



HOUSING COMMISSION AGENDA
Regular Meeting Date: March 9, 2022
Time: 8:00 a.m.

Due to the COVID-19 public health emergency, the Housing Commission meetings are teleconferenced to protect the public’s health and prevent the disease and its variants from spreading in our communities. Members of the public can attend the meetings through Zoom or call in by telephone.

Join on Zoom by clicking this link:

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Dial: 1-888-788-0099

Meeting ID: 884 6009 5724

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AGENDA

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CONFERENCE WITH LEGAL COUNSEL-ANTICIPATED LITIGATION		
<i>Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Section 54956.9 of the Government Code - One (1) case</i>		
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5. PUBLIC COMMENT - On matters not on the agenda		
Members of the public can share their comment(s) in the Zoom meeting during the “Public Comment” portion of the agenda and/or email their comments to melissat@haca.net . If the comments are on an item on the meeting agenda, the public may comment on that agenda item when the Housing Commission Chair calls for public comments on the item. There is a time limit of 3 minutes for each public speaker. The Chairperson has the discretion to further limit this time if warranted by the number of public speakers who wish to address the Housing Commission.		
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HOUSING COMMISSION AGENDA
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(Continued)

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TELECONFERENCING REQUIREMENTS

RESOLUTION NO. 03-22

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING
REQUIREMENTS UNDER GOVERNMENT CODE 54953(e) (AB361)**

HOUSING AUTHORITY OF THE COUNT OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Consideration to Approve Resolution to Implement
Teleconferencing Requirements Pursuant to Government Code
section 54953 (e) (AB 361)

Exhibits Attached: Resolution No. 03-22

Recommendation: Adopt Resolution

BACKGROUND

On March 17, 2020, to address the need for public meetings during the present public health emergency caused by the COVID-19 virus, Governor Newsom issued Executive Order No. N-29-20, suspending the existing requirements and criteria under the Brown Act, enabling public agencies to conduct their public agenda meetings by teleconference.

On June 11, 2021, Governor Newsom issued Executive Order No. N-8-21, continuing the suspension of the Brown Act’s teleconferencing requirements through September 30, 2021. Both these Executive Orders allowed public agencies to meet virtually without providing members of the public the right to access the locations from which members of the public agency’s elected officials participated in meetings, thereby eliminating the access requirements under the standard Brown Act teleconference requirements.

On September 16, 2021, Governor Newsom signed into law, Assembly Bill (“AB”) 361, amending Government Code section 54953 to provide authority and specific requirements for public agencies to continue to hold virtual meetings after September 30, 2021, during a proclaimed state of emergency and remain in compliance with the Brown Act (Gov. Code §§ 54950, *et seq.*).

DISCUSSION

The new law enacted by AB 361 requires a notice requirement which provides members of the public instructions on how to access the public agency’s virtual meetings enabling members of the public to communicate directly with the agency’s elected body during

HACA AGENDA ITEM NO.: 2.

the allotted public comment time. In contrast, the prior Executive Orders issued by Governor Newsom limited public comments to only comments submitted in advance of the meeting.

AB 361 also adds a procedural requirement requiring public agencies to adopt a resolution in advance of conducting any further virtual public meetings. Government Code section 54953(e) permits legislative bodies and public agencies to make decisions whether to hold virtual meetings at the time of the meeting and does not restrict it to one-time use.

At your February meeting, your Commission adopted Resolution No. 01-22 to approve the implementation of teleconferencing requirements pursuant to AB361. AB 361 requires public agencies to adopt subsequent resolutions every 30 days to continue the use of virtual meetings. Staff is recommending that your Commission approve a resolution implementing the teleconferencing requirements pursuant to Government Code section 54953(e) as amended by AB 361.

Upon approval of the resolution your Commission may proceed with the rest of the regular agenda.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

RESOLUTION NO. 03-22

**APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER
GOVERNMENT CODE SECTION 54953 (e) (AB 361)**

WHEREAS, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconference rules set forth in the California Open Meeting law, Government Code section 54950, *et seq.* (the “Brown Act”), which provided certain requirements were met and followed; and

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

WHEREAS, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, and;

WHEREAS, due to the seriousness of the current pandemic situation, the Housing Authority of the County of Alameda has implemented several safety measures including a requirement that all employees to wear facial coverings when not alone in a private office or meeting room and remain socially distanced; and

WHEREAS, Government Code section 54953(e) requires that the public agency make additional findings every thirty (30) days to continue virtual meetings.

NOW, THEREFORE, BE IT RESOLVED:

1. All the above recitals are true and correct and are incorporated into this Resolution by this reference.
2. The Commission finds that state and local officials have imposed or recommended measures to promote social distancing.
3. The Commission therefore determines that it and its legislative body shall conduct their meetings virtually by teleconferencing in accordance with Government Code section 54953(e)
4. This Resolution expires thirty (30) days after the date of its adoption only to the extent required by law. Otherwise, this Resolution shall remain in effect until repealed by the Commission or pursuant to action by the Commission.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
RESOLUTION NO.: 03-22: APPROVING THE IMPLEMENTATION OF TELECONFERENCING REQUIREMENTS UNDER GOVERNMENT
CODE SECTION 54953 (e) (AB 361)
MARCH 9, 2022

PASSED, APPROVED AND ADOPTED by the Housing Commission of the Housing Authority of the County of Alameda on this 9th day of March 2022 by the following vote:

AYES:

NOES:

ABSTAIN:

EXCUSED:

ABSENT:

ATTEST:

Kurt Wiest
Executive Director/Housing Commission Secretary

Peggy McQuaid
Housing Commission Chairperson

Adopted: March 9, 2022

HOUSING COMMISSION
MEETING MINUTES
February 9, 2022



SUMMARY ACTION MINUTES

HOUSING COMMISSION

Regular Meeting: February 9, 2022

Meeting Time: 8:00 a.m.

Based on guidance provided by the Centers for Disease Control Prevention, Governor Newsom’s Executive Orders and Alameda County Public Health officials, HACA’s office building is temporarily closed to the public and in-person meetings have been suspended until further notice. This Housing Commission meeting was conducted on the Zoom video conference platform and by phone.

1. CALL TO ORDER / ROLL CALL

CALL TO ORDER:

Chairperson McQuaid called the meeting to order at 8:01 a.m.

ROLL CALL:

Present:

Commissioner Pete Ballew
Commissioner Angela Finley
Commissioner Pat Gacoscos
Commissioner Mark Gerry
Commissioner Michael Hannon
Commissioner Monith Ilavarasan

Commissioner Sara Lamnin
Chairperson Peggy McQuaid
Vice Chairperson Yang Shao

Excused:

Commissioner Shawn Kumagai

Absent:

Commissioner Andrew Serna

2. RESOLUTION 01-22: APPROVING THE IMPLEMENTATION OF TELECONFERNCING REQUIREMENTS UNDER AB361

Melissa Taesali, Executive Assistant, presented the staff report. Report received with no questions or comments from the Housing Commission.

Recommendation: Adopt Resolution No. 01-22 approving the implementation of teleconferencing requirements under AB361.

Motion/Second: Shao/Gacoscos.

Upon a roll call of the votes being taken the votes were:

Ayes: Cmsrs. Ballew, Finley, Gacoscos, Gerry, Hannon, Ilavarasan, Lamnin, McQuaid, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

3. ACTION: APPROVAL OF THE MINUTES OF THE DECEMBER 8, 2021 HOUSING COMMISSION MEETING

Recommendation: Approve the summary action minutes of the December 8, 2021 Housing Commission meeting as presented.

Motion/Second: Lamnin/Hannon.

Upon a roll call of the votes being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Ilavarasan, Lamnin, McQuaid, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

4. PUBLIC COMMENT- ON MATTERS NOT ON THE AGENDA

None.

