

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ
AGENDA OF THE REGULAR BOARD MEETING
October 23, 2019
11:30 a.m.
TO BE HELD AT:
HOUSING AUTHORITY OFFICES
2160 41st Avenue, Capitola, CA 95010

1. Roll Call
2. Consideration of Late Additions and Changes to the Agenda
3. Consent Agenda
 - A. Minutes of the Regular Meeting held September 25, 2019

Motion to Approve as Submitted
 - B. Write-off of Uncollectible Accounts Receivable for Former Tenants

Motion to Authorize Write-Off of Accounts Receivable for Former Tenants
 - C. Cancellation of the December 25, 2019 Regular Meeting

Motion to Approve the Cancellation of the Regular Meeting of December 25, 2019 and Call a Special Meeting on December 18, 2019 at the Regular Time of 11:30 a.m.
 - D. Family Self-Sufficiency Program Renewal Grant

Motion to Adopt Resolution No. 2019-16: Authorization of a Grant Application Submittal, the Execution of a Grant Agreement and Any Amendments Thereto, and Any Other Documents Necessary to Secure a U.S. Department of Housing and Urban Development (HUD) Family Self Sufficiency (FSS) Coordinator Renewal Grant
 - E. Repositioning Low-Income Public Housing Units through Section 22 Streamlined Voluntary Conversion

Receive Report
 - F. Certificate of Appreciation for Ron Pomerantz

Motion to Approve as Submitted
4. Oral Communications (All oral communications must be directed to an item not listed on this agenda and must be within the jurisdiction of the Board. Presentations must not exceed three minutes in length. The Board will not take action or respond immediately to any Oral Communication presented, but may choose to follow up at a later time or schedule item for a subsequent agenda. The Board may limit the total amount of time allowed for oral communication). Anyone addressing the Board of Commissioners is asked to complete a card and leave it with the Board secretary so that their names may be accurately recorded in the Minutes.
5. Unfinished Business

6. New Business
 - A. Public Hearing, Review and Consideration of Draft Agency Plan for the Housing Authority of the County of Santa Cruz

Receive Public Comment

Annual PHA Plan for the Housing Authority of the County of Santa Cruz

Motion to Adopt Resolution No. 2019-17: Authorizing Execution of PHA Certification of Compliance with PHA Plans and Related Regulations; Board Resolution to Accompany the Annual PHA Plan for the Housing Authority of the County of Santa Cruz
 - B. Section 8 Waiting List Preference for Homeless Families with Minor Children

Discussion
 - C. 5 Year Agency Plan

Discussion
7. Written Correspondence
8. Report of Executive Director
9. Reports from Board Members
(Board members may report on meetings attended, if any, or other items of interest.)
10. Closed Session

(The Board will recess to discuss those items listed, if any.)
11. Report on Closed Session
12. Adjournment

*The Housing Authority complies with the Americans with Disabilities Act. If you are a person with disabilities and you require special assistance in order to participate, please contact the Board secretary at 831-454-9455, ext. 201 at least 72 hours in advance of the meeting in order to make arrangements. Persons with disabilities may request a copy of the agenda in an alternative format.

Spanish language translation is available on an as needed basis. Please make arrangements 72 hours in advance by contacting the Housing Authority at 831-454-9455, ext. 280.

Agendas can be obtained from the Housing Authority of the County of Santa Cruz Administration Department.

AGENDA ITEM NO. 1

Roll Call

Chairperson Brunner called the meeting to order at 11:31 a.m. Members present Commissioners Berg, Brunner, Garcia, Pomerantz, Schiffrin and Schmale

Members Absent

Commissioner Eligio

Staff Present

Jennifer Panetta, Aaron Pomeroy and Courtney Byrd of the Housing Authority

AGENDA ITEM NO. 2

Consideration of Late Additions or Changes to the Agenda

None.

AGENDA ITEM NO. 3

Consent Agenda

Chairperson Brunner asked for a motion to approve the Consent Agenda.

Commissioner Schiffrin requested Agenda Item 3B (Temporary Loans from 41st Ave Office Funds) be pulled from the Consent Agenda, item so pulled.

Commissioner Schiffrin moved for approval of the Consent Agenda as amended; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Garcia, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Eligio
ABSTAIN: None

Agenda Item 3A. Approval of the Minutes of the Regular Meeting held August 28, 2019

AGENDA ITEM NO. 3B

Temporary Loans from 41st Ave Office Funds

Commissioner Schiffrin had questions on the negative cash balances for 2170 41st Avenue, 2931 Mission Street and the Natural Bridges site. Finance Director Pomeroy explained that the negative cash balance for 2170 41st Avenue is due to the construction costs. The negative cash balance for 2931 Mission Street is due to the accumulation of capital improvements over time which are not allocated to the agency's programs, such as the cost of the kitchen renovation. The Natural Bridges site incurs expenses for things like brush clearing but the site does not generate any revenue. As a result, it has a negative cash balance. A discussion followed.

Commissioner Schiffrin moved to authorize Temporary Loans from 41st Ave Office Funds; Commissioner Pomerantz seconded the motion and it was passed by the following vote:

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, MINUTES OF THE REGULAR MEETING SEPTEMBER 25, 2019 AT THE HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ, 2160 41ST AVENUE, CAPITOLA, CA 95010

AYES: Commissioners Berg, Brunner, Garcia, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Eligio
ABSTAIN: None

AGENDA ITEM NO. 4 Oral Communications
None.

AGENDA ITEM NO. 5 Unfinished Business
None.

AGENDA ITEM NO. 6A Fiscal Year 2018-2019 Financial Results & Budget Comparison Reports

Secretary Panetta introduced Finance Director Pomeroy. Finance Director Pomeroy informed the Board that included in this month's Board Packet are the year-to-date budget comparison reports as of June 30, 2019, which takes us through the entire fiscal year. Finance Director Pomeroy informed the Board that the budget overall is very positive for the agency, with revenue coming in at 103.8% of budget and expenses at 99.8% of budget. Overall, the agency experienced a surplus of \$475,010. A discussion followed. The Board of Commissioners thanked Finance Director Pomeroy for the new budget comparison report format.

Finance Director Pomeroy exited the meeting at 12:03 p.m. with thanks from the Board and Secretary Panetta.

AGENDA ITEM NO. 6B Formation of Nonprofit Public Benefit Corporation

Secretary Panetta reminded the Board that at the August Board Meeting, the Board of Commissioners authorized staff to begin the process of repositioning Low-Income Public Housing units through Section 22 Streamlined Voluntary Conversion (SVC) to Tenant Protection Voucher Units. If the SVC application is successful, the Housing Authority must transfer ownership of the properties to a separate entity in order for the Housing Authority to administer Section 8 Tenant Protection Vouchers to residents of the units. Based on information from counsel, staff proposes that the Board authorize formation of a nonprofit public benefit corporation and approve the transfer of LIPH properties to the nonprofit corporation (contingent on HUD approval of the Section 22 SVC application).

Additional information from legal counsel regarding nonprofit board composition has been provided to staff and shared with the Board. Based on this information, staff proposes that the Board of Commissioners appoint a staff board consisting of 5 management level employee positions. If the nonprofit board includes public officials (such as the Board of Commissioners) additional requirements relating to Brown Act and Public Records act will apply. However, with a staff board, the Board of Commissioners may retain control of the nonprofit by appointing the nonprofit staff board members, and

by providing direction to staff, including direction to change the Board composition at a future date if desired. With a staff board, the activities related to corporate formation may be achieved more quickly.

Commissioner Schiffrin expressed concerns about a staff board for the nonprofit, suggesting that that the HA Board of Commissioners be the board of the nonprofit. Commissioner Berg stated that she strongly supported a staff board with the Board of Commissioners overseeing the staff board for improvements in efficiency associated with not being subject to the Brown Act and other related requirements. Other Board members expressed a desire for the HA Board to retain control of the nonprofit entity. Commissioner Schiffrin proposed initially approving the formation of the nonprofit with a staff board, but changing the nonprofit board to the HA Board of Commissioners after the process of entity formation, application for tax exemption, conversion and related activities were complete, for full oversight and transparency. Commissioner Berg suggested that staff continue to work on a name for the nonprofit that is more interesting and less generic. Secretary Panetta stated she would bring the proposed entity name to the Chairperson and Vice Chairperson before it was finalized.

Commissioner Schiffrin made a motion to approve staff recommendation that includes Resolution No. 2019-15 with staff direction that the Board of Commissioners will authorize employees of the authority to serve as board members for the nonprofit until the formation of this nonprofit public benefit corporation, the streamlined voluntary conversion and related activities are complete. This action allows staff to finalize the nonprofit name and purpose, and work with counsel to file articles of incorporation quickly. Once the conversion and related activities are complete, the Board of Commissioners will then take over as the nonprofit board; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES: Commissioners Brunner, Garcia, Pomerantz, Schiffrin and Schmale
NOES: Commissioner Berg
ABSENT: Commissioner Eligio
ABSTAIN: None

AGENDA ITEM NO. 6C Repositioning Low-Income Public Housing Units through Section 22 Streamlined Voluntary Conversion

Secretary Panetta stated that at the August Board Meeting, the PHA Board of Commissioners authorized staff to begin the process of repositioning Low-Income Public Housing units through Section 22 Streamlined Voluntary Conversion to Tenant Protection Voucher Units. Due to new programmatic issues related to the conversion, staff is working with HUD for information and guidance before conducting resident outreach and feedback. However, staff has moved forward with preparing a draft update to the PHA plan and meeting with the Resident Advisory Board. A discussion followed.

AGENDA ITEM NO. 6D 5 Year Agency Plan

Secretary Panetta informed the Board that the Department of Housing and Urban Development (HUD) requires that housing authorities prepare annual Agency Plans. Additionally, every five years all

housing authorities are required to submit a more comprehensive Five Year Agency Plan. The Housing Authority of the County of Santa Cruz will be preparing this Five Year Plan over the coming months, in preparation to finalize the plan in March 2020, and submit the plan to HUD by April 15, 2020. Last year, a Commissioner recommended that our Agency engage in some strategic planning. At the time, it was recommended that this planning be integrated into the development of the upcoming 5 Year Agency Plan. The Board of Commissioners reviewed several components of the draft of the 5 Year PHA Plan, including mission statement, definition of significant deviation or substantial modification, and progress made against previously established goals. A discussion followed. The Board directed staff to add the word “safe” to the Housing Authority Mission Statement.

AGENDA ITEM NO. 7 Written Correspondence

Secretary Panetta congratulated Commissioner Brunner on her reappointment to the Housing Authority Board of Commissioners and thanked her for serving another term.

AGENDA ITEM NO. 8 Report of Executive Director

Chairperson Brunner asked the Board of Commissioners if anyone had any questions on the Report of Executive Director.

Commissioner Pomerantz had questions on the FMR study and would like the Payment Standards distributed to the board along with FMRs in future years.

Commissioner Garcia had questions on the Legislative Update regarding how AB1482 would affect Housing Choice Voucher holders. Executive Director Panetta informed the Board that Section 8 voucher units are excluded from all provisions of the bill, and this exclusion may possibly make Section 8 voucher holders more competitive in the rental market.

AGENDA ITEM NO. 9 Reports from Board Members

Commissioner Garcia informed the Board that on October 23, 2019 at 6:00 p.m. she is having a district meeting at E.A. Hall Middle School to discuss safe and affordable housing for renters. Secretary Panetta will be attending to present information about how to obtain a voucher and how the City of Watsonville is working with the Housing Authority to get more landlords to accept vouchers. CAB will be attending to talk about their Rental Assistance Program and someone from the U.S. Census Bureau will be attending to discuss their role in housing.

Commissioner Garcia informed the Board that the City Council of Watsonville adopted a resolution at the last council meeting in support of reasonable rents. Commissioner Garcia relayed a story of a single mother with small children who had her rent raised three times in a short period of time.

Commissioner Berg asked if the Housing Authority was involved in the census. Secretary Panetta informed the Board that the Housing Authority is participating in the Complete Count Committee, and

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that we have agreed to assist Community Action Board with outreach including at the Housing Authority farm worker housing sites.

Commissioner Pomerantz informed the Board that he and another resident of the City of Santa Cruz sued the city over Measure O violations and that they won the lawsuit. The Board of Commissioners congratulated Commissioner Pomerantz

Commissioner Pomerantz informed the Board that this will be his last Commissioners meeting as his term is expiring and he will not be seeking reappointment on the Board. He informed the Board that he enjoyed his time on the Board representing CAB and working with the other Commissioners to accomplish the mission of the Housing Authority. The Board and Secretary Panetta thanked him for his many years of dedicated service to the agency and to the public. The Commissioners especially appreciated his work on the Board in stopping the use of glyphosates at Low Income Public Housing properties.

Commissioner Schiffrin made a motion to instruct staff to bring an item to the Board acknowledging Commissioner Pomerantz' s service to the agency; Commissioner Garcia seconded the motion and it was passed by the following vote:

AYES: Commissioners Berg, Brunner, Garcia, Pomerantz, Schiffrin and Schmale
NOES: None
ABSENT: Commissioner Eligio
ABSTAIN: None

AGENDA ITEM NO. 10 Closed Session
None.

AGENDA ITEM NO.11
None.

AGENDA ITEM NO. 12 Adjournment

The Board of Commissioners meeting was adjourned at 1:32 p.m.

I hereby certify that these minutes were approved by the Housing Authority of the County of Santa Cruz, on the Twenty Third Day of October, 2019.

Chairperson of the Authority

ATTEST: _____

Secretary

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 3B

FROM: Executive Director

SUBJECT: Write-off of Uncollectible Accounts Receivable for Former Tenants

RECOMMENDATION: Authorize Write-Off of Accounts Receivable for Former Tenants

BACKGROUND SUMMARY:

Periodically, the Housing Authority writes-off uncollectible HAP, rent, and miscellaneous charges from its books. The term write-off refers to the procedure where past due amounts from tenants, who are no longer Section 8 participants with the Housing Authority or occupying dwelling units in a Housing Authority complex, are removed from the books after the usual means of collection have been exhausted. This procedure does not preclude the Housing Authority from continuing to pursue collection through a collection agency. The write-off appears as an expense while future collection of amounts previously written-off will reduce future expenses.

This request is to write-off accounts receivable for tenants who have vacated their units and have outstanding balances due to the Housing Authority as summarized below:

<u>Program</u>	<u>Number of Tenants</u>	<u>Amount</u>	<u>Charges Incurred</u>
LIPH	4 Tenants	\$9,907.42	Vacate Charges
Tierra Alta	1 Tenant	\$1,787.77	Vacate Charges
Brommer	1 Tenant	\$136.50	Vacate Charges
Section 8	12 Tenants	\$16,739.00	HAP Repayment Agreements
Total Write-Offs		<u>\$28,570.69</u>	

RECOMMENDATION:

Staff recommends authorization to write-off accounts receivable totaling \$28,570.69 for former tenants.

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 3C

FROM: Executive Director

SUBJECT: Cancellation of the December 25, 2019 Regular Meeting

RECOMMENDATION: Approve the Cancellation of the Regular Meeting of December 25, 2019 and Call a Special Meeting on December 18, 2019 at the Regular Time of 11:30 a.m.

BACKGROUND SUMMARY:

Typically, the Housing Authority Board of Commissioners does not hold a Regular Meeting in November and, due to the holiday in December, cancels the Regular December Meeting and schedules a Special Meeting earlier in the month. Therefore, staff proposes that the Board cancel the Regular Meeting set for December 25, 2019 and schedule a Special Meeting on December 18, 2019 at the regular time of 11:30 a.m.

RECOMMENDATION: Approve the Cancellation of the Regular Meeting of December 25, 2019 and Call a Special Meeting on December 18, 2019 at the Regular Time of 11:30 a.m.

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 3D

FROM: Executive Director

SUBJECT: Family Self-Sufficiency Program Renewal Grant

RECOMMENDATION: Adopt **Resolution No. 2019-16**: Authorization of a Grant Application Submittal, the Execution of a Grant Agreement and Any Amendments Thereto, and Any Other Documents Necessary to Secure a U.S. Department of Housing and Urban Development (HUD) Family Self Sufficiency (FSS) Coordinator Renewal Grant

BACKGROUND SUMMARY:

The Housing Authority of the County of Santa Cruz has administered a Family Self Sufficiency Program (FSS) for participants in the Santa Cruz County Section 8 Housing Choice Voucher (HCV) Program since 1994, and expanded the program to include Low Income Public Housing (LIPH) in 2005. The Housing Authority calls the program Housing Plus to encourage HCV and LIPH participants to join.

The FSS program assists families who are transitioning from welfare to work. As a family's earned income increases, the family's monthly rent payment increases proportionately. If the family is enrolled in the FSS program, the Housing Authority places an amount equal to the monthly increase in the family's rent into an escrow savings account for the family. The escrow account is administered by the Housing Authority in compliance with FSS program requirements. As a participant in the FSS program, the family meets with an FSS coordinator and establishes goals for becoming welfare-free and increasing financial self-sufficiency. If the family reaches their goals (as stated in a contract they sign with the Housing Authority), the escrow account funds are disbursed to them. While there is no restriction on the use of these funds, many families use these funds to pay for education and some have even used the funds for a down-payment on a home.

