossary that includes HUD-defined terms applicable to the assisted-housing programs operated by HACCC's Assisted Housing Division.

A complete copy of the proposed PHA Annual Plan, Administrative Plan and ACOP are available for review on the HACCC's website: www.contracostahousing.org.

IV. CONSEQUENCES OF NEGATIVE ACTION

Should the Board of Commissioners elect not to approve the FY2023 PHA Annual Plan, HACCC will be out of compliance with HUD requirements and may not receive any funding via HUD's Capital Fund

program until the PHA Annual Plan has been submitted to, and approved by, HUD. HUD may also impose additional sanctions beyond the withholding of Capital Fund moneys.

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: 03/31/2024
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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, including changes to these policies, 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. The 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 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, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceed 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 exceed 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: Housing Authority of the County of Contra Costa _____ PHA Code: CA011 PHA Type: <input checked="" type="checkbox"/> Standard PHA <input type="checkbox"/> Troubled PHA PHA Plan for Fiscal Year Beginning: (MM/YYYY): 04/2023 PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units 953 Number of Housing Choice Vouchers (HCVs) 9417 Total Combined Units/Vouchers 10,474 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 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" 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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B.	Plan Elements
B.1	<p>Revision of Existing 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. (Flat rent)</p> <p><input type="checkbox"/> <input type="checkbox"/> Operation and Management.</p> <p><input type="checkbox"/> <input type="checkbox"/> Grievance Procedures.</p> <p>X <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>X <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>X <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><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Rental Assistance or Project-Based Vouchers 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><input type="checkbox"/> <input type="checkbox"/> Units with Approved Vacancies for Modernization.</p> <p>X <input type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).</p> <p>See attachment B.2</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.</p>
B.3	<p>Progress Report.</p> <p>Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year and Annual Plan.</p> <p>See attachment B.3</p>

<p>B.4</p>	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan in EPIC and the date that it was approved.</p> <p>See attachment B.4</p>
<p>B.5</p>	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit?</p> <p>Y N <input type="checkbox"/> X</p> <p>(b) If yes, please describe:</p>
<p>C. Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) have comments to the PHA Plan?</p> <p>Y N X <input type="checkbox"/></p> <p>(b) 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 C.1</p>
<p>C.2</p>	<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>
<p>C.3</p>	<p>Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.</p> <p>Form HUD-50077-ST-HCV-HP, <i>PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.4</p>	<p>Challenged Elements. If any element of the PHA Plan is challenged, a PHA must include such information as an attachment with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.</p> <p>(a) Did the public challenge any elements of the Plan?</p> <p>Y N <input type="checkbox"/> X</p> <p>If yes, include Challenged Elements.</p>
<p>C.5</p>	<p>Troubled PHA.</p> <p>(a) Does the PHA have any current Memorandum of Agreement, Performance Improvement Plan, or Recovery Plan in place?</p> <p>Y N N/A <input type="checkbox"/> X <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>

D.	Affirmatively Furthering Fair Housing (AFFH).						
D.1	<p>Affirmatively Furthering Fair Housing (AFFH).</p> <p>Provide a statement of the PHA’s strategies and actions to achieve fair housing goals outlined in an accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5). Use the chart provided below. (PHAs should add as many goals as necessary to overcome fair housing issues and contributing factors.) Until such time as the PHA is required to submit an AFH, the PHA is not obligated to complete this chart. The PHA will fulfill, nevertheless, the requirements at 24 CFR § 903.7(o) enacted prior to August 17, 2015. See Instructions for further detail on completing this item.</p> <table border="1" data-bbox="180 661 1455 1312"> <tr> <td data-bbox="180 661 1455 703">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 703 1455 735"><i>Describe fair housing strategies and actions to achieve the goal</i></td> </tr> <tr> <td data-bbox="180 735 1455 1312"> <ol style="list-style-type: none"> 1. Reduce discriminatory barriers to residential mobility. <ol style="list-style-type: none"> i. Work to ban discrimination in housing on the basis of source of income, including receipt of a Housing Choice Voucher, in the unincorporated areas of the County and in the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. Develop and disseminate a model ordinance for adoption by other municipalities throughout the County. ii. Encourage local block grants or other funding for a security deposit fund to incentivize landlords to rent to voucher holders. </td> </tr> </table> <table border="1" data-bbox="180 1333 1455 1749"> <tr> <td data-bbox="180 1333 1455 1375">Fair Housing Goal:</td> </tr> <tr> <td data-bbox="180 1375 1455 1407"><i>Describe fair housing strategies and actions to achieve the goal</i></td> </tr> <tr> <td data-bbox="180 1407 1455 1749"> <ol style="list-style-type: none"> 2. Increase residential racial and ethnic integration by increasing the supply of affirmatively marketed affordable housing for families in high opportunity areas. <ol style="list-style-type: none"> i. Target use of Project-Based Vouchers and RAD transfers of assistance in designated opportunity areas with low poverty rates, healthy neighborhoods, and high-performing schools. ii. Explore pooling of Project-Based Vouchers across Contra Costa County </td> </tr> </table>	Fair Housing Goal:	<i>Describe fair housing strategies and actions to achieve the goal</i>	<ol style="list-style-type: none"> 1. Reduce discriminatory barriers to residential mobility. <ol style="list-style-type: none"> i. Work to ban discrimination in housing on the basis of source of income, including receipt of a Housing Choice Voucher, in the unincorporated areas of the County and in the Cities of Antioch, Concord, Pittsburg, and Walnut Creek. Develop and disseminate a model ordinance for adoption by other municipalities throughout the County. ii. Encourage local block grants or other funding for a security deposit fund to incentivize landlords to rent to voucher holders. 	Fair Housing Goal:	<i>Describe fair housing strategies and actions to achieve the goal</i>	<ol style="list-style-type: none"> 2. Increase residential racial and ethnic integration by increasing the supply of affirmatively marketed affordable housing for families in high opportunity areas. <ol style="list-style-type: none"> i. Target use of Project-Based Vouchers and RAD transfers of assistance in designated opportunity areas with low poverty rates, healthy neighborhoods, and high-performing schools. ii. Explore pooling of Project-Based Vouchers across Contra Costa County
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Fair Housing Goal:

Describe fair housing strategies and actions to achieve the goal

3. **Increase and stabilize access to proficient schools**
 - i. **Create regular lines of communications between housing boards and staff with county and district school boards and school district staff to ensure that districts take into account the needs of low income residents in redistricting and investment decisions, particularly for residents of public and assisted housing in the region.**
 - ii. **To the extent possible, focus the development of new family affordable housing in school districts and school zones with lower rates of school-based poverty concentration (and require new market rate multifamily development in high performing school zones to include larger affordable apartments for families with children**

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. (24 CFR §903.4)

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. ([24 CFR §903.23\(4\)\(e\)](#))

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

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

B.1 Revision of Existing 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.” ([24 CFR §903.7](#))

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 and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. 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 (iii)

households with individuals with disabilities, and households of various races and ethnic groups residing in the jurisdiction or on the public housing and Section 8 tenant-based assistance waiting lists based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The statement of housing needs shall be based on information provided by the applicable Consolidated Plan, information provided by HUD, and generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. Once the PHA has submitted an Assessment of Fair Housing (AFH), which includes an assessment of disproportionate housing needs in accordance with 24 CFR §5.154(d)(2)(iv), information on households with individuals with disabilities and households of various races and ethnic groups residing in the jurisdiction or on the waiting lists no longer needs to be included in the Statement of Housing Needs and Strategy for Addressing Housing Needs. (24 CFR §903.7(a)).

The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. (24 CFR §903.7(a)(2)(i)) Provide a description of the ways in which the PHA intends, to the maximum extent practicable, to address those housing needs in the upcoming year and the PHA's reasons for choosing its strategy. (24 CFR §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 [24 CFR 903.2](#). (24 CFR §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 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. (24 CFR §903.7(b)) Describe the PHA's procedures for maintain waiting lists for admission to public housing and address any site-based waiting lists. (24 CFR §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. (24 CFR §903.7(b)) Describe the unit assignment policies for public housing. (24 CFR §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. (24 CFR §903.7(c))

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. (24 CFR §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. (24 CFR §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. (24 CFR §903.7(f))

Homeownership Programs. A description of any Section 5h, Section 32, Section 8y, or HOPE I 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. (24 CFR §903.7(k))

Community Service and Self Sufficiency Programs. Describe how the PHA will comply with the requirements of (24 CFR §903.7(l)). Provide 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 subject to Section 3 of the Housing and Urban Development Act of 1968 (24 CFR Part 135) and FSS. (24 CFR §903.7(l))

Safety and Crime Prevention (VAWA). 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. (24 CFR §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. For modifications resulting from the Rental Assistance Demonstration (RAD) program, refer to the 'Sample PHA Plan Amendment' found in Notice PIH-2012-32 REV-3, successor RAD Implementation Notices, or other RAD Notices.

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

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 [24 CFR 903.2](#). (24 CFR §903.23(b))

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:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6. (Notice PIH 2011-47)

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:

https://www.hud.gov/program_offices/public_indian_housing/programs/ph/hope6/mfph#4

Demolition and/or Disposition. With respect to public housing only, describe any public housing development(s), or portion of a public housing development 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 approval under section 18 of the 1937 Act (42 U.S.C. 1437p); 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. Approval of the PHA Plan does not constitute approval of these activities. 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, 5) the number of units affected and; 6) expiration date of the designation of any HUD approved plan. **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 under the Voluntary or Mandatory Conversion programs. 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 under the Rental Assistance Demonstration (RAD) program. 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 Rental Assistance or Project-Based Vouchers under RAD. See additional guidance on HUD’s website at: [Notice PIH 2012-32 REV-3, successor RAD Implementation Notices, and other RAD notices.](#)

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 and Notice PIH-2017-03.](#) (24 CFR §903.7(e))

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)).