5. INFORMATION: EXECUTIVE DIRECTOR'S REPORT

Kurt Wiest, Executive Director, presented his report. Mr. Wiest welcomed and introduced Aundra Richards, HACA's new Procurement Manager and Tamberlyn Crayton, HACA's new Human Resources Manager. Ms. Richards and Ms. Crayton thanked the Commission for their welcome, shared their backgrounds, and commented that they are excited about their roles at the HACA. After introducing the new managers, Mr. Wiest updated the Commission on HACA's recent award of Section 8 Project-Based Vouchers (PBV) and indicated that he would provide more details about the PBV awards of PBVs at the next Commission meeting. Mr. Wiest also provided an update on COVID-19 relative to HACA's operations.

Commission Discussion: Cmr. Hannon congratulated HACA on a grant award from the U.S. Department of Housing and Urban Development (HUD) for the Family Self-Sufficiency (FSS) program. Cmr. Hannon and Daniel Taylor, Special Programs Manager, discussed how HACA will use this funding. Mr. Taylor explained that HACA applies for this grant annually and that the grant is used solely to fund the salary and benefits for the FSS Coordinators. Cmr. Hannon asked if there is an alternate source of funding in the event this grant is not available to HACA in the future. Mr. Taylor indicated that although there is no formalized plan for this specific scenario, it is on HACA's radar.

6. NEW BUSINESS

6-1. RESOLUTION NO. 02-22: APPROVING AMENDMENTS TO HACA'S CONFLICT OF INTEREST CODE

Melissa Taesali presented the staff report. Ms. Taesali reported that staff has completed its biennial review of HACA's Conflict of Interest Code (Code) and is proposing to amend the Code to update job titles and positions on the Code's list of designated employees

who are required to report certain financial interests. She recommended that the Commission adopt the resolution to approve the amendments and explained that upon the adoption of the resolution staff will forward the amended Code to the Alameda County Board of Supervisors for their final approval.

Recommendation: Approve Resolution No. 02-22 approving amendments to HACA's Conflict of Interest Code.

Motion/Second: Gerry/Shao.

Upon a roll call of the votes being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Ilavarasan, Lamnin, McQuaid, and Shao. Motion passed. **APPROVED AS RECOMMENDED.**

6-2. ACTION: APPROVE AMENDMENTS TO HACA'S SECTION 8 ADMINISTRATIVE PLAN

Oscar Macias, Administrative Analyst II, presented the staff report. Mr. Macias reported that staff is proposing to amend HACA's Section 8 Administrative Plan (Admin Plan) to incorporate new or revised HUD regulations, updated HACA's practices, provide clarification, and make corrections. Mr. Macias summarized the proposed the amendments and recommended that the Commission approve the proposed revisions.

Recommendation: Approve amendments to HACA's Section 8 Administrative Plan.

Commission Discussion: Cmr. Hannon asked about if HACA's Admin Plan distinguishes between felonies and misdemeanors. Mr. Macias explained that other sections of the Admin Plan describe how felonies and misdemeanors are reviewed. Cmr. Hannon and Laura Broussard Rosen, Deputy Executive Director discussed participants who do not accurately report their income and/or household members. Ms. Broussard Rosen acknowledged that HACA staff has encountered these issues but the percentage is small and indicated that are a series of consequences that could lead up to termination in these instances. Cmr. Lamnin thanked Mr. Macias for the work on the Admin Plan. She recommended that staff make the following revisions:

At 3-III.B. REQUIRED DENIAL OF ASSISTANCE [24 CFR 982.553(a)] (page 7 of Attachment B in the meeting agenda packet) change language from:

"...That the circumstances leading to eviction no longer exist (for example, the criminal household member has died or is imprisoned)." to:

"That the circumstances leading to eviction no longer exist (for example, the household member who engaged in criminal activity has died or is imprisoned).

At 6-I.C. ANTICIPATING ANNUAL INCOME (page 17 of Attachment B in the meeting agenda packet) change language in the example shown under *Known Changes of Income* to reflect current California minimum wage in the sample calculation.

Cmr. Lamnin and Ms. Broussard Rosen also discussed program eligibility and the implications for a household member if the head of their household was in violation of the program. Cmr. Lamnin, Ms. Broussard Rosen, and Mr. Wiest discussed the policy regarding childcare

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expenses and the calculation of study hours. Ms. Lamnin asked if learning disabilities are considered when factoring study hours and Ms. Broussard Rosen and Mr. Wiest indicated that a person with a learning disability could request a reasonable accommodation. Chairperson McQuaid asked if Cmr. Kumagai, who was not present at the meeting, had feedback on the revisions and commented that she always appreciates his insight on these policies. Ms. Taesali stated that he did not submit any comments.

Recommendation: Approve the proposed revisions to the HACA Section 8 Administrative Plan with the additional changes requested by Commissioner Lamnin.

Motion/Second: Lamnin/Hannon.

Upon a roll call of the votes being taken the votes were:

Ayes: Cmr. Ballew, Finley, Gacoscos, Gerry, Hannon, Ilavarasan, Lamnin, McQuaid, and Shao.

Motion passed. **APPROVED AS RECOMMENDED.**

6-3. **PRESENTATION: HOUSING QUALITY STANDARDS INSPECTIONS**

Laura Broussard Rosen, Deputy Executive Director, presented the staff report. Ms. Broussard Rosen screen-shared a slide deck presentation that provided the Housing Commission with an overview of HUD's Housing Quality Standards (HQS) inspection requirements for the Section 8 Housing Choice Voucher Program (Section 8). In her presentation she summarized HUD's inspection requirements, the different types of inspections and described the policies and procedures that HACA has in place to ensure safe and quality housing for the Section 8 program participants.

Commission Discussion: Chairperson McQuaid and Ms. Broussard Rosen discussed the options available to a Section 8 tenant in the event life-threatening conditions in their unit would require that the tenant relocate. Cmr. Ballew thanked Ms. Broussard Rosen for the presentation. He asked if staff provides property owners with information on common failed items in a unit so that they understand what the minimum requirements are for the Section 8 program. Ms. Broussard Rosen stated that property owners and tenants receive information on HQS so that each party is aware of what they should look out for in the unit. Mr. Wiest commented that this information should be on the HACA website and that if it is not on the site, staff will post it. Cmr. Hannon thanked Ms. Broussard Rosen for the presentation. Cmr. Hannon and Ms. Broussard Rosen discussed how HUD's HQS inspection requirements relate to state code. Ms. Broussard Rosen indicated they are unrelated but that HUD does allow housing authorities some flexibility to incorporate local and state code. She also indicated that staff is planning to review the HQS policies to incorporate appropriate state and local code and will report back to the Commission when this project is completed. Cmr. Hannon and Ms. Broussard Rosen also discussed abatement. Cmr. Gerry commented that it is critical that tenants have renters' insurance and encourage staff to talk to the tenants about this.

6-4. INFORMATION: BUDGET STATUS REPORT

Mansoorali Hudda, Finance Director, presented the staff report. Report received with no questions or comments from the Commission.

6-5. INFORMATION: PROGRAM ACTIVITY REPORT

Report received.

Commission Discussion: Daniel Taylor, Special Programs Manager, and Chairperson McQuaid commented that the numbers for the FSS Program were very good. Chairperson McQuaid thanked Mr. Taylor for his work and Mr. Taylor praised the FSS team for their hard work.

7. COMMISSIONER REPORTS

None.

8. ADJOURNMENT

There being no further business to discuss Chairperson McQuaid adjourned the meeting at 9:09 a.m.

Respectfully submitted,

Melissa Taesali
Executive Assistant/Housing Commission Clerk

Kurt Wiest
Executive Director/Housing Commission Secretary

Approved:

Peggy McQuaid
Housing Commission Chairperson

EXECUTIVE DIRECTOR'S REPORT
March 9, 2022

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

EXECUTIVE DIRECTOR’S REPORT

Meeting Date: March 9, 2022

1. **Introduction of New Housing Program Managers:** We’ve completed the recruitment for two Housing Program Managers and they began service at HACA on February 28th. Roger Escobar and Jill Vargas were hired for these two important positions. This recruitment is part of the restructuring and succession planning initiative that was introduced to the Housing Commission last July. In this restructuring we created the position of Deputy Executive Director, which was filled last August by Laura Broussard Rosen, our previous Housing Program Manager. The restructuring plan also called for splitting the Housing Programs department, the largest at HACA, in half and bringing on two new managers. These changes conclude our restructuring plans.