As FSS participants graduate from the program, the Housing Authority's total minimum program size reduces. However, the Agency has expanded FSS program participation, exceeding the number of required participants, and subsequently increasing the number of FSS coordinators funded by HUD from 1.5 FTE to 2.0 FTE. The mandatory program size was 140, however due to the graduation of 116 families that mandatory minimum size is now at 24 slots. Currently we are serving 70 persons on the program. 45 of our current program participants have positive balances in their escrow accounts.

HUD allocates funding for FSS coordinator positions to ensure that families participating in the FSS program have sufficient staff support for their efforts to reach their self-sufficiency goals. This year's application is a request not to exceed \$200,000, to continue the equivalent of 2.0 FTE positions.

RECOMMENDATION: Adopt **Resolution No. 2019-16:** Authorization of a Grant Application Submittal, the Execution of a Grant Agreement and Any Amendments Thereto, and Any Other Documents Necessary to Secure a U.S. Department of Housing and Urban Development (HUD) Family Self Sufficiency (FSS) Coordinator Renewal Grant.

**BEFORE THE HOUSING AUTHORITY OF THE COUNTY
OF SANTA CRUZ, STATE OF CALIFORNIA**

RESOLUTION NO. 2019-16

On the motion of Commissioner
Duly seconded by Commissioner
The following resolution is adopted:

**RESOLUTION AUTHORIZATING THE SUBMITTAL OF A GRANT
APPLICATION, THE EXECUTION OF A GRANT AGREEMENT AND ANY
AMENDMENTS THERETO, AND ANY OTHER DOCUMENTS NECESSARY
TO SECURE A U.S. DEPARTMENT OF HOUSING AND URBAN
DEVELOPMENT (HUD) FAMILY SELF SUFFICIENCY COORDINATOR
RENEWAL GRANT**

WHEREAS, the Housing Authority of the County of Santa Cruz (hereinafter referred to as “Applicant”) is a public entity established under the laws of California and empowered to own property, borrow money, and give security for loans; and

WHEREAS, the Department of Housing and Urban Development (HUD) is authorized to make grants under the Housing Choice Voucher and Low Income Public Housing Family Self Sufficiency Programs - Renewal; and

WHEREAS, the Family Self Sufficiency Program helps assisted families transition from welfare to work; and

WHEREAS, the Housing Authority of the County of Santa Cruz has established a voluntary FSS program for Housing Choice Voucher and Low Income Public Housing tenants;

WHEREAS, HUD has made funding available for Family Self Sufficiency Coordinators; and

WHEREAS, the Applicant is eligible to apply for up to \$200,000 in funding for 2.0 FTE Family Self Sufficiency Coordinators.

NOW, THEREFORE, BE IT RESOLVED that the PHA shall be authorized to submit to HUD a grant application for the Family Self Sufficiency Program Renewal; Jennifer Panetta, the Executive Director, is hereby authorized to enter into a grant agreement with HUD; and to execute in the name of the Housing Authority of the County of Santa Cruz, the grant application and the grant agreement, and any other documents necessary to secure the HUD grant.

PASSED AND ADOPTED by the Commissioners of the Housing Authority of the County of Santa Cruz, State of California, this Twenty-Third day of October 2019 by the following vote:

AYES:

NOES:

ABSENT:

Chairperson of the Authority

ATTEST:

Secretary of the Authority

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 3E

FROM: Executive Director

SUBJECT: Repositioning Low-Income Public Housing Units through Section 22 Streamlined Voluntary Conversion

RECOMMENDATION: Receive Report

BACKGROUND SUMMARY:

Over the past few months, Housing Authority staff has been working towards the preparation of an application to reposition Low-Income Public Housing through Section 22 Streamlined Voluntary Conversion (SVC) to Tenant Protection Voucher (TPV) Units. This report provides an update on this effort. At this time, it appears that the earliest an application could be submitted would be December 2019.

Establishment of Nonprofit Public Benefit Corporation

The Housing Authority is working with legal counsel to file articles of incorporation for our new nonprofit public benefit corporation: New Horizons Affordable Housing and Development. The nonprofit will be established initially with a board consisting of Housing Authority staff. Once the tax exemption is approved, and the conversion and related activities are complete, the Housing Authority Board of Commissioners will act as the Board of the nonprofit.

Update to Agency Plan

The Housing Authority has drafted a revision to the Agency Plan, reflecting the proposed conversion activity. The plan was reviewed by the Resident Advisory Board, and a public notification period has been underway for the past 45 days. Approval of the PHA Plan is recommended on today's Agenda.

Environmental Review

The Housing Authority has been working with a consultant to complete the required environmental review. The results of that process should be received shortly. It is anticipated that the review will conclude that the proposed conversion activity is either exempt or categorically excluded.

Capital Funds and Reserves

The primary drawback or disadvantage associated with Section 22 SVC is that unexpended capital funds and reserves would be recaptured by HUD. Our agency has been efficient with the use of our capital funds and our units are in good condition. Therefore, we have significant reserves that could be subject to recapture. HUD has issued recent guidance related to the obligation and expenditure of such funds during the period of time between the final removal of the LIPH inventory (the time of conversion) and the termination of our Annual Contributions Contract and closeout of the LIPH program, which typically occurs between two to five years after conversion. Staff interpretation of

this guidance is based on a recent PIH Notice and is not consistent with information we have received from HUD at varying levels. Therefore, we have retained the services of an attorney with a considerable amount of related experience, who has assisted with hundreds of conversions and is well connected at HUD. Once we are clear on our interpretation of the applicable guidance, we will report back to the Board. Our goal is to be able to utilize as much of our capital funds and reserves as possible and minimize or eliminate any potential recapture.

Programmatic Issues

Programmatic issues related to conversion have come to light. Staff have been working with HUD, consultants, and legal counsel to resolve these issues. However, given that Streamlined Voluntary Conversions (SVC) are a new repositioning tool, many of the issues being raised by staff are new issues HUD had not anticipated. As a result, HUD is cautious about setting precedent, and needs additional time to provide guidance. A summary of unresolved issues is provided below.

Households Potentially Negatively Impacted by Conversion

Over income families – At this time, four LIPH families appear to be over-income for the Section 8 program. Families that are over-income will not be eligible to receive a Tenant Protection Voucher. *However, staff are working with HUD and legal counsel to ensure that we may allow over-income families to remain in place.* The non-profit entity (the owner and landlord) will allow the tenants to continue renting their units at an affordable rent. In this way, while over-income families will not receive the benefit of a portable voucher, they would not be harmed by the conversion. Additionally, HUD has confirmed that this will not reduce the number of vouchers we are eligible to receive through the conversion. Please note that the property tax exemption for the units is contingent on the units being occupied by low-income families. Therefore, the non-profit entity would be required to pay a prorated portion of the applicable property tax.

Over housed families – At this time, approximately 60 families in the LIPH program are “over-housed”, meaning that they live in a unit that is larger than they qualify for based on our LIPH occupancy standards. Families become over-housed as a result of family members moving out. Since there is very little turnover in the LIPH program, it can take a long time for an appropriately sized unit to become available. These families could be subject to rent increases when they receive a TPV, because that voucher would be based on a payment standard for the lower of the voucher size or the unit size. However, voucher size is based on subsidy standards. The regulations regarding subsidy standards allow PHAs the discretion to make exceptions based on personal circumstance (in this case, the circumstance would be residing in a public housing unit at the time of conversion). *The exception we would grant is that for remaining households who are subject to payment standard downsizing (over-housed families at time of conversion) their voucher size would equal their unit size unless and until they transfer their assistance / move to another unit, at which time the regular subsidy standards would apply.* With this exception, these families would not experience an increase in rent as a result of conversion. Additionally, the new leases would state that when an appropriately sized unit becomes available, the family must move to the appropriately sized unit, or they lose the “exception” to their subsidy standards. This wording is consistent with the existing requirements in the public housing program.

Other Situations Resulting in Potential Rent Increases – Although HUD guidance implies that tenant portion of rent would be equal in both the LIPH and TPV programs, and indeed both programs are structured around tenants contributing 30% of income, staff have identified two factors that would result in an increase in rent for some LIPH families. Families that include some household members that are not citizens or legal residents receive prorated assistance, based on the percentage of household members who are citizens or legal residents. There are seventeen (17) families in the LIPH program currently receiving prorated assistance. Based on differences in the subsidy calculations for the LIPH and TPV program, these 17 families could be required to pay significantly more towards their contribution of rent in the TPV program, compared to the amount they are currently paying. Additionally, there are approximately 15 families in the LIPH program that are receiving an Earned Income Disallowance (EID) that they would not be eligible to receive in the TPV program. Like prorated families, these families could be required to pay more in rent in the TPV program, as compared to their current LIPH rent.

HUDs intention, and the intention of Housing Authority staff, is to complete the conversion in a way that will prevent households from receiving any conversion related rent increases. In other types of conversions, HUD has granted some waivers to allow agencies to “hold harmless” any households who would pay more in rent as a result of conversion. However, no such precedence currently exists with a non-RAD conversion. Staff have addressed this concern with our conversion consultant and with HUD and we are waiting to hear back with further guidance. At this point, we are pursuing the following plan, with both an “ideal” resolution involving a HUD waiver, and an alternative solution to accomplish the same goal if the waiver is not granted.

Plan A – We will request a waiver from HUD, allowing us to “hold harmless” any families who would pay an increase in rent as a direct result of differences in the subsidy calculation between the public housing and voucher programs, including prorated families and families with EID.

Plan B – If HUD does not approve our request to hold these families harmless, *we would propose to offer the families a choice*. They could accept the voucher (and pay more in rent) or they could decline the voucher (and remain in their unit as a non-HUD assisted subsidized family like the over-housed families described above).

Staff are waiting for clarity or confirmation from HUD and legal counsel on these issues before moving forward with resident outreach.

RECOMMENDATION: Receive Report

HOUSING AUTHORITY OF THE COUNTY OF SANTA CRUZ

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 3F

FROM: Executive Director

SUBJECT: Certificate of Appreciation for Ron Pomerantz

RECOMMENDATION: Motion to Approve as Submitted

BACKGROUND SUMMARY:

Ron Pomerantz represented the Community Action Board on the Housing Authority Board of Commissioners from September 2011 to September 2019. In 2015 and 2016 he served as Board Chair, during which time he demonstrated exceptional dedication and leadership assisting the Board in the selection of a new Executive Director for the Agency. On September 25, 2019 Ron participated in his final Board meeting, choosing not to renew his term as a Commissioner on the Housing Authority Board. Ron's commitment to public service and to the mission of the Housing Authority has been evident throughout his term, and he will be missed. Staff requests the Board of Commissioners approve and present Mr. Pomerantz with this Certificate of Appreciation for his service to the community, our agency and the Housing Authority Board of Commissioners. The signed certificate will be framed, and sent with a letter of thanks from staff.

Certificate of Appreciation

In recognition of his outstanding service to the community and our agency as a member and chairperson of the Board of Commissioners of the Housing Authority of the County of Santa Cruz, the Housing Authority presents this Certificate of Appreciation to

Ron Pomerantz

And thanks him for his service From September 2011 to September 2019

Passed and Adopted by Commissioners Berg, Brunner, Eligio, Garcia, Schiffrin and Schmale, this Twenty Third Day of October 2019.

Chairperson _____

Secretary _____

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 6A

FROM: Executive Director

SUBJECT: Public Hearing, Review and Consideration of Draft Revision To Agency Plan for the Housing Authority of the County of Santa Cruz

RECOMMENDATION: Adopt Resolution No. 2019-17 Adopt Resolution No. 2019-17: Authorizing Execution of PHA Certification of Compliance with PHA Plans and Related Regulations; Board Resolution to Accompany the Annual PHA Plan for the Housing Authority of the County of Santa Cruz

BACKGROUND SUMMARY:

The Housing Authority of the County of Santa Cruz prepares an annual PHA Plan in accordance with HUD requirements. The purpose of the Agency Plan is to provide an easily identifiable source by which public housing residents (LIPH), participants in the tenant based assistance program (Housing Choice Voucher holders), and other members of the public may locate basic PHA policies, rules and requirements concerning the PHAs operations, programs and services.

At this time, the Housing Authority is currently in the process of preparing an application for a Section 22 Streamlined Voluntary Conversion of Low Income Public Housing Units to Tenant Protection Vouchers. This change represents a “significant amendment” of our PHA Plan. Additionally, a revision to the Section 8 Administrative Plan has also been drafted, regarding the addition of LIPH waiting list applicants to the Section 8 waiting list. Housing Authority staff presented a draft revision of the PHA Plan and Administrative Plan to the Resident Advisory Board (RAB). The RAB engaged in a productive discussion of the draft revisions, and the conversion plan was enthusiastically supported by the group. A copy of the PHA Plan and associated documents was made available to the public in the offices of the Housing Authority, and the draft documents were posted on the Housing Authority of the County of Santa Cruz website. For the past 45 days, a public notice regarding the opportunity to review the Agency Plan, soliciting comments and stating the time, date and place of the public hearing to consider the plan, was published in the Santa Cruz Sentinel, the Register-Pajaronian, and the Hollister Free Lance. The plans will not be considered complete until after the Board of Commissioners receives all public comment on the Plans, the Board makes any modifications they deem appropriate and the Chairperson is authorized to execute resolutions authorizing Execution of PHA Certifications of Compliance with PHA Plan and Related Regulations for Standard and Streamlined PHA Plans. These resolutions and certifications are now recommended to be adopted by the board.

RECOMMENDATION:

Adopt Resolution No. 2019-17: Authorizing Execution of PHA Certification of Compliance with PHA Plans and Related Regulations; Board Resolution to Accompany the Annual PHA Plan for the Housing Authority of the County of Santa Cruz

Streamlined Annual PHA Plan <i>(High Performer PHAs)</i>	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires: 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

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

A.	PHA Information.																										
A.1	<p> PHA Name: <u>The Housing Authority of the County of Santa Cruz</u> PHA Code: <u>CA072</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>7/1/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>234</u> Number of Housing Choice Vouchers (HCVs) <u>5,006</u> Total Combined <u>5,240</u> PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input checked="" type="checkbox"/> Revised Annual Submission </p> <p> Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official 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; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 25%;">Participating PHAs</th> <th rowspan="2" style="width: 10%;">PHA Code</th> <th rowspan="2" style="width: 25%;">Program(s) in the Consortia</th> <th rowspan="2" style="width: 20%;">Program(s) not in the Consortia</th> <th colspan="2" style="width: 20%;">No. of Units in Each Program</th> </tr> <tr> <th style="width: 10%;">PH</th> <th style="width: 10%;">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> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program		PH	HCV	Lead PHA:																	
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		PH	HCV																								
Lead PHA:																											

B. Annual Plan Elements

B.1 Revision of PHA Plan Elements.

(a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission?

Y N

- Statement of Housing Needs and Strategy for Addressing Housing Needs.
- Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.
- Financial Resources.
- Rent Determination.
- Homeownership Programs.
- Safety and Crime Prevention.
- Pet Policy.
- Substantial Deviation.
- Significant Amendment/Modification

(b) The PHA must submit its Deconcentration Policy for Field Office Review.

(c) If the PHA answered yes for any element, describe the revisions for each element below:

B.2 New Activities.

(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?

Y N

- Hope VI or Choice Neighborhoods.
- Mixed Finance Modernization or Development.
- Demolition and/or Disposition.
- Conversion of Public Housing to Tenant Based Assistance.
- Conversion of Public Housing to Project-Based Assistance under RAD.
- Project Based Vouchers.
- Units with Approved Vacancies for Modernization.
- Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants).

(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.

The Housing Authority of the County of Santa Cruz plans to apply to HUD for Streamlined Voluntary Conversion (SVC) of AMP Number CA072000001 for the 234 public housing units during the 2019/2020 FY. This SVC as specified in PIH Notice 2019-05, states this is authorized by Section 22 of the United States Housing Act of 1937, and it's implementing regulations at 24 CFR 972, Part B, authorizing PHAs to convert public housing to tenant-based assistance. If the SVC is approved, all existing eligible public housing residents would receive Tenant Protection Vouchers (TPVs). All residents would have the right to remain in their existing unit paying an affordable rent. Low-income residents who are income eligible and receive Tenant Protection Vouchers would also have the right to transfer their assistance to another unit in the private market using a Section 8 Housing Choice Voucher. Additionally, the units will remain online and available for rental housing, with no demolition or rehabilitation work planned. Therefore, no relocation activities are anticipated. The units will remain designated for rental housing for low-income families in perpetuity. Upon completion of the conversion, the Agency will close out our Low Income Public Housing Program. Through this Agency Plan update, the Housing Authority expresses intention to apply for Section 22 Streamlined Voluntary Conversion, including SVC removal action and PHA submission of removal application to HUD.

Project Based Vouchers: The Housing Authority of the County of Santa Cruz has a Request for Proposals posted on the website to support the Agency's goal of expanding the supply of affordable housing. In the coming year, the Housing Authority projects expanding our current number of 196 PBV units with an additional 115 PBV units (48 at Sunrise Senior Apartments in Hollister 33 at Water Street Apartments in Santa Cruz, 11 at Jardines del Valle and 23 at Villas del Paraiso, both in Watsonville. While 81 additional project based units are currently planned, the Housing Authority may elect to project base additional units up to HUD limits, as allowed by program regulations. Project based units may be located anywhere in the jurisdiction of the Housing Authority. Project basing units is consistent with our PHA plans as it expands the supply of affordable housing and expands housing opportunity for low-income families throughout our jurisdiction.