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 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.4 Capital Improvements.** PHAs that receive funding from the Capital Fund Program (CFP) must complete this section [\(24 CFR §903.7 \(g\)\)](#). To comply with this requirement, the PHA must reference the most recent HUD approved Capital Fund 5 Year Action Plan in EPIC and the date that it was approved. PHAs can reference the form by including the following language in the Capital Improvement section of the appropriate Annual or Streamlined PHA Plan Template: “See Capital Fund 5 Year Action Plan in EPIC approved by HUD on XX/XX/XXXX.”
- B.5 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\(p\)\)](#)

C. Other Document and/or Certification Requirements.

- C.1 Resident Advisory Board (RAB) comments.** If the RAB had comments on 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\)](#)
- C.2 Certification by State of 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.
- C.3 Civil Rights Certification/ Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed*. Form HUD-50077-ST-HCV-HP, *PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations Including PHA Plan Elements that Have Changed* 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 certification requirement to affirmatively further fair housing if the PHA fulfills the requirements of §§ 903.7(o)(1) and 903.15(d) and: (i) examines its programs or proposed programs; (ii) identifies any fair housing issues and contributing factors within those programs, in accordance with 24 CFR 5.154 or 24 CFR 5.160(a)(3) as applicable; (iii) specifies actions and strategies designed to address contributing factors, related fair housing issues, and goals in the applicable Assessment of Fair Housing consistent with 24 CFR 5.154 in a reasonable manner in view of the resources available; (iv) works with jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; (v) operates programs in a manner consistent with any applicable consolidated plan under 24 CFR part 91, and with any order or agreement, to comply with the authorities specified in paragraph (o)(1) of this section; (vi) complies with any contribution or consultation requirement with respect to any applicable AFH, in accordance with 24 CFR 5.150 through 5.180; (vii) maintains records reflecting these analyses, actions, and the results of these actions; and (viii) takes steps acceptable to HUD to remedy known fair housing or civil rights violations, 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\(o\)\)](#).
- C.4 Challenged Elements.** If any element of the Annual PHA Plan or 5-Year PHA Plan is challenged, a PHA must include such information as an attachment to the Annual PHA Plan or 5-Year PHA Plan with a description of any challenges to Plan elements, the source of the challenge, and the PHA’s response to the public.
- C.5 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. Include dates in the description and most recent revisions of these documents as attachments. If the PHA is troubled, but does not have any of these items, mark “no.” If the PHA is not troubled, mark “N/A.” [\(24 CFR §903.9\)](#)

D. Affirmatively Furthering Fair Housing (AFFH).

D.1 Affirmatively Furthering Fair Housing. The PHA will use the answer blocks in item D.1 to provide a statement of its strategies and actions to implement each fair housing goal outlined in its accepted Assessment of Fair Housing (AFH) consistent with 24 CFR § 5.154(d)(5) that states, in relevant part: “To implement goals and priorities in an AFH, strategies and actions shall be included in program participants’ ... PHA Plans (including any plans incorporated therein) Strategies and actions must affirmatively further fair housing” Use the chart provided to specify each fair housing goal from the PHA’s AFH for which the PHA is the responsible program participant – whether the AFH was prepared solely by the PHA, jointly with one or more other PHAs, or in collaboration with a state or local jurisdiction – and specify the fair housing strategies and actions to be implemented by the PHA during the period covered by this PHA Plan. If there are more than three fair housing goals, add answer blocks as necessary.

Until such time as the PHA is required to submit an AFH, the PHA will not have to complete section D., nevertheless, the PHA will address its obligation to affirmatively further fair housing in part by fulfilling the requirements at 24 CFR 903.7(o)(3) enacted prior to August 17, 2015, which means that it examines its own programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction’s initiatives to affirmatively further fair housing that require the PHA’s involvement; and maintain records reflecting these analyses and actions. Furthermore, under Section 5A(d)(15) of the U.S. Housing Act of 1937, as amended, a PHA must submit a civil rights certification with its Annual PHA Plan, which is described at 24 CFR 903.7(o)(1) except for qualified PHAs who submit the Form HUD-50077-CR as a standalone document.

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 7.52 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 December, 2022 ACOP

In addition to numerous grammatical changes, edits were made to the standard HUD language in the plan that introduces the subject matter. These are not policy changes but regulatory edits from the Code of Federal Regulations. The following substantial changes were made to the ACOP as it pertains to HACCC Policy:

- The HACCC Mission Statement was updated to match the Agency Mission Statement;
- Updated the policy and procedures for hearings, both informal and formal, allowing for remote hearings
- During remote hearings, if the participant(s) are in need of a translator to use video translation when available over voice only translation
- Added language that ensures a family denied for debts owed a PHA, shall be provided with the EIV report that indicates the debt and provide the family with an opportunity to dispute the denial;
- Updated language to reflect that tenant lease briefings can be done in person, remotely, by teleconference or by phone if needed and that methods of effective communication will be deployed for the disabled;
- Removed the requirement that forms must be signed in the presence of an HACCC representative;
- Included language to search the Dru Sjodin National Sex Offence Database at <http://www.nsopw.gov> for all new applicants
- Included language that families who have a hearing and wish to request discovery of the documents, make the request no later than noon on the business day prior to the hearing. This policy clearly sets expectations, and prevents the family from making any last minute requests that could cause a delay in the hearing.
- Added language indicating that Violation of Family Obligations and Failure to pass Criminal Background Checks are grounds for requesting an Informal Hearing;
- Updated the VAWA Certifications and Exhibits in the ACOP
- Included language that the HA will not need to verify assets worth less than \$5000
- Included language that the HA will not need to verify Food Stamps received by family
- Included language that the HA will use IVT (Income validation tool) during annual recertifications to compare family provided information
- Updated language to allow for reexaminations to be conducted via mail, drop box, telephone, in person or uploading through the rent café portal

- Included language to include annual and adjusted income amounts in tenant rent letters
- Included language to include rent being accepted through the rent café portal

Attachment B.1.

Summary of December, 2022 Administrative Plan Changes

In addition to numerous grammatical changes, edits were made to the standard HUD language in the plan that introduces the subject matter. These are not policy changes but regulatory edits from the Code of Federal Regulations. The following substantial changes were made to the Housing Choice Voucher Program Administrative Plan as it pertains to HACCC Policy:

- The HACCC Mission Statement was updated to match the Agency Mission Statement;
- Updated the policy and procedures for screening of applicants at intake to determine if they already exist in the HUD database and whether they are cleared to participate in the rentals assistance program because they don't owe another PHA money, are not listed as a resident of another PHA and to validate a family's reported income;
- Clarified that a family cannot be denied assistance because they previously failed to meet their obligations under a Family Self-Sufficiency contract;
- Added language that ensures a family denied for debts owed a PHA, shall be provided with the EIV report that indicates the debt and provide the family with an opportunity to dispute the denial;
- With regards to placement on the HCV waiting list, if HACCC is placed in shortfall, the length of time in which the waiting list is viable will be suspended so that it will be considered for the full 24-month period when HACCC is not in shortfall;
- Updated Special Purpose Funding programs to include Mainstream Program and Emergency Housing Vouchers;
- Updated VASH admissions to reflect that the income threshold can be up to 80% of Area Median Income;
- Added Family Unification Program referrals from a Partnering Agency as special admissions to the HCV program;
- Updated the Shelter Plus Care name to be the Continuum of Care Rental Assistance Program;
- Updated language to reflect that tenant briefings can be done in person, remotely, by teleconference or by phone if needed and that methods of effective communication will be deployed for the disabled;
- Removed the requirement that forms must be signed in the presence of an HACCC representative;
- Updated language to specify that documentation use to verify a participant's social security number will NOT be removed from the file;
- Clarified the issues surrounding the late billing of subsidy to PHAs for portability purposes to conform with HUD regulations;

- Clarified the Conflict of Interest language for tenancies where the “covered individual” does not have a direct or indirect interest in the HAP Contract or in any benefits or payments under the HAP Contract;
- Special Housing Types language has been updated to reflect the kind of HAP Contract required, the specific identification of the program type on the HAP Contract, HQS Inspection requirements, and that any assisted unit can only be one Special Housing Type;
- Clarified that no more than 12 persons may live in a group home including assisted, unassisted residents and live-in aides;
- Clarified the HAP and Utility Allowance calculations for Shared Housing under the Special Housing Types grouping;
- Clarified what can be considered monthly carrying charges for Cooperative living costs for residents choosing that option;
- Clarified that families participating in the Homeownership Program can now enter into contracts to purchase a home that has not been built yet and that housing assistance will not start until the home is completed and inspections passed;
- Clarified a number of requirements under the Homeownership option and when and how a participant may participate in homeownership;
- Clarified that homeownership assistance terminates 180 days after the last homeownership assistance payment is made on behalf of the family;
- Added language indicating that Violation of Family Obligations and Failure to pass Criminal Background Checks are grounds for requesting an Informal Hearing;
- Updated the Admin Plan to reflect that all documentation pertaining to Continuum of Care Rental Assistance Programs will be maintained for a period of 5 years after the participant terminates participation.
- Updated the VAWA Certifications and Exhibits in the Administrative Plan;
- Added language to clarify that Family Unification Program/Family Youth Initiative funding that is project-based count towards the 10% exception for designating PBVs beyond the 20% of Voucher funding threshold;
- Updated the list of PBV properties assisted by HACCC to include the latest awarded projects;
- Updated the list of units exempted from using the PBV Site-Based Waiting Lists for specific projects where units are restricted to homeless applicants that must come from the Continuum of Care’s Coordinated Entry System;
- Inserted a Development Information Worksheet as an Exhibit to the PBV Chapter of the Administrative Plan.
- Updated the RAD language in the Administrative Plan to clarify that the tenant lease must specify what will happen if the tenant goes to zero-subsidy and how the rent will be calculated and that a new lease must be executed whereby the tenant loses any rights or protections imparted as part of RAD participation;

- RAD admissions who didn't pay a security deposit may be required to pay a security deposit upon conversion of their home to RAD PBV or PBRA.
- Added language that RAD participants will be informed of Choice Mobility options and the benefits of living in lower poverty areas at the time of their lease signing for PBV assistance;
- Added language that RAD families are eligible for Choice Mobility after 12 months in their PBV unit and are not subject to re-screening, nor are they required to vacate if they cannot find a unit with their Choice Mobility voucher;
- Added language regarding the rent increase procedures and processing for RAD-assisted units;
- Added a new chapter for Special Purpose Vouchers and HACCC's policies for administering these funds for voucher programs including Family Unification, Foster Youth Initiative, VASH and Mainstream vouchers.
- Added a second Glossary that includes HUD-defined terms applicable to the assisted-housing programs operated by HACCC's Assisted Housing Division.

B.1 (a) Housing Needs

Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.

High housing costs reduce economic opportunities, limit access to jobs and services, and restrict the ability of lower-income households, including the elderly and persons with disabilities, to live in the communities and neighborhoods of their choice. The gap between what lower income households can afford, and the median price of homes or rents (an affordability gap) results in households paying more than 30 percent of their income for housing, and in overcrowding.

Based on the most recent Consolidated Plan for the County (2020-2025), of 384,644 households in the HOME Consortia area, there are 184,698 households or 48 percent of all households that are at 100 percent of Area Median Income (AMI) or below. Of these households, nearly 70 percent experience at least one or more housing problems as defined by HUD. Renters make up 50 percent of those experiencing one or more housing problems.

The area of greatest need is among renters in the extremely low-income category: 30,485 households, or 45 percent, experience substandard housing, overcrowding, or cost burden. Of those, 69 percent suffer from a cost burden of greater than 50 percent of income.

Cost burden is a significant issue for homeowners earning less than 100 percent of AMI. Of those with a housing problem, 85 percent are cost burdened; 41 percent are paying more than 50 percent of their incomes in housing costs.

Small family households make up the largest proportion of extremely-low (34%), and low-income (33.9%) households. Households with at least one person between the ages of 62 and 74 have the next highest proportion of extremely-low (20%) and low-income (23%) households.

There are 86,275 single-person households in the Contra Costa HOME Consortium. There are households with at least one member 65 years or older. Of these households, 57 percent are low-income. Because many elderly live alone, it is probable that many one person households are elderly. In addition, most of the elderly homeowners live in older homes with deferred maintenance and in need of rehabilitation.