Roger Escobar has been with HACA in a variety of positions for over 20 years, most recently as a Leasing Services Lead Worker. He has distinguished himself with all elements of the housing programs HACA administers. Jill Vargas has extensive experience supervising affordable housing programs and has previously worked at Mid-Peninsula Housing, the Tenderloin Neighborhood Development Corporation, and most recently the East Bay Asian Local Development Corporation.

2. **Project-Based Voucher Awards:** As we shared last month, HACA issued a Request for Proposals (RFP) for our Project-Based Voucher (PBV) program in November 2021, with a focus on areas and populations in our jurisdiction that had been underserved by PBVs. We received a total of twelve proposals, including both existing and new construction projects, and are pleased to announce that we were able to award PBVs to projects in all targeted areas and for all the populations we had planned to serve through this RFP. We have awarded PBVs to six projects as follows:

Project Name	Location	PBVs	Population Served
Downtown Hayward Senior Apartments	Hayward	23	Seniors
Mission Paradise	Hayward	25	Seniors
Albany Family Apts.	Albany	5	Homeless
Newark TPS	Newark	60	Homeless (Homekey) & Veterans
Cherryland Place Apts.	Cherryland (uninc.)	14	Homeless
Timber Senior Housing	Newark	20	Seniors
Total PBVs Awarded		147	

HACA AGENDA ITEM NO. 6.

3. **COVID-19 and HACA Operations:** We are encouraged by progress being made to reduce the effects of the pandemic. As we hit the two-year mark of the COVID-19 virus disrupting our lives, we see improvements in health outcomes and a reduction in virus transmissions. HACA's workforce remains healthy due to adherence to health and safety protocols in our office. We believe the standards set by the Alameda County's Public Health Order are the clearest and most appropriate to follow. Any change to our operations will be based on modifications to this Order.

4. **Expedited Pandemic Regulatory Waiver Request to HUD:** HUD is offering waivers to extend some of the regulatory relief it previously provided as part of the CARES Act waivers that expired on December 31, 2021. These newly available waivers are intended to provide continued flexibility during the pandemic and pandemic recovery. We are pursuing a waiver of the application of annual Section 8 Management Assessment Program (SEMAP) ratings in its entirety due to SEMAP indicators that were affected by the disruption to operations caused by the pandemic. HUD has expressed that it will expeditiously process these waiver requests, and we will update you with HUD's decision. We are also coordinating with the San Francisco HUD field office for technical assistance as we work through pandemic recovery.

5. **Initiation of Negotiations of Successor Memorandum of Understanding (MOU) with SEIU 1021:** We have held an initial meeting with representatives of SEIU local 1021 and laid out a preliminary schedule for future meetings to negotiate an agreement on a new MOU. The current MOU will expire on June 30, 2022.

6. **Annual Review of Executive Director Performance:** The Executive Director's performance should be reviewed annually like those of other management positions in the agency. I have drafted a recommended process that has been given to the Personnel Committee for feedback. The draft process gives all Housing Commissioners an opportunity to give feedback on performance. The measures of performance are based on annual agency goals approved prior to the beginning of HACA's fiscal year along with the annual budget. A full reporting of the recommended performance evaluation process is anticipated at the April 13 Housing Commission meeting.

NEW BUSINESS

March 9, 2022

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting Date: March 9, 2022

Subject: Recognition of Employees Years of Service

Exhibits Attached: None

Recommendation: Receive presentation

DISCUSSION

HACA’s service awards program recognizes employees, in 5 year increments, who have achieved 5 or more years of service with HACA. The HACA Services Awards were announced at an All Staff meeting held virtually on February 10 and the following employees were honored for their Years of Service at the Housing Authority:

YEARS OF SERVICE	EMPLOYEE	TITLE	DEPARTMENT
5	Diana Soriano	Accountant	Finance
	Melanie Narain	Housing Technician	Special Programs
10	Aimee Fisher	Eligibility Leadworker	Special Programs
	Teresa Hernandez	Eligibility Technician	Housing Programs
	Meranda Jones	Administrative Analyst I	Housing Programs
	David Mendez	Eligibility Technician	Housing Programs
	Dina Munday	Property Management Administrator	PACH, Inc
15	Michelle Aragon	Housing Technician	Housing Programs
20	Tina Prieto	Account Specialist	Finance

We are very proud of these employees’ accomplishments, work, and tenure at the Housing Authority and recommend that the Housing Commission acknowledge and recognize these employees at your March meeting

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting Date: March 9, 2022

Subject: Recognize Kesha Simmons as HACA’s Shining Star

Exhibits Attached: None

BACKGROUND

In 2006 the Housing Authority created a Communications Committee composed of staff from all departments. The Committee created an “Employee of the Quarter” recognition program to acknowledge exceptional individual contributions of HACA employees.

At the end of 2011 the Committee decided to revamp the program to allow more time for chosen employees to enjoy their recognition. The Committee re-named the award “HACA’s Shining Star” and extended the recognition period to six months, so there will be two Shining Stars per year.

DISCUSSION

The Housing Authority is privileged to have on its staff Kesha Simmons, a Housing Specialist in HACA’s Housing Programs department. Kesha’s selection was announced at an All Staff meeting held on February 10. The comments below were submitted by those who nominated Kesha and describe her outstanding work in the following categories: Problem Solving, Team Effort & Flexibility in Working with Others, Customer Service, and Acknowledgement from the Public, Co-Workers and Clients:

Kesha has a clear understanding of what it means to be a team player. She continues to wear several hats; whether she is asked or not. She stops what she is doing to help ET’s (new and old) without any hesitation. While helping the ETs, she pulls the admin plan so the ETs can see the reasoning behind certain instructions. Kesha can seamlessly float between Housing Specialist teams when help is needed. Her work is thorough, efficient, and processed in a timely fashion. She is a big picture thinker and always brings ways to make this organization as a whole run smoother. She offers solutions to problems most cannot solve. She always provides the utmost of customer service and if asked, she will always tell you “We are here to serve tenants and landlords” or “this is my job - it’s what I’m supposed to do.” Every month Kesha receives a card or an email from a tenant that she has gone out of her way to help because she is problem solving or the tenant hasn’t received a phone call back/email in weeks. She has nothing been nothing but shining star since she has arrived!!!

Staff recommends that your Housing Commission recognize Kesha as “HACA’s Shining Star” for the first half of 2022.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Annual PHA Plan for Fiscal Year 2022-2023 (Public Hearing Required)

Exhibits: - Certifications of Compliance with the PHA Plan and Related Regulations including Required Civil Rights Certifications
- Attachment A: HACA’s Annual Plan for Fiscal Year 2022-2023

Recommendation: Conduct Public Hearing to Accept Comments; Approve Plan; Authorize Staff to Submit Plan to HUD

Financial Statement: None

BACKGROUND

HUD requires that every housing authority prepare and submit an Annual PHA Plan. The Annual Plan is a guide to the housing authority’s policies, programs, operations, and strategies for meeting local housing needs and goals for the upcoming fiscal year (in our case July 2022-June 2023).

The Plan is due at HUD by April 17. Your Commission’s practice has been to hold the required public hearing in March and provide staff with comments. Staff may return with the final Plan at your April meeting if further revisions are needed. HUD has 75 days to approve the Plan, after which HACA will make the approved Annual Plan available to the public.

DISCUSSION and ANALYSIS

Staff has prepared HACA’s Annual Plan using HUD’s streamlined *HCV Only Annual Plan* template as HACA is classified by HUD as an HCV-only PHA (Attachment A). This year’s Plan largely describes new activities and updates to HACA’s Project-Based Voucher Program accomplishments, changes to its eligibility policies, and HACA’s progress in meeting its goals since the last 5-Year Plan submission.