Units with Approved Vacancies for Modernization: Prior to filling a vacant LIPH unit, HA staff will determine if the unit needs to be modernized. If a unit is approved for modernization that work can include any and all of the following activities: new flooring and base, plumbing fixtures, lighting fixtures, appliances, window coverings, counter tops and back splashes, hardware for doors and cabinets, heater, water heater, doors and any other interior components that need to be replaced.

<p>B.3</p>	<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 Plan.</p> <p>The Housing Authority of the County of Santa Cruz reports progress on the following goals, as described in the 5-Year Plan.</p> <p>Goal: Expand the supply of assisted housing • The Housing Authority has project based 31 units at Pippin Orchards Apartments in Watsonville and 13 units at Sycamore Commons and La Playa Apartments in Santa Cruz. The Housing Authority has conditionally approved project based vouchers for 33 units currently under development on Water Street in Santa Cruz and 48 units under development for seniors at Sunrise Senior Apartments in Hollister, as well as 34 units of existing farmworker housing in Watsonville. Housing Authority staff have met with jurisdictional staff, owners, and developers to promote the expansion of the PBV program, and the use of this program to support the development of new affordable housing as well as the preservation of existing housing that is at risk of losing affordability requirements or is in need of substantial improvements. • The Housing Authority is exploring the possibility of developing affordable housing units on our parcel on Natural Bridges Drive.</p> <p>Goal: Increase assisted housing choices • The Housing Authority has worked with local jurisdictions to expand the Landlord Incentive Program. This incentive program offers up to \$2,500 to landlords who claim expenses beyond security deposits for tenant damages, vacancy loss, legal fees and other costs when a Housing Choice Voucher (HCV) tenant vacates a unit. This risk-mitigation program proactively addresses landlord fears they might be left with greater expenses from voucher-assisted tenants. In the past year, the program was expanded from homeless targeted voucher programs to all types of Housing Choice Vouchers (for the first year of tenancy). In the coming year, the program will be available to all Section 8 landlords in Santa Cruz County, regardless of their tenant’s length of tenancy (subject to funding limitations). • The Housing Authority also manages several Security Deposit Programs, funded by various jurisdictions within the County. The security deposit programs have made a big difference in assisting low income families in getting leased-up. Security deposit assistance makes more housing choices available to low-income families. Currently the Housing Authority is exploring a partnership with the City of Watsonville to expand the reach of security deposit programs. • To keep pace with rising market rents, the Housing Authority is utilizing Fair Market Rents (FMR) approved by HUD, based on ad hoc FMR studies commissioned by the Housing Authority. The more accurate local data is the foundation for our Payment Standards. These real-data payment standards directly increase housing choices for households with assistance. • The Housing Authority applies for all new voucher funding opportunities. Last year, our Agency was awarded 50 new Mainstream Vouchers to serve non-elderly persons with disabilities, 29 new VASH vouchers for homeless veterans, and 58 new Family Unification Program (FUP) vouchers to reunite parents with their children or prevent the out-of-home placement of children.</p> <p>Goal: Promote self-sufficiency and asset development of families and individuals • The Housing Authority has expanded participation in the Family Self-Sufficiency Program beyond minimum program levels to assist more households develop more independence and financial security. • The Housing Authority partners with agencies that promote self-sufficiency including community colleges, workforce development centers, mainstream benefit government, public libraries and economic justice organizations.</p> <p>Goal: Improve agency and program management • The Housing Authority has continued to maintain high performer status on both the Section 8 Management Assessment Program (SEMAP) and the Public Housing Assessment System (PHAS). • This year, the Housing Authority surveyed eight agencies that partner with us on special voucher programs. The agencies included the Department of Veterans Affairs, the County of Santa Cruz Health Services Agency, Encompass Community Services, the Homeless Services Center, Dignity Health Medial Group-Dominican, Housing Choices, and the Health Projects Center. The agencies answered key questions regarding what does our partnership accomplishes, what is working well, and what can we improve. The results demonstrated how essential access to housing assistance is to the clients of our respondents; great communication between our agency and theirs; and suggestions for improvements - which we are acting on this year, including making presentations to agency staff on housing authority programs.</p>
<p>B.4.</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"/> <input checked="" type="checkbox"/></p> <p>(b) If yes, please describe:</p>
<p>Other Document and/or Certification Requirements.</p>	
<p>C.1</p>	<p>Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
<p>C.2</p>	<p>Civil Rights Certification.</p> <p>Form 50077-ST-HCV-HP, <i>Certification of Compliance with PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>

C.3	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>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.</p>
C.4	<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>
D	<p>Statement of Capital Improvements. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).</p>
D.1	<p>Capital Improvements. Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.</p>

ADMINISTRATIVE PLAN

Section 8 Housing Choice Voucher Program

Housing Authority of the County of Santa Cruz



The Administrative Plan contains those policies of the Housing Authority of the County of Santa Cruz that have been adopted by the Board of Commissioners, as required by [24CFR 982.54](#), governing the establishment and administration of a waiting list, the issuance of Section 8 Housing Choice Vouchers, and overall program administration. The Housing Authority reserves the right to amend the Administrative Plan.

August ~~June~~ 2019

Please note that the electronic copy of this document contains hyperlinks to applicable HUD regulations and other references. An electronic copy of this document is available at the following website: <http://www.hacosantacruz.org/agency.htm>. If you cannot access the electronic copy of this document, copies of the referenced links and regulations will be available upon request.

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I. Selecting Applicants from the Waiting List, Targeting, Preferences, Closing and Opening Waiting List

Selecting Applicants from the Waiting List

All program admissions, except for special programs (described in Section III), and special admissions, must come from the waiting list. Special admissions, defined by Housing and Urban Development (HUD) in 24 [CFR 982.203](#) consist of HUD awards that are targeted for families living in specified units. Such HUD awards may include families displaced because of demolition or disposition of a public housing unit, families residing in a multifamily rental housing project when HUD sells, forecloses, or demolishes the project, or other circumstances as determined by HUD.

When a waiting list is open, the Housing Authority accepts pre-applications from all interested persons and places their name on the waiting list in accordance to that waiting list's policy (either random number sequence / lottery or by date of placement).

When a waiting list is closed to the general public, the Housing Authority may accept direct referrals for applicants that are eligible for preferences or special programs, as defined below. In all cases, the Housing Authority will endeavor to serve preference or special program eligible applicants already on the waiting list before accepting referrals for new preference or special program eligible applicants. Additionally, while a waiting list is closed, the Housing Authority will add applicants to the waiting list when required to do so by HUD, including but not limited to instances where eligible households are residing in units newly accepted into the Project Based Voucher Program. Upon the Low Income Public Housing ACC Termination, any remaining active applicants on the Low Income Public Housing Waiting List would be added to the end of the Santa Cruz County Housing Choice Voucher Waiting List, and would receive preference for the former Public Housing units as units become available.

Except as otherwise stated, applicants are selected based random number sequence / lottery. As applicants approach the top of a waiting list, full applications are issued. Those applicants, who have submitted a complete application and are certified eligible for Section 8 Housing Choice Voucher assistance, are issued vouchers based on the date that eligibility was determined, in accordance with income targeting requirements.

All households who complete a pre-application to place their name on the waiting list are informed in writing of their responsibility to report any change in address promptly.

Pre-applications (those on the waiting list) will be cancelled from the waiting list if

1. they do not respond to written correspondence within the given time period
2. mail sent to their last reported address is returned by the post office

Exceptions for persons with disabilities: Exceptions will be granted for pre-applicants and applicants with disabilities, as defined in [24 CFR 5.403](#) who were not able to respond within the time frame due to their disability. Exceptions may also be granted for hospitalization of sufficient duration to be the cause of the lack of response.

The Housing Authority will consider requests for reinstatement on the waiting list. The Housing

Authority will consider the date of most recent contact, the length of time between cancellation and reinstatement request, disability status, homelessness or lack of access to mail, and other factors.

Number of Waiting Lists

The Housing Authority maintains a combined waiting list for the Santa Cruz County Housing Choice Voucher Program, the Moderate Rehabilitation Program, and for the majority of the Project-Based Voucher Program. (See exceptions for Special Programs in Section III.) Additionally, the Housing Authority maintains a separate waiting list for the Housing Choice Voucher Program for the Cities of Hollister and San Juan Bautista.

Medicaid Waiver

The Housing Authority has established a waiting list for applicants who are eligible for a Medicaid Waiver and are referred by agencies with an active memorandum of understanding (MOU) with the Housing Authority.

Project-Based Voucher sites may have separate site based waiting lists, as listed below. The Housing Authority will consider the establishment of additional site-based waiting lists for new Project Based Voucher contracts on a case by case basis. Units in all other Project Based Voucher developments are offered based on placement on the Housing Choice Voucher waiting list. Existing Housing Choice Voucher holders may transfer into a Project Based Unit in developments that utilize a combined waiting list. Such voucher holders will be given preference over waiting list applicants. For the Project Based Units designated for farmworker families at San Andreas, the Housing Authority will conduct outreach to the Housing Choice Voucher waiting list to identify eligible families already on the list. However, if no such eligible families can be identified after 120 days of outreach, the Housing Authority may accept referrals of eligible farmworker families from Mid-Pen's waiting list to avoid an extended vacancy in the unit.

1. El Centro – El Centro is a Project-Based Voucher complex located at 1110 Pacific Avenue in Santa Cruz. El Centro consists of 44 single room occupancy units for elderly residents. Units will be offered, when available, based on date of placement on the waiting list.
2. Resetar Residential Hotel – Resetar is a Project-Based Voucher complex located at 15 West Lake Avenue in Watsonville. There are a total of 52 Project-Based units at Resetar, of which 5 units are set aside for formerly homeless veterans participating in the HUD-VASH program. This waiting list is for the remaining 47 units. Units will be offered, when available, based on date of placement on the waiting list.
3. St. Stephens Senior Housing – St. Stephens Senior Housing, located at 2510 Soquel Avenue, is a Project Based Voucher complex developed and operated by MidPen Housing for occupancy by low income seniors at least 62 years of age. There are a total of 39 project based units at St. Stephens. Five units are designated for formerly homeless veterans participating in the HUD-VASH program, as referred by the Veterans Administration. Five units are designated for frail elderly Multipurpose Senior Services Program (MSSP) eligible persons. Health Projects Center will maintain an interest list for these units, with a preference for persons who would benefit most from the services offered at the St. Stephens Senior Housing project. Health Projects Center will make referrals of MSSP eligible persons directly to the Housing Authority for placement on a site based waiting list for these five units. The

Housing Authority will administer the St. Stephens MSSP site based waiting list and make referrals to MidPen. Additionally, the Housing Authority will establish a site based waiting list for the remaining 29 project based units. Applications will be processed based on a sequence established in a lottery.

4. Pippin Orchards Apartments – Pippin Orchards Apartments is located at 56 Atkinson Lane, Watsonville. It is an apartment complex of 46 units, with 31 of those units designated for Project Based Vouchers. MP Pippin Associates, LP is the owner and MidPen Property Management Corporation is the property manager. The Housing Authority will administer the Pippin Orchards site based waiting list and make referrals to MidPen. Of the 31 project based units, 15 units that were located in the unincorporated part of the County at the time of the AHAP contract execution, will have a preference for families that either live or work in Santa Cruz County. The remaining 16 project based units, located in the City of Watsonville at the time of the AHAP contract, have no residency preference. Applications will be processed based on a sequence established in a lottery. Six of the 31 units will be designated for disabled families, as defined by HUD, with a preference for those who would benefit most from supportive services offered at Pippin. Housing Choices Coalition, on behalf of the San Andreas Regional Center, will maintain an interest list for these units, and will make referrals directly to the Housing Authority as units become available. Up to two of the 31 units will be designated for persons aged 18-24 with disabilities who are experiencing homelessness, as defined by HUD. Encompass Community Services will maintain an interest list for these units, and will make referrals directly to the Housing Authority as units become available.
5. Sunrise Senior Apartments – Sunrise Senior Apartments is located at 580 Westside Blvd. in the City of Hollister. It is a complex of 49 one-bedroom apartments with 48 of the units designated for Project Based Vouchers. CHISPA is the housing developer and property management company. The entire Sunrise Senior Apartment development is for seniors age 62 or older. Five units will be designated for seniors in the VASH program. The Housing Authority will administer a site-based waiting list for the remaining 43 units.
6. Water Street Apartments – Water Street Apartments is located at 708-718 Water Street in Santa Cruz City. It will be a complex of 50 units with 33 designated for Project Based Vouchers. For the Future Housing is the housing developer and property manager. Of the PBV units, eight will be for persons with disabilities who will most benefit from supportive services at the complex; these will be referrals through the Housing Choices Coalition/SARC. The remaining PBV units will be offered to eligible applicants from the existing Section 8 Housing Choice Voucher waiting list.

Waiting List Preferences for Designated Groups on the Housing Choice Voucher Waiting List

Waiting list preferences are described below. All preferences are verified. These preferences will not have the purpose or effect of delaying or otherwise denying admission to the program based on the race, color, ethnic origin, gender, gender identity, sexual orientation, religion, disability, or age of any member of an applicant family. Unless otherwise stated, waiting list preferences apply to the Santa Cruz County Housing Choice Voucher Waiting List. All preferences adopted by the Housing Authority are based on local housing needs and priorities as determined by the Housing Authority. With the exception of these waiting list preferences, all other applicants on the Housing Choice Voucher waiting lists will be assisted by either date of placement or random number sequence lottery.

1. Live/Work Residency Preference

The Housing Authority has established a partial live/work residency preference, such that at least 75% of the families selected from the waiting list will either currently live or work in the jurisdiction of the waiting list. The residency preference is applicable to the Santa Cruz County Housing Choice Voucher Waiting List (for households with a head of household, spouse or registered domestic partner that lives/works in Santa Cruz County) and the Hollister/San Juan Bautista Housing Choice Voucher Waiting List (for households with a head of household, spouse or registered domestic partner that lives/works in San Benito County.) The residency preference ensures that the majority of the Housing Choice Vouchers, which have been awarded to the Housing Authority by HUD to serve our jurisdiction, will be made available to those who live or work in the jurisdiction.

2. Disabled and Medically Vulnerable Homeless Persons (DMV)

The Housing Authority has adopted a limited waiting list preference for disabled and medically vulnerable homeless persons. The Homeless Services Center and/or Smart Path, the Coordinated Entry System for persons experiencing homelessness, (as administered by the County Human Services Department) provide referrals for persons who meet all of the following criteria:

- a) Disabled as defined by HUD at [24CFR 5.403](#).
- b) Medically vulnerable as defined by a Homeless Action Partnership approved Vulnerability Index through the VI-SPDAT.
- c) Homeless as defined by HUD per the HEARTH Act in [Federal Register / Vol. 76, No. 233](#).
- d) Have established a case management plan with a provider of housing supportive services within Santa Cruz County.

A maximum of 120 households may be assisted by this preference program at any given time. The Housing Authority may continue to accept referrals for persons eligible for this preference while the waiting list is closed. DMV voucher holders who have been stably housed for 2 years may “graduate” into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the DMV voucher would be available for the next eligible family referred to the Housing Authority.

3. Vulnerable Homeless Persons in San Benito County

The Housing Authority is working with San Benito County to develop a limited waiting list preference for persons who are experiencing homelessness or at risk of homelessness and have other vulnerability factors. This preference may be implemented following the establishment of a formal agreement with San Benito County and/or a lead service agency identified by San Benito County. The preference will be limited to 24 households, with a maximum of 2 new households per month.

4. Disabled Transitioning from Institutions (DTI)

The Housing Authority has adopted a limited waiting list preference for disabled persons transitioning from institutions into community-based settings, and persons at serious risk of institutionalization for persons who meet the following criteria:

- a) Disabled as defined by HUD at [24CFR 5.403](#).

- b) Transitioning – Individuals must either be currently living in, or at serious risk of being admitted to, a qualified institution at the time of referral to the Housing Authority, or must have been living in a qualified institution no more than 90 days prior to the referral to the Housing Authority.

On a case by case basis, the Housing Authority may issue a DTI voucher to an individual who is at imminent risk of death or who will not be able to receive lifesaving medical care without housing. Such cases will be approved by the Executive Director.

Qualifying institutions include intermediate care facilities, licensed residential facilities, and specialized institutions that care for the intellectually disabled, developmentally disabled, physically disabled or mentally ill. This definition does not include board and care facilities (such as adult homes, adult day care, and adult congregate living).

Referral Agency / Supportive Services – Qualifying individuals must be referred by a service provider agency that has entered into a memorandum of understanding (MOU) with the Housing Authority. The service provider will document and certify the eligibility criteria above (disability status and transition from qualifying institution). The service provider must also certify that the individual is ready to transition out of an institutional environment, and must have a case management plan to assist the individual with the transition. Additionally, the service provider must assist the individual with all aspects of the Housing Choice Voucher program, including completing applications, obtaining documentation of income, attending Housing Authority appointments with the client, and assisting the client in finding and maintaining housing.