According to HUD, disproportionate need refers to any need that is more than ten percentage points above the need demonstrated for the total households. The Contra Costa Consortium has 384,593 households, 184,698 of which have incomes below AMI. The number of households below AMI with a housing problem is 123,595, which represents about 67 percent of below-AMI households. While all racial/ethnic groups at particular income levels experience housing problems, there are three groups experiencing disproportionate housing need throughout the income spectrum. At the extremely low-income range (0-30 percent AMI) 85 percent of all extremely low-income households have a housing need, while 99 percent of American Indian/Alaska Natives experience a disproportionate need. At the low-income range

(30-50 percent AMI), 75 percent of all low-income households experience a housing need, while 94 percent of Pacific Islander and 86 percent of Black/African American households experience a disproportionate housing need. At the moderate-income range (50- 80 percent AMI), 60 percent of all moderate-income households have a housing need; however, there is no particular group experiencing a disproportionate need compared to the total moderate-income households. At median income (80-100 percent AMI), 45 percent of all households have a housing need, while both American Indians/Alaska Natives (56 percent) and Pacific Islanders (75 percent) experience a disproportionate housing need.

The number of Contra Costa HOME Consortium households with a severe housing problem is 74,722, which represents about 40 percent of all households below 100 percent AMI. While all racial/ethnic groups experience housing problems at particular income levels, there are three groups experiencing disproportionate housing need throughout the income spectrum. At the extremely low-income range (0- 30 percent AMI), 72.2 percent of all households have a severe housing need, and 79 percent of Hispanics experience a disproportionate need. At the very-low income range (30-50 percent AMI), 44.9 percent of all households experience a housing need, while 89 percent of Pacific Islanders experience a disproportionate severe housing need. At the low-income range (50-80 percent AMI), 23.9 percent of all households experience a housing need, while 32 percent of Pacific Islanders experience a disproportionate housing need. At the median income range (80-100 percent AMI), 13.7 percent of all households have a housing need, while 20.3 percent of Pacific Islanders experience a disproportionate severe housing need.

Per HUD definitions, a “disproportionate need” exists when any group has a housing need that is 10% or higher than the jurisdiction as a whole. A household is considered cost burdened when they are paying more than 30% of their income towards housing costs, including utilities. A household is considered severely cost burdened when they are paying more than 50% of their income towards housing costs, including utilities. In Contra Costa, 39% of all households are either cost burdened, or severely cost burdened. Both Black/African Americans (9,628 households, 28.6%) and Pacific Islanders (1,371 households, 29.1%) experience disproportionate severe cost burden.

There are 44,763 households with incomes at or less than 30 percent of the AMI with a housing problem. American Indians, Alaska Natives (335 households, 96 percent) have a disproportionate need. There are 34,062 households with incomes between 30 and 50 percent of the AMI with a housing problem. Black/African American (4,242 households, 86 percent) and Pacific Islanders (175 households, 95 percent) have a disproportionate need in this income category. There are 28,744 households with incomes between 50 and 80 percent of the AMI with a housing problem. There are no racial or ethnic groups that have a disproportionate need within this income category.

There are 37,878 households with incomes at or less than 30 percent of the AMI with a severe housing problem. Hispanics (10,728 households, 78 percent) have a disproportionate need. There are 20,372 households with incomes between 30 and 50 percent of the AMI with a housing problem. Pacific Islanders (165 households, 89 percent) have a disproportionate need. There are 11,574 households with incomes between 50 and 80 percent of the AMI with a housing problem. There are no racial or ethnic groups that have a disproportionate need.

46.2% of the County's renter households live in overcrowded housing. Among racial and ethnic groups reported in the Census, Latino/Hispanic households are most likely to live in crowded conditions in the County with 12.8% in such conditions.

According to 2010 U.S. Census Data, the population of seniors 65 and older from 2000 to 2010 increased from 107,272 to 130,432 in Contra Costa County, an increase of 21.5 percent. According to the American Community Survey (2013-17), 24 percent of households were headed by seniors. Three jurisdictions with the largest share of senior households are Walnut Creek (40.9 percent), Moraga (35.3 percent), and Orinda (35.2 percent) (ACS Data 2013-2017). Of the total County's senior population, nearly 34 percent have a disability limitation. Of all the jurisdictions in the County, San Pablo (44.1 percent), Pittsburg (43.1 percent), and Oakley (41.5 percent) have the highest share of senior populations living with disabilities.

There are only approximately 10,200 assisted rental units affordable to lower-income households, of which, over 950 are at risk of converting to market rate housing. Over 7,000 beds in 473 residential care facilities are available for individuals with special needs, (such as frail elderly and persons with disabilities) who cannot live independently in conventional housing. However, this is significantly less than the population of frail elderly, disabled, and others who may need a supportive housing environment.

Due to the ongoing gap in the availability of affordable housing, the County Consortium has assigned a high priority to new housing construction, homeownership assistance, and housing rehabilitation, particularly for households earning less than 50 percent of the area median income.

Two final measures of need are seen in HACCC's most recent housing choice voucher and public housing wait list openings. In November 2008 the voucher wait list opening attracted nearly 40,000 families who applied for 6,000 positions on the wait list. In addition, over 45,000 households are waiting for Project-Based Voucher units. In March 2017, nearly 17,000 families applied for the wait list for HACCC's 963-unit public housing program.

B.1 (c) Deconcentration Policy

Deconcentration of Poverty and Income-Mixing [24 CFR 903.1 and 903.2]

HACCC's admission policy must be designed to provide for deconcentration of poverty and income-mixing by bringing higher income tenants into lower income projects and lower income tenants into higher income projects. A statement of HACCC's deconcentration policies must be included in its annual plan [24 CFR 903.7(b)].

HACCC's deconcentration policy must comply with its obligation to meet the income targeting requirement [24 CFR 903.2(c)(5)].

Developments subject to the deconcentration requirement are referred to as 'covered developments' and include general occupancy (family) public housing developments. The following developments are not subject to deconcentration and income mixing requirements: developments operated by a PHA with fewer than 100 public housing units; mixed population or developments designated specifically for elderly or disabled families; developments operated by a PHA with only one general occupancy development; developments approved for demolition or for conversion to tenant-based public housing; and developments approved for a mixed-finance plan using HOPE VI or public housing funds [24 CFR 903.2(b)].

Steps for Implementation [24 CFR 903.2(c)(1)]

To implement the statutory requirement to deconcentrate poverty and provide for income mixing in covered developments, HACCC must comply with the following steps:

Step 1. HACCC must determine the average income of all families residing in all HACCC's covered developments. HACCC may use the median income, instead of average income, provided that HACCC includes a written explanation in its annual plan justifying the use of median income.

HACCC Policy

HACCC will determine the average income of all families in all covered developments on an annual basis.

Step 2. HACCC must determine the average income (or median income, if median income was used in Step 1) of all families residing in each covered development. In determining average income for each development, HACCC has the option of adjusting its income analysis for unit size in accordance with procedures prescribed by HUD.

HACCC Policy

HACCC will determine the average income of all families residing in each covered development (not adjusting for unit size) on an annual basis.

Step 3. HACCC must then determine whether each of its covered developments falls above, within, or below the established income range (EIR), which is from 85% to 115% of the average family income determined in Step 1. However, the upper limit must never be less than the income at which a family would be defined as an extremely low income family (30% of median income).

Step 4. HACCC with covered developments having average incomes outside the EIR must then determine whether or not these developments are consistent with its local goals and annual plan.

Step 5. Where the income profile for a covered development is not explained or justified in the annual plan submission, HACCC must include in its admission policy its specific policy to provide for deconcentration of poverty and income mixing.

Depending on local circumstances HACCC's deconcentration policy may include, but is not limited to the following:

- Providing incentives to encourage families to accept units in developments where their income level is needed, including rent incentives, affirmative marketing plans, or added amenities
- Targeting investment and capital improvements toward developments with an average income below the EIR to encourage families with incomes above the EIR to accept units in those developments
- Establishing a preference for admission of working families in developments below the EIR
- Skipping a family on the waiting list to reach another family in an effort to further the goals of deconcentration
- Providing other strategies permitted by statute and determined by HACCC in consultation with the residents and the community through the annual plan process to be responsive to local needs and PHA strategic objectives

A family has the sole discretion whether to accept an offer of a unit made under HACCC's deconcentration policy. HACCC must not take any adverse action toward any eligible family for choosing not to accept an offer of a unit under HACCC's deconcentration policy [24 CFR 903.2(c)(4)].

If, at annual review, the average incomes at all general occupancy developments are within the EIR, HACCC will be considered to be in compliance with the deconcentration requirement and no further action is required.

Deconcentration Incentives

HACCC has 3 general occupancy (family) public housing developments covered by the deconcentration rule. None of these covered developments have average incomes above or below 85% to 115% of the average incomes of all such developments. The Contra Costa Housing Authority will analyze developments on a regular basis according to the deconcentration rule.

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 recently completed a demolition action for 128 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 were disposed through the RAD Conversion process and a separate application process was completed for demolition and disposition of those 107 units and corresponding release of the DOT.

Timeline: An application for demo/dispo of the RAD units was approved through HUD's Special Applications Center in October of 2019. Demolition of the units in properties 006 and 009A for the non-RAD units was completed in October of 2020. HACCC plans to issue 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 consultants in order to identify funding mechanisms to rehabilitate or redevelop all of its public housing properties. An analysis completed by CSG showed 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 1889 project-based vouchers (PBV). In addition, HACCC has approved 288 RAD PBV units for thirteen projects, including one under the RAD 2 component for conversion of a Mod Rehab Single Room Occupancy property and two from the City of Richmond. The RAD PBVs are replacement housing for units removed from the public housing inventory at Las Deltas and the Richmond Housing Authority's Public Housing disposition. 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.
- e) Moreover, it is anticipated that over the course of the next five years, three other sites from Richmond will be converted under RAD or Section 18 Demolition and Disposition that will allocate another 267 PBVs for HACCC to administer.

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;
- Awarded a new round of 388 PBVs to 17 projects throughout Contra Cost County. These vouchers, including the PBVs, helped fund 1265 additional units of affordable housing for Contra Costa County. 138 units are part of a Richmond Housing Authority Public Housing disposition action. Total PBVs assisted to date = 2177.
- Continue to partner with County to maximize utilization of Shelter-Plus Care program. Now serve over 325 households;
- Housed nearly 263 veteran households through the VASH program;
- Transitioned a 11-unit HUD Multi-Family housing development to Enhanced Vouchers;
- Successfully placed 2 households into the HCV Homeownership Program with three additional households actively searching for homes for a total of 10 households to date;
- Maintained average occupancy at most properties to 98% or better.
- Housed 172 households in the Mainstream program for non-elderly disabled households.
- Received 201 Emergency Housing Vouchers to assist households in Permanent Supportive Housing and County Shelters transition to permanent housing and thus making slots available for unsheltered families to move to shelters and sheltered households to move to Permanent Supportive Housing.

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. 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 97-98%;
- Work order turnaround times continue to improve through the implementation of new processes;
- Landscape and hardscape improvements to be addressed at four sites, with others to

come as budgeted.

- Continue to operate medical office in the Bayo Vista development, operated in collaboration with Life Long Medical services.
- PASS scores for public housing unit inspections continue to meet expectations
- HACCC continues 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.
- Secured a Breakthrough Grant to facilitate the development of affordable housing in North Richmond and specifically on the former Las Deltas public housing site.
- Trip hazards have been mitigated at three sites and the other six are in progress.
- Ongoing tree trimming/removal at all sites.
- Phase 1 of Modernization at Alhambra Terrace will be ready to go out for bid in the next 60 days.