HUD requires that we include comments on the Plan made by the Resident Advisory Board (RAB). By your March 9 meeting, staff will have met with the RAB and will present any comments the RAB has along with staff’s responses.

Should your Commission receive public comments at the public hearing that require research or analysis before submitting the Plan to HUD, staff will undertake those tasks prior to your April meeting, and will present the final Plan for your action then. If no such comments are received and your Commission approves the Plan, staff will submit the Annual Plan this week.

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

Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the ___ 5-Year and/or ___ Annual PHA Plan for the PHA fiscal year beginning _____, 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).

PHA Name

PHA Number/HA Code

_____ Annual PHA Plan for Fiscal Year 20_____

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

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

Name of Authorized Official	Title
Signature	Date

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Section 8 Administrative Plan Policy Revisions

Exhibits: Attachment B: Redline Summary of Policy Revisions

Recommendation: Approve Proposed Policy Revisions

BACKGROUND

HACA’s Section 8 Housing Choice Voucher (HCV) Program Administrative Plan (Admin Plan) sets forth HACA’s policies for administering the Section 8 Program in a manner consistent with HUD requirements and HACA’s Agency Plan. HACA’s Admin Plan is available for public review.

From time to time it becomes necessary to amend the Admin Plan in order to incorporate new or changed HUD regulations, new or revised HACA practices or program initiatives, or to make clarifications or corrections. Staff also periodically revises the Admin Plan for citation changes and grammatical or non-substantive edits. Only amendments that change HACA policy are brought to your Housing Commission for approval. Today, revisions to Chapters 7 and 11 are being submitted for your approval.

DISCUSSION and ANALYSIS

CHAPTER 7 – VERIFICATION

7-II.G. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS (24 CFR 5.508) (page 7-22)

Reverted to model plan language stating that additional citizenship documentation will not be required unless HACA receives information that the individual’s declaration is inaccurate.

CHAPTER 11 – REEXAMINATIONS

11-I.B.STREAMLINED ANNUAL REEXAMINATIONS (page 11-2)

Language updated to reflect current practice which states that HACA will not streamline the annual reexamination process for fixed income sources and that HACA will obtain third-party verification of all sources of income annually.

11-I.C. SCHEDULING ANNUAL REEXAMINATIONS (pages 11-3 through 11-4)

Added language stating when HACA may conduct face-to-face interviews for annual reexaminations and not just by mail. Also clarified that HACA may conduct home visits as a reasonable accommodation.

HACA AGENDA ITEM NO. 7-4.

11-II.B. CHANGES IN THE FAMILY AND HOUSEHOLD COMPOSITION (pages 11-10 through 11-11)

Language cleanup to reflect current practice. Revised policy to allow the addition of spouses/partners of family members as well as minors with care arrangements outside of court-awarded custody. Further, the policy was revised to allow the addition of household members in response to crisis or disaster.

11-II.C. CHANGES AFFECTING INCOME OR EXPENSES (pages 11-12 through 11-14)

Minor language cleanup. Revised policy to only require that increases in income be reported by families participating in the FSS program, zero-income families, and families who experienced an overpayment recoupment from SSA.

11-III.C. NOTIFICATION OF NEW FAMILY SHARE AND HAP AMOUNT (page 11-17)

Provided additional language in the notice to the family when HAP amount changes.

Staff recommends that your Commission approve the revisions to the Admin Plan. Once approved, staff training will be conducted and the revised Plan will be implemented.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Amendment to Contract with I Sterling, Inc. for Housing Quality Standards (HQS) Inspection Services

Exhibits Attached: None

Recommendation: Authorize the Executive Director to Execute an Amendment to the Contract with I Sterling Inc.

Financial Statement: \$177,650 from respective Section 8 Administrative Budgets

BACKGROUND

In February 2019, HACA issued a Request for Proposals (RFP) to provide HQS inspection services. The scope of work included, but was not limited to, providing services for initial inspections, annual inspections, and re-inspections. At the March 2019 meeting, your Commission approved an initial contract with I Sterling, Inc. for \$158,600 for HQS inspection services, and the contract was executed on April 10, 2019. At the March 2021 meeting, your Commission approved a contract amendment for years two and three, for a total contract amount of \$480,558. The current contract expires on April 9, 2022.

DISCUSSION AND ANALYSIS

All Housing Choice Voucher (HCV) and Special Program units require initial and subsequent annual or biennial inspections and must meet HUD Housing Quality Standards (HQS). In addition, HACA is required to conduct special inspections in response to tenant or owner requests. When repairs are needed, HACA must also conduct a re-inspection.

HACA has two inspectors on staff who currently perform all initial and special inspections. Ongoing inspections have been conducted by contract inspectors for many years. I Sterling, Inc. has now provided over eight years of inspection services to HACA and has continued to perform satisfactorily. In addition, I Sterling Inc. has been extremely responsive in providing additional support for initial and special inspections during the COVID-19 pandemic, when HACA's staff inspectors have been unable to conduct inspections.

It is proposed that the contract be extended to April 9, 2023 and the amount be increased by \$177,650 for year four, for a total contract amount of \$658,208. The budget for period July 1, 2022 to April 10, 2023 will be incorporated in the FY 2022-2023 budget request.

Staff recommends your Commission authorize the Executive Director to execute an amendment to the current contract with I Sterling Inc., reflecting the changes above.

HOUSING AUTHORITY OF ALAMEDA COUNTY

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Amendment to Contract with Nan McKay & Associates for Annual Recertifications

Exhibits Attached: None

Recommendation: Receive Report

Financial Statement: None

BACKGROUND

In March 2019, HACA entered into an Intergovernmental Services Agreement (ISA) with the Marin Housing Authority to use its procurement of Nan McKay & Associates (NMA) to process annual recertifications for Section 8 participants. HUD regulations permit the use of ISAs as an efficiency measure to avoid the time and expense of individual procurements. An initial contract with NMA was approved at your March 2019 meeting for \$209,000 to process 1,900 annual recertifications. Your Commission subsequently approved four amendments to increase the initial contract amount and to annually extend the contract. The current total not-to-exceed amount for the NMA contract and amendments is \$640,000 for approximately 5,730 recertifications.

The current contract with NMA expires on April 4, 2022. HACA plans to proceed with an amendment to extend the contract through the end of the fiscal year, June 30, 2022, with the existing contract amount of \$640,000.

NMA has completed approximately 4,450 recertifications through December 31, 2021, for a total amount of approximately \$520,000. The remaining contract authority is sufficient to cover the recertifications that are currently in process by NMA.

DISCUSSION AND ANALYSIS

The NMA contract was initially executed to assist HACA in processing recertifications due to a significant backlog after HACA's software conversion and due to long-term staff capacity challenges. It was instrumental in HACA's achieving High Performer status in 2019 under HUD's SEMAP scoring system. Later amendments were executed to continue to assist HACA in processing on-time recertifications when the workload was excessive due to vacancies,

unexpected absences, and training periods for new hires. It was also amended to avoid a new backlog of recertifications during the COVID-19 pandemic.

As indicated to your Commission at the time of the last contract renewal, HACA has continued to reduce the number of recertifications processed by NMA and to evaluate any future renewal of this contract. HACA has now determined it will terminate the NMA contract at the end of this fiscal year. Though the NMA contract has provided necessary additional capacity to help reduce the backlog of recertifications, it has also required significant staff time to adequately manage the contract to ensure satisfactory performance. HACA continues to develop and implement a long-term plan to address the ongoing challenge of achieving and maintaining on-time recertifications, and the current focus is on filling vacancies and improving policies and processes to increase internal capacity rather than relying on an external contractor.