A maximum of 12 households may be assisted by this preference program at any given time. The Housing Authority may continue to accept referrals for persons who would be eligible for this preference while the waiting list is closed. DTI voucher holders who have been stably housed for 2 years may “graduate” into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the DTI voucher would be available for the next eligible family referred to the Housing Authority.

5. Mainstream Vouchers for Non-Elderly Persons with Disabilities

The Housing Authority has received 50 Mainstream Non-Elderly Disabled (NED) Vouchers. These Mainstream NED Vouchers are for the Housing Authority service area, both Santa Cruz County and the Cities of Hollister and San Juan Bautista. The Mainstream NED Vouchers differ from the original Mainstream Vouchers in these ways:

- The person with disabilities *doesn't* have to be the head of household or spouse.
- The person with disabilities *does* have to be between the ages of 18 and 62.

Applicants on either the Santa Cruz County or Hollister / San Juan Bautista Section 8 waiting lists may benefit from this waiting list preference. Assistance will be offered to applicants eligible for the preference based on date of placement or lottery number. If the waiting lists do not contain a sufficient number of eligible households, the Housing Authority may open the lists for persons eligible for this preference. Eligible persons include those who are transitioning from institutions, at serious risk of institutionalization, homeless or at risk of homelessness.

6. Graduates of the Shelter Plus Care (S+C) Permanent Supportive Housing Program
The Housing Authority has been awarded competitive grants for permanent supportive housing for people experiencing chronic homelessness. A program known as Shelter Plus Care is a partnership between the Housing Authority and the County Health Services Agency to provide wrap-around services from outreach and eligibility to housing stabilizing services.

S+C recipients who have been stably housed for 2 years may “graduate” into the regular voucher program if they are in good standing with the program and there are vouchers/funding available. At that time, the S+C assistance would be available for the next eligible family referred to the Housing Authority by the Health Services Agency.

7. Public Housing Tenants without an appropriately sized unit
The Housing Authority has adopted a waiting list preference for residents in the Housing Authority of the County of Santa Cruz Low-Income Public Housing (LIPH) program who are residing in a unit that is either too large, or too small, for their family size, and who have not been offered an appropriately sized unit after being over or under-housed for at least one year, due to lack of unit availability.
8. Admission of Low-Income Families
Low-income families (up to 80% median household income) may be admitted to the program if they are working families (defined as a family in which the head, spouse or sole member is employed). In addition, low-income families in which the head and spouse or sole member is age 62 or over or is a person with disabilities may be admitted under this section. Such low-income families will not be admitted ahead of non-low-income families but will be placed on the waiting list according to the random number sequence lottery of their application.

Temporary Measures during Periods of Low Utilization Rate

During times of low voucher or funding utilization (under 97%), the Housing Authority may utilize the following measures:

1. Lease In-Place Option. This preference will only be applicable to applicants already on the waiting list who currently live in the Housing Authority jurisdiction, reside in a unit that meets HQS standards, with a landlord who is willing to accept a voucher.
2. Eviction Prevention. The Housing Authority may accept direct referrals from the Community Action Board of Santa Cruz County (CAB) of families at imminent risk of homelessness due to eviction for economic reasons. The Eviction Prevention preference will be limited to applicants on the HCV waiting list, and the preference will be limited to 24 vouchers.

Targeting

Notwithstanding the above, if necessary to meet the HUD statutory requirement that 75% of newly admitted families in any fiscal year be families who are extremely low-income (incomes not exceeding 30% of area median income), the Housing Authority retains the right to select extremely low-income families ahead of other eligible families on an as-needed basis to ensure the HUD income targeting requirement is met. This measure will only be taken if it appears the

goal will not otherwise be met. To ensure this goal is met, the Housing Authority will monitor incomes of newly admitted families.

Opening and Closing the Waiting list

When the Housing Authority opens a waiting list, the opening will be announced publicly on our website, on our waiting list phone line, in our lobby, in local newspapers of general circulation, and other appropriate media such as email and/or social media sites. The Housing Authority will affirmatively further fair housing by conducting strategic outreach through diverse community partners to inform the public when the waiting list opens.

The Housing Authority may accept applications by mail, via internet, by FAX and other methods that encourage equal access and opportunity to apply for all persons including those with disabilities.

The Housing Authority reserves the right to open and close waiting lists at any time.

Changes to Head of Household or Family Members While on the Waiting List

While on the waiting list, the head of household may be changed to another family member under the following circumstances:

1. If the family splits into two or more families, the family containing the head of household retains placement on the waiting list.
2. If the head of household dies, another member can become the head of household if they provide verification of the death, and if they have the legal capacity to enter into a lease.
3. If the head of household no longer has the legal capacity to enter into a lease, another member can become the head of household if they provide verification of the incapacitation, and if they have the legal capacity to enter into a lease.
4. If the head of household engages in criminal activity directly related to domestic violence, dating violence, sexual assault or stalking (known as Violence Against Women Act crimes – VAWA) against a household member or affiliated individual, another member of the household can become the head of household if they provide verification of VAWA. When a family break-up results from the occurrence of domestic violence, the PHA must ensure that the victim retains assistance. (See 24 CFR 982.315(a).)

The Housing Authority may consider additional exceptions on a case-by-case basis.

The “applicant family” is defined as those persons who were included in the full initial application for assistance and who meet the definition of “family” as defined in Section IV.

Any household members whom the applicant family wishes to add after the initial eligibility determination must meet the criteria listed in Section XVIII of this Plan. Changes to family members will not be processed while applicants are on the waiting list. All changes will be processed at the time of the initial eligibility determination or thereafter.

Selecting Applicants for the Moderate Rehabilitation Program

When vacancies occur, the Housing Authority will refer to the owner one or more appropriate size families on its waiting list.

All vacant units under contract will be rented to eligible families referred by the Housing Authority from its waiting list.

II. Issuing or Denying Housing Choice Vouchers, Term of the Housing Choice Voucher, and Extensions or Suspensions of the Term

All Housing Choice Vouchers are issued with an initial term of at least 60 days and extensions of at least an additional 60 days will be considered. Extensions may be granted

1. If voucher holders provide proof that despite a diligent effort, they could not find a unit suitable to their needs; or
2. In special cases only, such as a large family, a “special needs” family, hospitalization or drug rehabilitation, death in the family, etc.

Extensions are typically granted in increments. The number and duration of extensions may depend on a number of factors including market conditions and availability of vouchers / funding.

The Housing Authority will grant additional extensions on an individual case basis as a Reasonable Accommodation for Housing Choice Voucher holders with disabilities. Third party verification of disability and need for extension is required. The extension may be granted after the Housing Authority has received such verification from a doctor, other health care professional or a social worker with medical or professional knowledge of the person’s disability. If acceptable verification is not received by the doctor, other health care professional or a social worker within 60 days of the Housing Authority’s request, the extension may be denied.

See Section IV Occupancy Standards (Standards for denying admissions or terminating assistance) for information about denying assistance for applicants.

III. Special Purpose Programs

Over time, HUD has awarded the Housing Authority with funding for specific voucher types to serve specific populations. In some instances, these special programs offer vouchers to eligible persons from the Housing Choice Voucher (HCV) waiting list. In other instances, vouchers are issued based on referrals from service providers. All special voucher programs are listed and described below. If special program vouchers are project based, the unique eligibility criteria described below will be preserved.

Veterans Assisted Supportive Housing / VASH (352 vouchers)

The Department of Housing and Urban Development (HUD) and the Veterans Administration (VA) have partnered to create a program for homeless veterans that combines HUD Housing Choice Voucher rental assistance with case management and clinical services provided by the Department of Veterans Affairs at its medical centers and in the community. Funding for this program is limited to housing authorities that partner with “eligible Veterans Affairs Medical Centers (VAMCs) or other entities as designated by the VA.”

The Housing Authority of the County of Santa Cruz has received a total of 352 VASH vouchers.

VASH vouchers are not issued based on placement on Housing Authority waiting lists. Instead, referrals for eligible homeless veterans are provided by the Veterans Administration. The Housing Authority will administer the VASH program in accordance with HUD VASH rules and regulations, which may differ from the Housing Choice Voucher Program.

Family Unification Program (181 vouchers) (FUP)

Family Unification vouchers have been made available by HUD for this program. The Family Unification Program (FUP) vouchers are reserved for families for which lack of adequate housing is a primary factor in the imminent placement of their a child or children in out-of-home care or in the delay of discharge of a child or children to the family from out-of-home care, and for youth, 18-24 years old, who left foster care, or will leave foster care within 90 days, and are homeless or at risk of becoming homeless. To be considered for Family Unification assistance, families will be identified through the County Human Services Department (HSD).

Family Unification vouchers are not issued based on placement on the Housing Choice Voucher waiting list. Instead, HSD provides referrals to the Housing Authority based on comprehensive risk assessment and FUP-eligibility determination. HSD will provide written certification to the Housing Authority that a family or a youth qualifies as a FUP-eligible family or youth. A family will be certified as eligible if it is determined that (1) the children are at imminent risk of placement in out-of-home care or at risk of having their discharge to the family from out-of-home care delayed (2) the lack of adequate housing is a primary factor in the risk of placement or delay of discharge and (3) the family meets all other eligibility requirements for Section 8 assistance; youth will be certified as eligible by age, foster care history, and homelessness risk. Youth will also be identified through the county coordinated entry system. The Santa Cruz County Consortium of Care (CoC), titled Homeless Action Partnership, launched the Coordinated Entry System, titled Smart Path to Housing and Health. The Smart Path lead agency is now the County HSD. They will use it to assist in identifying youth who were previously on a child welfare caseload and may be eligible for FUP. Eight (8) vouchers were set aside for former foster youth ages 18 – 24 as referred by the Santa Cruz County HSD; now with the additional 2018 voucher award, more vouchers can be allocated to youth. FUP Youth vouchers have a HUD imposed 36 month limit on rental assistance. FUP Youth voucher holders who enter into a HUD Family Self-Sufficiency contract may have their FUP Youth rental assistance extended for the life of the FSS contract up to five years, with the possibility of an extension up to two years.

Responsibilities for administering the Family Unification Program are as follows:

The Housing Authority will be responsible wholly or in part for

1. accepting referrals from HSD
2. sorting the HCV waiting list to identify applicants who may qualify
3. certifying HCV voucher eligibility and issuing vouchers
4. providing orientation to the Section 8 Housing Choice Voucher Program
5. offering training to HSD and other HSD-subcontract agencies on HCV procedures
6. convening regular meetings with HSD and the Consortium of Care (CoC) Homeless Action Partnership
7. approving rental agreements for FUP and processing HAP contracts.

The Human Services Department will be responsible wholly or in part for

1. seeking and identifying eligible families and making referrals to the Housing Authority;

2. certifying special program eligibility;
3. assisting in identifying and securing housing appropriate to the family's size and needs;
4. offering training on HSD referral procedures to the Housing Authority and HSD-subcontractors
5. providing case management and some or all of the following supportive services:
 - a. child welfare and family reunification services
 - b. vocational training and educational assistance
 - c. child care assistance
 - d. health, mental health, and substance abuse services
 - e. renter education
 - f. job search and placement assistance

The Continuum of Care Homeless Action Partnership will be responsible for

1. utilizing the Smart Path to Housing and Health, Coordinated Entry System (CES) to identify youth, including those who were previously on a child welfare caseload, who may be eligible for FUP
2. using Smart Path CES, provide assessments and referrals.

Once a family has been certified as eligible and accepted into the Family Unification Program, they will attend an orientation session provided by the Housing Authority, during which Section 8 procedures and regulations will be explained in detail. All FUP families and youth will be offered the opportunity to join the Family Self Sufficiency program.

The HSD will be responsible for case management for the FUP Youth Family Self-Sufficiency (FSS) for the first 18 months from the start of the FSS Contract. Case Management is intended to assist the youth fulfill their FSS plan toward independence and self-sufficiency. HSD will be responsible for a Transitional Independent Living Plan developed with each FUP-Youth as well as providing basic life skills, counseling, providing assurances to property owners, job preparation, and educational advancement opportunities.

Mainstream Program (Housing Opportunities for Persons with Disabilities) (100 Vouchers)

1. HUD has made available vouchers to assist in providing housing and supportive services to disabled families who are ready to transition into the private rental market; and to families whose head, spouse, or sole member is a person with disabilities. Disabled as defined by HUD at [24CFR 5.403](#)

The Housing Authority will offer Mainstream Vouchers to disabled applicants from the Housing Choice Voucher Waiting List based on their waiting list preference status and in order of their date of placement or random sequence lottery number on the Waiting List.

Issuance as a Reasonable Accommodation

Mainstream vouchers may also be issued as a reasonable accommodation to persons with disabilities who live in a unit owned or managed by the Housing Authority if

1. A doctor, other health care professional or a social worker with medical or professional knowledge of the person's disability has verified the disability related housing need, and

2. There is not an acceptable unit available for the family in the Housing Authority owned or managed program, or the length of the wait for a vacancy of an acceptable unit is determined to be unreasonably long (at least one year).

If a Mainstream voucher is not available, a regular Housing Choice Voucher may be issued to such a family instead as a reasonable accommodation.

Disabled Vouchers (138 vouchers)

HUD has made available vouchers for disabled applicants on the Housing Choice Voucher waiting list. These vouchers are issued to eligible applicants based on their waiting list preference status and date of placement or random number sequence lottery.

Medicaid Waiver Program (27 vouchers)

HUD has made available vouchers for persons participating in the Medicaid Home and Community Based Waiver Program. The Medicaid waiver vouchers are reserved for disabled persons, also covered under a waiver of Section 1915(c) of the Social Security Act, who are Medicaid-eligible at risk of being placed in intermediate care facilities. The voucher would allow them to be cared for in their homes and communities. These individuals are thereby assisted in preserving their independence and ties to family and friends at a cost no higher than that of institutional care.

Responsibilities for administering the Medicaid Waiver Program are as follows:

The Housing Authority will be responsible wholly or in part for

1. certifying voucher eligibility
2. providing orientation in regards to the Section 8 Housing Choice Voucher Program
3. approving rental agreements

The local agencies administering 1915c waiver programs will be responsible wholly or in part for

1. seeking and identifying eligible individuals/families
2. certifying special program eligibility
3. assisting in identifying and securing housing appropriate to the household's needs
4. providing case management

Medicaid Waiver vouchers are issued based on placement on the Medicaid Waiver waiting list. Eligible referrals are provided by social service agencies with a current MOU with the Housing Authority to provide referrals and services. Those referrals produce the Medicaid Waiver waiting list. Once an individual and/or family has been certified as eligible and accepted into the Medicaid Waiver Program, they, or their designated representative, will attend an orientation session provided by the Housing Authority, during which Section 8 procedures and regulations will be explained in detail.

Welfare to Work Program (24 vouchers) (WtW)

HUD has made vouchers available for persons participating in the CalWORKs Welfare to Work Program. The Welfare to Work vouchers are reserved for CalWORKs participants. They are intended to be a key part of the strategy to support the efforts of Santa Cruz County families who are working towards self-sufficiency. Welfare to Work vouchers are not issued based on placement on the Housing Choice Voucher waiting list. Instead, eligible referrals are provided by

the Santa Cruz County Human Services Department (HSD).

Responsibilities for administering the Welfare to Work vouchers are as follows:

The Housing Authority will be responsible wholly or in part for

1. certifying voucher eligibility
2. providing orientation in regards to the Section 8 Housing Choice Voucher Program
3. approving rental agreements

The Human Services Department will be responsible wholly or in part for

1. screening and refer CalWORKs participants;
2. assisting CalWORKs participants who receive vouchers with housing-related issues and work with Housing Authority staff to resolve those issues;
3. supporting housing stability for eligible CalWORKs participants who receive vouchers by providing them with comprehensive services including individual assistance in the areas of vocational training and assessment, job search and upgrade, on-the-job training, transportation assistance, child care, participation in MediCal/MediCruz as appropriate, counseling services for substance abuse, domestic violence and mental health issues and other supportive services;
4. coordinating participant involvement in programs offered through the Small Business Development Center, Career Centers, and Cabrillo Student Resource Support Network

If the Human Services Department informs the Housing Authority that a Welfare to Work voucher holder has graduated from the program, the Housing Authority may absorb that program participant into the regular Housing Choice Voucher program if a voucher is available and if the program participant is in good standing. At that time, the Welfare to Work voucher would be available for the next eligible family referred by the Human Services Department.

Section 8 Moderate Rehabilitation Program

The Housing Authority administers rental assistance for 41 Moderate Rehabilitation units. When units become available, the Housing Authority first offers assistance to Housing Choice Voucher waiting list applicants.

IV. Occupancy Policies

Definition of a Family

A family is a person or group of people related by blood, marriage, adoption or affinity that live together in a stable family relationship. Furthermore, the Housing Authority has adopted HUD's definition of "family" as defined in [24 CFR 5.403](#). This definition of family includes single individuals as well as groups of people residing together, regardless of actual or perceived sexual orientation, gender identity, or marital status.