Goal: Provide an Improved Living Environment

Progress Report:

- Provided funding for additional police/Sheriff patrols at two 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;
- Camera installation continues to benefit properties; Looking for additional funding for camera systems at other properties.
- Continue to increase the number of RAB members
- Establishing a timeline to reinstsate youth activities in El Pueblo Housing Development as we had to close due to Covid-19. The Center will provide a variety of activities including recreational, afterschool program and library programs;
- Expanded RAB meetings to be held virtually
- Partnered with the County to offer Head Start facilities at three 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-sufficiencand Asset Development of Assisted Households

Progress Report:

- Since January of 2016, HACCC had 53 participants graduate from its FSS Program with over \$852,779 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 and Habitat for Humanity to sign MOUs that aligns common goals for self-sufficiency for low income families in Contra Costa County;
- Continue to promote partnerships with Public Housing tenants and Voucher recipients to be hired as Section 3 employees to help maintain landscaping services to HACCC's properties .

Goal: Ensure Equal Opportunity in Housing

Progress Report:

- Established a Reasonable Accommodation protocols 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.

Part I: Summary					
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations	\$960,000.00			
3	1408 Management Improvement	\$384,000.00			
4	1410 Administration	\$384,000.00			
5	1480 General Capital Activity	\$2,115,480.00			
6	1492 MovingToWorkDemonstration				
7	1501 Collater Exp / Debt Srvc				
8	1503 RAD-CFP				
9	1504 Rad Investment Activity				
10	1505 RAD-CPT				
11	1509 Preparing for, Preventing and Responding to Coronavirus (1509)				

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

Part I: Summary					
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/Emergencies <input type="checkbox"/> Revised Annual Statement (Revision No:)					
<input type="checkbox"/> Performance and Evaluation Report for Period Ending: <input type="checkbox"/> Final Performance and Evaluation Report					
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
12	9000 Debt Reserves				
13	9001 Bond Debt Obligation				
14	9002 Loan Debt Obligation				
15	RESERVED				
16	RESERVED				
17	RESERVED				
18a	RESERVED				
18ba	RESERVED				
19	RESERVED				
20	RESERVED				
21	Amount of Annual Grant: (sum of lines 2-20)	\$3,843,480.00			

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 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
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Part I: Summary					
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. Date of CFFP:		FFY of Grant: FFY of Grant Approval:	
Type of Grant					
<input checked="" type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Reserve for Disasters/Emergencies		<input type="checkbox"/> Revised Annual Statement (Revision No:)	
<input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost ⁽¹⁾	
		Original	Revised ⁽²⁾	Obligated	Expended
22	Amount of line 21 Related to LBP Activities				
23	Amount of line 21 Related to Section 504 Activities				
24	Amount of line 21 Related to Security - Soft Costs				
25	Amount of line 21 Related to Security - Hard Costs				
26	Amount of line 21 Related to Energy Conservation Measures				

Signature of Executive Director /S/ MF2240	Date 06/27/2022	Signature of Public Housing Director	Date
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 (2) To be completed for the Performance and Evaluation Report or a Revised Annual Statement
 (3) PHAs with under 250 units in management may use 100% of CFP Grants for operations
 (4) RHF funds shall be include here

Part II: Supporting Pages								
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CA011200000 - VISTA DEL CAMINO	Vista del Camino Remodel Select Units (Dwelling Unit-Site Work (1480),Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480)) Description : Interior and exterior multiphased modernization	1480		\$80,000.00				
CA011800000 - CASA DE SERENA	Casa de Serena Remodel Select Units (Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480),Dwelling Unit-Exterior (1480)) Description : Interior and exterior multiphased modernization	1480		\$85,231.00				
CA011100000 - ALHAMBRA TERRACE	Hacienda Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : interior and exterior multiphased modernization	1480		\$50,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CA011900000 - ELDER WINDS	Elder Winds Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Interior and exterior multiphased modernization	1480		\$70,000.00				
CA011200000 - VISTA DEL CAMINO	Kidd Manor Comprehensive Modernization (Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480),Dwelling Unit-Exterior (1480)) Description : Interior and exterior multiphased modernization	1480		\$50,000.00				
CA011100000 - ALHAMBRA TERRACE	Alhambra Terrace Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Interior and exterior multiphased modernization	1480		\$550,542.00				

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(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CA011300000 - LOS NOGALES	Casa de Manana Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Interior and exterior multiphased modernization	1480		\$50,000.00				
CA011700000 - LAS DELTAS	Unit Window & Door Covers (Dwelling Unit-Exterior (1480)) Description : Install metal covers at windows and doors of select units.	1480		\$79,380.00				
Not associated with any specific development	Operations (Operations (1406)) Description : Operations	1406		\$960,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. CFPP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
Not associated with any specific development	Management Improvements (Management Improvement (1408)) Description : Management Improvements	1408		\$384,000.00				
Not associated with any specific development	Fees & Costs, Audit (Contract Administration (1480)) Description : Fees & Costs, Audit	1480		\$230,047.00				
Not associated with any specific development	Administration (Administration (1410)) Description : Administration	1410		\$384,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CA011900000 - ELDER WINDS	Bridgemont Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Select unit interior and exterior modernization.	1480		\$50,000.00				
CA011300000 - LOS NOGALES	Los Nogales Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Select unit comprehensive exterior and interior modernization.	1480		\$50,000.00				
CA011500000 - EL PUEBLO	El Pueblo Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Select unit comprehensive interior and exterior modernization.	1480		\$50,000.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part II: Supporting Pages								
PHA Name: Housing Authority of the County Contra Costa		Grant Type and Number Capital Fund Program Grant No. CA01P01150122 Replacement Housing Factor Grant No. CFFP(Yes/No):				Federal FFY of Grant:		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost		Total Actual Cost ⁽²⁾		Status of Work
				Original	Revised ⁽¹⁾	Funds Obligated	Funds Expended	
CA011400000 - BAYO VISTA	Bayo Vista Remodel Select Units (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480),Non-Dwelling Exterior (1480),Non-Dwelling Site Work (1480)) Description : Interior and exterior multiphased modernization	1480		\$669,853.00				
CA011300000 - LOS NOGALES	Los Arboles Comprehensive Modernization (Dwelling Unit-Exterior (1480),Dwelling Unit-Interior (1480),Dwelling Unit-Site Work (1480)) Description : Select unit comprehensive interior and exterior modernization.	1480		\$50,427.00				
	Total:			\$3,843,480.00				

(1) To be completed for the Performance and Evaluation Report or a Revised Annual Statement

(2) To be completed for the Performance and Evaluation Report

Part III: Implementation Schedule for Capital Fund Financing Program					
PHA Name: Housing Authority of the County Contra Costa				Federal FFY of Grant:	
Development Number Name/PHA-Wide Activities	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)		Reasons for Revised Target Dates ⁽¹⁾
	Original Obligation End Date	Actual Obligation End Date	Original Expenditure End Date	Actual Expenditure End Date	

(1) Obligation and expenditure end dated can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended.

- \$750,000 - Replacement of select roofs at the Bayo Vista development.
- \$327,000 - Repair and conversion of the electrical infrastructure at the Alhambra Terrace development.
- \$292,000 - Phase 1 modernization of the Alhambra Terrace development.
- \$168,000 - Security window and door covers for vacant units at the Las Deltas development.
- \$162,000 - Boiler replacement at the Kidd Manor development.
- \$100,000 - Elevator modernization at the Elder Winds development.
- \$30,000 - Roof refurbishing at the Kidd Manor development.
- \$160,000 - Computer upgrades.
- \$55,000 - Installation of bath exhaust fans at the Vista del Camino development.
- \$50,000 - Concrete flatwork repairs at various developments.
- \$28,000 - Replace refrigerators, ranges, and other dwelling equipment.
- \$27,000 - Roof repairs at various developments.

**RAB Meeting
October 13, 2022
RAB Member Comments**

Initial RAB Meeting regarding Annual Plan specifically, Tony Ucciferri provided an overview of Annual Plan and documents. Also discussed future meeting dates.

Question:

Mindy Lee: On Affirmatively Furthering Fair Housing, we had a group come out that was looking at concentrated populations in public housing and I was wondering about the outcome of that and whether or not it will be utilized to make our neighborhoods more diverse.

Answer:

A report was drafted however, before our PHA could formally adopt it the Affordably Furthering Fair Housing process was rescinded by HUD under the Trump administration. The PHA has a product out of it and if you want to read it I can share it with you but it is lengthy. I will add that a lot of it did not get implemented in the way that it was in the report. It was applied to AI (Assessment of Impediments) in Fair Housing. Results in report carried into AI. Decision was made that because significant time and effort was put into this document, to use it. The AI became the alternative document.

Question:

Mindy Lee: And where did you say we could find it, again?

Answer:

Its on Contra Costa County's website, and actually if you just google Assessment of Impediments to Fair Housing for Contra Costa County it will be easier to find.

Question:

Cynthia Jordan: No later than the 28th we must be completed for public comment but where does the public comment come in?

Answer:

The 28th is our deadline to submit the advertisement to the newspaper. We include your public comment in the Annual Plan documents and then we document the public comment during the Board meeting and add their comments to your RAB comments before we submit to HUD.

Question:

Gina Harrington: Is this meeting in December in person?

Answer:

I don't know that they are meeting in person. Some have been in person, and some have been dialing in. Hybrid meetings are in place so that you are able to make a public comment. Explained process for Zoom, public comment.

**RAB Meeting
October 20, 2022
RAB Member Comments**

Question:

Tony Ucciferri: Is this list of items the entire Capital Fund budget?

Answer:

It is not, this is for the hard costs associated with construction. It is also likely that projects may come up that will require us to make the repairs as needed.

Question:

Cynthia Jordan: The \$28,000 for the replacement of refrigerators.

Answer:

Sometimes it is a part of the modernization but a lot of it is a part of our ongoing replacement.

Question:

Cynthia Jordan: With the rising costs, I don't see \$28,000 being enough to replace appliances across the board.

Answer:

This is just the allocation from the Capital Fund but also, these amounts can change. This is a number based on average costs and to approximate budget.

Question:

Cynthia Jordan: Regarding the installation of bathroom fans at Vista Del Camino, are there fans there already or is this a new project?

Answer:

There aren't any bathroom fans currently, we inherited this property from the then San Pablo Housing Authority. To my knowledge this is the only property that does not have bathroom exhaust fans so we plan to change that.

Question:

Cynthia Jordan: Tree Services, you didn't mention that, but in the past there was monies allocated and there are tree services that are unfinished here at Casa de Manana. They removed the trees and not the stumps. Its been a year and the stumps are there.

Answer:

You are correct, there is still money in the previous grant year. If we still have outstanding monies for a line item we may not choose to allocate it in the next grant year. We can also choose to hold those monies for the completion of the projects. Sometimes, the larger stumps require machinery. Speak to your property manager and I can come around too.

Question:

Gina Harrington: On these figures, are they hard costs for parts or for labor as well?

Answer:

It does include labor.

Question:

Timothy Stelly: Are we going from gas to electric – concerned about carbon footprint.

Answer:

Not at this time. At Alhambra Terrace we are working to move to electric as we complete our modernization.

Question:

Cynthia Jordan: Regarding security windows, seems like an awful lot of money. Do you see yourself recovering any of that money with the sale of the property?

Answer:

We do. Some sites will be sold at Fair Market. HUD requires that money to go back into Public Housing. We plan to pay back the Housing Authority for the costs that were associated with the RAD of Las Deltas.