Staff recommends your Commission authorize the Executive Director to execute an amendment to the current agreement with Nan McKay & Associates through the end of the fiscal year, June 30, 2022. This will allow sufficient time for NMA to complete the recertifications they have in process and to ensure a smooth transition of recertifications back to HACA staff.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Scholarship Committee Appointments

Exhibits Attached: None

Recommendation: Appoint Committee Members

DISCUSSION

Every year, the HACA Scholarship Program provides an opportunity for participants of the Family Self-Sufficiency (FSS) program and for tenants of HACA's instrumentality, Preserving Alameda County Housing, Inc. (PACH), to apply for a scholarship that can be used to pay eligible expenses related to their education. The budget allocates a total \$18,500 for scholarships: \$16,000 for the HACA Scholarship Program and \$2,500 for the Don Biddle Memorial Scholarship established by your Commission in March 2018.

Your Commission needs to appoint a Scholarship Committee for 2022 to work with staff on reviewing this year's scholarship applications and making award recommendations to the Commission for final approval.

Commissioners Gacoscos, Kumagai, McQuaid and former housing commissioner Christian Patz served on last year's Committee. Commissioners Gacoscos, Kumagai, McQuaid may serve again if they so choose or new members may be appointed.

The Scholarship Committee usually has just one meeting which will be held virtually. There is quite a bit of reading involved as the Committee must review all applications that are submitted.

PROGRAM ACTIVITY REPORT

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Programs Activity Report

Exhibits Attached: Section 8 Contract and Housing Assistance Payments (HAP) Report;
Section 8 Average Contract Rent Report; FSS Program Monthly Report

Recommendation: Receive Report

SECTION 8 HOUSING CHOICE VOUCHERS (HCV)

- **Lease-Up:** The below chart provides the number of Section 8 HCV program units under contract. This number includes HACA vouchers and portability clients for which we are being billed by the receiving housing authority but excludes portability clients for which we are billing the initial housing authority.

	3/1/2022	3/1/2021	3/1/2020
	6,633	6,143	6,015

- **HCV Program Utilization:** The below chart provides the average HAP subsidy, average tenant-paid portion, and average contract rent. These amounts include HACA vouchers, but do not include incoming and outgoing portability clients.

	3/1/2022	3/1/2021	3/1/2020
Average HAP Subsidy	\$1,775	\$1,729	\$1,674
Average Tenant-Paid Rent	\$555	\$547	\$574
Average Contract Rent	\$2,331	\$2,275	\$2,248

- ❖ The below chart provides the outgoing billed portability contracts (i.e., HACA voucher holders who are housed in another housing authority’s jurisdiction) and incoming portability contracts where HACA billed other housing authorities.

	3/1/2022	3/1/2021	3/1/2020
Outgoing Billed Portability Contracts	77	169	156
Incoming Portability Contracts	27	458	473

- ❖ PACH has 230 project-based voucher (PBV) units. The chart below provides the number of these units that are leased.

3/1/2022	3/1/2021	3/1/2020
224	225	224

- **Section 8 Contract Reports:** Copies of the Contract Reports are attached. The Section 8 Contract and HAP Report includes HACA certificates, HACA vouchers and portability clients for which we are billing the initial housing authority. The Section 8 Average Contract Rent Report includes HACA vouchers and portability clients for which we are billing the initial housing authority.
- **Landlord Rental Listings:** As of February 7, 2022, there were 44 active properties listed.

	3/1/21	4/1/21	5/3/21	6/1/21	7/1/21	8/1/21	9/1/21	10/1/21	11/1/21	12/1/21	1/3/22	2/7/22
Units	95	111	97	89	72	67	58	51	54	50	44	49

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA
Section 8 Contract and HAP Report for the month of February 2022

City	Certificates		Vouchers		FEBRUARY 2022 TOTAL		FEBRUARY 2021	FEBRUARY 2020
	Number	HAP*	Number	HAP**	Number	HAP		
		based on avg		based on avg				
		\$ 2,063		\$ 1,775				
Albany	0	\$0	12	\$21,300	12	\$21,300	12	12
Castro Valley	3	\$6,189	229	\$406,475	232	\$412,664	224	214
Dublin	3	\$6,189	419	\$743,725	422	\$749,914	408	398
Emeryville	6	\$12,378	152	\$269,800	158	\$282,178	154	148
Fremont	20	\$41,260	1,207	\$2,142,425	1,227	\$2,183,685	1,114	1,103
Hayward	38	\$78,394	1,848	\$3,280,200	1,886	\$3,358,594	1,838	1,908
Newark	6	\$12,378	226	\$401,150	232	\$413,528	227	231
Pleasanton	4	\$8,252	292	\$518,300	296	\$526,552	268	221
San Leandro	14	\$28,882	1,319	\$2,341,225	1,333	\$2,370,107	1,307	1,334
San Lorenzo	2	\$4,126	176	\$312,400	178	\$316,526	176	185
Union City	8	\$16,504	706	\$1,253,150	714	\$1,269,654	700	692
TOTALS	104	214,552	6,586	11,690,150	6,690	11,904,702	6,428	6,446

* Based on an average February Housing Assistance Payment (HAP) of \$2,036 per certificate contract

**Based on an average February Housing Assistance Payment (HAP) of \$1,775 per voucher contract

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

Section 8 Average Contract Rent Report for the Month of February 2022

City	Number of HAP Contracts (HCV Only)	Average Contract Rent	Average HAP Paid by HACA	Average Rent Paid by Family	Average Family-Paid Rent as a Percentage of Average Contract Rent
Albany	12	\$1,729	\$1,355	\$374	22%
Castro Valley	229	\$2,350	\$1,792	\$558	24%
Dublin	419	\$2,327	\$1,815	\$512	22%
Emeryville	152	\$1,925	\$1,421	\$504	26%
Fremont	1,207	\$2,460	\$1,922	\$538	22%
Hayward	1,848	\$2,244	\$1,689	\$554	25%
Newark	226	\$2,610	\$1,912	\$698	27%
Pleasanton	292	\$2,148	\$1,693	\$455	21%
San Leandro	1,319	\$2,249	\$1,704	\$545	24%
San Lorenzo	176	\$2,548	\$1,913	\$635	25%
Union City	706	\$2,495	\$1,892	\$603	24%

*Some rents may vary by \$1 due to rounding

This report includes HACA vouchers and portability clients for which we are billing the initial housing authority.

HOUSING AUTHORITY OF THE COUNTY OF ALAMEDA

AGENDA STATEMENT

Meeting: March 9, 2022

Subject: Family Self-Sufficiency Program Summary

Exhibits Attached: None

Recommendation: Receive Report



FSS PROGRAM NEWS

FSS Program Activities

The FSS team is working with our community partners to plan our 2022 calendar of workshops and events. Dates and times are pending based on the confirmations from our partner agencies. Staff will update your commission in future reports. Workshops will include the following:

- A-1 Community - Housing Services
- Fremont Resource Center - Financial Education
- Operation Hope - Homeownership
- Operation Hope - Entrepreneurship
- Rubicon / One-Stop Center - Employment

FSS Graduate Spotlight

For this month's graduate spotlight, we would like to present an FSS participant couple that entered the FSS program with a goal to become homeowners. They joined the program in 2018, were very active in the program and attended every homeownership workshop together. They also attended our annual *It's Your Time to Shine* and *Health and Resource Fair* with their children each year of their program participation. Their FSS Coordinator was impressed at how well they worked together collectively, always discussing the pros and cons before making decisions. We are proud to announce that this couple surrendered their voucher and purchased a home on their own in Pittsburgh, California. Through hard work and homeownership, they are able to provide financial stability and wealth creation that has the potential to improve their lives for generations.