Each family contains a head of household, who must be at least eighteen years old, or if under 18, they must be an emancipated minor. Additionally, each family member must reside in the assisted unit at least 51% of the time (at least 184 days out of the year). Children who are temporarily away from the home because of placement in foster care and military servicepersons on active duty are considered part of the family if they would otherwise be living in the assisted

unit. However, they will not be considered for the purposes of determining voucher size while they are out of the unit. Households with children who have been placed in foster care will keep their voucher size for at least 12 months after the child is removed. However, at the annual review following 12 months after removal (the second annual reexamination after removal) the household will be downsized. When the child returns from foster placement, the household will be upsized at the interim and the payment standard will be updated at that time. The household will not be required to wait until their next annual re-examination to be upsized or to have their payment standard updated.

Households with military servicepersons on active duty will be downsized at the first transfer or annual review following the departure of the serviceperson. When military servicepersons on active duty return, the household will be upsized and the payment standard will be updated at the interim. The household will not be required to wait until their next annual re-examination to be upsized or to have their payment standard updated.

Live-in aides and family members of live-in aides are not family members, temporary family members, or guests.

Definition of a Temporary Family Member

A temporary family member is a member of assisted family that has been approved by the Housing Authority, and resides in the assisted unit less than 51% of the time (less than 184 days of the year).

Temporary Family Members Who Move in and out of the Unit

The income of a temporary family member is counted towards household income while the temporary family member resides in the assisted unit. Therefore, temporary family members who move in to the unit for a period of time will be added to the household with an interim while they are living in the unit. Later, they will be removed from the household when they move out of the unit. Temporary family members are not considered for purposes of determining voucher size, even if their income is counted. Additionally, temporary family members are not eligible to receive the voucher in the event that the family breaks up.

Temporary Minor Family Members Who Stay in the Unit a Few Days Per Week

Minor children who stay in the household a few days per week (less than 51% of the time and less than 184 days of the year) will not be added to the household. No persons other than minor children will be approved to stay in the household for a few days per week. Instead, other individuals will be considered to be guests (see definition of guest).

Definition of Other Household Member

Other household members are those persons who have been approved by the Housing Authority to reside in the assisted unit, but who will not be considered for the purpose of determining voucher size, and who are not eligible to receive the voucher in the event that the family breaks up. Other household members may not reside in the assisted unit if their presence results in overcrowding. Income received by other household members is included in the household's income calculation.

Definition of a Guest

A guest is a person temporarily staying in the assisted unit with the consent of the family. No guest may stay in the assisted unit for more than 30 cumulative days during any twelve month period.

Definition of When a Family Is Continuously Assisted

Low-income families are eligible for Section 8 assistance if they are continuously assisted under the 1937 Housing Act. For the purposes of determining eligibility, a 120-day break in assistance is considered “continuity of assistance”.

Standards for Denying Admission or Terminating Assistance

The Housing Authority may deny assistance to an applicant or terminate assistance for a participant for the following reasons:

1. If the family violates any family obligations under the program as outlined under obligations of participant
2. If any member of the family has ever been evicted from public housing
3. If a housing authority has ever terminated assistance under the voucher program for any member of the family
4. If any member of the family commits drug-related criminal activity, or violent criminal activity, including conviction for manufacturing or producing Methamphetamine
5. If any member of the family commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program
6. If the family currently owes rent or other amounts to the Housing Authority or another housing authority in connection with Section 8 or public housing assistance under the 1937 Act
7. If the family has not reimbursed any housing authority for amounts paid to an owner under a Housing Assistance Payments (HAP) contract for rent, damages to the unit, or other amounts owed by the family under the lease
8. If the family breaches an agreement with the Housing Authority to pay amounts owed to a housing authority, or amounts paid to an owner by a housing authority
9. If the family has engaged in or threatened abusive or violent behavior toward Housing Authority personnel
10. If any member of the household is subject to a lifetime sex offender registration requirement under a State sex offender program.
11. If there is reasonable cause to believe that a household member’s abuse or pattern of abuse of alcohol may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents.
12. If the Housing Authority determines that any household member is currently engaged in illegal use of a drug, or if a pattern of illegal drug use by a household member interferes with the health, safety, or right to peaceful enjoyment of the premises by other residents.
13. If the Housing Authority determines that any family member has violated the family’s obligation not to engage in any drug-related or violent criminal activity.
14. For a variety of criminal or drug-related activities as permitted under HUD regulations.
15. The Housing Authority will deny admission or terminate assistance for applicants or participants in violation of current applicable HUD rules and regulations or Housing Authority policy.
16. The Housing Authority will deny admission for applicants that do not meet the current applicable HUD eligibility requirements.

The Housing Authority may deny admission or terminate tenancy for criminal activity or drug or alcohol abuse in accordance with HUD regulations. The Housing Authority has the discretion to consider all factors in the case, including the seriousness of the case, the extent of participation or culpability of individual family members, past history, recency of criminal activity, age at time of criminal/drug or alcohol activity, mitigating factors such as treatment and character references, and the effects of denial or termination of assistance on other family members who were not involved in the action.

The Housing Authority will ensure an otherwise qualified applicant will not be denied admission or have assistance terminated solely on the basis that the applicant/participant has been a victim of domestic violence, dating violence, sexual assault or stalking (VAWA crimes). The Housing Authority has policies and procedure that will ensure notification of applicants and participants of their VAWA rights and responsibilities.

V. Encouraging Participation by Owners Outside Areas of Low-Income Concentration

To expand the number of rental property owners participating in the Section 8 Housing Choice Voucher Program, the Housing Authority mails promotional material to property management agencies on an as-needed basis, and conducts landlord briefings on an at-least annual basis. The Housing Authority encourages property owners throughout the jurisdiction including in areas of lower poverty rates to accept Housing Choice Vouchers.. The Housing Authority collaborates in community-wide outreach to encourage landlords in all areas to accept housing assistance tenants.

Specific steps include the following:

Actions to encourage participation by owners of units outside low-income and minority areas

The Housing Authority of the County of Santa Cruz contacts owners of units throughout the County and endeavors to make personal or phone contact with as many owners of rental units as possible especially in the areas of lesser concentration of low-income or minorities.

Actions to explain program requirements including equal opportunity to owners

The Housing Authority of the County of Santa Cruz works closely with real estate professionals. Personal appearances and speeches are made to civic and other organizations and groups to explain the programs to owners and applicants. Brochures are published and available to owners.

VI. Assisting a Family That Claims Illegal Discrimination

The Housing Authority assists families that claim illegal discrimination by including discrimination complaint forms in every briefing packet as well as mailing complaint forms to participants upon request; and referring families to the appropriate state and/or federal agency. The Housing Authority ensures all policies, procedures and staff conduct are consistent with civil rights and fair housing.

Specific steps include the following:

Services to be provided if families allege they have encountered discrimination after finding a unit: The Housing Authority of the County of Santa Cruz will make available the necessary

informational forms and will assist where feasible with filing of any discrimination allegations. Applicants will be reminded of their Civil Rights and will be referred to appropriate local, state or federal agency for further action.

Assistance to be given to Housing Choice Voucher holders in the exercise of their rights under Federal, State and/or Local Law: Members of the Eligibility staff who are Spanish speaking will assist Spanish speaking Housing Choice Voucher holders in exercising their rights. Program participants speaking languages other than English and Spanish will be accommodated as needed. The Housing Authority staff are familiar with the policies and procedures in the written Language Assistance Plan for serving Limited English Proficiency individuals. The Housing Authority arranges translations in Spanish and functions as a completely bilingual Spanish-English agency. The Housing Authority arranges translation and interpretation services as needed for those who do not speak English or Spanish.

Information on local, State and Federal Fair Housing laws and use of HUD Form-903 are provided as follows: The Fair Housing laws are outlined at the applicant's briefing, and the HUD Fair Housing forms and brochures are included in the Briefing Packets and given to all Housing Choice Voucher holders. Fair Housing posters are located in interview areas.

VII. Providing Information about a Family to Prospective Owners

The Housing Authority complies with HUD regulations governing the provision of information to owners. The Housing Authority will provide prospective owners the following information about the family when requested in writing by the prospective owner:

1. The family's current and prior address (as shown in Housing Authority records)
2. The name and address (if known to the Housing Authority) of the landlord at the family's current and prior address

The Housing Authority will not provide any additional information about the family to the prospective owner. Owners are encouraged to do their own tenant screening.

VIII. Disapproval of Owners

The Housing Authority may disapprove a prospective owner for violation of a HAP contract; violation of housing quality standards; or fraud, bribery, or corruption in connection with one of the Housing Authority programs. If a jurisdiction reports to the Housing Authority that an owner has a history of renting units that fail to meet state or local housing codes, the Housing Authority may disapprove an owner for that reason. The Housing Authority may also disapprove an owner for other reasons as allowed by HUD regulation.

IX. Subsidy Standards

Prior to issuing the Housing Choice Voucher or processing a change in household composition or a transfer, the appropriate voucher size for the family will be determined by applying the following criteria. Payment standards are based on the lower of either voucher size or unit size

1. The Housing Authority will review each household composition to determine which household members may impact voucher size, and which household members do not impact voucher size, based on the agency plan in place at the time each member was added to the household. An unborn child will not be counted as a person, unless the pregnant woman is the only person in the household. Temporary household members, guests, family members of live-in aides, and other household members (as defined above) will not be counted for the purpose of determining voucher size. However, children who are temporarily away from the home because of placement in foster care and military servicepersons on active duty are considered part of the family (even if they are not part of the household) if they would otherwise be living in the assisted unit. Therefore, when children return from foster placement, or when military servicepersons return from active duty, they may return to the household. On a case by case basis, the Housing Authority may allow minor children to be added to the household if adult household members are identified as stand-by guardians under the Childcare Safety Plan.
2. One bedroom will be allocated to the head of household and his/her spouse or registered domestic partner or significant other. One bedroom will be allocated to every two approved household members, regardless of gender, age, or familial status.
3. A household member must be a resident of the unit at least 51% of the time (at least 184 days of the year) to be counted as part of the household for the purposes of determining voucher size.

The subsidy standards are as follows. For the purpose of the tables below, the number of household members includes only those persons that are included when considering voucher size. A family with a head of household AND spouse or registered domestic partner or significant other/domestic partner will be allocated the following:

Number of Household Members Impacting Voucher Size	Voucher Size
2	1
3	2
4	2
5	3
6	3
7	4
8	4
9	5
10	5

A family with a head of household and NO spouse or registered domestic partner or significant other/domestic partner will be allocated the following:

Number of Household Members Impacting Voucher Size	Voucher Size
1	1

2	2
3	2
4	3
5	3
6	4
7	4
8	5
9	5
10	6

When the Housing Authority determines that there is an adequate supply of studio (0 BR) units for rent, the agency may issue studio instead of one-bedroom vouchers to single-person families.

HUD may award the Housing Authority with Enhanced Vouchers to provide continued assistance to families adversely impacted by the termination of an affordable housing contract. The Housing Authority will use Enhanced Voucher assistance to meet HUD requirements. In implementing those requirements, the Housing Authority will determine if the bedroom size of the family's unit exceeds the number of bedrooms for which the family qualifies under the subsidy standards, which is an over-housed family, unless the family qualifies for reasonable accommodation. The Housing Authority will notify the family and the project owner. When the Housing Authority notifies the family of the availability of an appropriately sized unit, the family must move to the unit in a reasonable time not to exceed 30 days in order to retain the Enhanced Voucher. The Housing Authority may grant an exception to this timeframe when the family requests it due to an extreme hardship. Hardship exceptions to the 30 day limit may be granted for a death in the family or serious illness.

Exceptions to the subsidy standards may be made as a reasonable accommodation for persons with disabilities. All requests must be reviewed and approved in advance by the Reasonable Accommodations (RA) staff. If the voucher holder is approved for a Live-in aide through RA staff, they are provided with a separate bedroom. Household members of the live-in aide may share a bedroom with the live-in aide under the following conditions:

- Only the live-in aide's spouse, registered domestic partner, or birth child may be added to the household.
- The addition of the live-in aide's family members will not be approved if it will cause overcrowding to the existing unit.
- The live-in aide's family members, like the live-in aide, are subject to all Housing Authority background checks and screening procedures.
- The family will not receive a dependent allowance for the live-in aide's child.
- The income of the spouse, registered domestic partner, or adult child of the live-in aide will not be counted.
- If the addition of the spouse, registered domestic partner or adult child causes the family to be ineligible for the program, they may not be added to the household.
- All adult family members of the live-in aide must sign an agreement confirming that they understand they are not a member of the assisted family.

The live-in aide, and the household members of the live-in aide, are not considered family members, temporary family members, or guests. The Housing Authority may consider other unusual family circumstances when determining the voucher size to be assigned to a family. Neither the live-in aide or any members of the live-in aide family have rights to the voucher, should the voucher household break up.

Applicant Flexibility on Unit Size Actually Selected for Rental

It is emphasized that the unit size listed on the applicant's Housing Choice Voucher does not preclude the family from selecting either a smaller or larger sized unit.

The family may select a larger sized unit provided their portion of the rent does not exceed 40% of their adjusted monthly income at move-in. A family may select a smaller sized unit provided there is no HQS violation based on overcrowding. However, the payment standard used to determine the level of rental assistance will be based on the smaller of the payment standard for the voucher size or the payment standard for the unit size. Families electing to reside in a larger unit will pay a larger share of rent. Similarly, families electing to reside in a smaller unit will receive a smaller payment standard, and will not benefit financially from choosing a smaller unit.

X. Family Absence from Dwelling Units

Families are permitted to be absent from their unit for up to thirty days without Housing Authority approval, and continue to receive a HAP. With prior notice, longer absences, up to 180 days, may be permitted for documented cases of hospitalization, nursing home stays, and drug treatment, and other unusual circumstances to be determined on a case-by-case basis. During this time, the HAP will continue and the tenant must continue to pay their portion. The HAP will not be paid for long absences for reasons other than those listed above. The contract, and therefore the lease, will automatically terminate after a 180 day absence as required by regulation.

XI. How to Determine Who Remains in the Program If a Family Breaks Up

The following guidelines determine who may continue to receive Section 8 assistance if the household breaks up, due to the head of household no longer having the legal capacity to enter into a lease or if the head of household leaves or dies, or due to Violence Against Women Act crimes. In the event of this kind of family breakup, the following clauses are effective:

Persons who may NOT receive the voucher

1. No person may receive the voucher in the case of a family break up unless he/she has been a member of the family living in the household for at least the three consecutive prior years. Cases where the family has been on the program for less than three years will be forwarded to the Director of Eligibility and Occupancy for review on a case by case basis.
2. Neither a live-in aide nor any family members of a live-in aide may receive the voucher.
3. No temporary family member, other household member (as defined above), or guest may receive the voucher.
4. No minor may receive the voucher.

Persons who may receive the voucher

1. In the event of family break up, the voucher will automatically go to the head of household's spouse or registered domestic partner.
2. If the head of household does not have an eligible spouse or registered domestic partner, the Housing Authority has the discretion to determine whether or not any remaining household members may receive the voucher. The Housing Authority may consider the following factors:
 - a. Whether or not the remaining family member is elderly or disabled
 - b. Whether or not the remaining family member has legal dependents that are living in the assisted unit
 - c. Whether or not a family member has been a victim of actual or threatened violence against family members by another member of the household
 - d. Whether or not the remaining family member is employed
 - e. Other relevant factors as determined by the Housing Authority on a case by case basis
3. If the family member who receives the voucher and becomes the head of household was also on the waiting list, the Housing Authority shall remove their name from the waiting list.

XII. Informal Review Procedures for Applicants

Informal reviews for applicants will be conducted in compliance with HUD regulations. Once applicants have been notified of their right to an informal review, they have 15 calendar days to request a review in writing.

Notice to Applicant

The Housing Authority must give an applicant for admission prompt notice of a decision denying admission to the applicant. The notice must contain a brief statement of the reasons for the Housing Authority decision and a copy of the criminal record if that is a reason for denial. The notice must also state that the applicant may request an informal review of the decision and must describe how to obtain the informal review.

Informal Review Process

The Housing Authority must give an applicant an opportunity for an informal review of the Housing Authority decision denying assistance to the applicant. The review will be conducted by the Review Officer, designated by the Executive Director, who will appoint someone other than a person who made or approved the decision under review or a subordinate of this person.

At the informal review, the applicant must be given an opportunity to present written or oral objections to the Housing Authority decision. The Housing Authority must notify the applicant of its final decision after the informal review, including a brief statement of the reasons for the final decision.

When Informal Review Is Not Required

The Housing Authority is not required to provide the applicant an opportunity for an informal review for any of the following:

1. Discretionary administrative determinations by the Housing Authority.
2. General policy issues or class grievances.
3. A determination of the family unit size under the Housing Authority subsidy standards.

4. A Housing Authority determination not to approve an extension or suspension of a voucher term.
5. A Housing Authority determination not to grant approval of the tenancy.
6. A Housing Authority determination that a unit selected by the applicant is not in compliance with HQS.
7. A Housing Authority determination that the unit is not in accordance with HQS because of the family size or composition.

XIII. Informal Hearing Procedures for Participants

Informal hearings for participants will be conducted in compliance with HUD regulations. Once participants have been notified of their right to an informal hearing, they have 15 calendar days to request a hearing in writing.

When Hearing Is Required

The Housing Authority must give a participant family an opportunity for an informal hearing to consider whether the following Housing Authority decisions relating to the individual circumstances of a participant family are in accordance with the law, HUD regulations and Housing Authority policies:

1. A determination of the family's annual or adjusted income, and the use of such income to compute the housing assistance payment.
2. A determination of the appropriate utility allowance (if any) for tenant-paid utilities from the Housing Authority utility allowance schedule.
3. A determination of the family unit size under the Housing Authority subsidy standards.
4. A determination that a certificate program family is residing in a unit with a larger number of bedrooms than appropriate for the family unit size under the Housing Authority subsidy standards, or the Housing Authority determination to deny the family's request for an exception from the standards.
5. A determination to terminate assistance for a participant family because of the family's action or failure to act
6. A determination to terminate assistance because the participant family has been absent from the assisted unit for longer than the maximum period permitted under Housing Authority policy and HUD rules.

In the cases described above, the Housing Authority must give the opportunity for an informal hearing before the Housing Authority terminates housing assistance payments for the family under an outstanding HAP contract.

When Hearing Is Not Required

The Housing Authority is not required to provide a participant family an opportunity for an informal hearing for any of the following:

1. Discretionary administrative determinations by the Housing Authority.
2. General policy issues or class grievances.
3. Establishment of the Housing Authority schedule of utility allowances for families in the program.

4. Housing Authority determination not to approve an extension or suspension of a voucher term.
5. Housing Authority determination not to approve a unit or tenancy.
6. Housing Authority determination that an assisted unit is not in compliance with HQS. (However, the Housing Authority must provide the opportunity for an informal hearing for a decision to terminate assistance for a breach of the HQS caused by the family.)
7. Housing Authority determination that the unit is not in accordance with HQS because of the family size.
8. Housing Authority determination to exercise or not to exercise any right or remedy against the owner under a HAP contract.

Expeditious Hearing Process

Where a hearing for a participant family is required under this section, the Housing Authority must proceed with the hearing in a reasonably expeditious manner upon the request of the family.

Discovery

By family: The family must be given the opportunity to examine before the hearing any Housing Authority documents that are directly relevant to the hearing. The family must be allowed to copy any such document at the family's expense. If the Housing Authority does not make the document available for examination on request of the family, the Housing Authority may not rely on the document at the hearing. The Housing Authority will redact, or block-out, information on a VAWA crime victim's location or the name or location of any service provider agencies used by the victim.

By Housing Authority: The Housing Authority will request an opportunity to examine at Housing Authority offices before the hearing any family documents that are directly relevant to the hearing. The Housing Authority must be allowed to copy any such document at the Housing Authority's expense. If the family does not make the document available for examination on request of the Housing Authority, the Housing Authority has the right to accept or deny the document at the hearing or to postpone the hearing until the document can be adequately reviewed. The term "documents" includes records and regulations.

Representation of Family, Recording of Hearing

At its own expense, the family may be represented by a lawyer or other representative. The name and title of such representative must be submitted to the Housing Authority at least 5 days prior to the hearing. If the representative is a lawyer, the Housing Authority may arrange to have its lawyer present, too.

Either the family or the Housing Authority may elect to record the hearing at its own expense. If either party wishes to record the hearing, it must notify the other in writing at least 5 days prior to the hearing; however, the Housing Authority will record all hearings recorded by the family without providing specific prior notification.

Hearing Officer

The hearing may be conducted by any person or persons designated by the Executive Director, other than a person who made or approved the decision under review or a subordinate of this person. The person who conducts the hearing may regulate the conduct of the hearing in

accordance with the Housing Authority hearing procedures.

Evidence

The Housing Authority and the family must be given the opportunity to present evidence, and may question any witnesses. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

Issuance of Decision

The person who conducts the hearing must issue a written decision, stating briefly the reasons for the decision. Factual determinations relating to the individual circumstances of the family shall be based on a preponderance of the evidence presented at the hearing. A copy of the hearing decision shall be furnished promptly to the family.

Effect of Decision

The Housing Authority is not bound by a hearing decision under the following two conditions:

1. Concerning a matter for which the Housing Authority is not required to provide an opportunity for an informal hearing under this section, or that otherwise exceeds the authority of the person conducting the hearing.
2. Contrary to HUD regulations or requirements, or otherwise contrary to federal, State, or local law.

Any appeal of a hearing officer's decision on these grounds will be considered by the Executive Director, whose decision will be final. If the Housing Authority determines that it is not bound by a hearing decision or that such a decision is contrary to HUD regulations or requirements, the Housing Authority must promptly notify the family of the determination, and of the reasons for the determination.

XIV. The Process for Establishing and Revising Payment Standards

Payment Standards are used to calculate the Housing Assistance Payment that the Housing Authority pays to the landlord on the tenant's behalf. The payment standard represents the maximum level of subsidy that may be paid by the Housing Authority. The Payment Standard will be reviewed and revised, if necessary, at least annually following the publication of the Fair Market Rents (FMR) by HUD. Factors used in this analysis include the following:

1. Comparison of Payment Standard to Fair Market Rent
2. Average amount participants in the voucher program pay in rent.
3. Rent reasonableness data
4. Local vacancy rate data
5. Analysis of the expected voucher program funding level (HAP funding including the inflation factor adjustment)

At the time of annual payment standard review, and to the extent funds are available, an exception payment standard will be considered as a reasonable accommodation to expand housing opportunities for persons with disabilities. If HUD decreases the payment standard, the Housing Authority will hold harmless families by not decreasing the subsidy received by the family.

XV. The Method for Determining That Rent to Owner Is a Reasonable Rent

A determination must be made that rent to owner in the Section 8 Housing Choice Voucher Program is reasonable based on current rents for comparable unassisted units (a) at the time of initial leasing, (b) if there is any increase in the rent to owner, (c) at the HAP contract anniversary if there is a 10% decrease in the FMR in effect 60 days before the HAP contract anniversary, and (d) if directed by HUD. Reasonable rent is determined using information produced by Go Section 8, a national rent reasonableness system, via the Go Section 8 database. Go Section 8 meets HUD regulatory requirements for rent comparisons based on comparable unassisted units, including information about each unit's location, size, type, age, quality/condition, utilities, maintenance (including special services) and amenities.

XVI. Policies Regarding Special Housing Types

Shared Housing in the Housing Choice Voucher Program

1. Shared Housing is when a unit is occupied by two or more families. The unit must consist of shared common living space, as well as separate private space for each assisted family. Therefore, zero and one bedroom units may not be rented for shared housing. Under the lease, the assisted family must have cooking and bathroom facilities available to them. All areas (the entire unit) must be inspected initially and annually.
2. The shared housing program is designed to provide additional choices in living arrangements for assisted families. The Housing Authority of the County of Santa Cruz will permit only the use of "individual lease shared housing", wherein the Housing Authority enters into a separate HAP contract for each assisted family residing in the dwelling.
3. Single room occupancy units, zero bedroom efficiency units, Independent Group Residences, congregate housing units and manufactured homes for which assistance is provided under the Space Rental Assistance Program may not be used for Shared Housing.

Eligibility for Shared Housing

Under certain conditions (such as changes in the housing market or incidences of fraud) the Housing Authority may limit shared housing to families who are either elderly or disabled and who have a zero or one bedroom voucher. Such decisions will be made at the discretion of the Executive Director.

Subsidy Standards

For Shared Housing, the living room/common living area will not be considered when determining voucher size or overcrowding.

Additional Limitations for Shared Housing

1. The owner/landlord may reside in the unit but cannot be a parent, child, grandparent, grandchild, sister or brother, aunt, uncle, cousin, step-parent, step-grandparent, or significant other to any member of the assisted household. Relation by adoption is included in this definition.

2. A husband and wife cannot split themselves into two households and live in shared housing.
3. An existing household currently living together (whether they are assisted, on the waiting list, etc.) cannot split themselves into two households and live in shared housing.
4. Shared Housing is not intended to allow assisted families to live with household members that they would normally live with, while avoiding counting the other household member(s) income.

Utilities

1. The amount of the Utility Allowance for an assisted individual in Shared Housing is the individual's pro rata portion of the Utility Allowance for the entire unit.
2. Individuals enter Shared Housing arrangements on a voluntary basis and agreements on splitting tenant paid utilities and utility deposits are part of that voluntary, private agreement between or among the individuals occupying the unit. Therefore, it is not mandatory that tenants agree to pay utilities based on the same proration formula the Housing Authority uses.
3. Although, in units with tenant paid utilities, utility payments are made by the tenant and not by the owner, the owner is free to ascertain, before leasing to sharing individuals, that the individuals have reached agreements in splitting tenant paid utilities and utility deposits, with full awareness of the amount of the Housing Authority determined utility allowance for each assisted tenant.

Other Special Housing Types

The following conditions will be used to determine who will be eligible to use each special housing type.

1. Single -person households will be eligible to use Single Room Occupancy housing.
2. Elderly or disabled participants in the Housing Choice Voucher program will be eligible to use Congregate Housing and Group Home Housing.
3. All participants in the Housing Choice Voucher program will be eligible to use Cooperative Housing, Manufactured Home Housing and Manufactured Home-Space Rent Housing.
4. Any special housing type will be eligible for use if needed as a reasonable accommodation so that the program is readily available to and usable by persons with disabilities.

Section 8 Homeownership Program

The Housing Authority of the County of Santa Cruz has elected to offer the homeownership option that is available in the Section 8 Housing Choice Voucher program. The purpose of this program is to allow eligible families to purchase a home using the Housing Choice Voucher.

Family Participation Requirements

1. A preference will be given for current or past FSS (Family Self Sufficiency) participants.
2. This program shall be open only to those families who have been assisted under the Section 8 Housing Choice Voucher program for one year and are in good standing as participants in the Housing Choice Voucher program. In addition, 10 Homeownership vouchers per year are available to successful graduates of the Low Income Public Housing FSS Program to assist them in their transition to homeownership.
3. There is no limit on the number of vouchers that may be used for the Homeownership Program.
4. There will be no additional local eligibility requirements except those imposed by the regulations.
5. CFR 982.627(d) (2) gives the Housing Authority the discretion to determine whether and to what extent interruptions are considered to break the continuity of employment during the year. The Housing Authority of the County of Santa Cruz will consider a household member to be continuously employed if their gross annual wages totaled at least the minimum wage times 30 hours per week.

Housing Counseling

1. Pre-homeownership counseling is mandatory for all participants in the Homeownership program and will include those items required by regulation. ([24CFR 982.630](#))
2. If a family purchases a home using Section 8 homeownership assistance and later sells that home to purchase another, the pre-homeownership counseling requirements will not be imposed again for the second purchase.

Capacity Test

The Housing Authority meets the Capacity Test set forth in [24CFR 982.625](#) in the following ways:

1. The Housing Authority has established a minimum down payment requirement of at least three percent of the purchase price. At least one percent must come from the family's personal resources.
2. The Housing Authority requires that financing for purchase of a home under the Homeownership program must comply with generally accepted private sector underwriting standards. In particular, no adjustable-rate mortgages or balloon payment will be permitted.

Locating a Unit

1. There are no shopping deadlines imposed on families who are interested in purchasing a home. Because the homeownership option is only available to families currently receiving

Section 8 rental assistance, their rental voucher will remain in effect as they search for a unit to purchase. The rental voucher will be converted to a homeownership voucher during the escrow process. If a family wishes to transfer to another unit and is issued a transfer voucher, the usual requirement to locate a unit within regular voucher search term applies, regardless of whether the family chooses to move to another rental unit or wishes to purchase a home under the homeownership option. Therefore, it is highly recommended that families remain in their current unit while they undertake a search to locate a unit to purchase.

2. If a family cannot locate a unit to purchase, their rental voucher will remain in effect.

Down Payment and Financing

1. Cash down payment and equity requirements shall be the same as those required under Section D, "Capacity Test", subsection 1.
2. Prospective purchasers must demonstrate that they have adequate cash reserves to pay for the required home inspection in addition to the down payment.
3. The home inspection must be conducted by a home inspector certified through the American Society of Home Inspectors or other comparable certification to be approved by the Housing Authority on a case-by-case basis.
4. For the purposes of calculating the housing assistance payment, "Home-ownership expenses" shall be defined as those homeownership expenses listed in [24CFR 982.635](#), and shall include homeownership association dues.
5. The first mortgage lender shall be responsible for determining whether the family can afford the financing being offered. The Housing Authority will not be responsible for determining the affordability of the financing.
6. Lenders participating in the program must be approved by the Housing Authority.
7. Adjustable rate mortgages and balloon payments will not be permitted in the Homeownership program.
8. The Housing Authority must approve any refinancing or additional debt recorded against the property. The Housing Authority will record a notice against the property requiring such prior approval. In order to approve refinancing or additional debt, the Housing Authority will determine whether the family's income is sufficient to pay any additional debt service.
9. Assistant payments will be made directly to the purchaser or lender, depending on the lender's requirements.

Continuation of Assistance

1. The family must notify the Housing Authority if they receive a Notice of Default.
2. The Housing Authority will not prohibit families from making more than one move during any one-year period
3. The Housing Authority will not require that families using the homeownership option be FSS participants; however, a preference will be given to current or past FSS participants.
4. The Housing Authority will not require post-purchase HQS inspections.
5. In the case of a mortgage default, the Housing Authority has the option of granting the family a rental voucher to continue their assistance. Such determinations will be made on a case-by-case basis and will take into consideration the circumstances leading to the default, including but not limited to employment layoffs, a family member becoming disabled, and/or the death or departure of a family member.
6. The ongoing payment of real estate taxes is not a requirement for participation in the homeownership program. It is the responsibility of the homeowner to ensure that their taxes are paid. The lender may, at their discretion, monitor to ensure that taxes are paid.
7. In calculating the housing assistance payment, the Housing Authority will allow a monthly allowance for maintenance expenses, to be adjusted from time to time if needed.
8. In calculating the housing assistance payment, the Housing Authority will allow a monthly allowance as a reserve for major repairs, to be adjusted from time to time if needed.

Section 8 Project Based Voucher Program

The Project Based Voucher (PBV) program is a rental assistance program where the assistance is attached to the unit, rather than to the family occupying the unit.

Small Area Fair Market Rents for Project Based Voucher Programs

The Housing Authority may use Small Area Fair Market Rents in Project Based Voucher programs.

A. Waiting List and Tenant Selection

For most Project Based Voucher sites, families will be offered assistance through the Project Based Voucher (PBV) Program in the order of their date of placement or random number sequence lottery of their name on the Housing Choice Voucher (Section 8) waiting list. Additionally, existing Housing Choice Voucher holders may lease project based units. Some complexes may have site-based waiting lists, as described in the Waiting List section, above. When a Project Based unit becomes available, the Housing Authority will send a letter to the top families in the Section 8 Waiting List. The letter will instruct interested families to contact the owner directly.

Owners may refer families to the Section 8 waiting list if the waiting list is open, and such referrals will be placed on the list. While the owner is not allowed to choose their own tenant

and have that tenant move up the waiting list ahead of other applicants, the owner may apply their own tenant selection criteria and preferences, provided that they remain in compliance with fair housing law.

Families on the Section 8 waiting list who reject an offer of a PBV unit or who are rejected by the owner will not be penalized. They will retain the same position on the waiting list that they would have had if they had not been offered PBV assistance.

B. Overcrowded, Under Occupied and Accessible Units

If a family is determined to be in a wrong-sized unit (a unit that is too large or too small) or in an accessible unit with features that the household does not require, the Housing Authority will offer the family some type of continued housing assistance. The Housing Authority may offer the family:

- Another PBV unit in the same building or another building
- A tenant-based voucher
- Another type of project based assistance such as a unit in the Low-Income Public Housing program

C. Project Based Voucher Selection Procedure

The Project Based Voucher Program (PBV) allows housing authorities that already administer a tenant based voucher program to use a limited number of its voucher program authorized units and attach funding to specific units rather than using it for tenant based assistance. The Housing Authority will consider many factors including site location, design, project amenities, services to be provided to residents, and any other relevant information in determining the extent to which the PBV proposal furthers the Housing Authority's mission and whether or not the public interest is best served by converting tenant based vouchers into project based vouchers. The Housing Authority may use its discretion to define a project within HUD statute.

Owner Submittal of PBV Proposal

The Housing Authority will continually maintain an open request for proposals (RFP) for project based vouchers. Interested parties may submit proposals at any time during the year. The RFP may also be published in local newspapers of general circulation, including the Santa Cruz Sentinel and the Register Pajaronian. The RFP will also be posted on the Housing Authority website.

Selection of PBV Proposal

When proposals are received, the Housing Authority will score those proposals based on the written, objective criteria established in the most recent RFP. Before selecting any project based voucher proposal, the Housing Authority will determine that the proposal complies with HUD program regulations and requirements, including a determination that the property is eligible for project based vouchers, that the proposal complies with the cap on the number and percentage of project based units per building, and that the proposal meets site selection standards.