Question:

Mindy Lee: Robert, for the \$168,000 in computer upgrades. Will that include security cameras at property, specifically at Elder Winds?

Answer:

The money is used in a variety of ways but I do not know the answer to that at this time.

Question:

Cynthia Jordan: Are the old computers recyclable?

Answer:

Excellent question, I would have to defer to IT but they are not on the call today. We can find out.

Question:

Timothy Stelly: For the last two years, the signs at El Pueblo are wrong. The GPS is wrong. By the time the ambulance got to El Pueblo, it took them 8 minutes to find my unit. Everything is misdelivered. This can cost someone their life.

Answer:

This is a shared frustration for us as well. The City of Pittsburg does own the streets that go through El Pueblo. Having brought this up – if this is affecting our residents. We can prioritize this as a project for our teams to correct this. This is the first we're hearing of this specific issue, but we can work with the property management to reach a decision that will rectify this issue.

Question:

Cynthia Jordan: With the non-elderly disabled households the 172, is that all the vouchers that HUD gave you?

Answer:

Yes, they gave us 55. Then an additional 17. Then the following year, we got 100. So, we teamed with Health, Housing, and Homelessness to assist.

RAB Meeting
October 27, 2022
RAB Member Comments

Question:

What is update the VAWA Certifications and Exhibits in the ACOP?

Answer:

VAWA is Violence against Women Act.

Question:

What is the Rent-cafe Portal?

Answer:

Rent-café allows us to do on-line applications and soon will allow tenants to do annual recertifications online.

Question:

If you are a Disabled Veteran, do you move to the top of the waitlist and if so, is it in writing?

Answer:

Don't know that you would move to the top of the list, but you would have a preference. We do not ask what the disability is, but it must be verified. Asset Manager can meet with you to go over further.

Question:

What is EIV?

Answer:

Earned Income Verification it is a tool we use to verify all income also job history.

Question:

What is ACOP?

Answer:

Admission Continued Occupancy Policy

Question:

Are non-elderly disabled a preference point?

Answer:

In Public Housing elderly or disabled regardless of age is a preference point.

Question:

Is there a process in place that would help a tenant if the information on the EIV is incorrect?

Answer:

EIV is tied to Social Security. We show a printout of the EIV to the tenant if they disagree, they will need to contract the agency to correct it.

Question:

Direct deposit for rent payments?

Answer:

We are working on that now, should be in place soon.

RAB Meeting
November 3, 2022
RAB Member Comments

Question:

Are we affiliated with Hacienda Richmond?

Answer:

Yes

Question:

How does that work?

Answer:

Inspections will start around November 14, 2022, for Hacienda, when complete it will house 148 PBV tenants.

Question:

Are there other companies involved?

Answer:

Mercy Housing is the new owner. Richmond Housing did a land lease with them.

Question:

How successful are tenants with an HCV in finding a home?

Answer:

24 years ago, only 1 in 4 vouchers issued found a home. There are more units available now. The payment standards have gone up. We are at a place where most tenants with a voucher find a place. Navigation assistance is very helpful, like VASH has a team of people who help find units. The emergency vouchers we received came with funding that helps people find units and is very successful. We continue to ask HUD for more funding to help tenants and owners navigate the voucher program.

Question:

Do you have a list of County/States that participate in the voucher program?

Answer:

We work with Affordable Housing.com. Owners list units that they would like to rent to tenants with a Sec-8 vouchers.

Question:

Will Sec-8 waitlist open? Can you be on two list at the same time?

Answer:

When the waitlist opens it will be for 24 months. Yes, you can be on two list at the same time.

Question:

Some of the street signs in El Pueblo are not in the correct place?

Answer:

Asset Manager will meet with tenants next week to look at signs.

**RAB Meeting
November 17, 2022
RAB Member Comments**

Question:

El Pueblo - Regarding Thanksgiving Dinner?

Answer:

Stefanie will be out next week to discuss. Joann is willing to help in anyway.

Question

El Pueblo - Would like to have Friday night movies back?

Answer:

Asset Managers will meet in the following week to discuss.

Public Housing Question:

Would like to restart the Resident Council/Community Board Meeting?

Answer:

Asset Managers will meet in December with residents to help.

Capital Fund Question:

El Pueblo/Joann - Cold air coming from windows & doors of occupied units?

Answer:

Asset manager is talking with Director of Development to add to Capitol Fund. Please put in a work order.

Question:

Concrete repair?

Answer:

Have had a lot of work done with Trip Stop, but they were unable to fix all of it. Cement Contractors will be working on it also. Please notify Asset Managers of any problems you notice.

Question:

Heaters not working properly?

Answer:

Please call in a work order and call after hours number if needed.

Question:

Once it goes to the public do they vote on it?

Answer:

The public does not vote on this, they can come to one of our offices to review the PHA plan documents, make comments and ask questions in writing or email until December 13, 2022. On December 13, 2022, it will go to the Board of Commissioners not the Board of Supervisors. There will be a public hearing where people will be allowed to come and speak on the PHA plan documents. After the comments the commissioners have a chance to speak. At that point the commission will vote on the plan to move forward to HUD. We have 45 days after December 13,2022 to get it to HUD at that point it would become effective April 1, 2023.

Question:

Would the public be able to override it.

Answer:

The public does not have the right to override it. Only ask questions and make comments.

HOUSING RESIDENT ADVISORY BOARD
SUGGESTIONS

Suggestion to expand the supply of Assisted Housing

1. Work closer with groups like non-profit housing developers or other type of housing agencies to provide units to residents.
2. Look into buying dilapidated and/or abandoned homes and refurbish them and rent the units to HCV participants
3. Access older properties and figure out reasonable ways and means of improvement.
4. Purchase hotels, motels or vacant homes and rent rooms to single persons.
5. Encourage landlords to lease their property to family's HCV programs.
6. Improve success rate of finding housing for voucher holders.
7. More Project Based Voucher partnerships with developers.
8. Seek more funding opportunities for more vouchers/housing.
9. Form partnerships with private entities to help finance the purchase of properties for rent to low income families.

Suggestion to improve the quality of Assisted Housing

1. Look into using other federal funding (if possible), CDBG, private investors (who could contribute labor and materials as a tax write-off).
2. Explore the idea to have tenants work with agencies to receive funding to purchase and rebuild units in areas they currently live.
3. Work with banks to supply low-interest loans to residents to purchase a home.
4. Change filters in the furnace and air conditioner in units.
5. When tenants move into units provide helpful hints and tips on cleaning the stove and areas in the kitchen.
6. Provide tenants trash rules to avoid the trash from being spread throughout the complex.
7. Install fire extinguishers on the outside of buildings at all Senior/Disable properties
8. Expand security camera program to all sites.
9. Property Managers or Assistants should walk the property at least twice of week to have cars tagged and have areas cleaned up.
10. Have training for some maintenance to improve the quality of work.
11. Retrofit all units with energy saving improvements such as double pane windows, electric stoves and weather stripping on doors and windows.
12. Continue to repair uneven sidewalks and concrete along walking paths.
13. Assess properties for physical needs and make improvements.
14. Improving landscaping at properties

Suggestion to provide an improved Living Environment

1. For repair work hire outside contractors willing to donate time and materials in lieu of financial compensation, but they could get a tax write-offs.

HOUSING RESIDENT ADVISORY BOARD

SUGGESTIONS (CONT)

Suggestion to provide an improved Living Environment(cont)

2. Begin training programs for interested tenants that teach them how to perform their own small maintenance needs. Some expenses incurred could be deducted from tenant's rent. Repairs would be done under HA supervision and with prior consent of management.
3. Work with county to rid properties of raccoons, feral cats, opossums, wasps' nests, etc
4. Residents need to get involved in improving their complexes.
5. Explore options to improve landscaping at properties.
6. Work with local police agencies to get police logs for troubled tenants.
7. Upgrade all appliances in the units.
8. Improve the sewer lines at properties.
9. Expand the tenant involvement in activities at property and activate tenant resident councils at all sites
10. Explore having picnic tables with chess or checkers board built in for residents to play on.
11. Look into have lawn activities at Senior/Disable properties.
12. Restore Friday Night Movies for residents in Senior buildings
13. Upgrade lighting at properties.
14. Remove glass shower doors for Senior/Disable clients and get tub with lower sides.
15. Improve signage at El Pueblo so deliveries and medical responders know where units are. Addresses are not clear or obvious.
16. Open up community centers at all properties and help residents utilize the facilities.
17. Have Town Hall meetings and workshops to get more feedback, opinions and concerns from residents.
18. Encourage all properties to share resources such as expansion of social programs and resident networking.

Suggestion to promote Self-Sufficiency and Asset Development of Assisted Households

1. Organize a program where tenants are taught how to survive after a natural disaster.
2. Properties should have a community newsletter.
3. Expand resource centers at more properties.
4. Organize more social activities at Disable/Senior properties.
5. Allow tenants to pay rent electronically
6. Create a homeownership program for public housing residents
7. Host job fairs at properties and make tenants aware of the various social programs HACCC has.

**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 3/31/2024

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

I, Gabriel Lemus, the Assistant Deputy Director
Official's Name *Official's Title*

certify that the 5-Year PHA Plan for fiscal years _____ and/or Annual PHA Plan for fiscal
year 2023 of the Housing Authority of the County of Contra Costa is consistent with the
PHA Name

Consolidated Plan or State Consolidated Plan including the Analysis of Impediments (AI) to Fair
Housing Choice or Assessment of Fair Housing (AFH) as applicable to the

County of Contra Costa

Local Jurisdiction Name

pursuant to 24 CFR Part 91 and 24 CFR §§ 903.7(o)(3) and 903.15.

Provide a description of how the PHA Plan's contents are consistent with the Consolidated Plan or
State Consolidated Plan.

The Consolidated Plan is created and implemented with the input of the Housing Authority and its
residents. Both plans address the services available to low and very low income households and how
each agency is providing affordable housing to low-income and very-low income eligible residents

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:

Gabriel Lemus

Title:

Assistant Deputy Director

Signature:

Date: October 24, 2022

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. This information is collected to
ensure consistency with the consolidated plan or state consolidated plan.

Public reporting burden for this information collection is estimated to average 0.16 hours per year 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.