FSS PROGRAM SUMMARY

Program Summary	February 2022
Total Clients Under Contract:	214
Graduates:	3
Escrow Disbursed:	\$26,520.73
Ports In:	1
Ports Out:	0
Terminations:	0
New Contracts:	3
Case Management Referrals:	11
Job Referrals:	57

ATTACHMENT

A

B. Annual Plan.	
B.1	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Housing Needs and Strategy for Addressing Housing Needs. <input checked="" type="checkbox"/> <input type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. <input checked="" type="checkbox"/> <input type="checkbox"/> Financial Resources. <input type="checkbox"/> <input checked="" type="checkbox"/> Rent Determination. <input type="checkbox"/> <input checked="" type="checkbox"/> Operation and Management. <input type="checkbox"/> <input checked="" type="checkbox"/> Informal Review and Hearing Procedures. <input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs. <input type="checkbox"/> <input checked="" type="checkbox"/> Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. <input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation. <input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification.</p> <p>(b) If the PHA answered yes for any element, describe the revisions for each element(s): See Attachment B.1</p>
B.2	<p>New Activities</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N Project Based Vouchers. <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. See Attachment B.2</p>
B.3	<p>Most Recent Fiscal Year Audit.</p> <p>(a) Were there any findings in the most recent FY Audit? Y N N/A <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, please describe:</p>
B.4	<p>Civil Rights Certification Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.5	<p>Certification by State or Local Officials. Form HUD 50077-SL Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p>
B.6	<p>Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan. See Attachment B.6</p>
B.7	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the PHA Plan? Y N <input type="checkbox"/> <input type="checkbox"/></p> <p>(a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations. See Attachment B.7</p>

Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

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

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

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

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

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

Housing Needs and Strategy for Addressing Housing Needs. Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. ([24 CFR §903.7\(a\)\(2\)\(ii\)](#))

Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

Financial Resources. A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

Rent Determination. A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

Operation and Management. A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

Informal Review and Hearing Procedures. A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

Homeownership Programs. A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

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

Significant Amendment/Modification. PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

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

B.2 New Activity. If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.

Project-Based Vouchers (PBV). Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides 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 for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality

Attachment A.1**PHA Information**

PHA Name: Housing Authority of the County of Alameda

PHA Code: CA067

PHA Plan for Fiscal Year Beginning: 07/2022

Number of Housing Choice Vouchers (HCVs): 6,966

PHA Plan Submission Type: Annual Submission

Availability of Information

Our office is currently closed to the public due to the COVID-19 pandemic. However, the public may call our main phone number at (510) 538-8876 to request a copy of the Plan.

The Plan can also be found on HACA's website at:

www.haca.net

Attachment B.1**Revision of PHA Plan Elements****1) Deconcentration and Other Policies that Govern Eligibility, Selection, and Admission**

The following revisions were made to Chapter 3 of HACA's Administrative Plan since its last Annual Plan submission:

- 3-III.B. REQUIRED DENIAL OF ASSISTANCE (pages 3-25 through 3-28)
Language updated in accordance with HUD and OGC guidance in regards to denial of assistance. Removed policy stating that HACA will use records of eviction as evidence for criminal activity. Removed policy stating that HACA will use records of arrest as the sole basis of determining reasonable cause. Reasonable time changed from 5 to 3 years for past convictions.

For a list of policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV, see applicable chapters from HACA's Administrative Plan in **Attachment B.1.(a). Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.**

2) Financial Resources

HACA continues to explore opportunities that expand the supply of assisted housing to low-income families through the commitment and issuance of project-based vouchers and by applying for HUD funding such as HUD-VASH, Foster Youth Initiative (FYI), Mainstream and Emergency Housing Vouchers (EHV) when available.

Additionally, HACA received CARES Act funding in the amount of \$1,719,625 for HCV and \$14,156 for Mainstream on 8/13/2020 for FY 2021. HACA was also awarded EHV funding in the amount of \$6,901,440 on June 10, 2021 for FY 2021/2022.

Attachment B.1.(a) Deconcentration and Other Policies that Govern Eligibility, Selection, and Admission.

Index of Deconcentration and other policies that govern eligibility, selection, and admissions:

Admin Plan Section	Page(s)
Chapter 3 – Eligibility	3-1 to 3-45
Chapter 4 – Applications, Waiting List and Tenant Selection	4-1 to 4-33
Chapter 10 – Portability – Applicant Families	10-8 to 10-10
Chapter 11 – Interim Reexaminations – New Family Members	11-8 to 11-10
Chapter 17 – Project Based Vouchers — Selection of PBV Program Participants	17-29 to 17-35
Chapter 18 – Project Based Vouchers (PBV) Under the Rental Assistance Demonstration (RAD) Program — Selection of PBV RAD Program Participants	18-19 to 18-25

Attachment B.1.(a) Significant Amendment/Modification.

HACA defines a “Significant Amendment/Modification” to its 5-Year and Annual Plan as a change:

- a) to HACA’s criteria for eligibility for admission; or
- b) any change with regard to homeownership programs.

Attachment B.2**New Activities**

HACA currently has 649 non-RAD project-based voucher units and 70 RAD project-based voucher units under contract. HACA also currently has an additional 197 non-RAD project-based voucher units committed. HACA anticipates project-basing approximately an additional 100 vouchers during fiscal year 2022-2023 for a total, *including* current project-based vouchers, of up to approximately 1,020 units over the next fiscal year. The cities of Albany, Emeryville, Dublin, Fremont, Hayward, Newark, Pleasanton, San Leandro, and Union City as well as the unincorporated communities of Castro Valley and San Lorenzo and unincorporated Alameda County are currently-identified locations. The additional project-based vouchers may be targeted to non-impacted census tracts, higher-cost opportunity areas, neighborhoods undergoing revitalization, preserving currently affordable housing, and projects awarded Alameda County Measure A1 funding. Projects would be for families, persons with disabilities, the elderly, homeless, and Veterans, depending on funding.

The chart below provides information on Project-Based Vouchers (PBVs) committed to or under contract for the most recent four fiscal years:

Fiscal Year	PBVs Committed	PBVs Under Contract	Location of PBVs	Population Served	Complete Construction and Lease Up
2021-2022	5		Albany	Homeless	2024
2021-2022	14		Unincorporated Hayward	Homeless	2024
2021-2022	23		Hayward	Seniors	2022
2021-2022	25		Hayward	Seniors	2023
2021-2022	60		Newark	Homeless and Veterans	2022
2021-2022	20		Newark	Seniors	2024
2020-2021	25		Hayward	Veterans and non-elderly Persons with a Disability	2022
2019-2020		12	Emeryville	Families and Persons with a Disability	2020
2018-2019		10	Fremont	Veterans	2021
2018-2019	25		San Leandro	Veterans	2022

B.4 Civil Rights Certification

Please see the attached certification.

B.5 Certification by State or Local Officials.

Please see the attached certification.

Attachment B.6**Progress Report**

Below states the progress HACA has made in meeting its goals and objectives described in the 5-Year Plan, beginning FY 2021.

Goal 1. Maintain, improve, and implement HACA policy that supports affordable housing and fair housing.

- a) Ongoing compliance with fair housing laws and policies. HACA continues to make fair housing materials available to program participants through website postings. HACA also continues to provide yearly fair housing training for its staff.
- b) HACA continues its progress to meet its nine regional fair housing goals under Alameda County's Regional Analysis of Impediments to Fair Housing Choice (AI). These goals coincide with HACA's 5-Year Plan goals and objectives.

Goal 2. Expand the supply of assisted housing.

- a) HACA continues to explore opportunities that expand the supply of assisted housing to low-income families through the commitment and issuance of project-based vouchers and by applying for HUD funding such as HUD-VASH, Foster Youth Initiative (FYI), Mainstream and Emergency Housing Vouchers (EHV) when available.

In FY 2020 – 2021, HACA was awarded 206 Mainstream vouchers for the non-elderly disabled who are homeless, at risk of homelessness, at risk of institutionalization or coming out of an institution and 70 VASH vouchers for homeless veterans. See B.2 above for progress to date regarding current and new partnerships for project-based vouchers.

Goal 3. Increase operational efficiency and effectiveness.

- a) HACA continues to evaluate and update its policies and procedures to ensure compliance, consistency, and efficiency in operations.
- b) HACA continues to utilize HUD's Two-Year Tool regularly to ensure effective utilization of its vouchers and program funds.
- c) HACA continues to evaluate and adjust operations to improve the delivery of services to our constituents and to prepare for future growth.

Goal 4. Preserve and rehabilitate HACA's/PACH's existing affordable housing stock.

- a) In FY 2020-2021, HACA rehabbed an additional 6 of its PACH senior housing units, bringing the total units rehabbed to 13 out of 50. However, the rehabilitation project is currently stalled due to the COVID-19 Pandemic and budgetary issues. However, HACA continues to rehab its units as they become vacant if needed.

Goal 5. Validate the cost-effectiveness of the HACA Family Self-Sufficiency (FSS) Program.

- a) HACA has completed its participation in HUD's national assessment undertaken by MDRC, HUD's contracted consultant. MDRC continues to work with the participant families directly.

Goal 6. Assist as many qualified families as possible.

- a) HACA continues voluntarily administer its FSS program and its Home Ownership Program.
- b) HACA currently maintains 98% utilization of its HCV funding.

Goal 7. Enhance business continuity capabilities in order to ensure that HACA's operations and core business functions are not severely impacted in the event of an emergency or disaster.

- a) HACA continues to evaluate and adjust operations with continuity and succession planning in mind.
- b) HACA continues to update and maintain its cloud/remote infrastructure and will seek opportunities to improve its systems.

Attachment B.7

RESIDENT ADVISORY BOARD

ATTACHMENT B

7-II.G. CITIZENSHIP OR ELIGIBLE IMMIGRATION STATUS [24 CFR 5.508]

Overview

Housing assistance is not available to persons who are not citizens, nationals, eligible immigrants, or VAWA self-petitioners. Prorated assistance is provided for "mixed families" containing both eligible and ineligible persons. A detailed discussion of eligibility requirements is in Chapter 3. This verifications chapter discusses HUD and HACA verification requirements related to citizenship status.

The family must provide evidence that each family member, regardless of age, is a U.S. citizen, a U.S. national, an eligible noncitizen, or a VAWA self-petitioner, and submit the documents discussed below for each family member. Once eligibility to receive assistance has been verified for an individual it need not be collected or verified again during continuously-assisted occupancy. [24 CFR 5.508(g)(5)]

U.S. Citizens and Nationals

HUD requires a declaration for each family member who claims to be a U.S. citizen or national. The declaration must be signed personally by any family member 18 or older and by a guardian for minors.

PHAs must obtain verification of the declaration by requiring presentation of a U.S. birth certificate, United States passport, Employment Authorization card, Temporary resident card, or other appropriate documentation, as provided by Section 214 of the Housing and Community Development Act of 1980, as amended.

HACA Policy

Family members who claim U.S. citizenship or national status will not be required to provide additional documentation unless HACA receives information indicating that an individual's declaration may not be accurate. a U.S. birth certificate, United States passport, Employment Authorization card, Temporary resident card, or other appropriate documentation, as provided by Section 214 of the Housing and Community Development Act of 1980, as amended.

Eligible Immigrants and VAWA Self-Petitioners

Documents Required

All family members claiming status as an eligible immigrant or VAWA self-petitioner must declare their status in the same manner as U.S. citizens and nationals.

PHAs must obtain verification of the declaration by requiring presentation of appropriate documentation, as provided by Section 214 of the Housing and Community Development Act of 1980, as amended.

HACA Policy

Family members who claim status as an eligible immigrant or VAWA self-petitioner will be required to provide Section 214 documents listed in 24 CFR Section 5.508(b)(1) and

of the source. Further, upon request of the family, the PHA must perform third-party verification of all income sources.

Fixed sources of income include Social Security and SSI benefits, pensions, annuities, disability or death benefits, and other sources of income subject to a COLA or rate of interest. The determination of fixed income may be streamlined even if the family also receives income from other non-fixed sources.

Two streamlining options are available, depending upon the percentage of the family's income that is received from fixed sources. If at least 90 percent of the family's income is from fixed sources, the PHA may streamline the verification of fixed income ~~but is not required and may choose whether~~ to verify non-fixed income amounts ~~in years where no fixed income review is required~~. If the family receives less than 90 percent of its income from fixed sources, the PHA may streamline the verification of fixed income and must verify non-fixed income annually.

HACA Policy

~~HACA chooses not to streamline the annual reexamination process for fixed-income sources. HACA will obtain third-party verification of all sources of income annually.~~

~~HACA will streamline the annual income determination process by applying the verified COLA or interest rate to fixed income sources. HACA will document in the file how the determination that a source of income was fixed was made.~~

~~If a family member with a fixed source of income is added, HACA will use third party verification of all income amounts for that family member.~~

~~If verification of the COLA or rate of interest is not available, HACA will obtain third party verification of income amounts.~~

~~Third party verification of fixed sources of income will be obtained during the intake process and at least once every three years thereafter.~~

~~Third party verification of non fixed income will be obtained annually regardless of the percentage of family income received from fixed sources.~~

11-I.C. SCHEDULING ANNUAL REEXAMINATIONS

The PHA must establish a policy to ensure that the annual reexamination for each family is completed *within* a 12-month period, and may require reexaminations more frequently [HCV GB p. 12-1].

HACA Policy

HACA will begin the annual reexamination process 90 to 120 days in advance of its scheduled effective date. Generally, HACA will schedule annual reexamination effective dates to coincide with the family's anniversary date.

Anniversary date is 12 months from the effective date of the latter of the family's initial (admission) examination or last annual reexamination.

Annually, HACA will perform a reexamination to be effective no later than twelve months from the anniversary date. HACA may schedule an annual reexamination for completion prior to the anniversary date for administrative purposes.

Notification of and Participation in the Annual Reexamination Process

The PHA is required to obtain the information needed to conduct annual reexaminations. How that information will be collected is left to the discretion of the PHA. However, the PHA should give tenants who were not previously provided the opportunity to complete Form HUD-92006, the opportunity to do so at this time [Notice PIH 2009-36].

HACA Policy

Families generally are required to participate in an annual reexamination by mail. ~~However, HACAthe PHA will conduct face-to-face interviews if the family so requests, if the paperwork is not returned timely, or if HACAthe PHA deems it is necessary to obtain full and accurate information. HACAThe PHA may require a face-to-face interview if the paperwork is returned timely but is not complete enough to allow HACAthe PHA to complete an accurate certification. Home visits will be conducted if HACA determines they are necessary in order to complete the annual reexamination process. HACA may conduct home visits as a reasonable accommodation.~~

Annual reexamination packets will be sent by first-class mail. The packet will inform the family of the information and documentation that must be returned. Any additional documents needed by HACA to complete the process may be requested by mail or the family may be required to attend an in-person interview.

If the family is unable to attend a scheduled interview, the family should contact HACA in advance of the interview to schedule a new appointment. If a family does not attend the scheduled interview, HACA will send a second notification with a new interview date and appointment time.

If a family fails to attend two scheduled interviews without HACA approval, or if the notice is returned by the post office with no forwarding address, a notice of termination (see Chapter 12) will be sent to the family's address of record, and to any alternate address provided in the family's file.

~~An advocate, interpreter, or other assistant may assist the family in the interview process. The family and HACA must execute a certification attesting to the role and the assistance provided by any such third party.~~

New Family and Household Members Requiring HACA Approval

With the exception of children who join the family as a result of birth, adoption, or court-awarded custody, a family must request PHA approval to add a new family member [24 CFR 982.551(h)(2)] or other household member (live-in aide or foster child) [24 CFR 982.551(h)(4)].

When any new family member is added, the PHA must make appropriate adjustments in the family share of the rent and the HAP payment at the effective date of either the annual or interim reexamination [24 CFR 982.516(e)(2)].

If a change in family size causes a violation of the PHA subsidy standards (see Chapter 5), the PHA must issue the family a new voucher, and the family and PHA must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, the PHA must terminate the family's HAP contract in accordance with its terms [24 CFR 982.403].

HACA Policy

Except for the addition of a family member as a result of birth, adoption, or court-awarded custody, families must request HACA approval to add any other new family or household member. Requests must be made in writing and approved by HACA prior to the individual moving into the unit.

~~Requests must be made in writing and approved by HACA prior to the individual moving into the unit.~~

~~Additions to the family or household are at HACA's discretion and will not be unreasonably denied.~~

~~HACA will not approve the addition of a new family or household member unless the individual meets HACA's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II), and will not receive duplicate assistance.~~

~~Except for elderly persons or persons with a disability, or spouse/partners of adult family members, HACA will not approve the addition of a family member if it will increase the family unit size because a violation of HACA subsidy standards (see Chapter 5), except for:~~

- ~~• elderly persons~~
- ~~• persons with a disability~~
- ~~• spouse/partners of adult family members~~
- ~~• minors with documented care/custodial arrangements outside of court awarded custody~~

~~If, as set forth in Part VIII of Chapter 16, HACA determines that it lacks adequate funds to continue subsidizing all current participants, in accordance with HUD requirements, HACA will not approve the addition of a new family member if it will cause a violation of HACA subsidy standards.~~

~~When If HACA's approval of a new family or household member does not increase the family unit size because a violation of HACA's subsidy standards, and the family intends to remain in place, HACA will require the landlord's written approval of the added family or household member. If the landlord fails to provide that written approval, the family~~

~~will be issued a new voucher and required to move before adding the family or household member.~~

HACA will not approve the addition of a new family or household member unless the individual meets HACA's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II), and will not receive duplicate assistance.

When HACA's approval of a new family or household member will cause overcrowding according to ~~-Housing Quality Standards~~~~HACA subsidy standards~~, the family will be issued a new voucher ~~-with an additional bedroom-~~ and will be required to move.

Additions to the family or household are at HACA's discretion and will not be unreasonably denied.

At the sole discretion of the Executive Director, or their designee, in response to a global, national, state, or local emergency, crisis, or disaster. HACA may grant exceptions to policies for adding family members when there are no other housing resources for the additional member.

~~If HACA determines that an individual does not meet HACA's eligibility criteria or documentation requirements, HACA will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.~~

~~HACA will make its determination within 10 business days of receiving all information required to verify the individual's eligibility.~~

Departure of a Family or Household Member

Families must promptly notify the PHA if any family member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], the PHA also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit.

HACA Policy

If a household member ceases to reside in the unit, the family must inform HACA within 10 business days. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.

~~If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform HACA within 10 business days.~~

11-II.C. CHANGES AFFECTING INCOME OR EXPENSES

Interim reexaminations can be scheduled either because the PHA has reason to believe that changes in income or expenses may have occurred, or because the family reports a change. When a family reports a change, the PHA may take different actions depending on whether the family reported the change voluntarily, or because it was required to do so.

PHA-Initiated Interim Reexaminations

PHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by the PHA. They are not scheduled because of changes reported by the family.

HACA Policy

HACA may conduct interim reexaminations in each of the following instances:

For families receiving the Earned Income Disallowance (EID), HACA ~~will~~may conduct an interim reexamination at the start and conclusion of the 24-month eligibility period

If the family has reported zero or unstable income, HACA may conduct an interim reexamination every 3 months as long as the family continues to report that they have no income.

If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), ~~the~~ HACA may schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.

If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, HACA will conduct an interim reexamination.

HACA ~~will~~may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.

HACA will conduct an interim reexamination if the family's approval to enroll in the FSS program is contingent upon the interim reexamination.

Family-Initiated Interim Reexaminations

the PHA must adopt policies prescribing when and under what conditions the family must report changes in family income or expenses [24 CFR 982.516(c)]. In addition, HUD regulations require that the family be permitted to obtain an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)].

Required Reporting

HUD regulations give the PHA the freedom to determine the circumstances under which families will be required to report changes affecting income.

HACA Policy

The following are required to report all increases in ~~earned~~ income, ~~including new employment and changes in full-time student status~~ within 10 business days of the date the change takes effect:

- ~~• Families whose share of the rent has been reduced as a result of a family-initiated interim reexamination;~~
- ~~• Families receiving the earned income disallowance (EID). HACA will only conduct an interim reexamination when the EID family's share of rent will change as a result of the increase;~~
- Families participating in the Family Self-Sufficiency (FSS) program;
- Families who have experienced an overpayment recoupment from SSA, when the recoupment is complete and SSA again increases the benefit amount received.
- ~~• Zero-income families, defined as families who receive no income or only receive food stamps or general assistance. Family members who have signed and completed an Affidavit of Zero or Unstable Income and in doing so acknowledge their responsibility to report; and~~
- ~~• Family members who have agreed, in writing, to report changes in their status from full-time to less than full-time student.~~

All other families are not required to report changes in income between annual reexaminations. If they do so, HACA will note the information in the tenant file, but will not conduct an interim reexamination except as noted above in HACA-Initiated Interim Reexaminations.

Optional Reporting

The family may request an interim reexamination any time the family has experienced a change in circumstances since the last determination [24 CFR 982.516(b)(2)]. the PHA must process the request if the family reports a change that will result in a reduced family income [HCV GB, p. 12-9].

If a family reports a decrease in income from the loss of welfare benefits due to fraud or non-compliance with a welfare agency requirement to participate in an economic self-sufficiency

If a family reports a change that it was not required to report and that would result in an increase in the family share of the rent, HACA will note the information in the tenant file, but will not conduct an interim reexamination.

If a family reports a change that it was not required to report and that would result in a decrease in the family share of rent, HACA will conduct an interim reexamination. See Section 11-II.D. for effective dates.

~~HACA will complete an interim reexamination if a family's approval to enroll in the FSS program is contingent upon the interim reexamination.~~

~~HACA will complete an interim reexamination for participants in HACA's FSS program with an increase in earned income.~~

Subsidy Standards [24 CFR 982.505(c)(4)]

If there is a change in the family unit size that would apply to a family during the HAP contract term, either due to a change in family composition, or a change in the PHA's subsidy standards (see Chapter 5), the new family unit size must be used to determine the payment standard amount for the family at the family's *first annual* reexamination following the change in family unit size.

Utility Allowances [24 CFR 982.517(d)]

The family share of the rent and HAP calculations must reflect any changes in the family's utility arrangement with the owner, or in the PHA's utility allowance schedule [HCV GB, p. 12-5]. Chapter 16 discusses how utility allowance schedules are established.

When there are changes in the utility arrangement with the owner, the PHA must use the utility allowances in effect at the time the new lease and HAP contract are executed.

At reexamination, the PHA must use the current PHA utility allowance schedule [HCV GB, p. 18-8].

HACA Policy

Revised utility allowances will be applied to a family's rent and subsidy calculations at the first annual reexamination after the allowance is adopted.

11-III.C. NOTIFICATION OF NEW FAMILY SHARE AND HAP AMOUNT

the PHA must notify the owner and family of any changes in the amount of the HAP payment [HUD-52641, HAP Contract]. The notice must include the following information [HCV GB, p. 12-6]:

- The amount and effective date of the new HAP payment
- The amount and effective date of the new family share of the rent
- The amount and effective date of the new tenant rent to owner

The family must be given an opportunity for an informal hearing regarding the PHA's determination of their annual or adjusted income, and the use of such income to compute the housing assistance payment [24 CFR 982.555(a)(1)(i)] (see Chapter 16).

HACA Policy

The notice to the family will include the annual and adjusted income amounts that were used to calculate the family share of the rent and the housing assistance payment. ~~The notice also will state the procedures for requesting an informal hearing.~~

The notice will state the family has the right to request an explanation of how the assistance was calculated and if the family disagrees, they have the right to informal hearing. The notice will include the procedures for requesting an informal hearing.

11-III.D. DISCREPANCIES

During an annual or interim reexamination, the PHA may discover that information previously reported by the family was in error, or that the family intentionally misrepresented information.