Project-based assistance for housing at any selected site must be consistent with the goal of deconcentrating poverty and expanding housing and economic opportunities. When determining

the extent to which a site meets this standard, the Housing Authority will consider the following:

- Whether a PBV development will be located in a census tract where the concentration of assisted units will be or has decreased as a result of public housing demolition.
- Whether the census tract in which the proposed PBV development will be located is undergoing significant revitalization.
- Whether state, local, or federal dollars have been invested in the area that has assisted in the achievement of the statutory requirement.
- Whether new market rate units are being developed in the same census tract where the proposed PBV development will be located and the likelihood that such market rate units will positively impact the poverty rate in the area.
- If the poverty rate in the area where the proposed PBV development will be located is greater than 20 percent, the PHA should consider whether in the past five years there has been an overall decline in the poverty rate.
- Whether there are meaningful opportunities for educational and economic advancement in the census tract where the proposed PBV development will be located.

In the event that a proposal is selected, the Housing Authority will notify the party that submitted the selected procedure, and will also publish the results of the RFP on the Housing Authority website. The Housing Authority will make documentation available regarding the basis for the selection of any project based voucher proposal to any interested persons.

Number of Project Based Vouchers Per Complex

The Housing Authority follows HUDs limits of the number and percentage of units in a project that can be designated as project based units, unless those units are designated as excepted units per 24 CFR 983.56 and as specified in Notice PIH 2017-21. Excepted units are those units that are either specifically made available for elderly and/or families eligible for supportive services. The Housing Authority may commit project base units for Veterans as an exception to the percentage limitation. The Housing Authority may add PBV units to an existing PBV contract by mutual agreement with the owner.

Existing project based complexes	Number of project based units	Exception category
El Centro Residential Apartments	44	Elderly
Emerald Hill Apartments	8	N/A
Jesse Street	4	N/A
San Andreas	5	N/A
Resetar Residential Hotel	52	Families receiving supportive services (described below). Five (5) of the project based units at this property are designated for VASH voucher holders.

St Stephens Senior Housing	39	Elderly, 62 years or older. Five (5) units are designated for VASH and five (5) units are designated for Multipurpose Senior Services Program (MSSP).
Sycamore Commons and La Playa Apartments	14	N/A
Pippin Orchards Apartments	31	Low income for 23 units, 6 that will be project based for disabled vouchers, and two units that will be project based for homeless youth with disabilities. The Housing Authority will receive referrals for the 6 units from the San Andreas Regional Center (“SARC”) or their designee. Two units will be referred from Encompass Community Services. These units will have a preference for persons who would benefit most from services offered at the property.

Proposed project based complexes		
Sunrise Senior Apartments	48	Elderly, 62 years or older.
Water Street Apartments	33	25 units for low income and 8 units that will be project based for disabled vouchers. The Housing Authority will receive referrals for these units from the San Andreas Regional Center (“SARC”) or their designee, Housing Choices. These units will have a preference for persons who would benefit most from services offered at the property.
Jardines del Valle	11	11 units for low income farmworker families.
Villas del Paraiso	23	23 units for low income farmworker families.

Residents of Resetar Residential Hotel are required to establish a service plan and receive regular case management provided onsite by Abode Services. To qualify for residency, a family must have at least one member receiving at least one qualifying supportive service. Failure by the family without good cause to fulfill its service obligation will require the Housing Authority to terminate assistance. If the unit at the time of such termination is an excepted unit, the exception continues to apply to the unit as long as the unit is made available to another qualifying family.

A service plan for a qualifying supportive service and case management are part of this project based program. In addition, the family and the Housing Authority will sign a statement of family responsibility that describes obligations.

Types of supportive services offered in PBV exception units may include the following:

Supportive services available to assist families in the project based voucher program may include education, employment, health-related, transportation, personal assistance, housekeeping, money

management, and other services designed to help the eligible family live in the community as independently as possible. These services will be continuously available to assisted residents in the project based voucher program. Services will be tailored to assist each family with their identified needs for support to maintain stable housing in the project based voucher program. When a family successfully completes the supportive services objectives by integrating the services into their daily lives, the unit will continue to be an excepted unit under this category for as long as the family resides in the unit. (HUD Notice PIH 2017-21)

XVII. Payment by a Family to the Housing Authority

A program participant who owes the Housing Authority money may not transfer to a new unit or port out to a new jurisdiction until the money is repaid or satisfactory arrangements have been made to repay the debt. Additionally, waiting list applicants who owe money to the Housing Authority may not be issued a voucher until the money is repaid.

XVIII. Interim Redeterminations of Family Income and Composition

When the Housing Authority receives written information concerning a change in the family's income or household composition between regularly scheduled reexaminations, the Housing Authority will consult with the family and make any adjustments determined to be appropriate. Any change in the family income or household composition that results in an adjustment in the Total Tenant Payment, Tenant Rent and HAP must be verified.

Changes to the Head of Household

Changes to the head of household will be allowed in the case of a family break up (see Section XI above) or if the head of household no longer has the legal capacity to enter into a lease, another member can become the head of household if they provide verification of the incapacitation, and if they have the legal capacity to enter into a lease. The Housing Authority may consider additional exceptions on a case by case basis.

Changes to Household Composition

If any household member moves out of the assisted unit, the household must inform the Housing Authority in writing within 14 calendar days of the move out. If the household wishes to add any new members (including temporary family members), the household must request advance permission in writing before any new members move into the unit. All new household members (including temporary household members) will be subject to all Housing Authority eligibility and screening criteria including a criminal background check.

The Housing Authority will apply the following criteria when determining who may move into an assisted unit. However, children who are temporarily away from the home because of placement in foster care and military servicepersons on active duty are considered part of the household (even if they are not currently living in the household) if they would otherwise be living in the assisted unit. Therefore, when children return from foster placement, or when military servicepersons return from active duty, they may return to the household. The rules below about who can be added to a household do not apply to foster children and military servicepersons who were already living in

the household prior to their temporary absence.

When a family member is added, staff must first redetermine the family subsidy standard, using the new subsidy standards, without this new family member. Then staff will apply the following rules. Please note that “parent” refers to the birth or adoptive parent, and “child” refers to children by birth, court awarded custody, or (for minor children only) by foster placement.

The following individuals may be added to the household and may increase the family’s voucher size:

- The spouse, registered domestic partner, or significant other of the head of household
- The parent of the head of household
- The parent of the head of household’s spouse / registered domestic partner
- The child of the head of household
- The child of the head of household’s spouse / registered domestic partner
- The minor birth child of any existing household member

The following individuals may be added to the household, but will NOT increase the family’s voucher size. Additionally, the following individuals may only be added to the household if they do not result in overcrowding, and will not be eligible to receive the voucher if the family breaks up.

- The grandparent or great-grandparent of the head of household
- The grandparent or great-grandparent of the head of household’s spouse / registered domestic partner
- The grandchild or great-grandchild of the head of household
- The grandchild or great-grandchild of the head of household’s spouse / registered domestic partner

No other adults or child(ren) may move into the assisted unit, other than those specifically identified above.

Changes in Household Income:

Families must notify the Housing Authority in writing within 14 days of a decrease in income. Decreases in Total Tenant Payment are to be made effective the first of the month following that in which the change was reported. However, no decrease adjustment in TTP is to be processed until all facts have been verified.

Families must notify the Housing Authority in writing within 14 days of an increase in income, and the Housing Authority may conduct an interim redetermination. This interim redetermination may serve as the family’s next annual reexamination. The sole exception to this is annual increases to fixed income sources like Social Security, which will be verified and processed at the next regular annual reexamination.

XIX. Restrictions, If Any, on the Number of Moves by a Participant Family

There are no restrictions on the number of moves by a participant family other than those required

by HUD regulation. In the case of a participant who wishes to port to a higher cost area, such requests will only be denied in cases of insufficient funding, per [24CFR 982.314](#). In such cases, families will be informed of the potential for insufficient funding at the time they request to port their voucher. Additionally, the Housing Authority will keep the request to port open for consideration, and will notify the family as soon as funding becomes available.

Additionally, program participants must be in good standing in order to be eligible to transfer their assistance to another rental unit. A program participant who owes the Housing Authority or their landlord money as a result of program or lease violations may not transfer to a new unit or port out to a new jurisdiction until the money is repaid or satisfactory arrangements have been made to repay the debt. The Housing Authority may postpone the transfer for up to 21 days, while the security deposit is reconciled and while the Housing Authority consults with the tenant and landlord and collects appropriate documentation. Length of tenancy will be considered. After this time, the Housing Authority will either issue a transfer packet or begin the process of termination of assistance.

XX. Approval by the Board of Commissioners or Other Authorized Officials to Charge the Administrative Fee Reserve

Expenditures from the Administrative Fee Reserve account will be made in accordance with all applicable federal requirements and in accordance with the Procurement Policy. The Board of Commissioners approves expenditures during the budget approval process.

XXI. Procedural Guidelines and Performance Standards for Conducting Required HQS Inspections

The Housing Authority conducts HQS inspections at least bi-annually as required by HUD. The agency has implemented a system of quality control inspections and regular training to ensure that inspections are performed accurately and consistently.

If the inspector's determination of the number of bedrooms in a unit differs from the number of bedrooms on the Request for Tenancy Approval, the owner may be required to supply verification from the planning/building department on the approved number of bedrooms.

In the case of new move-ins, all units must pass inspection before the HAP contract may begin. If a unit initially fails the inspection, it must be re-inspected until it passes. However, in the case of bi-annual re-inspections, if a unit fails the inspection, the Housing Authority may allow the owner to self-certify that the repairs or corrections have been made. The Housing Authority reserves the right to require re-inspections for significant fail items.

XXII. Screening of Applicants for Family Behavior or Suitability for Tenancy

The Housing Authority performs those screenings that are required by HUD regulation. Owners are encouraged to do their own screening of tenants.

XXIII. Voucher Suspension Policy

If the Housing Authority stops issuing vouchers for a period of time due to over-leasing or funding shortfalls, when the Agency is ready to resume the issuance of vouchers, staff will review the utilization of special purpose vouchers. If the Agency is serving less than the allocation of special purpose vouchers, new special purpose vouchers will be issued first, before general purpose vouchers.

Prior to delaying or suspending the assistance of any applicants or participants (families under contract), the Housing Authority will first take any and all administrative steps available to remedy the situation. If the Housing Authority determines that there is insufficient funding to enter into additional HAP contracts, and / or insufficient funding for the HAP contracts that are already in place, the Housing Authority will suspend vouchers in the following way.

1. Applicants who have been issued general purpose vouchers but have not yet leased a unit will have their vouchers suspended until such time as funding becomes available.
2. If funding is still insufficient, applicants who have been issued a special purpose voucher but have not yet leased a unit will have their vouchers suspended until such time as funding becomes available.
3. If funding is still insufficient, the Housing Authority will freeze voucher transfer requests of participants.
4. If funding is still insufficient, the Housing Authority will suspend the contracts of existing general purpose program participants beginning with the families most recently admitted to the program.
5. If funding is still insufficient, special purpose voucher holders who are under contract would be the last voucher holders to suspend, beginning with families most recently admitted to the program.

When funding becomes available, assistance will be restored in the following order:

1. Recently admitted special purpose voucher families who had their contracts suspended (#5 above) will have their assistance restored first.
2. Recently admitted general purpose voucher families who had their contracts suspended (#4 above) will have their assistance restored next.
3. Participants who have a voucher and requested a transfer (#3 above).
4. Applicants who had been issued a special purpose voucher but had not yet leased a unit (#2 above) will have their vouchers restored next.
5. Applicants who had been issued a general purpose voucher but had not yet leased up (# 1

above) will have their assistance restored last.

Resident Advisory Board (RAB) 9.6.2019 Meeting 1-Page Summary of Comments on Conversion

Present: Leah Bennett, Deborah Cady, Cindy Hernandez and Charlie McFadden

Staff Present: Jenny Panetta, Executive Director, and Ellen Murtha, Senior Administrative Analyst

- I. Introductions were made.
- II. Role of the RAB was discussed. Jenny stated the first thing the Housing Authority does when contemplating changes is to reach out to program participants. Jenny gave a description of the proposed plan to convert the entire 234 Low-Income Public Housing (LIPH) units to Tenant Protection Vouchers (TPV) through a new opportunity called Streamlined Voluntary Conversion (SVC). The Housing Authority would create a nonprofit affiliated entity. All residents would have the right to remain in their units at an affordable rent. After an income eligibility determination, families under 80% of the median income would receive a TPV which they could use in the existing unit or request a transfer and use it anywhere a landlord accepts Section 8 vouchers. RAB members discussed public housing, the Housing Authority responsibilities, the nonprofit affiliate, voucher mobility, the housing market, and uses of funds.
- III. The Streamlined Annual Agency Plan had one revision: the checkbox Conversion with a paragraph describing the plans. RAB members stated it was very clear.
- IV. The Section 8 Housing Choice Voucher Administrative Plan had one revision: to allow existing applicants on the LIPH waiting List to be added to the Section 8 Housing Choice Voucher (S8 HCV) waiting list with a preference for the 234 converted units. RAB members asked questions and Jenny clarified how the new names would be added to the S8 HCV list.
- V. Section 22 Streamlined Voluntary Conversion Plan was reviewed. Components of the plan included: Resident Involvement, Board approval, local government's certification, Future Use, Environmental Review, an Impact Analysis, Relocation, and Close out. RAB members discussed the residents' right to remain, TPVs, mobility, the application process, funding, and the no-demolition and no-rehabilitation conversion. The Program Comparison was reviewed: side-by-side comparison of Public Housing and TPV that answered basic question about right to retain unit, income changes, household composition changes, and mobility. RAB asked questions about income changes and location of public housing, and Jenny provided answers to each.
- VI. Questions were invited and the group discussed various aspects of programs. The RAB meeting was adjourned when there were no more questions. RAB members expressed their appreciation for the work of the Housing Authority.

In summary, the Resident Advisory Board was supportive of the changes to the PHA Plan and the Proposed Conversion Plan and made no specific comments or suggestions for changes to the PHA Plan or Conversion Plan.

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

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

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or X Annual PHA Plan for the PHA fiscal year beginning 2019, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:

1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Resident Advisory Board or Boards in developing the Plan, including any changes or revisions to the policies and programs identified in the Plan before they were implemented, and considered the recommendations of the RAB (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA certifies that it will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identifying any impediments to fair housing choice within those programs, addressing those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and by maintaining records reflecting these analyses and actions.
7. For PHA Plans that includes a policy for site based waiting lists:
 - The PHA regularly submits required data to HUD's 50058 PIC/IMS Module in an accurate, complete and timely manner (as specified in PIH Notice 2010-25);
 - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
 - Adoption of a site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
 - The PHA shall take reasonable measures to assure that such a waiting list is consistent with affirmatively furthering fair housing;
 - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7(c)(1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
12. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105(a).

13. The PHA will provide the responsible entity or HUD any documentation that the responsible entity or HUD needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58 or Part 50, respectively.
14. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under Section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
15. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
16. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act, the Residential Lead-Based Paint Hazard Reduction Act of 1992, and 24 CFR Part 35.
17. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments), 2 CFR Part 225, and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments).
18. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
19. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.
22. The PHA certifies that it is in compliance with applicable Federal statutory and regulatory requirements, including the Declaration of Trust(s).

The Housing Authority of the County of Santa Cruz
PHA Name

CA072
PHA Number/HA Code

Annual PHA Plan for Fiscal Year 2019

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

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

Name of Authorized Official Sonja Brunner	Title Chairperson
Signature	Date

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 6B

FROM: Executive Director

SUBJECT: Section 8 Waiting List Preference for Homeless Families with Minor Children

RECOMMENDATION: Discussion

BACKGROUND SUMMARY:

The County Board of Supervisors has unanimously directed Chair Coonerty to request that the Housing Authority Board of Commissioners adopt a limited waiting list preference for homeless families with minor children on the Housing Choice Voucher (Section 8) waiting list (see attached).

Any waiting list preference must be included in the Section 8 Administrative Plan, which is updated annually. The adoption of preferences is considered a “significant amendment” to the Plan, prompting review from the Resident Advisory Board (RAB) and a public notification period / public hearing. Staff are in the process of drafting next year’s Administrative Plan, with a goal of presenting the plan to the RAB in January and the Board of Commissioners in February. Therefore, although staff have not had adequate time to complete our analysis of the request and present a recommendation to the Board of Commissioners, we wish to initiate the discussion now, to begin to explore initial concerns from staff and receive feedback from Commissioners, with a goal of presenting a staff recommendation and receiving Commissioner direction at the December meeting.

Information About Limited Local Preferences: Federal regulations governing the Housing Choice Voucher (HCV) program allow housing authorities to establish a system of local preferences for the selection of families admitted to the program. Such preferences are to be based on local housing needs and priorities, as determined by the housing authority.

A local preference is any policy established by the housing authority, to assign some level of preference to any group of individuals, so that these individuals will advance to the top of the HCV waiting list. A limited preference is restricted to a pre-established number or percentage of households. Local preferences have the effect of changing an applicant’s position on the waiting list only. Local preferences do not have the effect of adding an applicant to a waiting list, and do not change any eligibility criteria for program participation.

Fair Housing Issues: All local waiting list preferences are subject to federal non-discrimination and equal opportunity requirements. Waiting list policies must not have the purpose or effect of delaying or otherwise denying admission to the program based on federally protected classes such as race, ethnicity, sex, disability, age or any other class or status. Housing Authority staff have begun the process of reviewing demographic information to consider potential disparate impacts of adoption of the requested preference. Additionally, staff may need to collect supplemental data from the County and/or Applied Survey Research to complete this analysis.

Availability of Supportive Services / Utilization of Vouchers: As Housing Authority staff and Commissioners have discussed with regards to similar preferences and programs, we must also consider the availability of supportive services for the homeless families proposed to receive this preference. We know from experience that many voucher holders face challenges in finding suitable rental housing with a landlord that will accept a voucher. Homeless individuals and families experience additional barriers, and generally are more likely to succeed when they have the support of case management, housing navigation and/or rental search assistance. The letter from the Board of Supervisors acknowledges that historically our Agency has favored preferences that pair rental assistance with case management, which is a widely accepted national best practice. The County Human Services Department (HSD) is exploring opportunities for a model that could match vouchers with services, and HSD staff has been in conversation with Housing Authority staff on this subject. Housing Authority staff believe that case management is a vital component of any preference targeted to homeless individuals or families.

Alignment with Local Needs and Priorities: The letter from the Board of Supervisors provides some information about level of need, based on the most recent Homeless Census which shows 122 families with minor children in the County experiencing homelessness. Additionally, the letter highlights research indicating that as the number of adverse experiences in a child's life increases, so does the risk for developmental delays, behavioral problems, low educational attainment, lower wages in adulthood, and poor health outcomes later in life. Conversely, research shows that low-income children who receive housing or rental assistance have better health and educational outcomes than low-income children who do not. The Board of Supervisors has taken action to support early childhood programs, and the All In Strategic Plan to End Homelessness (approved by the Board of Supervisors and all four incorporated cities) recommends the adoption of a limited waiting list preference for homeless families.

Current Utilization of Voucher Program by Formerly Homeless Families: Of the roughly 4,500 households currently in the Section 8 program, nearly 40% (1,767) are families with minor children. Of those, it is not possible to determine how many were homeless at the time of their admission to the voucher program, as this information has not been required by HUD or systematically collected until recently. However, we know that *at least* 105 of these families were homeless at program admission, as they were housed through existing homeless targeted vouchers (such as DMV or VASH), or are otherwise indicated in our records as being homeless at admission. Additionally, there are special voucher programs primarily targeted towards families with children, including 181 Family Unification Vouchers, 24 Welfare to Work (CalWorks) vouchers, and the soon to be established voucher preference for 6 homeless families with minor children at Brommer Street.

Impact to Current Applicants: The Housing Authority must consider the impact of any waiting list preference on current applicants. At this time, approximately 12,700 families are on the Santa Cruz County Section 8 waiting list, including over 2,000 homeless families with minor children (over 500 of whom live or work in Santa Cruz County). Please note that this data is inconsistent with the estimated number of homeless families in the Homeless Census cited above. Waiting list data is based on self-report and has not been verified.

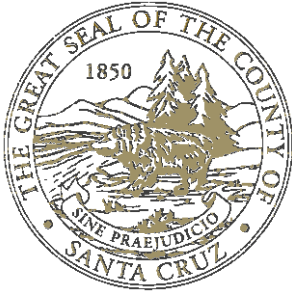
The request from the Board of Supervisors does not indicate whether the proposed preference would work as a referral program (like our other homeless preference) or whether it would apply to all homeless families on the waiting list, regardless of the receipt of case management, and regardless of residency. Undoubtedly, many of the nearly 13,000 individuals and families currently on our waiting list also have a dire and immediate need for housing. Any waiting list preference, no matter how small, will increase the time that non-preference eligible families must wait for their turn to receive a

voucher. Historically, our agency has expressed value in treating all applicants as having equal need, rather than establishing preferences which prioritize the needs of one group over another group. In 2012, the Housing Authority established our first ever waiting list preferences; one for disabled and medically vulnerable homeless persons, and another for disabled persons transitioning from institutions. Since that time additional preferences have been added, including a residency preference. With each additional preference, the waiting list becomes more complex, both for applicants and for staff, and staff are cautious about the consideration of any new preference.

In summary, the primary initial concerns from staff are as follows:

- More information is needed to ensure the adoption of a preference for homeless families will not violate fair housing rules.
- Staff experience and national research on best practices suggest any homeless preference is much more likely to be successful if rental assistance is combined with case management.
- Families with children utilize a significant percentage of the overall number of vouchers. However, there is insufficient data to determine whether homeless families are under-represented in this group.
- Staff believes that there is evidence that the request is in alignment with local needs and priorities.
- Some special voucher programs, including the Family Unification Program (FUP) vouchers, are not fully utilized. There may be an opportunity to extend access to special voucher programs to homeless families, achieving the same outcome as a homeless preference. Staff will explore this potential, in conjunction with the preference request.
- More information is needed to determine the potential impact on current applicants. For example, any preference that includes all homeless families on the current waiting list would have the least impact on wait times of non-preference eligible applicants. However, many homeless families on the list may not be eligible for case management programs offered by County HSD.

RECOMMENDATION: Discussion



County of Santa Cruz

BOARD OF SUPERVISORS

701 OCEAN STREET, SUITE 500, SANTA CRUZ, CA 95060-4069
(831) 454-2200 • FAX: (831) 454-3262 TDD/TTY - Call 711

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FIRST DISTRICT

ZACH FRIEND
SECOND DISTRICT

RYAN COONERTY
THIRD DISTRICT

GREG CAPUT
FOURTH DISTRICT

BRUCE MCPHERSON
FIFTH DISTRICT

October 10, 2019

Housing Authority Board of Commissioners
2160 41st Avenue
Capitola, California 95010

Dear Chair Brunner and Commissioners:

At the October 8, 2019 County Board of Supervisors meeting, the Board unanimously directed me to send a letter asking that the Housing Authority Board adopt a limited Section 8 preference for homeless families with minor children.

According to the 2019 Santa Cruz County Point in Time Count there are 122 families (comprised of 419 members) who are experiencing homelessness in our County. The report states that 53% of those families are unsheltered, a large increase from 35% in 2015. The U.S. Interagency Council on Homelessness reports that children in families experiencing homelessness report increased incidence of illness and are more likely to have emotional and behavioral problems than children with stable living accommodations. The science is clear: exposure to chronic stressors or adverse childhood experiences can disrupt healthy brain development, creating lifelong negative impacts on learning, behavior, and health.

Effective early interventions produce the greatest benefits to children, families and society. Numerous studies show that as the number of adverse experiences in a child's life increases, so does the risk for developmental delays, behavioral problems, low educational attainment, lower wages in adulthood, and poor health outcomes later in life.

The Santa Cruz County Board of Supervisors has taken action to establish the Nurse-Family Partnership Program and the Thrive by Three Initiative to support our community's youngest, most at-risk children. The adoption of a Section 8 preference for homeless families with minor children would be an important step the Housing Authority

Page 2
October 10, 2019

could take to provide more low-income children with the opportunity to be happy and healthy and to reach their full potential.

As you're aware, several years ago the Housing Authority adopted a Disabled and Medically Vulnerable (DMV) preference, which is limited to 120 vouchers at a time. This preference started as a 40-voucher pilot, and a preference for homeless families with minor children could be an important addition to the Housing Authority's voucher preferences.

The adoption of a preference for homeless families would be in alignment with the All In Plan to Prevent, Reduce, and Eventually End Homelessness, which recommends advocating for a "limited local preference" for families experiencing homelessness who are on the waiting list for the Housing Choice Voucher Program.

It is our understanding that in the past the Housing Authority Board has favored preferences in which clients receive case management to assist the clients with the voucher process, rental search process, and some minimum level of case management for the first year. The County Human Services Department is actively exploring opportunities for a model that could match vouchers with support services for homeless families in our community.

We recognize that the Housing Authority of Santa Cruz County is currently in the process of updating its Agency Plan and we very much appreciate your Board considering this request, which could expedite assistance to local homeless families with children. Thank you for your service to our community.

Sincerely,



RYAN COONERTY, Chair
Board of Supervisors

CC: Ellen Timberlake, Director, Human Services Department
Mimi Hall, Director, Health Services Agency
David Brody, Executive Director, First 5 Santa Cruz County
Children's Network of Santa Cruz County

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 6C

FROM: Executive Director

SUBJECT: 5 Year Agency Plan

RECOMMENDATION: Discussion

BACKGROUND SUMMARY:

The United States Department of Housing and Urban Development (HUD) requires that housing authorities prepare annual Agency Plans. Additionally, every five years all housing authorities are required to submit a more comprehensive Five Year Agency Plan. The Housing Authority of the County of Santa Cruz will be preparing this Five Year Plan over the coming months, in preparation to finalize the plan in March 2020, and submit the plan to HUD by April 15, 2020. In addition to all of the standard elements of the Annual Agency Plan, which most current Board members may be familiar with, the Five Year Plan includes further elements, such as our mission statement, criteria for defining significant amendments, and the development of goals and objectives for the coming five year period.

During the September meeting, the Board discussed the mission statement, the criteria for defining significant amendment or substantial deviation from the Agency Plan, and the progress made on goals from the previous 5 Year Agency Plan.

This month, staff would like to begin a discussion of the goals and objectives that we will establish for the upcoming five year period, from July 2020 through June 2025.

As a starting point for the discussion, the previous goals and objectives are listed below.

Goals and Objectives Identified in 2015 PHA 5 Year Plan

1. Goal: Expand supply of assisted housing
 - a. Apply for additional rental assistance vouchers
 - b. Expand the project-based voucher program
 - c. Develop new affordable housing
2. Goal: Improve quality of assisted housing
 - a. Renovate or modernize public housing units and complexes
3. Goal: Increase assisted housing choices
 - a. Increase voucher payment standards
 - b. Conduct outreach to landlords
 - c. Implement voucher homeownership program
 - d. Provide voucher mobility counseling

4. Goal: Promote self-sufficiency and asset development of families and individuals
 - a. Provide or attract supportive services to improve employability
 - b. Provide or attract supportive services to increase independence for elderly and disabled

5. Goal: Improve agency and program management
 - a. Maintain high performer status
 - b. Maintain high utilization rates
 - c. Increase customer satisfaction

6. Goal: Ensure equal opportunity and affirmatively furthering fair housing
 - a. Take affirmative measures to ensure access to assisted housing for all protected classes or persons least likely to access assistance
 - b. Take affirmative measures to provide a suitable living environment for families living in assisted housing
 - c. Implement measures to deconcentrate poverty

Ideally, a draft 5 Year Plan will be finalized prior to January 2020 for presentation to our Resident Advisory Board. The remainder of the Agency Plan elements will follow the typical timeline, with a draft presented to the Resident Advisory Board in January 2020, a draft presented to the Board of Commissioners, along with a discussion of all modifications in February 2020, and a public hearing and final vote to approve the draft in March 2020.

RECOMMENDATION: Review Components of Draft 5 Year PHA Plan

AGENDA ITEM SUMMARY

MEETING DATE: October 23, 2019

ITEM NUMBER: 8

FROM: Executive Director

SUBJECT: Executive Director's Report – October 23, 2019

RECOMMENDATION: Receive Report

BACKGROUND SUMMARY:

Please call or e-mail me with questions you might have on any of the Agenda Items for the October 23, 2019 meeting. I would be happy to give you additional background or answer any of your questions in advance of the meeting. My direct phone number is (831) 454-5931 and my email address is jennyp@hacosantacruz.org.

SEMAP: Section Eight Management Assessment Program (SEMAP) is the management assessment system that HUD uses annually to measure the performance of all housing agencies that administer the Section 8 Housing Choice Voucher programs. The audit consists of 14 key indicators of Housing Authority performance. The Housing Authority has received confirmation from HUD that we have maintained “High Performer” designation, and that we have received a score of 100% on the audit. The notification from HUD is attached.

Service Over Self Award: The San Andreas Regional Center (SARC) Board of Directors have chosen the Housing Authority of the County of Santa Cruz to receive the “Community Resource of the Year Award” at their annual Service Over Self Awards Ceremony on November 2nd. This award is in recognition of our work to designate units at Phippen Orchards and Water Street Apartments for disabled persons benefitting from the services provided on site, as well as our waiting list preference for disabled persons transitioning from institutional settings, and the expansion of our Mainstream Voucher program. Together, our work with SARC, Housing Choices Coalition, and other partners is helping people with developmental disabilities secure the affordable housing that is the foundation for their community integration.

Public Charge Rule: A preliminary injunction stopping the implementation of the Department of Homeland Security's Public Charge Rule has been issued by a judge from US District Court in New York. This means that the Public Charge Rule will not take effect on Tuesday, October 15, 2019, as originally stated in the rule. Titled "Inadmissibility on Public Charge Grounds," the rule sparked several

legal challenges. Under the rule, U.S. immigration officials who decide whether an immigrant should be granted a green card would weigh whether the applicant will be self-sufficient. Among the factors the officials would use is whether the applicant is already using public benefits like food stamps, housing subsidies (such as Section 8 Vouchers) and cash assistance. A lengthy legal battle regarding the public charge rule is expected.

Legislative Update: The President signed a continuing resolution providing funding for the government until Thursday, November 21st. This averts a government shutdown for the departments and agencies funded by the appropriations bills that will not be finalized before the beginning of FY 2020, including T-HUD. The House T-HUD subcommittee has finalized their draft 2020 appropriations bills, reflecting modest increases in HUD funding. The draft bill is estimated to provide sufficient renewal funding for all current voucher holders. It also provides slight increases to administrative fees, but still falls short of the estimated costs to operate the voucher program. The bill includes additional funding for Tenant Protection Vouchers (although not explicitly for LIPH repositioning). The Senate has also released their draft bill, which is generally consistent with the House bill, but which provides additional funding for Section 8 administrative fees.



U.S. Department of Housing and Urban Development
San Francisco Regional Office - Region IX
One Sansome Street, Suite 1200
San Francisco, California 94104-4430
www.hud.gov
espanol.hud.gov

OCT 03 2019

Ms. Jenny Panetta
Executive Director
Santa Cruz County Housing Authority
2160 41st Avenue
Capitola, CA 95010-2040

Dear Ms. Panetta:

This letter provides the scoring information for the **Santa Cruz County Housing Authority's** Section 8 Management Assessment Program (SEMAP) for fiscal year ending **June 30, 2019**. SEMAP enables HUD to better manage the Housing Choice Voucher (HCV) program by identifying PHA capabilities and deficiencies related to the administration of the HCV program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The **Santa Cruz County Housing Authority's** final score for fiscal year ending **June 30, 2019**, is **100%**. The Housing Authority's overall designation is **High**. The following are the scores for each indicator:

Indicator 1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15
Indicator 2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20
Indicator 3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20
Indicator 4	Utility Allowance Schedule (24 CFR 982.517)	5
Indicator 5	HQS Quality Control (24 CFR 982.405(b))	5
Indicator 6	HQS Enforcement (24 CFR 982.404)	10
Indicator 7	Expanding Housing Opportunities	5
Indicator 8	Payment Standards (24 CFR 982.503)	5
Indicator 9	Timely Annual Reexaminations (24 CFR 5.617)	10
Indicator 10	Correct Tenant Rent Calculations (24 CFR 982, Subpart K)	5
Indicator 11	Pre-Contract HQS Inspections (24 CFR 982.305)	5
Indicator 12	Annual HQS Inspections (24 CFR 982.405(a))	10
Indicator 13	Lease-Up	20
Indicator 14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	10
Indicator 15	Deconcentration Bonus	N/A

Thank you for your cooperation with the SEMAP process. Should you have any questions concerning your scores or required corrective actions, you may contact Sarah Glover Johnson, Portfolio Management Specialist, at (415) 489-6448.

Sincerely,



Gerard Windt
Director
Office of Public Housing



County of Santa Cruz

DEPARTMENT OF PUBLIC WORKS

701 OCEAN STREET, ROOM 410, SANTA CRUZ, CA 95060-4070
(831) 454-2160 FAX (831) 454-2385 TDD (831) 454-2123

MATT MACHADO
DEPUTY CAO
DIRECTOR OF PUBLIC WORKS

SUBJECT: GREEN BUSINESS PROGRAM CERTIFICATION RECOGNITION
CEREMONY INVITATION, NOVEMBER 19, 2019, AT 10:30 AM

Congratulations on your participation in the Monterey Bay Area Green Business Program. The County of Santa Cruz Board of Supervisors would like to publicly recognize all county businesses that have been certified in the past two years, and to reward and acknowledge your motivation, hard work and environmental achievements.

We invite you to be recognized for this certification award in a public forum at the November 19, 2019, Board of Supervisors meeting at 10:30 am at the following location:

County of Santa Cruz
Board of Supervisors' Chambers
701 Ocean Street, 5th Floor
Santa Cruz, CA 95060

This event may last up to two hours as we will have a reception after the Board ceremony, so please park in the two-hour parking areas. Please RSVP as soon as possible to Beau Hawksford by e-mail at beau.hawksford@santacruzcounty.us to let us know if you or someone from your organization will be able to attend.

Yours truly,

MATT MACHADO
Deputy CAO
Director of Public Works

BH:dm

Green Business_Recipients_Invitation.doc