**Certifications of Compliance with
PHA Plan 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 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ X ___ Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 4/1/2023, 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 (24 CFR § 91.2).
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 (AI) to Fair Housing Choice, or Assessment of Fair Housing (AFH) when applicable, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan (24 CFR §§ 91.2, 91.225, 91.325, and 91.425).
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 provides assurance as part of this certification that:
 - (i) The Resident Advisory Board had an opportunity to review and comment on the changes to the policies and programs before implementation by the PHA;
 - (ii) The changes were duly approved by the PHA Board of Directors (or similar governing body); and
 - (iii) The revised policies and programs are available for review and inspection, at the principal office of the PHA during normal business hours.
5. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
6. The PHA certifies that it will carry out the public housing program of the agency in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d-2000d-4), the Fair Housing Act (42 U.S.C. 3601-19), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), title II of the Americans with Disabilities Act (42 U.S.C. 12101 et seq.), and other applicable civil rights requirements and that it will affirmatively further fair housing in the administration of the program. In addition, if it administers a Housing Choice Voucher Program, the PHA certifies that it will administer the program in conformity with the Fair Housing Act, title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, title II of the Americans with Disabilities Act, and other applicable civil rights requirements, and that it will affirmatively further fair housing in the administration of the program.
7. The PHA will affirmatively further fair housing, which means that it will take meaningful actions to further the goals identified in the Assessment of Fair Housing (AFH) conducted in accordance with the requirements of 24 CFR § 5.150 through 5.180, that it will take no action that is materially inconsistent with its obligation to affirmatively further fair housing, and that it will address fair housing issues and contributing factors in its programs, in accordance with 24 CFR § 903.7(o)(3). The PHA will fulfill the requirements at 24 CFR § 903.7(o) and 24 CFR § 903.15(d). Until such time as the PHA is required to submit an AFH, the PHA will fulfill the requirements at 24 CFR § 903.7(o) promulgated prior to August 17, 2015, which means that it examines its programs or proposed programs; identifies any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement; and maintains records reflecting these analyses and actions.
8. For PHA Plans that include 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 2011-65);

- 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; and
 - 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 903.7(o)(1).
9. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
 10. In accordance with 24 CFR § 5.105(a)(2), HUD's Equal Access Rule, the PHA will not make a determination of eligibility for housing based on sexual orientation, gender identify, or marital status and will make no inquiries concerning the gender identification or sexual orientation of an applicant for or occupant of HUD-assisted housing.
 11. 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.
 12. 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.
 13. 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.
 14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).
 15. 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.
 16. 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.
 17. The PHA will keep records in accordance with 2 CFR 200.333 and facilitate an effective audit to determine compliance with program requirements.
 18. 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.
 19. The PHA will comply with the policies, guidelines, and requirements of 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Financial Assistance, including but not limited to submitting the assurances required under 24 CFR §§ 1.5, 3.115, 8.50, and 107.25 by submitting an SF-424, including the required assurances in SF-424B or D, as applicable.
 20. 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.
 21. 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

Annual PHA Plan for Fiscal Year 2023

5-Year PHA Plan for Fiscal Years 20____ - 20____

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

Name of Executive Director

Name Board Chairman

Signature

Date 12/13/2022

Signature

Date 12/13/2022

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**Certifications of Compliance with
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U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
OMB No. 2577-0226
Expires 3/31/2024

**PHA Certifications of Compliance with PHA Plan, Civil Rights, and Related Laws and Regulations
including PHA Plan Elements that Have Changed**

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairperson or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan, hereinafter referred to as "the Plan", of which this document is a part, and make the following certification and agreements with the Department of Housing and Urban Development (HUD) for the PHA fiscal year beginning 4/1/2023, in connection with the submission of the Plan and implementation thereof:

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Housing Authority of the County of Contra Costa
PHA Name

CA011
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2023

5-Year PHA Plan for Fiscal Years 20__ - 20__

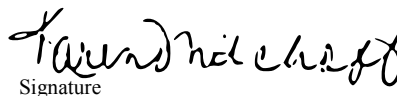
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Name of Executive Director

Name Board Chairman

Signature

Date 12/13/2022


Signature

Date 12/13/2022

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To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: December 13, 2022



Contra
Costa
County

Subject: AWARD OF NEW HOMELESS VOUCHER FUNDING

RECOMMENDATIONS

ACCEPT a report on the award of 45 new vouchers for homeless individuals and their families from the U.S. Department of Housing and Urban Development (HUD) and an update on the Housing Authority’s various homeless housing programs.

BACKGROUND

The 45 new homeless vouchers are funded through the Veterans Affairs Supportive Housing (VASH) program. VASH is a collaborative program funded through both HUD and the U.S. Department of Veterans Affairs (VA). VASH combines HUD housing vouchers with VA supportive services to help homeless Veterans and their families find and sustain permanent housing. Entry to the program is through the VA. In addition to HACCC, the Pittsburg Housing Authority operates a VASH program with participants living both in the City of Pittsburg and in HACCC’s jurisdiction. The “VASH – Pittsburg/HACCC” line in the chart below indicates how many of Pittsburg’s VASH clients live in HACCC’s jurisdiction (currently 40).

While each of HACCC's programs are available to serve the homeless via the normal application process, VASH is one of fourteen programs operated by HACCC that specifically target homeless individuals and families. The programs, and the current number of participants in each, are as follows:

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen, Commissioner
Diane Burgis, Commissioner
Karen Mitchoff, Commissioner
Federal D. Glover, Commissioner
Cynthia Jordan, Commissioner

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 13, 2022
Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
Joann Segura, Commissioner

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

Homeless Set-asides

Mainstream	172
Project-based Vouchers (committed to homeless)	118
Garden Park Apartments, Pleasant Hill (27)	
Idaho Apartments, El Cerrito/Richmond (28)	
Lakeside Apartments, Concord (11)	
Lily Mae Jones, Richmond (8)	
Robin Lane, Concord (5)	
St. Paul's, Walnut Creek (14)	
Hacienda Senior Apartments (25) – <i>open soon</i>	
Project-based COC	15
Lakeside Apartments, Concord (4)	
Ohio Ave, Richmond (6)	
Villa Vasconcellos, Walnut Creek (5)	
Tenant-based COC (Shelter Plus Care) (2018-2020 avg.)	267
VASH	348
VASH - HACCC (308)	
VASH – Pittsburg/HACCC (40)	
Total	920

Pending Commitments (HUD shortfall)

Moving On	50
Committed Total	970

FISCAL IMPACT

The Housing Authority (HACCC) is awaiting HUD's funding notice tied to this award. However, based on recent funding received, HACCC expects to receive approximately \$1,022,231 in 12-month budget authority from HUD to support these 45 new vouchers.

CONSEQUENCE OF NEGATIVE ACTION

None. Informational item only.

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 13, 2022



Contra
 Costa
 County

Subject: INVESTMENT REPORT FOR THE QUARTER ENDING SEPTEMBER 30, 2022

RECOMMENDATIONS

RECEIVE the Housing Authority of the County of Contra Costa's investment report for the quarter ending September 30th, 2022.

BACKGROUND

California Government Code (CGC) Section 53646 requires the Housing Authority of the County of Contra Costa (HACCC) to present the Board of Commissioners with a quarterly investment report that provides a complete description of HACCC's portfolio. The report is required to show the issuers, type of investments, maturity dates, par values (equal to market value here) and the current market values of each component of the portfolio, including funds managed by third party contractors. It must also include the source of the portfolio valuation (in HACCC's case it is the issuer). Finally, the report must provide certifications that (1) all investment actions executed since the last report have been made in full compliance with the Investment Policy and; (2) HACCC will meet its expenditure obligations for the next six months. (CGC 53646(b)). The state-mandated report has been amended to indicate the amount of interest earned and how the interest was allocated. The amended report is attached. In summary, HACCC had \$23,856.83 in interest earnings for the quarter ending September 30th, 2022. 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 Sept 30th, 2022 is shown on the next page.

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen,
 Commissioner
 Diane Burgis, Commissioner
 Karen Mitchoff, Commissioner
 Federal D. Glover, Commissioner
 Cynthia Jordan, Commissioner

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 13, 2022
 Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
 Joann Segura,
 Commissioner

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

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
\$9,590.61			\$3,920.53	\$10,345.69

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

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT : PORTFOLIO HOLDINGS BY TYPE

For Period Ending: 9/30/2022

Issuer	Investment Type	Amount Invested	Yield	Investment Date	Maturity Date	Estimated Value@ Maturity Date
<u>Cantella & Company</u>						
Fidelity Market Reserves	Money Market	44,316.89	1.35%	ongoing	ongoing	44,316.89
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
Citi Bank NA	Certificate of Deposit	145,000.00	3.000%	2/15/19	2/15/24	166,761.92
Morgan Stanley Private Bank	Certificate of Deposit	160,000.00	2.200%	7/25/19	7/25/24	177,619.29
State Bank of India	Certificate of Deposit	140,000.00	1.100%	5/28/20	5/28/25	147,704.22
Texas Exchange Bank	Certificate of Deposit	105,000.00	1.000%	6/19/20	6/19/25	110,252.88
State Bank of India	Certificate of Deposit	105,000.00	1.000%	4/27/21	4/27/26	110,252.88
Sally Mae Bank	Certificate of Deposit	75,000.00	1.050%	9/23/21	9/22/26	78,937.50
Synchrony Bank	Certificate of Deposit	100,000.00	0.950%	9/24/21	9/24/26	104,752.60
Federal Home Loan bank	Govt Agency	115,000.00	1.350%	1/27/22	1/27/26	121,214.25
Federal Home Loan bank	Govt Agency	110,000.00	1.750%	2/04/22	1/27/27	119,588.08
American Express national Bank	Certificate of Deposit	247,000.00	2.000%	3/09/22	3/09/27	271,713.53
Capital One Bank, USA	Certificate of Deposit	230,000.00	2.250%	3/23/22	3/23/27	255,889.18
Ally Bank	Certificate of Deposit	220,000.00	3.100%	5/19/22	5/09/25	240,291.84
BMO Harris Bank	Certificate of Deposit	150,000.00	3.300%	6/15/22	6/15/27	174,763.56
Morgan Stanley Bank	Certificate of Deposit	150,000.00	3.750%	6/30/22	6/30/27	178,140.41
Discover Bank	Certificate of Deposit	140,000.00	3.300%	7/20/22	7/20/26	158,492.66
Sallie Mae Bank	Certificate of Deposit	173,000.00	3.300%	7/20/22	7/21/25	190,158.28
Federal Home Loan bank	Govt Agency	150,000.00	4.000%	9/02/22	8/25/27	179,884.93
Capital One NA	Certificate of Deposit	245,000.00	4.300%	9/30/22	9/30/27	297,703.86
GRAND TOTALS		3,124,316.89				3,499,977.67

L.A.I.F. (Acct # 25-07-003)	Liquid Account	108,311.41	1.35%	ongoing	ongoing	108,311.41
De Anza Gardens, LP	Loan	1,000,000.00	3.00%			1,000,000.00
GRAND TOTALS		4,232,628.30				4,608,289.08

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

INVESTMENT REPORT BY FUND

For Period Ending 9/30/2022

Issuer	Amount Invested	Amount Invested by Fund:				
		Public Housing	Management	Central Office	Housing Choice Voucher	Rental Rehabilitation
<u>Cantella & Company</u>						
Fidelity Market Reserves	44,316.89	25,560.71	15,613.53	3,142.65		
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		
Citi Bank NA	145,000.00			145,000.00		
Morgan Stanley Private Bank	160,000.00		-	160,000.00		
State Bank of India	140,000.00		140,000.00			
Texas Exchange Bank	105,000.00		105,000.00			
State Bank of India	105,000.00	105,000.00				
Sally Mae Bank	75,000.00	-		75,000.00		
Synchrony Bank	100,000.00	100,000.00				
Federal Home Loan bank	115,000.00	115,000.00				
Federal Home Loan bank	110,000.00	110,000.00				
American Express national Bank	247,000.00	247,000.00				
Capital One Bank, USA	230,000.00	230,000.00				
Ally Bank	220,000.00	220,000.00				
BMO Harris Bank	150,000.00	150,000.00				
Morgan Stanley Bank	150,000.00	150,000.00				
Discover Bank	140,000.00	140,000.00				
Sallie Mae Bank	173,000.00		173,000.00			
Federal Home Loan bank	150,000.00	150,000.00				
Capital One NA	245,000.00	245,000.00				
GRAND TOTALS	3,124,316.89	1,987,560.71	533,613.53	603,142.65	-	-

L.A.I.F. (Acct # 25-07-003)	108,311.41	-	-	-		108,311.41
De Anza Gardens, LP	1,000,000.00		1,000,000.00			
GRAND TOTALS	4,232,628.30	1,987,560.71	1,533,613.53	603,142.65	-	108,311.41

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Report per CGC 53646 CURRENT MARKET VALUE

For Period Ending 9/30/2022

Issuer	Investment Type	Maturity Date	Amount Invested	Current Market Value (at 9/30/22)	Yield
<u>Cantella & Company</u>					
Fidelity Market Reserves	Money Market	ongoing	44,316.89	44,316.89	1.35%
Citi Bank NA	Certificate of Deposit	5/04/2023	100,000.00	99,523.00	3.10%
Goldman Sacs	Certificate of Deposit	7/25/2023	100,000.00	99,437.00	3.30%
Commmenty Capital Bank	Certificate of Deposit	8/14/2023	120,000.00	119,187.60	3.25%
Citi Bank NA	Certificate of Deposit	2/15/2024	145,000.00	142,666.95	3.00%
Morgan Stanley Private Bank	Certificate of Deposit	7/25/2024	160,000.00	154,232.00	2.20%
State Bank of India	Certificate of Deposit	5/28/2025	140,000.00	128,725.80	1.10%
Texas Exchange Bank	Certificate of Deposit	6/19/2025	105,000.00	96,031.95	1.00%
State Bank of India	Certificate of Deposit	4/27/2026	105,000.00	93,468.90	1.00%
Sally Mae Bank	Certificate of Deposit	9/22/2026	75,000.00	66,042.75	1.05%
Synchrony Bank	Certificate of Deposit	9/24/2026	100,000.00	87,679.00	0.95%
Federal Home Loan bank	Govt Agency	1/27/2026	115,000.00	103,719.65	1.35%
Federal Home Loan bank	Govt Agency	1/27/2027	110,000.00	98,225.60	1.75%
American Express national Bank	Certificate of Deposit	3/09/2027	247,000.00	223,411.50	2.00%
Capital One Bank, USA	Certificate of Deposit	3/23/2027	230,000.00	210,151.00	2.25%
Ally Bank	Certificate of Deposit	5/09/2025	220,000.00	213,303.20	3.10%
BMO Harris Bank	Certificate of Deposit	6/15/2027	150,000.00	142,933.50	3.30%
Morgan Stanley Bank	Certificate of Deposit	6/30/2027	150,000.00	145,720.00	3.75%
Discover Bank	Certificate of Deposit	7/20/2026	140,000.00	134,881.60	3.30%
Sallie Mae Bank	Certificate of Deposit	7/21/2025	173,000.00	168,273.64	3.30%
Federal Home Loan bank	Govt Agency	8/25/2027	150,000.00	146,712.00	4.00%
Capital One NA	Certificate of Deposit	9/30/2027	245,000.00	243,507.95	4.30%
			3,124,316.89	2,962,151.48	
L.A.I.F. (Acct # 25-07-003)	Liquid Account	ongoing	108,311.41	108,311.41	1.35%
De Anza Gardens, LP	Loan		1,000,000.00	1,000,000.00	3.00%
GRAND TOTALS			4,232,628.30	4,070,462.89	

HOUSING AUTHORITY OF CONTRA COSTA COUNTY

Investment Interest Earnings Report

For Period Ending 9/30/2022

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
<u>Cantella & Company</u>							
Fidelity Market Reserves	44,316.89	147.52	85.09	51.97	10.46	-	-
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	-	-
Citi Bank NA	145,000.00	1,072.60	-	-	1,072.60	-	-
Morgan Stanley Private Bank	160,000.00	867.95	-	-	867.95	-	-
State Bank of India	140,000.00	379.73	-	379.73	-	-	-
Texas Exchange Bank	105,000.00	258.90	-	258.90	-	-	-
State Bank of India	105,000.00	258.90	258.90	-	-	-	-
Sally Mae Bank	75,000.00	194.18	-	-	194.18	-	-
Synchrony Bank	100,000.00	234.25	234.25	-	-	-	-
Federal Home Loan bank	115,000.00	382.81	382.81	-	-	-	-
Federal Home Loan bank	110,000.00	474.66	474.66	-	-	-	-
American Express national Bank	247,000.00	1,218.08	1,218.08	-	-	-	-
Capital One Bank, USA	230,000.00	1,276.03	1,276.03	-	-	-	-
Ally Bank	220,000.00	1,681.64	1,681.64	-	-	-	-
BMO Harris Bank	150,000.00	1,220.55	1,220.55	-	-	-	-
Morgan Stanley Bank	150,000.00	1,386.99	1,386.99	-	-	-	-
Discover Bank	140,000.00	911.34	911.34	-	-	-	-
Sallie Mae Bank	173,000.00	1,126.16	-	1,126.16	-	-	-
Federal Home Loan bank	150,000.00	460.27	460.27	-	-	-	-
Capital One NA	245,000.00	-	-	-	-	-	-
-	3,124,316.89	16,092.28	9,590.61	2,581.14	3,920.53	-	-

L.A.I.F. (Acct # 25-07-003)	108,311.41					367.29	
De Anza Gardens, LP	1,000,000.00	7,397.26		7,397.26			
GRAND TOTALS	4,232,628.30	23,856.83	9,590.61	9,978.40	3,920.53	367.29	-

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 13, 2022



Contra
 Costa
 County

Subject: RATIFY THE HOUSING CHOICE VOUCHER PAYMENT STANDARDS EFFECTIVE OCTOBER 1, 2022

RECOMMENDATIONS

RATIFY the Housing Choice Voucher payment standards for the Housing Authority of the County of Contra Costa effective October 1, 2022.

BACKGROUND

Payment standards are used to calculate the housing assistance payment (HAP), or subsidy, that a housing authority (HA) will pay on behalf of families leasing units under the program. Each HA must establish a schedule of payment standard amounts by bedroom size. The range of possible payment standard amounts is based on HUD's published fair market rent (FMR) schedule for the FMR area within which the HA has jurisdiction. HACCC's payment standards are based on the FMRs for the Oakland-Fremont, CA Metro area which includes all of Alameda and Contra Costa Counties. FMRs are based on the 40th percentile of rents charged for standard housing in the FMR area. This is the dollar amount below which 40 percent of the standard-quality rental housing units are rented. HAs may set their payment standards amounts from 90% to 110% of the published FMRs without HUD approval. Payment standards can be set higher or lower than this basic range in response to market conditions with HUD approval.

The level at which the payment standards are set directly affects the amount of subsidy a family will receive, and the amount of rent paid by program participants. If the payment standard amount is too low:

- Families may need to pay more for rent than they can afford; or
- Families may have a hard time finding acceptable units or units in more desirable areas; or
- Housing choices will be narrowed and the HA's efforts to affirmatively further fair housing will be undermined.

If the payment standards amounts are too high, owners may be encouraged to ask for higher than reasonable rents.

As approved by the Board on January 12, 2016, HACCC's payment standards were split into two different amounts. One payment standard was established for all cities located in East County and a second payment standard was established for the rest of the cities in HACCC's jurisdiction. This was done to give families greater access to housing opportunities in low poverty neighborhoods throughout the County and to limit the tendency for families to lease in high poverty areas concentrated in East County.

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen,
 Commissioner
 Diane Burgis, Commissioner
 Karen Mitchoff, Commissioner
 Federal D. Glover, Commissioner
 Cynthia Jordan, Commissioner

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 13, 2022
 Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
 Joann Segura,
 Commissioner

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

BACKGROUND (CONT'D)

The proposed payment standards are shown below. They are based on the revised FMRs published by HUD on September 1, 2022 and made effective on October 1, 2022. The results of the study indicated that FMRs for all bedroom-size units have gone up between 3.57% and 7.8%.

Since payment standards must be within a range of 90% to 110% of the FMR, HACCC was adjusted the Payments Standards to keep them from exceeding the maximum threshold range. The amount of the payment standards for the East County cities of Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen and Oakley will remain at the same percentage of the FMR as in FY2022. The new East County Payment Standards will be set at 100% of the FMRs and will result in an increased Payment Standard of \$108 to \$161, depending on the bedroom size. For FY2023, the rest of the County will have the payment standards set at approximately 110% of the FMRs. The increase in the Payment Standard will be between \$134 and \$204 depending on the bedroom size.

The proposed payment standards and the new FMRs are as follows:

EAST COUNTY - Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
PS	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706	\$4,261	\$4,817	\$5,373
FMR	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706	\$4,261	\$4,817	\$5,373
% of FMR	100%	100%	100%	100%	100%	100%	100%	100%
Change in PS	\$143	\$132	\$141	\$108	\$113	\$130	\$147	\$161

All Other Cities Except Pittsburg and Richmond:

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
PS	\$1823	\$2165	\$2645	\$3458	\$4076	\$4687	\$5,298	\$5,910
FMR	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706	\$4,261	\$4,817	\$5,373
% of FMR	109.95%	109.95%	109.98%	109.99%	109.98%	110.00%	109.99%	109.99%
Change in PS	\$148	\$134	\$144	\$152	\$141	\$162	\$182	\$204

The changes will be effective October 1, 2022. All annual certifications that have already been processed will not have to be re-calculated since the implementation date of the new payment standards will be January 1, 2022. However, all new contracts and tenancies will begin to use the new Payment Standards on or after October 1, 2022.

FISCAL IMPACT

Funding for this program is provided by the U.S. Department of Housing and Urban Development (HUD). Funding for the proposed change is provided for in the Housing Authority of the County of Contra Costa's (HACCC) current budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners not adopt and approve the proposed payment standards, then HACCC will not be in compliance with HUD regulations and could be subject to financial sanctions or other penalties.

ATTACHMENTS

FMR PS Comparison

CHANGE IN FAIR MARKET RENT FY2022 and FY2023 REVISED FMRS

	0 BR	1 BR	2BR	3 BR	4 BR	5 BR	6 BR	7 BR
FY2022 - (Final)	\$1,538	\$1,854	\$2,274	\$3,006	\$3,578	\$4,114	\$4,651	\$5,188
FY2023 - Proposed FMRs	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706	\$4,261	\$4,817	\$5,373
Percentage Change in FMR	7.80%	6.20%	5.76%	4.59%	3.58%	3.57%	3.57%	3.57%

Current Payment Standards

Current Payment Standard - East County	\$1,515	\$1,837	\$2,264	\$3,036	\$3,593	\$4,131	\$4,670	\$5,212
Current Payment Standard - Rest of Jurisdiction	\$1,675	\$2,031	\$2,501	\$3,306	\$3,935	\$4,525	\$5,116	\$5,706

Proposed Payment Standards

New Payment Standard - 90 % of FMR	\$1,492	\$1,772	\$2,165	\$2,830	\$3,335	\$3,835	\$4,335	\$4,836
New Payment Standard - 95 % of FMR	\$1,575	\$1,871	\$2,285	\$2,987	\$3,521	\$4,048	\$4,576	\$5,104
New Payment Standard - 105 % of FMR	\$1,741	\$2,067	\$2,525	\$3,301	\$3,891	\$4,474	\$5,058	\$5,642
New Payment Standard - 110 % of FMR	\$1,823	\$2,165	\$2,645	\$3,458	\$4,076	\$4,687	\$5,298	\$5,910
New Payment Standard - 120 % of FMR	\$1,989	\$2,362	\$2,886	\$3,772	\$4,447	\$5,113	\$5,780	\$6,447

NEW PAYMENT STANDARDS

	0 BR	1 BR	2BR	3 BR	4 BR	5 BR	6 BR	7 BR
New FY2023 FMR	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706	\$4,261	\$4,817	\$5,373
New PS - East County	\$1,658	\$1,969	\$2,405	\$3,144	\$3,706	\$4,261	\$4,817	\$5,373
New PS - County	\$1,823	\$2,165	\$2,645	\$3,458	\$4,076	\$4,687	\$5,298	\$5,910
Percentage of New East County PS	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
Percentage of New County PS	109.95%	109.95%	109.98%	109.99%	109.98%	110.00%	109.99%	109.99%

Change in PS - East County	\$143	\$132	\$141	\$108	\$113	\$130	\$147	\$161
Change in PS - Rest of County	\$148	\$134	\$144	\$152	\$141	\$162	\$182	\$204

Unit Size Bedrooms	0	1	2	3	4	5	6	7
FMR/Month	\$1,025	\$1,235	\$1,562	\$2,177	\$2,427	\$2,791	\$3,155	\$3,519
Percent Decrease	-1.30%	-2.00%	-1.50%	-1.60%	-10.60%	-10.60%	-10.60%	-10.60%

To: Contra Costa County Housing Authority Board of Commissioners
 From: Joseph Villarreal, Housing Authority
 Date: December 13, 2022



Contra
 Costa
 County

Subject: Claims

RECOMMENDATIONS

DENY claim filed by Rafael Martinez.

BACKGROUND

Rafael Martinez: Personal injury claim for wrist injury in an amount in excess of \$35,000.

FISCAL IMPACT

No fiscal impact.

CONSEQUENCE OF NEGATIVE ACTION

Not acting on the claims could extend the claimants' time limits to file actions against the County.

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen,
 Commissioner
 Diane Burgis, Commissioner
 Karen Mitchoff, Commissioner
 Federal D. Glover, Commissioner
 Cynthia Jordan, Commissioner

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 13, 2022
 Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
 Joann Segura,
 Commissioner

By: June McHuen, Deputy

Contact: Risk Management

cc:

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Housing Authority

Date: December 13, 2022



Contra
Costa
County

Subject: ESTABLISH NEW CLASSIFICATION OF HUMAN RESOURCES SPECIALIST

RECOMMENDATIONS

ESTABLISH a new, Fair Labor Standards Act (FLSA)-Exempt classification of Human Resources Specialist with a five percent (5%) increase between steps, with each step rounded down to the nearest whole dollar: Step 1 through Step 5 (\$61,444 - \$74,684).

BACKGROUND

The Authority currently has one full-time human resources staff person, the Director of Human Resources, for 100 budgeted positions. Due to ongoing recruitment challenges and various leaves of absences, the Authority is in need of a full-time human resources specialist to assist the Director with recruitment, selection, onboarding, performance management, maintaining human resources files and data management, conduct salary surveys and payroll processing. Over the past years, the Authority has periodically hired temporary staff to provide support with these duties and special projects. However, the Authority needs a full-time specialist to assist the Director. The job description for the Human Resources Specialist position is attached. The proposed classification and salary were developed based on a review of salaries in the area.

FISCAL IMPACT

Funding for this position has been approved by the Board in the Authority's current budget.

CONSEQUENCE OF NEGATIVE ACTION

Should the Board of Commissioners elect not to approve the action, the Housing Authority would be unable to employ permanent staff and will continue to utilize a temporary staffing agency to provide human resources services to the Authority.

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen,
Commissioner
Diane Burgis, Commissioner
Karen Mitchoff, Commissioner
Federal D. Glover, Commissioner
Cynthia Jordan, Commissioner

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 13, 2022
Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
Joann Segura,
Commissioner

By: June McHuen, Deputy

Contact: 925-957-8028

cc:

ATTACHMENTS

HR Specialist Job
Description

HR Specialist Salary
Schedule

HOUSING AUTHORITY

of the

COUNTY OF CONTRA COSTA

Approved: 00/00
HACCC.M00

Reviewed: 00/00/00
Revised: 00/00/00

HUMAN RESOURCES SPECIALIST

(FLSA Exempt)

DEFINITION/PURPOSE:

Perform a wide variety of paraprofessional, technical, and administrative duties in support of Human Resources Department programs and activities, primarily in the areas of recruitment, selection, onboarding, benefits, training, payroll, and separation.

DISTINGUISHING CHARACTERISTICS:

This paraprofessional classification is responsible for performing a variety of technical human resources assignments that focus on the administrative lifecycle of Authority employees. The incumbent must maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents. This classification is distinguished from clerical classifications in that the latter perform clerical, receptionist, and/or other administrative support duties, whereas this classification performs higher-level paraprofessional duties that require a significant depth of knowledge concerning human resources activities.

SUPERVISION RECEIVED AND EXERCISED:

Operates under the general supervision of the Director of Human Resources.

Incumbents may provide lead direction to clerical employees.

ESSENTIAL JOB FUNCTIONS: Duties include, but are not limited to, the following:

- Perform a variety of technical and administrative tasks to support human resources programs and functions.
- Coordinate recruitment and selection processes: post job opportunities online; screen applications and resumes for minimum qualifications; establish candidate lists, schedule, and prepare documents for employment testing and interviews; serve as proctor for employment tests and moderator for interviews; send regret notices to applicants and candidates; prepare offer letters.
- Coordinate the onboarding process: schedule and/or coordinate pre-employment physical, Livescan fingerprinting, and DMV Pull Notice Program; request information

technology equipment and setup; prepare employee identification; conduct new employee orientation.

- Prepare and maintain employee files, including payroll and benefit changes and tracking employment and leave history.
- Prepare bi-weekly payroll memorandum with payroll changes in consultation with the Director of Human Resources and Financial Analyst; prepare Personnel Action Forms.
- Coordinate the employee benefit process: enter new hire, qualifying event, and open enrollment changes; terminate enrollment; prepare retirement separation and COBRA forms.
- Coordinate employee evaluation and training: track performance reviews and send reminders to department directors; track years of service and prepare recognition awards; register new hires for mandated training; enroll and coordinate ongoing training offered to staff; track staff training in coordination with department directors.
- Coordinate the employee separation process: collect information technology equipment and Authority-issued badges and keys; notify Information Technology Department to terminate accounts; conduct exit interviews.
- Collect and compile data, conduct preliminary analyses, and prepare reports.
- Maintain strict confidentiality of organizational, employee, and labor relations information, correspondence, materials, and documents.

OTHER JOB FUNCTIONS:

- Perform related duties as assigned.

REQUIREMENTS TO PERFORM ESSENTIAL JOB FUNCTIONS:

Knowledge of:

- Principles and practices of human resources and/or benefits administration.
- Federal, state, and local legislation involving human resources functions.
- Proper business English, including the meaning of words, rules of composition, and grammar.
- Modern office practices and procedures, including filing and the operations of standard office equipment and computer hardware and software.
- Techniques and practices of research methodology, data collection, and preliminary analysis.

Ability to:

- Interpret and explain human resources policies, procedures, laws, standards, and regulations.
- Collect and compile qualitative and quantitative data.
- Use and understand common database, spreadsheet, and word processing applications.

- Learn specialized computer applications.
- Apply basic mathematical and statistical calculations.
- Schedule and coordinate work to meet constant or changing deadlines.
- Identify problems, evaluate possible solutions, and recommend new processes.
- Establish and maintain effective working relationships with internal and external customers and clients.
- Communicate clearly and effectively, both orally and in writing.
- Tactfully interact with the public and representatives of outside agencies.

Licenses and Certificates:

Must possess and maintain an applicable California Driver License and a driving record acceptable to the Authority's insurance provider.

Physical Abilities and Work Environment:

Must have the ability to drive an automobile, sit for lengthy periods of time in a standard indoor office environment, and lift up to 25 pounds. Operate keyboard equipment continuously or intermittently.

Other:

- Provide proof of US citizenship or, if a non-citizen, either lawful admission for permanent residence or authorization for appropriate work by the Immigration and Naturalization Service.
- Will be required to take a post-offer, pre-employment physical examination.
- Livescan fingerprinting.
- Be bondable.

EXPERIENCE AND EDUCATION GUIDELINES:

Any combination of experience and education that would be likely to provide the required knowledge and abilities could be qualifying, as determined by the Authority. A typical way to obtain the knowledge and abilities would be:

Experience:

Two (2) years of full-time experience providing varied administrative support in a human resources department.

Education:

Possession of an associate degree from an accredited college or university in human resources administration, business or public administration, psychology, or a closely related field. Extra education, training, and certificates in related fields may be considered.

HOUSING AUTHORITY of the COUNTY of CONTRA COSTA
SALARY SCHEDULES BY CLASSIFICATION
EXEMPT EMPLOYEES : 6/25/22 - 6/23/23

2.50%

POSITION	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Human Resources Specialist	\$61,444 /yr 5,120 /mo 29.54 /hr	\$64,516 /yr 5,376 /mo 31.01 /hr	\$67,741 /yr 5,645 /mo 32.56 /hr	\$71,128 /yr 5,927 /mo 34.19 /hr	\$74,684 /yr 6,223 /mo 35.90 /hr



To: Board of Supervisors
 From: Joseph Villarreal, Housing Authority
 Date: December 13, 2022

Subject: 2023 Proposed Meeting Schedule for the Housing Authority of the County of Contra Costa Board of Commissioners

RECOMMENDATIONS

ADOPT the proposed 2023 meeting schedule for the Housing Authority of the County of Contra Costa Board of Commissioners, which has been coordinated with the Contra Costa County Board of Supervisors and the Contra Costa County Fire Protection District Board of Directors:

March 7
 May 16
 July 11
 September 12
 December 5

BACKGROUND

Each year, the Board of Commissioners adopts a meeting schedule that designates regular meeting dates and any dates on which meetings must be canceled in anticipation that a quorum of the Board will not be present. The proposed meeting schedule provides five meetings for the Board of Commissioners and has been coordinated with the Contra Costa County Board of Supervisors and the Contra Costa County Fire Protection District. The proposed meeting schedule recognizes the time demands on the Board members due to their participation on committees, and numerous regional and local legislative bodies and task forces, which require preparation, attendance, and involve travel. There are legal provisions to schedule a special meeting to address any urgent need that cannot be accommodated in the standing meeting schedule. The 2023 proposed meeting schedule has been prepared in consultation with the incoming Board Chair and the County Administrator and is recommended for the Board's adoption. The Board of Supervisors has already adopted its schedule.

Action of Board On: 12/13/2022 APPROVED AS RECOMMENDED OTHER

Clerks Notes:

VOTE OF COMMISSIONERS

AYE: Candace Andersen,
 Commissioner
 Diane Burgis, Commissioner
 Karen Mitchoff, Commissioner
 Federal D. Glover, Commissioner
 Cynthia Jordan, Commissioner

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 13, 2022
 Joseph Villarreal, Executive Director

ABSENT: John Gioia, Commissioner
 Joann Segura,
 Commissioner

By: June McHuen, Deputy

Contact: Jami Morrirt, Clerk of the Board

cc: