CITY OF PITTSBURG
AGENDA

March 20, 2017

CITY HALL COUNCIL CHAMBERS
65 CIVIC AVENUE, PITTSBURG, CA

CLOSED SESSION
5:45 P.M.

REGULAR MEETINGS
7:00 P.M.

CITY COUNCIL
HOUSING AUTHORITY
SUCCESSOR AGENCY

PRESIDING

Marilyn "Merl" Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair
Sal Evola, Council Member/Board Member
Juan Antonio Banales, Council Member/Board Member
Jelani Killings, Council Member/Board Member

FOR HOUSING AUTHORITY:
Michelle King, Housing Authority Member
Annie Hill Herring, Housing Authority Member

Pittsburg City Council meetings are held the first and third Mondays of each month at 7:00 p.m. The Housing Authority meets in conjunction with the City Council on the third Monday of each month. The Pittsburg City Council meets regularly in the Council Chamber at 65 Civic Avenue, unless otherwise noted above. The City Council also sits as the Board of Directors of several other City agencies. The stipends for all agency members conform to state statutes governing compensation amounts. All other Agencies meet on an as needed basis and will be listed above if applicable. Copies of the open session agenda packets, which are distributed to the City Council, are on file in the office of the City Clerk, 65 Civic Avenue, Pittsburg, California, and are available for public inspection, beginning 72 hours in advance, during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday, except from noon to 1:00 p.m. and City holidays). The agenda and reports are also located on the City's website at www.ci.pittsburg.ca.us. Additionally, if any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports and documents will also be available for public inspection in the City Clerk's Office and on the day of the meeting in the Council Chamber at the public counter area below the dais.

NOTICE TO PUBLIC (Attached)

COUNCIL COMMITTEES LIST (Attached)

COMMISSIONS/COMMITTEES MEETING SCHEDULE (Attached)

AUDIENCE REMARKS

The Audience Remarks period is for the public to comment on any items scheduled to be heard during the Closed Session portion of the meeting, if applicable.

5:45 P.M.

CONVENE IN CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION FOR THE CITY OF PITTSBURG (Paragraph (1) of subdivision (d) of Section 54956.9):

   Wade Derby v. City of Pittsburg, et al; United States District Court, Northern District of California, Case No. 3:16-cv-05469-SI

   Michael Sibbitt, Jr. v. City of Pittsburg et al.; United States District Court Northern District of California Case No. 3:16-cv-04377-SK

   Elisabeth Anne Terwilliger v. City of Pittsburg et al.; United States District Court Northern District of California Case No. 3:16-cv-04373-MEJ

2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION FOR THE CITY OF PITTSBURG; Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

   One (1) case

3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION FOR THE SUCCESSOR AGENCY; Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

   One (1) case

4. CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6):

   Agency designated representatives: Joe Sbranti, Garrett Evans; Employee organizations: Police Managers' Group (PMG) and Police Officers' Association (POA)

7:00 P.M.

CONVENE IN OPEN SESSION FOR REGULAR MEETING

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATION

American Red Cross Month

PRESENTATIONS

New Employee Introductions

CITY MANAGER REPORTS/REMARKS

The City Manager may make brief announcements or informal comments at this time and brief the Council on items of interest. (No Action Required)

CITIZENS REMARKS

Members of the audience who wish to address the City Council or Agency Boards on issues that are not scheduled for the agenda and on any items listed as part of the Consent Calendar should complete a Speaker's Card available at the dais. Please read the card carefully in order to fill out the card properly. Submit the completed card to the City Clerk before the item is called, preferably before the meeting begins. Individuals will be given three minutes to address the Council unless additional time is allowed as provided for spokespersons. Prior to speaking, each member of the public shall state their name and business and City of residence in a clear and audible tone of voice. (No Action Required)

HOUSING AUTHORITY

PUBLIC HEARING

5. Adoption of a Housing Authority Resolution Approving the Public Housing Agency Annual Plan for 2017 and Authorizing the Executive Director to Submit the Public Housing Agency Annual Plan for 2017 to the U.S. Department of Housing and Urban Development

   As required compliance to the U.S. Department of Housing and Urban Development (HUD), and contained in 24 CFR parts 35 and 982, the Housing Authority of the City of Pittsburg (Housing Authority) has prepared the Public Housing Agency Annual (PHA) Annual Plan for 2017. HUD requires all public housing agencies to submit their annual plan for review. The PHA Annual Plan for 2017 summarizes the activities proposed by the Housing Authority for the next year as well as updates or revisions to the 5-Year Plan submitted in 2015.

6. Adoption of a Housing Authority Resolution Approving the Pittsburg Housing Authority Administrative Plan for 2017

   As required compliance to the U. S. Department of Housing and Urban Development (HUD), the Housing Authority of the City of Pittsburg (Housing Authority) has revised its Administrative Plan to incorporate significant modifications or amendments to policies which address the delivery of housing services in the community. The Administrative Plan outlines the policies and procedures of the Housing Authority.

CONSENT CALENDAR

7. Minutes

Minutes of February 21, 2017

8. Disbursement Lists

Disbursement List of February 28, 2017

9. Adoption of a Housing Authority Resolution Approving the Pittsburg Housing Authority 2017 Utility Allowances

The U. S. Department of Housing and Urban Development (HUD) requires housing authorities to review allowances for tenant-furnished utilities and other services annually, and determine a utility allowance schedule (Schedule). Pursuant to CFR 982.517 (4)(c), this schedule must be revised whenever there an increase of ten percent (10%) or more in the utility rates since the last revision of the Schedule. The Housing Authority of Pittsburg (Housing Authority) has revised the Schedule for 2017 (2017 Schedule) to reflect a ten percent (10%) increase in utility rate costs.

10. Adoption of a Housing Authority Minute Order Approving an Annual Report Pursuant to SB 341

The Housing Successor Agency for the Redevelopment Agency of the City of Pittsburg (Housing Successor Agency) has reviewed and considered an annual report (Report) regarding housing activities through June 30, 2016.

ADJOURNMENT OF THE HOUSING AUTHORITY to April 17, 2017

CITY COUNCIL MEETING

PUBLIC HEARING

11. Adoption of an Urgency Ordinance to Reauthorize Section 5.30.040 of the Pittsburg Municipal Code and Introduction and Waive First Reading of an Ordinance to Reauthorize Section 5.30.040 of the Pittsburg Municipal Code Imposing a Public, Educational, and Governmental Fee on State Cable Franchisees Operating within the City

The Digital Video and Infrastructure and Video Competition Act of 2006 authorized video service providers to obtain a state franchise from the California Public Utilities Commission. State franchise holders pay franchise fees and Public, Educational, and Government (PEG) fees to the City. The attached Urgency Ordinance and regular Ordinance would reauthorize Section 5.30.040 of the Pittsburg Municipal Code ("PMC"), which imposes a public, educational, and governmental ("PEG") fee on state cable franchisees operating within the City, consistent with state law.

CONFLICT OF INTEREST STATEMENT

City Council/Agency Members may make any conflict of interest declarations pertaining to Consent Calendar items at this time.

CONSENT CALENDAR

COMBINED CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

12. Minutes

    Minutes of March 6, 2017

13. Claims - Rejection of Claims against the City which may cause expenditure of funds; on file in the Office of the City Clerk.

    Claim #17-0006 Devine, Chanell
    Claim #17-0008 Lecuano, Manuel
    Claim #17-0009 Balumby, Monique
    Claim #17-0010 Brudigam, Rose
    Claim #17-0011 Nevarez, Abdul
    Claim #17-0012 Nevarez, Priscilla

14. Adoption of a City Council Resolution Accepting Contract 2013-18, School Area Safety Improvement Project as Complete and Authorizing the City Engineer to File a Notice of Completion

    Contract 2013-18, School Area Safety Improvement Project (the "Project") was for general pedestrian safety improvements including curb extensions, rapid flashing beacons and median barriers at pedestrian crossings and intersections at eight locations near schools in the City. Adoption of this Resolution will accept the construction contract as complete and authorize the City Engineer to file a Notice of Completion for the Project.

15. Adoption of a City Council Resolution Accepting the General Plan Annual Progress Report for Calendar Year 2016

    Under California Government Code Section 65400, the City is required to prepare a General Plan Annual Progress Report (APR) for submittal to the City Council, Governor's Office of Planning and Research (OPR), and State Housing and Community Development Department (HCD) by April 1st of each year. The purpose of the APR is to provide the City Council, OPR, and HCD with a progress report on the General Plan's implementation status. The APR is also meant to provide the City Council with an opportunity to identify any General Plan modifications that may be necessary to improve its implementation and effectiveness.

16. Adoption of a City Council Resolution Amending the Designated Board Members to the Municipal Pooling Authority

    The governing documents of the Municipal Pooling Authority (MPA) require the City Council of each member city to appoint one Board Member and to appoint one

alternate Board Member to the Board of Directors of MPA. The City Manager proposes amending the primary Board Member to be the Director of Finance and the alternate to the primary Board Member to be the Director of Human Resources.

17. Adoption of a City Council Resolution to Accept Contract 2014-13, West Leland Road and Oak Hills Drive Traffic Signal Project as Complete and Authorizing the City Engineer to File a Notice of Completion

Contract 2014-13, West Leland Road and Oak Hills Drive Traffic Signal Project (the "Project") is for installation of a traffic signal at the intersection of West Leland Road and Oak Hills Drive to improve safety for pedestrians crossing West Leland Road and for vehicles entering and exiting Oak Hills Drive. This Resolution will accept construction as complete and authorize the City Engineer to file a Notice of Completion for the Project.

COUNCIL MEMBER REPORTS/REMARKS

Council Members may make brief announcements or informal comments at this time. Council members may ask questions for clarification from City staff, and make a report on their activities, including reports on committee assignments (see attached list of ad hoc committees and other public agencies in which Council members participate). (No Action Required)

ADJOURNMENT to April 3, 2017

NOTICE TO PUBLIC

GENERAL INFORMATION

Copies of the open session agenda packets, which are distributed to the City Council, are on file in the office of the City Clerk, 65 Civic Avenue, Pittsburg, California, and are available for public inspection, beginning 72 hours in advance, during normal business hours (8:00 a.m. – 5:00 p.m., Monday through Friday, except City holidays). The full packets are also located on the City's website at www.ci.pittsburg.ca.us. If any reports or documents, which are public records, are distributed to the City Council less than 72 hours before the meeting, those reports or documents will be available for public inspection in the City Clerk's Office and on the day of the meeting in the Council Chamber at the public counter area below the dais.

SPEAKER'S CARD

Members of the audience who wish to address the City Council on issues that are not scheduled for the agenda and on any items listed as part of the agenda should complete a Speaker's Card available at the dais. Please read the card carefully in order to fill out the card properly. Submit the completed card to the City Clerk before the item is called, preferably before the meeting begins. Individuals will be given three minutes to address the Council unless additional time is allowed as provided for spokespersons. Speakers are not permitted to yield their time to another speaker. Prior to speaking, each member of the public shall state their name and business and City of residence in a clear and audible tone of voice. Pursuant to the Brown Act, no action may be taken by the City Council on items not already scheduled on the agenda; however, the City Council may refer your comments/concerns to staff or request that the item be placed on a future agenda.

PUBLIC HEARINGS

Persons who wish to speak on Public Hearings listed on the agenda will be heard when the Public Hearing is opened, except on Public Hearing items previously heard and closed to public comment. After the public has commented, the item is closed to public comment and brought to the Council/Agency level for discussion and action. Further comment from the audience will not be received unless requested by the Council/Agency.

There is a 90-day limit for the filing of a challenge in the Superior Court to certain City administrative decisions and orders which require a hearing by law, the receipt of evidence, and the exercise of discretion. The 90-day limit begins on the date the decision is final (Code of Civil Procedure Section 1094.6). Further, if you challenge an action take by the City Council in court, you may be limited, by California law, including but not limited to Government Code Section 65009, to raising only those issues you or someone else raised in the public hearing, or in written correspondence delivered to the City Council prior to or at the public hearing. The City Council may be requested to reconsider a decision if the request is made prior to the next City Council meeting, regardless of whether it is a regular or special meeting.

NOTICE TO THE DISABLED AND VISUALLY OR HEARING IMPAIRED

In compliance with the Americans with Disabilities Act, the City of Pittsburg will provide special assistance for disabled citizens. Upon request, an agenda for any meeting shall be made available in appropriate alternative formats. The Council Chamber is equipped with sound amplifier units for use by the hearing impaired. The units operate in conjunction with the Chamber's sound system. You may request the sound amplifier from the City Clerk for personal use during Council meetings. If you need special assistance to participate in this meeting, or are requesting a specially formatted agenda, please contact the City Clerk at 925-252-4850. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting or provide the requested agenda format. (28 CFR 35.102-35.104 ADA Title II)

DISRUPTIVE CONDUCT

The Council requests that you observe the order and decorum of our Council Chamber by turning off or setting to vibrate all cellular telephones, and that you refrain from making personal, impertinent, or slanderous remarks. Boisterous and disruptive behavior while the Council is in session, and the display of signs in a manner which violates the rights of others or prevents others from watching or fully participating in the Council meeting, is a violation of our Municipal Code and any person who engages in such conduct can be ordered to leave the Council Chamber by the Mayor.

LIVE MEDIA BROADCASTING ADVISEMENT

City Council meetings are webcast live on the City's website at www.ci.pittsburg.ca.us on the Streaming Media page. Past meetings are also archived on that webpage. City Council meetings are also broadcast live on CCTV, Channel 24 also re-run at a later date. For more information, please contact the City Clerk's office at 252-4850.

City Council Outside Agency / Liaison / Sub-Committees Assignments - 2017

Updated February 7, 2017

OUTSIDE AGENCY BOARDS	COUNCIL MEMBER(S)	TYPE	MEETS	STAFF
ABAG	Merl Craft / Pete Longmire Alternate	Standing	Annual	J. Sbranti
SF Bay Regional Water Quality Board	Merl Craft / Pete Longmire Alternate	Standing	As needed	J. Sbranti
Contra Costa County Fire Dist.	Pete Longmire / Jelani Killings Alternate	Standing	2nd Monday	J. Sbranti
Delta Diablo**	Pete Longmire / Juan Banales Alternate	Standing	2nd Wednesday	F. McKinley
East Co.Co.County Habitat Conservancy	Sal Evola / Pete Longmire Alternate	Standing	Monthly	F. McKinley
East County Water Management	Merl Craft / Pete Longmire Alternate	Standing	Annual	F. McKinley
TRANSPLAN / ECCRFFA	Sal Evola / Juan Banales Alternate	Standing	2nd Thursday	F. McKinley
Tri-Delta Transit (2 reps)***	Pete Longmire&Merl Craft / Jelani Killings Alt.	Standing	Last Wednesday	F. McKinley

LIAISON TO	COUNCIL MEMBER(S)	TYPE	MEETS	STAFF
East Bay League of Calif. Cities	Sal Evola / Merl Craft Alternate	Standing	3rd Thursday	*Rotational
Mayor's Conference	Merl Craft / Pete Longmire Alternate	Standing	1st Thursday	J. Sbranti/G. Evans
School Districts Committee (2 reps)	Merl Craft &Jelani Killings / Juan Banales Alt.	Standing	4th Thursday even months	J. Sbranti

SUBCOMMITTEES (2 reps)	COUNCIL MEMBER(S)	TYPE	MEETS	STAFF
CAC/CDBG	Juan Banales & Jelani Killings / Pete Longmire Alt.	Standing	As needed	M. Aliotti
Pittsburg Recognition Committee	Merl Craft / Pete Longmire Alt.	Ad Hoc	As needed	J. Hecht
Economic Develop/Waterfront Subcommittee	Pete Longmire &Juan Banales / Sal Evola Alt.	Standing	Quarterly	G. Evans
Finance Subcommittee	Sal Evola & Pete Longmire / Merl Craft Alt.	Standing	As needed	B. Farmer
Land Use Subcommittee	Sal Evola &Juan Banales / Merl Craft Alt.	Ad Hoc	As needed	F. McKinley
Local Contracting & Preference Policy	Merl Craft & Sal Evola	Ad Hoc	As needed	F. McKinley/B.Farmer
Pittsburg Arts & Community Foundation	Merl Craft& Jelani Killings / Pete Longmire Alt.	Standing	As needed	J. Sbranti
Pittsburg Police Activities League (PAL)	Banales / Killings Alt.	Standing	Monthly	B. Addington
Power Company Advisory	Pete Longmire & Juan Banales / Merl Craft Alt.	Standing	As needed	G. Evans
Sister City Committee	Sal Evola&Merl Craft/ Pete Longmire Alt.	Ad Hoc	As needed	G. Evans
Successor Agency Subcommittee	Merl Craft &Jelani Killings / Pete Longmire Alt.	Standing	As needed	G. Evans

*Rotational Staff as assigned by City Manager
**Stipend of $209 per month
***Stipend of $100 per month

COMMISSION/SUBCOMMITTEE MEETING SCHEDULE

Following is a tentative list of currently scheduled Commission meetings for the upcoming month. For further information, please visit our website at www.ci.pittsburg.ca.us and click on the CALENDAR link for meetings, dates, times and locations.

Commission	Tentative Meeting Dates
Planning Commission	2nd and 4th Tuesdays
Community Advisory Commission	1st Wednesday

Planning Commission meetings are regularly held the second and fourth Tuesdays of the month in the Pittsburg City Hall Council Chambers.

Community Advisory Commission meetings are regularly held the first Wednesday of the monthin the Pittsburg City Hall Council Chambers.

In addition to the Commission Meetings listed above, there are several Council Member Subcommittees that meet on an “as needed basis”.For a list of subcommittees that Council Members and staff are assigned to, please see the “Council Committee List” attached to the agenda.

Subcommittee Meetings that are anticipated to occur in the coming month vary. The meeting dates, times and locations for these meetings are yet to be determined. This information will be posted on the City’s website, www.ci.pittsburg.ca.us, as soon as it is determined. Please check the Calendar on the City’s website for information.

For further information, contact the City staff member assigned to that Commission or Subcommittee.

City of Pittsburg
65 Civic Avenue • Pittsburg, California 94565

PROCLAMATION

AMERICAN RED CROSS MONTH
MARCH 2017

WHEREAS, the City of Pittsburg has a long history of helping our neighbors in need. American Red Cross Month is a special time to recognize and thank our heroes – those Red Cross volunteers and donors who give of their time and resources to help community members; and

WHEREAS, these heroes help families find shelter after a home fire. They give blood to help trauma victims and cancer patients. They deliver comfort items to military members in the hospital. They use their lifesaving skills to save someone from a heart attack, drowning or choking. They enable children around the globe to be vaccinated against measles and rubella; and

WHEREAS, the American Red Cross depends on local heroes to deliver help and hope during a disaster. We applaud our heroes here in Pittsburg who give of themselves to assist their neighbors when they need a helping hand; and

WHEREAS, across the country and around the world, the American Red Cross responds to disasters big and small. In fact, every eight minutes the organization responds to a community disaster, providing shelter, food, emotional support and other necessities to those affected. It collects nearly 40 percent of the nation's blood supply; provides 24-hour support to military members, veterans and their families; teaches millions lifesaving skills, such as lifeguarding and CPR; and through its Restoring Family Links program, connects family members separated by crisis, conflict or migration; and

WHEREAS, in 2016 in Contra Costa County, our volunteers responded to 93 house fires, assisted 182 affected households and taught 281 students fire safety through our Pillowcase Project. We taught First Aid, CPR & AED to 5,832 enrollees and Aquatic & Water Safety to 5,326. Through our Service to the Armed Forces, we held briefings for 235 families of service members; and responded to 97 Emergency Service Cases. And we provided 13,303 Blood Donations. Regionally, the Red Cross provided 27,219 Northern Californians with our lifesaving mobile apps, and accounted for 173,224 volunteer hours teaching safety, donating blood, and responding to wildfires, flooding and other emergencies from Monterey to the Oregon border; and

WHEREAS, we dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on donations of time, money and blood to fulfill its humanitarian mission.

NOW, THEREFORE, I, Marilyn Craft, Mayor of Pittsburg, on behalf of the entire City Council, do hereby proclaim March 2017 as American Red Cross Month. We encourage all Americans to support this organization and its noble humanitarian mission.

Marilyn Craft, Mayor

Alice E. Evenson, City Clerk

ATTEST: March 20, 2016

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 2/23/2017

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: Adoption of a Housing Authority Resolution Approving the Public Housing Agency Annual Plan for 2017 and Authorizing the Executive Director to Submit the Public Housing Agency Annual Plan for 2017 to the U.S. Department of Housing and Urban Development

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

As required compliance to the U.S. Department of Housing and Urban Development (HUD), and contained in 24 CFR parts 35 and 982, the Housing Authority of the City of Pittsburg (Housing Authority) has prepared the Public Housing Agency Annual (PHA) Annual Plan for 2017. HUD requires all public housing agencies to submit their annual plan for review. The PHA Annual Plan for 2017 summarizes the activities proposed by the Housing Authority for the next year as well as updates or revisions to the 5-Year Plan submitted in 2015.

FISCAL IMPACT

There is no fiscal impact to adopting this Resolution. However, housing authorities that fail to submit their annual plan will not receive federal funding until their annual plan has been submitted and subsequently approved by HUD. If the Housing Authority fails to submit its PHA Annual Plan for 2017 in a timely manner, HUD may impose sanctions.

RECOMMENDATION

The Housing Authority Board open the public hearing, receive public comment, close the public hearing and adopt the Resolution for approval and submission of the PHA Annual Plan for 2017.

BACKGROUND

In compliance with federal legislation, the Housing Authority has prepared its PHA Annual Plan for 2017 for submission to HUD; addressing the delivery of housing services in the Pittsburg community and thereby, satisfying HUD's requirements.

SUBCOMMITTEE FINDINGS

As part of the HUD requirement for submission of the PHA Annual Plan for 2017, staff met with the Resident Advisory Board (RAB) to solicit feedback on the PHA Annual Plan for 2017. The RAB is comprised of any Section 8 participant wishing to participate and meets only for the purpose of providing comments on the annual plan.

The RAB met on November 18, 2016 and comments from the RAB are included within the PHA Annual Plan for 2017.

STAFF ANALYSIS

The Housing Authority has prepared the PHA Annual Plan for 2017, specifying the Housing Authority's goals for providing housing and offering support to families needing such assistance. It further outlines how the Housing Authority will utilize its 948 Section 8 Housing Choice Vouchers and its 160 Veterans Affairs Supportive Housing Vouchers, also referred to as VASH, thereby authorizing ongoing program funding.

The Notice of Public Hearing was posted on January 31, 2017.

ATTACHMENTS: PHA Annual Plan for 2017
Resolution
Resident Advisory Board Comments
Notice of Public Hearing

Report Prepared By: Sharon Jackson, Housing Manager

Streamlined Annual PHA Plan *(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**

Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

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

Definitions.

(1) ***High-Performer PHA*** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments.

(2) ***Small PHA*** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, and that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.

(3) ***Housing Choice Voucher (HCV) Only PHA*** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.

(4) ***Standard PHA*** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS or SEMAP assessments.

(5) ***Troubled PHA*** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.

(6) ***Qualified PHA*** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A. PHA Information.

A.1

PHA Name: ____HOUSING AUTHORITY OF THE CITY OF PITTSBURG_____ **PHA Code**: _____CA060_____
PHA Type: ☐ Small ☒ High Performer
PHA Plan for Fiscal Year Beginning: (MM/YYYY): ____07/01/2017_____
PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above)
Number of Public Housing (PH) Units _____**-0-**_____ **Number of Housing Choice Vouchers (HCVs)** _____**1108**_____
Total Combined ____**1108**_____
PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

The PHA Plan and all information relevant to the public hearing are available at the Housing Authority office located at 916 Cumberland Street, Pittsburg, CA 94565. The complete PHA Plan will be posted on the City of Pittsburg website at www.ci.pittsburg.ca.us

☐ **PHA Consortia**: (Check box if submitting a Joint PHA Plan and complete table below)

Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	
				PH	HCV
Lead PHA:					

B.	Annual Plan Elements
B.1	**Revision of PHA Plan Elements.** (a) Have the following PHA Plan elements been revised by the PHA since its last **Annual PHA Plan** submission? Y N ☐ ☒ Statement of Housing Needs and Strategy for Addressing Housing Needs. ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☐ ☒ Financial Resources. ☒ ☐ Rent Determination. ☐ ☒ Homeownership Programs. ☐ ☒ Safety and Crime Prevention. ☐ ☒ Pet Policy. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification (b) The PHA must submit its Deconcentration Policy for Field Office Review. (See Chapter 1 of Administrative Plan submitted) (c) If the PHA answered yes for any element, describe the revisions for each element below: Rent Determination: The Housing Authority revised Payment Standard policy will hold families harmless from reductions in subsidy when the Fair Market Rent is reduced in accordance with the HOTMA final rule which conforms the regulations at § 982.505(c)(3) with the portion of section 107 of the Housing Through Opportunity Modernization Act (HOTMA), Public Law 114-201, which provides PHAs with the option to hold families under a Housing Assistance Payments (HAP) contract harmless from payment standard reductions that are currently required at the family's second annual recertification if the family's payment standard falls outside of the basic range as the result of a decrease in FMRs (including a decrease in FMR attributable to the implementation of Small Area FMRs).
B.2	**New Activities.** (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N ☐ ☒ Hope VI or Choice Neighborhoods. ☐ ☒ Mixed Finance Modernization or Development. ☐ ☒ Demolition and/or Disposition. ☐ ☒ Conversion of Public Housing to Tenant Based Assistance. ☐ ☒ Conversion of Public Housing to Project-Based Assistance under RAD. ☐ ☒ Project Based Vouchers. ☐ ☒ Units with Approved Vacancies for Modernization. ☐ ☒ Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants). (b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.

B.3	**Progress Report.** Provide a description of the PHA's progress in meeting its Mission and Goals described in the PHA 5-Year Plan. The Housing Authority outlined 3 Mission and Goals described in the last 5-Year Plan: **PHA Goal 1:** Achieve organizational excellence. The Housing Authority has met its goal for organizational excellence by maintaining a high performance rating through the Section Eight Management Assessment Program (SEMAP). In addition professional development opportunities have been provided to employees through formal training in program requirements to ensure program compliance and success. **PHA Goal 2:** Maximize use of Housing Choice Vouchers To maximize the use of Housing Choice Vouchers, the Housing Authority has issued Vouchers from the Section 8 waiting list and opened the list to new applicants for full utilization of Vouchers. In compliance with HUD's disparate impact rule, the Housing Authority has revised the administrative plan to indicate that use of arrest records only, will not be the basis to deny participation or terminate assistance. However, the mandatory exclusion of program participation by registered sex offenders will remain. In addition, the Housing Authority held a Landlord Workshop to encourage and promote landlord participation in the program. **PHA Goal 3:** Improve the quality of assisted housing Improvement in the quality of assisted housing has been achieved by utilization of our local building officials to ensure the properties are maintained and in good condition. We have also promoted our Homeownership program to current participants who are expressing increased interest in becoming homeowners in the program.
B.4.	**Most Recent Fiscal Year Audit**. (a) Were there any findings in the most recent FY Audit? Y N ☒ ☐ (b) If yes, please describe: During the Housing Authority's single audit conducted by Maze and Associates (the "Auditors"), the Auditors tested twenty-five failed inspections that resulted in an HQS deficiency, and noted that for one of the selections, no re-inspection was scheduled or performed. The Housing Authority has submitted a Corrective Action Plan (CAP) which first identifies that the Housing Authority has policies in place to address the HUD required inspection/reinspection requirements. The CAP also outlines the processes the Housing Authority will implement, which is increased monitoring (more than the requirements under the quality control process), to ensure no reinspections and/or abatements are missed.
	Other Document and/or Certification Requirements.
C.1	**Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan** Form 50077-ST-HCV-HP, *Certification of Compliance with PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.2	**Civil Rights Certification.** Form 50077-ST-HCV-HP, *Certification of Compliance with PHA Plans and Related Regulations*, must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	**Resident Advisory Board (RAB) Comments.** (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☒ ☐ 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.

C.4	**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.
D	**Statement of Capital Improvements**. Required in all years for all PHAs completing this form that administer public housing and receive funding from the Capital Fund Program (CFP).
D.1	**Capital Improvements.** Include a reference here to the most recent HUD-approved 5-Year Action Plan (HUD-50075.2) and the date that it was approved by HUD.

Instructions for Preparation of Form HUD-50075-HP
Annual Plan for High Performing PHAs

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

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

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

B. Annual Plan.

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."

☐ **Statement of Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income and extremely low-income families and a brief description of the PHA's strategy for addressing the housing needs of families who reside in the jurisdiction served by the PHA. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(1) and 24 CFR §903.12(b). 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. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent it pertains to the housing needs of families that are on the PHA's public housing and Section 8 tenant-based assistance waiting lists. 24 CFR §903.7(a)(2)(ii) and 24 CFR §903.12(b).

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection and Admissions**. Describe the PHA's admissions policy for deconcentration of poverty and income mixing of lower-income families in public housing. The Deconcentration Policy must describe the PHA's policy for bringing higher income tenants into lower income developments and lower income tenants into higher income developments. The deconcentration requirements apply to general occupancy and family public housing developments. Refer to 24 CFR §903.2(b)(2) for developments not subject to deconcentration of poverty and income mixing requirements. 24 CFR §903.7(b) Describe the PHA's procedures for maintaining waiting lists for admission to public housing and address any site-based waiting lists. 24 CFR §903.7(b) A statement of the PHA's policies that govern resident or tenant eligibility, selection and admission including admission preferences for both public housing and HCV. (24 CFR §903.7(b) Describe the unit assignment policies for public housing. 24 CFR §903.7(b)

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA's anticipated resources, such as PHA operating, capital and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support public housing or tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. (24 CFR §903.7(c)

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

☐ **Homeownership Programs**. A description of any homeownership programs (including project number and unit count) administered by the agency or for which the PHA has applied or will apply for approval. For years in which the PHA's 5-Year PHA Plan is also due, this information must be included only to the extent that the PHA participates in homeownership programs under section 8(y) of the 1937 Act. (24 CFR §903.7(k) and 24 CFR §903.12(b).

☐ **Safety and Crime Prevention (VAWA).** A description of: **1)** Any activities, services, or programs provided or offered by an agency, either directly or in partnership with other service providers, to child or adult victims of domestic violence, dating violence, sexual assault, or stalking; **2)** Any activities, services, or programs provided or offered by a PHA that helps child and adult victims of domestic violence, dating violence, sexual assault, or stalking, to obtain or maintain housing; and **3)** Any activities, services, or programs provided or offered by a public housing agency to prevent domestic violence, dating violence, sexual assault, and stalking, or to enhance victim safety in assisted families. (24 CFR §903.7(m)(5))

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

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

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

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

PHAs must submit a Deconcentration Policy for Field Office review. For additional guidance on what a PHA must do to deconcentrate poverty in its development and comply with fair housing requirements, see 24 CFR 903.2. (24 CFR §903.23(b))

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

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

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

☐ **Demolition and/or Disposition.** Describe any public housing projects owned by the PHA and subject to ACCs (including name, project number and unit numbers [or addresses]), and the number of affected units along with their sizes and accessibility features) for which the PHA will apply or is currently pending for demolition or disposition; and (2) A timetable for the demolition or disposition. This statement must be submitted to the extent that approved and/or pending demolition and/or disposition has changed. The application and approval process for demolition and/or disposition is a separate process. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/demo_dispo/index.cfm. (24 CFR §903.7(h))

☐ **Conversion of Public Housing.** Describe any public housing building(s) (including project number and unit count) owned by the PHA that the PHA is required to convert or plans to voluntarily convert to tenant-based assistance; **2)** An analysis of the projects or buildings required to be converted; and **3)** A statement of the amount of assistance received to be used for rental assistance or other housing assistance in connection with such conversion. See guidance on HUD's website at: http://www.hud.gov/offices/pih/centers/sac/conversion.cfm**.** (24 CFR §903.7(j))

☐ **Project-Based Vouchers.** Describe any plans to use HCVs for new project-based vouchers. (24 CFR §983.57(b)(1)) If using project-based vouchers, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.

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

.

B.3 **Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year PHA Plan. (24 CFR §903.7(r)(1))

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

C. Other Document and/or Certification Requirements

C.1 **Certification Listing Policies and Programs that the PHA has Revised since Submission of its Last Annual Plan.** Provide a certification that the following plan elements have been revised, provided to the RAB for comment before implementation, approved by the PHA board, and made available for review and inspection by the public. This requirement is satisfied by completing and submitting form HUD-50077 SM-HP.

C.2 **Civil Rights Certification.** Form HUD-50077 SM-HP, *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))

C.3 **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)

C.4 Certification by State or Local Officials. Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, must be submitted by the PHA as an electronic attachment to the PHA Plan. (24 CFR §903.15)

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

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

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the 5-Year and Annual PHA Plan. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 16.64 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

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

BEFORE THE HOUSING AUTHORITY OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a Housing Authority Resolution Approving	)	
The Pittsburg Housing Agency Annual Plan for 2017	)	RESOLUTION NO. 17-
And Authorizing the Executive Director to Submit the	)	
Pittsburg Housing Agency Annual Plan for 2017	)	

The Housing Authority of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, in compliance with federal legislation, the City of Pittsburg Housing Authority (Housing Authority) has prepared the Pittsburg Housing Agency Annual Plan for 2017 (PHA Annual Plan for 2017) addressing the delivery of housing services in the Pittsburg community and thereby, satisfying the U.S. Department of Housing and Urban Development (HUD) requirements to submit an annual plan; and

WHEREAS, a Public Notice was published in the East County Times on January 31, 2017 commencing the 45-day period to submit written comments. The public hearing scheduled is to address any written comments received during the public notice period and to allow comments prior to the PHA Annual Plan for 2017 being approved by the Housing Authority board and submitted to HUD; and

WHEREAS**,** the adoption of the PHA Annual Plan for 2017 is in the best interest of the citizens of Pittsburg attached hereto.

NOW, THEREFORE**,** the Housing Authority finds and determines as follows:

Section 1.
All the recitals above are true and correct and incorporated herein.

Section 2.
The PHA Annual Plan for 2017 is a thorough and complete document.

Section 3.
The PHA Annual Plan for 2017 is available for review at the Housing Authority located at 916 Cumberland Street, Pittsburg, CA 94565.

Section 4.
The Housing Authority Board hereby adopts this Resolution, approves the PHA Annual Plan for 2017 incorporated herein by this reference, and directs the Executive Director to submit the PHA Annual Plan for 2017 to HUD.

Section 5.
The Executive Director is hereby authorized to take such further actions as may be necessary or appropriate to carry out the Housing Authority's obligations pursuant to this Resolution.

Section 6.
The City Clerk shall certify to the adoption of this Resolution.

Section 7.
This Resolution shall take effect immediately upon adoption

PASSED AND ADOPTED by the Housing Authority of the City of Pittsburg at a public hearing on the 20th day of March 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Chair

ATTEST:

_____
Alice E. Evenson, Secretary

RESIDENT ADVISORY BOARD MEETING AND COMMENTS
November 18, 2016

During preparation of the agency's Annual PHA Plan for 2017, staff met with the Resident Advisory Board (RAB) and with their oversight, proposed changes to the City of Pittsburg Housing Authority's policies.

The Resident Advisory Board had the following recommendations which will be included in the City of Pittsburg Housing Authority Annual Plan beginning Fiscal Year 2017.

Topics discussed during the RAB meeting were Criminal Background Checks and HUD's Disparate Impact Rule.

The RAB board recommended that criminal background checks continue to be required to ensure the integrity of the program and to ensure public safety. The RAB board did stated there should not be an across the board determination made to deny assistance or terminate assistance based solelyon arrest records but that each case be reviewedindependently. The RAB Board recommended in reviewing cases, the housing authority needed to confirm a conviction, determine the likelihood of a repeat offense and review any remedial action the family or individual has taken before making a determination on assistance.

RAB Board
Annie Hill-Herring
Michelle King
Marsha Farmer
Diana Rivera

Submitted By: Sharon Jackson, Housing Manager

NOTICE OF PUBLIC HEARING

HOUSING AUTHORITY OF THE CITY OF PITTSBURG
2017 PHA ANNUAL PLAN AND
ADMINISTRATIVE PLAN REVISIONS

Notice is hereby given that the Housing Authority of the City of Pittsburg will hold a Public Hearing regarding proposed revisions to the Annual Plan and Administrative Plan for 2017. These plans include the mission, goals and objectives as well as the Housing Authority's involvement in the provision of affordable housing in Pittsburg, through the Housing Choice Voucher Program.

A minimum forty-five (45) day public comment period prior to the Public Hearing, will commence on January 31, 2017 to receive public input on the Housing Authority of the City of Pittsburg's Annual Plan and Administrative Plan revisions for 2017.

Proponents, opponents and any interested persons may submit written comments during the public comment period no later than March 20, 2017 by 5:00 p.m. to:

Housing Authority of the City of Pittsburg
916 Cumberland Street, Pittsburg, CA 94565
Attn: Sharon Jackson, Housing Manager

The **Public Hearing** will take place on the following date, time and location:

Date:	**Monday, March 20, 2017**
Time:	7:00 p.m.
Location:	City of Pittsburg Council Chambers - 3rd Floor 65 Civic Avenue Pittsburg, CA 94565

The PHA Annual Plan and Administrative Plan revisions for 2017 are available for review at the City of Pittsburg Housing Authority, located at 916 Cumberland Street, Pittsburg, CA 94565, between the hours of 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 5:00 p.m., Monday through Friday.

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 3/2/2017

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: Adoption of a Housing Authority Resolution Approving the Pittsburg Housing Authority Administrative Plan for 2017

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

As required compliance to the U. S. Department of Housing and Urban Development (HUD), the Housing Authority of the City of Pittsburg (Housing Authority) has revised its Administrative Plan to incorporate significant modifications or amendments to policies which address the delivery of housing services in the community. The Administrative Plan outlines the policies and procedures of the Housing Authority.

FISCAL IMPACT

Adoption of the Administrative Plan has no fiscal impact to the general fund.

RECOMMENDATION

Staff recommends the Housing Authority Board open the public hearing, receive public comment, close the public hearing and adopt the Resolution for approval of the Administrative Plan for 2017.

BACKGROUND

When there are significant modifications to the policies of the Housing Authority, a public hearing is required regarding these policy changes. The Housing Authority has made significant modifications, as reflected in Chapter 12 of the Administrative Plan for 2017, which incorporate a revision to the Payment Standard policy. This revised Payment Standard policy will hold families harmless from reductions in subsidy when the Fair Market Rent is reduced.

Historically, HUD regulations required housing authorities to reduce the housing subsidy to the family at the family's second reexamination, when there was a reduction in the Fair

Market Rents. New regulatory requirements now allow Housing Authorities to hold families harmless when there is a reduction in subsidy and the family may retain their original subsidy. This new provision will ensure families do not lose their homes due to a reduction in their housing subsidy which would increase the family's rent portion significantly.

SUBCOMMITTEE FINDINGS

Not Applicable.

STAFF ANALYSIS

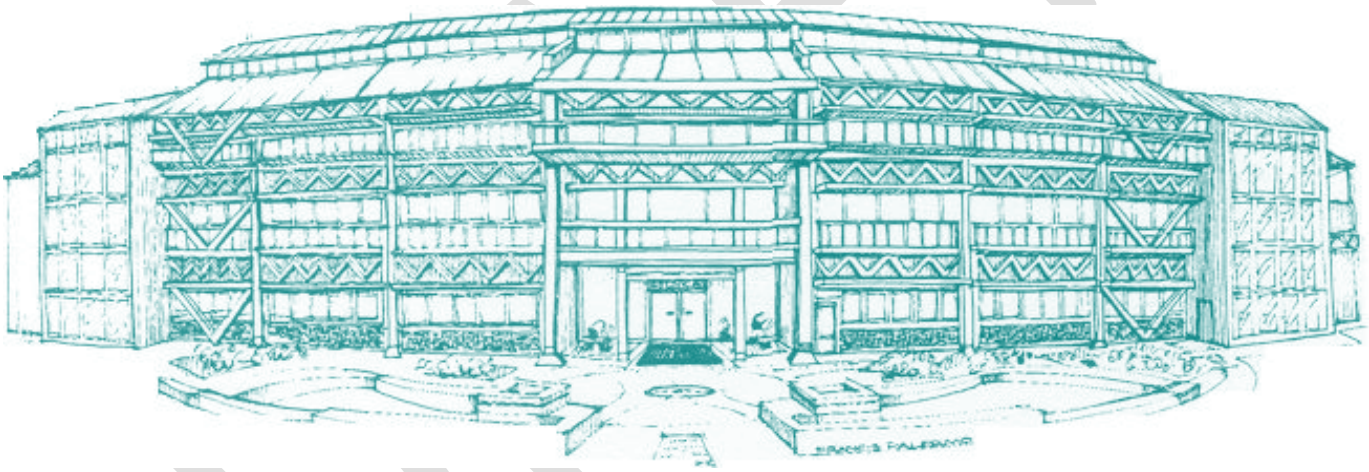
The Housing Authority administers programs with an annual grant as determined by HUD. These revisions to policies will increase housing options, address local housing needs and provide additional resources for Pittsburg residents.

The Housing Authority has revised the Administrative plan in accordance with HUD's requirements. This plan defines the agency's goals for providing housing and offering support to families needing such assistance. The Housing Authority posted the Public Notice for comment on January 31, 2017and received no comments or responses.

ATTACHMENTS: Housing Authority Administrative Plan 2017
Resolution

Report Prepared By: Sharon Jackson, Housing Manager

Housing Authority of the City of Pittsburg



Administrative Plan 2017

916 Cumberland Street
Pittsburg, CA 94565
Phone: (925) 252-4060
Fax: (925) 427-2715
Revised: March 20, 2017

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STATEMENT OF POLICIES AND OBJECTIVES

INTRODUCTION

The Section 8 Program was enacted as part of the Housing and Community Development Act of 1974, which recodified the U.S. Housing Act of 1937. The Act has been amended from time to time. Its requirements, as they apply to the Section 8 Housing Choice Voucher Program, is described in and implemented throughout this Administrative Plan. The Section 8 Housing Choice Voucher program is federally funded and administered for the city of Pittsburg by the Housing Authority of the City of Pittsburg (COPHA).

Administration of the Section 8 Housing Choice Voucher Program and the functions and responsibilities of COPHA's staff shall be in compliance with COPHA's Personnel Policy and the Department of Housing and Urban Development's (HUD) Section 8 Regulations as well as all Federal, State and local Fair Housing Laws and Regulations.

Jurisdiction

The jurisdiction of COPHA is the City of Pittsburg, excluding El Pueblo Public Housing boundaries, which are administered by Contra Costa County Housing Authority.

A. HOUSING AUTHORITY'S MISSION STATEMENT

The mission of the Pittsburg Housing Authority is as follows:

TO PROMOTE ADEQUATE AND AFFORDABLE HOUSING AND A SUITABLE LIVING ENVIRONMENT FREE FROM DISCRIMINATION.

In adopting this mission statement, the Board understood that there are ways to "provide" housing assistance, from development and ownership of housing to providing of housing subsidies. Further, it is understood that these mechanisms would change over time as market forces change. It should be noted that this mission statement is consistent with the Quality Housing and Work Responsibility Act (QHWRA), which also envisions a broad and changing landscape for public housing.

This mission statement also makes clear that the agency has a role that extends beyond simply housing assistance. The housing provided and offered must support families, neighborhoods, and economic self-sufficiency. However, the agency must continue to balance the use of its public dollars with every "unit" of housing provided.

B. LOCAL GOALS/OBJECTIVES [24 CFR 982.1]

For the next five years, the agency has established the following primary objectives:

Objective One: To *assure that the housing subsidy programs for which it is funded are well run.* Realistically, the agency cannot meet all the housing needs of the poor in this city. Primarily, the agency is funded to operate the Section 8 Housing Choice Voucher Program. Consequently, its first priority is to assure that this program is efficient which is defined as a content score of at least 90% and above on the Section 8 Management Assessment Program (SEMAP).

Currently, with a score of 100%, the agency is considered a "High Performer" under the Section 8 Management Assessment Program. The agency plans to continue to improve this score each year and to maintain that score at or above that level for the period covered by this Administrative Plan.

Objective Two: To *expand the number of housing opportunities.* Although there is no new funding for low income housing, the agency continues to seek ways of expanding the supply of affordable housing. In that regard, the agency plans to continue meeting with landlords to inform and encourage participation in the program.

Objective Three: To *increase the number of tenant-based assistance through the Veterans Assisted Supportive Housing Program (VASH).* This change will likely have a significant impact on the agency as the estimated number of units is expected to increase over the next couple of years.

C. PURPOSE OF THE PLAN [24 CFR 982.54]

The purpose of the Administrative Plan is to establish policies for carrying out the programs in a manner consistent with HUD requirements and local goals and objectives contained in the Agency Plan. The Housing Choice Voucher Program was implemented on October 1, 1999, and pre-merger Housing Voucher tenancies and Over Fair Market Rent tenancies converted automatically to Housing Choice Voucher tenancies on that date.

COPHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence. COPHA will revise this Administrative Plan as needed to comply with changes in HUD regulations. The original Plan and any changes must be approved by the Board of the agency and a copy provided to HUD.

This Administrative Plan is a supporting document to COPHA's Annual Plan, and is available for public review as required by CFR 24 Part 903.

Applicable regulations include:

- 24 CFR Part 5: General Program Requirements

- 24 CFR Part 8: Nondiscrimination
- 24 CFR Part 982: Section 8 Tenant-Based Assistance: Housing Choice Voucher Program

D. ADMINISTRATIVE FEE RESERVE [24 CFR 982.54(d)(22)]

All expenditures from the Administrative Reserve shall be made in accordance with the approved budget.

E. RULES AND REGULATIONS [24 CFR 982.52]

This Administrative Plan is set forth to define COPHA's local policies for operation of the housing programs in the context of Federal laws and Regulations. All issues related to the Section 8 Housing Choice Voucher program not addressed in this document are governed by such Federal regulations, HUD Memos, Notices and guidelines, or other applicable law.

F. TERMINOLOGY

The Housing Authority of the City of Pittsburg is referred to as "COPHA" or "PHA" or "Housing Authority" throughout this document.

"Family" is used interchangeably with "Applicant" or "Participant" and can refer to a single person family.

"Tenant" is used to refer to participants in terms of their relation to landlords.

"Landlord" and "owner" are used interchangeably.

"Disability" is used where "handicap" was formerly used.

"Non-citizens Rule" refers to the regulation effective June 19, 1995 restricting assistance to U.S. citizens and eligible immigrants.

"UPCS-V" means the Uniform Physical Condition Standards for Vouchers required by regulations as enhanced by COPHA.

"Failure to Provide" refers to all requirements in the first Family Obligation. See "Denial or Termination of Assistance" chapter.

See Glossary for other terminology.

G. DECONCENTRATION AND FAIR HOUSING POLICY [24 CFR 982.54(d)(6)]

It is the policy of the Housing Authority to comply fully with all Federal, State, and Local nondiscrimination laws and with the rules and regulations governing Fair Housing and Equal Opportunity in housing and employment and to Affirmatively Further Fair Housing in admission to the programs.

COPHA shall not deny any family or individual the equal opportunity to apply for or receive assistance under the Section 8 Programs on the basis of race, color, sex, religion, creed, national or ethnic origin, age, familial or marital status, disability or sexual orientation.

To further its commitment to full compliance with applicable Civil Rights laws, COPHA will provide Federal/State/local information to Voucher holders regarding unlawful discrimination and any recourse available to families who believe they are victims of a discriminatory act. Such information will be made available during the family briefing session, and all applicable Fair Housing Information and Discrimination Complaint Forms will be made a part of the Voucher holder's briefing packet and available upon request at the front desk. In addition, COPHA will inform applicants and participants of the full range of units located outside areas of poverty or minority concentration.

All COPHA staff will be required to attend fair housing training and informed of the importance of affirmatively furthering fair housing and providing equal opportunity to all families, including providing reasonable accommodations to persons with disabilities, as a part of the overall commitment to quality customer service. Fair Housing posters are posted throughout the Housing Authority office.

Additionally, the fair housing agency serving the City of Pittsburg is:

Pacific Community Services, Inc.
329 Railroad Avenue
Pittsburg, CA 94565
Phone: (925) 439-1056
http://www.pcsi.org/

Except as otherwise provided in 24 CFR 8.21(c)(1), 8.24(a), and 8.31, no individual with disabilities shall be denied the benefits of, be excluded from participation in, or otherwise be subjected to discrimination because COPHA's facilities are inaccessible to or unusable by persons with disabilities. Posters and housing information are displayed in locations throughout COPHA's office in such a manner as to be easily readable from a wheelchair.

The Housing Authority's office is accessible to persons with disabilities. Accessibility for the hearing impaired is provided by the TDD telephone service provider.

H. REASONABLE ACCOMMODATIONS POLICY (24 CFR 700.245(c)(3))

It is the policy of COPHA to be service-directed in the administration of our housing programs, and to exercise and demonstrate a high level of professionalism while providing housing services to families.

A participant with a disability must first ask for a specific change to a policy or practice as an accommodation of their disability before COPHA will treat a person differently than anyone else. COPHA's policies and practices will be designed to provide assurances that persons with disabilities will be given reasonable accommodations upon request, so that they may fully access and utilize the housing program and related services. The availability of requesting an accommodation will be made known by including notices on COPHA's forms and letters. This policy is intended to afford persons with disabilities an equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as those who do not have disabilities and is applicable to all situations described in this Administrative Plan including when a family initiates contact with COPHA, when COPHA initiates contact with a family including when a family applies, and when COPHA schedules or reschedules appointments of any kind.

To be eligible to request a reasonable accommodation, the requester must first certify (if apparent) or verify (if not apparent) that they are a person with a disability under the following ADA definition:

- A physical or mental impairment that substantially limits one or more of the major life activities of an individual;
- A record of such impairment; or
- Being regarded as having such an impairment

Rehabilitated former drug users and alcoholics are covered under ADA. However, a current drug user is not covered. In accordance with 5.403(a), individuals are not considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence. Individuals whose drug or alcohol addiction is a material factor to their disability are excluded from the definition. Individuals are considered disabled if disabling mental and physical limitations would persist if drug or alcohol abuse discontinued.

Once the person's status as a qualified person with a disability is confirmed, COPHA will require that a professional third party, competent to make the assessment, provides written verification that the person needs the specific accommodation due to their disability, and the change is required for them to have equal access to the housing program.

If COPHA finds that the requested accommodation creates an undue administrative or financial burden, then COPHA will either deny the request and/or present an alternate accommodation that will still meet the need of the person.

An undue administrative burden is one that requires a fundamental alteration of the essential functions of COPHA (i.e., waiving a family obligation).

An undue financial burden is one that when considering the available resources of the agency as a whole, the requested accommodation would pose a severe financial hardship on COPHA.

COPHA will provide a written decision to the person requesting the accommodation within 10 working days of receiving the request. If a person is denied the accommodation or feels that the alternative suggestions are inadequate, they may request an informal hearing to review COPHA's decision.

Reasonable accommodation will be made for persons with a disability that requires an advocate or accessible offices. A designee will be allowed to provide some information, but only with the permission of the person with the disability.

All COPHA mailings will be made available in an accessible format upon request, as a reasonable accommodation, if the reasonable accommodation does not create an undue administrative or financial burden.

Verification of Disability

COPHA will verify disabilities under definitions in the Fair Housing Amendments Act of 1988, Section 504 of the 1973 Rehabilitation Act, and Americans with Disabilities Act.

Applying for Admission

All persons who wish to apply for any of COPHA's programs must submit a pre-application via on-line, written or other designated format, during the time COPHA is accepting applications. Applications will be made available in an accessible format upon request from a person with a disability, as a reasonable accommodation, as long as the reasonable accommodation does not create an undue administrative or financial burden.

To provide specific accommodation to persons with disabilities, upon request, the "Applying for Admission" information may be mailed to the applicant and, if requested, will be mailed in an accessible format, as a reasonable accommodation, as long as the reasonable accommodation does not create an undue administrative or financial burden.

The full application is signed at the eligibility appointment by the applicant unless a disability prevents the applicant from doing so. In the case of a disability that prevents the applicant from signing the full application, COPHA's representative may sign as a witness. Applicants will then be interviewed by COPHA staff to review the information on the full application form. Verification of the disability, as defined by ADA, will be

requested at this time. The full application process will include discussion about reasonable accommodation necessity.

I. TRANSLATION OF DOCUMENTS

In determining whether it is feasible to provide translation of documents written in English into other languages, COPHA will consider the following factors:

- Number of applicants and participants in the jurisdiction who do not speak English but rather speak another language.
- Estimated cost to COPHA per client for translation of English written documents into another language.

J. MANAGEMENT ASSESSMENT OBJECTIVES

COPHA operates its housing assistance program with efficiency and can demonstrate to HUD auditors that COPHA is using its resources in a manner that reflects its commitment to quality and services. COPHA policies and practices are consistent with the areas of measurement for the following HUD SEMAP indicators.

- Selection from the Waiting List
- Reasonable Rent
- Determination of Adjusted Income
- Utility Allowance Schedule
- UPCS-V Quality Control Inspections
- UPCS-V Enforcement
- Expanding Housing Opportunities
- FMR/Exception Rent and Payment Standards
- Annual Re-examinations
- Correct Tenant Rent Calculations
- Pre-contract UPCS-V Inspections
- Biennial UPCS-V Inspections
- Lease-up
- Family Self-Sufficiency Enrollment and Escrow Account Balances if applicable

Supervisory quality control reviews will be performed by a COPHA staff person or other qualified persons, other than the person who performed the work, as required by HUD, on the following SEMAP factors:

- Selection from the waiting list
- Rent Reasonableness
- Determination of adjusted income
- UPCS-V Enforcement
- UPCS-V Quality Control

The annual sample of files and records will be drawn in an unbiased manner, leaving a clear audit trail.

The minimum sample size to be reviewed will relate directly to each factor.

K. RECORDS FOR MONITORING PHA PERFORMANCE

In order to demonstrate compliance with HUD and other pertinent regulations, COPHA will maintain records, reports and other documentation for a time that is in accordance with HUD requirements and in a manner that will allow an auditor, housing professional or other interested party to follow, monitor and or assess COPHA's operational procedures objectively and with accuracy and in accordance with SEMAP requirements with internal supervisory audits.

In addition to the required SEMAP documentation, a COPHA staff person or other qualified persons will audit all processing functions.

L. PRIVACY RIGHT (24 CFR 982.551)

Applicants and participants, including all adults in their households, are required to sign the HUD 9886 Authorization for Release of Information/Privacy Notice. This document incorporates the Federal Privacy Act Statement and describes the conditions under which HUD/COPHA will release family information.

COPHA's policy regarding release of information is in accordance with State and local laws which may restrict the release of family information.

Any and all information which would lead one to determine the nature and/or severity of a person's disability must be kept separated from all other family information in the folder. The personal information in this folder must not be released except on an "as needed" basis in cases where an accommodation is under consideration. All requests for access and granting of accommodations based on this information must be approved by authorized staff person.

COPHA's practices and procedures are designed to safeguard the privacy of applicants and program participants. All applicant and participant files will be stored in a secure location which is only accessible by authorized staff.

COPHA staff will not discuss family information contained in files with other staff or other clients, unless there is a business reason to do so. Inappropriate discussion of family information or improper disclosure of family information by staff will result in disciplinary action.

M. FAMILY OUTREACH (24 CFR 982.153(b)(1))

COPHA will publicize and disseminate information to make known the availability of housing assistance and related services for very low income families on a regular basis. When COPHA's waiting list is open, COPHA will publicize the availability and nature of housing assistance for very low income families in a newspaper of general circulation, minority media, and by other suitable means. Notices will be provided in English.

To reach persons who cannot read the newspapers, COPHA will distribute fact sheets to the broadcasting media, and initiate personal contact with members of the news media and community service personnel. COPHA may also utilize public service announcements.

COPHA will communicate the status of housing availability to other service providers in the community, and advise them of housing eligibility factors and guidelines in order that they can make proper referrals for housing assistance.

N. OWNER OUTREACH (24 CFR 982.54(d)(5), 982.153(b)(1))

COPHA makes a concerted effort to keep private owners informed of legislative changes in the tenant-based program, which are designed to make the program more attractive to owners. This includes informing participant owners of applicable legislative changes in program requirements.

COPHA encourages owners of decent, safe and sanitary housing units to lease to Section 8 families.

COPHA maintains a list of interested landlords with available units for the Section 8 Housing Choice Voucher Program through GoSection8, which is a website for landlords wishing to participate in the program and tenants looking for available rentals through the Section 8 program. When listings from owners are received, they will be compiled by GoSection8 in which the unit is located, and listed on the GoSection8 website.

The GoSection8 website for the Section 8 Housing Choice Voucher Program will be provided at briefings and available at the receptionist's desk.

COPHA will actively recruit property owners with property located outside areas of minority and poverty concentration and will apply for exception payment standards if COPHA determines it is necessary to make the program more accessible in COPHA's jurisdiction.

Printed material is offered to acquaint owners and managers with the opportunities available under the program.

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ELIGIBILITY FOR ADMISSION
(24 CFR Part 5, Subparts B, D & E; Part 982, Subpart E)

INTRODUCTION

This Chapter defines both HUD and COPHA's criteria for admission and denial of admission to the program. The policy of COPHA is to strive for objectivity and consistency in applying these criteria to evaluate the eligibility of families who apply. COPHA staff will review all information provided by the family carefully and without regard to factors other than those defined in this Chapter. Families will be provided the opportunity to explain their circumstances, to furnish additional information, if needed, and to receive an explanation of the basis for any decision made by COPHA pertaining to their eligibility.

A. ELIGIBILITY FACTORS (982.201(B))

COPHA accepts applications only from families whose head or spouse is at least 18 years of age or emancipated minors under State law. It is the applicant's responsibility to prove emancipation.

To be eligible for participation, an applicant must meet HUD's criteria, as well as any permissible additional criteria established by COPHA.

The HUD eligibility criteria are:

- An applicant must be a "family"
- An applicant must be within the appropriate Income Limits

All applicants must furnish Social Security Numbers for all family members.

An applicant must furnish declaration of Citizenship or Eligible Immigrant Status and verification where required.

At least one member of the applicant family must be either a U.S. citizen or have eligible immigration status before COPHA may provide any financial assistance.

Reasons for denial of admission are outlined in the "Denial or Termination of Assistance" chapter. These reasons for denial constitute additional admission criteria.

The Family's initial eligibility for placement on the waiting list will be made in accordance with the eligibility factors.

Evidence of Citizenship/Eligible Immigrant Status will not be verified until the family is selected from the waiting list for final eligibility processing for issuance of a Voucher.

B. FAMILY COMPOSITION (24 CFR 982.201(c))

HUD defines the definition of an Elderly family by regulation, but they allow PHAs discretion to define what groups of persons constitute a non-elderly family.

The applicant must qualify as a Family. A Family may be a single person or a group of persons regardless of sexual identity, gender identity or marital status.

A "family" includes a family with a child or children. A group of persons consisting of two or more elderly persons or disabled persons living together, or one or more elderly or disabled persons living with one or more live-in aides is a family. COPHA determines if any other group of persons qualifies as a "family."

A single person family may be:

- An elderly person
- A displaced person
- A person with a disability
  - Individuals may not be considered disabled for eligibility purposes solely on the basis of any drug or alcohol dependence.
- Any other single person

A child who is temporarily away from home because of placement in foster care is considered a member of the family. This provision only pertains to the foster child's temporary absence from the home, and is not intended to artificially enlarge the space available for other family members.

Two or more elderly or disabled persons living together, or one or more elderly, near elderly or disabled persons living with one or more live-in aides is a family.

Head of Household

The head of household is the adult member of the household who is designated by the family as head, is wholly or partly responsible for paying the rent, and has the legal capacity to enter into a lease under State/local law. Emancipated minors who qualify under State law will be recognized as head of household.

Spouse of Head of Household

Spouse means the husband or wife of the head.

For proper application of the Non-citizens Rule, the definition of spouse is: the marriage partner whom, in order to dissolve the relationship, would have to be divorced. It includes the partner in a registered domestic partnership (California Family Code 297). The term "spouse" does not apply to boyfriends, girlfriends, significant others, or co-heads.

Live-in Attendants

A Family may include a live-in aide provided that such live-in aide:

- Is determined by COPHA to be essential to the care and well being of an elderly person or a person with disabilities;
- A near-elderly person, or a person with disabilities;
- Is not obligated for the support of the person(s);
- Would not be living in the unit except to provide care for the person(s).

A live-in aide is treated differently than family members:

- Income of the live-in aide will not be counted for purposes of determining eligibility or level of benefits;
- Live-in aides are not subject to Non-Citizen Rule requirements;
- Live-in aides may not be considered as a remaining member of the tenant family and are not eligible participants in the program.

Relatives are not automatically excluded from being live-in aides, but they must meet all of the elements in the live-in aide definition described above.

A live-in aide may only reside in the unit with the approval of COPHA. Written verification will be required from a doctor or other medical professional. The doctor must certify that a live-in aide is needed for the care of the family member who is elderly, near-elderly (50-61 or older) or disabled.

Verification must include the hours the care will be provided.

At any time, COPHA will refuse to approve a particular person as a live-in aide or may withdraw such approval if:

- The person commits fraud, bribery, or any other corrupt or criminal act in connection with any federal housing program;
- The person commits drug-related criminal activity or violent activity;
- The person currently owes rent or other amounts to COPHA or to another PHA in connection with section 8, public housing or other housing assistance programs under the 1937 Housing Act.

Split Households Prior to Voucher Issuance

When a family member on the waiting list splits into two otherwise eligible families due to divorce or legal separation, and the new families both claim the same placement on the waiting list, and there is no court determination, COPHA will make the decision taking into consideration the following factors:

- Which family member applied as head of household
- Role of domestic violence in the split including VAWA provisions
- Recommendations of social service agencies or qualified professionals such as children's protective services.

Documentation of these factors is the responsibility of the applicant family.

Multiple Families in the Same Household

When families, apply consisting of two families living together, (such as a mother and father, and a daughter with her own husband or children), if they apply as a family unit, they will be treated as a family unit.

Once the family unit has received a voucher, the family will not be permitted to add additional family units to the voucher unless the adult member had been previously listed on the HUD 50058 in the last three years or is the spouse or co-head of the head of household and is eligible.

Any other single adult (18 years old and older), even, if related by blood is considered a separate family.

Deceased Participant

The lease and contract of a deceased sole head of household will terminate the month of death. The owner shall reimburse the balance of any rents overpaid by the COPHA.

The disposition of a Housing Choice Voucher may be transferred to remaining family member(s) of a deceased participant under the following conditions:

- The remaining member named head of household must be 18 years of age or older and was previously listed on the 50058.
- In the instance of an emancipated remaining family member, the emancipated remaining member shall have primary, legal custody of any remaining children (if applicable).
  - A party, never having been included in the original family composition and who has gained primary, legal custody of the remaining children may become head of household, unless otherwise assisted or ineligible for the program.

- Live-in Aides are not eligible for continuance and have no rights to the benefits of the program.

Joint Custody of Children

A child who is subject to a joint custody agreement will be considered a member of the household, if the child is in the home at least 51% of the time (183.5 days out of the year).

A child not subject to a joint custody agreement will be considered a member of the household if the child is in the home at least 51% of the time (183.5 days out of the year).

Refer Chapter 7 – "Verification Procedures".

C. INCOME LIMITATIONS (24 CFR 982.,201(b), 982.353)

To be eligible for assistance, an applicant must:

Have an annual income at the time of admission that does not exceed the very low income limits for occupancy established by HUD.

To be income eligible, the applicant must be a family in the very low income category, which is a family whose income does not exceed 50 percent of the area median income. COPHA will not admit families whose income exceeds 50 percent of the area median income except those families included in 24 CFR 982.201(b), listed below:

- A low-income family that is continuously assisted under the 1937 Housing Act.
- An applicant is continuously assisted if the family has received assistance under any 1937 Housing Act program within **120 calendar days** of voucher issuance. Programs include any housing federally assisted under the 1937 Housing Act.
- A low-income family physically displaced by rental rehabilitation activity under 24 CFR Part 511.
- A low-income non-purchasing family residing in a HOPE 1 or HOPE 2 project.
- A low-income non-purchasing family residing in a project subject to a home-ownership program under 24 CFR 248.173.
- A low-income family or moderate income family that is displaced as a result of the prepayment of a mortgage or voluntary termination of a mortgage insurance contract under 24 CFR 248.165.

- A low-income family that qualifies for Voucher assistance as a non-purchasing family residing in a project subject to a resident home-ownership program.

To determine if the family is income-eligible, COPHA compares the Annual Income of the family to the applicable income limit for the family's size.

Families whose Annual Income exceeds the income limit will be denied admission and offered an informal review.

Portability: For initial lease-up at admission, families who exercise incoming portability must be within the applicable income limits for the jurisdiction of the receiving PHA in which they want to live. COPHA will not allow a family to exercise portability outside of Pittsburg, until the family has satisfied their initial lease term, prior to requesting to move from COPHA's jurisdiction.

D. MANDATORY SOCIAL SECURITY NUMBERS (24 CFR 5.216, 5.218)

- The participant/applicant must disclose their Social Security number and provide documentation of the Social Security number to COPHA at the time of admission, when requesting to add new household member(s) or during interim/ re-examination.
- Newborns will not be added on to family composition until a Social Security number is disclosed by the family. COPHA will grant 90 days for the family to comply with the Social Security Number disclosure.
- New household member(s) **cannot** be added to the family composition until the family has complied with Social Security number disclosure & verification requirements.
- Individuals exempt from disclosing:
    - Individuals who do not have eligible immigration status.
    - Tenants 62 of age or older as of 1/31/2010.
    - Tenants who have previously disclosed a valid Social Security number.
- If no family member has not complied with the Social Security disclosure and documentation requirement upon expiration of the provided time period, COPHA must terminate assistance to the entire family.

COPHA must deny the eligibility of an applicant or pro-rate assistance, if s/he does not disclose a Social Security number for each family member.

Families shall provide copies of these originals for insertion into COPHA tenant file, until such time the Social Security number is validated through HUD's EIV system.

E. CITIZENSHIP/ELIGIBLE IMMIGRATION STATUS (24 CFR Part 5, Subpart E)

In order to receive assistance, a family member must be a U.S. citizen or eligible immigrant. Individuals who are neither may elect not to contend their status. Eligible immigrants are persons who are in one of the immigrant categories as specified by HUD.

For the Citizenship/Eligible Immigration requirement, the status of each member of the family is considered individually before the family's status is defined.

Mixed Families: A family is eligible for assistance as long as at least one member is a citizen or eligible immigrant. Families that include eligible and ineligible individuals are called "mixed." Such applicant families will be given notice that their assistance will be pro-rated and that they may request a hearing if they contest this determination.

All members ineligible: Applicant families that include no eligible members are ineligible for assistance. Such families will be denied admission and offered an opportunity for an informal review.

Non-citizen students: Defined by HUD in the non-citizen regulations. Not eligible for assistance.

Appeals: For this eligibility requirement only, the applicant is entitled to an informal review.

Verification of Status Before Admission

COPHA will not provide assistance to families prior to the verification of eligibility for the individual or at least one member of the family pursuant to this section.

F. OTHER CRITERIA FOR ADMISSION (24 CFR 982.552(b))

COPHA will apply the following criteria, in addition to the HUD eligibility criteria, as grounds for denial of admission to the program:

- The family must pay any outstanding debt owed COPHA or another PHA as a result of prior participation in any federal housing program.
- The family must be in good standing regarding any current payment agreement made with another PHA for a previous debt incurred, before COPHA will allow participation in its Section 8 Housing Choice Voucher program.

If any applicant deliberately misrepresents the information on which eligibility or tenant rent is established, COPHA will deny assistance and may refer the family file to the proper authorities for appropriate disposition. (See Program Integrity Addendum).

Special Admission (Non-Waiting List)

If a family is displaced due to acquisition by the City of Pittsburg, COPHA will determine eligibility for voucher issuance by the following criteria:

- The family must be income eligible and be a citizen or a non-citizen who has eligible immigration status in accordance with 24 CFR Part 5.
- If funding is available.
- No family members may have engaged in drug related activity or violent criminal activity within the 3 years from admission date.
- No family member can be a registered sex offender.

G. TENANT SCREENING (24 CFR 982.307)

COPHA will take into consideration the criteria for admission described in the "Denial or Termination of Assistance" chapter.

COPHA will not screen family behavior or suitability for tenancy. COPHA will not be liable or responsible to the owner or other persons for the family's behavior or the family's conduct in tenancy.

The owner is responsible for screening and selection of the family to occupy the owner's unit. At or before COPHA's approval of the tenancy, COPHA will inform the owner that screening and selection for tenancy is the responsibility of the owner.

The owner is responsible for screening families based on their tenancy histories, including such factors as: (24 CFR 982.301(a)(3))

- Payment of rent and utility bills
- Caring for a unit and premises
- Respecting the rights of other residents to the peaceful enjoyment of their housing

- Drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others
- Compliance with other essential conditions of tenancy
- Patterns of illegal use of a controlled substance or pattern of abuse of alcohol which may interfere with the health, safety, or right to peaceful enjoyment of the premises by other residents.

Additional information on tenant screening may be obtained in the California Tenant's Handbook, by visiting the California Department of Consumer Affairs web site at http://www.dca.ca.gov/legal/landlordbook/index.html.

COPHA will advise families on how to file a complaint if they feel they have been discriminated against by an owner.

H. CHANGES IN ELIGIBILITY PRIOR TO EFFECTIVE DATE OF THE CONTRACT

Families must notify the COPHA immediately of any changes. If the lease and contract is signed without appropriate changes reported and applied, the family may be responsible for paying increases or decreases starting the 1st of the following month after the effective date of the contract.

I. INELIGIBLE FAMILIES

Families who are determined to be ineligible, will be notified in writing within 10 working days regarding the reason for denial and given an opportunity to request an informal review, or an informal hearing if they were denied due to non-citizen status. See "Complaints and Appeals" chapter for additional information about reviews and hearings.

J. PROHIBITED ADMISSIONS CRITERIA (24 CFR 982.202(b))

Admission to the program may not be based on where the family lived before admission to the program, however, a Residency Preferences will be applied.

Admission to the program may not be based on:

- Discrimination because members of the family are unwed parents, recipients of public assistance, or have children born out of wedlock
- Discrimination because a family includes children
- Whether a family decides to participate in a family self-sufficiency program
- Other reasons as listed in the "Statement of Policies and Objectives" chapter under the Fair Housing and Reasonable Accommodations sections.

K. HUD VASH

The HUD Veteran's Affairs Supportive Housing (HUD-VASH), program provides rental assistance under a supportive housing program for homeless veterans. This program combines Section 8 Housing Choice Voucher rental assistance for homeless veterans administered by COPHA with on-going case management, health and other supportive services provided by the Department of Veteran Affairs Medical Center (VAMC) in Martinez, CA.

The VAMC is responsible for program marketing and outreach. COPHA will not maintain a waiting list of households interested in the HUD-VASH program but will refer households who appear to be homeless veterans to the VAMC as potential eligible participants of the HUD-VASH program.

After the VAMC has completed its screening process it will refer HUD-VASH eligible households to COPHA. COPHA will not have a role in determining if the veteran has a "less than honorable" discharge, determining the household's homeless status or any other screening criteria other than income limits and sex offender status.

In order to participate in the HUD-VASH program the household's income must be at or below 50% of the area median income for the household's size and no family member can be subject to a lifetime registration requirement under any state's sex offender registry program.

If eligible to participate in this program the veteran will be issued a Section 8 Housing Choice Voucher which will allow her/him to receive rental assistance in the unit of their choice that meets HUD's criteria.

Families participating in the HUD VASH program are under the same requirements as non-VASH households with the exception of initial eligibility screening requirements.

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APPLYING FOR ADMISSION
(24 CFR 982.204)

INTRODUCTION

The policy of COPHA is to ensure that all families who express an interest in housing assistance are given an equal opportunity to apply, and are treated in a fair and consistent manner. This Chapter describes the policies and procedures for completing an initial application for assistance, placement or denial of placement on the waiting list, and limitations on who may apply. The primary purpose of the intake function is to gather information about the family. COPHA also utilizes this process to provide information to the family so that an accurate and timely decision of eligibility can be made. Applicants will be placed on the waiting list in accordance with this Plan.

A. OVERVIEW OF THE APPLICATION TAKING PROCESS

Applications for the Section 8 Housing Choice Voucher program will be taken as needed, via an on-line process and accepted through a random lottery selection. A limited number of applications will be accepted through the random lottery drawing. The application will contain questions designed to obtain pertinent program information for potential placement on the waiting list, such as preferences for the program.

Families who wish to apply for COPHA's program must complete an on-line application form during the period the waiting list is open. Applications will be made available in an accessible format upon request from a person with a disability. Applications received from incarcerated individuals will be rejected.

The application process will involve two phases. The first phase is the "initial" application for assistance (referred to as a pre-application). Completion of the on-line pre-application allows entry into the random lottery drawing.

Once the applications are randomly selected via lottery, they are placed on the waiting list according to the preferences indicated on the application. Applications not drawn in the lottery will not be placed on the waiting list.

The second phase is the "pre-determination of eligibility" (referred to as the full application). The full application takes place when the family reaches the top of the waiting list. At this time, COPHA will ensure that verification of all eligibility factors are current in order to determine the family's eligibility prior to the issuance of a voucher.

B. OPENING/CLOSING OF APPLICATION TAKING (24 CFR 982.206, 982.54(d)(1))

Opening the Waiting List

When COPHA opens the waiting list, COPHA will advertise through public notice.

The notice will contain:

- The dates, times locations, and how families may apply.
- The programs for which applications will be taken.
- A brief description of the program.
- Limitations, if any, on who may apply,

The notices will provide potential applicants with information that includes COPHA's address and telephone number, how to submit an application, information on eligibility requirements, and of local preferences.

Upon request from a person with a disability, a reasonable accommodation can be given for submission of a paper application. This accommodation is to allow persons with disabilities the opportunity to submit an application, in cases where the individual is unable to submit via on-line, as determined by a doctor or social service organization.

Limits on Who May Apply

If the waiting list is open, COPHA must accept applications from families. Families will be placed on the waiting list, in accordance with the application process, unless there is good cause for denying the application, such as over-income households, registered sex offender member status or because of action or inaction by members of the family for the grounds stated in the "Denial of Termination of Assistance" chapter of this Administrative Plan. (24 CFR 982.206(b)(2)).

Closing the Waiting List

COPHA will announce the closing of the waiting list by public notice. The waiting list may not be closed if it would have a discriminatory effect inconsistent with applicable civil rights laws.

C. "INITIAL" APPLICATION PROCEDURES (24 CFR 982.204(b))

COPHA will utilize a pre-application for on-line applications. The application is to be completed by the family applying to the program, or, for persons with disabilities, by a person designated to do so by and on behalf of the family.

Incomplete applications will not be processed and ineligible families will not be placed on the waiting list.

A minor without legal capacity (as defined by state law) to enter into a contract will not be placed on the waiting list.

Pre-applications will not require an interview. The information on the application will not be verified until the applicant has been selected for eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

D. APPLICANT STATUS WHILE ON WAITING LIST (24 CFR 982.204)

Applicants are required to inform COPHA, in writing, of changes in address. Mail sent from COPHA to an applicant will not be forwarded. Mail sent from COPHA to an applicant is considered received unless returned by the post office as undeliverable. Mail returned to COPHA, which is not the result of postal service error, will result in the removal of an application from the waiting list.

Documentation of a postal service error is the responsibility of the applicant and must include a letter from the postmaster explaining the error which caused the applicant's mail to be returned to COPHA. Documentation must be received within 14 calendar days from when the application was removed from the waiting list. Applicants providing acceptable documentation will be returned to the waiting list with their original application position.

Applicants are required to respond to requests from COPHA to update information on their application and to determine their interest in assistance. Failure to respond to requests for information will result in the removal of an applicant from the waiting list. Continued interest in program participation after removal from the waiting list will require another application to be submitted and processed according to the initial application procedures and the opening and closing of the waiting list period.

Incarcerated applicants will not be maintained on the waiting list.

If after a review of the pre-application the family is determined to be preliminarily eligible, they will be notified in writing.

This written notification of preliminary eligibility will be mailed to the applicant.

If the family is determined to be ineligible based on the information provided in the pre-application, COPHA will notify the family in writing (in an accessible format upon request as a reasonable accommodation), state the reason(s), and inform them of their right to an informal review. Persons with disabilities may request to have an advocate attend the informal review as an accommodation. See "Complaints and Appeals" chapter.

E. TIME OF SELECTION (24 CFR 982.204)

When funding is available, families will be selected from the waiting list in their determined sequence, regardless of family size, subject to income targeting requirements.

When there is insufficient funding available for the family at the top of the list, COPHA will not admit any other applicant until funding is available for the first applicant.

Based on COPHA's turnover and the availability of funding, groups of families will be selected from the waiting list to form a final eligibility "pool." Selection from the pool will be based on completion of verifications.

F. COMPLETION OF A FULL APPLICATION

All preferences claimed on the pre-application or while the family is on the waiting list will not be verified until the applicant has been selected for final eligibility determination. Final eligibility will be determined when the full application process is completed and all information is verified.

When COPHA is ready to select applicants, applicants will be required to participate in a full application interview with a COPHA representative during which, the applicant will be required to furnish complete and accurate information as requested by the interviewer. The COPHA representative will complete the full application form with answers supplied by the applicant. The applicant will sign and certify that all information is complete and accurate.

Requirements for Application Review/Interview

COPHA utilizes the full application review/interview and will discuss the family's circumstances in greater detail, to clarify information which has been provided by the family, and to ensure that the information is complete. The review/interview is also used as a vehicle to meet the informational needs of the family by

providing information about the application and verification process, as well as to advise the family of other COPHA services or programs which may be available. Interviews can be conducted by phone.

All adult family members, 18 years of age and older, are required to sign the housing application documents. Failure by all adult members to comply with the review/interview will result in the denial of the family's application for rental assistance. Upon denial, if the family would like to be considered for rental assistance, the family will be required to submit another application and be processed according to the initial application procedures and the opening and closing of the waiting list period.

Review/interview appointments may be rescheduled one time only by providing written notice on or before the day of the scheduled appointment. Applicants who miss their rescheduled appointment or who attempt to reschedule a missed appointment after the deadline, will be denied and removed from the waiting list and will be required to apply when the waiting list is open again.

If an application is denied due to failure to comply with the full application interview, the applicant may request an informal review. (See "Complaints and Appeals" chapter).

A reasonable accommodation, if requested, will be made for persons with a disability who require an advocate or accessible offices. A designee will be allowed to participate in the interview process, but only with permission of the person with a disability. (Permission must be in the form of a statement or a document verifying legal authorization)

All adult members must sign the HUD Form 9886, Release of Information, and all supplemental forms required by COPHA, the declarations and consents related to citizenship/immigration status and any other documents required by COPHA. Applicants will be required to sign specific verification forms for information which is not covered by the HUD form 9886. Failure to do so will be cause for denial of the application for failure to provide necessary certifications and releases as required by COPHA.

If COPHA determines at or after the interview that additional information or document(s) are needed, COPHA will request the document(s) or information in writing. The family will be given 5 working days to supply the information. If the information is not supplied in this time period, assistance will be denied. (See "Complaints and Appeals" chapter)

G. VERIFICATION (24 CFR 982.201(e))

Information provided by the applicant will be verified, using the verification procedures in the "Verification Procedures" chapter. Family composition, income, allowances and deductions, assets, full-time student status, eligibility and rent calculation factors, and other pertinent information will be verified. Verifications may not be more than 60 calendar days old at the time of issuance of the Voucher.

H. FINAL DETERMINATION AND NOTIFICATION OF ELIGIBILITY (24 CFR 982.201)

After the verification process is completed, COPHA will make a final determination of eligibility. This decision is based upon information provided by the family, the verifications completed by COPHA, and the current eligibility criteria in effect.

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ESTABLISHING PREFERENCES AND MAINTAINING THE WAITING LIST
(24 CFR Part 5, Subpart D; 982.54(d)(1); 982.204, 982.205, 982.206)

INTRODUCTION

It is COPHA's objective to ensure that families are placed in the proper order on the waiting list and selected from the waiting list for admissions in accordance with the policies in this Administrative Plan.

This chapter explains the local preferences which COPHA has adopted to meet local housing needs, defines the eligibility criteria for the preferences and explains COPHA's system for applying them.

By maintaining an accurate waiting list, COPHA will be able to perform the activities which ensure that an adequate pool of qualified applicants will be available so that program funds are used in a timely manner.

A. WAITING LIST (24 CFR 982.204)

COPHA uses a single waiting list for admission to its Section 8 Housing Choice Voucher tenant-based assistance program.

Except for Special Admissions, applicants will be selected from COPHA's waiting list in accordance with policies and preferences and income targeting requirements defined in this Administrative Plan.

COPHA will maintain information that permits proper selection from the waiting list.

The waiting list contains the following information for each applicant listed:

- Applicant Name
- Family Unit Size (number of bedrooms family qualifies for under COPHA's subsidy standards)
- Date and time of application
- Qualification of any local preference
- Racial or ethnic designation of the head of household
- Targeted program qualifications

B. SPECIAL ADMISSIONS (24 CFR 982.54(d)(e), 982.203)

If HUD awards COPHA program funding that is targeted for specifically named families, COPHA will admit these families under a Special Admission procedure.

Special admissions families will be admitted outside of the regular waiting list process. They do not have to qualify for any preferences, nor are they required to be on the program waiting list. COPHA maintains separate records of these admissions. However, all special admissions families are restricted under the sex offender requirements.

The following are examples of types of program funding that may be designated by HUD for families living in a specified unit:

- A family displaced because of demolition or disposition of a public or Indian Housing project;
- A family residing in a multifamily rental housing project when HUD sells, forecloses or demolishes the project;
- For housing covered by the Low Income Housing Preservation and Resident Homeownership Act of 1990;
- A family residing in a project covered by a project-based Section 8 HAP Contract at or near the end of the HAP contract term; and
- A non-purchasing family residing in a HOPE 1 or HOPE 2 project.

Applicants who are admitted under Special Admissions, rather than from the waiting list, are identified by codes in the automated system.

C. WAITING LIST PREFERENCES (24 CFR 982.207)

COPHA has established a system of local preferences for selection of families admitted to the program.

If an applicant makes a false statement or provides false information in order to qualify for a local preference, COPHA will deny admission to the program for the family.

D. LOCAL PREFERENCES (24 CFR 982.207)

COPHA has two local preferences, City of Pittsburg residency and veteran status. Each preference has been determined after a public hearing in accordance with applicable federal regulations. Applicants that qualify for a local preference shall be ranked in the following order:

- Pittsburg residents.
  - Any household family member who lives, works, or has been hired to work, or attending school in the city of Pittsburg.
- Veteran or surviving spouses of veterans.

Preference is given for admission of a single person who is 62 years or older or person with disabilities over other single persons.

Local preferences in addition to date and time of application are given priority when determining an applicant's order of a placement on the waiting lists. The following list represents the order of preference given to applicants on the waiting lists.

Code	Rank Description
01	Veteran / Resident
02	Non – Veteran / Resident
03	Veteran / Non – Resident
04	Non – Veteran / Non – Resident

Treatment of Single Applicants

Single applicants will be treated as any other eligible family on the waiting list.

E. INCOME TARGETING

In accordance with the Quality Housing and Work Responsibility Act of 1998, each fiscal year COPHA will reserve a minimum of seventy-five percent of its Section 8 new admissions for families whose income does not exceed 30 percent of the area median income. HUD refers to these families as "extremely low-income families." COPHA will admit families who qualify under the Extremely Low Income Limit to meet the income targeting requirement, regardless of preference.

COPHA's income targeting requirement does not apply to low income families continuously assisted as provided for under the 1937 Housing Act.

F. INITIAL DETERMINATION OF LOCAL PREFERENCE QUALIFICATION (24 CFR 982.207)

At the time of eligibility, an applicant's entitlement to a Local Preference will be based on verification of said preference.

If the preference verification indicates that an applicant does not qualify for the preference, the applicant will be returned to the waiting list without the Local Preference.

G. TARGETED FUNDING (24 CFR 982.203)

When HUD awards special funding for certain family types, families who qualify are placed on the regular waiting list. When a specific type of funding becomes available, the waiting list is searched for the first available family meeting the targeted funding criteria.

Applicants who are admitted under targeted funding which are not identified as a Special Admission are identified by codes in the automated system**.**

H. PREFERENCE AND INCOME TARGETING ELIGIBILITY (24 CFR 982.207)

Change in Circumstances

Changes in an applicant's circumstances while on the waiting list may affect the family's entitlement to a preference. Applicants are required to notify COPHA in writing when their circumstances change.

If the family's verified annual income, at final eligibility determination, does not fall under the Extremely Low Income Limit and the family was selected for income targeting purposes, ahead of family(ies) with a higher preference, the family will be returned to the waiting list based on their actual income level and preference.

Other Housing Assistance (24 CFR 982.205(b))

Other housing assistance means a federal, State or local housing subsidy, as determined by HUD, including public housing.

COPHA may not take any of the following actions because an applicant has applied for, received, or refused other housing:

- Refuse to list the applicant on COPHA's waiting list for tenant-based assistance;
- Deny any admission preference for which the applicant is currently qualified;
- Change the applicant's place on the waiting list based on preference, date of application, or other factors affecting selection under COPHA's selection policy; or
- Remove the applicant from the waiting list.

However, COPHA may remove the applicant from the waiting list for tenant-based assistance if COPHA has offered the applicant assistance under the voucher program.

I. ORDER OF SELECTION (24 CFR 982.207(e))

COPHA's method for selecting applicants from a preference category leaves a clear audit trail that can be used to verify that each applicant has been selected in accordance with the method specified in the administrative plan.

Local Preferences

Local preferences will be used to select families from the waiting list. Local preference for COPHA are: Residency Preference and Veteran's Preference.

Among Applicants with Equal Preference Status

Among applicants with equal preference status, the waiting list will be organized by the lottery number randomly assigned to the applicant.

J. FINAL VERIFICATION OF PREFERENCES (24 CFR 5.415)

Preference information on applications will be updated as applicants are selected from the waiting list. At that time, COPHA will:

- Obtain necessary verifications of preference at the interview and by third party verification.

K. PREFERENCE DENIAL (24 CFR 5.415)

If COPHA denies a preference, the applicant may request, in writing, an informal review. If the preference denial is upheld as a result of the informal review, or the applicant does not request an informal review, the applicant will be placed on the waiting list without benefit of the preference.

If an applicant falsifies documents or makes false statements in order to qualify for a preference, the applicant will be removed from the waiting list and denied assistance.

L. REMOVAL FROM THE WAITING LIST AND PURGING (24 CFR 982.204(c)

The Waiting List will be purged periodically by a mailing to all applicants to ensure that the waiting list is current and accurate. The mailing will ask for confirmation of continued interest and for any changes in preferences.

Any mailings to the applicant which require a response will state that failure to respond will result in the applicant's name being withdrawn from the waiting list.

An extension of 30 calendar days to respond will be granted, if requested and needed as a reasonable accommodation for a person with a disability.

If an applicant did not respond to COPHA's request for information or updates because of a family member's disability, COPHA will reinstate the applicant in the family's former position on the waiting list, upon written verification of the family member's disability provided by a person licensed to provide such verification.

Mail sent from COPHA to an applicant is considered received unless returned by the post office as undeliverable. If a letter is returned by the post office, the applicant will be removed from the waiting list without further notice and the envelope and letter will be maintained by COPHA. Mail sent from COPHA to an applicant will not be forwarded. Mail returned to COPHA, which is not the result of post office error, will result in the removal of an application from the waiting list. Applicants removed from the waiting list, who would like to be considered for rental assistance, will be required to submit another application, only when the application period is open, and be processed according to the initial application procedures. Documentation of a post office error is the responsibility of the applicant and must include a letter from the postmaster explaining the error which caused the applicant's mail to be returned to COPHA. Documentation must be received within 30 calendar days from when the application was removed from the waiting list. Applicants providing acceptable documentation will be returned to the waiting list with their original lottery position.

Mail sent from COPHA to an applicant is considered received unless returned by the post office as undeliverable. If an applicant claims to not have received a mailing from COPHA and COPHA has not received mail for the applicant returned by the post office:

COPHA will verify the mailing was sent to the address of record. If an error was made by COPHA, the applicant will be returned to the waiting list by the applicant's original lottery position. If an error was not made by COPHA, the applicant will be required to reapply when the waiting list is open and be processed according to the initial application procedures.

The applicant must provide written verification from their postmaster if the applicant has had a history of difficulty in receiving mail at the address of record, before COPHA will return the applicant to the waiting list by their original lottery position.

The applicant will be required to reapply when the waiting list is open, if the applicant failed to submit a change of address according to COPHA's policy. Applicants denied assistance may request, in writing, an informal review.

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SUBSIDY STANDARDS (24 CFR 982.402)

INTRODUCTION

HUD guidelines require that HA's establish subsidy standards for the determination of family unit size, and that such standards provide for a minimum commitment of subsidy while avoiding overcrowding. The standards used for the unit size selected by the family must be within the minimum unit size requirements of HUD's Uniform Physical Condition Standards for Vouchers. This Chapter explains the subsidy standards which will be used to determine the voucher size (family unit size) for various sized families when they are selected from the waiting list, continued eligibility determination performed annually, or at any time changes to the subsidy standards occur in compliance with the administrative plan and HUD regulations. Subsidy size changes will also be applied when a family's size changes or a family selects a unit size that is different from the Voucher Size.

If the family's size increases or decreases during the HAP contract term, the new family size must be used to determine the payment standard amount for the family beginning at the family's first regular reexamination following the change in family size.

A. DETERMINING FAMILY UNIT (VOUCHER) SIZE

COPHA does not determine who shares a bedroom/sleeping room (HUD defines the living room and/or family room as sleeping areas), but there must be at least one person per bedroom on the Voucher, regardless of sex, age, relationship, health, personal preference, etc. COPHA's subsidy standards for determining voucher size shall be applied in a manner consistent with Fair Housing guidelines.

In determining family unit (Voucher) size, COPHA uses the standard of two persons per bedroom/sleeping room, however, the Head of Household and their spouse or co-head, will not be required to share a bedroom with their child(ren).

All standards in this section relate to the number of bedrooms on the Voucher, not the family's actual living arrangements.

COPHA's subsidy (bedroom size) standards are used to determine the maximum rent subsidy that a family assisted under the voucher program will receive. COPHA's subsidy standards have been established in accordance with HUD regulations to provide Section 8 housing assistance to the greatest number of families possible. COPHA's subsidy standards will be applied consistently for all families of like size and composition.

The standards allow two persons per living/sleeping room and permit maximum occupancy levels (assuming a living room is used as a living/sleeping area) as shown in the table below. The levels may be exceeded if a room in addition to bedrooms and living room is used for sleeping.

The family may rent a smaller bedroom size unit, provided that the unit meets the standards below and the Uniform Physical Condition Standards for Vouchers (UPCS-V) guidelines. The minimum and maximum subsidy standards are:

Voucher Size	Minimum Persons in Household	Maximum Persons in Unit
0 Bedroom	1	1
1 Bedroom	1	4
2 Bedrooms	2	6
3 Bedrooms	3	8
4 Bedrooms	8	10
5 Bedrooms	10	12
6 Bedrooms	12	14

The following factors must be considered when assigning subsidy / bedroom size:

- A child who is temporarily away from the home because of placement in foster care is considered a member of the family in determining the family unit size up until the 9th month of absence.

- Only long-term foster children will be included in determining unit size in accordance with subsidy standards established.

- Zero-bedroom (studio unit) Housing Choice Vouchers shall be assigned to one-person households. A one-bedroom Housing Choice Voucher may be assigned to a one-person household if the person currently lives in a one-bedroom unit and wishes to receive assistance in their current residence, or to a couple with no children.

- Space will not be provided for a child who is with a parent less than 51% of the time, (182.5 days of the year), unless that child is away attending college and the parent keeps the child on the Voucher assistance. Joint custody factors with 50/50 custody will be determined by school records and attendance by the child.

- A child, who is a member attending school away from home temporarily, may be included in determining unit size in accordance with the established subsidy standards.

Guidelines for Determining Voucher Size Upgrade

Each voucher upgrade will be reviewed and determined on a case by case basis. However, not only is the above initial guideline taken into consideration, the following guidelines will be considered also:

- Adjustment to voucher size will not occur until initial move in or annual recertification period, whichever is later.
- Increases to voucher size depend on funding availability.

B. EXCEPTIONS TO SUBSIDY STANDARDS (24 CFR 982.403(a)

COPHA shall grant exceptions to the subsidy standards if the family requests and COPHA determines the exceptions are justified and supported by an authorized licensed practitioner.

COPHA will grant an exception upon request as an accommodation for persons with disabilities. Circumstances may dictate a larger size than the subsidy standards permit when persons cannot share a bedroom because of a need, such as a:

- Verified medical or health reason; or
- Elderly persons or persons with disabilities who may require a live-in attendant.

The subsidy standards may be waived for families in need as follows:

A. Live-in attendants will generally be provided a separate bedroom. No additional bedrooms are provided for the attendant's "family". Note that a Live-In attendant's family cannot cause overcrowding in the unit.

B. Medical equipment which requires a separate room because of size or function; or

C. A documented medical need that necessitates a separate room for a family member.

Request for Exceptions to Subsidy Standards

Families seeking an exception or waiver to the subsidy standards will be required to submit a request for such an exception in writing within 14 calendar days of the subsidy standard adjustment. The request must meet the Authority's guidelines. In order to obtain a waiver, the family must provide justification for their request and supportive documentation. COPHA may request third party verification to verify the need for a waiver. Waivers are subject to funding availability.

If a waiver is granted, the Authority will increase the subsidy / bedroom size appropriately.

These are the only three cases, (A.B. or C. listed above), in which a waiver may be granted. All other families will be assigned a bedroom size based on the subsidy standards established.

COPHA Error

If COPHA errs in the bedroom size designation, the family will be issued a voucher of the appropriate size and the correction will be made in accordance with Interim Reexamination policies, or applied at the time of the next Annual Reexamination or when the family transfers or moves into a unit, whichever occurs first.

Changes for Applicants

The voucher size is determined before the briefing by comparing the family composition to COPHA's subsidy standards. If an applicant requires a change in the voucher size, based on the requirements of COPHA subsidy standards, the above referenced guidelines will apply.

Changes for Participants

The members of the family residing in the unit must be approved by COPHA. The family must obtain approval of any additional family member before the new member occupies the unit except for additions by birth, adoption, or court-awarded custody, in which case the family must inform COPHA, in writing, within 14 calendar days of when the change occurred. The below referenced guidelines will apply.

Under-housed and Over-housed Families

If a unit does not meet UPCS-V space standards due to an increase in family size, (unit too small), COPHA will issue a new voucher of the appropriate size and assist the family in locating a suitable unit.

In such cases COPHA's voucher term extension policy will be applicable, unless otherwise approved by COPHA staff..

COPHA will also notify the family of the circumstances under which an exception will be granted, such as:

- If a family with a disability is under-housed in an accessible unit.
- If a family requires the additional bedroom because of a health problem which has been verified by COPHA.

Under the Voucher Program, no unit shall be disapproved on the sole ground that it is too large for the family.

C. UNIT SIZE SELECTED (24 CFR 982.402 (c))

The family may select a different size dwelling unit than that listed on the Voucher. There are three criteria to consider:

Subsidy Limitation: The family unit size as determined for a family under COPHA's subsidy standard for a family assisted in the voucher program is based on the adopted payment standards. The payment standard for a family shall be the lower of:

- The payment standard amount for the family unit size; or
- The payment standard amount for the unit size rented by the family.

Maximum Rent Burden-40% Rule: The family's share, (rent plus utility costs), may not exceed 40% of the family's monthly adjusted income when the family initially moves into the unit or signs the first assisted lease for a unit. The maximum initial rent burden applies only when the gross rent for the unit selected exceeds the applicable payment standard.

Utility Allowance: The utility allowance used to calculate the gross rent is based on the lesser of the unit size the family selects, or the size authorized on the family's Voucher.

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FACTORS RELATED TO TOTAL TENANT PAYMENT AND FAMILY SHARE DETERMINATION

(24 CFR Part 5, Subparts E and F; 982.153, 982.551)

INTRODUCTION

COPHA will use the methods as set forth in this Administrative Plan to verify and determine that family income at admission and at annual reexamination is correct. The accurate calculation of Annual Income and Adjusted Income will ensure that families are not paying more or less money for rent than their obligation under the Regulations.

This Chapter defines the allowable expenses and deductions to be subtracted from Annual Income and how the presence or absence of household members may affect the Total Tenant Payment (TTP). Income and TTP are calculated in accordance with 24 CFR Part 5, Subparts E and F, and further instructions set forth in HUD Notices and Memoranda. The formula for the calculation of TTP is specific and not subject to interpretation. COPHA's policies in this Chapter address those areas which allow COPHA discretion to define terms and to develop standards in order to assure consistent application of the various factors that relate to the determination of TTP.

A. INCOME AND ALLOWANCES (24 CFR 5.609)

Income: Includes all monetary amounts which are received by or on behalf of each family member. For purposes of calculating the Total Tenant Payment, HUD defines what is to be calculated and what is to be excluded in the federal regulations. In accordance with this definition, all income which is not specifically excluded in the regulations is counted.

Annual Income: Is defined as the gross amount of income anticipated to be received by the family during the 12 months after certification or recertification. Gross income is the amount of income prior to any HUD allowable expenses or deductions, and does not include income which has been excluded by HUD. Annual income is used to determine whether or not applicants are within the applicable income limits.

Adjusted Income: Is defined as the Annual income minus any HUD allowable expenses and deductions.

HUD has five allowable deductions from Annual Income:

Dependent Allowance: $480 each for family members (other than the head or spouse) who are minors, and for family members who are 18 and older who are full-time students or who are disabled.

Elderly/Disabled Allowance: $400 per family for families whose head or spouse is 62 or over or disabled. One deduction per household.

Allowable Medical Expenses: Deducted for all family members of an eligible elderly/disabled family for expenses exceeding 3% of income. (Refer to page 61)

Child Care Expenses: Deducted for the care of children under 13 when child care is necessary to allow an adult member to work, attend school, or actively seek employment. (Refer to page 60)

Allowable Disability Assistance Expenses: Deducted for attendant care or auxiliary apparatus for persons with disabilities, if needed, to enable the individual or an adult family member to work.

Income disregard: Increases in annual income, as a result of employment, of a family member who is a person with disabilities will be one hundred percent excluded during the cumulative twelve month period beginning on the date the family member is first employed or the family member first experiences an increase in annual income attributable to employment.

During the second cumulative twelve month period after the date a member who is a person with disabilities is first employed or the family first experiences an increase in annual income attributable to employment, fifty percent of any increase in income will be excluded.

The disallowance of increased income of an individual family member who is a person with disabilities is limited to a lifetime 48 month period.

The disallowance of increases in income as a result of employment of persons with disabilities does not apply for purposes of admission to the program (including the determination of income eligibility or any income targeting that may be applicable).

B. MINIMUM RENT (24 CFR 5.616)

Minimum Rent

"Minimum rent" is $50. Minimum rent refers to the Total Tenant Payment and includes the combined amount a family pays towards rent and/or utilities when it is applied.

C. DEFINITION OF TEMPORARILY/PERMANENTLY ABSENT (24 CFR 982.54(d)(10), 982.551)

COPHA must compute all applicable income of every family member who is on the lease, including those who are temporarily absent. In addition, COPHA must count the income of the spouse, children or the head of the household if that person is temporarily absent, even if that person is not on the lease.

"Temporarily absent" is defined as away from the unit for up to 60 calendar days. However, absence from the unit by any family member, expected to occur longer than 30 calendar days, must be reported, in writing, within 30 calendar days from the family member's first day of absence from the unit. Unexpected absences, lasting longer than 30 calendar days, must be reported to COPHA, in writing, by the 31st day of the family member's absence from the unit.

Income of persons permanently absent will not be counted. If the spouse is temporarily absent and in the military, all military pay and allowances (except hazardous duty pay when exposed to hostile fire and any other exceptions to military pay HUD may define), is counted as income.

It is the responsibility of the head of household to report changes in family composition. COPHA will evaluate absences from the unit using this policy.

Absence of Any Member

Any member of the household will be considered permanently absent if s/he is away from the unit for two consecutive months except as otherwise provided in this Chapter.

Absence due to Medical Reasons

If any family member leaves the household to enter a facility such as hospital, nursing home, or rehabilitation center, COPHA will seek the advice from a reliable qualified source as to the likelihood and timing of their return. If the verification indicates that the family member will be permanently confined to a nursing home, the family member will be considered permanently absent. If the

verification indicates that the family will return in less than **180** calendar days, the family member will not be considered permanently absent.

If the person who is determined to be permanently absent is the sole member of the household, assistance will be terminated in accordance with COPHA's Absence of Entire Family" policy.

Absence Due to Full-time Student Status

Full time students who attend school away from home and live with the family during school recesses will not be considered permanently absent from the household.

Absence due to Incarceration

If the sole member of the family is incarcerated for more than 30 calendar days, s/he will be considered permanently absent and assistance will be terminated. Any member of the household, other than the sole member, will be considered permanently absent if s/he is incarcerated for 2 calendar months.

COPHA will terminate the family's assistance if it is determined that the reason for incarceration is for drug-related or violent criminal activity, regardless of the length of absence from the unit.

Absence of Children due to Placement in Foster Care

If the family includes a child or children temporarily absent from the home due to placement in foster care, COPHA will determine from the appropriate agency when the child/children will be returned to the home.

If the time period is to be greater than 2 calendar months from the date of removal of the child/children, the voucher size will be reduced. If all children are removed from the home permanently, the voucher size will be reduced in accordance with COPHA's subsidy standards.

Absence of Entire Family

These policy guidelines address situations when the family is absent from the unit, but has not moved out of the unit. In cases where the family has moved out of the unit, COPHA will terminate assistance in accordance with appropriate termination procedures contained in this Plan and the Housing Assistance Payments Contract (HAP).

Families are required to notify COPHA, in writing, before moving out of a unit and to give COPHA information about any family absence from the unit.

Families must notify COPHA, in writing, within 14 calendar days after leaving the unit if any member will be absent from the unit for more than 30 calendar days.

If the entire family is absent from the assisted unit for more than 30 calendar days, without prior notification to COPHA, the unit will be considered to be vacated and the assistance will be terminated.

HUD regulations require COPHA to terminate assistance if the entire family is absent from the unit for a period of 180 calendar days.

In order to determine if the family is absent from the unit, COPHA may:

- Write letters to the family at the unit
- Telephone the family at the unit
- Consult with individuals, agencies, the property owner, etc., who could be expected to know the whereabouts of the family
- Interview neighbors and family members
- Schedule an inspection of the unit
- Verify if utilities are in service
- Check with the post office

A person with a disability may request an extension of time to be absent from the unit as an accommodation, provided that the extension does not go beyond the HUD-allowed 180 calendar days limit or approval from COPHA staff.

If the absence which resulted in termination of assistance was due to a person's disability, and COPHA can verify that the person was unable to notify COPHA in accordance with the family's responsibilities, and if funding is available, COPHA may reinstate the family as an accommodation if requested by the family, as long as the period was within 180 calendar days.

Caretaker for Children

If neither parent remains in the household, and an appropriate agency has determined that another adult is to be brought into the assisted unit to care for the children for an indefinite period, COPHA will treat that adult as a visitor for the first 60 calendar days.

If by the end of that period, court-awarded custody or legal guardianship has been awarded to the caretaker, the voucher will be transferred to the caretaker, if COPHA has determined the caretaker to be eligible to receive assistance.

If the appropriate agency cannot confirm the guardianship status of the caretaker, COPHA will review the status at 60 day intervals.

If custody or legal guardianship has not been awarded by the court, but the action is in process, COPHA will secure verification from social services staff or the attorney as to the status.

If custody is awarded for a limited time, in excess of the initial 60 day period, COPHA will state in writing that the transfer of the voucher is for that limited time or as long as they have custody of the children. COPHA will use discretion as deemed appropriate in determining any further assignation of the voucher on behalf of the children.

COPHA will transfer the voucher to the caretaker, in the absence of a court order, if the caretaker has been in the unit for more than 60 calendar days and it is reasonable to expect that custody will be granted.

When COPHA approves a person to reside in the unit as a caretaker for the child/children, the caretaker's income will be counted, after the caretaker's initial 60 day period in the unit. COPHA will work with the appropriate service agencies and the landlord to provide a smooth transition in these cases.

If a member of the household is subject to a court order that restricts him/her from the home for more 2 consecutive months, the person will be considered permanently absent.

Visitors

Any adult not included on the HUD 50058 who has been in the unit more than 14 calendar days without COPHA approval, or a total of 60 days in a 12-month period, will be considered to be living in the unit as an unauthorized household member.

The absence of evidence reflecting a permanent address, will be considered verification that the visitor is an unauthorized member of the household.

Use of the unit address as the visitor's current residence for any purpose shall be construed as permanent residence.

The burden of proof that the individual is a visitor rests on the family. In the absence of such proof, the individual will be considered an unauthorized member of the household and COPHA will terminate assistance since prior approval was not requested for the addition.

In a joint custody arrangement, if the minor is in the household less than 183.5 days per year (51%), the minor will be considered to be an eligible visitor and not a family member.

Reporting Absences to COPHA

Reporting changes in household composition by the assisted family is a requirement by HUD and COPHA.

If a family member leaves the household, the family must report this change to COPHA, in writing, within 14 calendar days of the change and certify as to whether the member is temporarily absent or permanently absent.

COPHA will conduct an interim evaluation for changes which affect the Total Tenant Payment in accordance with the interim policy.

D. AVERAGING INCOME

When Annual Income cannot be anticipated for a full twelve months, COPHA may:

- Average known sources of income that vary to compute an annual income, or
- Annualize current income and conduct an interim reexamination if income changes.

If there are bonuses or overtime which the employer cannot anticipate for the next twelve months, bonuses and overtime received the previous year will be used.

If, by averaging, an estimate can be made for those families whose income fluctuates from month to month, this estimate will be used so as to reduce the number of interim adjustments.

The method used depends on the regularity, source and type of income.

E. MINIMUM INCOME

There is no minimum income requirement for program participation. Families that report zero income will be required to provide information regarding their means of basic subsistence, such as food, utilities, transportation, etc.

If the family's expenses exceed their known income, COPHA will make inquiry of the head of household as to the nature of the family's accessible resources.

F. INCOME OF PERSON PERMANENTLY CONFINED TO NURSING HOME (24 CFR 982.54(d)(10)

If a family member is permanently confined to a hospital or nursing home, that person is no longer a member of the assisted household composition and the income of that person is not counted.

G. REGULAR CONTRIBUTIONS AND GIFTS (24 CFR 5.609)

Regular contributions and gifts received from persons outside the household are counted as income for calculation of the Total Tenant Payment.

Any contribution or gift received every month or more frequently will be considered a "regular" contribution or gift. This includes rent and utility payments made on behalf of the family and other cash or non-cash contributions provided on a regular basis. It does not include casual contributions or sporadic gifts. (See "Verification Procedures" chapter for further definition).

If the family's expenses exceed its known income, COPHA will make inquiries to the family regarding contributions and gifts.

H. ALIMONY AND CHILD SUPPORT [24 CFR 5.609]

Regular alimony and child support payments are counted as income for calculation of Total Tenant Payment.

If the amount of child support or alimony received is less than the amount awarded by the court, COPHA will use the amount awarded by the court unless the family can verify that they are not receiving the full amount and verification of item(s) below are provided.

COPHA will accept verification that the family is receiving an amount less than the award if:

- COPHA receives verification from the agency responsible for enforcement or collection.
- The family furnishes documentation of child support or alimony collection action filed through a child support enforcement/collection agency, or has filed an enforcement or collection action through an attorney.

It is the family's responsibility to supply a certified copy of the court order or the divorce decree.

I. LUMP-SUM RECEIPTS [24 CFR 5.609]

Lump-sum additions to household assets, such as inheritances, insurance payments (including payments under health and accident insurance and worker's compensation), capital gains, and settlement for personal or property losses, are not included in income but may be included in assets.

Lump-sum payments caused by delays in processing periodic payments such as unemployment or welfare assistance are counted as income. Lump sum payments from Social Security or SSI are excluded from income, but any amount remaining will be considered an asset. Deferred periodic payments which have accumulated due to a dispute will be treated the same as periodic payments which are deferred due to delays in processing.

Attorney Fees: The family's attorney fees may be deducted from lump-sum payments when computing annual income if the attorney's efforts have recovered a lump-sum compensation, and the recovery paid to the family does not include an additional amount in full satisfaction of the attorney fees.

J. CONTRIBUTIONS TO RETIREMENT FUNDS - ASSETS [24 CFR 5.603(d)]

Contributions to company retirement/pension funds are handled as follows:

- While an individual is employed, count as assets only amounts the family can withdraw without retiring or terminating employment.
- After retirement or termination of employment, count any amount the employee elects to receive as a lump sum.

K. ASSETS DISPOSED OF FOR LESS THAN FAIR MARKET VALUE [24 CFR 5.603(d)(3)]

COPHA must count assets disposed of for less than fair market value during the two years preceding certification or reexamination. COPHA will count the difference between the market value and the actual payment received in calculating total assets.

Assets disposed of as a result of foreclosure or bankruptcy are not considered to be assets disposed of for less than fair market value. Assets disposed of as a result of a divorce or separation are not considered to be assets disposed of for less than fair market value.

COPHA's minimum threshold for counting assets disposed of for less than Fair Market value is $5000.00. If the total value of assets disposed of within a one-

year period is less than $5000.00, they will not be considered an asset. All assets will continue to be reported on HUD form 50058 regardless of the amount. This provision eliminates the requirement to obtain verification on assets of less than $5,000.

L. CHILD CARE EXPENSES [24 CFR 5.603]

Child care expenses for children age 12 and younger, may be deducted from annual income if they enable an adult to work, or attend school full time, or to actively seek employment.

In the case of a child attending private school, only before and after-hours care can be counted as child care expenses.

Child care expenses cannot be allowed as a deduction if there is an adult household member capable of caring for the child who can provide the child care. Examples of those adult members who would be considered unable to care for the child include:

- The abuser in a documented child abuse situation, or
- A person with disabilities or older person unable to take care of a small child, as verified by a reliable knowledgeable source.

Allowability of deductions for child care expenses is based on the following guidelines:

Child care to work: The maximum child care expense allowed must be less than the amount earned by the person enabled to work. The "person enabled to work" will be the adult member of the household who earns the least amount of income from working.

In accordance with IRS Publication 503. Child and Dependant Care Credit, the maximum allowance for Child Care is as follows:

- One child: $3,000 or the lesser of actual cost.
- Two or more children: $6,000 or the lesser of actual cost.

Child care for school: The number of hours claimed for child care may not exceed the number of hours the family member is attending school, including reasonable travel time to and from school.

COPHA will request a written statement to verify the following:

- Name/address/telephone number/social security number from person providing the service.
- Name of the child/children cared for.

- Number of day/hours during which the care is provided.

Child care will NOT be allowed if:

- Social Security Number is not provided for the Child Care Provider
- The family has been reimbursed through other resources for childcare expenses.

M. MEDICAL EXPENSES [24 CFR 5.609(a)(2), 5.603]

When it is unclear in the HUD rules as to whether or not to allow an item as a medical expense, IRS Publication 502 will be used as a guide.

Nonprescription medicines for qualified families must be doctor-recommended in order to be considered a medical expense. Families must provide items itemized on an expense form for allowable nonprescription medicines.

Accupressure, accupuncture and related herbal medicines, and chiropractic services will be considered allowable medical expenses.

The medical expense deduction is permitted only for households in which the head of household or spouse is at least 62, or a person with a disability.

Verifications of all medical expenses shall be submitted to COPHA for approval and signed by the prescribing physician.

N. PRORATION OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.520]

Applicability

Proration of assistance must be offered to any "mixed" applicant or participant family. A "mixed" family is one that includes at least one U.S. citizen or eligible immigrant and any number of ineligible members.

Prorated Assistance Calculation

Prorated assistance is calculated by determining the amount of assistance payable if all family members were eligible and multiplying by the percent of the family members who actually are eligible. Calculations for each housing program are performed on the HUD 50058 form.

O. REDUCTION IN BENEFITS

See Chapter 12 (Recertifications) on how to handle income changes resulting from welfare program requirements.

P. UTILITY ALLOWANCE AND UTILITY REIMBURSEMENT PAYMENTS [24 CFR 982.153, 982.517]

The same Utility Allowance Schedule is used for all tenant-based programs.

The utility allowance is intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality. Allowances are not based on an individual family's actual energy consumption.

COPHA's utility allowance schedule, and the utility allowance for an individual family, must include the utilities and services that are necessary in the locality to provide housing that complies with the Uniform Physical Condition Standards for Vouchers.

COPHA may not provide any allowance for non-essential utility costs, such as costs of cable or satellite television.

COPHA must classify utilities in the utility allowance schedule according to the following general categories: space heating, air conditioning, cooking, water heating, water, sewer, trash collection; other electric, refrigerator (for family supplied refrigerator), range (cost of family-supplied range); and other specified services.

An allowance for family-paid air conditioning will be provided in those cases where the majority of housing units in the market have central air conditioning or are wired for family installed air conditioners [24 CFR 982.517.

A family-paid air conditioning allowance will be provided throughout our jurisdiction and will be included as “Other Electric”.

COPHA will review the utility allowance schedule annually. If the review finds a utility rate has changed by 10 percent or more since the last revision of the utility allowance schedule, the schedule will be revised to reflect the new rate. Revised utility allowances will be applied in a participant family's rent calculation at their next reexamination.

The approved utility allowance schedule is given to families along with their Voucher. The utility allowance is based on the actual unit size selected.

Where families provide their own range and refrigerator, COPHA will establish an allowance adequate for the family to purchase or rent a range or refrigerator, even if the family already owns either appliance. Allowances for ranges and refrigerators will be based on the lesser of the cost of leasing or purchasing the appropriate appliance over a 12 month period.

Where the calculation on the HUD 50058 results in a utility reimbursement payment due the family [24 CFR 982.514(b)], COPHA will provide a utility reimbursement payment for the family each month. The check will be made out directly to the family.

Utilities must be initiated and billed to the voucher holder or other adult in unit, in order for the family to receive a utility allowance.

Proof of utility service must be presented at initial move in and may be required during the annual recertification period. Family shall have current garbage, water, and PG&E service at all times and must provide current documentation to the COPHA staff when requested.

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VERIFICATION PROCEDURES
[24 CFR Part 5, Subparts B, D, E and F; 982.158; 24 CFR 5.617]

INTRODUCTION

HUD regulations require that factors for eligibility and Total Tenant Payment/Family Share be verified by COPHA. COPHA staff will obtain written verification from independent sources whenever possible and will document tenant files whenever third party verifications are not possible as to why third party verification was impossible to obtain.

Applicants and program participants must provide true and complete information to COPHA whenever information is requested. COPHA's verification requirements are designed to maintain program integrity. This chapter explains COPHA's procedures and standards for verification of preferences, income, assets, allowable deductions, family status, and changes in family composition. COPHA will obtain proper releases and authorization from the family before requesting information from independent sources.

A. METHODS OF VERIFICATION AND TIME ALLOWED [24 CFR 982.516]

COPHA will verify information through methods of verification acceptable to HUD in the following order:

- Enterprise Income Verification (EIV)
- Up Front Income Verification (UIV)
- 3rd Party Authentic Documents
- 3rd Party Verification Form
- Oral 3rd Party
- Tenant Declaration/True Statement

COPHA will allow 10 calendar days for return of third-party verifications. COPHA will document the file as to why alternative verification was used.

For applicants, verifications may not be more than 60 calendar days old at the time of voucher issuance. For participants, verifications may not be more than 120 calendar days old at the time of voucher issuance.

Enterprise Income Verification System (EIV)- HUD System

EIV is HUD's mandatory procedure to obtain wage, employment data, social security data and unemployment information on all household members receiving Section 8 rental assistance.

All COPHA staff involved with the determination of income, assets and allowances are required to have access to EIV data at all times. EIV documentation must be present in the tenant file for each annual or interim transaction.

Upfront Income Verification (UIV)-Non-HUD System

Upfront Income Verification (UIV) is used to verify information directly from the source. Upfront Income Verifications are obtained through a database, such as, TASS, the work number, etc. from the agency or contract agency who supplies verification of individual's current status. Upfront Income Verifications are obtained mainly by online log-in request via computer or automated systems.

3rd Party Authentic Documents

Third-party authentic documents are forms, letters, computerized printouts, etc. issued from an agency, business, company, school or financial institution. The family may present these authentic documents to the housing authority for use as verification of income, assets or other verification use.

3rd Party Verification Form

For 3rd party verification, the family will be required to sign an authorization for the information source to release the specified information. Verifications are to be returned via 1st class mail, fax or as an alternative, the family may submit the verification to COPHA in a sealed envelope.

If the family provides the 3rd Party verification in a sealed envelope, it must meet the following criteria:

- Agency completes or prints the verification
- Agency places verification in an envelope and seals it
- Agency staff may notate the envelope (flap/seal side) with their initials, signature, and/or company stamp

Oral 3rd Party Verification

Oral third-party verification will be used when all of the above methods of verification are delayed or not possible. When third-party oral verification is used, staff will be required to notate the document with whom they spoke to, the date of the conversation, and the facts provided.

True Statement Document Review

In the event that all other methods of verification is unavailable, COPHA will notate the file accordingly and utilize statements or documents provided by the family as the primary source if the statements or documents provide complete information.

All such documents, excluding government checks, will be photocopied and retained in the applicant file. In cases where documents are viewed which cannot be photocopied, staff viewing the document(s) will notate the document with the facts.

COPHA will not delay the processing of an application beyond 30 calendar days because a third party information provider does not return the verification in a timely manner, as long as another form of acceptable documentation is provided.

Tenant Declaration

When verification cannot be made by third-party verification or review of documents, families may in some cases be required to submit a true statement.

Tenant declaration and true statements mean a statement under penalty of perjury.

COPHA will accept a family's declaration, based on the information provided on the application and reexamination documentation, and on the amount of assets (assets or income received from those assets) that are less than $5,000.

B. RELEASE OF INFORMATION [24 CFR 5.230]

Adult family members will be required to sign the HUD 9886 Release of Information/Privacy Act form.

In addition, family members will be required to sign specific authorization forms when information is needed, that is not covered by the HUD form 9886, Authorization for Release of Information/Privacy Act Notice.

Each member requested to consent to the release of specific information will be provided with a copy of the appropriate forms for their review and signature.

Family refusal to cooperate with the HUD prescribed verification system will result in denial of admission or termination of assistance because it is a family obligation to supply any information and to sign consent forms requested by COPHA or HUD.

Prior to COPHA providing the following applicant/participant information to a current landlord, prospective landlord, and/or advocate, a recently signed Authorization form must be received.

- The family's current and prior address (as shown in COPHA records); and
- The name and addresses (if known to the COPHA) of the owner at the family's current and prior address.

When a family wants to lease a dwelling unit, the COPHA may offer the owner other information in the COPHA's possession about the family, including information about the tenancy history of family members or about drug trafficking by family members.

COPHA shall give the family a statement of the COPHA's policy on providing information to owners. The statement shall be included in the information packet that is given to a family selected to participate in the program. The family shall be required to sign a release of information to participate in the program(s).

COPHA policy requires that the same information shall be provided to all families and to all owners.

Any release of information pursuant to this section shall be based upon the following occurrences:

- A transfer Voucher has been issued to the participant, and;
- A Request for Tenancy Approval has been completed and submitted to the COPHA.

C. COMPUTER MATCHING

Where allowed by HUD and/or other State or local agencies, computer matching will be done.

COPHA will utilize the HUD established computer-based Enterprise Income Verification System (EIV) tool for obtaining Employment history, Social Security benefits and Supplemental Security Income from the Social Security Administration, Unemployment benefit history and tenant income discrepancy reports.

When computer matching results in a discrepancy with information in COPHA records, COPHA will follow up with the family and verification sources to resolve this discrepancy. If the family has unreported or underreported income, COPHA will follow the procedures in the Program Integrity Addendum of the Administrative Plan.

When the family furnishes COPHA with a letter or notice concerning the amount or verification of income, COPHA will verify the accuracy of income information contained in the notice and will, as appropriate, change the amount of total tenant payment, family rent to owner and housing assistance payment, or terminate assistance.

D. ITEMS TO BE VERIFIED [24 CFR 982.516]

- All income not specifically excluded by the regulations, including income going to or on behalf of each household member.
- Full-time student status including High School students who are 18 or over.
- Current assets exceeding $5,000, including assets disposed of for less than fair market value in preceding two years.
- Child care expense where it allows an adult family member to be employed, seek employment, or to further his/her education.
- Total medical expenses of all family members in households whose head or spouse is elderly or disabled.
- Disability assistance expenses to include only those costs associated with attendant care or auxiliary apparatus for a disabled member of the family, which allow an adult family member to be employed.
- Disability for determination of preferences, allowances or deductions.
- U.S. citizenship/eligible immigrant status
- Social Security numbers for all family members.
- "Preference" status
- Marital status when needed for head or spouse definition.

Verification of Reduction in Benefits for Noncompliance:

COPHA will obtain verification from the welfare agency on sanctions where the family's benefits have been reduced for fraud or noncompliance, prior to denying the family's request for a rent reduction.

E. VERIFICATION OF INCOME [24 CFR 982.516]

This section defines the methods COPHA will use to verify various types of income. All income will be verified electronically through the Enterprise Income Verification system or through other Up Front verification systems when available.

Employment Income

Other acceptable methods of verification include:

- Check stubs or earning statements, which indicate the employee's gross pay, frequency of pay or year to date earnings.
- W-2 forms plus income tax return forms.
- Employment verification form completed by the employer and returned directly to COPHA via first class mail, fax, and/or sealed envelope.
- Self-certifications and/or income tax returns signed by the family will be used for verifying self-employment income, or income from tips and other gratuities. (NOTE: Where there is the potential for substantial income, self-certification may be unacceptable. COPHA will determine acceptable verification).

Verification forms request the employer to specify the:

- Dates of employment
- Amount and frequency of pay
- Date of the last pay increase
- Likelihood of change of employment status and effective date of any known salary increase during the next 12 months
- Estimated income from overtime, tips, bonus pay expected during next 12 months

Applicants and program participants may be requested to sign an authorization for release of information from the Internal Revenue Service for further verification of income.

In cases where there are questions about the validity of information provided by the family, COPHA will require the most recent federal income tax statements. Where doubt regarding income exists, a referral to IRS for confirmation will be made on a case-by-case basis.

Social Security, Pensions, Supplementary Security Income (SSI), Disability Income

Acceptable methods of verification include:

- Enterprise Income Verification (EIV)
- Award or benefit notification letters prepared by the providing agency.
- Bank statements which identify deposit by name and amount.

Unemployment Compensation

Acceptable methods of verification include:

- Payment stubs reflecting payment dates and amounts.
- Verification form completed by the unemployment compensation agency.
- EIV data.

Welfare Payments or General Assistance

Acceptable methods of verification include:

- Computer report electronically obtained or COPHA verification form completed by payment provider.
- Written statement from payment provider indicating the amount of grant/payment, start date of payments, and anticipated changes in payment in the next 12 months.
- Computer-generated Notice of Action.

Alimony or Child Support Payments

Acceptable methods of verification include:

- Copy of a separation or settlement agreement or a divorce decree stating amount and type of support and payment schedules.
- A notarized letter from the person paying the support.
- Family's self-certification of amount received and of the likelihood of support payments being received in the future, or that support payments are not being received.

If payments are irregular, the family must provide one or more of the following:

- Up Front computer-generated verification reflecting most recent 12 months of payment history.
- A copy of the separation or settlement agreement, or divorce decree stating the amount and type of support and payment schedules.

- A statement from the agency responsible for enforcing payments to show that the family has filed for enforcement.
- A notarized affidavit from the family indicating the amount(s) received.
- A welfare notice of action showing amounts received by the welfare agency for child support.
- A written statement from an attorney certifying that a collection or enforcement action has been filed.

Net Income from a Business

In order to verify the net income from a business, COPHA will view IRS and financial documents from prior years and use this information to anticipate the income for the next 12 months.

Acceptable methods of verification include:

- IRS Form 1040, including:
  - Schedule C (Small Business)
  - Schedule E (Rental Property Income)
  - Schedule F (Farm Income)
    - If accelerated depreciation was used on the tax return or financial statement, an accountant's calculation of depreciation expense, computed using straight-line depreciation rules.
- Audited or unaudited financial statement(s) of the business.
- Work or appointment schedules.
- Family's self-certification as to current net income realized from the business to date and from the previous year.

Child Care Business

If an applicant/participant is operating a licensed day care business, income will be verified as with any other business.

Recurring Gifts

The family must furnish a self-certification which contains the following information:

- The name, address and telephone number of the person who provides the gifts;
- The value of the gifts;
- The regularity (dates) of the gifts;
- The purpose of the gifts.

Zero Income Status

Families claiming to have no income will be required to execute verification forms to determine that forms of income such as unemployment benefits, TANF, SSI, etc. are not being received by the household.

Families may be required to complete a verification pertaining to the household's monthly expenses for basic living. Expenses are identified as, but not limited to:

- Utilities
- Cable
- Cell Phone, Telephone service
- Internet
- Food
- Clothing
- Transportation, such as gas, toll fare, parking, car payment, etc.
- Credit cards

COPHA may request a credit report to verify all expenses.

Families will be required to provide a True Statement stating zero-income status.

An interim will be conducted every 60 calendar days for redetermination.

Full-time Student Status

Only the first $480 of the earned income of full time students, other than head, co-head, or spouse, will be counted towards family income.

Financial aid, scholarships and grants received by full time students is not counted towards family income.

Verification of full time student status includes:

- Name and address of school
- Full-Time Student Status verified by number of units enrolled
- Financial Aid Award

F. INCOME FROM ASSETS [24 CFR 982.516]

Savings Account Interest Income and Dividends

Acceptable methods of verification include:

- Account statements, passbooks, certificates of deposit, or COPHA verification forms completed by the financial institution.
- Broker's statements showing value of stocks or bonds and the earnings credited the family. Earnings can be obtained from current newspaper quotations or oral broker's verification.
- IRS Form 1099 from the financial institution, provided that COPHA must adjust the information to project earnings expected for the next 12 months.

COPHA will utilize other methods such as online banking or document review of account statement, passbooks, certificates of deposit, since third party verification from banking institutions may require fees for copies of account statements and account histories.

Interest Income from Mortgages or Similar Arrangements

Acceptable methods of verification include, in this order:

- A letter from an accountant, attorney, real estate broker, the buyer, or a financial institution stating interest due for next 12 months. (A copy of the check paid by the buyer to the family is not sufficient unless a breakdown of interest and principal is shown.)
- Amortization schedule showing interest for the 12 months following the effective date of the certification or recertification.

Net Rental Income from Property Owned by Family

Acceptable methods of verification include, in this order:

- IRS Form 1040 with Schedule E (Rental Income).
- Copies of latest rent receipts, leases, or other documentation of rent amounts.
- Documentation of allowable operating expenses of the property: tax statements, insurance invoices, bills for reasonable maintenance and utilities, and bank statements or amortization schedules showing monthly interest expense.
- Lessee's written statement verifying rent payments to the family and family's self-certification as to net income realized.

G. VERIFICATION OF ASSETS

Family Assets

COPHA will require the information necessary to determine the current cash value of the family's assets, (the net amount the family would receive if the asset were converted to cash), which exceed $5,000.

Acceptable verification may include any of the following:

- Verification forms, letters, or documents from a financial institution or broker.
- Passbooks, checking account statements, certificates of deposit, bonds, or financial statements completed by a financial institution or broker.
- Quotes from a stock broker or realty agent as to net amount family would receive if they liquidated securities or real estate.
- Real estate tax statements if the approximate current market value can be deduced from assessment.
- Financial statements for business assets.
- Copies of closing documents showing the selling price and the distribution of the sales proceeds.
- Appraisals of personal property held as an investment.
- Family's self-certification describing assets or cash held at the family's home or in safe deposit boxes.

Assets Disposed of for Less than Fair Market Value (FMV) During Two Years Preceding Effective Date of Certification or Recertification

For all certifications and recertifications, COPHA will obtain the family's certification as to whether any member has disposed of assets for less than fair market value during the two years preceding the effective date of the certification or recertification.

If the family certifies that they have disposed of assets for less than fair market value, verification is required that shows: (a) all assets disposed of for less than FMV, (b) the date they were disposed of, (c) the amount the family received, and (d) the market value of the assets at the time of disposition. Third party verification will be obtained wherever possible in cases where assets exceed $5,000.

H. VERIFICATION OF ALLOWABLE DEDUCTIONS FROM INCOME [24 CFR 982.516]

Child Care Expenses

Written verification from the person who receives the payments is required. If the child care provider is an individual, s/he must provide a statement of the amount they are charging the family for their services.

Verifications must specify the child care provider's name, address, telephone number, social security number, the names of the children cared for, the number of hours the child care occurs, the rate of pay, and the typical yearly amount paid, including school and vacation periods.

In addition, the family's certification as to whether any of those payments have been or will be paid or reimbursed by outside sources may be required.

Medical Expenses

Families who claim medical expenses will be required to submit a certification as to whether or not any expense payments have been, or will be, reimbursed by an outside source. All expense claims will be verified by one or more of the methods listed below:

- Written verification by a doctor, hospital or clinic personnel, dentist, pharmacist, of (a) the anticipated medical costs to be incurred by the family and regular payments due on medical bills; and (b) extent to which those expenses will be reimbursed by insurance or a government agency.
- Written confirmation by the insurance company or employer of health insurance premiums to be paid by the family.
- Written confirmation from the Social Security Administration of Medicare premiums to be paid by the family over the next 12 months. A computer printout will be accepted.

For attendant care:

- A reliable, knowledgeable professional's certification that the assistance of an attendant is necessary as a medical expense and a projection of the number of hours the care is needed for calculation purposes.
- Attendant's written confirmation of hours of care provided and amount and frequency of payments received from the family or agency (or copies of canceled checks the family used to make those payments) or stubs from the agency providing the services.
- Receipts, canceled checks, or pay stubs that verify medical costs and insurance expenses likely to be incurred in the next 12 months.

- Copies of payment agreements or most recent invoice that verify payments made on outstanding medical bills that will continue over all or part of the next 12 months.
- Receipts or other record of medical expenses incurred during the past 12 months that can be used to anticipate future medical expenses. COPHA may use this approach for "general medical expenses" such as non-prescription drugs and regular visits to doctors or dentists, but not for one time, nonrecurring expenses from the previous year.
- COPHA will use mileage at the IRS rate, or cab, bus fare, or other public transportation cost for verification of the cost of transportation directly related to medical treatment.

Medical expenses may include the following:

- Services of doctors and health care professionals
- Services of health care facilities
- Medical insurance premiums
- Prescription/non prescription medicines
- Transportation to treatment
- Dental expenses, eyeglasses, hearing aids, batteries for hearing aids
- Live-in or periodic medical assistance
- Monthly payment on accumulated medical bills
- Medical care of a institutionalized family member if his/her income is included in annual income
- Transportation costs:
  - Amounts paid for transportation primarily for and essential to medical care qualify as medical expenses.
  - Included are bus, train, taxi, plane fares, or ambulance services.
- Car expenses:
  - Included are out of pocket expenses for auto, mileage when the car is used for medical reasons based on IRS Publication 502. Not included are depreciation, insurance, general repair or maintenance expenses.
- Mileage:
  - For COPHA to consider medical mileage the following information shall be submitted:
    - Actual mileage to and from medical appointments based on IRS Publication 502 for use of your car for medical reasons.
    - Copy of gas receipts.
    - Verification of doctor’s visit.

Assistance to Persons with Disabilities [24 CFR 5.611(c)]

In All Cases:

- Written certification from a doctor that the person with disabilities requires the services of an attendant and/or the use of auxiliary apparatus to permit him/her to be employed or to function sufficiently independently to enable another family member to be employed.
- Family's certification as to whether they receive reimbursement for any of the expenses of disability assistance and the amount of any reimbursement received.

Attendant Care: Attendant's written certification of amount received from the family, frequency of receipt, and hours of care provided.

Certification of family and attendant and/or copies of canceled checks family used to make payments.

Auxiliary Apparatus: Receipts for purchases or proof of monthly payments and maintenance expenses for auxiliary apparatus.

In the case where the person with disabilities is employed, a statement from a physician that the auxiliary apparatus is necessary for employment may be requested.

I. VERIFYING NON-FINANCIAL FACTORS [24 CFR 5.617(b)(2)]

Verification of Legal Identity

In order to prevent program abuse, COPHA may require applicants to furnish verification of legal identity for all family members.

The documents listed below will be considered acceptable verification of legal identity for adults. If a document submitted by a family is illegible or otherwise questionable, more than one of these documents may be required.

- Certificate of Birth, naturalization papers
- Church issued baptismal certificate
- Current, valid Driver's license
- U.S. military discharge (DD 214)
- U.S. passport
- Voter's registration
- Company/agency Identification Card
- Department of Motor Vehicles Identification Card
- Hospital records

Documents considered acceptable for the verification of legal identity for minors may be one or more of the following:

- Certificate of Birth
- Adoption papers
- Custody agreement
- Medical ID
- School records

Verification of Marital Status

Verification of marriage status is a marriage certificate.

Verification of divorce status will be a certified copy of the divorce decree, signed by a Court Officer.

Verification of a separation may be a copy of court-ordered maintenance or other records.

Familial Relationships

Certifications will normally be considered sufficient verification of family relationships. In cases where reasonable doubt exists, the family may be asked to provide verification.

One of the following verifications will be required if applicable:

- Verification of relationship:
  - Official identification showing names
  - Birth Certificates
  - Baptismal certificates
- Verification of guardianship is:
  - Court-ordered assignment or Social Services case assignment

Verification of Permanent Absence of Family Member

If an adult member who was formerly a member of the household is reported permanently absent by the family, COPHA will consider any of the following as verification:

- Husband or wife institutes divorce action.
- Husband or wife institutes legal separation.
- Order of protection/restraining order obtained by one family member against another.
- Proof of another home address, such as utility bills, canceled checks for rent, driver's license, or lease or rental agreement, if available.

- Statements from other agencies such as social services or a written statement from the landlord or manager that the adult family member is no longer living at that location.

If the adult family member is incarcerated, a document from the Court or correctional facility should be obtained stating how long they will be incarcerated. If no other proof can be provided, COPHA will accept a self-certification from the head of household or the spouse if the head is the absent member.

Verification of Change in Family Composition

COPHA may verify changes in family composition (either reported or unreported) through letters, telephone calls, utility records, inspections, landlords, neighbors, credit data, school or DMV records, and other sources.

Verification of Disability

Verification of disability must be receipt of SSI or SSA disability payments under Section 223 of the Social Security Act or 102(7) of the Developmental Disabilities Assistance and Bill of Rights Act (42 U.S.C. 6001(7) or verified by appropriate diagnostician such as physician, psychiatrist, psychologist, therapist, rehab specialist, or licensed social worker, using the HUD language as the verification format.

Verification of Citizenship/Eligible Immigrant Status [24 CFR 5.508, 5.510,5.512, 5.514]

To be eligible for assistance, individuals must be U.S. citizens or eligible immigrants. Individuals who are neither may elect not to contend their status. Eligible immigrants must fall into one of the categories specified by the regulations and must have their status verified by Immigration and Naturalization Service (INS). Each family member must declare their status once. Assistance to applicants who have no eligible member(s) will be denied.

<u>Citizens or Nationals of the United States</u> are required to sign a declaration under penalty of perjury.

<u>Eligible Immigrants who were Participants and 62 or over on June 19, 1995</u>, are not required to sign a declaration of eligible immigration status and provide proof of age.

<u>Non-citizens with eligible immigration status</u> must sign a declaration of status and verification consent form and provide their original immigration documents which are copied front and back and returned to the family. COPHA verifies the status through the INS SAVE system. If this primary verification fails to verify status, COPHA must request within ten days that the INS conduct a manual search.

Ineligible family members who do not claim to be citizens or eligible immigrants must be listed on a statement of ineligible family members signed by the head of household or spouse. Ineligible family members must have other eligible household members to participate in the program as a "mixed family".

Non-citizen students on student visas are ineligible members even though they are in the country lawfully. They must provide their student visa but their status will not be verified and they do not sign a declaration but are listed on the statement of ineligible members.

Failure to Provide. If an applicant or participant family member fails to sign required declarations and consent forms or provide documents, as required, they must be listed as an ineligible member. If the entire family fails to provide and sign as required, the family may be denied or terminated for failure to provide required information.

Time of Verification

For applicants, verification of U.S. citizenship/eligible immigrant status occurs at the same time as verification of other factors of eligibility for final eligibility determination.

COPHA will not provide assistance to any family prior to the affirmative establishment and verification of the eligibility of the individual or at least one member of the family.

For family members added after other members have been verified, the verification occurs immediately prior to the approval of the new member moving in.

Once verification has been completed for any covered program, it need not be repeated except that, in the case of port-in families, if the initial PHA does not supply the documents, COPHA must conduct the determination.

Extensions of Time to Provide Documents

COPHA will not grant an extension for families to submit evidence of eligible immigrant status.

Acceptable Documents of Eligible Immigration

The regulations stipulate that only the following documents are acceptable unless changes are published in the Federal Register.

- Resident Alien Card (I-551)
- Alien Registration Receipt Card (I-151)

- Arrival-Departure Record (I-94)
- Temporary Resident Card (I-688)
- Employment Authorization Card (I-688B)
- Receipt issued by the INS for issuance of replacement of any of the above documents that shows individual's entitlement has been verified
- A birth certificate is not acceptable verification of status. All documents in connection with U.S. citizenship/eligible immigrant status must be kept five years.

COPHA will verify the eligibility of a family member at any time such eligibility is in question, without regard to the position of the family on the waiting list.

If COPHA determines that a family member has knowingly permitted another individual who is not eligible for assistance to reside permanently in the family's unit, the family's assistance will be terminated, unless the ineligible individual has already been considered in prorating the family's assistance.

Verification of Social Security Numbers [24 CFR 5.216]

Social security numbers must be provided as a condition of eligibility for all family members age six and over if they have been issued a number. Verification of social security numbers will be done through a social security card issued by the Social Security Administration. If a family member cannot produce a social security card, only the documents listed below showing his or her social security number may be used for verification:

- A driver's license with the Social Security Number printed
- Identification card issued by a Federal, State or local agency
- Identification card issued by a medical insurance company or provider (including Medicare and Medicaid)
- An identification card issued by an employer or trade union
- An identification card issued by a medical insurance company
- Earnings statements or payroll stubs
- Bank Statements
- IRS Form 1099
- Benefit award letters from government agencies
- Retirement benefit letter
- Life insurance policies
- Court records such as real estate, tax notices, marriage and divorce, judgment or bankruptcy records
- Verification of benefits from Social Security Administration
- Verification of social security number from Social Security Administration

New family members ages six and older will be required to produce their social security card or provide the substitute documentation described above together

with their certification that the substitute information provided is complete and accurate. This information is to be provided at the time the change in family composition is reported to COPHA.

If an applicant or participant is able to disclose the social security number but cannot meet the documentation requirements, the applicant or participant must sign a certification to that effect provided by COPHA. The applicant/participant or family member will have an additional 14 calendar days to provide proof of the social security number. If they fail to provide this documentation, the family's assistance may be denied or terminated.

In the case of an individual at least 62 years of age, COPHA may grant an extension for an additional 60 calendar days to a total of 120 calendar days. If, at the end of this time, the elderly individual has not provided documentation, the family's assistance may be terminated.

If the family member states they have not been issued a number, the family member will be required to sign a certification to this effect.

Medical Need for Larger Unit

A written certification that a larger unit is necessary must be obtained from a medical doctor.

J. VERIFICATION OF WAITING LIST PREFERENCES [24 CFR 982.207]

Local Preferences

COPHA uses the following local preference system and verifies all preferences:

- Pittsburg residency
  - Utility bill (P.G. & E., water or garbage) or rental agreement
  - Employment verification
  - School registration verification
- Veteran Status
  - DD-214 or verification of surviving spouse

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VOUCHER ISSUANCE AND BRIEFINGS
[24 CFR 982.301, 982.302]

INTRODUCTION

COPHA's goals and objectives are designed to assure that families selected to participate are equipped with the tools necessary to locate an acceptable housing unit. Families are provided sufficient knowledge and information regarding the program and how to achieve maximum benefit while complying with program requirements. When pre-eligibility has been determined, COPHA will conduct a mandatory briefing to ensure that families know how the program works. The briefing will provide a broad description of owner and family responsibilities, COPHA procedures, and how to lease a unit. The family will also receive a briefing packet, which provides more detailed information about the program including the benefits of moving outside areas of poverty and minority concentration. This chapter describes how briefings will be conducted, the information that will be provided to families, and the policies for how changes in the family composition will be handled.

A. ISSUANCE OF VOUCHERS [24 CFR 982.204(d), 982.54(d)(2)]

When funding is available, COPHA will issue vouchers to applicants whose eligibility has been determined. The number of vouchers issued must ensure that COPHA stays as close as possible to 100 percent lease-up or budget authority. COPHA performs a monthly calculation electronically to determine whether applications can be processed.

COPHA may issue vouchers only to the extent necessary to meet leasing goals or budget authority.

B. BRIEFING TYPES AND REQUIRED ATTENDANCE [24 CFR 982.301]

Initial Applicant Briefing

A full HUD-required briefing will be conducted for applicant families who are determined to be eligible for assistance. The briefings will be conducted in individual or group meetings. Families who attend group briefings and still have the need for individual assistance will be given such assistance.

Briefings will be conducted in English and the family may bring a translator.

The purpose of the briefing is to explain how the program works. This will enable families to utilize the program to their advantage, and prepare them to discuss the program with potential owners and property managers.

COPHA will not issue a voucher to a family unless the household representative or all household adults have attended a briefing and signed the Voucher. Applicants who provide prior notice of inability to attend a briefing will automatically be scheduled for the next briefing. Applicants who fail to attend the second scheduled briefing, without prior notification and approval of COPHA, will be denied admission based on failure to supply information needed for certification. COPHA will conduct individual briefings for families with disabilities at their home, upon request by the family, if required for reasonable accommodation.

Where special circumstances dictate, the need for an individual briefing session will be arranged.

Briefing Packet [24 CFR 982.301(b)]

The documents and information provided in the briefing packet for the voucher program will comply with all HUD requirements.

The family is provided with the following information and materials:

- The term of the voucher, and COPHA's policy for requesting extensions or suspensions of the voucher (referred to as tolling).
- A description of the method used to calculate the housing assistance payment for a family, including how COPHA determines the payment standard for a family; how COPHA determines total tenant payment for a family and information on the payment standard and utility allowance schedule. How COPHA determines the maximum allowable rent for an assisted unit.
- Where the family may lease a unit. For family that qualifies to lease a unit outside COPHA's jurisdiction under portability procedures, the information must include an explanation of how portability works.
- The HUD required tenancy addendum, which must be included in the lease.
- The form the family may use to request approval of tenancy**,** and a description of the procedure for requesting approval for a tenancy.
- A statement of COPHA's policy on providing information about families to prospective owners.
- COPHA's Subsidy Standards including when and how exceptions are made.
- The HUD brochure on how to select a unit and information on how to select a unit that complies with UPCS-V.
- The HUD pamphlet on lead-based paint entitled Protect Your Family From Lead in Your Home.
- Information on Federal, State and local equal opportunity laws and a copy of the housing discrimination complaint form and the phone numbers of the local fair housing agency and the HUD enforcement office.

- A list of landlords or other parties willing to lease to assisted families. The list includes landlords or other parties who are willing to lease units or help families find units outside areas of poverty or minority concentration.
- If the family includes a person with disabilities, notice that COPHA will provide a list of available accessible units known to COPHA.
- The family obligations under the program.
- The grounds on which COPHA may terminate assistance for a participant family because of family action or failure to act.
- COPHA informal hearing procedures including when COPHA is required to offer a participant family the opportunity for an informal hearing, and how to request the hearing.
- Information packet including an explanation of how portability works, including a list of neighboring housing agencies with the name, address and telephone number of a portability contact person at each for use by families who move under portability.
- A list of properties or property management organizations that own or operate housing units outside areas of poverty or minority concentration.
- An UPCS-V checklist and sample contract.
- The family's rights as a tenant and a program participant.
- Requirements for reporting changes between annual recertifications.
- Family certification form stating the rules of the program were explained and understood
- If the family includes a person with disabilities, COPHA will ensure compliance with CFR 8.6 to ensure effective communication.
- COPHA conducts landlord meetings as needed to educate new and established landlords on program rules.

C. ENCOURAGING PARTICIPATION IN AREAS WITHOUT LOW INCOME OR MINORITY CONCENTRATION

At the briefing, families are encouraged to search for housing in non-impacted areas and COPHA will provide assistance to families who wish to do so.

COPHA will investigate and analyze when voucher holders are experiencing difficulties locating or obtaining housing units outside areas of concentration.

The assistance provided to such families includes:

- Counseling with the family.
- Providing information about services in various non-impacted areas.
- Meeting with neighborhood groups to promote understanding.
- Formal or informal discussions with landlord groups
- Formal or informal discussions with social service agencies
- Meeting with rental referral companies or agencies

- Meeting with fair housing groups or agencies

D. ASSISTANCE TO FAMILIES WHO CLAIM DISCRIMINATION

COPHA will give participants a copy of HUD Form 903 to file a complaint.

E. SECURITY DEPOSIT REQUIREMENTS [24 CFR 982.313]

The owner may collect a security deposit from the tenant. The security deposit may not exceed private market practice or amounts charged to unassisted tenants. Security deposits shall conform to State law.

Additional information on security deposits may be obtained in the California Tenant's Handbook, by visiting the California Department of Consumer Affairs web site at http://www.dca.ca.gov/legal/landlordbook/index.html.

F. TERM OF VOUCHER [24 CFR 982.303, 982.54(d)(11)]

Upon completing the verification process, each eligible household will be issued a voucher which represents a contractual agreement between COPHA and the Family specifying the rights and responsibilities of each party. It does not constitute admission to the program which occurs when the lease and contract become effective.

Expirations

The voucher is valid for a period of at least sixty calendar days from the date of issuance. The family must submit a Request for Approval of the Tenancy and Lease within the sixty-day period unless an extension has been granted by COPHA.

If the voucher has expired, and has not been extended by COPHA or expires after an extension, the family will be denied assistance. The family will not be entitled to a review or hearing. If the family is currently assisted, they may remain as a participant in their unit if there is an assisted lease/contract in effect.

Suspensions

COPHA shall grant a suspension: "means stopping the clock on the term of the family's Housing Choice Voucher", after the family submits a Request for Tenancy Approval (RTA), up to the time when COPHA approves or denies the request.

Extensions

COPHA may extend the term of the voucher beyond 120 days at the written request of the family, and upon approval by COPHA staff.

Extensions are permissible, at the discretion of COPHA, primarily for these reasons:

- Extenuating circumstances such as hospitalization or a family emergency for an extended period of time which has affected the family's ability to find a unit within the initial Voucher term. Verification is required.
- COPHA is satisfied that the family has made a reasonable effort to locate a unit, including seeking the assistance of COPHA, throughout the initial Voucher term.
- The family was prevented from finding a unit due to disability accessibility requirements or large size (4 or more) bedroom unit requirement.

Assistance to Voucher Holders

Families who require additional assistance during their search may call COPHA to request assistance. Voucher holders will be notified at their briefing session how to obtain a listing of available units. GoSection8.com is the resource for obtaining rental listings.

COPHA will assist families with negotiations with owners and provide other assistance related to the families' search for housing.

G. VOUCHER ISSUANCE DETERMINATION FOR SPLIT HOUSEHOLDS [24 CFR 982.315]

In those instances when a family assisted under the Section 8 program becomes divided into two otherwise eligible families due to divorce, legal separation, or the division of the family, and the families cannot agree as to which new family unit should continue to receive the assistance, and there is no determination by a court, COPHA staff shall consider the following factors to determine which of the families will continue to be assisted:

- Which family member was the head of household when the voucher was initially issued (listed on the initial application).
- Whether domestic violence was involved in the breakup.
- Which family members remain in the unit or whether proper notice was given prior to moving from the assisted unit.
- Recommendations of social service professionals.
- Which member was granted custody of minor children.

Documentation of these factors will be the responsibility of the requesting parties. If documentation is not provided, COPHA will terminate assistance on the basis of failure to provide information necessary for a certification or recertification.

H. REMAINING MEMBER OF TENANT FAMILY - RETENTION OF VOUCHER [24 CFR 982.315]

To be considered the remaining member of the tenant family, the person must have been previously approved by COPHA to be living in the unit.

A live-in attendant, by definition, is not a member of the family and will not be considered a remaining member of the Family.

In order for a minor child to continue to receive assistance as a remaining family member:

- The court has to have awarded emancipated minor status to the minor, or
- COPHA has to have verified that social services and/or the Juvenile Court has arranged for another adult to be brought into the assisted unit to care for the child for an indefinite period. Assistance will be provided only as long as the remaining minor child is in the home and the family remains eligible. Upon reaching the age of adulthood, the remaining child may absorb the assistance, if eligible. If there is more than one remaining family member who is a minor, assistance will continue to be provided until all remaining minors reach adulthood and the family remains eligible.

A reduction in family size may require a reduction in the voucher family unit size.

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REQUEST FOR TENANCY APPROVAL AND CONTRACT EXECUTION
[24 CFR 982.302]

INTRODUCTION [24 CFR 982.305(a)]

COPHA's program operations are designed to utilize available resources in a manner that is efficient and provides eligible families timely assistance based on the number of units that have been budgeted. COPHA's objectives include maximizing HUD funds by providing assistance to as many eligible families up to the maximum Vouchers allocated and/or as the budget will allow.

After families are issued a voucher, they may search for a unit anywhere within the jurisdiction of COPHA, or outside of COPHA's jurisdiction if they qualify for portability. The family must find an eligible unit under the program rules, with an owner/landlord who is willing to enter into a Housing Assistance Payments Contract with COPHA. This chapter defines the types of eligible housing, COPHA's policies which pertain to initial inspections, lease requirements, owner disapproval, and the processing of Requests for Tenancy Approval (RTA).

A. REQUEST FOR TENANCY APPROVAL [24 CFR 982.302, 982.305(b)]

The Request for Tenancy Approval (request for inspection) must be submitted by the family during the term of the voucher in a manner required by COPHA.

COPHA will not permit the family to submit more than one request for an inspection at a time.

COPHA will review the proposed lease and the Request for Tenancy Approval (request for inspection) documents to determine whether or not they are approvable. The request will be approved if:

- The unit is an eligible type of housing
- The unit meets HUD's Uniform Physical Condition Standards for Vouchers (and any additional criteria as identified in this Administrative Plan)
- The rent is reasonable
- The security deposit is approvable in accordance with any limitations in this plan.
- The proposed lease complies with HUD and COPHA requirements (See "Lease Review" section below).
- The owner is approvable, and there are no conflicts of interest (See "Owner Disapproval" section below).

If the gross rent for the unit exceeds the applicable payment standard for the family, at the time a family initially receives assistance in a unit (new admissions

and moves), and the family share of rent plus utilities exceed 40 percent of the family monthly adjusted income, the rent requested will not be approved. (See "Owner Rents, Rent Reasonableness and Payment Standards" chapter of this Administrative Plan).

Disapproval of RTA (Request for Inspection)

If COPHA determines that the request cannot be approved for any reason, the family and the landlord will be notified in writing. COPHA will instruct the family and landlord of the steps that are necessary to approve the request.

The family and landlord will be given until the expiration of the family's voucher to submit an approvable RTA (request for inspection).

When, for any reason, an RTA (request for inspection) is not approved, the family can continue to search for eligible housing until the voucher expiration.

B. ELIGIBLE TYPES OF HOUSING [24 CFR 982.353]

COPHA will approve any of the following types of housing in the voucher program:

- All structure types normally used as a personal residence can be utilized.
- Manufactured homes where the tenant leases the mobile home and the pad.
- A family can own a rental unit but cannot reside in it while being assisted.
- COPHA will not permit duplicative rental subsidies.

C. LEASE REVIEW [24 CFR 982.308]

COPHA will review the lease, particularly noting the approvability of optional charges and compliance with regulations and state and local law. The tenant also must have legal capacity to enter a lease under state and local law. Responsibility for utilities, appliances and optional services must correspond to those provided on the on the Request for Tenancy Approval.

The family and owner must submit a standard form of lease used in the locality by the owner and that is generally used for other unassisted tenants in the premises. The terms and conditions of the lease must be consistent with state and local law.

The lease must contain all provisions of the Tenancy Addendum and specify:

- The names of the owner and tenant;

- The address of the unit rented (including apartment number, if any);
- The amount of the monthly rent to owner;
- The utilities and appliances to be supplied by the owner; and by the family
- The amount of the security deposit;
- The effective date of the lease (must be the same effective date as the HAP Contract. Term of lease cannot exceed one year), and
- Amount of notice tenant must give to terminate the lease in accordance with state law.

The HAP contract will be effective the latter of, the date the unit passes the initial inspection, or the date the family is eligible to take occupancy. If the inspected unit does not pass the initial inspection, the HAP contract will not be effective until the date the unit passes inspection.

House Rules of the owner may be attached to the lease as an addendum, provided they are approved by COPHA to ensure they do not violate any fair housing provisions and do not conflict with the tenancy addendum. The HUD prescribed tenancy addendum must be included in the lease word-for-word before the lease is executed and will include the following provisions.

Drug-related criminal activity in, on or near the premises by any tenant, household member, or guest may be grounds for the owner to terminate the tenancy and such activity by any other person under the tenant's control, on the premises also may be grounds for terminating the tenancy; and

The owner may evict if a household member is illegally using a drug or if an established pattern of illegal use interferes with the health, safety, or right of peaceful enjoyment of premises by others; and

The owner may terminate assistance if a tenant is fleeing to avoid prosecution, or custody or confinement after conviction for a crime that is a felony under the laws of the place the individual is fleeing; and

The owner may terminate the tenancy if a tenant is violating a condition of probation or parole imposed under Federal or State law; and

The owner may terminate the tenancy for any criminal activity by a covered person that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents; the health, safety or right to peaceful enjoyment of those residing in the immediate vicinity of the premises; or any violent criminal activity on or near the premises by the tenant, guest or by any other person under the tenant's control on the premises.

The owner's lease must include the Lead Warning Statement and disclosure information required by 24 CFR 35.92(b).

Actions Before Lease Term

COPHA shall provide information to owners who have been approached by Housing Choice Voucher holders. This shall include information about the lease approval procedures, housing quality inspection, contract provisions, and payment procedures. Upon request, the prospective owner will be provided the name and address of the participant's current and previous landlord, if known.

Copies of relevant forms will be provided to owners and can be accessed online at www.ci.pittsburg.ca.us

Housing Choice Voucher holders shall submit to COPHA a "Request for Tenancy Approval" when a unit has been located. The "Request for Tenancy Approval" shall be signed by the owner (indicating the owner's willingness to lease the unit) and by the Housing Choice Voucher holder. The Housing Authority shall inspect the unit and determine whether the unit satisfies Uniform Physical Condition Standards for Vouchers within fifteen (15) days after the family and owner submit a Request for Tenancy Approval. The fifteen (15) day clock is only suspended during any period when the unit is not available for inspection. Owners will be required to supply a valid California ID/Drivers License, Social Security card or Tax Identification and a copy of proof of ownership and any Owner's management agreements in effect.

The owner and tenant shall enter into a lease for the unit with a copy to the Housing Authority. The Lease must contain all provisions of the Tenancy Addendum.

The owner and tenant must submit to COPHA copies of any agreements relating to additional payments made for the rental of furniture, appliances or other items not specified on the lease or contract.

If at any time there is a change in utility payment requirements by owner or tenant, a new contract/lease shall be required. Adding an adult family member requires approval in writing from both the owner and HA. Adult family members do not include live in aides. All other changes shall also be submitted in writing to COPHA.

COPHA will conduct an inspection to determine that the unit meets Uniform Physical Condition Standards for Vouchers (UPCS-V). If the inspection discloses defects or deficiencies to be corrected in order for the unit to meet Uniform Physical Condition Standards for Vouchers, the owner shall be advised by COPHA of the work required. A reinspection and determination that the unit meets Uniform Physical Condition Standards for Vouchers shall take place prior to the Lease and Contract execution.

If the rent is appropriate and the proposed lease agreement complies with all requirements, COPHA shall approve the lease agreement between the owner and Housing Choice Voucher holder. COPHA shall also execute a Housing Assistance Payments (HAP) Contract with the owner within 60 days.

Once the initial inspection clears, security deposit is paid, the tenant takes possession of a unit by receiving the keys; COPHA will mail a completed Lease & Contract package to the Owner. The signed Lease & Contract shall be returned to COPHA within sixty (60) days from the effective date listed on the Lease & Contract. If the Lease & Contract is not returned to COPHA within the specified time it shall become null and void.

All of the following must always be completed before the beginning of the initial term of the lease for a unit:

- COPHA has inspected the unit and has determined that the unit satisfies the UPCS-V;
- COPHA has determined that the rent charged by the owner is reasonable;
- The landlord and the tenant have executed the lease, including the HUD-prescribed tenancy addendum;
- COPHA has approved leasing of the unit in accordance with program requirements;
- When the gross rent exceeds the applicable payment standard for the family, COPHA must determine that the family share (total family contribution) will not be more than 40% of the family's monthly adjusted income.

D. SEPARATE AGREEMENTS

Separate agreements are not necessarily illegal side agreements. Families and owners will be advised of the prohibition of illegal side payments for additional rent, or for items normally included in the rent of unassisted families, or for items not shown on the approved lease.

Owners and families may execute separate agreements for services, appliances (other than range and refrigerator) and other items that are not included in the lease if the agreement is in writing and approved by COPHA.

Any appliances, services or other items which are routinely provided to unassisted families as part of the lease (such as air conditioning, dishwasher or garage) or are permanently installed in the unit, cannot be put under separate agreement and must be included in the lease. For there to be a separate agreement, the family must have the option of not utilizing the service, appliance or other item(s).

If the family and owner have come to a written agreement on the amount of allowable charges for a specific item, so long as those charges are reasonable and not a substitute for higher rent, they will be allowed.

All agreements for special items or services must be attached to the lease and reviewed by COPHA. If agreements are entered into at a later date, they must be approved by COPHA and attached to the lease.

E. INITIAL INSPECTIONS [24 CFR 982.305(a) & (b)]

See "Uniform Physical Condition Standards for Vouchers and Inspections" chapter of this Administrative Plan.

F. RENT LIMITATIONS [24 CFR 982.507]

COPHA will make a determination as to the reasonableness of the proposed rent in relation to comparable units available for lease on the private unassisted market, and the rent charged by the owner for a comparable unassisted unit in the building or premises.

By accepting each monthly housing assistance payment from COPHA, the owner certifies that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises. The owner is required to provide COPHA with information requested on rents charged by the owner on the premises or elsewhere.

At all times during the tenancy, the rent to owner may not be more than the most current reasonable rent as determined by COPHA.

G. DISAPPROVAL OF PROPOSED RENT [24 CFR 982.502]

If the owner proposed gross rent is not reasonable COPHA will negotiate with the owner to reduce the rent to a reasonable rent. If the rent is not affordable because the family share would be more than 40% of the family's monthly adjusted income COPHA will attempt to negotiate with the owner to reduce the rent to an affordable rent for the family.

If the rent can be approved after negotiations with the owner, COPHA will continue processing the Request for Tenancy Approval and lease. If the revised rent involves a change in the provision of utilities, a new Request for Tenancy Approval must be submitted by the tenant.

If the owner does not accept the offered rent after COPHA attempted to negotiate a revised rent, COPHA will inform the family that leasing of the unit cannot be approved and a notice of disapproval will be mailed to the family and landlord within 5 working days.

H. INFORMATION TO OWNERS [24 CFR 982.307(b), 982.54(d)(7)]

In accordance with HUD requirements, COPHA will furnish prospective owners with the family's current address as shown in the COPHA's records and, if known to COPHA, the name and address of the landlord at the family's current and prior address.

COPHA will make an exception to this requirement if the family's whereabouts must be protected due to domestic abuse or witness protection.

COPHA will inform owners that it is the responsibility of the landlord to determine the suitability of prospective tenants. Owners will be encouraged to screen applicants for rent payment history, payment of utility bills, eviction history, respecting the rights of other residents, damage to units, drug-related criminal activity or other criminal activity that is a threat to the health, safety or property of others, and compliance with other essential conditions of tenancy.

A statement of COPHA's policy on release of information to prospective landlords will be included in the briefing packet which is provided to the family.

COPHA's policy on providing information to owners is included in the briefing packet and will apply uniformly to all families and owners.

I. OWNER DISAPPROVAL [24 CFR 982.306]

See chapter on "Owner Disapproval and Restriction."

J. CHANGE IN TOTAL TENANT PAYMENT (TTP) PRIOR TO HAP EFFECTIVE DATE

When the family reports changes in factors that will affect the total family share prior to the effective date of the HAP contract at admission, the information will be verified and the total family share will be recalculated. If the family does not report any change, COPHA need not obtain new verifications before signing the HAP contract, even if verifications are more than 60 calendar days old.

K. CONTRACT EXECUTION PROCESS [24 CFR 982.305(c)]

COPHA prepares the Housing Assistance Contract and lease for execution. The family and the owner will execute the lease agreement, and the owner and COPHA will execute the HAP contract. Copies of the documents will be furnished to the parties who signed the respective documents. COPHA will retain the original of all signed documents.

COPHA makes every effort to execute the HAP contract before the commencement of the lease term. The HAP contract may not be executed more than 60 calendar days after commencement of the lease term and no payments will be made until the contract is executed.

Unless their lease was effective prior to June 17, 1998, a family may not lease properties owned by a parent, child, grandparent, grandchild, sister or brother of any family member. COPHA will waive this restriction as a reasonable accommodation for a family member who is a person with a disability upon receiving acceptable documentation of the following: verification of the disability, if not already on file, and a statement explaining how renting from the relative is necessary to assist the disabled family member.

A landlord may opt for a six (6) month lease initially. At the end of the six (6) months, the landlord may request a rent increase. When a rent increase is requested after the term, the payment standard in use will remain the same i.e., the increase in payment standard will not be utilized until the annual recertification.

The lease/contract executed by the landlord and tenant shall be accompanied by the HUD prescribed lease addendum. The lease must comply with State and local law and may be declined by the HA if it does not. The lease must contain the following information:

- Names of all authorized individuals in the unit approved by the HA
- Owner name
- Unit address
- Term of the lease
- Amount of the contract rent to owner.
- Specification of which utilities are paid by landlord or tenant and if the landlord or tenant supplies appliances, namely the stove and refrigerator.
- Tenancy requirements as outlined in the contract required by HUD that sets forth tenancy requirement in accordance with the Code of Federal Regulations.

A new lease/contract will be necessary if there are changes in the following:

- Lease requirements governing tenant or owner utility or appliance responsibility.
- Lease provisions governing the term of the lease.
- Family moves to another unit.

Written rent increase requests must be submitted to the tenant with a copy to COPHA at least sixty (60) days before any such change can go into effect. Rent increase requests are subject to rent reasonableness requirements.

L. CHANGE IN OWNERSHIP

See "Owner Disapproval and Restriction" chapter.

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UNIFORM PHYSICAL CONDITION STANDARDS FOR VOUCHERS AND INSPECTIONS

[24 CFR 982.401]

INTRODUCTION

Uniform Physical Condition Standards for Vouchers (UPCS-V) are the HUD minimum quality standards for tenant-based programs. UPCS-V standards are required both at initial occupancy and during the term of the lease. UPCS-V standards apply to the building and premises, as well as the unit. Newly leased units must pass the UPCS-V inspection before the beginning date of the assisted lease and HAP contract.

COPHA will inspect each unit under contract at least biennially. COPHA will also have assigned staff perform quality control inspections on the number of files required for file sampling by SEMAP annually to maintain COPHA's required standards and to assure consistency in COPHA's program. This chapter describes COPHA's procedures for performing UPCS-V and other types of inspections, and COPHA standards for the timeliness of repairs. It also explains the responsibilities of the owner and family, and the consequences of non-compliance with UPCS-V requirements for both families and owners. The use of the term "UPCS-V" in this Administrative Plan refers to the combination of both HUD and COPHA requirements. (See additions to UPCS-V).

A. GUIDELINES/TYPES OF INSPECTIONS [24 CFR 982.401(a), 982.405]

The HOH or the HOH's spouse/co-head, or other adult, must be present for each scheduled inspection. An inspection will not be conducted if either the HOH or the HOH's spouse/co-head or other adult with DMV ID and permission from the Head of Household for the Inspector to enter, are not in attendance.

All units must meet the minimum UPCS-V. Efforts will be made at all times to encourage owners to provide housing above UPCS-V minimum standards.

All utilities, including the stove and refrigerator, must be in service within the unit at the time of the inspection and prior to the effective date of the HAP contract. If the utilities are not in service and/or appliances are not present at the time of inspection, the inspector will notify the tenant and owner, to have the utilities and appliances present within a specified time-frame.

There are four types of inspections COPHA will perform:

- Initial/Move-in: Conducted upon receipt of Request for Tenancy Approval (request for inspection).

- Biennially: Must be conducted within twelve months or 24 months of the last annual inspection.
- Special/Complaint: At request of owner/family (only after written notice regarding deficiencies with copy to COPHA and not having reached resolution), COPHA or a third-party with a valid complaint as determined by COPHA.
- Quality Control

COPHA also recognizes the City of Pittsburg has a municipal code. The Municipal Code shall be observed provided it does not limit the amount of available housing within the COPHA's jurisdiction. No unit shall be subsidized until it meets or exceeds UPCS-V.

B. INITIAL UPCS-V INSPECTION [24 CFR 982.401(a), 982.305(b)(2)]

Timely Initial UPCS-V Inspection

COPHA will inspect the unit, determine whether the unit satisfies the UPCS-V and notify the family and owner of the determination within 15 working days of the family's request for an inspection, unless COPHA determines that it is unable to do so in the stated timeframe, in which case the file will be appropriately documented.

COPHA will make every reasonable effort to conduct initial UPCS-V inspections for the family and owner in a manner that is time efficient and indicative of good customer service.

If COPHA determines after a review of files that the average time for a family and owner to obtain an initial inspection is longer than 15 working days, COPHA will review staffing needs relevant to UPCS-V inspection.

The Initial Inspection will be conducted to:

- Determine if the unit and property meet the UPCS-V defined in this Plan.
- Document the current condition of the unit as to assist in future evaluations whether the condition of the unit exceeds normal wear and tear.
- Document the information to be used for determination of rent-reasonableness.

If the unit fails the initial Uniform Physical Condition Standards for Vouchers inspection, the owner will be advised to notify COPHA once repairs are completed.

At the initial inspection, 15 calendar days to correct the items noted.

If the time period given to correct the repairs has lapsed, COPHA will notify family and landlord of disapproval within 5 working days. A request in the form of writing for a new RTA can be submitted at the time.

C. BIENNIAL UPCS-V INSPECTIONS [24 CFR 982.405(a)]

COPHA conducts an inspection in accordance with Uniform Physical Condition Standards for Vouchers biennially. Units are designated for Biennnial inspections at the discretion of management. Special inspections may be scheduled between anniversary dates.

UPCS-V deficiencies which cause a unit to fail must be corrected by the landlord unless it is a fail for which the tenant is responsible.

The family must allow COPHA to inspect the unit at reasonable times with reasonable notice. [24 CFR 982.551(d)]

Inspection: The family and owner are notified of the date and time (8 a.m. – 4 p.m.) of the inspection appointment by mail. A.M. or P.M. appointments are available upon tenant request, to those with verifiable medical appointments or work/school conflicts prior to the inspection day.

If the family (HOH or HOH's spouse) is unable to be present, the appointment will be rescheduled once, unless an appointed representative (18 years and older) with DMV ID and permission from the Head of Household for the Inspector to enter.

If the family misses two or more scheduled inspection appointments, COPHA will consider the family to have violated a Family Obligation and their assistance will be terminated in accordance with the termination procedures in the Plan. A reasonable accommodation will be made, upon request, for a family member with a disability.

Reinspection: The family and owner are provided a notice of the inspection appointment by mail. The head of household or the spouse of the head of household must be present for the reinspection, unless an appointed representative (18 years and older) with DMV ID and permission from HOH for the Inspector to enter.

Time Standards for Repairs

Emergency items which endanger the family's health or safety must be corrected by the responsible party within 24 hours of notification. (See Emergency Repair Items section.)

For non-emergency items, repairs must be made within 30 calendar days.

For major repairs, COPHA may approve an extension beyond 30 calendar days.

Rent Increases

Rent to owner increases may not be approved if the unit is in a failed condition.

For rent increase procedures, refer to Chapter 11 – "Owner Payment in the Housing Choice Voucher Program".

D. MOVE OUT/VACATE

COPHA does not conduct move-out inspections.

E. SPECIAL/COMPLAINT INSPECTIONS [24 CFR 982.405(c)]

If at any time the family or owner notifies COPHA that the unit does not meet Uniform Physical Condition Standards for Vouchers, COPHA will conduct an inspection. A complaint inspection will be conducted only after parties have provided a written notice regarding deficiencies with a copy to COPHA and have not reached a resolution.

COPHA may also conduct a special inspection based on information from third parties such as neighbors or public officials.

COPHA will inspect only the items which were reported, but if the inspector notices additional deficiencies that would cause the unit to fail UPCS-V, the responsible party will be required to make the necessary repairs.

If the biennial inspection date is within 120 calendar days of a special inspection, and as long as all items are inspected that are included in a biennial inspection, the special inspection will be categorized as biennial and all biennial procedures will be followed.

F. QUALITY CONTROL INSPECTIONS [24 CFR 982.405(b)]

Quality Control inspections will be performed by a designated staff person on the number of files required by SEMAP. The purpose of Quality Control inspections is to ascertain that each inspector is conducting accurate and complete inspections, and to ensure that there is consistency among inspectors in application of the UPCS-V.

The sampling of files will include recently completed inspections (within the prior 3 months), a cross-section of neighborhoods, and a cross-section of inspectors.

G. ACCEPTABILITY CRITERIA AND EXCEPTIONS TO UPCS-V [24 CFR 982.401 (a)]

COPHA adheres to the acceptability criteria in the program regulations and local codes.

Local Codes [24 CFR 982.401(a)(4)]

Additions:

Walls:

In areas where plaster or drywall is sagging, severely cracked or otherwise damaged, it must be repaired or replaced.

Windows:

All window sashes must be in good condition, solid and intact, and fit properly in the window frame. Damaged or deteriorated sashes must be replaced.

Windows must be weather-stripped as needed to ensure a watertight seal.

Window screens must be in good condition. (Applies only if screens are present)

Any room for sleeping must have an openable window.

Doors:

All exterior doors must be weather-tight to avoid any air or water infiltration, be lockable, have no holes, have all trim intact, and have a threshold.

All interior doors must have no holes, have all trim intact, and be openable without the use of a key.

Floors:

All wood floors must be sanded to a smooth surface and sealed. Any loose or warped boards must be resecured and made level. If they cannot be leveled, they must be replaced.

All floors must be in a finished state (no plywood).

Sinks:

All sinks and commode water lines must have shut off valves, unless faucets are wall mounted.

All worn or cracked toilet seats and tank lids must be replaced and toilet tank lid must fit properly.

Security:

If window security bars or security screens are present on emergency exit window, they must be equipped with a quick release system. The quick release system must not require assistance of tools or a key. The owner is responsible for ensuring that the family is instructed on the use of the quick release system.

Smoke detectors and Carbon Monoxide Detectors:

Owners are responsible for installation of smoke detectors and carbon monoxide detectors and for providing batteries for battery powered units, at initial lease-up. Tenants will be responsible for replacing old batteries at other times. Tenants will be instructed not to tamper with smoke detectors/carbon monoxide detectors or remove batteries.

COPHA will issue a written violation to any family determined to have purposely disconnected the unit's smoke detector or carbon monoxide detector, such as removal of batteries. The violation will state that deliberate disconnection of the unit's smoke detector is a health and fire hazard and is considered a violation of the UPCS-V.

Every bedroom and floor level, including attics and basements and each hallway before the bedrooms of the dwelling, must have an operable smoke detector. For hearing impaired members, an audible smoke detector is in his/her bedroom. Carbon Monoxide detectors must be installed on each level of the home, in compliance with SB 183.

Bedrooms:

Bedrooms in basements or attics must meet the definition of a bedroom and must have adequate ventilation and emergency exit capability.

<u>Modifications:</u>

Modifications or adaptations to a unit due to a disability must meet all applicable UPCS-V and building codes.

Extension for repair items not required by UPCS-V will be granted for modifications/adaptations to the unit if agreed to by the tenant and landlord. COPHA will allow execution of the HAP contract if unit meets all requirements and the modifications do not affect the livability of the unit.

Adequate Living Space

There shall be at least one habitable room of at least one hundred twenty square feet (120 sq. ft.) floor space or larger which is not one of the required bedrooms to meet the voucher size. This room shall generally be considered the living room.

All habitable rooms, except kitchen, shall have a minimum of seventy square feet (70 sq. ft.) of floor space with no dimension of less than seven feet (7 ft.).

All habitable rooms shall have a minimum ceiling height of seven feet six inches (7 ft. 6 in.). Bathrooms, Kitchens, and Hallways may have a ceiling height of seven feet (7 ft.).

All rooms shall be used as originally intended to be used when originally constructed.

Electricity

There shall be at least two working outlets (duplex type) in each room or one working outlet and one permanently installed ceiling or wall mounted light fixture with proper fixture covers. All outlets and lights subject to water splash shall be of weatherproof type; unless otherwise required to be GFCI protected.

All electrical equipment shall function properly in order to avoid potential electrical hazards to the occupants.

Electrical Hazards

Units shall be free from all electrical hazards. Examples of electrical hazards are: Missing or broken cover plates, ungrounded receptacles in areas of water splash, exposed fuse boxes, openings in electrical panel protective covers, improper or permanent use of extension cords, exposed wiring or electrical equipment, missing or broken light fixture covers, inadequate or outdated electrical service resulting in constantly "blown" fuses or tripped "breakers", any electrical item that has been altered in violation of the electrical code of the day, or altered from original condition.

Security

All exterior doors and windows must have substantial locks that function properly. The landlord shall install and maintain a thumb turned deadbolt on each main swinging hinge type door providing access to the unit interior. The deadbolt shall be installed to comply with but not limited to those provisions relating to fire and life safety and accessibility laws. When in the locked position, the bolt shall extend a minimum of 3/16 of an inch in length beyond the strike edge of the door and protrude into the door jam. Interior and garage doors, which commonly have privacy locks, shall be so equipped. No lock of any type on required egress door, or doors located in a required egress path shall require the use of a key, tool, or special knowledge to operate.

Ceilings and Walls

Shall be sound and free of defects.

Shall be properly maintained and in serviceable condition.

Shall be draft-tight with no missing sections.

Specific Requirements - Interior

Kitchen shall contain the following:

- Stove and oven of appropriate size with all burners, elements, racks, pilot lights, drip pans, doors, and indicator lights present and properly working.
- Refrigerator of appropriate size able to maintain a temperature low enough to prevent food from spoiling. All handles, racks, covers shall be present and in good condition. Refrigerator shall be sanitary and have capacity to freeze foods.
- Microwave oven may be substituted for tenant supplied oven and stove or range. Microwave oven may be substituted for owner supplied oven and stove or range only if tenant agrees and microwave ovens are furnished instead of an oven and stove or range to both subsidized and unsubsidized tenants.
- Kitchen sink with adequate hot and cold running water. Sinks and all related plumbing including disposal and dishwashers shall be free of leaks of all types. All plumbing items shall be in sanitary, serviceable condition.
- Adequate space for sanitary storage and preparation of food.
- Cabinets, counters, and vent systems shall be in good condition with applicable hardware and accessories in place.

Bathroom shall contain the following:

- Toilet for exclusive use of the family. All toilets shall be free of all leaks, defects, and function in a manner that conserves water. All toilets shall be sanitary and in serviceable condition.
- Sink - see Kitchen Sink.
- Bathtub or shower with adequate hot and cold running water. Tubs and showers shall be free of leaks of all types. Enclosures and tubs shall be sanitary and in serviceable condition. Enclosures shall be waterproof to a height of seventy inches (70 in.) above the drain to prevent water damage to enclosure walls.
- Ventilation by means of a window that opens or mechanical ventilating system.
- One towel bar.
- One paper holder.
- All plumbing fixtures shall be sealed (caulked) at their connection to support.

Bedrooms

Shall contain a clothes closet of adequate size equipped with a shelf and clothes pole.

Windows of appropriate size to afford emergency escape.

Other rooms, garages, carports, accessory buildings

All required firewalls shall be intact and free from defects. Homes built prior to this requirement shall have proper firewall materials applied to the garage side of common walls.

All rooms shall have adequate security.

All rooms shall be for the exclusive use of the tenant.

All doors, overhead doors, door openers (if present) shall be properly installed and function properly and directly connected to a dedicated receptacle without the use of extension cords.

No storage of any items of the type or in quantities that could threaten the health and safety of the occupants. Examples of this include items such as old appliances that could trap small children inside, excessive auto parts being normal maintenance or repair parts, etc.

Fireplaces

Shall be free of defects such as missing mortar.

Shall be equipped with a proper screen or glass doors, to arrest sparks.

General Requirements – Exterior

All exterior surfaces shall be free of defects which could lead to structural collapse, water or vermin entry into the unit or underfloor area, drafty conditions, or endanger the health or safety of the occupants. This includes but is not limited to the foundation, walls, roof, gutters, downspouts, awnings, doors, windows, chimneys, detached buildings and fences, retaining walls, etc.

Exterior stairs and decks shall be free of defects, properly installed, and in serviceable condition. All stairs and decks with four (4) risers or thirty inches (30") and over in height shall have approved properly installed handrails and/or guardrails providing a suitable gripping surface.

Sidewalls, driveways and all walking surfaces shall be free of all tripping and falling hazards.

All driveways, carports, garages, accessory buildings, and all yards shall be for the exclusive use of the tenant.

All exterior surfaces shall be weatherproof so as not to allow water to enter the walls causing mildew and mold inside the unit.

All fences, retaining walls, overhangs, etc. shall be in good condition and not leaning.

Each unit shall have adequate parking facilities per city municipal code.

Gutters and downspouts are not required during the initial inspection; however, if the unit has gutters and downspouts, they must be clean and in good condition.

All yard landscaping shall not pose a threat to the health and safety of the occupants.

Heating and Plumbing Requirements

Heating Systems

Heaters shall be properly installed and maintained.

Heaters shall be capable of maintaining a temperature of seventy degrees Fahrenheit (70 F.) at a point three feet (3 ft.) above the floor in all habitable rooms.

Unvented fuel burning heaters are prohibited.

No combustible materials shall be stored adjacent to heaters or vents.

Ventilation

Required cooling and ventilating equipment shall be installed, function, and maintained properly.

All rooms shall have adequate ventilation as required.

Water Heater

Water heaters shall be properly installed and maintained.

Water heaters shall have properly installed pressure temperature relief and waste line, including seismic bracing.

No combustible materials shall be stored adjacent to water heaters or vents.

Plumbing

All plumbing systems shall be properly connected to the local water supply, properly installed, free of all leaks and problem rust and corrosion.

Sewer Connection

Every unit shall be properly connected to the approved public disposal system.

All sewer lines shall be free of leaks and stoppages.

All plumbing cleanout covers shall be in place.

General Health and Safety

Entrance and Exit

Every unit shall have an unobstructed, direct means of entrance and exit.

Swimming Pools

All pool barriers must be in place per the City Municipal Code.

All pools shall be maintained in a serviceable condition.

Note: Any body of water meeting the City Municipal Code definition of a pool shall be considered a pool.

Infestation

Every unit shall be free from all pests and vermin.

Owners shall be responsible for all pest control.

Garbage and Debris

Every unit and yard areas shall be free of garbage/debris.
Every unit shall have at least one proper refuse container of appropriate size with a tight fitting lid.

Refuse Disposal

Every unit shall have contracted garbage service.

Interior Stairs and Halls

All interior stairs commonly used shall have handrails when required by number of risers or elevation.

All interior stairs and halls shall have adequate illumination.

Interior Hazards

There shall be no interior hazards; examples include nails protruding from walls and loose door hinges.

Interior Air Quality

Interior air shall promote a healthy living environment.

Site and Neighborhood

The surrounding areas shall not impose a danger to the occupants.

Keeping livestock, fowl or bees

No person may keep more than three dogs of six months in age nor more than five cats of six months in age or older for noncommercial purposes for more than

thirty days without a multiple pet license; except where allowed under Title 18 of the municipal code.

No animals are allowed in or around unit without the expressed written permission of the landlord.

General Guidelines for Repairs

Owners Responsibilities

Property owners shall be responsible to complete required unit repairs within the prescribed time frame. Biennial inspections generally have a thirty (30) day completion deadline for repairs. Emergency items have a twenty-four (24) hour time frame for completion.

Property owners shall call for reinspection when all required repairs are completed.

City building permits shall be obtained as required.

No open building permits or code complaints shall exist at the time of the move in inspection.

No code complaints shall be allowed to continue uncorrected at subsidized properties.

All repairs shall be completed in a professional manner and meet general standards of work practice.

Extensions of time to complete repairs may be granted. All requests shall be submitted in writing prior to the prescribed time frame for completions. Extensions shall not be granted for any emergency items.

Tenant Responsibilities

Tenants shall obtain written permission from the owner prior to making any alterations, additions, or repairs to the property. Tenants shall repair items indicated as tenant responsibility on inspection findings. City permits are required as applicable.

Tenant shall maintain the dwelling and premises in a clean and sanitary condition. This includes regular carpet cleaning, cleaning of windows, appliances, yards, etc.

Tenant shall inform owners, by phone and in writing with a copy to COPHA, immediately of needed repairs to the property.

The tenant shall cooperate with the owner and COPHA regarding inspections. The family must allow COPHA to inspect the unit at reasonable times and after reasonable notice. The tenant shall allow the inspector full unobstructed access to the unit during inspections, and allow the owner to perform repairs.

Emergencies relating to property issues are the responsibility of the tenant and owner. COPHA will act promptly and take vigorous actions to enforce the owner's and tenant's obligations.

References/Codes

The following material shall be used for inspection criteria and references to perform COPHA unit inspections.

Codes

- Code of Federal Regulations
- Department of Housing and Urban Development - Housing Inspection Manual
- City of Pittsburg Municipal Code

References

- Uniform Housing Code
- Uniform Building Code*
- Uniform Plumbing Code*
- Uniform Mechanical Code*
- National Electrical Code*
- California Health and Safety Codes
- Uniform Federal Accessibility Standards
- Carbon Monoxide Poisoning Prevention Act (Senate Bill – SB 183)

*As adopted by the City of Pittsburg. Exceptions for extensions will be made by the Housing staff and Building Inspector.

H. EMERGENCY REPAIR ITEMS [24 CFR 982.404(a)]

The following items are considered of an emergency nature and must be corrected by the owner or tenant (whoever is responsible) within 24 hours of notice.

- Lack of security for the unit
- Waterlogged ceiling in imminent danger of falling
- Major plumbing leaks or flooding
- Natural gas leak or fumes

- Electrical problem which could result in shock or fire
- No heat when outside temperature is below 50 degrees Fahrenheit.
- Utilities not in service
- No running hot water
- Broken glass where someone could be injured
- Obstacle(s), debris, etc., which prevents tenant's safe entrance or exit to and/or from property/unit
- Lack of one functioning toilet
- Inoperable smoke detector

If the emergency repair item(s) are not corrected in the time period required by COPHA, and the owner is responsible, the HAP contract will be terminated.

If the emergency repair item(s) are not corrected in the time period required by COPHA, and it is an UPCS-V breach which is a family obligation, COPHA will terminate the assistance to the family.

Forty-eight (48) hours will be allowed to reinstate any utilities (including water and garbage) if utilities are found to be disconnected at inspection. Failure to reinstate utilities by the owner will be cause for contract termination. Where the family has responsibility and fails to reinstate utilities they will be terminated from the program. If the COPHA determines that utilities are not in service at any time, the COPHA will take appropriate action against the responsible party.

Smoke Detectors

COPHA will issue a written warning to any family determined to have purposely disconnected the unit's smoke detector, such as removal of batteries. The warning will state that deliberate disconnection of the unit's smoke detector is a health and fire hazard and is considered a violation of the UPCS-V.

I. CONSEQUENCES IF OWNER IS RESPONSIBLE (NON-EMERGENCY ITEMS) [24 CFR 982.405, 982.453]

In the event that the family wishes to stay in the unit after foreclosure, the Housing Authority will take all reasonable steps to allow the family to remain.

The owner shall maintain the unit in accordance with UPCS-V.

If the owner fails to maintain the dwelling unit in accordance with UPCS-V COPHA must take prompt and vigorous action to enforce the owner obligations.

COPHA remedies for such breach of the UPCS-V include termination, suspension or reduction of housing assistance payments and termination of the HAP contract.

COPHA will not make any assistance payments for a dwelling unit that fails to meet the UPCS-V, unless the owner corrects the defect within thirty (30) days of the inspection and COPHA has verified the correction. If COPHA does not verify the correction, a termination notice will be issued at the 60 day. If a defect is life threatening, the owner must correct the defect within no more than twenty-four (24) hours.

The owner is not responsible for a breach of the UPCS-V that is not caused by the owner, and for which the family is responsible.

It is the owner's obligation to call COPHA for a reinspection.

J. DETERMINATION OF RESPONSIBILITY [24 CFR 982.404, 982.54(d)(14)]

Certain UPCS-V deficiencies are considered the responsibility of the family:

- Tenant-paid utilities not in service
- Failure to provide or maintain family-supplied appliances
- Damage to the unit or premises caused by a household member or guest beyond normal wear and tear

"Normal wear and tear" is defined as items which could not be charged against the tenant's security deposit under state law or court practice.

The owner is responsible for all other UPCS-V violations.

The owner is always responsible for vermin infestation in multi-family units, (apartments, duplexes, etc.), and vermin infestation in single-family units. However, if such infestation is serious and repeated and caused by the family's living habits, it may be considered a lease violation and the owner may evict for serious or repeated violation of the lease. COPHA may terminate the family's assistance on that basis.

The inspector will make a determination of owner or family responsibility during the inspection.

K. CONSEQUENCES IF FAMILY IS RESPONSIBLE [24 CFR 982.404(b)]

If emergency or non-emergency violations of UPCS-V are determined to be the responsibility of the family, COPHA will require the family make any emergency repair(s) or corrections within 24 hours. If there are non-emergency repair(s) or correction(s), the family must make the repairs or corrections within 30 calendar

days. If repairs or corrections are not made in this time period, COPHA will terminate assistance to the family, after providing an opportunity for an informal hearing.

Termination After Abatement

The owner and tenant must maintain the dwelling unit in accordance with UPCS-V. COPHA must take prompt and vigorous action to enforce owner/tenant obligations. COPHA will not make any housing assistance payments for a dwelling unit that fails to meet the UPCS-V standards unless the defect is corrected within thirty (30) days and COPHA verifies the correction. Such breach to correct the UPCS-V within sixty (60) days will be remedied by abatement of the housing assistance payments. In the case of the tenant, COPHA will terminate assistance for the family in accordance with the Code of Federal Regulations.

Requests for reinspection shall be accepted from owner only.

L. LEAD BASED PAINT

The purpose of the Lead-Based Paint Elimination process is to establish policies and procedures to ensure that owner/agents eliminate lead-based paint hazards in housing occupied by families receiving Section 8 rental assistance.

The Housing Authority conducts a visual inspection for deteriorated paint surfaces on all pre-1978 units that are occupied by families with children under six years of age or where a child under six is expected to reside, but also of the exterior surfaces associated with such units and common areas such as hallways, access and egress areas, playgrounds, childcare facilities, and other areas including fences and garages frequented by children under age six.
The visual inspection will take place both during the initial and biennial inspections. .

Units Exempt from Lead-Based Paint Elimination Requirements

According to HUD's Housing Choice Voucher Guidebook, the following units are exempt from the lead-based paint elimination requirements:

- Units built after December 31, 1977;
- Zero (0) bedroom and SRO units;
- Housing built for the elderly or persons with disabilities, unless a child of under age six (6) resides or is expected to reside in such housing;
- Property for which a paint inspection was completed by a qualified lead-based paint inspector, in accordance with the new regulations and certified to have no lead-based paint;

- Property in which all lead-based paint was identified, was removed, and received clearance in accordance with the new regulations. Units substantially rehabilitated where all interior/exterior surfaces, including trim such as windowsills, have been replaced, or interim controls have been completed.

The following lead-based paint requirements apply to dwellings built before January 1, 1978, and occupied or to be occupied by assisted families with one or more children under age six:

- The unit interior and exterior paint surfaces associated with the assisted unit; and
- The common areas servicing the unit, including those areas through which residents must pass to gain access to the unit, and other areas frequented by children under the age of six such as play areas, and child care facilities. Common areas also include garages and fences on the assisted property.

Deteriorated Paint Surfaces

Deteriorated paint surfaces are any interior or exterior paint that peeling, chipping, chalking or cracking. When conducting inspections, COPHA staff assesses all deteriorated paint surfaces and documents it on the inspection form.

De Minimis Levels of Lead Based Paint

De minimis levels are the minimum allowable levels set by HUD. When the deteriorated paint reaches or exceeds these levels, the owner must use safe work practices to stabilize the paint and obtain a Clearance Examination Report. This report is obtained from a certified lead-base paint inspector or a certified clearance technician.

Deteriorated paint surface below de minimis level, owners must perform paint stabilization involving safe work practices.

De Minimis Levels

- 20 square feet on exterior surfaces
- 2 square feet on interior surfaces
- 10% of the total surface area on an interior or exterior component.

Examples of components include: windowsills, baseboards, trim, etc.

A Clearance Examination Report is not required if the peeling paint is at or below the minimis levels; however, paint stabilization is required involving safe work practices.

Notification of Lead-Based Paint

The Housing Authority will provide the family with the *Protect Your Family From Lead In Your Home* pamphlet. This pamphlet is also given to all participants at the program briefing.

Stabilization of Deteriorated Paint

Once any deteriorated paint is identified in the unit, the Housing Authority will notify the owner/agent of the condition in writing. The notice includes the location(s) of the deteriorated paint: the owner's/agent's responsibility and the 30 calendar day time frame to stabilize the deteriorated paint.

Initial Contracts

The Housing Authority will not initiate a new contract until the lead-based paint found in the unit has been stabilized. The Housing Authority may give the owner additional time to complete the repair but the family may not occupy the unit nor will the Housing Authority begin a contract on that unit until the deteriorated paint has been stabilized using proper safe work practices.

Biennial Inspections

The Housing Authority will allow the owner/agent 30 calendar days to complete the paint stabilization process using proper safe work practices. The Housing Authority may grant the owner/agent additional time to complete the process for just cause such as weather delays. All requests for additional time (extensions) must be submitted in writing and reviewed for approval. If the paint stabilization has not occurred within the allowed time the owner's/agent's rent will be abated, and the tenant may be issued a transfer voucher.

Definitions:

- **Safe Work Practices** – are work practices used when the deteriorated paint area is larger than the de minimis levels. Safe work practices include the following:
  - Occupant protection
  - Work site preparation
  - Protection of the work site to keep lead dust from leaving the work site.
  - Cleaning of work site with HEAPA vacuum system and detergents.
  - Contracting with a certified Lead Base Paint removal contractor.
  - Providing clearance inspection and report(s).

Note: Compliance with all local State Federal law requirements for safe work practices is mandatory.

Procedures

The purpose is to establish procedure for Lead-Based Paint Stabilization.

The Lead-Base Paint Procedure applies to the following:

- Housing Inspector (New Contract/Biennial Inspector)
- Housing Specialist (Annual process inquiry)

Phase I: Initial & Biennial Inspections

Housing Inspector (New Contract Inspector and Biennial Inspector):

- Conducts a Uniform Physical Condition Standards for Vouchers (UPCS-V) Inspection.
- Conducts a Visual Assessment Inspections to identify any deteriorated paint surfaces.
- Determines if the unit meets the age criteria and whether or not there is a child under 6 residing in the unit or is expected to reside in the unit.
- Notes the location of the deteriorated paint surfaces and documents on summary of deficiencies.

Phase II: Notification of Lead-Based Paint – Initial Inspections

Housing Inspector /New Contracts Inspector:

- Explains to the owner that the paint must be stabilized before the family can move into the unit. The family may not move into the unit until all paint has been stabilized by using safe work practices. The lease and contract cannot be initiated until stabilization is completed and certified.
- Re-inspecting the unit to ensure that the paint has been stabilized

Phase III: Notification of Lead-Based Paint – All Inspections:

Housing Specialist / Inspector:

- Explains to the family the dangers of lead-base paint and provides the family with a copy of the Lead – based paint pamphlet “Protect your family from lead in your home”. (HUD/EPA doc 747-k-99-001)
- Determines if the unit requires a “Clearance Examination” when the deteriorated paint exceeds the de minimis level.
- Contacts the Owner/Agent in writing to inform him/her of the defective paint surfaces.

Phase IV: Generating Instruction Letter to Owner

Clerical Staff: (Biennial Inspection):

- Generates cover letter of deficiencies.
- Generates copies of the following:
  - Summary Report
  - Cover Letter
- Mails the cover letter and summary of deficiencies.
- Follows the Inspections Policy/Procedure mailing UPCS-V violations.
- Monitors rent abatement process.

Phase V: Follow-up and Extensions

The Housing Specialist/Clerical Staff:

- Follows-up on all pending lead-based paint stabilization repairs.
- Receives and processes all extension requests.
- Ensures that all units are re-inspected to ensure the deteriorated paint surface(s) have been stabilized.
- Collects all *Clearance Examination* reports submitted by the owner/agents.
- Begins abatement if the deteriorated paint has been stabilized.
- Follows-up on all abatements, terminations, and transfers.

Requirement for Children with Elevated Blood Lead Level

HUD has defined environmental intervention blood lead level as a confirmed concentration of lead in whole blood equal or greater than 20 ug/dL (micrograms of lead per deciliter) for a single test or 15-19 ug/dL in two tests taken at least three months apart in children under age six.

Notification

A medical health care provider, public health department, the family, owner, or outside source may notify the PHA of an environmental intervention blood lead level child living in a program unit.

When information regarding an environmental intervention blood lead level child under age six is received from the family, owner, or other sources not associated with the medical health community, the PHA must immediately verify the information with a public health department or other medical health care provider.

If either the public health department or a private medical health agency provides verification that the child has an environmental intervention blood lead level, the PHA must proceed to complete a risk assessment of the unit, common areas and exterior surfaces. This requirement does not apply if the public health department has already conducted an evaluation between the date the child's blood was last sampled and the receipt of notification of the child's condition.

When a PHA receives a report of an environmental intervention blood lead level child from any source other than the public health department, the PHA must notify the health department within five working days.

Risk Assessment

Within 15 working days of notification by a public health department or medical health care provider, the PHA must complete a risk assessment of the dwelling unit, including common areas servicing the dwelling unit, if the child lived in the unit at the time the child's blood was sampled. In most areas of the country, the local health department will complete the risk assessment free of charge to the PHA. In areas where this is not possible, the PHA must hire and pay for a certified risk assessor and, upon completion of the risk assessment, the PHA must provide the report to the owner.

Persons trained and certified by an EPA or state-approved agency must complete risk assessments.

Risk assessments involve on-site investigations to determine the existence, nature, severity, and location of lead-based paint hazards. The investigation includes dust and soil sampling, and visual evaluation, and may include paint inspections (tests for lead in paint). The assessor issues a report explaining the results of the investigation, as well as options and requirements for reducing lead-based paint hazards.

The owner must notify the building residents of the results of the risk assessment within 15 calendar days of receipt from the PHA.

Hazard Reduction

The owner must complete reduction of identified lead-based paint hazards as identified in the risk assessment within 30 calendar days (or date specified by PHA if an extension is granted for exterior surfaces).

Hazard reduction activities may include paint stabilization, abatement, interim controls, or dust and soil contamination control. The appropriate method of correction should be identified in the risk assessment.

Hazard reduction is considered complete when a clearance examination has been completed and the report indicates that all identified hazards have been treated and clearance has been achieved, or when the public health department certifies that the hazard reduction is complete.

The owner must notify all building residents of any hazard reduction activities within 15 days of completion of activities.

Like paint stabilization compliance, PHA receipt of the owner's certification signals compliance with lead hazard reduction activities.

Failure to complete hazard reduction activities (including clearance) within 30 calendar days (or later if PHA grants an extension for exterior surfaces) of notification constitutes a violation of UPCS-V, and appropriate action against the owner must be taken if a program family occupies the unit. If the unit is vacant when the PHA notifies the owner, the unit may not be reoccupied by another assisted family, regardless of the ages of children in the family, until compliance with the lead-based paint requirement.

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OWNER RENTS, RENT REASONABLENESS, AND PAYMENT STANDARDS
[24 CFR 982.502, 982.503, 982.504, 982.505, 982.507]]

INTRODUCTION.

COPHA will determine rent reasonableness in accordance with 24 CFR 982.507(a). It is COPHA's responsibility to ensure that the rents charged by owners are reasonable based upon unassisted comparables in the rental market, using the criteria specified in 24 CFR 982.507(b).

This chapter explains COPHA's procedures for determination of rent-reasonableness, payments to owners, adjustments to the payment standards, and rent adjustments.

A. RENT TO OWNER IN THE HOUSING CHOICE VOUCHER PROGRAM

The rent to owner is limited by rent reasonableness. COPHA must demonstrate that the rent to owner is reasonable in comparison to rent for other comparable unassisted units. COPHA will utilize GoSection8 for their rent reasonableness determinations.

The only other limitation on rent to owner is the maximum rent standard at initial occupancy (24 CFR 982.508). At the time a family initially receives tenant-based assistance for occupancy of a dwelling unit, whether it is a new admission or a move to a different unit, if the gross rent for the unit exceeds the applicable payment standard for the family, the family share may not exceed 40 percent of the family's monthly adjusted income.

During the initial term of the lease, the owner may not raise the rent to owner.

B. MAKING PAYMENTS TO OWNERS [24 CFR 982.451]

Once the HAP contract is executed, COPHA begins processing payments to the landlord. A HAP Register will be used as a basis for monitoring the accuracy and timeliness of payments. Changes are made automatically to the HAP Register for the following month. Checks are disbursed by the Finance Department to the owner each month. Checks may not be picked up by owner at COPHA, unless authorized by the Finance Department. Checks will only be disbursed after receipt of payment by the Department of Housing and Urban Development (HUD).

Owners are deemed paid on the day the checks are mailed. Proof of "Mailed" date will be the date the HAP Register was run.

Checks that are not received will not be replaced until a written request has been received from the payee and a stop payment has been put on the check.

Excess Payments

The total of rent paid by the tenant plus COPHA housing assistance payment to the owner may not be more than the rent to owner. The owner must immediately return any excess payment to COPHA.

Owners who do not return excess payments will be subject to penalties as outlined in the "Owner or Family Debts to COPHA" chapter of this Administrative Plan.

Late Payments to Owners

It is a local business practice in COPHA's jurisdiction for property managers and owners to charge tenants a reasonable late fee for rents not received by the owner or property manager by the due date, not withstanding any grace period which is typically 3-5 calendar days past the first of the month.

Therefore, in keeping with generally accepted practices in the local housing market, COPHA must make housing assistance payments to the owner promptly and in accordance with the HAP contract. COPHA will not be obligated to pay any late payment penalty if HUD determines that late payment is due to factors beyond COPHA's control, such as a delay in the receipt of program funds from HUD. COPHA will use administrative fee income or the administrative fee reserve as its only source for late payment penalty.

Before paying a late fee, COPHA will require proof that the owner/manager regularly collects a late fee from assisted and unassisted tenants.

COPHA will not use any program funds for the payment of late fee penalties to the owner.

C. RENT REASONABLENESS DETERMINATIONS [24 CFR 982.507]

COPHA will determine and document on a case-by-case basis that the approved rent is reasonable in comparison to rent for other comparable unassisted units in the market. This applies to all programs.

COPHA will not approve a lease until COPHA determines that the initial rent to owner is a reasonable rent. COPHA must re-determine the reasonable rent before any increase in the rent to owner, and if there is a five percent decrease in the published FMR in effect 60 calendar days before the contract anniversary (for

the unit size rented by the family) as compared with the FMR in effect one year before the contract anniversary.

COPHA must re-determine rent reasonableness if directed by HUD and based on a need identified by COPHA's auditing system. COPHA may elect to re-determine rent reasonableness at any other time. At all times during the assisted tenancy, the rent to owner may not exceed the reasonable rent as most recently determined or re-determined by COPHA.

The owner will be advised that by accepting each monthly housing assistance payment s/he will be certifying that the rent to owner is not more than rent charged by the owner for comparable unassisted units in the premises.

If requested, the owner must give COPHA information on rents charged by the owner for other units in the premises or elsewhere. COPHA will only request information on the owner's units elsewhere if COPHA has cause to demonstrate that the owner has a tendency to charge higher rents to program participants or if needed for rent reasonableness comparables.

The data for other unassisted units will be gathered from GoSection8.com.

The market areas for rent reasonableness are neighborhoods within COPHA's jurisdiction. Subject units within a defined housing market area will be compared to similar units within the same area.

The following items will be used for rent reasonableness documentation:

- Size (number of Bedrooms/square footage)
- Location
- Quality
- Amenities (bathrooms, dishwasher, air conditioning, etc.)
- Housing Services
- Age of unit
- Unit Type
- Maintenance
- Utilities

Rent Reasonableness Methodology

COPHA will determine and document on a case-by-case basis that approved rent is reasonable in comparison to rent for other unassisted units in the market.

The data for other unassisted units shall be ascertained by use of the GoSection8 website and other available sources as needed. Three comparables at or above the requested rent is required.

The data is updated on an ongoing basis and purged when necessary.

D. PAYMENT STANDARDS FOR THE VOUCHER PROGRAM [24 CFR 982.503]

The Payment Standard is used to calculate the housing assistance payment for a family. In accordance with HUD regulation, and at COPHA's discretion, the Voucher Payment Standard amount is set by COPHA at 100 percent of the HUD published FMR. COPHA reviews the appropriateness of the Payment Standard annually when the FMR is published. In determining whether a change is needed, COPHA will ensure that the Payment Standard is always within the range acceptable to HUD of 90 percent to 110 percent of the new FMR, unless an exception payment standard or waiver has been approved by HUD.

COPHA will establish a single voucher payment standard amount for each FMR area in COPHA jurisdiction. For each FMR area, COPHA will establish payment standard amounts for each "unit size". COPHA may have a higher payment standard within COPHA's jurisdiction if needed to expand housing opportunities outside areas of minority or poverty concentration, as long as the payment standard is within the 90-110% of FMR range.

COPHA may approve a higher payment standard within the basic range, if required as a reasonable accommodation for a family that includes a person with disabilities. COPHA will allow a reasonable accommodation for disabled households to rent a unit which has feature(s) designed to meet the needs of the person with disabilities, such as wheelchair accessibility, allowing revision of the payment standard up to 120% of the FMR.

E. ADJUSTMENTS TO PAYMENT STANDARDS [24 CFR 982.503]

Payment Standards must be adjusted, within HUD regulatory limitations, to increase Housing Assistance Payments in order to keep families' rents affordable. COPHA will not raise Payment Standards solely to make "high end" units available to Voucher holders. COPHA may use some or all of the measures below in making its determination whether an adjustment should be made to the Payment Standards.

Quality of Units Selected

COPHA will review the quality of units selected by participant families when making the determination of the percent of income families are paying for housing, to ensure that Payment Standard increases are only made when needed to reach the mid-range of the market.

COPHA Decision Point

COPHA will review the average percent of income of families on the program. If more than 25% of families are paying more than 30% of monthly adjusted income, COPHA will determine whether there is a difference by voucher size, whether families are renting units larger than their voucher size, and whether families are renting units which exceed HUD's standards added by COPHA in the Administrative Plan.

If families are paying more than 30% of their income for rent due to the selection of larger bedroom size units or luxury units, COPHA may decline to increase the payment standard. If these are not the primary factors for families paying higher rents, COPHA may continue increasing the payment standard.

Rent to Owner Increases

COPHA may review a sample of the units to determine how often owners are increasing rents and the average percent of increase by bedroom size utilizing the GoSection8 website.

Time to Locate Housing

COPHA may consider the average time period for families to lease up under the Voucher program. If Voucher holders are unable to locate suitable housing within the term of the voucher and COPHA determines that this is due to rents in the jurisdiction being unaffordable for families even with the presence of a voucher the Payment Standard may be adjusted.

Lowering of the Payment Standard

Lowering of the FMR will not require an adjustment of the Payment Standard for existing households being assisted. Families will be held harmless and will retain their current Payment Standard from their last annual when the FMRs are reduced.

Financial Feasibility

Before increasing the Payment Standard, COPHA may review the budget to determine the impact projected subsidy increases would have on funding available for the program and number of families served.

For this purpose, COPHA will compare the number of families who could be served under a higher Payment Standard with the number assisted under current Payment Standards.

File Documentation

A file will be retained by COPHA for at least five years to document the analysis and findings to justify whether or not the Payment Standard was changed.

F. EXCEPTION PAYMENT STANDARDS

COPHA does not have any exception Payment Standards. One Payment Standard will be adopted for the entire City of Pittsburg, however, a higher Payment Standard may be afforded as a reasonable accommodation for a person with disabilities to allow the disabled member to rent a unit designed to meet the needs of the person with disabilities, (such as wheelchair accessibility), not to exceed 120% of the Fair Market Rent.

G. OWNER PAYMENT IN THE HOUSING CHOICE VOUCHER PROGRAM [(24CFR 982.308(g)]

The owner is required to notify COPHA, in writing, at least sixty days before any change in the amount of rent to owner is scheduled to go into effect. Any requested change in rent to owner will be subject to rent reasonableness requirements. See 24 CFR 982.503.

The following criteria must be met before COPHA is able to consider any contract rent adjustments:

- Copy of 60-day written notification from owner to tenant is received by COPHA.
- Notice specifies exact monetary request.
- Notice reflects the effective date of rent adjustment. - Effective dates begin the 1st of a month.

Once the request is submitted, COPHA must conduct a rent reasonableness test. The results may either decrease or increase contract rent. COPHA reserves the right to freeze increases in contract rent based on market conditions. COPHA shall complete the rent adjustment process in accordance of HUD rules.

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RECERTIFICATIONS
[24 CFR 982.516]

INTRODUCTION

In accordance with HUD requirements, COPHA will reexamine the income and household composition of all families at least annually. Families will be provided accurate annual and interim rent adjustments. Recertifications and interim examinations will be processed in a manner that ensures families are given at least 30 days notice of rent increases. All annual activities will be coordinated in accordance with HUD regulations. It is a HUD requirement that families report all changes in household composition. This Chapter defines COPHA's policy for conducting annual recertifications and coordinating annual activities. It also explains the interim reporting requirements for families, and the standards for timely reporting.

A. ANNUAL ACTIVITIES [24 CFR 982.516, 982.405]

COPHA must conduct Recertification of income and family composition on an annual basis.

UPCS-V inspections may be conducted on an annual basis or biennially at management’s discretion.

COPHA maintains a database of units under contract to ensure that timely reviews of rent to owner, housing quality, and factors related to total tenant payment/family share can be made. Requests for rent adjustments and other monetary changes will be transmitted to the Housing Specialist.

Inspections: See "Uniform Physical Condition Standards for Vouchers and Inspections" chapter.

Rent adjustments: See "Owner Rents, Rent Reasonableness and Payment Standards" chapter.

B. ANNUAL RECERTIFICATION/REEXAMINATION [24 CFR 982.516]

Families are required to be re-certified at least annually.

The head of household, spouse, and all adult members shall be required to sign documents for continued occupancy and other required forms.

Income, allowances and household composition will be verified, documented and placed in the tenant's folder. Any information supplied by the family shall be true and complete.

Verified findings shall be analyzed and a determination made on:

- Unit size, based on family composition; and
- Rent to be paid; COPHA share and family share.

Income shall be computed in accordance with HUD regulations, using HUD compatible software.

All income verifications shall not be more than 120 calendar days old, effective on the recertification date.

Tenants failing to respond to the re-examination appointment shall result in termination of assistance for failure to comply with the obligations of the family as indicated in the Statement of Family Participation or voucher. "Good cause" exceptions documented illness; hospitalization; death of parent, in-law, child, spouse, brother, sister, uncle, aunt or grandparent; proof tenant was out of town for emergency must be submitted to COPHA staff for review and determination. Refer to missed appointments section.

Moves Between Reexaminations

When families move to another dwelling unit:

- An annual recertification will be scheduled (unless a recertification has occurred in the last 90 calendar days) and the anniversary date will be changed.

Income limits are not used as a test for continued eligibility at recertification.

A family may not move during the initial year except if there is a case of documented domestic violence or other provisions under VAWA, a life threatening situation or the term of the lease and contract is for less than one year or by mutual agreement between the landlord and family.

VAWA covers the following types of battery or extreme cruelty: domestic violence, dating violence, sexual assault and stalking.

For additional procedures, refer to Chapter 13 – “Moves with Continued Assistance/Portability”.

Reexamination Notice to the Family

COPHA will maintain a reexamination tracking system and the household will be notified by mail of the date and time for their interview at least 60 calendar days in advance of the anniversary date.

If requested as an accommodation by a person with a disability, COPHA will provide the notice in an accessible format. COPHA will also mail the notice to a third party, if requested as reasonable accommodation for a person with disabilities. These accommodations will be granted upon verification that they meet the need presented by the disability.

Procedure

COPHA's procedure for conducting annual recertifications will be:

- Schedule the date and time of appointment and;
- Mail a notification to the family.

Completion of Annual Recertification

COPHA will have all recertifications for families completed before the anniversary date. This includes notifying the family of any changes in rent within 30 calendar days of the scheduled increase in family rent, should the process be completed with no delays such as pending documentation and missed appointments.

Collection of Information [24 CFR 982.516(f)]

COPHA has established appropriate recertification procedures necessary to ensure that the income data provided by families is complete and accurate.

The COPHA representative will review the information entered on the recertification form with the family and have them sign the forms.

Requirements to Attend

The following family members will be required to attend the recertification interview:

- All adult family members, 18 years of age and older, are required to attend the recertification interview and sign the required documents.

Failure to Respond to Notification to Recertify or failure to complete Rescheduled Recertification Interview

The written notification must state which family members are required to attend the interview. The family may call to request another appointment date.

If the family does not appear for the recertification interview, COPHA will reschedule a second appointment.

If the family fails to appear for the second appointment, COPHA will:

- Send family notice of termination and offer them an informal hearing

Exceptions to these policies may be made if the family is able to document an emergency situation that prevented them from canceling or attending the appointment or if requested as a reasonable accommodation for a family with a disability.

Documents Required From the Family

In the notification letter to the family, COPHA will include instructions for the family to bring the following:

- Documentation of all income and income from assets in excess of $5,000
- Documentation of any deductions/allowances

Verification of Information

COPHA will follow the verification procedures and guidelines described in this Plan.

Tenant Rent Increases (Annual Recertification)

If the tenant's portion of rent increases, COPHA will give at least 30 calendar days notice to the family prior to the scheduled effective date of the increase in rent.

If there has been a misrepresentation or a material omission by the family, or if the family causes a delay in the reexamination processing, there will be a retroactive increase in rent.

Tenant Rent Decreases

Tenant rent decreases will be effective the first of the month following the month in which the change was verified or on the anniversary date of the annual recertification in process

If the family causes a delay so that the processing of the reexamination is not complete by the anniversary date, rent change will be retroactive to the effective date of their annual reexamination.

C. REPORTING INTERIM CHANGES [24 CFR 982.516]

Program participants must report all changes in household composition, household income, and any other change to COPHA between annual reexaminations, in writing within 14 calendar days of change. This includes additions due to birth, adoption and court-awarded custody.

If any new family member is added, family income must include any income of the new family member. Additionally, added family members must provide birth certificate, social security card and DMV/picture ID or other acceptable documentation if member is over 18 years old. COPHA will conduct a reexamination to determine such additional income and will make the appropriate adjustments in the housing assistance payment.

A copy of any criminal history report is required for all members 18 years and older. Based on the outcome of the criminal history report, COPHA will determine the approval.

If the addition results in overcrowding (according to UPCS-V maximum occupancy standard), the Housing Authority shall not approve the addition to the unit, except if the new family member is a result of childbirth, adoption or court awarded custody. The family may opt to relocate to a suitable unit for their household size after giving appropriate notice.

The U.S. citizenship/eligible immigrant status of additional family members must be declared and verified as required, prior to approval and moving into the unit.

Interim Reexamination Policy – Increases in Income

Participants must report an increase in income, in writing within 14 calendar days of change, between annual recertifications. COPHA will conduct interim reexams for this purpose.

The rent established at the time of admission or scheduled re-certification is based on anticipated annual income and shall remain in effect for the period between annual recertifications, unless an increase or decrease is reported.

Rent changes will be implemented for increases in income which represent a 20% increase from the prior reported income and require a 30-day advance notice to the family and the landlord of the change.

Decreases in Income

Participants must report a decrease in income and other changes which would reduce the amount of tenant rent, such as an increase in allowances or deductions. COPHA must calculate the change effective the first of the month after the change was reported.

COPHA Errors

If COPHA makes a calculation error at admission to the program or at an annual reexamination, the error will be corrected or an interim reexamination will be conducted, if necessary, to correct the error, but the family will not be charged retroactively. Families will be given decreases, when applicable, retroactive to when the decrease for the change would have been effective if calculated correctly.

D. OTHER INTERIM REPORTING ISSUES

An interim reexamination does not affect the date of the annual recertification.

E. INCOME CHANGES RESULTING FROM WELFARE PROGRAM REQUIREMENTS [24 CFR 5.615]

COPHA will not reduce the family share of rent for families whose welfare assistance is reduced by the welfare agency specifically because of:

- Fraud in connection with the welfare program; or
- Noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

However, COPHA will reduce the rent if the welfare assistance reduction is a result of:

- The expiration of a lifetime time limit on receiving benefits; or
- A situation where the family has complied with welfare program requirements but cannot or has not obtained employment, or
- A family member has not complied with other welfare agency requirements.

The family's annual income will include the imputed welfare income, as determined at the family's annual or interim reexamination, during the term of welfare benefits reduction (as specified by the welfare agency).

If the family claims the amount of imputed welfare income has been calculated incorrectly, COPHA will review the calculation for accuracy. If the imputed welfare income amount is correct, COPHA will prove a written notice to the family that includes:

- A brief explanation of how the amount of imputed welfare income was determined;
- A statement that the family may request an informal hearing if they do not agree with COPHA determination.

(See "Verification Procedures" chapter.)

Cooperation Agreements [24 CFR 5.613]

Reserved.

F. NOTIFICATION OF RESULTS OF RECERTIFICATIONS [HUD Notice PIH 98-6]

The HUD Form 50058 will be completed and transmitted as required by HUD.

The Notice of Rent Change is mailed to the owner and the tenant. Signatures of all adult family members (18 years of age and older) are required by COPHA. If the family disagrees with the rent adjustment, they may request an informal hearing.

G. TIMELY REPORTING OF CHANGES IN INCOME (AND ASSETS) [24 CFR 982.516(c)]

Standard for Timely Reporting of Changes

COPHA requires that families report interim income changes in writing, resulting from income and family composition changes to COPHA within 14 calendar days of when the change occurs. Any information, document or signature needed from the family which is needed to verify the change must be provided within the specified time given the family.

All changes must be reported and the Family must provide all documentation requested by the Housing Representative within five (5) days of request for information by COPHA. If the change is not reported within the required time period, or if the family fails to provide documentation or signatures, it will be considered untimely reporting.

Procedures when the Change is Reported in a Timely Manner

COPHA will notify the family and the owner of any change in the Housing Assistance Payment to be effective according to the following guidelines:

- Increases in the Tenant Rent due to income and family composition change will be effective on the first of the month following at least 30 calendar days notice.
- Decreases in the Tenant Rent are effective the first of the month following the month in which the change was reported. No rent reductions will be processed until all the facts have been verified, even if a retroactive adjustment results.

Procedures when the Change is Not Reported by the Family in a Timely Manner

If the family does not report an increase in income due to a family composition change as described under Timely Reporting, the family's assistance will be terminated, pending the outcome of a termination hearing.

If the outcome of the hearing determines that the family should be allowed to continue with assistance, but did not report income changes due to a family composition change in a timely manner, the following guidelines will apply:

- Increase in Tenant Rent will be effective retroactive to the date it would have been effective had it been reported on a timely basis. The family will be liable for any overpaid housing assistance and will be required to make a lump sum payment to COPHA.
- Decrease in Tenant Rent will be effective on the first of the month following the month in which the change was reported.

Procedures when the Change is Not Processed by COPHA in a Timely Manner

"Processed in a timely manner" means that the change goes into effect on the date it should when the family reports the change in a timely manner. If the change cannot be made effective on that date, the change is not processed by COPHA in a timely manner.

In this case, an increase will be effective after the required thirty days' notice prior to the first of the month after completion of processing by COPHA.

If the change resulted in a decrease, the overpayment by the family will be calculated retroactively to the date it should have been effective, and the family will be credited for the amount.

H. CHANGES IN VOUCHER SIZE AS A RESULT OF FAMILY COMPOSITION CHANGES [24 CFR 982.516(c)]

(See "Subsidy Standards" chapter.)

I. CONTINUANCE OF ASSISTANCE FOR "MIXED" FAMILIES [24 CFR 5.518]

Under the Noncitizens Rule, "mixed" families are families that include at least one citizen or eligible immigrant and any number of ineligible members.

The Noncitizens Rule was implemented prior to November 29, 1996, and "mixed" families who were participants on or after June 19, 1995, shall receive pro-rated assistance.

J. MISREPRESENTATION OF FAMILY CIRCUMSTANCES

If any participant deliberately misrepresents the information on which eligibility or tenant rent is established, COPHA will terminate assistance and may refer the family file to the proper authorities for appropriate disposition. (See Program Integrity Addendum.)

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MOVES WITH CONTINUED ASSISTANCE/PORTABILITY
[24 CFR 982.314, 982.353, 982.355(a)]

INTRODUCTION

HUD regulations permit families to move with continued assistance to another unit within COPHA's jurisdiction, or to a unit outside of COPHA's jurisdiction under portability procedures. The regulations also allow COPHA the discretion to develop policies which define any limitations or restrictions on moves. This chapter defines the procedures for moves, both within and outside of, COPHA's jurisdiction, and the policies for restriction and limitations on moves.

A. ALLOWABLE MOVES

A family may move to a new unit with continued assistance if:

- The assisted lease for the old unit has terminated, or the lease was terminated by mutual agreement of the owner and the family.
- The owner has given the family a notice to vacate, or has commenced an action to evict the tenant, or has obtained a court judgment or other process allowing the owner to evict the family for reasons not pertaining to violations of the lease.
- The family has given proper notice of lease termination.
- The family or a member of the family is or has been the victim of domestic violence, dating violence, or stalking, as provided in 24 CFR part 5, subpart L, and the move is needed to protect the health or safety of the family or family member. A PHA may not terminate assistance if the family, with or without prior notification to the PHA, already moved out of a unit in violation of the lease, if such move occurred to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the dwelling unit.

B. RESTRICTIONS ON MOVES [24 CFR 982.314, 982.552(a)]

Families will not be permitted to move outside COPHA's jurisdiction under portability procedures during the initial year of assisted occupancy unless the family maintained a residency preference prior to the initial assistance.

Families will not be permitted to move while under their initial lease term unless the family and owner have signed a mutual agreement releasing the family from the lease.

COPHA will deny permission to move if there is insufficient funding for continued assistance as confirmed by HUD.

COPHA will deny permission to move if:

- The family has violated a family obligation.
- The family owes COPHA or any other federal program money.
- COPHA may make exceptions to these restrictions if there are extenuating circumstance for the move over which the family has no control.

C. PROCEDURE FOR MOVES [24 CFR 982.314]

Issuance of Voucher

Subject to the restrictions on moves, COPHA will issue the voucher to move as soon as the family requests the move, as long as the recertification process has been completed.

If the family does not locate a new unit, they may remain in the current unit so long as the owner permits and a mutual agreement is signed by both owner and tenant to continue the tenancy.

The annual recertification date shall be changed to coincide with the new lease-up date.

Notice Requirements

The family must give the owner 30 days written notice of intent to vacate, in accordance with State law and specified in the lease and must give a copy to COPHA simultaneously.

Additional information on notice requirements may be obtained in the California Tenant's Handbook, by visiting the California Department of Consumer Affairs web site at http://www.dca.ca.gov/legal/landlordbook/index.html.

If the family vacates the unit without proper notice in writing to the owner, the family shall be responsible for any amounts owed under the lease.

Time of Contract Change

A move within the same building or project, or between buildings owned by the same owner, will be processed like any other move.

In a move, assistance stops at the old unit at the end of the month in which the tenant ceased to occupy, unless proper notice was given to end a lease midmonth. Assistance will start on the new unit on the effective date of the lease and contract. Assistance payments may overlap for the month in which the family moves.

D. PORTABILITY [24 CFR 982.353]

Portability applies to families moving out of or into COPHA's jurisdiction within the United States and its territories. Under portability, families are eligible to receive assistance to lease a unit outside of the initial PHA's jurisdiction. The unit may be located:

- In the same state as the initial PHA;
- In the same metropolitan statistical area (MSA) as the initial PHA, but in a different state;
- In an MSA adjacent to the MSA of the initial PHA, but in a different state.
- In the jurisdiction of a Housing Authority anywhere within the United States that administers a tenant based Housing Choice Voucher Program.

E. OUTGOING PORTABILITY (PORT-OUT) [24 CFR 982.353, 982.355]

Within the limitations of the regulations and this policy, a participant family has the right to receive tenant-based voucher assistance to lease a unit outside COPHA's jurisdiction, anywhere in the United States, in the jurisdiction of a PHA with a tenant-based program. When a family requests to move outside of COPHA's jurisdiction, the request must specify the area to which the family wants to move.

The family must request portability on COPHA's approved form.

Restrictions on Portability

<u>Applicants:</u>

If neither the head or spouse/co-head had a domicile (legal residence) in COPHA's jurisdiction at the date of their final eligibility for assistance, the family will not be permitted to exercise portability upon initial issuance of a voucher, unless COPHA approves such move. [NOTE: legal domicile is defined by local

government.] COPHA will not allow a family to exercise portability unless the family has resided in COPHA's jurisdiction for at least one year immediately preceding the request to move from COPHA's jurisdiction.

For a portable family that was not already receiving assistance in COPHA's based program, COPHA must determine whether the family is eligible for admission under the receiving PHA's program.

Portability to another jurisdiction is also dependent on funding availability.

Participants:

After an applicant has leased-up in the jurisdiction of the initial housing agency, they cannot exercise portability during the first year of assisted occupancy, except in the following circumstances.

The receiving and initial PHA agree to allow the move.

COPHA will not permit families to exercise portability:

- If the family is in violation of a family obligation.
- If the family owes money to COPHA or any other federal program.
- If the family has moved out of its assisted unit in violation of the lease.
- If a receiving PHA has initiated termination proceedings, the receiving PHA must notify COPHA of hearing determinations within 30 calendar days.

Portability to another jurisdiction is also dependent on funding availability.

COPHA shall provide pre-portability briefings for those families who express an interest in portability and their originating housing authority has forwarded a portability packet. If the family is utilizing portability for their initial lease-up, COPHA shall determine if the family is within the very low income limit of the receiving PHA.

If the family is a participant and porting out to another housing authority's jurisdiction, COPHA shall determine if the family is within the low income limit of the receiving PHA, and advise the family accordingly.

COPHA shall notify the Receiving PHA that the family wishes to relocate into its jurisdiction.

COPHA shall provide the following documents and information to the receiving PHA:

- A copy of the family's Housing Choice Voucher, with issue and expiration dates, formally acknowledging the family's ability to move under portability.
- The most recent HUD 50058 form and verifications and Family Portability Information HUD 52665 form.
- Current information related to income, assets, eligibility and rent payments.
- The Administrative Fee Schedule for billing purposes.

The receiving PHA must notify COPHA within the Voucher expiration date of the following:

- The receiving PHA decides to absorb the family into their own program.
- The family leases up or fails to submit a Request for Tenancy Approval by the required date.
- Assistance to a portable family is terminated by the receiving PHA.
- The family requests to move to an area outside the receiving PHA's jurisdiction.

F. INCOMING PORTABILITY (PORT-IN) [24 CFR 982.354, 982.355]

Absorption or Administration

COPHA will accept a family with a valid voucher from another jurisdiction and administer or absorb the voucher. If administering, the family will be issued a "portable" voucher by COPHA. The term of the voucher will not expire before the expiration date of any initial PHA voucher. The family must submit a Request for Tenancy Approval (request for an inspection) for an eligible unit to COPHA during the term of COPHA's voucher. COPHA may grant extensions in accordance with this Administrative Plan. However, if the family decides not to lease-up in COPHA's jurisdiction, they must contact the initial PHA to request an extension.

COPHA may absorb incoming vouchers in cases where the initial PHA absorbs an equal number of COPHA's outgoing vouchers.

COPHA may absorb incoming portable families provided that there is funding available.

When COPHA does not absorb the incoming voucher, it will administer the initial PHA's voucher and COPHA's policies will prevail.

For admission to the program a family must be income eligible in the area where the family initially leases a unit with assistance under the program.
COPHA does not re-determine eligibility for a portable family that was already receiving assistance in the initial PHA Section 8 tenant-based program.

COPHA will issue a "portability voucher" according to its own Subsidy Standards.

If the family has a change in family composition which would change the voucher size, COPHA will change to the proper size based on its own Subsidy Standards.

For initial lease-up, the family must be within COPHA's very-low income limits.

Income and Total Tenant Payment of Incoming Portables [982.353(d)]

As receiving PHA, COPHA will conduct a recertification interview.

The recertification must not cause a delay in the issuance of a voucher.

If the family's income is such that a $0 subsidy amount is determined prior to lease-up in the COPHA's jurisdiction, COPHA will refuse to enter into a contract on behalf of the family at $0 assistance.

As receiving PHA, COPHA shall conduct a recertification interview to verify the information provided, if the documents are missing or are over 60 calendar days old, whichever is applicable, or there has been a change in the family's circumstances.

If the family's income exceeds the income limit of COPHA, the family shall not be denied assistance unless the family is an applicant and over the Very-Low Income Limit.

Requests for Approval of Tenancy

A briefing will be mandatory for all portability families.

When the family submits a Request for Tenancy Approval, it will be processed using COPHA's policies. If the family does not submit a Request for Tenancy Approval or does not execute a lease, the initial PHA will be notified by COPHA within the Voucher expiration date.

If the family leases up successfully, COPHA will notify the initial PHA and the billing or absorption process will commence.

COPHA will notify the initial PHA if the family fails to submit a Request for Tenancy Approval for an eligible unit within the term of the voucher.

COPHA will notify the family, if billing the initial housing authority, of its responsibility to contact the initial PHA if the family wishes to move outside COPHA's jurisdiction under continued portability.

When the family submits a Request for Tenancy Approval, it shall be processed using COPHA's policies. If the family does not submit a Request for Tenancy Approval or does not execute a lease, the initial PHA will be notified by COPHA.

If the family leases up successfully, COPHA shall notify the initial PHA, and the billing or absorption process will commence.

If COPHA denies assistance to the family, COPHA shall notify the initial PHA and the family will be offered a review or hearing.

Regular Program Functions

COPHA will perform all program functions applicable the tenant-based assistance program, such as:

- Annual reexaminations of family income and composition;
- Annual/Bi-Annual inspection of the unit; and
- Interim examinations when requested or deemed necessary by COPHA

Terminations

COPHA will notify the initial PHA in writing of any termination of assistance on families being billed within 10 working days. If an informal hearing is required and requested by the family, the hearing will be conducted by COPHA, using the regular hearing procedures included in this Plan. A copy of the hearing decision will be furnished to the initial PHA.

The initial PHA will be responsible for collecting amounts owed by the family and for monitoring repayment. If the initial PHA notifies COPHA that the family is in arrears or the family has refused to sign a payment agreement, COPHA will terminate assistance to the family.

Required Documents

As receiving PHA, COPHA shall require the following documents from the initial PHA:

- A copy of the family's Housing Choice Voucher, with issue and expiration dates, formally acknowledging the family's ability to move under portability;
- The most recent HUD 50058 form;
- Verifications, and;

- Family portability information HUD 52665 form.
- Current information related to eligibility.
- The Administrative Fee Schedule for billing purposes.

Billing Procedures

As receiving PHA, COPHA will bill the initial PHA monthly for housing assistance payments. The billing cycle for other amounts, including administrative fees and utility reimbursements will be billed monthly unless requested otherwise by the initial PHA.

COPHA will bill 100% of the housing assistance payment, 100% of utility reimbursements and 80% of the administrative fee (at the initial PHA's rate) for each "portability" voucher leased as of the first day of the month.

COPHA will notify the initial PHA of changes in subsidy amounts and will expect the initial PHA to notify COPHA of changes in the administrative fee amount to be billed.

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CONTRACT TERMINATIONS
[24 CFR 982.311, 982.314]

INTRODUCTION

The Housing Assistance Payments (HAP) contract is the contract between the owner and COPHA which defines the responsibilities of both parties. This chapter describes the circumstances under which the contract can be terminated by COPHA and the owner, and the policies and procedures for such terminations.

A. CONTRACT TERMINATION [24 CFR 982.311]

The term of the HAP contract is the same as the term of the lease. The contract between the owner and COPHA may be terminated by COPHA, or by the owner or tenant terminating the lease.

No future subsidy payments on behalf of the family will be made by COPHA to the owner after the month in which the contract is terminated. The owner must reimburse COPHA for any subsidies paid by COPHA for any period after the contract termination date.

If the family continues to occupy the unit after the Section 8 contract is terminated, the family is responsible for the total amount of rent due to the owner. After a contract termination, if the family meets the criteria for a move with continued assistance, the family may lease-up in another unit. The contract for the new unit may begin during the month in which the family moved from the old unit.

B. TERMINATION BY THE FAMILY: MOVES [24 CFR 982.314(c)(2)]

Family termination of the lease must be in accordance with the terms of the lease.

C. TERMINATION OF TENANCY BY THE OWNER: EVICTIONS [24 CFR 982.310, 982.455]

If the owner wishes to terminate the lease, the owner must provide proper notice as stated in the lease.

During the term of the lease, the owner may not terminate the tenancy except for the grounds stated in the HUD regulations.

During the term of the lease the owner may only evict for:

- Serious or repeated violations of the lease, including but not limited to failure to pay rent or other amounts due under the lease, or repeated violation of the terms and conditions of the lease;
- Violations of Federal, state or local law that imposes obligations on the tenant in connection with the occupancy or use of the premises; or criminal activity by the tenant, any member of the household, a guest or another person under the tenant's control that threatens the health, safety or right to peaceful enjoyment of the premises by the other residents, or persons residing in the immediate vicinity of the premises or any drug-related criminal activity on or near the premises.
- Other good cause.

During the initial term of the lease, the owner may not terminate the tenancy for "other good cause" unless the owner is terminating the tenancy because of something the family did or failed to do (see 982.310)

The owner must provide the tenant a written notice specifying the grounds for termination of tenancy, at or before the commencement of the eviction action. The notice may be included in, or may be combined with, any owner eviction notice to the tenant.

The owner eviction notice means a notice to vacate, or a complaint, or other initial pleading used under State or local law to commence an eviction action.

COPHA requires that the owner specify the section of the lease that has been violated and cite some or all of the ways in which the tenant has violated that section as documentation for COPHA's decision regarding termination of assistance.

Housing assistance payments are paid to the owner under the terms of the HAP contract.

If the action is finalized in court, the owner must provide COPHA with the documentation, including notice of the lock-out date.

COPHA must continue making housing assistance payments to the owner in accordance with the contract as long as the tenant continues to occupy the unit. By endorsing the monthly check from COPHA, the owner certifies that the tenant is still in the unit, the rent is reasonable and s/he is in compliance with the contract.

If an eviction is not due to a serious or repeated violation of the lease, and if COPHA has no other grounds for termination of assistance, COPHA may issue a new voucher so that the family can move with continued assistance.

D. TERMINATION OF THE CONTRACT BY PHA [24 CFR 982.404(a), 982.453, 982.454, 982.552(a)(3)]

The term of the HAP contract terminates when the lease terminates, when COPHA terminates program assistance for the family, or when the owner has breached the HAP contract. (See "Owner Disapproval and Restriction" chapter) COPHA may also terminate the contract if:

- COPHA terminates assistance to the family.
- Funding is no longer available under the ACC.

The contract will terminate automatically if 180 calendar days have passed since the last housing assistance payment to the owner.

In the event that the family wishes to stay in the unit after foreclosure, the Housing Authority will not require mandatory termination and will take all reasonable steps to allow the family to remain.

Notice of Termination

When COPHA terminates the HAP contract under the violation of UPCS-V space standards, COPHA will provide the owner and family written notice of termination of the contract, and the HAP contract terminates 30 calendar days from date of termination notice.

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DENIAL OR TERMINATION OF ASSISTANCE
[24 CFR 982.552, 982.553]

INTRODUCTION

COPHA may deny or terminate assistance for a family because of the family's action or failure to act. COPHA will provide families with a written description of the family obligations under the program, the grounds under which COPHA can deny or terminate assistance, and the COPHA informal hearing procedures. This chapter describes when COPHA is required to deny or terminate assistance, and COPHA's policies for the denial of a new commitment of assistance and the grounds for termination of assistance under an outstanding HAP contract.

A. GROUNDS FOR DENIAL/TERMINATION [24 CFR 982.552, 982.553]

If denial or termination is based upon behavior resulting from a disability, COPHA will delay the denial or termination in order to determine if there is an accommodation that would negate the behavior resulting from the disability.

Form of Denial/Termination

Denial of assistance for an applicant may include any or all of the following:

- Denial for placement on COPHA's waiting list
- Denying or withdrawing a voucher
- Refusing to enter into a HAP contract or approve a tenancy
- Refusing to process or provide assistance under portability procedures

Termination of assistance for a participant may include any or all of the following:

- Refusing to enter into a HAP contract or approve a tenancy

Terminating housing assistance payments under an outstanding HAP contract

- Refusing to process or provide assistance under portability procedures

Mandatory Denial and Termination [24 CFR 982.553(a)(b)]

COPHA must deny assistance to applicants, and terminate assistance for participants:

- If any member of the family fails to sign and submit HUD or COPHA required consent forms for obtaining information.
- If no member of the family is a U.S. citizen or eligible immigrant. (See Section D)

- If the family is under contract and 180 calendar days have elapsed since COPHA's last housing assistance payment was made. (See "Contract Terminations" chapter.)
- If the family is evicted from federally assisted housing for serious violation of the lease.
- For three years if any household member was evicted from federally assisted housing for drug-related criminal activity. The three years begins on the date of eviction.
- If there is reasonable cause to believe that a household member's abuse or pattern of abuse of alcohol may threaten the health, safety, or peaceful enjoyment of the premises by other residents.
- If COPHA determines that any household member is currently engaged in any illegal use of a drug or a pattern of illegal use of a drug that interferes with the health, safety, or right of peaceful enjoyment of the premises by other residents.
- COPHA must permanently deny assistance to applicants, and terminate the assistance of persons convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing.
- COPHA must permanently deny assistance to applicants, and terminate assistance for participants, if any member of the household is subject to a lifetime registration requirement under a state sex offender registration program.
- COPHA must deny admission or terminate assistance when required under the regulations to establish citizenship or eligible immigration status.

Grounds for Denial or Termination of Assistance [24 CFR 982.553(a)]

COPHA will deny program assistance for an applicant, or terminate program assistance for a participant, for any of the following reasons:

- A family member violates any family obligation under the program as listed in 24 CFR 982.551.
- Any household member is currently engaged in, or has engaged in within three years of requesting assistance, drug related criminal activity; violent criminal activity; other criminal activity which may threaten the enjoyment of the premises by other residents or persons residing in the immediate vicinity; other criminal activity that would threaten health or safety of the owner or COPHA staff.
- If any member of the family commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program.
- A family member currently owes rent or other amounts to COPHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.
- A family member breaches an agreement with a PHA to pay amounts owed to a PHA, or amounts paid to an owner by a PHA. COPHA, at its discretion may offer the family the opportunity to enter into a repayment

agreement. COPHA will prescribe the terms of the agreement. (See "Repayment Agreements" chapter.)

- A family member has engaged in abusive or violent behavior or threatened abusive or violent behavior toward COPHA personnel or other City staff.
- "Abusive or violent behavior towards COPHA personnel or other City staff" includes verbal as well as physical abuse or violence. Use of expletives that are generally considered insulting, racial epithets, or other language, written or oral, that is customarily used to insult or intimidate, will be cause for termination or denial of assistance.
- "Threatening" refers to oral or written threats or physical gestures that communicate an intent to abuse or commit violence.
- Actual physical abuse or violence will always be cause for termination.
- Families terminated or denied assistance for engaging in or threatening abusive or violent behavior towards COPHA personnel or City staff, or for drug-related or violent criminal activity will be prohibited from applying for COPHA's rental assistance programs for a period of three (3) years from the date of termination or denial of assistance.

Refer to "Eligibility for Admission" chapter, "Other Criteria for Admission" section for further information.

B. "ONE-STRIKE" POLICY

Purpose

All federally assisted housing is intended to provide a place to live and raise families, not a place to commit crime, to use or sell drugs or terrorize neighbors. It is the intention of **COPHA** to fully endorse and implement a policy designed to:

- Help create and maintain a safe and drug-free community
- Keep our program participants free from threats to their personal and family safety

COPHA staff shall work cooperatively with the local law enforcement agencies to obtain information about applicant's and tenant's involvement in drug and/or violent criminal activity. Preponderance of evidence of this type of criminal activity shall be determined through police reports and/or witnesses willing to provide corroborating testimony, orally or in writing, under penalty of perjury and any other sanctions or penalties imposed by law for false testimony.

Administration

All screening and termination of assistance procedures shall be administered fairly and in such a way as not to violate rights to privacy or discriminate on the

basis of race, color, nationality, religion, familial status, disability, sex or other legally protected groups.

This policy will be made readily available to applicants and participants upon request.

Screening of Applicants

In an effort to prevent future drug related and other criminal activity, as well as other patterns of behavior that pose a threat to the health, safety or right to peaceful enjoyment of the premises by other residents, COPHA will seek further inquiry of reported drug-related and violent criminal behavior. COPHA will require each adult member of the applicant's household to be fingerprinted and sign a consent form authorizing COPHA to obtain criminal records.

COPHA will carry out sex offender's registration checks for each adult member of the applicant's household prior to admission to the program.

Such inquiries will apply to any member of the household who is 18 years of age or older.

HUD Definitions

Drug-related criminal activity is the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute or use a controlled substance. Drug-related criminal activity means *on or near the* premises.

Violent criminal activity includes any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against a person or property, and the activity is being engaged in by any family member.

Standard for Violation

COPHA will deny participation in the program to applicants and terminate assistance to participants in cases where COPHA determines there is reasonable cause to believe that the person is illegally using a controlled substance or if the person abuses alcohol in a way that may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents, including cases where COPHA determines that there is a pattern of illegal use of a controlled substance or pattern of alcohol abuse.

"Engaged in or engaging in" violent criminal activity means any act within the past 3 years by applicants or participants, household members, or guests which involved criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force against the person of another, which did or

did not result in the arrest and/or conviction of the applicant or participant, household members, or guests.

The existence of the above-referenced behavior by any household member or guest, regardless of the applicant or participant's knowledge of the behavior, shall be grounds for denial or termination of assistance.

Drug Related and Violent Criminal Activity

Ineligibility if Evicted for Drug-Related Activity: Persons evicted from federally assisted housing because of drug-related criminal activity are ineligible for admission to the Section 8 program for a three year period beginning on the date of such eviction.

Applicants will be denied assistance if they have been:

- arrested/convicted/evicted from a unit assisted under the Housing Act of 1937 for violent criminal activity within the last 3 years, prior to the date of applying for section 8 rental assistance <u>or</u> prior to attending their scheduled briefing <u>or</u> prior to voucher issuance.

Participants will be terminated who have been:

- arrested**/**convicted/evicted from a unit assisted under the Housing Act of 1937 for drug-related or violent criminal activity within the last 3 years prior to the date of the notice to terminate assistance, and whose activities have created a disturbance in the building or neighborhood.

If the family violates the lease by engaging in drug-related or violent criminal activity, COPHA will terminate assistance.

Denial of Assistance for Sex Offenders

COPHA will deny admission if any member of the household is subject to a lifetime registration requirement under a State sex offender registration program.

Termination of Assistance for Participants

If COPHA determines that any household member is engaging in or has engaged in drug-related criminal activity within the past 3 years, COPHA will terminate assistance.

COPHA will terminate assistance for a family if COPHA determines that a member of the household is fleeing to avoid prosecution, or custody or confinement after conviction.

COPHA will terminate assistance for a family if COPHA determines that a member of the household is violating a condition of probation or parole imposed under Federal or State law.

Notice of Termination of Assistance

In any case where COPHA decides to terminate assistance to the family, COPHA must give the family written notice which states:

- The reason(s) for the proposed termination,
- The effective date of the proposed termination,
- The family's right, if they disagree, to request an Informal Hearing to be held before termination of assistance.
- The date by which a request for an informal hearing must be received by COPHA.

COPHA will simultaneously provide written notice of the contract termination to the owner so that it will coincide with the Termination of Assistance. The Notice to the owner will not include any details regarding the reason for termination of assistance.

Required Evidence

Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probable than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence.

Credible evidence may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants.

COPHA will pursue fact-finding efforts as needed to obtain credible evidence.

The family shall have the opportunity to present evidence, and may question any witnesses, for and against the family. Evidence may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

In determining whether a family should be terminated for engaging in abusive or violent behavior or for threatening abusive or violent behavior towards COPHA personnel or City staff, COPHA will obtain, at a minimum, a statement from the employee to whom the abuse was directed.

In determining whether a family should be terminated for drug-related or violent criminal activity, COPHA will require, at a minimum, a police report.

COPHA may terminate assistance for criminal activity by a household member under this section if COPHA has determined that the household member has engaged in the criminal activity, regardless of whether the household member has been arrested or convicted for such activity.

Confidentiality of Criminal Records

COPHA will ensure that any criminal record received is maintained confidentially, not misused or improperly disseminated, and destroyed once the purpose for which it was requested is accomplished.

Misuse of the above information by any employee will be grounds for termination of employment.

C. FAMILY OBLIGATIONS [24 CFR 982.551]

This section states the obligations of a family for continued assistance in a Section 8 Housing Choice Voucher Program. Violation of any of these obligations may result in termination of assistance.

I. Information – Program Integrity
   a. The family must supply any information that COPHA or HUD determines is necessary in the administration of the program, including submission of required evidence of citizenship or eligible immigration status (as provided by 24 CFR 982.551). "Information" includes any requested certification, release or other documentation.
   b. The family must supply any information requested by COPHA or HUD for use in a regularly scheduled reexamination or interim reexamination of family income and composition in accordance with HUD requirements.
   c. The family must disclose and verify Social Security Numbers (as provided by 24 CFR 5.216) and must sign and submit consent forms for obtaining information in accordance with 24 CFR 5.230.

d. The family must promptly notify COPHA if any family member no longer resides in the unit.
e. If COPHA has given approval, a foster child or a live-in aide may reside in the unit. If the family does not request approval or COPHA approval is denied, the family may not allow a foster child or live-in aide to reside with the assisted family.
f. Members of the household may engage in legal profit-making activities in the unit, but only if such activities are incidental to primary use of the unit as a residence by members of the family.
g. The family must supply any information or certification requested by COPHA to verify that the family is living in the unit, or relating to family absence from the unit, including any COPHA requested information or certification on the purposes of family absences. The family must cooperate with COPHA for this purpose.
h. The family must promptly notify COPHA of absence from the unit.
i. The family must not own or have any interest in the unit.
j. The members of the family must not commit fraud, bribery or any other corrupt or criminal act in connection with the programs.
k. The household members may not engage in drug-related criminal activity or violent criminal activity or other criminal activity, or abuse alcohol in a way that threatens the health, safety or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises. (See PHA One Strike Policy).
l. An assisted family, or members of the family, may not receive Section 8 tenant-based assistance while receiving another housing subsidy, for the same unit or for a different unit, under any duplicative (as determined by HUD or in accordance with HUD requirements) federal, State or local housing assistance program.
m. Participants shall not allow their unit's address to be used for mail and/or any other purpose by persons not listed on the lease.
n. All changes to the family's size i.e., birth, death, marriage, separation, etc., income, and any other changes shall be reported to COPHA in writing within 14 calendar days of change.
o. Tenant must only pay amount given by the Housing Authority on the Certification or Contract Amendment for their monthly rental portion.

II. Inspection

a. The family is responsible for an UPCS-V breach caused by the family as described in 982.404(b).
b. The family must allow COPHA to inspect the unit at reasonable times and after reasonable notice.
c. The family shall inspect the dwelling unit's smoke detector(s) periodically during tenant(s)' occupancy. If, at any time, the tenant finds the smoke detector(s) not in operating condition, the tenant shall promptly notify the owner, and make any minor repairs to the smoke detector as approved by

owner, such as the installation of a new battery. The tenant(s) shall not remove, dismantle or otherwise render the smoke detector(s) inoperable.

d. Tenant shall keep the dwelling unit in a clean and sanitary condition and on termination of the lease surrender the dwelling unit to lessor in as good condition as it is on the beginning date of the lease, reasonable wear and tear and damage by the elements excepted.
e. Tenant shall immediately notify owner of defect, dilapidation, or dangerous conditions of the property. Notification may include written notice to owner with a copy to the COPHA. Tenant must promptly reimburse owner for the cost of any repairs to the dwelling unit caused by tenant's negligence or misuse or misuses by any of the tenant's guests, invitees or licensees.

III. Lease Violations

a. The family may not commit any serious or repeated violations of the lease.
b. The family must notify the owner and, at the same time, notify COPHA before the family moves out of the unit or terminates the lease upon notice to the owner.
c. The family must promptly give COPHA a copy of any owner eviction notice.
d. The family must use the assisted unit for residence by the family. The unit must be the family's only residence.
e. The composition of the assisted family residing in the unit must be approved by COPHA. The family must promptly inform COPHA of the birth, adoption or court-awarded custody of a child. The family must request COPHA approval to add any other family member as an occupant of the unit.
f. The family must not sublease or let the unit.
g. The family must not assign the lease or transfer the unit.
h. Tenant shall have current garbage, water and PG&E service at all times and must provide proof to COPHA staff when requested.
i. Water, PG&E and garbage services that are payable by Tenant as stated in the lease shall be in the head of household or other adult household member's name.

IV. Certification

a. I/we understand and that all information supplied by the family must be true and complete. In compliance with Title 18, U.S.A.C. 1001.
    - Title 18, U.S.A.C 1001, provides in part that whoever knowingly and willfully makes or uses a document containing any false, fictitious or fraudulent statement or entry in any matter in the jurisdiction of any department or agency of the United States shall be fined not more than $10,000 or imprisoned for not more than five (5) years or both.
b. I/we have read and understand these family obligations. I/we understand failure to comply with any of the family obligations aforementioned may result in the termination of my/our assistance.

Housing Authority Discretion [24 CFR 982.552(c)]

In deciding whether to deny or terminate assistance because of action or failure to act by members of the family, COPHA has discretion to consider all of the circumstances in each case, including the seriousness of the case. COPHA will use its discretion in reviewing the extent of participation or culpability of individual family members and the length of time since the violation occurred. COPHA may also review the family's more recent history and record of compliance, and the effects that denial or termination of assistance may have on other family members who were not involved in the action or failure to act.

Enforcing Family Obligations

Explanations and Terms: The term "promptly" when used with the family obligations always means "within days." Denial or termination of assistance is always optional except where this Plan or the regulations state otherwise.

UPCS-V Breach: The inspector will determine if an UPCS-V breach as identified in 24 CFR 982.404 (b) is the responsibility of the family. Families may be given extensions to cure UPCS-V breaches.

Lease Violations: The following criteria will be used to decide if a serious or repeated violation of the lease will result in termination of assistance:

- If the owner terminates tenancy through court action for serious or repeated violation of the lease.
- If the owner notifies the family of termination of tenancy assistance for serious or repeated lease violations, and the family moves from the unit prior to the completion of court action, and COPHA determines that the cause is a serious or repeated violation of the lease based on available evidence.
- If there are police reports, neighborhood complaints or other third party information that has been verified by COPHA and the owner terminates the tenancy.
- Nonpayment of rent is considered a serious violation of the lease.

Notification of Eviction: If the family requests assistance to move and they did not notify COPHA of an eviction within 30 calendar days of receiving the Notice of Lease Termination, the move may be denied.

Proposed Additions to the Family: COPHA will deny a family's request to add additional family members who are:
Persons who have been evicted from federally assisted housing for drug-related criminal activity within three years of applying for assistance to COPHA's Housing Choice Voucher Program.

Persons who have previously violated a family obligation listed in 24 CFR 982.51 of the HUD regulations.

Persons who have been part of a family whose assistance has been terminated under the Housing ChoiceVoucher program.

Persons who commit drug-related criminal activity or violent criminal activity.

Persons who do not meet COPHA's definition of family.

Persons who commit fraud or have committed, bribery or any other corrupt or criminal act in connection with any federal housing program in the last three years reviewed by COPHA.

Persons who currently owe rent or other amounts to COPHA or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

Persons who have engaged in or threatened abusive or violent behavior toward COPHA or City personnel.

Persons who have ever been convicted of drug-related criminal activity for manufacture or production of methamphetamine on the premises of federally assisted housing.

Persons who are subject to lifetime registration as a sex offender under a state registration program.

Family Member Moves Out: Families are required to notify COPHA if any family member leaves the assisted household. When the family notifies COPHA, they must furnish the following information:

- The date the family member moved out.
- A statement as to whether the family member is temporarily or permanently absent.

Limitation on Profit-Making Activity in Unit: If the business activity area results in the inability of the family to use any of the critical living areas, such as a bedroom utilized for a business which is not available for sleeping, it will be considered a violation.

If COPHA determines that the use of the unit as a business is not incidental to its use as a dwelling unit, it will be considered a program violation.

If COPHA determines the business is not legal, it will be considered a program violation.

Interest in Unit: The owner may not reside in the assisted unit regardless of whether (s)he is a member of the assisted family, unless the family owns the mobile home and rents the pad or is a participant in the Section 8 Homeownership Program.

Fraud: In each case, COPHA will consider which family members were involved, the circumstances, and any hardship that might be caused to innocent members.

D. PROCEDURES FOR NON-CITIZENS [24 CFR 5.514, 5.516, 5.518]

Denial or Termination due to Ineligible Immigrant Status

Applicant or participant families in which all members are neither U.S. citizens nor eligible immigrants are not eligible for assistance and must have their assistance terminated. COPHA must offer the family an opportunity for a hearing. (See "Eligibility for Admission" chapter, section on Citizenship/Eligible Immigration Status.)

Assistance may not be terminated while verification of the participant family's eligible immigration status is pending.

False or Incomplete Information

When COPHA has clear, concrete, or substantial documentation (such as a permanent resident card or information from another agency) that contradicts the declaration of citizenship made by an applicant or participant, an investigation will be conducted and the individual will be given an opportunity to present relevant information.
COPHA will deny or terminate assistance based on the submission of false information or misrepresentation.

Procedure for Denial or Termination

If the family (or any member) claimed eligible immigrant status and the INS primary and secondary verifications failed to document the status, the family may make an appeal to the INS and request a hearing with COPHA either after the INS appeal or in lieu of the INS appeal.

After COPHA has made a determination of ineligibility, the family will be notified of the determination and the reasons and informed of the option for prorated assistance (if applicable).

E. ZERO ($0) ASSISTANCE TENANCIES

COPHA has no liability for unpaid rent or damages, and the family may remain in the unit at $0 assistance for up to 180 calendar days after the last HAP payment. If the family is still in the unit after 180 calendar days, the assistance will be terminated. If, within the 180 day timeframe, an owner rent increase or a decrease in the Total Tenant Payment causes the family to be eligible for a housing assistance payment, COPHA will resume assistance payments for the family.

In order for a family to move to another unit during the 180 calendar days, the rent for the new unit would have to be high enough to necessitate a housing assistance payment.

F. OPTION NOT TO TERMINATE FOR MISREPRESENTATION [24 CFR 982.551, 982.552(c)]

If the family has misrepresented any facts that caused COPHA to overpay assistance, COPHA will terminate assistance or offer a Repayment Agreement.

G. MISREPRESENTATION IN COLLUSION WITH OWNER [24 CFR 982.551, 982.552 (c)]

If the family intentionally, willingly, and knowingly commits fraud or is involved in any other illegal scheme with the owner, COPHA will deny or terminate assistance.

In making this determination, COPHA will carefully consider the possibility of overt or implied intimidation of the family by the owner and the family's understanding of the events.

H. MISSED APPOINTMENTS AND DEADLINES [24 CFR 982.551, 982.552 (c)]

It is a Family Obligation to supply information, documentation, and certification as needed for COPHA to fulfill its responsibilities. COPHA schedules appointments and sets deadlines in order to obtain the required information. The Family Obligations also require that the family allow COPHA to inspect the unit, and appointments are made for this purpose.

An applicant or participant who fails to keep an appointment, or to supply information required by a deadline without notifying COPHA, in writing, the family

may be sent a Notice of Denial or Termination of Assistance for failure to provide required information, or for failure to allow COPHA to inspect the unit.

The family will be given information about the requirement to keep appointments and the number of times appointments will be rescheduled, as specified in this Plan.

Appointments will be scheduled and time requirements will be imposed for the following events and circumstances:

- Eligibility for Admissions
- Verification Procedures
- Voucher Issuance and Briefings
- Housing Quality Standard Inspections
- Recertifications, both Annual and Interim
- Appeals

Acceptable reasons for missing appointments or failing to provide information by deadlines are:

- Medical emergency - physician's statement required
- Family emergency - must be medical (physician's statement may be required) or death related (obituary may be required)
- Employment obligations (excuse for missed appointments only) – may require a letter from employer

Procedure when Appointments are Missed or Information not Provided

For most purposes in this Plan, the family will be given an opportunity before being issued a notice of termination or denial for breach of a family obligation. After issuance of the termination notice, if the family corrects the breach within the time allowed to request a hearing, the termination will be rescinded.

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OWNER DISAPPROVAL AND RESTRICTION
[24 CFR 982.54, 982.306, 982.453]

INTRODUCTION

It is the policy of COPHA to recruit owners to participate in the Voucher program. COPHA will provide owners with prompt and professional service in order to maintain an adequate supply of available housing throughout the jurisdiction of COPHA. The regulations define when COPHA must disallow an owner participation in the program, and they provide COPHA discretion to disapprove or otherwise restrict the participation of owners in certain categories. This Chapter describes the criteria for owner disapproval, and the various penalties for owner violations.

A. DISAPPROVAL OF OWNER [24 CFR 982.306, 982.54(d)(8)]

The owner does not have a right to participate in the program. For purposes of this section, "owner" includes a principal or other interested party.

COPHA will disapprove the owner for the following reasons:

- HUD has informed COPHA that the owner has been disbarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.
- HUD has informed COPHA that the federal government has instituted an administrative or judicial action against the owner for violation of the Fair Housing Act or other federal equal opportunity requirements and such action is pending.
- HUD has informed COPHA that a court or administrative agency has determined that the owner violated the Fair Housing Act or other federal equal opportunity requirements.
- Unless their lease was effective prior to June 17, 1998, the owner may not be a parent, child, grandparent, grandchild, sister or brother of any family member. COPHA will waive this restriction as a reasonable accommodation for a family member who is a person with a disability should the unit meet the needs of the disabled person.
- In cases where the owner and tenant bear the same last name, COPHA may, at its discretion, require the family and/or owner to certify whether they are related to each other in any way.
- The owner has violated obligations under a housing assistance payments contract under Section 8 of the 1937 Act (42 U.S.C. 1437f).
- The owner has committed fraud, bribery or any other corrupt act in connection with any federal housing program.

- The owner has engaged in drug-related criminal activity or any violent criminal activity.
- The owner has a history or practice of non-compliance with the UPCS-V for units leased under the tenant-based programs or with applicable housing standards for units leased with project-based Section 8 assistance or leased under any other federal housing program.
- The owner has a history or practice of renting units that fail to meet State or local housing codes.
- The owner has a history or practice of failing to terminate tenancy of tenants of units assisted under Section 8 or any other federally assisted housing program for activity by the tenant, any member of the household, a guest or another person under the control of any member of the household that:
  - Threatens the right to peaceful enjoyment of the premises by other residents;
  - Threatens the health or safety of other residents, of employees of COPHA and the City or of owner employees or other persons engaged in management of the housing.
  - Threatens the health or safety of, or the right to peaceful enjoyment of their residences, by persons residing in the immediate vicinity of the premises; or
  - Is drug-related criminal activity or violent criminal activity.
- The owner has not paid State or local real estate taxes, fines or assessments.
- The owner has failed to comply with regulations, the mortgage or note, or the regulatory agreement for projects with mortgages insured by HUD or loans made by HUD.

B. OWNER RESTRICTIONS AND PENALTIES [24 CFR 982.453]

If an owner has committed fraud or abuse or is guilty of frequent or serious contract violations, COPHA will restrict the owner from future participation in the program for a period of time commensurate with the seriousness of the offense. COPHA may also terminate some or all contracts with the owner.

Before imposing any penalty against an owner COPHA will review all relevant factors pertaining to the case, and will consider such factors as the owner's record of compliance and the number of violations.

See Program Integrity Addendum for guidance as to how owner fraud will be handled.

C. CHANGE IN OWNERSHIP

A change in ownership does not require execution of a new contract.

COPHA may deny approval of assignment of the contract, for any of the reasons listed in Section A. of this chapter.

COPHA will process a change of ownership only upon the written request of the new owner and only if accompanied by the following:

- A copy of a document showing the transfer of title; and/or
- A copy of the recorded deed; and
- The Federal Identification Number or Social Security number of the new owner; and
- A copy of DMV picture ID or Passport.

COPHA will process a change of ownership only upon the written request of the new owner. Along with the written request, owners are required to provide proof of transfer of title, a copy of the recorded deed, the new owner's Federal Identification number or Social Security number and copy of a picture ID. In the case where ownership is transferred through foreclosure, the new owner is obligated under the old HAP contract.

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OWNER OR FAMILY DEBTS TO COPHA
[24 CFR 982.552]

INTRODUCTION

This chapter describes COPHA's policies for the recovery of monies which have been overpaid for families, and to owners. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is COPHA's policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts. Before a debt is assessed against a family or owner, the file must contain documentation to support COPHA's claim that the debt is owed. The file must further contain written documentation of the method of calculation, in a clear format for review by the owner, the family or other interested parties.

When families or owners owe money to COPHA, COPHA will make every effort to collect it. COPHA will use a variety of collection tools to recover debts including, but not limited to:

- Requests for lump sum payments
- Civil suits/Criminal suits
- Payment agreements
- Collection agencies
- Credit bureaus

A. COPHA DOES NOT ENTER INTO REPAYMENT PLANS WITH OWNERS

Any amounts due to COPHA from a property owner must be paid in full. COPHA reserves the right to deduct any overpayments from other active accounts in accordance with the HAP Contract and HUD regulations and will not enter into a Repayment Plan.

B. DEBTS DUE TO MISREPRESENTATIONS/NON-REPORTING OF INFORMATION [24 CFR 982.163]

HUD's definition of program fraud and abuse is a single act or pattern of actions that:

- Constitutes false statement, omission, or concealment of a substantive fact, made with intent to deceive or mislead, and that results in payment of Section 8 program funds in violation of Section 8 program requirements.

Family Error/Late Reporting

Families who owe money to COPHA due to the family's intentional failure to report increases in income will be terminated.

Program Fraud

Families who owe money to COPHA due to program fraud will be required to pay the amount in full.

C. OWNER DEBTS TO COPHA [24 CFR 982.453(b)]

If COPHA determines that the owner has retained housing assistance payments the owner is not entitled to, COPHA may reclaim the amounts from future housing assistance owed the owner for any units under contract.

If future housing assistance payments are insufficient to reclaim the amounts owed, COPHA will:

- Require the owner to pay the amount in full.
- Restrict the owner from future participation.
- Send the unreimbursed amounts to collections.

D. WRITING OFF DEBTS

Debts will be written off if:

- The debtor's whereabouts are unknown and the debt is more than 7 years old.
- A determination is made that the debtor is judgment proof.
- The debtor is deceased.

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COMPLAINTS AND APPEALS

INTRODUCTION

The informal hearing requirements defined in HUD regulation are applicable to participating families who disagree with an action, decision, or inaction of COPHA. This chapter describes the policies, procedures and standards to be used when families disagree with a COPHA decision. The procedures and requirements are explained for preference denial meetings, informal reviews and hearings. It is the policy of COPHA to ensure that all families have the benefit of all protections due to them under the law.

A. COMPLAINTS TO COPHA

COPHA will respond promptly to complaints from families, owners, employees, and members of the public. All complaints will be documented. COPHA requires that complaints other than UPCS-V violations be put in writing. A complaint form may be obtained by contacting COPHA's central office or on COPHA's website. UPCS-V complaints may be reported by telephone, in person or in writing. All complaints will be addressed in accordance the Plan and will be referred back to the appropriate "chain of command" level.

COPHA hearing procedures will be provided to families in the briefing packet.

Categories of Complaints

Complaints from families: If a family disagrees with an action or inaction of COPHA or owner, the family will be referred to the appropriate administrator. If the complaint is not resolved by the direct supervisor, the complaint will be referred to the next higher level administrator.

Complaints from owners: If an owner disagrees with an action or inaction of COPHA or a family, the complaint will be referred to the appropriate administrator. If the complaint is not resolved by the direct supervisor, the complaint will be referred to the next higher level administrator.

Complaints from staff: If a staff person reports an owner or family either violating or not complying with program rules, the complaint will be referred to the appropriate administrator.

Complaints from the general public: Complaints or referrals from persons in the community in regard to COPHA, a family or an owner will be referred to the appropriate administrator.

B. PREFERENCE DENIALS

Preferences not verified will be denied.

C. INFORMAL REVIEW PROCEDURES FOR APPLICANTS [24 CFR 982.54(d)(12), 982.554]

Informal Reviews are provided for applicants who are denied assistance before the effective date of the HAP contract. The exception is that when an applicant is denied assistance for citizenship or eligible immigrant status, the applicant is entitled to an informal review.

When COPHA determines that an applicant is ineligible for the program, the family must be notified of their ineligibility in writing. The notice must contain:

- The reason(s) they are ineligible,
- The procedure for requesting an informal review if the applicant does not agree with the decision and
- The time limit for requesting an informal review.

COPHA must provide applicants with the opportunity for an informal review of decisions denying:

- Qualification for preference
- Inclusion on COPHA's waiting list
- Issuance of a voucher
- Participation in the program
- Assistance under portability procedures

Informal reviews are not required for established policies and procedures and COPHA determinations such as:

- Discretionary administrative determinations by COPHA
- General policy issues or class grievances
- A determination of the family unit size under COPHA subsidy standards
- Refusal to extend or suspend a voucher
- An COPHA determination not to grant approval of the tenancy
- Determination that unit is not in compliance with UPCS-V
- Determination that unit is not in accordance with UPCS-V due to family size or composition

If COPHA determines the applicant, is no longer eligible; COPHA shall notify the applicant in writing within 10 working days of such determination.

The applicant has 10 working days from the date of the notice to submit a written request, with a brief explanation, to COPHA for an informal review.

Procedure for Informal Review

A request for an informal review must be received in writing by the close of the business day, no later than 10 working days from the date of COPHA's notification of denial of assistance. The informal review will be scheduled within 30 calendar days from the date the request is received.

The informal review may not be conducted by the person who made or approved the decision under review, nor a subordinate of such person.

The review may be conducted by a staff person who is at the Supervisor level or above.

The applicant will be given the option of presenting oral or written objections to the decision. Both COPHA and the family may present evidence and witnesses. The family may use an attorney or other representative to assist them at their own expense.

A notice of the informal review findings will be provided in writing to the applicant within 14 calendar days after the review. It shall include the decision of the review officer, and an explanation of the reasons for the decision.

All requests for a review, supporting documentation, and a copy of the final decision will be retained in the family's file.

D. INFORMAL HEARING PROCEDURES FOR PARTICIPANTS [24 CFR 982.555(a-f), 982.54(d)(13)]

When COPHA makes a decision regarding the eligibility and/or the amount of assistance, applicants and participants must be notified in writing. COPHA will give the family prompt notice of such determinations which will include:

- The proposed action or decision of COPHA;
- The date the proposed action or decision will take place;
- The family's right to an explanation of the basis for COPHA’s decision.
- The procedures for requesting an informal hearing if the family disputes the action or decision;
- The time limit for requesting the informal hearing.
- To whom the informal hearing request should be addressed
- A copy of COPHA's informal hearing procedures

- COPHA must provide participants with the opportunity for an informal hearing for decisions related to any of the following COPHA determinations:
- Determination of the family's annual or adjusted income and the computation of the housing assistance payment
- Appropriate utility allowance used from schedule
- Family unit size determination under COPHA's subsidy standards
- Determination to terminate assistance for any reason.
- COPHA must always provide the opportunity for an informal hearing before final termination of assistance.

Informal hearings are not required for established policies and procedures and COPHA determinations such as:

- Discretionary administrative determinations by COPHA
- General policy issues or class grievances
- Establishment of COPHA's schedule of utility allowances for families in the program
- COPHA determination not to approve an extension or suspension of a voucher term
- COPHA determination not to approve a unit or lease
- COPHA determination that an assisted unit is not in compliance with UPCS-V (COPHA must provide hearing for family breach of UPCS-V because that is a family obligation determination)
- COPHA determination that the unit is not in accordance with UPCS-V because of the family size
- COPHA determination to exercise or not exercise any right or remedy against the owner under a HAP contract

COPHA shall continue payments for 30 calendar days after the outcome of the informal hearing and send the owner notification.

Notification of Hearing

It is COPHA's objective to resolve disputes at the lowest level possible, and to make every effort to avoid the most severe remedies. However, if this is not possible, COPHA will ensure that applicants and participants will receive all of the protections and rights afforded by the law and the regulations.

When COPHA receives a request for an informal hearing, a hearing shall be scheduled as expeditiously as possible. The notification of hearing will contain:

- The date and time of the hearing
- The location where the hearing will be held

- The family's right to bring evidence, witnesses, legal or other representation at the family's expense
- The right to view any documents or evidence in the possession of COPHA upon which COPHA based the proposed action and, at the family's expense, to obtain a copy of such documents prior to the hearing.
- A notice to the family that COPHA will request a copy of any documents or evidence the family will use at the hearing. The presence of parties who are not witnesses or other family representatives are not allowed at the Informal Hearing procedures.

COPHA's Hearing Procedures

After a hearing date is set, the family may request to reschedule only upon showing "good cause," which is defined as an unavoidable conflict or situations which seriously affects the health, safety or welfare of the family.

Families have the right to:

- Present written or oral objections to COPHA's determination.
- Examine the documents in the file which are the basis for COPHA's action, and all documents submitted to the Hearing Officer;
- Copy any relevant documents at their expense;
- Present any information or witnesses pertinent to the issue of the hearing;
- Request that COPHA staff be available or present at the hearing to answer questions pertinent to the case; and
- Be represented by legal counsel, advocate, or other designated representative at their own expense.
- If the family requests copies of documents relevant to the hearing, COPHA will make the copies for the family and assess a charge as set out in our Administrative Rules. In no case will the family be allowed to remove the file from COPHA's office.

In addition to other rights contained in this Chapter, COPHA has a right to:

- Present evidence and any information pertinent to the issue of the hearing;
- Be notified if the family intends to be represented by legal counsel, advocate, or another party;
- Examine and copy any documents to be used by the family prior to the hearing;
- Have its attorney present; and
- Have staff persons and other witnesses familiar with the case present.

The informal hearing shall be conducted by the Hearing Officer appointed by COPHA who is neither the person who made or approved the decision, nor a subordinate of that person.

The hearing shall concern only the issues for which the family has received the opportunity for hearing. Evidence presented at the hearing may be considered without regard to admissibility under the rules of evidence applicable to judicial proceedings.

No documents may be presented which have not been provided to the other party before the hearing if requested by the other party. "Documents" includes records and regulations.

The Hearing Officer may ask the family for additional information and/or might adjourn the hearing in order to reconvene at a later date, before reaching a decision.

If the family misses an appointment or deadline ordered by the Hearing Officer, the action of COPHA shall take effect and another hearing may not be granted.

The Hearing Officer will determine whether the action, inaction or decision of COPHA is legal in accordance with HUD regulations and this Administrative Plan based upon the evidence and testimony provided at the hearing. Factual determinations relating to the individual circumstances of the family will be based on a preponderance of the evidence presented at the hearing.

A notice of the hearing findings shall be provided in writing to COPHA staff and the family within 14 working days and shall include:

- A clear summary of the decision and reasons for the decision;
- If the decision involves money owed, the amount owed and documentation of the calculation of monies owed;
- The date the decision goes into effect.

COPHA is not bound by hearing decisions (24 CFR 982.555 (f)(3):

- Which concern matters in which COPHA is not required to provide an opportunity for a hearing;
- Which conflict with or contradict to HUD regulations or requirements;
- Which conflict with or contradict Federal, State or local laws; or
- Which exceed the authority of the person conducting the hearing.

COPHA shall send a letter to the participant if it determines COPHA is not bound by the Hearing Officer's determination within 14 calendar days of the Hearing Officer’s notification to the family. The letter shall include COPHA's reasons for the decision.

All requests for a hearing, supporting documentation, and a copy of the final decision will be retained in the family's file.

E. HEARING AND APPEAL PROVISIONS FOR "RESTRICTIONS ON ASSISTANCE TO NON-CITIZENS" [24 CFR Part 5, Subpart E]

Assistance to the family may not be delayed, denied or terminated on the basis of immigration status at any time prior to the receipt of the decision on the INS appeal.

Assistance to a family may not be terminated or denied while the COPHA hearing is pending but assistance to an applicant may be delayed pending the COPHA hearing.

INS Determination of Ineligibility

If a family member claims to be an eligible immigrant and the INS SAVE system and manual search do not verify the claim, COPHA notifies the applicant or participant within ten days of their right to appeal to the INS within thirty days or to request an informal hearing with COPHA either in lieu of or subsequent to the INS appeal.

If the family appeals to the INS, they must give COPHA a copy of the appeal and proof of mailing or COPHA may proceed to deny or terminate. The time period to request an appeal may be extended by COPHA for good cause.

The request for an COPHA hearing must be made within 14 calendar days of receipt of the notice offering the hearing or, if an appeal was made to the INS, within 14 calendar days of receipt of that notice.

After receipt of a request for an informal hearing, the hearing is conducted as described in this chapter for both applicants and participants. If the hearing officer decides that the individual is not eligible, and there are no other eligible family members COPHA will:

- Deny the applicant family
- Terminate the participant if the family does not qualify for deferral
- If there are eligible members in the family, COPHA will offer to prorate assistance or give the family the option to remove the ineligible members.

All other complaints related to eligible citizen/immigrant status:

If any family member fails to provide documentation or certification as required by the regulation, that member is treated as ineligible. If all family members fail to provide, the family will be denied or terminated for failure to provide.

Participants whose assistance is pro-rated (either based on their statement that some members are ineligible or due to failure to verify eligible immigration status

for some members after exercising their appeal and hearing rights described above) are entitled to a hearing based on the right to a hearing regarding determinations of tenant rent and Total Tenant Payment.

Families denied or terminated for fraud in connection with the non-citizens rule are entitled to a review or hearing in the same way as terminations for any other type of fraud.

F. MITIGATING CIRCUMSTANCES FOR APPLICANTS/PARTICIPANTS WITH DISABILITIES [24 CFR 982.204, 982.552(c)]

When applicants are denied placement on the waiting list, or COPHA is terminating assistance, the family will be informed that presence of a disability may be considered as a mitigating circumstance during the informal review process.

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PROJECT-BASED VOUCHER (PBV) PROGRAM
[24 CFR 983]

INTRODUCTION [24 CFR 983.5]

The project-based voucher (PBV) program allows PHAs that already administer a tenant-based voucher program under an annual contributions contract (ACC) with HUD to take up to 20 percent of its voucher program budget authority and attach the funding to specific units rather than using it for tenant-based assistance [24 CFR 983.6]. PHAs may only operate a PBV program if doing so is consistent with the Annual Plan, and the goal of de-concentrating poverty and expanding housing and economic opportunities [42 U.S.C. 1437f(o)(13)].

Except as otherwise noted in this chapter, or unless specifically prohibited by PBV program regulations, all policies for the tenant-based voucher program contained in this administrative plan also apply to the PBV program and its participants. [24 CFR 983.2]

PBV assistance may be attached to existing housing or newly constructed or rehabilitated housing [24 CFR 983.52]. If PBV units are already selected for project-based assistance either under an “Agreement to enter into HAP Contract” (AHAP) or a HAP contract, the housing authority is not required to reduce the number of these units under HAP contract if the amount of budget authority is subsequently reduced. It is noted that while the number of units does not need to be reduced, HAP contracts cannot be renewed if more than 20 percent of the base allocation is utilized for PBV. COPHA, however, is responsible for determining the amount of budget authority that is available for project-based vouchers and ensuring that the amount of assistance that is attached to units is within the amounts available under the ACC [24 CFR 983.6].

A. RELOCATION REQUIREMENTS [24 CFR 983.7]

Any persons displaced as a result of implementation of the PBV program will be provided relocation assistance in accordance with the requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) [42U.S.C. 4201-4655] and implementing regulations at 49 CFR part 24.

The cost of required relocation assistance may be paid with funds provided by the owner, local public funds, or funds available from other sources. COPHA will not use voucher program funds to cover relocation costs, but may use their administrative fee reserve to pay for relocation expenses after all other program administrative expenses are satisfied, and provided that payment of the relocation benefits is consistent with state and local law. Use of the

administrative fee for these purposes also will be consistent with other legal and regulatory requirements, including the requirement in 24 CFR 982.155 and other official HUD issuances.

The acquisition of real property for a PBV project is subject to the URA and 49 CFR part 24, subpart B. It is the responsibility of COPHA to ensure the owner and any representatives of the owner, such as a property manager, comply with these requirements.

B. EQUAL OPPORTUNITY REQUIREMENTS [24 CFR 983.8]

Owners and property managers must comply with all equal opportunity requirements under federal law and regulations in its implementation of the PBV program. This includes the requirements and authorities cited at 24 CFR 5.105(a).

In addition, COPHA will comply with the Agency Plan certification on civil rights and affirmatively furthering fair housing, submitted in accordance with 24 CFR 903.7(o).

C. PBV OWNER PROPOSALSELECTION PROCEDURES [24 CFR 983.51]

COPHA will select PBV proposals in accordance with the selection procedures in this Administrative Plan. COPHA will select PBV proposals by either of the following two methods.

Request for PBV Proposals.

The COPHA or the City of Pittsburg may solicit proposals by using a Request For Proposals (RFP) to select proposals on a competitive basis in response to COPHA's request.

Proposals may not be limited to a single site or impose restrictions that explicitly or practically preclude owner submission of proposals for PBV housing on different sites.

COPHA's selection of a proposal previously selected based on a competition.

This may include selection of a proposal for housing assisted under a federal, state, or local government housing assistance program that was subject to a competition in accordance with the requirements of the applicable program, community development program, or supportive services program that requires competitive selection of proposals (e.g., HOME, and units for which competitively awarded LIHTCs have been provided), where the proposal has been selected in accordance with such program's competitive selection requirements within three years of the PBV proposal selection date, and the earlier competitive selection

proposal did not involve any consideration that the project would receive PBV assistance.

Solicitation and Selection of PBV Proposals [24 CFR 983.51(b) and (c)]

COPHA procedures for selecting PBV proposals are designed and operated to provide broad public notice of the opportunity to offer PBV proposals for consideration by COPHA.

COPHA Request for Proposals for Rehabilitated, Existing and/or Newly Constructed Units

The COPHA will advertise its request for proposals (RFP) for rehabilitated, existing and/or newly constructed housing in one of the following newspapers:

- *East County Times/Bay Area Newsgroup*
- *Contra Costa Times*

In addition, COPHA will post the RFP and proposal submission and selection procedures on its website (www.ci.pittsburg.ca.us).

COPHA will publish its notice at least once in the newspapers mentioned above. The notice will specify the number of units COPHA estimates that it will be able to assist under the funding the COPHA has available.

Proposals will be due in the COPHA office by close of business no less than three weeks from the date of publication.

In order for the proposal to be considered, the owner or owner's designee (hereinafter referred to as "owner") must submit the proposal to the COPHA by the published deadline date and time, and the proposal must respond to all requirements as outlined in the RFP. Incomplete proposals will not be reviewed. All proposals will be time and date stamped upon submission.

The COPHA will rate and rank proposals for rehabilitated, newly constructed and/or existing housing using the criteria listed on the Ranking and Selection Checklist in the RFP advertisement. An application that does not meet the minimum points in each category will not be considered.

The minimum number of points an application must have to proceed in the process is 60 % of the total maximum available points. If there are a limited number of vouchers available, as stated in the RFP, the vouchers will be awarded to the applicant with the highest number of points. In the event of a tie, the date and time of submission will be the tie-breaker.

The Ranking and Selection Checklist will include, but is not limited to, the following scoring components:

- Site location adequacy (such as proximity to transit, recreation and parks,
- libraries, supermarkets, community centers, pharmacies, and other mainstream services);
- Design adequacy (amenities and physical layout of project to meet the needs of the population served);
- Project Feasibility – Financial;
- Project Feasibility – Developer and Management experience;
- Owner experience and capability to build or rehabilitate housing as identified in the RFP;
- Extent to which the project furthers the goal of deconcentrating poverty and expanding housing and economic opportunities;
- Social Services provided onsite; and
- Other criteria stated in the RFP.

Ineligible Housing Types [24 CFR 983.53]

COPHA will not attach or pay PBV assistance to shared housing units; units on the grounds of a penal reformatory, medical, mental, or similar public or private institution; nursing homes or facilities providing continuous psychiatric, medical, nursing services, board and care, or intermediate care (except that assistance may be provided in assisted living facilities); units that are owned or controlled by an educational institution or its affiliate and are designated for occupancy by students; manufactured homes or pads; and transitional housing or any public housing units.

In addition, the COPHA will not attach or pay PBV assistance for a unit occupied by an owner and the COPHA will not select or enter into an AHAP or enter into a HAP contract for a unit occupied by a family ineligible for participation in the PBV program.

Other ineligible properties are as follows:

- A public housing unit;
- A unit subsidized with any other form of Section 8 assistance;
- A unit subsidized with any governmental rent subsidy;
- A unit subsidized with any form of tenant-based rental assistance;
- A unit with any other duplicative federal, state, or local housing subsidy, as determined by HUD.

D. SUBSIDY LAYERING REQUIREMENTS [24 CFR 983.55]

COPHA will provide PBV assistance only in accordance with HUD subsidy layering regulations [24 CFR 4.13] and other requirements. The subsidy layering review is intended to prevent excessive public assistance by combining (layering) housing assistance payment subsidy under the PBV program with other

governmental housing assistance from federal, state, or local agencies, including assistance such as tax concessions or tax credits.

A subsidy layering review is not required for existing housing.

COPHA will submit the necessary documentation to HUD for a subsidy layering review for new construction and rehabilitation projects. COPHA will not enter into an AHAP contract until HUD (or an independent entity approved by HUD) has conducted any required subsidy layering review and determined that the PBV assistance is in accordance with HUD subsidy layering requirements.

The HAP contract will contain the owner's certification that the project has not received and will not receive (before or during the term of the HAP contract) any public assistance for acquisition, development, or operation of the housing other than assistance disclosed in the subsidy layering review in accordance with HUD requirements.

If before or during the HAP contract, the owner receives additional HUD or other governmental assistance for the project that results in an increase in project financing in an amount that is equal to or greater than 10 percent of the original development budget, the Owner must report such changes to the PHA and the PHA must notify HUD that a further subsidy layering review is required.

E. CAP ON NUMBER OF PBV UNITS IN EACH PROJECT

COPHA will not expend more than 20% of its program funding for setting aside units for all PBV. COPHA will not select a proposal to provide PBV assistance for units in a project or enter into an AHAP or a HAP contract to provide PBV assistance for units in a project, if the total number of dwelling units in the project that will receive PBV assistance during the term of the PBV HAP contract is more than 25 percent of the number of dwelling units (assisted or unassisted) in the project.

F. EXCEPTIONS TO 25 PERCENT PER PROJECT CAP [24 CFR 983.56(b)

Exceptions are allowed and PBV units are not counted against the 25 percent per project cap if:

- The units are in a single-family building, defined by HUD as any building with one to four units;

- The units are *excepted units* in a multifamily building because they are specifically made available for elderly or disabled families or families receiving supportive services (also known as *qualifying families*).

Supportive Services

The types of supportive services offered to families for a project to qualify for the exception are those intended to promote self-sufficiency, including:

- Outreach
- Case management, counseling
- Health care, psychiatric and mental health care, substance abuse treatment
- Life skills, parenting skills
- Child care, transportation, housing search assistance, budgeting
- Employment assistance, job training/placement
- Education, vocational opportunities

Supportive services do not have to be provided at the project site. To qualify, a family must have at least one member receiving at least one qualifying supportive service. Elderly, disabled, and families receiving supportive services are all "qualifying families."

G. NEW CONSTRUCTION SITE AND NEIGHBORHOOD STANDARDS [24 CFR 983.57(e)]

In order to be selected for PBV assistance, a site for newly constructed housing must meet the following HUD-required site and neighborhood standards:

- The site must be adequate in size, exposure, and contour to accommodate the number and type of units proposed;

- The site must have adequate utilities and streets available to service the site;

- The site must have adequate utilities and streets available to service the site;

- The site must not be located in an area of minority concentration unless COPHA determines that sufficient, comparable opportunities exist for housing for minority families in the income range to be served by the proposed project outside areas of minority concentration or that the project is necessary to meet overriding housing needs that cannot be met in that housing market area;

- The site must not be located in a racially mixed area if the project will cause a significant increase in the proportion of minority to non-minority residents in the area;

- The site must promote a greater choice of housing opportunities and avoid undue concentration of assisted persons in areas containing a high proportion of low income persons;

- The neighborhood must not be one that is seriously detrimental to family life or in which substandard dwellings or other undesirable conditions predominate;

- The housing must be accessible to social, recreational, educational, commercial, and health facilities and services and other municipal facilities and services equivalent to those found in neighborhoods consisting largely of unassisted similar units; and

- Except for housing designed for elderly persons, the housing must be located so that travel time and cost via public transportation or private automobile from the neighborhood to places of employment is not excessive.

H. ENVIRONMENTAL REVIEW [24 CFR 983.58]

Activities under the PBV program are subject to HUD environmental regulations in 24 CFR parts 50 and 58. The *responsible entity* (i.e., City of Pittsburg) is responsible for performing the federal environmental review under the National Environmental Policy Act of 1969 (42 U.S.C. 4321 et seq.). COPHA will not enter into an AHAP contract nor enter into a HAP contract until it has complied with the environmental review requirements.

COPHA requires the owner to carry out mitigating measures required by the City of Pittsburg (or HUD, if applicable) as a result of the environmental review.

I. UNIFORM PHYSICAL CONDITION STANDARDS FOR VOUCHERS [24 CFR 983.101]

The Uniform Physical Condition Standards for Vouchers (UPCS-V) for the tenant-based program also apply to the PBV program.

Lead-based Paint [24 CFR 983.101(c)]

The lead-based paint requirements for the tenant-based voucher program do not apply to the PBV program. Instead, the Lead-based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846), the Residential Lead-based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR part 35, subparts A, B, H, and R, apply to the PBV program.

Pre-HAP Contract Inspections [24 CFR 983.103(b)]

COPHA will inspect each contract unit before execution of the HAP contract and will not enter into a HAP contract covering a unit until the unit fully complies with UPCS-V.

J. AGREEMENT TO ENTER INTO HAP CONTRACT (AHAP)

In order to offer PBV assistance in rehabilitated or newly constructed units, COPHA will enter into an agreement to enter into an AHAP contract with the owner of the property. The Agreement will be in the form required by HUD [24 CFR 983.152(a)].

In the AHAP, the owner agrees to develop the PBV contract units to comply with UPCS-V, and the COPHA agrees that, upon timely completion of such development in accordance with the terms of the Agreement, COPHA will enter into a HAP contract with the owner for the contract units [24 CFR 983.152(b)].

Content of the Agreement [24 CFR 983.152(c)]

- At a minimum, the AHAP will describe the following features of the housing to be developed and assisted under the PBV program:
- Site and the location of the contract units;
- Number of contract units by area (size) and number of bedrooms and bathrooms;
- Services, maintenance, or equipment to be supplied by the owner without charges in addition to the rent;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner and utility services to be paid by the tenant;
- An indication of whether or not the design and construction requirements of the Fair Housing Act and section 504 of the Rehabilitation Act of 1973 apply to units under the Agreement. If applicable, any required work item resulting from these requirements will be included in the description of work to be performed under the Agreement;
- Estimated initial rents to owner for the contract units;
- Description of the work to be performed under the Agreement. For rehabilitated units, the description will include the rehabilitation work write up and, where determined necessary by COPHA, specifications and plans. For new construction units, the description will include the working drawings and specifications.

- Any additional requirements for quality, architecture, or design over and above UPCS-V.

Execution of the AHAP [24 CFR 983.153]

The AHAP will be executed "promptly" after COPHA's notice of proposal selection to the selected owner. COPHA, however, will not enter into the AHAP with the owner until the subsidy layering review is completed.

Likewise, COPHA will not enter into the AHAP until the environmental review is completed and COPHA has received environmental approval. This requires the selected owner to have completed the necessary reviews for the project and be ready to enter into an AHAP within one year from the date of notification that the project is awarded PBV assistance.

COPHA has the option to grant an extension to this one year limit provided the owner can demonstrate that progress is being made and that the project will go to AHAP within the extended time frame.

K. CONDUCT OF DEVELOPMENT WORK

Labor Standards [24 CFR 983.154(b)]

If an AHAP covers the development of nine or more contract units (whether or not completed in stages), the owner and the owner's contractors and subcontractors must pay Davis-Bacon wages to laborers and mechanics employed in the development of housing. The HUD-prescribed form of the Agreement will include the labor standards clauses required by HUD, such as those involving Davis-Bacon wage rates.

The owner, contractors, and subcontractors must also comply with the Contract Work Hours and Safety Standards Act, Department of Labor regulations in 29 CFR part 5, and other applicable federal labor relations laws and regulations.

Equal Opportunity [24 CFR 983.154(c)]

The owner must comply with Section 3 of the Housing and Urban Development Act of 1968 and the implementing regulations at 24 CFR part 135. The owner must also comply with federal equal employment opportunity requirements.

Owner Disclosure [24 CFR 983.154(d) and (e)]

The AHAP and HAP contracts must include a certification by the owner that the owner and other project principals are not on the U.S. General Services

Administration list of parties excluded from federal procurement and non-procurement programs.

The owner must also disclose any possible conflict of interest that would be a violation of the AHAP and HAP contracts or HUD regulations.

L. COMPLETION OF HOUSING

The AHAP will specify the deadlines for completion of the housing, and the owner must develop and complete the housing in accordance with these deadlines. The AHAP will also specify the deadline for submission by the owner of the required evidence of completion.

Evidence of Completion [24 CFR 983.155(b)]

At a minimum, the owner must submit the following evidence of completion to COPHA in the form and manner required:

- Owner certification that the work has been completed in accordance with UPCS-V and all requirements of the AHAP;
- Owner certification that the owner has complied with labor standards and equal opportunity requirements in development of the housing; and
- Certificate of Occupancy (for new construction) or Final Building Permit (for rehabilitation projects) from the City of Pittsburg.

Acceptance of Completed Units [24 CFR 983.156]

Upon notice from the owner that the housing is completed, the COPHA will inspect the housing to determine if it has been completed in accordance with the AHAP, including compliance with UPCS-V and any additional requirements imposed under the AHAP. COPHA will also determine if the owner has submitted all required evidence of completion.

If the work has not been completed in accordance with the AHAP, COPHA will not enter into the HAP contract.

If COPHA determines the work has been completed in accordance with the AHAP and the owner has submitted all required evidence of completion, the HAP contract must then be executed with the owner.

The owner must be ready and willing to sign the HAP contract within 60 (sixty) days from the date COPHA has completed UPCS-V inspections, found the units in compliance, and notified the owner.

M. HOUSING ASSISTANCE PAYMENTS CONTRACT (HAP)

COPHA will enter into a HAP contract with an owner for units that are receiving PBV assistance. The purpose of the HAP contract is to provide housing assistance payments for eligible families. Housing assistance is paid for contract units leased and occupied by eligible families during the HAP contract term. The HAP contract will be in the form required by HUD [24 CFR 983.202].

HAP Contract Requirements and Information [24 CFR 983.203]

The HAP contract will specify the following information:

- The total number of contract units by number of bedrooms;
- The project's name, street address, city or county, state and zip code, block and lot number (if known), and any other information necessary to clearly identify the site and the building;
- The number of contract units in each building, the location of each contract unit, the area of each contract unit, and the number of bedrooms and bathrooms in each contract unit;
- Services, maintenance, and equipment to be supplied by the owner and included in the rent to owner;
- Utilities available to the contract units, including a specification of utility services to be paid by the owner (included in rent) and utility services to be paid by the tenant;
- Features provided to comply with program accessibility requirements of Section 504 of the Rehabilitation Act of 1973 and implementing regulations at 24 CFR part 8;
- The HAP contract term;
- The number of units in any building that will exceed the 25 percent per project cap, which will be set-aside for occupancy by qualifying families; and;
- The initial rent to owner for the first 12 months of the HAP contract term.

Execution of the HAP Contract [24 CFR 983.204]

COPHA will not enter into a HAP contract until each contract unit has been inspected and determined that the unit complies with Uniform Physical Condition Standards for Vouchers

(UPCS-V).

For existing housing, the HAP contract will be executed “promptly” after the selection of the owner proposal and inspects the housing units. “Promptly,” in this case, means that the owner must be ready and willing to sign the HAP contract within 60 (sixty days) from the date COPHA has completed UPCS-V inspections, found the units in compliance, and has notified the owner of its selection decision.

For newly constructed or rehabilitated housing, the HAP contract will be executed after COPHA has inspected the completed units, determined that the units have been completed in accordance with the AHAP, and the owner furnishes all required evidence of completion.

For rehabilitated or newly constructed housing, the HAP contract will be executed within 60 (sixty days) of the determination that the units have been completed in accordance with the AHAP, all units meet UPCS-V, and the owner has submitted all required evidence of completion.

Term of HAP Contract [24 CFR 983.205]

COPHA will enter into a HAP contract with an owner for an initial term of no less than one year and no more than 15 years.

The term of all PBV HAP contracts will be negotiated with the owner on a case-by-case basis within HUD parameters.

COPHA may agree to enter into an extension of the HAP contract at the time of the initial HAP contract execution or any time before the expiration of the contract if COPHA determines an extension is appropriate to continue providing affordable housing for low income families.

The maximum aggregate term for an extension of the HAP contract is
15 years. All extensions must be on the form and subject to the conditions prescribed by HUD at the time of the extension.

- When determining whether or not to extend an expiring PBV contract, COPHA will consider several factors including, but not limited to:

- The cost of extending the contract and the amount of available budget authority;

- The condition of the contract units;

- The owner’s record of compliance with obligations under the HAP contract and lease(s);

- Whether the location of the units continues to support the goals of deconcentrating poverty and expanding housing opportunities; and

- Whether the funding could be used more appropriately for tenant-based assistance.

Termination by COPHA [24 CFR 983.205(c)]

The HAP contract will provide that the term of COPHA's contractual commitment is subject to the availability of sufficient appropriated funding as determined by HUD or by the COPHA in accordance with HUD instructions. For these purposes, sufficient funding means the availability of appropriations, and of funding under the ACC from such appropriations, to make full payment of housing assistance payments payable to the owner for any contract year in accordance with the terms of the HAP contract.

If it is determined that there may not be sufficient funding to continue housing Assistance payments for all contract units and for the full term of the HAP contract, COPHA may terminate the HAP contract by notice to the owner. The termination will be implemented in accordance with HUD instructions.

Termination by Owner [24 CFR 983.205(d)]

If in accordance with program requirements the amount of rent to an owner for any contract unit is reduced below the amount of the rent to owner at the beginning of the HAP contract term, the owner may terminate the HAP contract by giving notice to COPHA. In this case, families living in the contract units must be offered tenant-based assistance.

Section 2835 (a) (1) (E) of the Housing and Economic Recovery Act of 2008, (HERA) amends Section 8 (o) (13) (I) of the U. S. Housing Act of 1937 to make permissive a HAP Contract provision that the maximum rent on a unit shall not be less than the initial rent. With the publication of HUD's final guidance on this issue, COPHA shall limit rent reductions to the initial HAP rents.

Remedies for UPCS-V Violations [24 CFR 983.207(b)]

COPHA will not make any HAP payment to the owner for a contract unit during any period in which the unit does not comply with UPCS-V. If COPHA determines that a contract does not comply with UPCS-V, COPHA will abate and terminate PBV HAP contracts for non-compliance with UPCS-V in accordance with the policies used in the tenant-based voucher program.

N. AMENDMENTS TO THE HAP CONTRACT

Substitution of Contract Units [24 CFR 983.207(a)]

COPHA will amend the HAP contract to substitute a different unit, if the unit has the same number of bedrooms in the same building, is UPCS-V compliant, and meets all PBV requirements for a previously covered contract unit. Before any such substitution can take place, COPHA will inspect the proposed unit and determine the reasonable rent for the unit.

Addition of Contract Units [24 CFR 983. 207(b)]

At COPHA's discretion and subject to the restrictions on the number of dwelling units that can receive PBV assistance per project and on the overall size of COPHA's PBV program, a HAP contract may be amended during the three-year period following the execution date of the HAP contract to add additional PBV units in the same building. This type of amendment is subject to all PBV program requirements except that a new PBV proposal is not required.

COPHA will consider adding contract units to the HAP contract when COPHA determines that additional housing is needed to serve eligible low-income families. Circumstances may include, but are not limited to:

- The local housing inventory is reduced due to a disaster (either due to loss of housing units, or an influx of displaced families); and

- Voucher holders are having difficulty finding units that meet program requirements.

O. HAP CONTRACT YEAR, ANNIVERSARY AND EXPIRATION DATES [24CFR 983.207(c) and 983.302(e)]

The HAP contract year is the period of 12 calendar months preceding each annual anniversary of the HAP contract during the HAP contract term. The initial contract year is calculated from the first day of the first calendar month of the HAP contract term.

The annual anniversary of the HAP contract is the first day of the first calendar month after the end of the preceding contract year.

There is a single annual anniversary and expiration date for all units under a particular HAP contract, even in cases where contract units are placed under the HAP contract in stages (on different dates) or units are added by amendment.
The anniversary and expiration dates for all units coincide with the dates for the contract units that were originally placed under contract.

P. OWNER RESPONSIBILITIES UNDER THE HAP [24 CFR 983.209]

When the owner executes the HAP contract, the owner certifies that at such execution and at all times during the term of the HAP contract:

- All contract units are in good condition and the owner is maintaining the premises and contract units in accordance with UPCS-V;
- The owner is providing all services, maintenance, equipment and utilities as agreed to under the HAP contract and the leases;
- Each contract unit for which the owner is receiving HAP, is leased to an eligible family referred by the COPHA, and the lease is in accordance with the HAP contract and HUD requirements;
- To the best of the owner's knowledge the family resides in the contract unit for which the owner is receiving HAP, and the unit is the family's only residence;
- The owner (including a principal or other interested party) is not the spouse, parent, child, grandparent, grandchild, sister, or brother of any member of a family residing in a contract unit;
- The amount of the HAP the owner is receiving is correct under the HAP contract;
- The rent for contract units does not exceed rents charged by the owner for comparable unassisted units;
- Except for HAP and tenant rent, the owner has not received and will not receive any other payment or consideration for rental of the contract unit; and
- The family does not own or have any interest in the contract unit.

Q. ADDITIONAL HAP REQUIREMENTS

Housing Quality and Design Requirements [24 CFR 983.101(e) and 983.207(a)]

The owner is required to maintain and operate the contract units and premises in accordance with UPCS-V, including performance of ordinary and extraordinary maintenance. The owner must provide all the services, maintenance, equipment, and utilities specified in the HAP contract with COPHA and in the lease with each assisted family. In addition, maintenance, replacement and redecoration must be

in accordance with the standard practice for the building as established by the owner.

COPHA may elect to establish additional requirements for quality, architecture, or design of PBV housing. Any such additional requirements must be specified in the RFP, AHAP contract and the HAP contract. These requirements must be in addition to, not in place of, compliance with UPCS-V.

COPHA will identify the need for any special features on a case-by-case basis depending on the intended occupancy of the PBV project. COPHA will specify any special design standards or additional requirements in the invitation for PBV proposals, the AHAP contract, and the HAP contract.

Vacancy Payments [24 CFR 983.352(b)]

Vacancy Payments will be paid to the owner in accordance with the terms of the HAP contract.

If an assisted family moves out of the unit, the owner may keep the housing assistance payment payable for the calendar month when the family moves out ("move-out month"). However, the owner may not keep the payment if the PHA determines that the vacancy is the owner's fault.

At the discretion of COPHA, the HAP contract may provide for vacancy payments to the owner for a determined period of vacancy extending from the beginning of the first calendar month after the move-out month for a period not exceeding two full months following the move-out month as determined by COPHA.

The vacancy payment to the owner for each month of the maximum two-month period will be determined by COPHA, and cannot exceed the monthly rent to owner under the assisted lease, minus any portion of the rental payment received by the owner (including amounts available from the tenant's security deposit). Any vacancy payment may cover only the period the unit remains vacant.

The PHA may make vacancy payments to the owner only if:

- The owner gives the PHA prompt, written notice certifying that the family has vacated the unit and containing the date when the family moved out (to the best of the owner's knowledge and belief);

- The owner certifies that the vacancy is not the fault of the owner and that the unit was vacant during the period for which payment is claimed;

- The owner certifies that it has taken every reasonable action to minimize the likelihood and length of vacancy; and

- The owner provides any additional information required and requested by the PHA to verify that the owner is entitled to the vacancy payment.

The owner must submit a request for vacancy payments in the form and manner required by the PHA and must provide any information or substantiation required by the PHA to determine the amount of any vacancy payment.

R. SELECTION OF PBV PROGRAM PARTICIPANTS

Many of the provisions of the tenant-based voucher regulations [24 CFR 982] also apply to the PBV program. This includes requirements related to determining eligibility and selecting applicants from the waiting list. COPHA will determine an applicant family's eligibility for the PBV program in accordance with the policies in the selection from the waiting list.

Even with these similarities, there are requirements that are unique to the PBV program. This part describes the requirements and policies related to eligibility and admission to the PBV program.

Eligibility For PBV Assistance [24 CFR 983.251(a) and (b)]

Applicants for PBV assistance must meet the same eligibility requirements as applicants for the tenant-based voucher program. Applicants must qualify as a family as defined by HUD and COPHA, have income at or below HUD-specified income limits, and qualify on the basis of citizenship or the eligible immigration status of family members [24 CFR 982.201(a) and 24 CFR 983.2(a)].

COPHA authorizes owner administered site-based waiting lists for individual buildings, projects, or group of projects that receive PBV assistance.

COPHA may select families for the PBV program from those who are:

- Eligible households referred by the Veteran's Administration

- Eligible households pulled from the wait list who expressed interest in PBV. All applicants indicating interest in the PBV unit will be referred to the owner in the order in which they appear on the appropriate wait list.

- Applicants on a Project-Based Voucher site-based waiting list

- Eligible households who reside in the proposed PBV contract unit on the date the proposal is awarded

It is the owner's responsibility to screen an applicant family's suitability for tenancy.

HUD VASH

VASH project-based applicants are selected based on certain requirements including health care eligibility, homelessness status, and income. Since 2008, beneficiaries are no longer required to be chronically mentally ill or have chronic substance abuse disorders. However, chronically homeless veterans are a target population for HUD-VASH. Referrals are sent to COPHA from the Martinez VA to determine eligibility. Eligible households are then referred to the owner for suitability waiving the criminal activity component screening required for non-VASH households.

Non-Compliance with Supportive Services Requirement [24 CFR 983.257(c)]

If a family is living in a project-based unit that is excepted from the 25 percent per building cap on project-basing because of participation in a supportive services program (e.g., VASH), and the family fails to complete its supportive services requirement without good cause, such failure is grounds for lease termination by the owner.

COPHA will terminate housing assistance payments for a family residing in an excepted unit that is not in compliance with its family obligations to comply with supportive services requirements.

S. MOVES

Overcrowded, Under-Occupied, and Accessible Units [24 CFR 983.259]

If COPHA determines that a family is occupying a unit that is too small or too big, based on the COPHA's subsidy standards, or a unit with accessibility features that the family does not require, and the unit is needed by a family that does require the features, COPHA will notify the family and the owner of COPHA's determination of the family's need to move. COPHA will offer the family the following types of continued assistance in the following order, based on the availability of assistance:

- PBV assistance in the same building or project;
- PBV assistance in another project; and
- Tenant-based voucher assistance.

COPHA will make two offers of available assistance to the family, if possible. For example, if a PBV unit is not available and a vacancy is not anticipated in the near future, COPHA may offer just tenant-based assistance.

If funding is not available for tenant-based assistance, the family will receive an offer as soon as funding becomes available and prior to issuance of vouchers from wait lists.

If the family does not accept the offer(s), COPHA will terminate the housing assistance payments for the wrong-sized or accessible unit with a 30-day notice.

If COPHA offers the family a tenant-based voucher, COPHA will terminate the housing assistance payments for a wrong-sized or accessible unit at expiration of the term of the family's voucher (including any extension granted by the COPHA).

When the COPHA offers a family another form of assistance that is not a tenant-based voucher, the family will be given 30 calendar days from the date of the offer to accept the offer and move out of the PBV unit. If the family does not move out within this 30-day time frame, COPHA will terminate the housing assistance payments at the expiration of this 30-day period.

COPHA may make exceptions to this 30-day period if needed for reasons beyond the family's control such as death, serious illness, or other medical emergency of a family member.

If COPHA terminates the housing assistance for the unit, COPHA has, at its discretion, the option to remove the unit, substitute another like unit, or allow the current unit to remain on the contract with no assistance payments.

Family Right to Move [24 CFR 983.260]

The family may terminate the lease at any time after the first year of occupancy. The family must give advance written notice to the owner in accordance with the lease and provide a copy of such notice to the COPHA either when assistance is transferred to tenant based or when the family plans to vacate the PBV unit without continued assistance.

If the family wishes to move with continued tenant-based assistance, the family must contact the COPHA to request the rental assistance prior to providing notice to terminate the lease.

If the family terminates the lease in accordance with these requirements, the COPHA will offer the family the opportunity for continued tenant-based assistance, in the form of a Housing Choice Voucher. If a voucher is not immediately available upon termination of the family's lease in the PBV unit, the COPHA will give the family priority to receive the next available voucher. The COPHA shall maintain a list of interested PBV participants who want to move with continued tenant-based HCV assistance.

Placement and ranking on the list will be on a first come, first served basis. The COPHA shall give preference on this list to Veterans Affairs Supportive Housing (VASH)-eligible households.

If the family terminates the assisted lease before the end of the first year, the family relinquishes the Housing Choice Voucher assistance.

VACANCY PAYMENTS [24 CFR 983.352]

If an assisted family moves out of the unit, the owner may keep the housing assistance payment for the calendar month when the family moves out. Vacancy payments also will be paid to the owner in accordance with the terms of the HAP contract and under the following conditions:

- Vacancy payments to the owner will be paid for up to two calendar months (based on a 30-day month) in an amount equal to the HAP for the family that last occupied that unit.
- The owner is not eligible to receive any vacancy payments beyond the second
- calendar month after the unit becomes vacant.
- The owner is not eligible to receive any vacancy payments if the unit does not meet Uniform Physical Condition Standards for Vouchers and/or if the owner is receiving payments in lieu of rent/HAP from any other source (e.g., insurance company).
- The owner will receive vacancy payments only if the vacancy is not the owner's fault and the owner has taken every feasible action to minimize the likelihood and length of the vacancy.

Meals and Supportive Services

The owner may not require the tenant to pay charges for meals or supportive services. Non-payment of such charges is not grounds for termination of tenancy.

Other Charges by Owner

The owner may not charge extra amounts for items customarily included in rent in the locality or provided at no additional cost to unsubsidized tenants in the premises.

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PROGRAM INTEGRITY ADDENDUM

[24 CFR 792.101 to 792.204, 982.54

INTRODUCTION

COPHA is committed to assuring that the proper level of benefits is paid to all participating families, and that housing resources reach only income-eligible families so that program integrity can be maintained.

COPHA will take all steps necessary to prevent errors, omissions, abuse, fraud, waste, and mismanagement so that program resources are utilized judiciously.

This chapter outlines COPHA's policies for the prevention, detection and investigation of program errors, omissions, waste, abuse and fraud.

A. CRITERIA FOR INVESTIGATION OF SUSPECTED ABUSE AND FRAUD

Under no circumstances will COPHA undertake an inquiry or an audit of a participating family arbitrarily. COPHA's expectation is that participating families will comply with HUD requirements, provisions of the voucher, and other program rules. COPHA staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, COPHA has a responsibility to HUD, to the Community, and to eligible families in need of housing assistance, to monitor participants and owners for compliance and, when indicators of possible abuse come to COPHA' s attention, to investigate such claims.

COPHA will initiate an investigation of a participating family only in the event of one or more of the following circumstances:

- **Referrals, Complaints, or Tips.** COPHA will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a family is in non-compliance with, or otherwise violating the family obligations or any other program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be retained in the family's file.
- **Internal File Review.** A follow-up will be made if COPHA discovers (as a function of a certification or recertification, an interim redetermination, or a quality control review), information or facts which conflict with previous file data, COPHA's knowledge of the family, or is discrepant with statements made by the family.

- **Verification of Documentation.** A follow-up will be made if COPHA receives independent verification or documentation which conflicts with representations in the family's file (such as public record information or credit bureau reports, reports from other agencies).

B. STEPS COPHA WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD

COPHA management and staff will utilize various methods and practices (listed below) to prevent program abuse, non-compliance, and willful violations of program rules by applicants and participating families. This policy objective is to establish confidence and trust in the management by emphasizing education as the primary means to obtain compliance by families.

Things You Should Know. This program integrity bulletin (created by HUD's Inspector General) will be furnished and explained to all applicants to promote understanding of program rules, and to clarify COPHA's expectations for cooperation and compliance.

Program Orientation Session. Mandatory orientation sessions will be conducted by COPHA staff for all prospective program participants, either prior to or upon issuance of a voucher. At the conclusion of all Program Orientation Sessions, the family representative will be required to sign a "Program Briefing Certification" to confirm that all rules and pertinent regulations were explained to them.

Resident Counseling. COPHA will routinely provide participant counseling as a part of every recertification interview in order to clarify any confusion pertaining to program rules and requirements.

Review and explanation of Forms. Staff will explain all required forms and review the contents of all (re)certification documents prior to signature.

C. STEPS COPHA WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD

COPHA Staff will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families.

Quality Control File Reviews. Files will be selected randomly. Such reviews shall include, but are not limited to:

- Assurance that verification of all income and deductions is present.
- Changes in reported Social Security Numbers or dates of birth.

- Authenticity of file documents.
- Ratio between reported income and expenditures.
- All forms are correctly dated and signed.

Observation. COPHA Management and Occupancy Staff (to include inspection personnel) will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in the household and unreported income.

Observations will be documented in the family's file.

Public Record Bulletins may be reviewed by Management and Staff.

State Wage Data Record Keepers. Inquiries to State Wage and Employment record keeping agencies as authorized under Public Law 100-628, the Stewart B. McKinley Homeless Assistance Amendments Act of 1988, may be made annually in order to detect unreported wages or unemployment compensation benefits

Income Verification Program. COPHA will conduct periodic computer data inquiries prior to recertification and upon reports of any change of income using HUD's Income Verification Program to detect unreported wages.

Credit Bureau Inquiries. Credit Bureau inquiries may be made (with proper authorization by the participant) in the following circumstances:

- At the time of final eligibility determination
- When an allegation is received by COPHA wherein unreported income sources are disclosed.
- When a participant's expenditures exceed his/her reported income, and no plausible explanation is given.
- When a participant reports zero income.

D. COPHA'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD

COPHA staff will encourage all participating families to report suspected abuse.

All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented and placed in the participant's file. All allegations, complaints and tips will be carefully evaluated in order to determine if they warrant follow-up. COPHA will not follow up on allegations which are vague or otherwise non-specific. They will only review allegations which contain one or more independently verifiable facts.

File Review. An internal file review will be conducted to determine:

- If the subject of the allegation is a client of COPHA and, if so, to determine whether or not the information reported has been previously disclosed by the family.

It will then be determined if COPHA is the most appropriate authority to do a follow-up (more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.

Conclusion of Preliminary Review. If at the conclusion of the preliminary file review there is/are fact(s) contained in the allegation which conflict with file data, and the fact(s) are independently verifiable, the Housing Specialist will initiate an investigation to determine if the allegation is true or false.

E. OVERPAYMENTS TO OWNERS

If the landlord has been overpaid as a result of fraud, misrepresentation or violation of the Contract, COPHA will terminate the Contract and arrange for restitution to COPHA as appropriate.

COPHA will make every effort to recover any overpayments made as a result of landlord fraud or abuse. Payments otherwise due to the owner may be debited in order to repay COPHA.

F. HOW COPHA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD

If COPHA determines that an allegation or referral warrants follow-up, the Housing Specialist will conduct the investigation. The steps taken will depend upon the nature of the allegation and may include, but are not limited to, the items listed below. In all cases, COPHA will secure the written authorization from the program participant for the release of information.

Credit Bureau Inquiries. In cases involving previously unreported income sources, a CBI inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.

Verification of Credit. In cases where the financial activity conflicts with file data, a *Verification of Credit* form may be mailed to the creditor in order to determine the unreported income source.

Employers and Ex-Employers. Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.

Neighbors/Witnesses. Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to COPHA's review.

Other Agencies. Investigators, case workers or representatives of other benefit agencies may be contacted.

Public Records. If relevant, COPHA will review public records kept in any jurisdictional courthouse. Examples of public records which may be checked are: real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records and postal records.

Interviews with Head of Household or Family Members. COPHA will discuss the allegation (or details thereof) with the Head of Household and/or adult family member(s) by scheduling an appointment at COPHA's office. A high standard of courtesy and professionalism will be maintained by the COPHA staff person who conducts such interviews. Under no circumstances will inflammatory language, accusation, or any unprofessional conduct or language be tolerated by the management. If possible, an additional staff person will attend such interviews.

G. PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY COPHA

Documents and other evidence obtained by COPHA during the course of an investigation will be considered "work product" and will either be kept in the participant's file, or in a separate "work file." In either case, the participant's file or work file shall be kept in a locked file cabinet. Such cases under review will not be discussed among COPHA Staff unless they are involved in the process, or have information which may assist in the investigation.

H. CONCLUSION OF COPHA'S INVESTIGATIVE REVIEW

At the conclusion of the investigative review, the reviewer will report the findings to the appropriate staff persons. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

I. EVALUATION OF THE FINDINGS

If it is determined that a program violation has occurred, COPHA will review the facts to determine:

- The type of violation (procedural, non-compliance, fraud).
- Whether the violation was intentional or unintentional.
- What amount of money (if any) is owed by the family.
- If the family is eligible for continued occupancy.

J. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED

Once a program violation has been documented, COPHA will propose the most appropriate remedy based upon the type and severity of the violation.

Procedural Non-compliance. This category applies when the family "fails to" observe a procedure or requirement of COPHA, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family.

Examples of non-compliance violations are:

- Failure to appear at a pre-scheduled appointment.
- Failure to return verification in time period specified by COPHA.

Warning Notice to the Family. In such cases a notice will be sent to the family which contains the following:

The action which will be taken by COPHA if the procedure or obligation is not complied with by the date specified.

Procedural Non-compliance - Overpaid Assistance. When the family owes money to COPHA for failure to report changes in income or assets, COPHA will initiate termination of assistance and inform the family of the right to disagree and the procedures for requesting an informal hearing.

Intentional Misrepresentations. When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an overpayment of housing assistance by COPHA, COPHA will initiate termination of assistance and inform the family of the right to disagree and the procedures for requesting an informal hearing. In determining intentional misrepresentations, COPHA will evaluate whether or not:

- The participant had knowledge that his/her actions were wrong, and
- The participant willfully violated the family obligations or the law.

This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. This is accomplished by reviewing and presenting the participant(s) and applicant(s) with information of the program policies through the briefing process and at interim and annual certifications. The participant(s) and applicant(s) acknowledge the understanding of the program policies upon signing the "Verification of Briefing/Criminal History Certification", the "Housing Choice Voucher", the "Statement of Family Obligations", the "Personal Declarations" and any other certification presented to them during their continued participation in the program.

The Participant Willfully Violated the Law. Any of the following circumstances will be considered adequate to demonstrate willful intent:

- An admission by the participant of the misrepresentation.
- If the act was done repeatedly.
- If a false name or Social Security Number was used.
- If there were admissions to others of the illegal action or omission.
- If the participant omitted or concealed material facts which were known to him/her (e.g., employment of self or other household member).
- If the participant falsified, forged or altered documents.
- If the participant uttered and certified statements at an interim or annual certification which were later independently verified to be false.

If the participant failed to report changes in their circumstances within the fourteen (14) calendar days allotted to report changes, thus creating an overpayment of HAP.

Dispositions of Cases Involving Misrepresentations. In all cases of misrepresentations involving efforts to recover monies owed, COPHA may pursue, <u>at its discretion</u> depending upon its evaluation of the criteria stated above, one or more of the following actions:

Criminal Prosecution: If COPHA has established criminal intent, and the case meets the criteria for prosecution, COPHA will:

- Refer the case to local and/or federal prosecutors, and terminate rental assistance.

Administrative Remedies for Unreported Income:

COPHA may offer the participant an agreement to repay monies owed to COPHA. If the family agrees to and complies with the payment agreement, the family will be allowed to continue on the program.

Should the participant refuse to enter into a payment agreement with COPHA, COPHA will terminate housing assistance and demand restitution in full within fourteen (14) calendar days.

If the participant has repeatedly violated the program policies, omitted or concealed facts, falsified, forged, altered or misrepresented any statements and/or documents, COPHA may not offer a payment agreement but will proceed with termination of the participant's housing assistance.

COPHA will at their discretion review on a case by case basis the less severe cases whereas the violation did not cause an overpayment of HAP. In such cases the participant will be counseled in their responsibilities and given a written warning of their violation and/or non-compliance. Upon completion of counseling the participant will be permitted to continue assistance. Should the participant fail to act, repeatedly violate or be in non-compliance with the program policies, COPHA shall terminate their housing assistance.

K. OWNER OR FAMILY DEBTS TO COPHA [24 CFR 982.552]

INTRODUCTION

This section describes COPHA's policies for the recovery of monies overpaid for families to owners and overpayments made to owner in error because of abatements, termination of contract and fraud. It describes the methods that will be utilized for collection of monies and the guidelines for different types of debts. It is COPHA's policy to meet the informational needs of owners and families, and to communicate the program rules in order to avoid owner and family debts. Before debt is assessed against a family or owner, the file must contain documentation to support COPHA's claim that the debt is owed. Further, the file must contain written documentation of the method of calculation in a clear format for review by the owner, the family or to the interested parties.

When families or owners owe money to COPHA, COPHA will make every effort to collect it. COPHA will use a variety of collection tools to recover debts including, but not limited to:

- Requests for lump sum payments
- Civil suits
- Payment agreements
- Collection agencies
- Credit bureaus

L. PAYMENT AGREEMENT FOR FAMILIES [24 CFR 982.552 (c) (v-vii)]

A Payment Agreement as used in this Plan is a document entered into between COPHA and a person who owes money to COPHA. It is similar to a promissory note, but contains more details regarding the nature of the debt, the terms of payment, any special provisions of the agreement, and the remedies available to COPHA upon default of the agreement.

COPHA will prescribe the terms of the payment agreement, including determining whether to enter into a payment agreement with the family based on the circumstances surrounding the debt to COPHA. The terms of the payment agreement will be:

1) 50% of debt paid by date set by COPHA;
2) The remaining balance to be paid in three (3) equal payments;
3) All payments will be made payable to COPHA by cashier's checks or money orders. Credit card and cash payments will be prohibited.

The circumstances in which COPHA will not enter into a payment agreement would be if the owner or family already has a Payment Agreement in place.

Terms of the Repayment Agreement may be modified by COPHA staff.

Late payments

A payment will be considered late if:

- The payment has not been received by the close of the business day on which the payment was due. If the due date is on a weekend or holiday, the due date will be at the close of the next business day.

Consequences of late payments

If the family's payment is late, COPHA will:

- Require the family to pay the balance in full.
- Terminate the housing assistance and housing contract.
- If necessary COPHA will initiate further collection processes through civil suit, a collection agency or credit bureaus.

Prohibitions:

Any family requesting to port out of COPHA's jurisdiction while under a payment agreement will be prohibited to port out. COPHA may grant the portability request to the family if the family pays the balance in full.

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SECTION 8 HOME OWNERSHIP PROGRAM

The Public Housing Reform Act of 1998 includes language that allows the United States Department of Housing and Urban Development (HUD) to assist Section 8 Housing Choice Voucher Program (HCVP) recipients to purchase a home. HUD published the Section 8 Homeownership Program Final Rule that implemented this option under Section 8(y) of the U.S. Housing Act of 1937 that authorized a public housing agency (PHA) to provide tenant-based assistance for an eligible family that purchases a home. The rule became effective on October 12, 2000. CFR 982.625(c) 1i enables the Housing Authority to provide monthly homeownership assistance payments to eligible families.

The Housing Choice Voucher (HCV) Homeownership Program (HOP) allows qualified participants the option to purchase a home and use the HCV Housing Assistance Payment (HAP) towards mortgage payments and other allowable housing costs. The total number of HCV Homeownership vouchers will be limited to no more than fifty (50).
The purpose of the Homeownership Program Administrative Plan is to establish policies for carrying out the program in a manner consistent with HUD requirements and local objectives. The Plan covers both admission and participation in the program. The PHA is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence.

The Housing Authority (COPHA) policies and practices are designed to provide assurances that all persons with disabilities will be provided reasonable accommodations so that they may fully access the housing program. Persons requiring special accommodations due to a disability must notify the COPHA, in writing, of their needs. In matters where the COPHA has discretion, waivers to existing policy shall be determined by the Executive Director or designee.

Applicants for the HCV HOP must meet all HUD requirements for HCV Homeownership, in addition to, eligible criteria established by the COPHA. Participation in the Homeownership Program is voluntary and is subject to the discretion of the COPHA.

A. ADMISSION TO THE HOMEOWNERSHIP PROGRAM

The HOP is available to qualified participants of the COPHA. Qualified participants are defined as, participants that have been on the COPHA's program for a minimum of one (1) year, in good standing with the COPHA, have acceptable credit as determined by the participating lender, no bankruptcies within the last 3 years prior to loan approval and demonstrates the ability to secure a mortgage for the purchase of an eligible unit under the HCV HOP.

B. FAMILY ELIGIBILITY REQUIREMENT

The HCV Homeownership Program is available to qualified Section 8 participants. Applicants must meet the following criteria to be considered for the COPHA HOP.

1. First Time Homeowner

An eligible Section 8 HCV family must be considered a first-time home buyer. A first-time home buyer means that no member of the household has had any interest or ownership in any residence during the three years before applying for homeownership assistance or at the commencement of participation in the homeownership program. The purchaser must sign a sworn application attesting that they have not owned a home. In addition, the last three years tax returns may be required to ascertain that no mortgage interest or real estate tax deductions have been claimed. Single parents or displaced homemakers who owned a home while married or resided in a home owned by a spouse also qualify as first time homebuyers.

2. Minimum Income Requirements

Calculation of income-eligibility for the HCV Homeownership Program for the purpose of determining income-eligibility for admission to the program will be conducted under the guidelines for HCV rental assistance as noted in this Administrative Plan.

a) The head of household, spouse or other adult member(s) of the household that will hold title to the home must have a combined annual gross income of not less than $10,300 or 30% of the Median Family Income adjusted for the family size and must not exceed 80% of the Median Family Income as determined by HUD.

b) A family that does not meet this requirement, but does meet all other HOP requirements, may request a waiver provided the family can demonstrate that:

- Head of household, spouse or other adult member(s) of the household that will hold title to the home have a combined annual gross income of not less than the California State minimum wage multiplied by 2,000 and,
- Family is able to secure a mortgage and the total housing cost to the family will not exceed thirty five percent (35%) of the family's total gross monthly income

c) Welfare assistance may not be included in the minimum gross annual income above, except for elderly or disabled families. Welfare assistance includes payments from Temporary assistance for Needy

Families (TANF), Supplementary Security Income (SSI) that is subject to an income eligibility test, food stamps, general assistance (GA); or other welfare assistance as specified by HUD.

3. Minimum Employment Requirements

a) One or more adult members of the household that will hold title to the home must be currently employed and working not less than average of 30 hours of per week and has been continuously employed for one (1) year prior to application to the HOP.

b) Employment requirements do not apply to elderly or disabled families that otherwise qualify for HOP.

c) A family with a member with disabilities may request an exemption from the work requirements if needed as a reasonable accommodation for the disabled family member.

d) The COPHA may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. The COPHA may also consider successive employment during the one-year period and self-employment in a business.

4. Minimum down payment requirement

Each participating family must demonstrate the ability to provide the minimum down payment requirement. Funds that are required cannot come from any outside source; they must come directly from the borrower.

a) At least one percent (1%) of the purchase price must come from the family personal resources.

5. Other requirements

a) The family must have completed an initial HCV lease term and completed the family's first annual certification in the HCV Program. The family must terminate a current lease agreement in compliance with the lease when transitioning into homeownership.

b) The family must verify that no family member has previously defaulted on a mortgage assisted under the HCV HOP

c) The head of household and any other adult members that will hold title to the home must successfully complete a counseling program

that has been deemed acceptable by the COPHA. The COPHA may require ongoing counseling for participants in the program.

d) Family members may not owe any debt to the COPHA or another housing authority.

e) The family must maintain a good tenant standing with its landlord and the COPHA. This includes, but is not limited to:

- In compliance with HUD Family Obligations under the HCV Program
- Adhering to the requirements of the lease agreement
- No outstanding debts to the landlord or to any utility company;
- Report all household income
- Passing the most recent Uniform Physical Condition Standards for Vouchers (UPCS-V) inspection with no significant tenant caused failure items.

C. ELIGIBLE UNITS

HCV Homeownership assistance may be used to purchase units within the jurisdiction of the COPHA that are under construction or already existing at the time the COPHA issues a Homeownership Voucher to the eligible family.

1. <u>Unit types</u>

The following unit types may be purchased using the HCV HOP

- One unit property (single family residence)
- A single dwelling unit in a cooperative, condominium or planned use development.
- A manufactured home with a permanent foundation, if the family has the right to occupy the same site for a period of at least forty (40) years.
- The unit must be seller occupied or vacant for at least ninety (90) days; an exception is where the tenants are purchasing the unit in which they have been residing.

2. Uniform Physical Condition Standards for Vouchers

The unit must be inspected by the COPHA and satisfy the Uniform Physical Condition Standards for Vouchers (UPCS-V) for the HCV Program before HAP assistance can begin. The UPCS-V inspection will be completed prior to the independent inspection to prevent the family from the added expense of an inspection in the event the home has major damage or necessary repairs that the Seller will not agree to repair and/or the buyer, made aware of the repairs, no longer wishes to purchase the home.
In the event the subject property receives a public complaint after escrow closes, the COPHA reserves the right to do a UPCS-V inspection.

Annual UPCS-V inspection is not required for the HOP. However, the COPHA reserves the right to inspect the property due to a violation in accordance with the 24 CFR 982.551 Family Obligations, complaints from Code or Law Enforcement, or possible mortgage default.

3. Independent inspection

The unit must be inspected by a licensed independent inspector designated and paid for by the family, and pre-approved by the COPHA. This inspection must cover, at a minimum, all major building systems and components including:

- **Foundation and structure**
- **Housing interior and exterior**
- **Roofing**
- **Plumbing**
- **Electrical systems**
- **Heating systems**

The COPHA must receive and approve a copy of the inspection report before HOP assistance will commence. The COPHA may disapprove a unit for assistance under the HOP because of information obtained through the inspection report, even if the unit passes the UPCS-V.

4. Other requirements for eligible units.

The seller of the home may not be on the HUD list of debarred and suspended contractors, or subject to a limited denial of participation under 24 CFR Part 24.

D. ISSUANCE OF VOUCHER

Once approved for participation in the HCV HOP, the family will be issued a HOP Voucher subject to the following requirements:

- The family must execute a statement in which the family agrees to comply with all family obligations under the Homeownership Option.
- The family must receive loan approval.
- The family must locate a home that meets criteria for the voucher homeownership assistance.
- The PHA must receive a copy of the fully executed purchase agreement
- The PHA may require the family unable to locate a suitable unit within 180 days to wait for one (1) year then reapply for the program.
- The PHA may grant an extension due to extenuating circumstances. Extension will be granted at the discretion of the PHA
- The family must report its progress towards locating and purchasing a unit if requested by the PHA.
- If the family submits a purchase contract to the PHA that is not approved due to reasons other than the family's lack of compliance, the PHA will add back the number of days to the Voucher that it took to review the contract.

E. PURCHASE AGREEMENT

The family must submit a copy the purchase agreement to the PHA. The family must enter into a purchase agreement before HOP assistance may commence.

The Purchase Agreement must include the following:

- Specify the purchase price and other terms of the sale by the seller to the purchaser.
- Provide that the purchaser will arrange for a pre-purchase inspection of the unit by an independent licensed inspector selected by the purchaser.

- State that the purchaser is not obligated to purchase the unit unless such inspections are satisfactory to both the PHA and purchaser.
- Provide that the purchaser is not obligated to pay for any necessary repairs.
- Provide that the purchaser is not obligated to purchase if the mortgage financing terms, or any other terms, are not approved by the PHA, and
- Contain a seller certification from the PHA that the seller has not been debarred, suspended, or subject to a limited denial of participation under 24 CFR part 24.
- The sale price of the home must be affordable to the family, as determined by the PHA and the Lender.
- The price shall be considered affordable if the monthly homeownership expenses and payable by the family do not exceed 50% of the family's total monthly gross income.

F. FINANCING OF PURCHASE

The family must allow the COPHA to review the terms of the mortgage secured to purchase the property before close of escrow. The PHA may disapprove proposed financing, refinancing or other debt if the PHA determines that the debt is unaffordable to the family or if the PHA determines that the lender or the loan terms do not meet PHA or HUD qualifications. The family must locate and qualify for a mortgage that meets the following requirements:

- The mortgage must be determined to be affordable by the PHA. The PHA may take into account expenses such as interest, taxes and insurance when determining affordability. The family's portion of the monthly homeownership expenses may not exceed (50%) of the family's total monthly gross income. Homeownership expense will be calculated as indicated in section G of this action plan
- Short-term mortgages with large final "balloon payment" will not be allowed.
- Interest only mortgages will not be allowed
- Only fully amortized, fixed rate mortgages will be allowed.
- The PHA consider seller financing on a case by case scenario
- The family may not obtain private first mortgage financing from a family member or any other private source.
- The mortgage must be provided, insured, or guaranteed by the State or Federal government and comply with secondary mortgage market underwriting requirements.

G. CALCULATION OF HOMERSHIP ASSISTANCE PAYMENT

Calculation of income –eligibility for the HCV Homeownership Program for the purpose of determining income eligibility for admission to the program, or for determining the family's total tenant payment, or for determining the amount of the Homeownership Assistance Payment (HAP), will be conducted under the guidelines for HCV rental assistance as noted in this Administrative Plan, except as noted otherwise in this section.

1. Occupancy of home

The HAP will only be paid while the family resides in the home. If the family moves out of the home, the COPHA will discontinue payment of the HAP commencing with the month after the family moves out, unless there is a written agreement between the Lender and COPHA specifying a specific time period of notification prior to discontinuing the HAP.

a) Amount of monthly homeownership assistance payment. While the family is residing in the home, the PHA shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of the payment standard minus the total tenant payment; or the family's monthly homeownership expenses minus the total tenant payment.

b) Initial Payment Standard. The initial payment standard for a family is the lower of the payment standard for the family unit size (Voucher size); or the payment standard for the size of the home.

c) Payment Standard for subsequent reexaminations. Reexaminations (interims and annual reexaminations) will use a Payment Standard that is the greater of the payment standard used at the commencement of homeownership assistance or the Payment Standard in effect at the time of the reexamination. At no time will the PHA use a Payment Standard less than the initial Payment Standard at the close of escrow.

d) The PHA will use the same Payment Standard schedule, Payment Standard amounts, and Subsidy Standards for the HOP as for the rental voucher program.

e) Exception rent areas. If the home is located in an exception payment standard area, the PHA must use the appropriate payment standard for the exception payment standard area.

f) Affordability of housing costs. Total monthly homeownership expenses payable by the family, as defined in (g) below, must be less than (50%) of the family's total gross income.

g) Homeownership expenses. The PHA will use the following expenses to determine the total homeownership expense for calculation of the HAP:

- Principal and interest on initial mortgage debt, any refinancing of such debt, and any mortgage insurance premium incurred to finance purchase of the home.
- Real estate taxes and public assessments on the home.
- Utility allowance for the home as determined by the PHA.

2. <u>Cooperative and Condominiums</u>

For cooperative members only (owners of condos) the following cooperative charges will also be used toward the homeownership expense:

- Charges included in the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- Cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.

3. <u>HAP Payment</u>

a) The PHA will pay the HAP according to the terms established in the agreement the PHA and Lender have entered into. If the assistance payment exceeds the amount due to the lender, the excess will be paid directly to the family.

b) The PHA will provide the lender with notice of the amount of the HAP and amount of the family's portion of the total homeownership expenses prior to close of escrow.

c) Procedure for termination of homeownership assistance -The family shall be entitled to the same termination notice and informal hearing procedures set forth in this Administrative Plan for participants in the HCV rental assistance program.

d) Automatic termination of HAP -Homeownership assistance for a family terminates automatically 180 calendar days after the last HAP paid on behalf of the family. The PHA has the discretion to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

H. CONTINUED ASSISTANCE- COMPLIANCE OF FAMILY OBLIGATIONS

The family must execute a statement of family obligations prior to the issuance of the homeownership voucher and at the annual exam agreeing to comply with all HCV family obligations and HOP family obligation, which includes but are not limited to:

- Occupying the home
- Completing any post- purchase counseling required by the COPHA
- Maintaining a saving account and or/ home warranty for unexpected and necessary repairs or maintenance
- Not to obtain ownership interest in another residence while receiving HCV HOP assistance
- Supplying any information required by the COPHA or HUD concerning:
    - Any mortgage or other debt incurred to purchase the home, any refinancing of such debt (including information needed to determine whether the family has defaulted on the debt, and the nature of any such default), any information on any satisfaction of payment or the mortgage debt
    - Any sale or transfer of any interest in the home
    - The family's homeownership expenses.
- Complying with all terms of the mortgage.
- Not lease, let, transfer or convey the home.
- Refinancing or the debt secured by the home must not be obtained without prior approval of the COPHA.

I. MAXIMUM TERM OF HOMEOWNERSHIP ASSISTANCE

The time limits below apply to all family members having an ownership interest in the unit during the time that homeownership payments are made; and, the spouse of any member of the household who has an ownership interest in the unit during the time that homeownership payment are made. All families, including families that become elderly during the term of the homeownership assistance are subject to the following maximum terms:

- Initial mortgage term of twenty (20) years or longer. The maximum term of homeownership assistance will be fifteen (15) years.
- Initial mortgage term of less than twenty (20) years. The maximum term of homeownership assistance will be ten (10) years.

Elderly and disabled families are assisted for as long as they remain in HCV HOP. If, during the course of homeownership assistance, the family ceases to qualify as elderly or disabled, the maximum term as defined above will become applicable from the date of homeownership commencement. The COPHA will provide a family at least six (6) months of homeownership assistance after the maximum term becomes applicable provided the family is otherwise eligible to receive homeownership assistance.

J. POST PURCHASE COUNSELING

The COPHA may require the family to attend post-purchase counseling one year after the close of escrow and at any time during the term of the homeownership assistance. Counseling topics may include:

- Financial Planning
- Housing Keeping
- Property Maintenance
- Budgeting

K. FIRST RIGHT OF REFUSAL

The family must execute documentation giving the COPHA or its designee, the first right of refusal in the event the family decided to sell the home. This document will be in effect during the term of the HAP.

L. INSURANCE REQUIREMENTS

The COPHA will require the family to include the COPHA as additional insured on the homeowner's insurance policy.

M. PORTABILITY

Families issued a homeownership voucher may exercise portability to purchase a unit in another jurisdiction provided the receiving jurisdiction operates a similar homeownership program for which the applicant qualifies and for which the receiving PHA is accepting new homeownership families.

1. Incoming portable families

a) May purchase a unit within the jurisdiction of the COPHA, provided the COPHA is accepting new homeownership families at the time of the purchase.

b) Must be under rental assistance in the City of Pittsburg for 12 months prior to application for HCV Homeownership.

c) Must meet the education, counseling, and all other HOP requirements of the COPHA.

d) Must be certified by the initial Housing Authority that the family is in good standing with that PHA and Landlord.

The COPHA must promptly notify the initial PHA if the Family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the COPHA.

2. <u>Outgoing portable families</u>

a) May purchase a unit within the receiving jurisdiction, provided they are accepting new homeownership families at the time of the purchase.

b) Must meet the education, counseling, and all other HOP requirements of the receiving Housing Authority.

c) Must be certified by COPHA that the family is in good standing with the Housing Authority and Landlord.

d) The COPHA must promptly notify the PHA, if the Family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the HA.

N. MOVES WITH CONTINUED TENANT- BASED ASSISTANCE

A family receiving COPHA homeownership assistance may purchase and move to a new unit with continued Voucher assistance.

1. Purchase of a new unit

A family receiving homeownership assistance may purchase and move to a new unit with continued assistance, provided that the family fulfills all requirements of the HOP at the time of the purchase of the new unit. The following applies to a family purchasing a new unit under the HOP:

- The family will not be eligible to move with continued assistance for a period of five (5) years after the initial purchase.
- The COPHA may, at its discretion, require the family to complete a new housing counseling program or receive additional counseling prior to close of escrow.
- The requirement that the family must be a first time homebuyer is not applicable.
- The COPHA may deny permission to move with continued assistance in the case of lack of funding or if the COPHA has denied or terminated assistance to the family under section O below.

2. Sale of original HOP unit and return to tenant- based rental assistance

The COPHA may, at its discretion, allow a family to return to tenant-based rental assistance. The following applies to a family returning to tenant based assistance:

- The COPHA may deny permission to move with continued assistance in the case of lack of funding or if the COPHA has denied or terminated assistance to the family as defined under Section O of this plan.

- The COPHA will not commence continued tenant-based assistance for occupancy of a rental unit so long as any family member owns any title or other interest in the home previously assisted through

the HOP. In addition, Eighteen (18) months must have passed since the family's receipt of homeownership assistance.

O. DENIAL OR TERMINATION OF ASSISTANCE

The COPHA may deny or terminate homeownership assistance for the family in accordance with the requirements of this section.

- Failure to report all household income
- Failure to comply with the City of Pittsburg's HCV Homeownership Program requirements
- Failure to comply with any HUD Family Obligations
- The family defaults on the mortgage.

P. RECAPTURE

The COPHA will not recapture any Homeownership Voucher payments unless there was an act of fraud or misrepresentation of material facts in order to obtain a benefit. The HCV HOP recapture provision does not apply to any other program funds that may be used in the transaction.

Q. WAIVER OR MODIFICATION OF HOMEOWNERSHIP POLICIES

The COPHA shall have the discretion to waive or modify any provision of the HCV HOP Program Policy not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives.

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GLOSSARY

ACRONYMS USED IN SUBSIDIZED HOUSING

AAF Annual Adjustment Factor. A factor published by HUD in the Federal Register which is used to compute annual rent adjustment.

ACC Annual Contributions Contract

BR Bedroom

CDBG Community Development Block Grant

CFR Code of Federal Regulations. Commonly referred to as "the regulations". The CFR is the compilation of Federal rules which are first published in the Federal Register and define and implement a statute.

CPI Consumer Price Index. CPI is published monthly by the Department of Labor as an inflation indicator.

COPHA Housing Authority of the City of Pittsburg

ELI Extremely low income

FDIC Federal Deposit Insurance Corporation

FHA Federal Housing Administration

FICA Federal Insurance Contributions Act - Social Security taxes

FMHA Farmers Home Administration

FMR Fair Market Rent

FUP Family Unification Program

FY Fiscal Year

FYE Fiscal Year End

GAO Government Accounting Office

GFC Gross Family Contribution. Note: Has been replaced by the term Total Tenant Payment (TTP).

GR	Gross Rent
HAP	Housing Assistance Payment
HAP Plan	Housing Assistance Payment Plan
HCDA	Housing and Community Development Act
HOH	Head of Household
UPCS-V	Uniform Physical Condition Standards for Vouchers
HUD	The U.S. Department of Housing and Urban Development or its designee.
HURRA	Housing and Urban/Rural Recovery Act of 1983; resulted in most of the 1984 HUD regulation changes to definition of income, allowances, rent calculations
IG	Inspector General
IGR	Independent Group Residence
IPA	Independent Public Accountant
IRA	Individual Retirement Account
MSA	Metropolitan Statistical Area established by the U.S. Census Bureau
PHA	Public Housing Agency
PMSA	A Primary Metropolitan Statistical Area established by the U.S. Census Bureau
PS	Payment Standard
QC	Quality Control
QHWRA	Quality Housing and Work Responsibility Act
RTA	Request for Tenancy Approval
RFP	Request for Proposals
RRP	Rental Rehabilitation Program

SRO Single Room Occupancy

SSMA Standard Statistical Metropolitan Area. Has been replaced by MSA, Metropolitan Statistical Area.

TR Tenant Rent

TTP Total Tenant Payment

UA Utility Allowance

URP Utility Reimbursement Payment

B. GLOSSARY OF TERMS IN SUBSIDIZED HOUSING

1937 ACT. The United States Housing Act of 1937 (42 U.S.C. 1437 et seq.)

ADMINISTRATIVE PLAN. The HUD required written policy of the PHA governing its administration of the Section 8 tenant-based programs. The Administrative Plan and any revisions must be approved by the PHA's board and a copy submitted to HUD as a supporting document to the PHA Plan.

ABSORPTION. In portability, the point at which a receiving PHA chooses not to bill or stops billing the initial PHA for assistance on behalf of a portability family. The receiving PHA uses funds available under the receiving PHA consolidated ACC.

ACC RESERVE ACCOUNT (FORMERLY "PROJECT RESERVE"). Account established by HUD from amounts by which the maximum payment to the PHA under the consolidated ACC (during a PHA fiscal year) exceeds the amount actually approved and paid. This account is used as the source of additional payments for the program.

ADA. Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.)

ADJUSTED INCOME. Annual income, less allowable HUD deductions.

ADMINISTRATIVE FEE. Fee paid by HUD to the PHA for administration of the program.

ADMINISTRATIVE FEE RESERVE (Formerly "Operating reserve"). Account established by PHA from excess administrative fee income. The administrative fee reserve must be used for housing purposes.

ADMISSION. The effective date of the first HAP contract for a family (first day of initial lease term) in a tenant-based program. This is the point when the family becomes a participant in the program.

ANNUAL BUDGET AUTHORITY. The maximum annual payment by HUD to a PHA for a funding increment.

ANNUAL CONTRIBUTIONS CONTRACT (ACC). A written contract between HUD and a PHA. Under the contract HUD agrees to provide funding for operation of the program, and the PHA agrees to comply with HUD requirements for the program

ANNUAL INCOME. The anticipated total Annual Income of an eligible family from all sources for the 12-month period following the date of determination of income, computed in accordance with the regulations.

APPLICANT (or applicant family). A family that has applied for admission to a program, but is not yet a participant in the program.

"AS-PAID" STATES. States where the welfare agency adjusts the shelter and utility component of the welfare grant in accordance with actual housing costs.

ASSETS. (See Net Family Assets.)

ASSISTED TENANT. A tenant who pays less than the market rent as defined in the regulations. Includes tenants receiving rent supplement, Rental Assistance Payments, or Section 8 assistance and all other 236 and 221 (d)(3) BMIR tenants, except those paying the 236 market rent or 120% of the BMIR rent, respectively.

BUDGET AUTHORITY. An amount authorized and appropriated by Congress for payment to PHAs under the program. For each funding increment in a PHA program, budget authority is the maximum amount that may be paid by HUD to the PHA over the ACC term of the funding increment.

CHILD CARE EXPENSES. Amounts paid by the family for the care of minors under 13 years of age where such care is necessary to enable a family member to be employed or for a household member to further his/her education.

CO-HEAD. An individual in the household who is equally responsible for the lease with the Head of Household. (A family never has a Co-head and a Spouse and; a Co-head is never a Dependent).

COMMON SPACE. In shared housing: Space available for use by the assisted family and other occupants of the unit.

CONGREGATE HOUSING. Housing for elderly persons or persons with disabilities that meets the UPCS-V for congregate housing.

COOPERATIVE. A dwelling unit owned and or shared by a group of individuals who have individual sleeping quarters and share common facilities such as kitchen, living room and some bathrooms.

CONSOLIDATED ANNUAL CONTRIBUTIONS CONTRACT. (Consolidated ACC). See 24 CFR 982.151.

CONTIGUOUS MSA. In portability, an MSA that shares a common boundary with the MSA in which the jurisdiction of the initial PHA is located.

CONTINUOUSLY ASSISTED. An applicant is continuously assisted under the 1937 Housing Act if the family is already receiving assistance under any 1937 Housing Act program when the family is admitted to the voucher program.

CONTRACT. (See Housing Assistance Payments Contract.)

COOPERATIVE. (term includes mutual housing). Housing owned by a nonprofit corporation or association, and where a member of the corporation or association has the right to reside in a particular apartment, and to participate in management of the housing. A special housing type: See 24 CFR 982.619.

COPHA. (Housing Authority of the City of Pittsburg)

COVERED FAMILIES. Statutory term for families who are required to participate in a welfare agency economic self-sufficiency program and who may be subject to a welfare benefit sanction for noncompliance with this obligation. Includes families who receive welfare assistance or other public assistance under a program for which Federal, State or local law requires that a member of the family must participate in an economic self-sufficiency program as a condition for the assistance.

COVERED PERSON. A tenant, any member of the tenant's household, a guest or another person under the tenant's control.

DEPENDENT. A member of the family household (excluding foster children) other than the family head or spouse, who is under 18 years of age or is a Disabled Person or Handicapped Person, or is a full-time student 18 years of age or over.

DISABILITY ASSISTANCE EXPENSE. Anticipated costs for care attendants and auxiliary apparatus for disabled family members which enable the disabled family members to work.

DISABLED FAMILY. A family whose head, spouse, or sole member is a person with disabilities; or two or more persons with disabilities living together; or one or more persons with disabilities living with one or more live-in aides.

DISABLED PERSON. See Person with Disabilities.

DISALLOWANCE. Exclusion from annual income.

DISPLACED PERSON/FAMILY. A person or family displaced by governmental action, or a person whose dwelling has been extensively damaged or destroyed as a result of a disaster declared or otherwise formally recognized under federal disaster relief laws.

DOMICILE. The legal residence of the household head or spouse as determined in accordance with State and local law.

DRUG-RELATED CRIMINAL ACTIVITY. The illegal manufacture, sale, distribution, use, or the possession with intent to manufacture, sell distribute or use, of a controlled substance (as defined in Section 102 of the Controlled Substance Act (21 U.S.C. 802).

DRUG TRAFFICKING. The illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, distribute or use, of a controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)).

ECONOMIC SELF-SUFFICIENCY PROGRAM. Any program designed to encourage, assist, train or facilitate the economic independence of assisted families, or to provide work for such families. Can include job training, employment counseling, work placement, basic skills training, education, English proficiency, Workfare, financial or household management, apprenticeship, or any other program necessary to ready a participant to work (such as treatment for drug abuse or mental health treatment). Includes any work activities as defined in the Social Security Act (42 U.S.C. 607(d)). Also see 24 CFR 5.603 (c).

ELDERLY FAMILY. A family whose head, spouse, or sole member is a person who is at least 62 years of age; or two or more persons who are at least 62 years of age living together; or one or more persons who are at least 62 years of age living with one or more live-in aides.

ELDERLY HOUSEHOLD. A family whose head or spouse or whose sole member is at least 62 years of age; may include two or more elderly persons living together or one or more such persons living with another person who is determined to be essential to his/her care and wellbeing.

ELDERLY PERSON. A person who is at least 62 years old.

ELIGIBLE FAMILY (Family)**.** A family is defined by the PHA in the administrative Plan, which is approved by HUD.

EXCESS MEDICAL EXPENSES. Any medical expenses incurred by elderly or disabled families in excess of 3% of Annual Income which are not reimbursable from any other source.

EXTREMELY LOW-INCOME FAMILY. A family whose annual income does not exceed 30 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families.

FAIR HOUSING ACT. Title VIII of the Civil Rights Act of 1968, as amended by the Fair Housing Amendments Act of 1988 (42 U.S.C. 3601 et seq.)

FAIR MARKET RENT (FMR). The rent including the cost of utilities (except telephone) that would be required to be paid in the housing market area to obtain privately owned existing decent, safe and sanitary rental housing of modest (non-luxury) nature with suitable amenities. Fair market rents for existing housing are established by HUD for housing units of varying sizes (number of bedrooms) and are published in the *Federal Register.*

FAMILY. "Family" includes but is not limited to:
A family is identified regardless of sexual orientation, gender identity or marital status, with or without children (the temporary absence of a child from the home due to placement in foster care shall not be considered in determining family composition and family size);
An elderly family;
A near-elderly family;
A displaced family
The remaining member of a tenant family; and
A single person who is not an elderly or displaced person, or a person with disabilities, or the remaining member of a tenant family.
("Family" can be further defined by the PHA).

FAMILY OF VETERAN OR SERVICE PERSON. A family is a "family of veteran or service person" when:
The veteran or service person (a) is either the head of household or is related to the head of the household; or (b) is deceased and was related to the head of the household, and was a family member at the time of death.
The veteran or service person, unless deceased, is living with the family or is only temporarily absent unless s/he was (a) formerly the head of the household and is permanently absent because of hospitalization, separation, or desertion, or is divorced; provided, the family contains one or more persons for whose support s/he is legally responsible and the spouse has not remarried; or (b) not the head of the household but is permanently hospitalized; provided, that s/he was a family member at the time of hospitalization and there remain in the family at least two related persons.

FAMILY RENT TO OWNER. In the voucher program, the portion of the rent to owner paid by the family.

FAMILY SELF-SUFFICIENCY PROGRAM (FSS PROGRAM). The program established by a PHA to promote self-sufficiency of assisted families, including the provision of supportive services.

FAMILY SHARE. The amount calculated by subtracting the housing assistance payment from the gross rent.

FAMILY UNIFICATION PROGRAM. Program under which section 8 housing vouchers are provided to families for whom the lack of adequate housing is a primary factor which would result in the imminent placement of the family's child, or children in out-of-home care; or the delay in the discharge of the child, or children to the family from out-of-home care.

FAMILY UNIT SIZE. The appropriate number of bedrooms for a family, as determined by the PHA under the PHA's subsidy standards.

FOSTER CHILD CARE PAYMENT. Payment to eligible households by state, local, or private agencies appointed by the State, to administer payments for the care of foster children.

FULL-TIME STUDENT. A person who is attending school or vocational training on a full-time basis (carrying a subject load that is considered full-time for day students under the standards and practices of the educational institution attended).

FUNDING INCREMENT. Each commitment of budget authority by HUD to a PHA under the consolidated annual contributions contract for the PHA program.

GROSS RENT. The sum of the Rent to Owner and the utility allowance. If there is no utility allowance, Rent to Owner equals Gross Rent.

GROUP HOME. A dwelling unit that is licensed by a State as a group home for the exclusive residential use of two to twelve persons who are elderly or persons with disabilities (including any live-in aide).

GUEST. A person temporarily staying in the unit with the consent of a tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant.

HAP CONTRACT. (See Housing Assistance Payments contract.)

HEAD OF HOUSEHOLD. The head of household is the person who assumes legal and financial responsibility for the household and is listed on the application as head.

HOUSEHOLD. The family.

HOUSING AGENCY. A state, county, municipality or other governmental entity or public body (or agency or instrumentality thereof) authorized to engage in or assist in the development or operation of low-income housing. ("PHA" and "HA" mean the same thing.)

HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974. Act in which the U.S. Housing Act of 1937 (sometimes referred to as the Act) was recodified, and which added the Section 8 Programs.

HOUSING ASSISTANCE PAYMENT. The monthly assistance payment by a PHA. The total assistance payment consists of:
A payment to the owner for rent to owner under the family's lease.

HOUSING ASSISTANCE PAYMENTS CONTRACT. (HAP contract). A written contract between a PHA and an owner in the form prescribed by HUD headquarters, in which the PHA agrees to make housing assistance payments to the owner on behalf of an eligible family.

HOUSING ASSISTANCE PLAN. (1) A Housing Assistance Plan submitted by a local government participating in the Community Development Block Program as part of the block grant application, in accordance with the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD. (2) A Housing Assistance Plan meeting the requirements of 570.303(c) submitted by a local government not participating in the Community Development Block Grant Program and approved by HUD.

HUD. The U.S. Department of Housing and Urban Development.

HUD REQUIREMENTS. HUD requirements for the Section 8 programs. HUD requirements are issued by HUD headquarters as regulations. Federal Register notices or other binding program directives.

IMPUTED ASSET. Asset disposed of for less than Fair Market Value during two years preceding examination or reexamination.

IMPUTED INCOME. HUD passbook rate x total cash value of assets. Calculation used when assets exceed $5,000.

IMPUTED WELFARE INCOME. An amount of annual income that is not actually received by a family as a result of a specified welfare benefit reduction, but is included in the family's annual income and therefore reflected in the family's rental contribution.

INCOME. Income from all sources of each member of the household as determined in accordance with criteria established by HUD.

INCOME FOR ELIGIBILITY. Annual Income.

INDIAN. Any person recognized as an Indian or Alaska native by an Indian tribe, the federal government, or any State.

INDIAN HOUSING AUTHORITY (IHA). A housing agency established either by exercise of the power of self-government of an Indian Tribe, independent of State law, or by operation of State law providing specifically for housing authorities for Indians.

INITIAL PHA. In portability, the term refers to both:
A PHA that originally selected a family that later decides to move out of the jurisdiction of the selecting PHA; and
A PHA that absorbed a family that later decides to move out of the jurisdiction of the absorbing PHA.

INITIAL RENT TO OWNER. The rent to owner at the beginning of the HAP contract term.

INTEREST REDUCTION SUBSIDIES. The monthly payments or discounts made by HUD to reduce the debt service payments and, hence, rents required on Section 236 and 221 (d)(3) BMIR projects. Includes monthly interest reduction payments made to mortgagees of Section 236 projects and front-end loan discounts paid on BMIR projects.

JURISDICTION. The area in which the PHA has authority under State and local law to administer the program.

LANDLORD. This term means either the owner of the property or his/her representative or the managing agent or his/her representative, as shall be designated by the owner.

LEASE. A written agreement between an owner and a tenant for the leasing of a dwelling unit to the tenant. The lease establishes the conditions for occupancy of the dwelling unit by a family with housing assistance payments under a HAP contract between the owner and the PHA. In cooperative housing, a written agreement between a cooperative and a member of the cooperative. The agreement establishes the conditions for occupancy of the member's family with housing assistance payments to the cooperative under a HAP contract between the cooperative and the PHA.

LEASE ADDENDUM. The lease language required by HUD in the lease between the tenant and the owner.

LIVE-IN AIDE. A person who resides with an elderly person or disabled person and who is determined to be essential to the care and well-being of the person, is not obligated for the support of the person, and would not be living in the unit except to provide necessary supportive services.

LOCAL PREFERENCE. A preference used by the PHA to select among applicant families.

LOW-INCOME FAMILY. A family whose annual income does not exceed 80 percent of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income ceilings higher or lower than 80% for areas with unusually high or low income families.

MANUFACTURED HOME. A manufactured structure that is built on a permanent chassis, is designed for use as a principal place of residence, and meets the UPCS-V. A special housing type. See 24 CFR 982.620 and 982.621.

MANUFACTURED HOME SPACE. In manufactured home space rental: A space leased by an owner to a family. A manufactured home owned and occupied by the family is located on the space. See 24 CFR 982.622 to 982.624

MARKET RENT. Rental rates that are consistent with other rents in the same area for comparable properties.

MEDICAL EXPENSES. Those total medical expenses, including medical insurance premiums that are anticipated during the period for which Annual Income is computed, and that are not covered by insurance. (A deduction for elderly or disabled families only.) These allowances are given when calculating adjusted income for medical expenses in excess of 3% of Annual Income.

MINOR. A member of the family household (excluding foster children) other than the family head or spouse who is under 18 years of age.

MIXED FAMILY. A family with citizens and eligible immigration status and without citizens and eligible immigration status as defined in 24 CFR 5.504(b)(3)

MONTHLY ADJUSTED INCOME. 1/12 of the Annual Income after Allowances or Adjusted Income.

MONTHLY INCOME. 1/12 of the Annual Income.

MUTUAL AGREEMENT. A written agreement that both the landlord and tenant sign. The agreement details the terms of the agreement.

NATIONAL. A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

NEAR-ELDERLY FAMILY. A family whose head, spouse, or sole member is a person who is at least 50 years of age but below the age of 62; or two or more persons who are at least 50 years of age but below the age of 62, living together;

or one or more persons who are at least 50 years of age but below the age of 62, living with one or more live-in aides.

NET FAMILY ASSETS. Value of equity in savings, checking, IRA and Keogh accounts, real property, stocks, bonds, and other forms of capital investment. The value of necessary items of personal property such as furniture and automobiles are excluded from the definition.

NON CITIZEN. A person who is neither a citizen nor a national of the United States.

OCCUPANCY STANDARDS. [Now referred to as Subsidy Standards] Standards established by a PHA to determine the appropriate number of bedrooms for families of different sizes and compositions.

OTHER PERSON UNDER THE TENANT'S CONTROL, COVERED PERSON. The person, although not staying as a guest (as defined in the section) in the unit, is, or was at the time of the activity in question, on the premises (as premises is defined in this section) because of an invitation from the tenant or other member of the household who has express or implied authority to so consent on behalf of the tenant. Absent evidence to the contrary, a person temporarily and infrequently on the premises solely for legitimate commercial purposes is not under the tenant's control.

OWNER. Any persons or entity having the legal right to lease a unit to a participant.

PARTICIPANT. A family that has been admitted to the PHA's program and is currently assisted in the program. The family becomes a participant on the effective date of the first HAP contract executed by the PHA for the family (First day of initial lease term).

PAYMENT STANDARD. The maximum monthly assistance payment for a family assisted in the voucher program (before deducting the total tenant payment by the family. In the voucher program the PHA adopts a payment standard schedule that is within 90% to 110% of the FMR for each bedroom size.

PERSON WITH DISABILITIES. A person who has a disability as defined in 42 U.S.C 423 or a developmental disability as defined in 42 U.S.C. 6001. Also includes a person who is determined, under HUD regulations, to have a physical or mental impairment that is expected to be of long-continued and indefinite duration, substantially impedes the ability to live independently, and is of such a nature that the ability to live independently could be improved by more suitable housing conditions. For purposes of reasonable accommodation and program accessibility for persons with disabilities, means an "individual with handicaps" as defined in 24 CFR 8.3. Definition does not exclude persons who have AIDS or

conditions arising from AIDS, but does not include a person whose disability is based solely on drug or alcohol dependence (for low-income housing eligibility purposes).

PHA PLAN. The annual plan and the 5-year plan as adopted by the PHA and approved by HUD in accordance with 24 CFR Part 903 of this chapter.

PORTABILITY. Renting a dwelling unit with Section 8 tenant-based assistance outside the jurisdiction of the initial PHA.

PREMISES. The building or complex in which the dwelling unit is located, including common areas and grounds.

PRIVATE SPACE. In shared housing: The portion of a contract unit that is for the exclusive use of an assisted family.

PROGRAM. The Section 8 tenant-based assistance program under 24 CFR Part 982.

PROGRAM RECEIPTS. HUD payments to the PHA under the consolidated ACC, and any other amounts received by the PHA in connection with the program.

PROJECT BASED VOUCHERS. Vouchers set aside for a particular project or development.

PUBLIC ASSISTANCE. Welfare or other payments to families or individuals, based on need, which are made under programs funded, separately or jointly, by Federal, state, or local governments.

PUBLIC HOUSING AGENCY (PHA). PHA includes any State, county, municipality or other governmental entity or public body which is authorized to administer the program (or an agency or instrumentality of such an entity), or any of the following:
A consortia of housing agencies, each of which meets the qualifications in paragraph (1) of this definition, that HUD determines has the capacity and capability to efficiently administer the program (in which case, HUD may enter into a consolidated ACC with any legal entity authorized to act as the legal representative of the consortia members):
Any other public or private non-profit entity that was administering a Section 8 tenant-based assistance program pursuant to a contract with the contract administrator of such program (HUD or a PHA) on October 21, 1998; or
For any area outside the jurisdiction of a PHA that is administering a tenant-based program, or where HUD determines that such PHA is not administering the program effectively, a private non-profit entity or a governmental entity or

public body that would otherwise lack jurisdiction to administer the program in such area.

REASONABLE RENT. A rent to owner that is not more than rent charged for comparable units in the private unassisted market, and not more than the rent charged for comparable unassisted units in the premises.

RECEIVING PHA. In portability: A PHA that receives a family selected for participation in the tenant-based program of another PHA. The receiving PHA issues a voucher and provides program assistance to the family.

RECERTIFICATION. Sometimes called reexamination. The process of securing documentation of total family income used to determine the rent the tenant will pay for the next 12 months.. There are annual and interim recertifications.

REMAINING MEMBER OF TENANT FAMILY. Person left in assisted housing after other family members have left and become unassisted.

RENT TO OWNER. The total monthly rent payable to the owner under the lease for the unit. Rent to owner covers payment for any housing services, maintenance and utilities that the owner is required to provide and pay for.

RESIDENCY PREFERENCE. A PHA preference for admission of families that reside anywhere in a specified area, including families with a member who works or has been hired to work in the area ("residency preference area").

RESIDENCY PREFERENCE AREA. The specified area where families must reside to qualify for a residency preference.

RESTITUTION. Demand for full HAP monies paid on behalf of the family for the period family was not entitled to due to misrepresentation.

RESPONSIBLE ENTITY. For the public housing and Section 8 tenant-based assistance, project-based certificate assistance and moderate rehabilitation program, the responsible entity means the PHA administering the program under an ACC with HUD. For all other Section 8 programs, the responsible entity means the Section 8 owner.

SECRETARY. The Secretary of Housing and Urban Development.

SECTION 8. Section 8 of the United States Housing Act of 1937 (42 U.S.C. 1437f). The Housing Choice Voucher Program.

SECURITY DEPOSIT. A dollar amount which can be applied to unpaid rent, damages or other amounts owed to the owner under the lease.

SERVICE PERSON. A person in the active military or naval service (including the active reserve) of the United States.

SHARED HOUSING. A unit occupied by two or more families. The unit consists of both common space for shared use by the occupants of the unit and separate private space for each assisted family. A special housing type.

SINGLE PERSON. A person living alone or intending to live alone.

SPECIAL ADMISSION. Admission of an applicant that is not on the PHA waiting list or without considering the applicant's waiting list position.

SPECIAL HOUSING TYPES. See Subpart M of 24 CFR 982, which states the special regulatory requirements for SRO housing, congregate housing, group homes, shared housing, cooperatives (including mutual housing), and manufactured homes (including manufactured home space rental).

SPECIFIED WELFARE BENEFIT REDUCTION. Those reductions of welfare benefits (for a covered family) that may not result in a reduction of the family rental contribution. A reduction of welfare benefits because of fraud in connection with the welfare program, or because of welfare sanction due to noncompliance with a welfare agency requirement to participate in an economic self-sufficiency program.

SPOUSE. The husband or wife of the head of the household.

SUBSIDY STANDARDS. Standards established by a PHA to determine the appropriate number of bedrooms and amount of subsidy for families of different sizes and compositions.

SUBSTANDARD UNIT. Substandard housing is defined by HUD for use as a federal preference.

SUSPENSION/TOLLING. Stopping the clock on the term of a family's voucher, for such period as determined by the PHA, from the time when the family submits a request for PHA approval to lease a unit, until the time when the PHA approves or denies the request. If the PHA decides to allow extensions or suspensions of the voucher term, the PHA administrative plan must describe how the PHA determines whether to grant extensions or suspensions, and how the PHA determines the length of any extension or suspension.

TENANCY ADDENDUM. For the Housing Choice Voucher Program, the lease language required by HUD in the lease between the tenant and the owner.

TENANT. The person or persons (other than a live-in-aide) who executes the lease as lessee of the dwelling unit.

TENANT RENT. The amount payable monthly by the family as rent to the unit owner (Section 8 owner or PHA in public housing).

TOTAL TENANT PAYMENT (TTP). The total amount the HUD rent formula requires the tenant to pay toward gross rent and utility allowance.

UNIT. Residential space for the private use of a family.

UTILITIES. Utilities means water, electricity, gas, other heating, refrigeration, cooking fuels, trash collection and sewage services. Telephone service is not included as a utility.

UTILITY ALLOWANCE. If the cost of utilities (except telephone) including range and refrigerator, and other housing services for an assisted unit is not included in the Contract Rent but is the responsibility of the family occupying the unit, an amount equal to the estimate made or approved by a PHA or HUD of a reasonable consumption of such utilities and other services for the unit by an energy conservative household of modest circumstances consistent with the requirements of a safe, sanitary, and healthy living environment.

UTILITY REIMBURSEMENT. The portion of the housing assistance payment which exceeds the amount of the rent to owner.

VERY LOW INCOME FAMILY. A Lower-Income Family whose Annual Income does not exceed 50% of the median income for the area, as determined by HUD, with adjustments for smaller and larger families. HUD may establish income limits higher or lower than 50% of the median income for the area on the basis of its finding that such variations are necessary because of unusually high or low family incomes.

VETERAN. A person who has served in the active military or naval service of the United States at any time and who shall have been discharged or released there from under conditions other than dishonorable.

VIOLENT CRIMINAL ACTIVITY. Any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage. .

VOUCHER (rental voucher). A document issued by a PHA to a family selected for admission to the voucher program. This document describes the program and the procedures for PHA approval of a unit selected by the family. The voucher also states the obligations of the family under the program.

UNIFORM PHYSICAL CONDITION STANDARDS FOR VOUCHERS (UPCS-V). The HUD minimum quality standards for housing assisted under the tenant-based programs.

VOUCHER HOLDER. A family holding a voucher with an unexpired term (search time).

VOUCHER PROGRAM. The Housing Choice Voucher program.

WAITING LIST. A list of families organized according to HUD regulations and PHA policy who are waiting for subsidy to become available.

WAITING LIST ADMISSION. An admission from the PHA waiting list.

WELFARE ASSISTANCE. Income assistance from Federal or State welfare programs, including assistance provided under TANF and general assistance. Does not include assistance directed solely to meeting housing expenses, nor programs that provide health care, child care or other services for working families.

C. GLOSSARY OF TERMS USED IN THE NONCITIZENS RULE

CHILD. A member of the family other than the family head or spouse who is under 18 years of age.

CITIZEN. A citizen or national of the United States.

EVIDENCE OF CITIZENSHIP OR ELIGIBLE STATUS. The documents which must be submitted to evidence citizenship or eligible immigration status.

HEAD OF HOUSEHOLD. The adult member of the family who is the head of the household for purpose of determining income eligibility and rent.

HUD. Department of Housing and Urban Development.

INS. The U.S. Immigration and Naturalization Service.

MIXED FAMILY. A family whose members include those with citizenship or eligible immigration status and those without citizenship or eligible immigration status.

NATIONAL. A person who owes permanent allegiance to the United States, for example, as a result of birth in a United States territory or possession.

NONCITIZEN. A person who is neither a citizen nor national of the United States.

PHA. A housing authority that operates Public Housing.

RESPONSIBLE ENTITY. The person or entity responsible for administering the restrictions on providing assistance to noncitizens with ineligible immigration status (the PHA).

SECTION 214. Section 214 restricts HUD from making financial assistance available for noncitizens unless they meet one of the categories of eligible immigration status specified in Section 214 of the Housing and Community Development Act of 1980, as amended (42 U.S.C. 1436a).

SPOUSE. Spouse refers to the marriage partner, either a husband or wife, who is someone you need to divorce in order to dissolve the relationship. It includes the partner in a common-law marriage. It does not cover boyfriends, girlfriends, significant others, or "co-heads."

BEFORE THE HOUSING AUTHORITY OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a Housing Authority Resolution	)	
Approving the Pittsburg Housing Authority	)	RESOLUTION NO. 17-
Administrative Plan for 2017	)	

The Housing Authority of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, the Housing Authority of the City of Pittsburg (Housing Authority) has made significant modifications, as reflected in Chapter 10 of the Administrative Plan for 2017, which incorporates the revision to the Payment Standard policy; and

WHEREAS, a Public Notice was published in the East County Times on January 31, 2017 commencing the 45-day period to submit written comments. The public hearing scheduled for this evening is to address any written comments received during the noticing period and to allow comments prior to the approval of the Administrative Plan for 2017 by the Housing Authority board; and

WHEREAS, in compliance with federal regulations, the Housing Authority has revised its Administrative Plan addressing the delivery of housing services in the Pittsburg community and thereby, satisfying the Department of Housing and Urban Development (HUD) requirements to update the Administrative Plan; and

WHEREAS, the adoption of the Housing Authority Administrative Plan for 2017 is in the best interest of the citizens of Pittsburg.

NOW, THEREFORE, the Housing Authority of the City of Pittsburg finds and determines as follows:

Section 1.
All the recitals above are true and correct and incorporated herein.

Section 2.
The Housing Authority Administrative Plan for 2017 is a thorough and complete document.

Section 3. .
The Administrative Plan for 2017 will be available for review at the Housing Authority located at 916 Cumberland Street, Pittsburg, CA 94565 and on the City of Pittsburg website.

Section 4.
The Housing Authority Board hereby adopts this Resolution and the Administrative Plan for 2017 incorporated herein by this reference.

Section 5.
The Executive Director is hereby authorized to take such further actions as may be necessary or appropriate to carry out the Housing Authority's obligations pursuant to this Resolution.

Section 6.
The Agency Secretary shall certify to the adoption of this Resolution.

Section 7.
The Resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the Housing Authority of the City of Pittsburg at a regular meeting on the 20th day of March, 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Chair

ATTEST:

_____
Alice E. Evenson, Secretary

CITY OF PITTSBURG
HOUSING AUTHORITY MEETING MINUTES

DATE: February 21, 2017

LOCATION: Council Chambers, City Hall, 65 Civic Avenue, Pittsburg, CA 94565

CITY COUNCIL/AGENCY MEMBERS

Marilyn Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair Member
Sal Evola, Council/Agency Member
Juan Antonio Banales, Council/Agency Member
Jelani Killings, Council/Agency Member
Michelle King, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS

Joe Sbranti, City Manager/Executive Director
Ruthann Ziegler, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

CALL TO ORDER

Chair Craft called the meeting of the Housing Authority to order at 7:16 P.M. in the City Council Chambers at City Hall, 65 Civic Avenue, Pittsburg, California.

ROLL CALL

Member Evola was absent and excused.

COMBINED CITY COUNCIL/HOUSING AUTHORITY CONSENT CALENDAR

On motion by Member Herring, seconded by Member Killings to adopt and carried by the following vote:

AYES: Banales, Herring, Killings, King, Longmire, Craft
ABSENT: Evola

2. Minutes of January 17, 2017

3. Disbursement List of January 31, 2017

4. Adoption of both a Housing Authority and City Council Resolution to Approve the Transfer of Unclaimed funds to the City's General Fund and Housing Authority Fund Pursuant to California Government Code Section 50053

ADJOURNMENT

The Housing Authority was adjourned at 7:17 P.M. to March 20, 2017.

Respectfully submitted,

Alice E. Evenson, Secretary

PITTSBURG HOUSING AUTHORITY

Disbursement List Summary

For the month of February 2017

VOUCHERS	Ck#	Amount	HAP[1]	VASH[2]	UR[3]	Portability	Admin. Fee	TOTAL
	145473 -145598	1,200,053.23	1,051,646.52	120,212.00	8,552.99	13,095.00	6,546.72	1,200,053.23
	20117001- 20117478							-
								-
	145599-145601	39,644.76	22,878.00	15,435.00	201.00	348.00	782.76	39,644.76
	21517001-21517022							-
								-
								-
								-
	TOTAL	1,239,697.99	1,074,524.52	135,647.00	8,753.99	13,443.00	7,329.48	$ 1,239,697.99

[1]Housing Assistance Payment [2]Veterans Affairs Supportive Housing [3]Utility Reimbursement

ADMINISTRATIVE EXPENSES		Amount	Description	TOTAL
	Paid to	$ 35,390.62	Full Time salaries	$ 35,390.62
	City of Pittsburg	$ -	Stipend	-
	(2/17 Operating	-	Part Time salaries	-
	Expenses)	-	Overtime salaries	-
		5,633.51	Retirement	5,633.51
		8,958.25	Retirement-Pension bonds	8,958.25
		11,483.46	Health Insurance	11,483.46
		118.12	Life Insurance	118.12
		973.80	Dental Insurance	973.80
		1,892.70	Workers Comp	1,892.70
		195.04	Unemployment Insurance	195.04
		140.74	Disability Ins.	140.74
		2,687.40	FICA	2,687.40
		670.00	Deferred Compensation	670.00
		606.58	Allocated Retiree/Med/Vac Buy-Bk/Empl Term	606.58
		2,687.50	Retiree OPEB Costs	2,687.50
		157.56	Office Supplies	157.56
		-	Textbooks	-
		1,238.16	Postage	1,238.16
		-	Misc Equip & Furniture < $5,000	-
		-	Other Special Departmental Supplies	-
		892.97	Utilities (Gas, Electric & Water)	892.97
		160.89	Telephone - Regular	160.89
		81.25	Telephone - Other	81.25
		-	Membership Dues & Subscriptions	-
		-	Travel, Training, & Conference	-
		1,312.91	Insurance - Alloc Chgs	1,312.91
		-	Legal Fees	-
		1,500.00	Auditing Expense	1,500.00
		-	Settlement Hearing	-
		-	Other Contractual & Professional Service	-
		-	Advertising & Promotion	-
		-	Maintenance Agreements	-
		-	Maintenance & Repairs	-
		(32.50)	Equipment Rental	(32.50)
		2,375.00	Building Rental	2,375.00
		571.91	Fleet Maintenance Alloc Chgs	571.91
		1,276.16	Building Maintenance Alloc Chgs	1,276.16
		2,655.41	Information Systems Alloc Chgs	2,655.41
		-	Bad Debt Expense	-
		4,376.66	Admin overhead paid to city	4,376.66
		464.00	Legal - Non Retainer/Non Reimbursable	464.00
		63.13	Utilities (Gas, Electric, & Water) - Rental	63.13
		991.80	Advertising & Promotion	991.80
		157.59	Maintenance & Repairs - Rental	157.59
		-	Property Tax payment - Rental	-
		120.35	Other fees - Rental	120.35
			Lighting & Landscape Assessment - Rental	-
		1,465.91	Transfer-Out to OPEB (Unfunded Liabilities)	1,465.91
	TOTAL	91,266.88		91,266.88

VOIDED CHECKS & ADJUSTMENTS	Ck#	Amount	Reason	TOTAL
	145414	(14.00)	Check lost - reissued 3/1/17	(14.00)
	145470	(42.00)	Check lost - reissued 3/1/17	(42.00)
	145543	(14.00)	Check lost - reissued 3/1/17	(14.00)
	20117049	(2,021.00)	ACH returned (reissued on 2/15/17)	(2,021.00)
	20117058	(1,134.00)	ACH returned (incorrect information, owner to provide banking information)	(1,134.00)
				-
				-
	TOTAL	(3,225.00)		$ (3,225.00)

NET of Issued and Voided $ 1,327,739.87

I:\Departments\Finance\Divisions\Housing\Housing\Council's Disbursement List\Disbursement List Summary for Council

3/2/17

3-2-17

Check Summary

February 1, 2017

Check Number	Check Date	Payee Tax ID	Payee	Payment Type	Amount
Choice Voucher					
* 145473	2/1/17	*****2494	Amana K Cornish		**171.00**
			Amana K Cornish - 153 Peppermill Lane	UR	171.00
145474	2/1/17	*****7496	Angel R White		**22.00**
			Angel R White - 2030 Crestview Drive 104	UR	22.00
145475	2/1/17	*****1508	Angela N Taylor		**183.00**
			Angela N Taylor - 127 El Camino Drive	UR	183.00
145477	2/1/17	*****0138	Ayanna M Bastain		**175.00**
			Ayanna M Bastain - 1062 Mayport Drive	UR	175.00
145478	2/1/17	*****8598	Cheryl A Edwards		**43.00**
			Cheryl A Edwards - 2255 Bayberry Circle	UR	43.00
145479	2/1/17	*****7549	Crystal L Meredith		**133.00**
			Crystal L Meredith - 139 Lois Avenue	UR	133.00
145480	2/1/17	*****6061	Denise R Ford		**44.00**
			Denise R Ford - 348 Foxglove Street	UR	44.00
145481	2/1/17	*****6094	Devon D Cravanas		**3.00**
			Devon D Cravanas - 1008 Power Avenue	UR	3.00
145482	2/1/17	*****2521	Erica W Kelley		**179.00**
			Erica W Kelley - 202 Benjamin Avenue	UR	179.00
145483	2/1/17		Franchise Tax Board		**209.00**
			Thomas L Brown - 86 Cornwall Street #B	HAP	209.00
145484	2/1/17	*****8921	I'Janae D Elder		**53.00**
			I'Janae D Elder - 3020 Peppermill Circle	UR	53.00
145485	2/1/17	*****7375	Johnnie B Hayes		**1.00**
			Johnnie B Hayes - 2126 Riesling Court	UR	1.00
145486	2/1/17	*****2855	Karen L Dixon		**1.00**
			Karen L Dixon - 1014 Power Ave #29	UR	1.00
145487	2/1/17	*****3764	LaFrances M Harris		**10.00**
			LaFrances M Harris - 2 Marina Blvd. #13-A	UR	10.00
145488	2/1/17	*****9706	Lenaye A Lee-Carter		**7.00**
			Lenaye A Lee-Carter - 30 Brooktree Ct.	UR	7.00
145489	2/1/17	*****7280	Mareece M Harrison		**14.00**
			Mareece M Harrison - 2 Marina Boulevard	UR	14.00
145490	2/1/17	*****5133	Mary P Grigsby		**16.00**
			Mary P Grigsby - 1201 Lakeview Circle	UR	16.00

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145491	2/1/17 *****8275	Mildred G Botello		**102.00**
		Mildred G Botello - 265 Royce Way	UR	102.00
145492	2/1/17 *****4119	Pashenia D Sanders		**158.00**
		Pashenia D Sanders - 25 Lou Ann Place	UR	158.00
145493	2/1/17 *****6197	Rachel M Cheroti		**6.00**
		Rachel M Cheroti - 1026 Power Avenue	UR	6.00
145494	2/1/17 *****6216	Ricolya N Tiger		**23.00**
		Ricolya N Tiger - 2287 Lakeview Circle	UR	23.00
145495	2/1/17 *****6935	Samaiyah A Warren		**131.00**
		Samaiyah A Warren - 113 Jimno Avenue	UR	131.00
145497	2/1/17 *****1512	Shawn A Prince		**4.00**
		Shawn A Prince - 2 Marina Blvd. 13C10	UR	4.00
145498	2/1/17 *****3058	Sherlina R Reed		**35.00**
		Sherlina R Reed - 251 E. 17th Street	UR	35.00
145499	2/1/17 *****3542	Starr C Bronson		**11.00**
		Starr C Bronson - 2109 Lakeview Circle	UR	11.00
145500	2/1/17 *****8485	Talina D Hoover		**14.00**
		Talina D Hoover - 2 Marina Blvd. 10C10	UR	14.00
145503	2/1/17 *****5605	Tomicka M Brumfield		**93.00**
		Tomicka M Brumfield - 571 Scudero	UR	93.00
145505	2/1/17 *****7492	Yeong P McMorris		**128.00**
		Yeong P McMorris - 103 Mayport Court	UR	128.00
145507	2/1/17 *****9283	Latoya C Roper		**83.00**
		Latoya C Roper - 243 W. Leland Road	UR	83.00
145508	2/1/17 *****1418	Patricia A Blocker		**51.00**
		Patricia A Blocker - 51 Seapoint Way	UR	51.00
145509	2/1/17 *****8240	Vanna L Warga		**58.00**
		Vanna L Warga - 4 Quercus Lane	UR	58.00
145511	2/1/17 *****0864	Rochelle Scurlock		**88.00**
		Rochelle Scurlock - 58 Plaza Court	UR	88.00
145512	2/1/17 *****8623	Kimberly A Limas		**138.00**
		Kimberly A Limas - 379 Foxglove Street	UR	138.00
145513	2/1/17 *****7724	Carla R Fortenberry		**3.00**
		Carla R Fortenberry - 1022 Power Avenue,	UR	3.00
145514	2/1/17 *****4208	Ono c Rothschild		**171.00**
		Ono c Rothschild - 3000 Cortina Drive	UR	171.00
145515	2/1/17 *****2184	Evelyn Smith		**282.00**
		Evelyn Smith - 14 Quiet Path Court	UR	282.00
145516	2/1/17 *****1433	Tamiesha S Smith		**83.00**
		Tamiesha S Smith - 2219 Bayberry Circle	UR	83.00

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145517	2/1/17	*****2077	Samantha L Reed		**3.00**
			Samantha L Reed - 1016 Power Avenue	UR	3.00
145518	2/1/17	*****6624	Cyndie I Bliss		**49.00**
			Cyndie I Bliss - 563 East 14th Street	UR	49.00
145519	2/1/17	*****8889	Rosemarie Fagundes		**30.00**
			Rosemarie Fagundes - 1315 Harbor Street	UR	30.00
145520	2/1/17	*****8683	Angel M Gulley		**65.00**
			Angel M Gulley - 1030 Bending Willow	UR	65.00
145521	2/1/17	*****6527	Brandi N Davis		**83.00**
			Brandi N Davis - 15 Willet Court	UR	83.00
145522	2/1/17	*****5753	Kevin j Hernandez		**218.00**
			Kevin j Hernandez - 2209 Mt. Whitney Dr.	UR	218.00
145523	2/1/17	*****6015	Sherron A Camp		**133.00**
			Sherron A Camp - 3884 Meadowbrook Cir.	UR	133.00
145524	2/1/17	*****2405	Christina M Torres-Turner		**172.00**
			Christina M Torres-Turner - 468 E. 12th	UR	172.00
145525	2/1/17	*****6241	Felisha L Lee		**133.00**
			Felisha L Lee - 3718 Arlington Circle	UR	133.00
145526	2/1/17	*****2941	Sadrina Sims		**214.00**
			Sadrina Sims - 1035 Mepham Drive	UR	214.00
145527	2/1/17	*****6458	Tywanda b Jackmon		**223.00**
			Tywanda b Jackmon - 2233 Fairbourn	UR	223.00
145528	2/1/17	*****0531	Akilah Z Parker		**143.00**
			Akilah Z Parker - 170 Panoramic	UR	143.00
145529	2/1/17	*****8384	Laura L Jacobsen		**41.00**
			Laura L Jacobsen - 279 Ronda Court	UR	41.00
145530	2/1/17	*****3256	Melanie M Brooks		**14.00**
			Melanie M Brooks - 850 E. Leland Rd. #65	UR	14.00
145531	2/1/17	*****5492	Michelle m Williams		**89.00**
			Michelle m Williams - 3827 Canterberry	UR	89.00
145532	2/1/17	*****3136	Sheree M Nessler		**119.00**
			Sheree M Nessler - 2158 Marsh Ave.	UR	119.00
145533	2/1/17	*****0046	Letta D Christian		**91.00**
			Letta D Christian - 1041 Mepham Drive	UR	91.00
145534	2/1/17	*****7135	Michele N Nichols		**96.00**
			Michele N Nichols - 37 Atherton Avenue	UR	96.00
145535	2/1/17	*****5626	Lashawn P Fields		**42.00**
			Lashawn P Fields - 281 E. 16th Street	UR	42.00
145536	2/1/17	*****4702	Tracey S Russell		**14.00**
			Tracey S Russell - 850 East Leland Road	UR	14.00

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145537	2/1/17	*****4559	Julie A Young		**44.00**
			Julie A Young - 136 Alvarado Avenue	UR	44.00
145538	2/1/17	*****4831	Valencia M Griffin		**158.00**
			Valencia M Griffin - 219 W. Buchanan Rd.	UR	158.00
145539	2/1/17	*****0248	Abdul A Wardak		**25.00**
			Abdul A Wardak - 230 Shadow Hill Cir	UR	25.00
145540	2/1/17	*****1015	Jessica D Parker		**214.00**
			Jessica D Parker - 57 Alpine Court	UR	214.00
145541	2/1/17	*****2695	Monique Thompson		**27.00**
			Monique Thompson - 2215 Leland Court	UR	27.00
145542	2/1/17	*****1686	Jasmine J Jackson		**46.00**
			Jasmine J Jackson - 55 Leeward Way	UR	46.00
145543	2/1/17	*****5298	Gloria F Nelson		**14.00**
			Gloria F Nelson - 3225 Harbor Street #13E	UR	14.00
145544	2/1/17	*****6507	Melissa R Griffin		**14.00**
			Melissa R Griffin - 2 Marina Blvd. #6A2	UR	14.00
145545	2/1/17	*****3869	Charlene M Best		**87.00**
			Charlene M Best - 3 DiMaggio Ave.	UR	87.00
145546	2/1/17	*****4721	Ebony N Manning		**61.00**
			Ebony N Manning - 128 Peppermill Lane	UR	61.00
145547	2/1/17	*****2217	Camille A Lascano		**1.00**
			Camille A Lascano - 118 Nautilus Place	UR	1.00
145548	2/1/17	*****8078	Lisa E Gordon		**12.00**
			Lisa E Gordon - 2297 Lakeview Circle	UR	12.00
145549	2/1/17	*****2808	Ramona P Jimenez		**76.00**
			Ramona P Jimenez - 68 Lou Ann Pl	UR	76.00
145550	2/1/17	*****4136	Sheiliece e Johnson		**92.00**
			Sheiliece e Johnson - 1516 Freed Cir.	UR	92.00
145551	2/1/17	*****5334	Alexandra D McCray		**192.00**
			Alexandra D McCray - 380 Turnstone	UR	192.00
145553	2/1/17	*****4672	Latasha P Martin		**13.00**
			Latasha P Martin - 359 Gull Place	UR	13.00
145554	2/1/17	*****9985	Angel M Murray		**19.00**
			Angel M Murray - 1030 Power Avenue	UR	19.00
145555	2/1/17	*****1606	Tamika Brown		**35.00**
			Tamika Brown - 3225 Harbor St. #11C	UR	35.00
145556	2/1/17	*****3905	Avisha c Augustus		**119.00**
			Avisha c Augustus - 367 Turnstone Circle	UR	119.00
145557	2/1/17	*****5083	Crystal j Houston		**131.00**
			Crystal j Houston - 1192 Red Leaf Way	UR	131.00

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145558	2/1/17	*****3183	Sonja I Campos		**23.00**
			Sonja I Campos - 1175 West Street	UR	23.00
145559	2/1/17	*****8818	Lisa n Macpheators		**129.00**
			Lisa n Macpheators - 105 Linda Vista Ave.	UR	129.00
145560	2/1/17	*****5837	Laquisha M Walls		**85.00**
			Laquisha M Walls - 38 Mercury Ct.	UR	85.00
145561	2/1/17	*****8533	Ebony N Washington		**120.00**
			Ebony N Washington - 362 Mildred Ave.	UR	120.00
145562	2/1/17	*****8566	Twyla M Lumsey		**29.00**
			Twyla M Lumsey - 409 West 8th Street	UR	29.00
145563	2/1/17	*****3277	Stacie J Hogan		**41.00**
			Stacie J Hogan - 1073 Cape May Drive	UR	41.00
145564	2/1/17	*****3349	Iris S Randall		**37.00**
			Iris S Randall - 55 Dowitcher Ct.	UR	37.00
145565	2/1/17	*****0840	Dalisha L Bernstine		**159.00**
			Dalisha L Bernstine - 1 Addison Court	UR	159.00
145566	2/1/17	*****7242	Johnisha K Downs		**100.00**
			Johnisha K Downs - 52 Lou Ann Place	UR	100.00
145567	2/1/17	*****4621	Angela Maddox		**14.00**
			Angela Maddox - 3225 Harbor Street 11-B	UR	14.00
145568	2/1/17	*****8619	Linshelle j Gay		**44.00**
			Linshelle j Gay - 33 Galleon Way	UR	44.00
145569	2/1/17	*****1238	Ramonda A Carlos		**136.00**
			Ramonda A Carlos - 18 Arlington Drive	UR	136.00
145570	2/1/17	*****6995	Graciela Arroyo		**56.00**
			Graciela Arroyo - 133 Arlington Drive	UR	56.00
145571	2/1/17	*****7390	Masuda Nawabi		**40.00**
			Masuda Nawabi - 2222 Woodhill Dr.	UR	40.00
145572	2/1/17	*****1951	Vinisha D Thornton		**135.00**
			Vinisha D Thornton - 26 Salisbury Drive	UR	135.00
145573	2/1/17	*****5549	Jessica L Williams		**9.00**
			Jessica L Williams - 1263 Lakeview Circle	UR	9.00
145574	2/1/17	*****5330	Lateefah A Childress		**52.00**
			Lateefah A Childress - 690 Carpino Ave.	UR	52.00
145575	2/1/17	*****7822	Daudi K Edmond		**36.00**
			Daudi K Edmond - 125 E. 10th Street #301	UR	36.00
145576	2/1/17	*****5758	Monique c Chaves		**113.00**
			Monique c Chaves - 455 Central Ave.	UR	113.00
145577	2/1/17	*****3226	Riquel A Neal		**190.00**
			Riquel A Neal - 354 Bay Crest Dr.	UR	190.00

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145578	2/1/17	*****6095	Leilani S Gomez		**39.00**
			Leilani S Gomez - 1914 Galway Drive	UR	39.00
145579	2/1/17	*****7882	Deja L Horton		**158.00**
			Deja L Horton - 2203 Leland Ct.	UR	158.00
145580	2/1/17	*****8167	ABJ Enterprises, Inc. dba Blue Line Property Management		**2,000.00**
			Rochelle Scurlock - 58 Plaza Court	HAP	2,000.00
145581	2/1/17	*****9524	Ahmed H Abushgarah		**84.00**
			Ahmed H Abushgarah - 2204 Leland Court	UR	84.00
145582	2/1/17	*****9326	Western Addition Apartments, LLC		**1,463.00**
			Tyrone W Duncan - 303 W. 9th Street	HAP	1,463.00
145585	2/1/17	*****1039	Antonio Buccellato c/o New Way Managment Services		**570.00**
			Sandra D Clark - 704 Cutter Street	HAP	570.00
145587	2/1/17	*****3423	Sally Lea Hickman		**1,234.00**
			Cynthia J Brown - 4 San Carlos Pl.	HAP	1,234.00
145588	2/1/17	*****0978	King County Housing Authority		**1,328.16**
			Deborah M Anderson - 30 Castlewood	HAP	1,257.00
			Deborah M Anderson - 30 Castlewood	AF	71.16
145589	2/1/17	*****3848	Leticia Carasi Malasig		**943.00**
			Marilyn C Heard - 778 Stoneman Ave.	HAP	943.00
145590	2/1/17	*****6768	Matrixone Realty		**1,132.00**
			Sonja L Keeby - 117 Dias Circle	HAP	1,132.00
145591	2/1/17	*****3124	Dante McDonald		**556.00**
			Dita Carter - 271 Patricia Ave.	HAP	556.00
145592	2/1/17	*****2593	Ba Nguyen Thu Thi Ngo		**2,502.00**
			Lai Phan - 115 Greenmeadow Circle	HAP	1,520.00
			Hoa T Nguyen - 2166 Rain Drop Circle	HAP	982.00
145593	2/1/17	*****2286	North State Financial, Inc.		**2,525.00**
			Ocie M Parks - Prorated for 20 of 31 days	HAP	990.00
			Ocie M Parks - 1045 Mayport Dr.	HAP	1,535.00
145594	2/1/17	*****9618	Oklahoma Housing Finance Agency		**602.16**
			Sylvia R Shaw - 2 Marina Boulevard 4B5	HAP	531.00
			Sylvia R Shaw - 2 Marina Boulevard 4B5	AF	71.16
145595	2/1/17	*****6230	Effie R. Page		**1,730.00**
			Lenaye A Lee-Carter - 30 Brooktree Ct.	HAP	1,730.00
145596	2/1/17	*****9182	Lorene Paysinger		**1,162.00**
			Theresa p Jones - 271 Ronda Court	HAP	1,162.00
145597	2/1/17	*****7243	Linda Phon		**929.00**
			Jonathan Volker - 103 Peppermill Lane	HAP	929.00

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20117016	2/1/17	*****2764	Mel L. Banagan	DD - ES	**681.00**
			Janice M Bowie - 1715 Clearwood St.	HAP	681.00
20117017	2/1/17	*****4138	Carlos G. Barraza	DD - ES	**827.00**
			Ollie M Nelson - 338 Mildred Ave.	HAP	827.00
20117018	2/1/17	*****7446	Bay Burg Property, LLC	DD - ES	**1,096.00**
			Lachar R Vales - 1388 Columbia Street	HAP	1,096.00
20117019	2/1/17	*****5979	John Bedford	DD - ES	**376.00**
			Danielle Stevens - 43 MEADOWBROOK	HAP	376.00
20117020	2/1/17	*****9093	Holly Beech	DD - ES	**3,990.00**
			Felicia D Gaines - 12 Meadowbrook	HAP	1,282.00
			Laneasha W Lee - 27 Meadowbrook Circle	HAP	1,164.00
			Stephanie M Lee - 75 Meadowbrook Circle	HAP	1,544.00
20117021	2/1/17	*****8439	Frank Belleci	DD - ES	**1,379.00**
			Linda P Smith - 383 Schooner Way	HAP	1,379.00
20117022	2/1/17	*****8614	Charles Bell and Camino Johnson-Bell	DD - ES	**1,668.00**
			Sharron Baker - 2043 Cardiff Dr.	HAP	1,668.00
20117023	2/1/17	*****2521	Belmont Apartments	DD - ES	**17,250.00**
			Devon D Cravanas - 1008 Power Avenue	HAP	1,055.00
			Nancy C Davis - 1022 Power Avenue #149	HAP	851.00
			Jackie L Blanton - 1004 Power Ave #221	HAP	1,041.00
			Jesse A Armstead - 1034 Power Ave #103	HAP	839.00
			Rachel M Cheroti - 1026 Power Avenue	HAP	1,260.00
			Florence M Barham - 1028 Power Ave., 77	HAP	1,056.00
			Adella Anderson - 1028 Power Avenue #	HAP	929.00
			Bridgette I Birden-Winn - 1004 Power	HAP	1,170.00
			Gina Adams - 1002 Power Avenue #199	HAP	1,072.00
			Lashonda Crochett - 1026 Power Avenue	HAP	866.00
			Jennifer c Coney - 1018 Power Avenue	HAP	878.00
			Lakisha L Burton - 1004 Power Avenue	HAP	1,041.00
			Tijuana V Benard - 1022 Power Avenue	HAP	516.00
			Jonaye Bridges - 1012 Power Avenue 174	HAP	1,116.00
			Ronisha L Caraballo - 1020 Power Avenue	HAP	915.00
			Sandra a Brown - 1022 Power Avenue 145	HAP	1,053.00
			Karen E Camp - 1022 Power Avenue 142	HAP	358.00
			Casondra B Coppedge - 1020 Power Ave	HAP	1,234.00
20117024	2/1/17	*****2521	Belmont Apartments	DD - ES	**16,028.00**
			Kathleen D Enfield - 1018 Power Avenue	HAP	772.00
			Dominique c Flucus - 1006 Power Avenue	HAP	967.00
			Evangeline E Dixon - 1014 Power Avenue	HAP	958.00
			Donna p Gasca - 1016 Power Ave. #53	HAP	739.00
			Martha A Foster - 1030 Power Ave. #113	HAP	844.00
			Robert Freeney III - 1002 Power Avenue	HAP	434.00

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* 20117001	2/1/17	*****2626	9th Street Associates, LP	DD - ES	**3,945.00**
			Tiaira A Castaneda - 454 East 9th Street	HAP	951.00
			Natalie D Lloyd - 1073 Beacon Street	HAP	864.00
			Beverly j Glasper - 1059 Beacon Street	HAP	652.00
			Ashley S Andrews - 1057 Beacon Street	HAP	224.00
			Christina M Harrison - 1065 Beacon Street	HAP	274.00
			Qwanisha Lowe - 1039 Beacon Street	HAP	980.00
20117002	2/1/17	*****0229	Meerwais Abdiani	DD - ES	**867.00**
			Fazel a Abdiani - 2230 Serrano Way	HAP	867.00
20117003	2/1/17	*****6825	A Classey Corp. DBA: ACL Property Management	DD - ES	**5,110.00**
			Cherokee M Hunter - 1971 Newport Drive	HAP	1,391.00
			Cecilia D McGlown - 1625 Birdhaven Way	HAP	1,848.00
			Lisa M Hill - 262 Balsam Street	HAP	1,871.00
20117004	2/1/17	*****3963	Rohit V Aggarwal	DD - ES	**800.00**
			Rolinna M Williams - 193 Ramona Street 7	HAP	800.00
20117005	2/1/17	*****6232	Rosario Aguilar	DD - ES	**900.00**
			Isabel Aguilar - 28 Roseann Ave	HAP	900.00
20117006	2/1/17	*****5759	Rosa Aguirre	DD - ES	**1,875.00**
			Sheiliece e Johnson - 1516 Freed Cir.	HAP	1,875.00
20117007	2/1/17	*****9530	Demetrius Alexander	DD - ES	**1,365.00**
			Julie A Young - 136 Alvarado Avenue	HAP	1,365.00
20117008	2/1/17	*****2539	Ida Alfaro	DD - ES	**368.00**
			Marsha Farmer - 379 California Avenue	HAP	368.00
20117009	2/1/17	*****9681	Dale Alvarez	DD - ES	**1,489.00**
			Nancy M Parrish - 271 West 10th Street	HAP	1,489.00
20117010	2/1/17	*****7474	David Alves	DD - ES	**582.00**
			Sandralie Ferguson - 822 East 11th Street	HAP	582.00
20117011	2/1/17	*****0387	James or Brenda Anderson	DD - ES	**2,187.00**
			Lateefah A Childress - 690 Carpino Ave.	HAP	1,226.00
			Stephanie M Crane - 692 Carpino Ave.	HAP	961.00
20117012	2/1/17	*****2467	Waheed Arabshahi	DD - ES	**1,822.00**
			Sarah Alemi - 2 Brooktrail Ct.	HAP	1,822.00
20117013	2/1/17	*****8701	Mariteresa Arenson c/o Select 1 Realty	DD - ES	**1,591.00**
			Delores I Jackson - 4261 McDermott Dr.	HAP	1,591.00
20117014	2/1/17	*****0707	Sergeant or Sima Austin	DD - ES	**1,479.00**
			Jessica M Raygoza - 2043 Heatherwood	HAP	1,479.00
20117015	2/1/17	*****3967	Ajay Banga	DD - ES	**2,800.00**
			Tashama C Coleman - 139 Marks Blvd.	HAP	857.00
			Veronica C Chavez - 2203 Greenfield Drive	HAP	1,943.00

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			Gloria J Dials - 1008 Power Avenue 28	HAP	297.00
			Eloina Gonzalez - 1002 Power Avenue	HAP	878.00
			Velma d Gordon - 1018 Power Ave #158	HAP	850.00
			Ebony M Fortune - 1016 Power Avenue 54	HAP	1,157.00
			Casandra R Jackson Gordon - 1022 Power	HAP	851.00
			Carla R Fortenberry - 1022 Power Avenue,	HAP	1,260.00
			Deo M Gopi - 1026 Power Avenue 133	HAP	809.00
			Nicole S Johnson - 1022 Power Avenue	HAP	851.00
			Joyce M Harris - 1026 Power Avenue,	HAP	888.00
			Patricia M Ingram - 1032 Power Avenue	HAP	893.00
			Kenneth Johnson - 1022 Power Ave #143	HAP	623.00
			Karen L Dixon - 1014 Power Ave #29	HAP	1,260.00
			Kaley M Gorham - Prorated for 26 of 31	HAP	318.00
			Kaley M Gorham - 1028 Power Avenue 83	HAP	379.00
20117025	2/1/17 *****2521	Belmont Apartments		DD - ES	**17,573.00**
			Songia McCune - 1020 Power Avenue #65	HAP	842.00
			Deandra Mathis - 1030 Power Ave #114	HAP	1,050.00
			Daphne D Pigeon - 1016 Power Ave #55	HAP	999.00
			Ebony M Kennedy - 1020 Power Avenue	HAP	744.00
			Yvette D Miller - 1026 Power Avenue 135	HAP	600.00
			Michael P Jones - 1004 Power Avenue 223	HAP	822.00
			Zenobia D Penson - 1024 Power Avenue	HAP	962.00
			Jacqueline Quillens - 1020 Power Avenue	HAP	845.00
			Merline Matlock - 1004 Power Avenue 214	HAP	1,062.00
			Henry m Navarro - 1006 Power Ave. #001	HAP	1,050.00
			Sonya L Lampkin - 1006 Power Ave. #2	HAP	937.00
			Richard G Reed - 1020 Power Ave. #67	HAP	712.00
			Cheryl L Price - 1018 Power Ave #153	HAP	949.00
			Betty J Lindsey - 1020 Power Avenue #61	HAP	1,091.00
			Sybil N Martinez - 1024 Power Avenue 192	HAP	967.00
			Raquel Lopez - 1028 Power Avenue 84	HAP	338.00
			Angel M Murray - 1030 Power Avenue	HAP	1,260.00
			Arterio L Malbrough - 1028 Power Avenue	HAP	1,238.00
			Jerome Langston - 1018 Power Ave. #154	HAP	443.00
			Lynn Martin - 1002 Power Avenue 211	HAP	662.00
20117026	2/1/17 *****2521	Belmont Apartments		DD - ES	**17,218.00**
			Trashala U Scott - 1030 Power Avenue	HAP	542.00
			Susana Rodriguez G - 1014 Power Ave.	HAP	820.00
			Mercy Reich - 1028 Power Avenue 81	HAP	999.00
			Totiona B Richardson - 1014 POWER AVE	HAP	1,049.00
			Diana M Rivera - 1004 Power Ave #216	HAP	836.00
			Angel E Smith - 1012 Power Avenue 173	HAP	977.00
			Betty O Terry - 1030 Power Avenue 117	HAP	854.00

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			Peggie A Terry - 1012 Power Avenue 169	HAP	1,091.00
			Sandra E Smith - 1018 Power Avenue 168	HAP	851.00
			Anetra Y Richardson - 1006 Power Avenue	HAP	1,086.00
			Kamika C Thigpen - 1014 Power Avenue	HAP	639.00
			Karen A Scott - 1002 Power Ave. #208	HAP	510.00
			Alfonso Rochell - 1026 Power Avenue	HAP	968.00
			Cheryl Smith - 1024 Power Avenue 193	HAP	692.00
			Joyce M Smith - 1018 Power Avenue 163	HAP	1,066.00
			Samantha L Reed - 1016 Power Avenue	HAP	1,055.00
			Onita Tuggles - 1024 Power Avenue 190	HAP	873.00
			Sheronica A Smith - 1020 Power Avenue	HAP	847.00
			Shanoria s Sasser - 1008 Power Ave #21	HAP	1,077.00
			Andrea Wallace - Adjusted for payment on	HAP	386.00
20117027	2/1/17	*****2521	Belmont Apartments	DD - ES	**4,581.00**
			Mary I Young - 1018 Power Ave. #157	HAP	851.00
			Brenda M Wright Warren - 1008 Power	HAP	520.00
			Candice L Williams - 1014 Power Avenue	HAP	918.00
			Kaylah J Ward - 1012 Power Avenue 172	HAP	758.00
			Andrea Wallace - 1014 Power Avenue 31	HAP	999.00
			Tynesha L Young - 1006 Power Ave #8	HAP	535.00
20117028	2/1/17	*****7889	Tennyson Berry	DD - ES	**2,882.00**
			Shamonica C Gordon - 252 William Way	HAP	2,882.00
20117029	2/1/17	*****0044	Teresita R. Berdiago	DD - ES	**783.00**
			Julie M Ramirez - 416 East 8th Street #A	HAP	783.00
20117030	2/1/17	*****8634	Bethel Global Development LLC	DD - ES	**1,229.00**
			Enoch Wu c/o Becky Wu		
			Barbara J Castanho - 1191 Lakeview	HAP	1,229.00
20117031	2/1/17	*****7075	Som N Bhatia	DD - ES	**2,142.00**
			Sharrell M Thomas - 38 Mae Avenue	HAP	549.00
			Michelle D Davis - 118 Ramona Street	HAP	1,593.00
20117032	2/1/17	*****0602	Pinakin Bhatt	DD - ES	**1,793.00**
			Masuda Nawabi - 2222 Woodhill Dr.	HAP	1,793.00
20117033	2/1/17	*****8470	Joseph B. Bachir	DD - ES	**1,064.00**
			Arthur D Farrant-Pendragon - 40	HAP	1,064.00
20117034	2/1/17	*****3895	Anthony L. Blackburn	DD - ES	**1,425.00**
			Christina M Torres-Turner - 468 E. 12th	HAP	1,425.00
20117035	2/1/17	*****4738	c/o Drew Eggum DBA Blue Sapphire Homes	DD - ES	**1,902.00**
			Mariam Rahiq - 321 Rosebrook Drive	HAP	1,902.00
20117036	2/1/17	*****7357	Shanxia Yang Bolton	DD - ES	**477.00**
			Fawn D Williams - 3344 Burton Avenue	HAP	477.00
20117037	2/1/17	*****5924	Steven Booras	DD - ES	**1,923.00**
			Mildred G Botello - 265 Royce Way	HAP	1,923.00

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20117038	2/1/17 *****2672	Damon F. Bozeman	DD - ES	**1,916.00**
		Miriam Abello - 121 W. 7th St.	HAP	1,916.00
20117039	2/1/17 *****3015	Michael Brady	DD - ES	**1,183.00**
		Crystal L Meredith - 139 Lois Avenue	HAP	1,183.00
20117040	2/1/17 *****5829	Brian Carter	DD - ES	**1,588.00**
		Cornicha Y Cooper - 3068 Peppermill	HAP	1,588.00
20117041	2/1/17 *****6215	Janet Brown	DD - ES	**715.00**
		Janet Brown - 1488 Ventura Drive	HAP	715.00
20117042	2/1/17 *****7469	Jessica G. or Sean Brophy	DD - ES	**1,185.00**
		Mattie m Jones - 169 Mae Ave.	HAP	1,185.00
20117043	2/1/17 *****9783	Lauren H Brown	DD - ES	**1,324.00**
		Twyla M Lumsey - 409 West 8th Street	HAP	1,324.00
20117044	2/1/17 *****2142	Huong T. Bui	DD - ES	**2,449.00**
		Monika Smith - 100 E. Trident Drive	HAP	859.00
		Laneava S Blanks - 2231 Fairbourne Dr.	HAP	1,590.00
20117045	2/1/17 *****3080	Vu Manh Bui	DD - ES	**1,540.00**
		Selina M Corral - 3963 Alta Vista Circle	HAP	1,540.00
20117046	2/1/17 *****3187	Burga Family California Trust	DD - ES	**1,742.00**
		Judy J Nelum - 670 Stone Harbour Drive	HAP	1,742.00
20117048	2/1/17 *****5586	John R. Burk or Carla Burk	DD - ES	**1,565.00**
		Marquitta t Jackson - 45 Tahoe Place	HAP	1,565.00
20117049	2/1/17 *****3026	Jerome Busby	DD - ES	**2,021.00**
		Shakura R Edmondson - 2233 Concord	HAP	2,021.00
20117050	2/1/17 *****7349	Xuelong Cao	DD - ES	**763.00**
		Brenda L Rhodes - 347 Jorgensen Drive	HAP	763.00
20117052	2/1/17 *****4042	Donnell I. Carson	DD - ES	**1,715.00**
		Mackeshia D Stevenson - 1000 Gridley	HAP	1,715.00
20117053	2/1/17 *****5079	Castle Creek Company, Inc.	DD - ES	**1,207.00**
		Trust Account		
		Eddie J Stewart Gay - 216 Leland Lane	HAP	1,207.00
20117054	2/1/17 *****8164	Ricardo C. Cayabyab	DD - ES	**1,442.00**
		Carolyn J Vidal - 4258 Goldenhill Dr.	HAP	1,442.00
20117055	2/1/17 *****6869	Cora Ann Chambers	DD - ES	**1,545.00**
		Lakisha Mitchell - 3543 Crestview Dr.	HAP	1,545.00
20117056	2/1/17 *****6228	Gayle Chamberlain	DD - ES	**1,708.00**
		Mary R Cosetti - 3810 Harbor St.	HAP	848.00
		Susan M Marcantonio - 3818 Harbor Street	HAP	860.00
20117057	2/1/17 *****0398	Kan Chuen Chan	DD - ES	**1,950.00**
		Tenisha M Gardner - 1582 Enterprise	HAP	1,950.00
20117058	2/1/17 *****1423	Lynetta Jean Chatman	DD - ES	**1,134.00**
		Ammie Graham - 2162 Burton Avenue	HAP	1,134.00

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20117059	2/1/17 *****5571	P. M. Chaobal	DD - ES	**2,200.00**
		Kevin j Hernandez - 2209 Mt. Whitney Dr.	HAP	2,200.00
20117060	2/1/17 *****1853	Hong Chen	DD - ES	**1,745.00**
		Sarah Goodroe - 3960 Alta Vista Circle	HAP	1,745.00
20117061	2/1/17 *****8946	Jienlin Chen	DD - ES	**2,017.00**
		Ruth L Rankin - 1817 Santa Rita Drive	HAP	2,017.00
20117062	2/1/17 *****6735	Li Ying Chen	DD - ES	**1,517.00**
		Ebony N Manning - 128 Peppermill Lane	HAP	1,517.00
20117063	2/1/17 *****0128	Ping Chen	DD - ES	**1,025.00**
		James Johnson - 1714 Kingsly Drive	HAP	1,025.00
20117064	2/1/17 *****2680	Sherry Chen	DD - ES	**72.00**
		Ramona M Butler - 182 William Way	HAP	72.00
20117065	2/1/17 *****5473	Hwa-Yoong Chiu	DD - ES	**915.00**
		Rokisha S Barnett - 220 Case Drive	HAP	915.00
20117066	2/1/17 *****3211	Ada Choi	DD - ES	**1,589.00**
		Angelica B Garcia - 2112 Cerrito Court	HAP	1,589.00
20117067	2/1/17 *****0310	City of Pittsburg Housing Authority	DD - ES	**4,550.00**
		Susan A Rodriguez - 2105 Abbott Ave	HAP	1,687.00
		Ervin R Glover - 1027 Bending Willow	HAP	1,246.00
		Cynthia L Walters - Adjusted for payment	HAP	488.00
		Cynthia L Walters - 390 E. 9th Street	HAP	1,129.00
20117068	2/1/17 *****3591	Juan F. Clara	DD - ES	**1,182.00**
		Josefina D Soto - 73 Huntington Cr.	HAP	1,182.00
20117069	2/1/17 *****7054	Ping Cao	DD - ES	**1,427.00**
		Sandra L McNeil - 207 Rolfe Drive	HAP	1,427.00
20117070	2/1/17 *****1362	College Park Housing Authority	DD - ES	**1,022.16**
		Alfreda m Williams - 100 Old Surrey Ct.	HAP	950.00
		Alfreda m Williams - 100 Old Surrey Ct.	UR	1.00
		Alfreda m Williams - 100 Old Surrey Ct.	AF	71.16
20117071	2/1/17 *****8060	Betty Conner	DD - ES	**958.00**
		Dean M Abdoun - 25 Meadowbrook	HAP	958.00
20117072	2/1/17 *****5916	Jane Cooley	DD - ES	**1,621.00**
		Margaret M Dowling - 426 West 11th Street	HAP	1,621.00
20117073	2/1/17 *****3394	Kim Cortesi	DD - ES	**1,628.00**
		Brenda L Fuentes - 11 Hanlon Place	HAP	987.00
		Hugo A Mosqueda - 5 Hanlon Place	HAP	641.00
20117081	2/1/17 *****7194	Maria G. Costa	DD - ES	**739.00**
		Maria G Costa - 70 Standley Ct	HAP	739.00
20117082	2/1/17 *****1944	Melonie C. Miles - Trustee	DD - ES	**1,684.00**
		Phillip Cotton and Freddie Cotton 2005 Trust		
		Kejana O Gullette - 2230 Old Creek Circle	HAP	1,684.00

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20117083	2/1/17 *****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**19,693.00**
		Albina Fedorova - 30 Castlewood Drive	HAP	1,389.00
		Christel L Bean - 30 Castlewood Drive 134	HAP	1,114.00
		Eleanor c Ingram - 30 Castlewood Dr. #114	HAP	1,279.00
		Annette Cummings - 30 Castlewood Drive	HAP	1,167.00
		Dolores A Alexander - 30 Castlewood	HAP	1,128.00
		Cheryl A Griggs - 30 Castlewood #124	HAP	1,152.00
		Muheeba W Holmon-Sadiq - 30	HAP	1,273.00
		Voquellia Johnson - 30 Castlewood Drive	HAP	1,256.00
		Priscilla Bunton - 30 Castlewood Dr. #235	HAP	1,182.00
		Kenneth J Aldridge - 30 Castlewood Drive	HAP	1,262.00
		Kevin S Fuson - 30 Castlewood Drive 201	HAP	1,282.00
		Ofelia M Dorado - 30 Castlewood Dr. #102	HAP	878.00
		Ardean M Goulart - 30 Castlewood Drive	HAP	948.00
		Mattie M Gaines - 30 Castlewood Dr. #138	HAP	1,206.00
		Sandra Grosse - 30 Castlewood Drive 225	HAP	1,279.00
		Dorothy J Frost - 30 Castlewood Drive 203	HAP	971.00
		Alberta Johnson - 30 Castlewood Drive	HAP	927.00
20117084	2/1/17 *****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**19,549.00**
		Marilyn R Miller - 30 Castlewood Drive 241	HAP	1,188.00
		Arlene J Sayre - 30 Castlewood Dr. #216	HAP	1,472.00
		Cherry D McGee - 30 Castlewood Drive	HAP	1,104.00
		Anna M Raney - 30 Castlewood Dr. #128	HAP	1,061.00
		Catherine LeBrane - 30 Castlewood Drive	HAP	1,355.00
		Carol A Ouellette - 30 Castlewood Drive	HAP	1,379.00
		Rosie Schuyler - 30 Castlewood Drive 131	HAP	1,334.00
		Joycie M Levine - 30 Castlewood Dr. #139	HAP	1,394.00
		Janis L Russell - 30 Castlewood Drive 226	HAP	1,379.00
		Sara L Sandoval - 30 Castlewood Drive,	HAP	1,206.00
		Candace E Olmsted - 30 Castlewood	HAP	1,392.00
		Suzette I McConner - 30 Castlewood Dr	HAP	1,387.00
		Nancy Phensavath - 30 Castlewood Drive	HAP	1,352.00
		Willard Robinson - 30 Castlewood Drive	HAP	1,273.00
		Ethel M Lockheart - 30 Castlewood Drive	HAP	1,273.00
20117085	2/1/17 *****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**9,700.00**
		Lewis Williams - 30 Castlewood Drive 130	HAP	980.00
		Ruby N Spinks - 30 Castlewood Drive #123	HAP	1,314.00
		Jacqui F Smith - 30 Castlewood Drive 133	HAP	993.00
		Verlura Whitaker - 30 Castlewood Drive	HAP	1,362.00
		Brenda J Thompson - 30 Castlewood Drive	HAP	1,638.00
		June C Sunday - 30 Castlewood Drive	HAP	1,021.00

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			Antoinette R Steele - 30 Castlewood Dr.	HAP	1,356.00
			Laura Trejos - 30 Castlewood Drive #118	HAP	1,036.00
20117086	2/1/17	*****6569	Jeannette D. Crespo	DD - ES	**2,139.00**
			Rose M Cast - 41 Alpine Ct.	HAP	2,139.00
20117087	2/1/17	*****8888	Bruce Croskey	DD - ES	**797.00**
			Bruce Croskey Real Estate		
			Erica L Givens - 3724 Gladstone Drive	HAP	797.00
20117088	2/1/17	*****4259	Junie Varela Crosby	DD - ES	**1,361.00**
			Tina M Walker - 2226 Mount Whitney Drive	HAP	1,361.00
20117089	2/1/17	*****9605	Michelle D. Crosby	DD - ES	**1,226.00**
			Jaela I Jiles - 10 Meadowbrook Avenue	HAP	1,226.00
20117090	2/1/17	*****7900	Patricia Crosby	DD - ES	**1,225.00**
			Lashonda M Pendleton - 14 Meadowbrook	HAP	1,225.00
20117091	2/1/17	*****3327	Jorge Robert Dagys Delevan	DD - ES	**1,365.00**
			Catty Leticia Pajoluk		
			Tranisha R Moore - 2243 Lakeview Circle	HAP	1,365.00
20117092	2/1/17	*****6248	Justin Dailey	DD - ES	**1,255.00**
			Ora D Rogers - 2338 Dover Way	HAP	1,255.00
20117093	2/1/17	*****1622	Dam Quang To	DD - ES	**2,017.00**
			Julius a Lowe - 65 Cassia Street	HAP	17.00
			Angel M Gulley - 1030 Bending Willow	HAP	2,000.00
20117094	2/1/17	*****8853	Antoinette Davis	DD - ES	**779.00**
			Alicia C Guevara - 111 Edgewater Place	HAP	779.00
20117095	2/1/17	*****2963	Audrey Davis	DD - ES	**911.00**
			Sharon L Coston - 33 Meadowbrook	HAP	911.00
20117096	2/1/17	*****0396	Kesha E. Davis	DD - ES	**1,187.00**
			Prissilla Johnson - 3087 Peppermill Cir.	HAP	1,187.00
20117097	2/1/17	*****8929	Kevin Davidson	DD - ES	**775.00**
			Patricia I McCartney - 10 Sunnyhill Way	HAP	775.00
20117098	2/1/17	*****4961	Paulette Davis	DD - ES	**1,147.00**
			Laronda M Ratling-Mata - 307 Oceana	HAP	1,147.00
20117099	2/1/17	*****6115	Roshan M. Davis	DD - ES	**1,308.00**
			Patricia A Brooks - 3036 Peppermill Cir.	HAP	1,308.00
20117100	2/1/17	*****9068	Jagdeep or Shashi Dayal	DD - ES	**2,500.00**
			Shunlonda e Nathaniel - 240 Case Drive	HAP	1,191.00
			Kinshasa T Hunter - 929 Jensen Circle	HAP	1,309.00
20117101	2/1/17	*****8370	Charles Dellamore	DD - ES	**140.00**
			Carrie L Saravia - 2127 Apricot Court	HAP	140.00
20117102	2/1/17	*****5882	David De La Torre	DD - ES	**1,231.00**
			Aurora A Ruiz - 33 Bruno Avenue	HAP	1,231.00
20117104	2/1/17	*****1004	Brigitte P. Doan	DD - ES	**4,935.00**
			Tamiesha S Smith - 2219 Bayberry Circle	HAP	2,000.00

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			Nicole Molina - 1638 Birdhaven Way	HAP	735.00
			Abdul A Wardak - 230 Shadow Hill Cir	HAP	2,200.00
20117105	2/1/17	*****9716	JoAnn or Larry Domina	DD - ES	**1,404.00**
			Toni M Doss - 1145 Redwood St.	HAP	1,404.00
20117106	2/1/17	*****5043	Alex Dongallo	DD - ES	**597.00**
			Kennisha White - 81 Locust Drive	HAP	597.00
20117107	2/1/17	*****4930	Tuan Do	DD - ES	**2,004.00**
			Chantal L Bolden - 111 Pelican Loop	HAP	2,004.00
20117108	2/1/17	*****3109	Doniki Dudley	DD - ES	**1,733.00**
			Sherry M Whaley - 649 Rockspray Cir.	HAP	1,733.00
20117109	2/1/17	*****6538	Linda Duong	DD - ES	**689.00**
			Sua Vo - 1757 Bridgeview Street	HAP	689.00
20117110	2/1/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	**8,349.00**
			Audreana E Lopez - 2565 East Leland	HAP	390.00
			Jamie M Geaston - 2559 East Leland Road	HAP	849.00
			Leslee r Rockett - 2565 East Leland Rd.	HAP	303.00
			Manuel Rodgers - 2555 East Leland Rd., #	HAP	634.00
			Demetria d Mason - 2561 East Leland	HAP	809.00
			Jamaka E Davis - 2569 East Leland Road	HAP	749.00
			Tyese C Fulgham - 2571 East Leland Rd.	HAP	1,081.00
			Makiaha M Long - 2559 E. Leland Rd.	HAP	1,098.00
			Printella C Campbell - 2571 East Leland	HAP	940.00
			Jerry Robinson - 2559 E. Leland Road 103	HAP	1,071.00
			Timela Clemons - 2559 E. Leland Road	HAP	425.00
20117111	2/1/17	*****0372	Doris Engle Family Ltd Partnership c/o Select 1 Realty	DD - ES	**1,114.00**
			Ana L Rodriguez - 431 East 9th Street	HAP	1,114.00
20117112	2/1/17	*****3757	Alma B Espiritu	DD - ES	**1,502.00**
			Nova L Alfred - 2238 Old Creek Circle	HAP	1,502.00
20117113	2/1/17	*****6095	Rosario Espejo	DD - ES	**1,380.00**
			Ramona P Jimenez - 68 Lou Ann Pl	HAP	1,380.00
20117114	2/1/17	*****0484	Pedro Amaya Estrada	DD - ES	**1,528.00**
			Tyietha L Williams - 2101 Seagull Ct.	HAP	1,528.00
20117115	2/1/17	*****7154	Elham Falahat	DD - ES	**1,574.00**
			Marquita s Arias - 129 Panoramic Avenue	HAP	1,574.00
20117116	2/1/17	*****6027	Jianxin Fang Jia Liu	DD - ES	**3,832.00**
			Denise R Ford - 348 Foxglove Street	HAP	1,840.00
			Latasha P Martin - 359 Gull Place	HAP	1,992.00
20117117	2/1/17	*****3835	Jing Feng	DD - ES	**2,054.00**
			Matthew Smith - 1348 San Lucas Drive	HAP	2,054.00

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20117118	2/1/17 *****8236	Anthony Ferrell	DD - ES	**1,551.00**
		Melissa E Billeci - 161 Sequoia Drive	HAP	1,551.00
20117119	2/1/17 *****2790	Barbara J. Fierner	DD - ES	**863.00**
		Bobbie J Royston - 419 E. 12th Street	HAP	863.00
20117120	2/1/17 *****9447	Joseph Field	DD - ES	**1,262.00**
		Lori Powell - 101 Seeno Street	HAP	1,005.00
		Tracy A Dekker - 808 E 11th St	HAP	257.00
20117121	2/1/17 *****7691	Hernan Roberto Figueroa	DD - ES	**934.00**
		Donna M Bookhamer - 107 Nautilus Place	HAP	934.00
20117122	2/1/17 *****0962	Tochia D. Brewster Fleeton	DD - ES	**937.00**
		Evelyn E Black - 385 Foxglove Street	HAP	937.00
20117123	2/1/17 *****5773	Alexander Flowers	DD - ES	**1,478.00**
		Teresa Cole - 3960 St. Moritz Drive	HAP	1,478.00
20117124	2/1/17 *****1547	HomeForward (Housing Authority of Portland)	DD - ES	**1,535.32**
		Kimberly S Mackedanz - 2563 East Leland	HAP	184.00
		Kimberly S Mackedanz - 2563 East Leland	AF	71.16
		TeeAundra I Woody -	HAP	1,209.00
		TeeAundra I Woody -	AF	71.16
20117125	2/1/17 *****4032	Fox Creek Apartments	DD - ES	**19,454.00**
		Charles M Klein - 3225 Harbor Street #15D	HAP	1,007.00
		Mansour g Monsef - 3225 Harbor Street	HAP	825.00
		Josephine R Bondoc - 3225 HARBOR ST.,	HAP	1,042.00
		Marcos P Datu - 3225 Harbor St., 20D	HAP	1,034.00
		Armando Diaz - 3225 Harbor Street 13D	HAP	827.00
		Vonda G James - 3225 Harbor St., #13A	HAP	1,152.00
		Ahmad M Namrouti - 3225 Harbor Street	HAP	1,029.00
		Evelyn Brown - 3225 Harbor Street 22F	HAP	730.00
		Tawanna p Burks - 3225 Harbor Street	HAP	959.00
		Tenisha m Ford - 3225 Harbor Street 15A	HAP	1,192.00
		Pomey R Johnson - 3225 Harbor St., 11A	HAP	1,022.00
		Victoria t Madrigal - 3225 Harbor Street	HAP	1,007.00
		Tamika Brown - 3225 Harbor St. #11C	HAP	1,417.00
		George a Mounteer JR	HAP	955.00
		Sandra L Chapa - 3225 Harbor Street #9A	HAP	1,004.00
		Mehdi Gorji - 3225 Harbor Street 5B	HAP	865.00
		John W Harrell, Sr. - 3225 Harbor St. #24F	HAP	1,018.00
		Angela Maddox - 3225 Harbor Street 11-B	HAP	1,200.00
		Jasmine P Davis - 3225 Harbor Street 18F	HAP	754.00
		Nicole m Magnus - 3225 Harbor Street	HAP	415.00
20117126	2/1/17 *****4032	Fox Creek Apartments	DD - ES	**10,941.00**
		Gloria F Nelson - 3225 Harbor Street #13E	HAP	1,200.00
		Neville Thompson - 3225 Harbor Street	HAP	986.00

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			Emma L Stanfield - 3225 Harbor Street	HAP	959.00
			Amira C Smith - 3225 Harbor Street 23D	HAP	1,190.00
			Roberto I Velez - 3225 Harbor Street #16C	HAP	592.00
			Debi L Wetch - 3225 Harbor Street, #7F	HAP	1,022.00
			Tiffany L Pellom - 3225 Harbor Street 22B	HAP	1,024.00
			Eufracio j Orencia - 3225 Harbor St., # 16F	HAP	825.00
			Gholam Varshabi - 3225 Harbor Street,	HAP	1,166.00
			Manijeh Safari - 3225 Harbor Street #20A	HAP	972.00
			Tara Shahraz - 3225 Harbor Street #2E	HAP	1,005.00
20117127	2/1/17	*****0284	Monica Fraga	DD - ES	**1,775.00**
			Patricia A Blocker - 51 Seapoint Way	HAP	1,775.00
20117128	2/1/17	*****6894	Rejois O. Frazier or Leroy Myers	DD - ES	**1,058.00**
			DeAndre A Ellingberg - 408 E. 3rd Street	HAP	1,058.00
20117129	2/1/17	*****8997	Fan Fuller	DD - ES	**908.00**
			Janet L Edgar - 1101 Lakeview Circle	HAP	908.00
20117130	2/1/17	*****9634	Gialene Gaines	DD - ES	**1,450.00**
			Pashenia D Sanders - 25 Lou Ann Place	HAP	1,450.00
20117131	2/1/17	*****8306	Bao Wen Gao	DD - ES	**2,023.00**
			Laura L Jacobsen - 279 Ronda Court	HAP	2,023.00
20117132	2/1/17	*****6981	Adraine Gardner	DD - ES	**1,834.00**
			Hillary A Towns - 169 W. 8th Street	HAP	1,834.00
20117133	2/1/17	*****4278	Antoinette L Garcia	DD - ES	**1,206.00**
			Ca Q Tran - 2230 Willow Avenue	HAP	1,206.00
20117134	2/1/17	*****7036	David Gardner	DD - ES	**2,876.00**
			Vicky Vander Ark - 159 Madoline Street #A	HAP	219.00
			Tana M McMurray - 171 Madoline Street	HAP	858.00
			Laureen Davis - 92 Lorraine Avenue	HAP	1,799.00
20117135	2/1/17	*****0785	Rupesh Garg	DD - ES	**2,218.00**
			Samantha Garg		
			Tamika R Williams - 105 E. Trident Drive	HAP	2,218.00
20117136	2/1/17	*****2931	William H. Gardiner	DD - ES	**1,746.00**
			Laraine a Dooley	HAP	1,746.00
20117137	2/1/17	*****5111	Gateway Apartments	DD - ES	**5,155.00**
			Mary V Norwood - 125 E. 10th Street 310	HAP	811.00
			Lisa Contreras - 125 E. 10th Street 307	HAP	1,019.00
			Daudi K Edmond - 125 E. 10th Street #301	HAP	1,065.00
			Michael Johnson - 125 E. 10th Street 304	HAP	714.00
			Laverne B Rice - 125 E. 10th Street #202	HAP	539.00
			Johnyar T Harrell - 125 E. 10th Street #206	HAP	603.00
			Dianne C Reid - 125 E. 10th Street #208	HAP	404.00
20117138	2/1/17	*****5298	Parvindokht Ghaboulidashti	DD - ES	**700.00**
			Parvindokht Ghaboulidashti - 88 East 6th	HAP	624.87

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			Parvindokht Ghaboulidashti - 88 East 6th	UR	75.13
20117139	2/1/17	*****2770	Eva Gholson	DD - ES	**2,666.00**
			Earlinda L Brown - 261 Benjamin Avenue	HAP	1,418.00
			Reshundrea M Walker - 355 DiMaggio	HAP	1,248.00
20117140	2/1/17	*****1145	Vernon or Eva Gholson	DD - ES	**2,194.00**
			Janice A Williams - 353 DiMaggio Avenue	HAP	909.00
			Katherine Morgan - 266 Odessa Avenue	HAP	1,285.00
20117141	2/1/17	*****5958	Jacqueline Gill	DD - ES	**1,043.00**
			Dorthea A Hines - 257 Royce Way	HAP	1,043.00
20117142	2/1/17	*****8187	Sukpran Gill	DD - ES	**1,626.00**
			David D Rentuma - 1150 Cedar Street	HAP	1,626.00
20117143	2/1/17	*****9852	Spencer Gilford and Tara Gilford	DD - ES	**1,918.00**
			Angela M Lenzi - 601 Rockspray Circle	HAP	1,918.00
20117144	2/1/17	*****3032	Jesse Gonzaga	DD - ES	**923.00**
			Funcia J Heslip - 574 Scudero Cir.	HAP	923.00
20117145	2/1/17	*****6940	Frances Greene	DD - ES	**1,964.00**
			Dekima R Dotson - 1383 Berg Court	HAP	1,964.00
20117146	2/1/17	*****4872	Rodney Green	DD - ES	**1,177.00**
			Rodney Green - 831 Central Avenue	HAP	1,177.00
20117147	2/1/17	*****3361	Rupinder Grewal	DD - ES	**1,479.00**
			Lalinda M Reyna - 1017 Chesapeake Drive	HAP	1,479.00
20117148	2/1/17	*****7325	Patricia Gridley	DD - ES	**626.00**
			Thomas L Brown - 86 Cornwall Street #B	HAP	626.00
20117149	2/1/17	*****6305	Italo Grossi	DD - ES	**1,569.00**
			Beverly A Lockwood - 3877 Harbor Street	HAP	1,569.00
20117150	2/1/17	*****6721	Amparo Guardado Cesar Q. Guardado	DD - ES	**1,370.00**
			Julie Arellano - 241 Comabout Circle	HAP	1,370.00
20117151	2/1/17	*****0940	Krystle Guan	DD - ES	**3,600.00**
			Khadijah Jackson - 2222 Leland Ct.	HAP	1,869.00
			Kawanda M Dotson - 147 E 15th Street	HAP	1,731.00
20117152	2/1/17	*****1575	Bob Gunson Real Estate C/O Julie Hang	DD - ES	**1,357.00**
			Amber L McCoy - 1012 Jensen Circle	HAP	1,357.00
20117153	2/1/17	*****5267	Abhilash Gupta	DD - ES	**6,149.00**
			Nicole M Ducksworth - 28 Carolyn Drive	HAP	1,636.00
			Bethina d Wiley - 345 W. 11th Street	HAP	1,552.00
			Aisha K Elfalan - 1011 Burnham Drive	HAP	1,910.00
			Jodie L Boyd - 894 E. 12th Street	HAP	1,051.00
20117154	2/1/17	*****7930	Donald R. Watson, Sr.	DD - ES	**480.00**
			Donald R Watson, Sr.	HAP	480.00

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20117155	2/1/17 *****6176	Asharfun Nisha Hafiz	DD - ES	**2,937.00**
		Joshua C Perez - 4 Alpine Ct.	HAP	1,661.00
		Ena V Thompson - 1439 Mondana Place	HAP	1,276.00
20117156	2/1/17 *****0457	Jeffrey Paul Hagler	DD - ES	**1,225.00**
		Maurice Range - 682 Rockspray Circle	HAP	1,225.00
20117157	2/1/17 *****9827	Delores Jane Hall	DD - ES	**1,434.00**
		Patricia L Ausmus - 822 Carpino Avenue	HAP	1,434.00
20117158	2/1/17 *****1584	Christian L. Hanson	DD - ES	**1,281.00**
		Tameca L Reese - 181 William Way	HAP	1,281.00
20117159	2/1/17 *****1769	Lawrence Harrold	DD - ES	**1,679.00**
		Leticia e Macahilig - 221 Benjamin Ave.	HAP	1,679.00
20117160	2/1/17 *****3902	Yogesh Chamdra Hari	DD - ES	**1,328.00**
		Sadita Devi		
		Kim L Johnson - 3794 Arlington Circle	HAP	1,328.00
20117161	2/1/17 *****7423	Delta Hawaii Garden Apartments LLC	DD - ES	**4,194.00**
		Shawnette m Lang - 703 Stoneman	HAP	829.00
		Carol J Del Prado - 701 Stoneman Avenue	HAP	437.00
		Deborah J Billeci - 703 Stoneman Avenue	HAP	747.00
		Mary C Johnson - 701 Stoneman Avenue	HAP	747.00
		Masouda M Delery - 703 Stoneman	HAP	859.00
		Margaret Sari - 703 Stoneman Avenue 102	HAP	575.00
20117162	2/1/17 *****5859	Chuanhu He	DD - ES	**1,505.00**
		Revill F Batiste - 1221 Lakeview Circle	HAP	1,505.00
20117163	2/1/17 *****6728	David T. Hennigan	DD - ES	**7,823.00**
		Rosemarie Fagundes - 1315 Harbor Street	HAP	860.00
		Michele N Nichols - 37 Atherton Avenue	HAP	1,675.00
		Nathan Banks JR - 1315 Harbor Street 2	HAP	850.00
		Mary W Ealey - 1145 Cedar Street	HAP	1,077.00
		Catherine Barlow - 805 E. 12th Street	HAP	1,083.00
		Vanna L Warga - 4 Quercus Lane	HAP	1,650.00
		Sheri A Kenney - 1 Quercus Lane	HAP	628.00
20117164	2/1/17 *****3097	Silvester C. Henderson	DD - ES	**3,153.00**
		Marquisha Hardison - 1167 Lakeview	HAP	1,720.00
		Montalabra T Perea - 1105 Lakeview Circle	HAP	1,433.00
20117165	2/1/17 *****5221	Anna Hernandez	DD - ES	**1,148.00**
		Jeanette Murry - 1119 Steven Dr.	HAP	1,148.00
20117166	2/1/17 *****7408	Serene Herrmann	DD - ES	**2,035.00**
		Quincy E Sanders - 746 Andrea Way	HAP	1,205.00
		Robin Mashaun Turner - 251 Patricia	HAP	830.00
20117167	2/1/17 *****1057	Diamond Hillside Apartments	DD - ES	**1,005.00**
		Betty Renkin - 2231 E. Leland Road #145	HAP	1,005.00

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20117168	2/1/17 *****1603	Marva Hill	DD - ES	**455.00**
		Charrise L Beshears - 694 School St.	HAP	455.00
20117169	2/1/17 *****6255	Carl E. Hoard II	DD - ES	**1,460.00**
		Nikita a Crawford - 1158 Summer Way	HAP	1,460.00
20117170	2/1/17 *****7386	Hanh Huu Hoang	DD - ES	**1,776.00**
		Latasha M Lavall - 1353 Emerson Drive	HAP	1,776.00
20117171	2/1/17 *****4106	Albert Ho	DD - ES	**1,848.00**
		Wali A Khairzad - 1548 Freed Circle	HAP	1,848.00
20117172	2/1/17 *****2084	Annie Ho	DD - ES	**832.00**
		The Annie Ho Living Trust		
		Andrea c Demings - 68 Riverview Drive	HAP	832.00
20117173	2/1/17 *****0051	Dan Ho	DD - ES	**2,116.00**
		Marcia Price - 1220 West Street	HAP	2,116.00
20117174	2/1/17 *****8576	Joyce Ann Hoffman	DD - ES	**1,214.00**
		Ronald T Ross Sr - 2142 Marsh Avenue	HAP	1,214.00
20117175	2/1/17 *****7451	Gloria H. Holbrook	DD - ES	**1,519.00**
		Chawnette D Sneed - 673 Rockspray	HAP	1,519.00
20117176	2/1/17 *****4543	Ronald G. Holmes	DD - ES	**929.00**
		Stacy L Barnes - 3792 Harbor Street	HAP	929.00
20117177	2/1/17 *****5700	Tony Ho	DD - ES	**1,480.00**
		Be Thi Pham - 15 Harmony Ct.	HAP	1,480.00
20117178	2/1/17 *****3787	Howard County Housing Commission	DD - ES	**1,191.16**
		Sheila D Brown - 10212 Hickory Ridge	HAP	1,120.00
		Sheila D Brown - 10212 Hickory Ridge	AF	71.16
20117179	2/1/17 *****1535	Fanny Kao Huang	DD - ES	**1,984.00**
		Cheryl A Edwards - 2255 Bayberry Circle	HAP	1,984.00
20117180	2/1/17 *****8816	Ming Zin Huang	DD - ES	**2,450.00**
		Brandi N Davis - 15 Willet Court	HAP	2,450.00
20117181	2/1/17 *****7984	Tao Huang	DD - ES	**7,635.00**
		Yeong P McMorris - 103 Mayport Court	HAP	2,420.00
		Yolanda L Vigil - 110 Mayport Court	HAP	1,232.00
		Avisha c Augustus - 367 Turnstone Circle	HAP	2,450.00
		Shirley A McCoy - 12 Willet Court	HAP	1,533.00
20117182	2/1/17 *****7179	Ya Jing Huang	DD - ES	**2,228.00**
		Yolanda M Smith - 204 Lowry Court	HAP	2,228.00
20117183	2/1/17 *****9084	Nancy Xiu Zhen Hu	DD - ES	**2,365.00**
		Juleen M Vegas - 2272 Bayberry Circle	HAP	2,365.00
20117184	2/1/17 *****6229	Thinh Trieu Huynh	DD - ES	**1,379.00**
		Nieza M Burrus - 22 Merrimac Place	HAP	1,379.00
20117185	2/1/17 *****0778	IGreen House Inc.	DD - ES	**1,193.00**
		Oranoos Gorji - 3056 Peppermill Circle	HAP	1,193.00

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20117186	2/1/17	*****8007	2015-1 IH2 Borrower LP	DD - ES	**1,442.00**
			Pamela J Goodman - 510 Scudero Circle	HAP	1,442.00
20117187	2/1/17	*****4320	IH2 Property West, L.P.	DD - ES	**1,106.00**
			Trisha M Cervantez - 2137 Abbott Avenue	HAP	1,106.00
20117188	2/1/17	*****7013	Eugene G. Imperato	DD - ES	**1,173.00**
			Marie G Aramburo - 1225 Lakeview Circle	HAP	1,173.00
20117189	2/1/17	*****2726	IH4 Property West LP	DD - ES	**1,979.00**
			Graciela Arroyo - 133 Arlington Drive	HAP	1,979.00
20117190	2/1/17	*****8323	Keyee Investment LLC	DD - ES	**577.00**
			Geneiveve D Pierte - 1323 Steinbeck Drive	HAP	577.00
20117191	2/1/17	*****0911	Mario Isidro	DD - ES	**1,549.00**
			Valerie J Abercrombie - 2120 Sugartree Dr.	HAP	1,549.00
20117192	2/1/17	*****6821	Michael or Kay Isola	DD - ES	**1,416.00**
			John E Williams Jr - 1365 Harbor Street	HAP	795.00
			Halima L Lewis - 1359 Harbor Street	HAP	621.00
20117193	2/1/17	*****2036	Brandi Jackson	DD - ES	**1,820.00**
			Alandra C Edwards - 272 Mac Arthur	HAP	1,820.00
20117194	2/1/17	*****4910	Sameer Jain	DD - ES	**1,574.00**
			Jessica L Williams - 1263 Lakeview Circle	HAP	1,574.00
20117195	2/1/17	*****1349	Jason Le	DD - ES	**1,683.00**
			Renee d Ford - 4 Buena Vista	HAP	1,683.00
20117196	2/1/17	*****0833	Alonzo D. Johnson	DD - ES	**943.00**
			Drucilla A Wright - 3318 Karen Way	HAP	943.00
20117197	2/1/17	*****8569	Ronita Johnson	DD - ES	**1,230.00**
			Derrick Harper - 1756 Vincent Street	HAP	1,230.00
20117198	2/1/17	*****8867	James Jones	DD - ES	**1,774.00**
			Akaasha A Ziya - 1593 Kingsly Drive	HAP	1,774.00
20117199	2/1/17	*****2434	Sharon Jones	DD - ES	**1,741.00**
			Doris J Grady - 811 Bainbridge Street	HAP	1,741.00
20117200	2/1/17	*****9670	Cheryl D Joseph	DD - ES	**1,547.00**
			Alicea Evans - 1578 Freed Circle	HAP	1,547.00
20117201	2/1/17	*****4905	Mostaeen B Jouya	DD - ES	**1,862.00**
			Abdul Q Saleh - 1061 Santa Lucia Drive	HAP	1,862.00
20117202	2/1/17	*****5704	Jaynee Walton Separate Property Trust	DD - ES	**1,573.00**
			Tanya m Russell - 944 Jewett Avenue	HAP	1,573.00
20117203	2/1/17	*****8425	Wei Kang	DD - ES	**1,686.00**
			Kimberly Watts - 125 Sandpiper Drive	HAP	1,686.00
20117204	2/1/17	*****1731	Deepinder Kaur	DD - ES	**2,384.00**
			Griselda Bayron - 2202 Leland Ct.	HAP	1,088.00
			Ahmed H Abushgarah - 2204 Leland Court	HAP	1,296.00

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20117205	2/1/17	*****7429	Navkirandeep Kaur	DD - ES	**1,149.00**
			Miracle R Barlow - 349 Turnstone Circle	HAP	1,149.00
20117206	2/1/17	*****9411	Anthony Keslinke	DD - ES	**1,525.00**
			Brenda J Palmer - 2125 Abbott Avenue	HAP	1,525.00
20117207	2/1/17	*****4095	Nadeem Khan	DD - ES	**4,101.00**
			Ramonda A Carlos - 18 Arlington Drive	HAP	1,821.00
			Natasha N Terry - 1043 Muir Creek Road	HAP	2,280.00
20117208	2/1/17	*****0839	Alan T. Kilpatrick	DD - ES	**1,401.00**
			Tracy M Silva - 58 Orinda Circle	HAP	1,401.00
20117209	2/1/17	*****5113	Michelle King	DD - ES	**1,960.00**
			Michelle A King - 476 W. 9th Street	HAP	1,960.00
20117210	2/1/17	*****0888	KW Kirker Creek, LLC	DD - ES	**2,926.00**
			Kimberley m Emmons-Massey - 2030	HAP	1,210.00
			Anthony R Del Campo - 241 Pheasant	HAP	1,716.00
20117211	2/1/17	*****7475	Qi Yun Kuang	DD - ES	**1,950.00**
			Angela N Taylor - 127 El Camino Drive	HAP	1,950.00
20117212	2/1/17	*****8506	Simon Kailiang Kuang	DD - ES	**1,327.00**
			Michele L Kitterman - 177 Clipper Drive	HAP	1,327.00
20117213	2/1/17	*****9316	Zdzislaw Kujawa	DD - ES	**780.00**
			Norma J George - 151 Navy Street	HAP	780.00
20117214	2/1/17	*****2585	Daniel Kwan	DD - ES	**2,141.00**
			Lashaunta J Wilson - 2161 Lakeview Circle	HAP	909.00
			Starr C Bronson - 2109 Lakeview Circle	HAP	1,232.00
20117215	2/1/17	*****2839	Kenneth Kwan	DD - ES	**2,398.00**
			Ayanna M Bastain - 1062 Mayport Drive	HAP	2,398.00
20117216	2/1/17	*****6229	Simon Chuen-Sang Kwong	DD - ES	**1,202.00**
			Marcellus L Mills - 2222 Carmel Court	HAP	1,202.00
20117217	2/1/17	*****8326	Thomas LaFleur	DD - ES	**1,840.00**
			Coyzette Harts-Williams - 1541 Woodland	HAP	1,840.00
20117218	2/1/17	*****7845	Chow Kang Lam	DD - ES	**1,654.00**
			Shawntella M Brooks - 206 Edward	HAP	1,654.00
20117219	2/1/17	*****6520	Shirley Manly-Lampkin	DD - ES	**1,029.00**
			Mary L Goodlow - 2115 Goff Street	HAP	1,029.00
20117220	2/1/17	*****6102	Maria Lara	DD - ES	**1,608.00**
			Letta D Christian - 1041 Mepham Drive	HAP	1,608.00
20117221	2/1/17	*****7975	Peter C. Larsen	DD - ES	**927.00**
			Rosa Ruiz - 1943 Cardiff Drive	HAP	927.00
20117222	2/1/17	*****2401	Kevin Lassair	DD - ES	**1,973.51**
			Kevin Lassair - 1056 Mepham Drive	HAP	1,973.51
20117223	2/1/17	*****4732	Latif, LLC	DD - ES	**2,755.00**
			Tyisha C Paulk - 142 Peppermill Lane	HAP	1,464.00

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		Lisa F Jackson - 1167 Summer Way	HAP	1,291.00
20117224	2/1/17 *****0938	Ingrid Lau	DD - ES	**1,408.00**
		Leticia A Cervantes - 38 Asbury Ct.	HAP	1,408.00
20117225	2/1/17 *****8224	Kai Man Lau	DD - ES	**1,725.00**
		Andrea D Perry - 743 Olivewood Drive	HAP	1,725.00
20117226	2/1/17 *****9373	Delphia M. or Clarence Lawson	DD - ES	**1,093.00**
		Lisa n Macpheators - 105 Linda Vista Ave.	HAP	1,093.00
20117227	2/1/17 *****8227	George Van and Fannie Mae Lawson Trust	DD - ES	**726.00**
		Sharon Kay LaShon Trustee		
		Patsy R Neal - 166 Linda Vista Ave.	HAP	726.00
20117228	2/1/17 *****2293	LCSTAR, LLC	DD - ES	**5,230.00**
		Rebecca Harts - 2059 Brighton Drive	HAP	1,567.00
		Lisa Rantissi - 320 Riptide Court	HAP	1,717.00
		Jessica D Parker - 57 Alpine Court	HAP	1,946.00
20117229	2/1/17 *****8548	Jack Wai Lee	DD - ES	**1,866.00**
		Delois Sanford - 3734 Arlington Circle	HAP	1,866.00
20117230	2/1/17 *****1755	Siu Wan Windytiti Lee	DD - ES	**1,338.00**
		Michelle T Nelum - 93 Arlington Dr.	HAP	1,338.00
20117231	2/1/17 *****2527	Steven Lee	DD - ES	**1,107.00**
		Cecelia A Norwood - 736 Stoneman	HAP	1,107.00
20117232	2/1/17 *****5289	Yuhjen Juang Lee	DD - ES	**1,317.00**
		Denise Conley - 6 Harmony Ct.	HAP	1,317.00
20117233	2/1/17 *****1860	Lena Le	DD - ES	**1,072.00**
		Caira A Niederbrach - 1067 Metten Avenue	HAP	1,072.00
20117234	2/1/17 *****9382	Luigi Leoncio, LLC	DD - ES	**1,509.00**
		Christie L Anderson - 332 East 8th Street	HAP	1,509.00
20117235	2/1/17 *****3782	Joseph C. Lerma	DD - ES	**911.00**
		Shawnte d Brown - 151 Rangewood Drive	HAP	911.00
20117236	2/1/17 *****3555	Yiping I. and Frederic Leroudier	DD - ES	**2,642.00**
		Johnisha K Downs - 52 Lou Ann Place	HAP	1,550.00
		Willa Gohegan - 625 School Street	HAP	1,092.00
20117237	2/1/17 *****3410	John M. Leung	DD - ES	**5,750.00**
		Carolyn A Hampton - 945 Jensen Circle	HAP	1,853.00
		Latoya C Roper - 243 W. Leland Road	HAP	1,864.00
		Sharita Wilson - 2205 Lynbrook Drive	HAP	2,033.00
20117238	2/1/17 *****8951	Kin or Siu F. Leung	DD - ES	**1,406.00**
		Fahima Shokuri - 1268 Brooktrail Dr.	HAP	1,406.00
20117239	2/1/17 *****3743	May Leung or Rodney Chen	DD - ES	**2,647.00**
		Pamela L Perry	HAP	1,466.00
		Danita N Parm - 1486 Waverly Way	HAP	1,181.00

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20117240	2/1/17	*****2110	Peter Leung	DD - ES	**1,994.00**
			Lateefah S Camacho - 668 Herb White	HAP	1,994.00
20117241	2/1/17	*****5185	Fortunee Lichaa	DD - ES	**1,654.00**
			LaShaunta K Flores - 2063 Galway Dr.	HAP	1,654.00
20117242	2/1/17	*****3386	Crestview Apartments	DD - ES	**718.00**
			Rosa D Arteaga - 55-A Frontage Rd.	HAP	718.00
20117243	2/1/17	*****0416	Faqiang Li	DD - ES	**1,382.00**
			Kenyettia Z Brewer - 691 School Street	HAP	1,382.00
20117244	2/1/17	*****7827	Jinhuan Li	DD - ES	**885.00**
			Lavette R Jones - 239 Avalon Circle	HAP	885.00
20117245	2/1/17	*****5495	Jian S Lin	DD - ES	**1,456.00**
			Tahira M Edwards - 4 Cardinale Court	HAP	1,456.00
20117246	2/1/17	*****1849	Jie Lin	DD - ES	**1,702.00**
			Jontineeka K Richardson - 1038 Bending	HAP	1,702.00
20117247	2/1/17	*****2649	Tim Lindstrom c/o AAA Property Management	DD - ES	**975.00**
			Louise Oakley - 367 Schooner Way	HAP	975.00
20117248	2/1/17	*****6076	Chingyao J Liu Wei Chen	DD - ES	**1,578.00**
			Antwana L Strong - 109 Pelican Loop	HAP	1,578.00
20117249	2/1/17	*****3881	Vivian Y Li	DD - ES	**2,453.00**
			Paulette P Brooks - 2222 Ridgecrest Way	HAP	2,453.00
20117250	2/1/17	*****1547	Paul Livson	DD - ES	**1,260.00**
			Lora Jo Pickrell - 221 W. 9th St.	HAP	1,260.00
20117251	2/1/17	*****0050	Wei Min Li	DD - ES	**1,545.00**
			Jackie I Haywood - 102 Tiffany Drive	HAP	1,545.00
20117252	2/1/17	*****9003	Ying Hong Li	DD - ES	**1,686.00**
			Rebecca E Lewis - 3814 La Miranda Place	HAP	1,686.00
20117253	2/1/17	*****1646	Paul Long	DD - ES	**1,782.00**
			Hamayoon Kakar - 1143 Santa Lucia Drive	HAP	1,782.00
20117254	2/1/17	*****1474	Los Medanos Village Apartments	DD - ES	**15,333.00**
			Jerlean Mixon - 2010 Crestview Drive #107	HAP	1,116.00
			Angelo D Rivers JR - 2040 Crestview Drive	HAP	1,445.00
			Tatanisha R Jackson - 2050 Crestview	HAP	1,276.00
			Yvonne D Golden - 2040 Crestview Drive	HAP	1,318.00
			Sheila G Jackson - 2030 Crestview Drive	HAP	905.00
			Deanza M Cook - 2070 Crestview Drive	HAP	1,369.00
			Belinda N Anderson - 2030 Crestview	HAP	1,310.00
			Angel R White - 2030 Crestview Drive 104	HAP	1,220.00
			Ronnie L Williams - 2020 Crestview Drive	HAP	860.00
			Hilda Gonzalez - 2020 Crestview Drive 201	HAP	1,667.00
			Naughty M Curry - 2030 Crestview #101	HAP	1,283.00

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		LaTania M Mays - 2070 Crestview Drive	HAP	615.00
		Antoinette Perea - 2060 Crestview Drive	HAP	949.00
20117255	2/1/17 *****2131	Tiffinee L Loud	DD - ES	**1,515.00**
		Tantasha Y Dutye - 247 Balsam Street	HAP	1,515.00
20117256	2/1/17 *****7531	Tony or Yvonne Louie	DD - ES	**1,393.00**
		Stephanie Addison - 1653 Woodland Dr.	HAP	1,393.00
20117257	2/1/17 *****4218	Lorenzo Love	DD - ES	**1,356.00**
		Gala A Maryland - 1323 Springhill Dr.	HAP	1,356.00
20117258	2/1/17 *****1790	Valerie Love	DD - ES	**1,829.00**
		Erica W Kelley - 202 Benjamin Avenue	HAP	1,829.00
20117259	2/1/17 *****5602	Marshall & Sonya Lowe	DD - ES	**1,112.00**
		Rebecca Kenney - 1185 Columbia Street	HAP	1,112.00
20117260	2/1/17 *****0153	Ariston Laurito Loyola	DD - ES	**829.00**
		Antonio R Nazareta - 4303 Goldenhill Drive	HAP	829.00
20117261	2/1/17 *****7720	Jose Loza	DD - ES	**1,904.00**
		Anita McAllister - 14 Asbury Wy	HAP	1,202.00
		S L Floyd - 26 Di Maggio Avenue	HAP	702.00
20117262	2/1/17 *****2354	Andrew Kin Lui	DD - ES	**4,828.00**
		Artrina J Jackson - 3075 Peppermill Circle	HAP	1,599.00
		Sadrina Sims - 1035 Mepham Drive	HAP	2,000.00
		Candice J Taylor - 3094 Peppermill Circle	HAP	1,229.00
20117263	2/1/17 *****4658	Wei Liu Guangxin Frank Liu	DD - ES	**1,720.00**
		Samuel Jones - 520 Chesapeake Court	HAP	1,720.00
20117264	2/1/17 *****7843	The Entrust Group, Inc. FBO Theodore Lum IRA (acct #34892)	DD - ES	**1,822.00**
		Christopher R Wingfield - 644 Rockspray	HAP	1,822.00
20117265	2/1/17 *****1821	Curtis H. Lundberg	DD - ES	**577.00**
		Linda A Patton - 46 Jimno Avenue	HAP	577.00
20117266	2/1/17 *****3474	Edward Luna	DD - ES	**727.00**
		Lynette m Hacker - 85-C Alturas Avenue	HAP	727.00
20117267	2/1/17 *****1596	Kenneth Luong	DD - ES	**1,335.00**
		Tam V Mai - 3708 Arlington Circle	HAP	1,335.00
20117268	2/1/17 *****5430	Kiet A. Ly	DD - ES	**1,061.00**
		Dorothy J St Jean - 3969 Alta Vista Circle	HAP	1,061.00
20117269	2/1/17 *****4009	Yolanda McDonald	DD - ES	**677.00**
		Rolanda L Hartfield - 53 Meadowbrook	HAP	677.00
20117270	2/1/17 *****5865	Rakesh Madra	DD - ES	**1,881.00**
		Rhonda L Bratcher - 271 W. 8th Street	HAP	981.00
		Jinnifer R Santos - 1352 Redwood Street	HAP	900.00
20117271	2/1/17 *****2191	Radha Mahesram	DD - ES	**1,794.00**
		Wenzell Slaughter - 320 Kapalua Bay	HAP	1,794.00

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20117272	2/1/17	*****5584	Hsien Ming Ma	DD - ES	**1,707.00**
			Tanisha F Camel - 911 Thomasville Court	HAP	1,707.00
20117273	2/1/17	*****4372	Jennifer Leung Ma	DD - ES	**1,350.00**
			Samaiyah A Warren - 113 Jimno Avenue	HAP	1,350.00
20117274	2/1/17	*****1989	Jeff Mann	DD - ES	**6,329.00**
			Monique Thompson - 2215 Leland Court	HAP	1,571.00
			Curdria J Stevens - 2113 Burton Avenue	HAP	1,449.00
			Deja L Horton - 2203 Leland Ct.	HAP	1,774.00
			Eric L Hoskins - 2201 Leland Ct.	HAP	1,535.00
20117275	2/1/17	*****5378	Glenn Marshall	DD - ES	**1,389.00**
			Jolene L Carlos - 956 Mayport Dr.	HAP	1,389.00
20117276	2/1/17	*****2875	Marla Y Harrison	DD - ES	**513.00**
			Marla Y Harrison - 406 Travis Ct	HAP	513.00
20117277	2/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**13,405.00**
			Stephen Foster - 2 Marina Blvd. 9B8	HAP	891.00
			Marlon w Anderson - 2 Marina Blvd., 1C12	HAP	818.00
			Alina D Arana - 2 Marina Blvd. 15-B-7	HAP	766.00
			Reginald Brooks - 2 Marina Boulevard 4B5	HAP	862.00
			Carol A Brown - 2 Marina Blvd., #14C11	HAP	818.00
			Jacqueline C Brown - 2 Marina Blvd #14B7	HAP	830.00
			Bridgette Y Bell - 2 Marina Boulevard	HAP	749.00
			Unique L Gaimes - 2 Marina Blvd. 4D15	HAP	752.00
			Birdie D Ajaebo - 2 Marina Boulevard 15-D	HAP	645.00
			Mary A Broussard - 2 Marina Boulevard	HAP	674.00
			Sammy L Derello - 2 Marina Blvd. 14C10	HAP	824.00
			Frenchnette A Bryant - 2 Marina Blvd.	HAP	472.00
			Delores Blackshear - 2 Marina Blvd. 7B7	HAP	824.00
			Renee M Cobb - 2 Marina Blvd. 2B6	HAP	722.00
			Evahalima A Franklin - 2 Marina Blvd.	HAP	517.00
			Geraldine Cortez - 2 Marina Blvd. # 14 A 1	HAP	824.00
			Lonnie d Carter - 2 Marina Boulevard 2-B-7	HAP	728.00
			Jo Ann Brooks - 2 Marina Blvd. 8B8	HAP	689.00
20117278	2/1/17	*****3389	Steadfast Marina Heights, L.P.	DD - ES	**14,937.00**
			Mareece M Harrison - 2 Marina Boulevard	HAP	1,017.00
			Jacqueline A Jones - 2 Marina Blvd. 5B6	HAP	726.00
			Alisa R Harris - 2 Marina Blvd. #11C10	HAP	830.00
			Shawna M Jones - 2 Marina Boulevard 11-	HAP	226.00
			LaFrances M Harris - 2 Marina Blvd. #13-A	HAP	976.00
			Faith D Johnson - 2 Marina Blvd 9B5	HAP	714.00
			Linda S Killion - 2 Marina Blvd. #4C11	HAP	1,041.00
			Shirley Holness - 2 Marina Blvd 6C9	HAP	824.00
			Jackie M Goodlow - 2 Marina Blvd. #4B8	HAP	528.00
			Cynthia m Johnson - 2 Marina Blvd., #6A4	HAP	773.00

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		Pauline Gardner - 2 Marina Blvd. 13C11	HAP	818.00
		Pamela N Jordan - 2 Marina Blvd 10-C-12	HAP	814.00
		Durrell L James - 2 Marina Blvd., #11C12	HAP	909.00
		Talina D Hoover - 2 Marina Blvd. 10C10	HAP	1,017.00
		Guy W Haralson - 2 Marina Blvd. 8B6	HAP	662.00
		Melissa R Griffin - 2 Marina Blvd. #6A2	HAP	1,017.00
		Leatrice M Hatcher - 2 Marina Blvd. 15D16	HAP	716.00
		Denise L Irvin - Prorated for 19 of 31 days	HAP	505.00
		Denise L Irvin - 2 Marina Boulevard 3A1	HAP	824.00
20117279	2/1/17 *****3389	Steadfast Marina Heights, L.P.	DD - ES	**15,199.00**
		Zakia K Steens - 2 Marina Blvd., #6B5	HAP	877.00
		Vernell Robinson - 2 Marina Blvd. 8A3	HAP	707.00
		Prentice Stanton - 2 Marina Blvd. #1D14	HAP	790.00
		Augustina L Leach - 2 Marina Boulevard	HAP	166.00
		Mary H Mello - 2 Marina Blvd. 6A3	HAP	703.00
		Angela Simms - 2 Marina Blvd. 9B6	HAP	712.00
		Lanisha D Miller - 2 Marina Blvd 4C12	HAP	1,205.00
		Shawn A Prince - 2 Marina Blvd. 13C10	HAP	1,017.00
		Jamie McCoy - 2 Marina Boulevard 12A1	HAP	824.00
		George Lamont - 2 Marina Blvd. 13-C-9	HAP	824.00
		Warren F Ryther - 2 Marina Blvd 8A4	HAP	749.00
		Mia L Poole - 2 Marina Blvd. 14B8	HAP	658.00
		Jackie R McDonald - 2 Marina Boulevard	HAP	818.00
		Michelle R Moorehead - 2 Marina Blvd.	HAP	855.00
		Lee Ann Morris - 2 Marina Blvd. 8A2	HAP	749.00
		Venus L Phillips - 2 Marina Blvd #14A3	HAP	854.00
		Sylvia Skinner - 2 Marina Blvd. 11B5	HAP	824.00
		Diallo S Neal, Jr. - 2 Marina Boulevard 2-A	HAP	922.00
		Shii'asia A Shaw - 2 Marina Blvd. 13B8	HAP	945.00
20117280	2/1/17 *****3389	Steadfast Marina Heights, L.P.	DD - ES	**8,242.00**
		Janice Stevens - 2 Marina Blvd. 12A4	HAP	835.00
		Garland Taylor Jr - 2 Marina Boulevard 15-	HAP	286.00
		Seleste M Whigham - 2 Marina Blvd. 6C11	HAP	959.00
		Alvita L White - 2 Marina Blvd. 1C10	HAP	714.00
		Gina M Tudoni - 2 Marina Blvd. #6-D-15	HAP	790.00
		Amalia R Vernon - 2 Marina Blvd., #14B5	HAP	818.00
		Katherine R Williams - 2 Marina Blvd.,	HAP	663.00
		James A Westlund - 2 Marina Blvd. #3B7	HAP	722.00
		Nicolas A Wagnon - 2 Marina Blvd. 9A1	HAP	668.00
		Valerie j Thomas - 2 Marina Boulevard 6-B	HAP	852.00
		Antoinette D Wilkins - 2 Marina Blvd. #5-C	HAP	935.00

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20117281	2/1/17	*****5287	Louie W. Maruri El Dorado Apartments	DD - ES	**797.00**
			Alfred D Dominguez - 177 El Dorado Dr #8	HAP	797.00
20117282	2/1/17	*****3065	Tanya Martha	DD - ES	**1,837.00**
			Raelena L Lewis - 272 E. Trident Drive	HAP	1,837.00
20117283	2/1/17	*****3048	Rita J. McCrystle	DD - ES	**1,146.00**
			Teresa A Medina - 12 Lou Ann Place	HAP	1,146.00
20117284	2/1/17	*****7174	Samuel McCree	DD - ES	**455.00**
			Marilyn M Walker - 246 W. Leland Road	HAP	455.00
20117285	2/1/17	*****6494	Dorothy McDonald	DD - ES	**1,841.00**
			Alisha F Gray - 1370 Isabel Ct.	HAP	1,841.00
20117286	2/1/17	*****6342	James & Diana Gail McDonald c/o Yolanda McDonald	DD - ES	**731.00**
			Raquel R Scott - 1644 Ronnie Street	HAP	731.00
20117287	2/1/17	*****1925	Veronica R. McElroy	DD - ES	**2,093.00**
			Ashant'i M Murdoch - 97 W. 7th Street	HAP	2,093.00
20117288	2/1/17	*****1152	Janice K McLean	DD - ES	**1,103.00**
			Shelleda F Jackson - 2191 Lakeview Circle	HAP	1,103.00
20117289	2/1/17	*****4675	Meadow Glen Apartments	DD - ES	**2,404.00**
			Krystal M Williams - 112 Davi Avenue	HAP	852.00
			Mamie Johnson - 92 Davi Avenue	HAP	1,041.00
			Rotasha L Brisco - 184 Davi Ave.	HAP	511.00
20117290	2/1/17	*****9866	Tatung Mei	DD - ES	**3,217.00**
			Evelyn Smith - 14 Quiet Path Court	HAP	3,217.00
20117291	2/1/17	*****4316	Joel Mejia	DD - ES	**446.00**
			Michele I Jimerson - 1941 Morro Drive	HAP	446.00
20117292	2/1/17	*****5245	Jinyu Meng	DD - ES	**1,304.00**
			Guillermina Yaw - 1448 Oakmont Place	HAP	1,304.00
20117293	2/1/17	*****4885	Sabine Menzel	DD - ES	**4,311.00**
			Estapeta B Achica - 2235 Lynbrook Drive	HAP	2,220.00
			Crystal j Houston - 1192 Red Leaf Way	HAP	2,091.00
20117294	2/1/17	*****0133	Mercedes P. Johnson	DD - ES	**653.00**
			Mercedes P Johnson - 1958 Plymouth	HAP	653.00
20117295	2/1/17	*****8272	Hector Meza	DD - ES	**785.00**
			Tina M Nolen - 2156 Peachtree Circle	HAP	785.00
20117296	2/1/17	*****7437	Perchak Properties for Carol Miller	DD - ES	**1,695.00**
			Johnnie B Hayes - 2126 Riesling Court	HAP	1,695.00
20117297	2/1/17	*****9782	Maryann Miller	DD - ES	**1,142.00**
			Suvathana c Lam - 228 E. 17th Street	HAP	1,142.00
20117298	2/1/17	*****2618	Carlos J Miranda	DD - ES	**793.00**
			Carlos J Miranda - 64 Plaza Court	HAP	793.00

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20117299	2/1/17	*****0772	Hassan Mirabedi	DD - ES	**7,096.00**
			Sedonia E Lemay - 3038 Peppermill Circle	HAP	1,956.00
			Paula R Bryant - 124 Peppermill Lane	HAP	1,295.00
			I'Janae D Elder - 3020 Peppermill Circle	HAP	2,000.00
			Jamila M Al-Malik - 3103 Peppermill Circle	HAP	1,845.00
20117300	2/1/17	*****6741	Gwendolyn Mitchell	DD - ES	**1,655.00**
			Tyiest F Mayo - 351 Shoreline Drive	HAP	1,655.00
20117301	2/1/17	*****7083	Ronnie Eric Moffett Estate	DD - ES	**1,735.00**
			Sheree M Nessler - 2158 Marsh Ave.	HAP	1,735.00
20117302	2/1/17	*****6340	Moe Mojaddidi	DD - ES	**4,833.00**
			Nickole j White - 326 Jorgensen Drive	HAP	2,333.00
			Ono c Rothschild - 3000 Cortina Drive	HAP	2,500.00
20117303	2/1/17	*****0985	Rodney Montgomery or Sharon Montgomery	DD - ES	**826.00**
			Angelica Fernandez - 169 E 17th Street	HAP	826.00
20117304	2/1/17	*****6975	Joseph Nelson Morin	DD - ES	**1,660.00**
			Sherron A Camp - 3884 Meadowbrook Cir.	HAP	1,660.00
20117305	2/1/17	*****7725	Ricardo Moran Gonzalez	DD - ES	**998.00**
			Demetress Brown - 407 E. Santa Fe	HAP	998.00
20117306	2/1/17	*****4997	Saleem Rashid Muhammad	DD - ES	**2,200.00**
			Laquisha M Walls - 38 Mercury Ct.	HAP	2,200.00
20117307	2/1/17	*****3642	Eva Munn	DD - ES	**641.00**
			Staci Y Eagleton - 132 E. Trident Drive	HAP	641.00
20117308	2/1/17	*****8820	Brien Brothers, LLC C/O Mynd Management, IC.	DD - ES	**1,035.00**
			Marilyn L Venson - 476 E. 8th Street	HAP	723.00
			Shakendra L Burks - 1160 Pine Street	HAP	312.00
20117309	2/1/17	*****0105	Ehsan Nabkel	DD - ES	**2,826.00**
			Daytrea Harvey - 75 Thunder Bay Court	HAP	2,826.00
20117310	2/1/17	*****6234	Shinder Paul Narabut	DD - ES	**3,300.00**
			Aaron N Stanford - 274 Ravine Drive	HAP	1,386.00
			Florentino P Delos Santos - 9 Angelica	HAP	1,914.00
20117311	2/1/17	*****9518	Farida Nawabi	DD - ES	**2,098.00**
			Shair S Nawabi - 1006 Bending Willow	HAP	2,098.00
20117312	2/1/17	*****0054	NC Associates, Inc.	DD - ES	**7,000.00**
			Jonathan D Bell - 2002 Newport Drive	HAP	1,624.00
			Tonya M Spencer - 23 Willet Court	HAP	1,328.00
			Monica r Peters - 154 Peppermill Lane	HAP	1,032.00
			Maria Montes Deoca - 19 Meadowbrook	HAP	970.00
			Ernest Harris JR - 3047 Peppermill Circle	HAP	1,924.00
			Victoria P Pickett - 985 Cape may Drive	HAP	122.00

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20117313	2/1/17	*****6959	Joy Neal	DD - ES	**1,562.00**
			Skip J Dane - 154 E. 17th Street	HAP	1,562.00
20117314	2/1/17	*****5257	Guy Nesbeth	DD - ES	**2,870.00**
			Hadiya A Nelum - 1782 Clearwood Street	HAP	1,268.00
			Joshua A Wallen - 1471 Valenzeula Court	HAP	1,602.00
20117315	2/1/17	*****4114	James or Margaret Nevis	DD - ES	**1,153.00**
			Freddie L Henderson - 3798 Harbor Street	HAP	1,153.00
20117316	2/1/17	*****3516	New Way Management Services	DD - ES	**6,181.00**
			Adrienne I Brunson - 1622 Ronnie Street	HAP	940.00
			Terrice R Hampton - 550 Scudero Circle	HAP	1,315.00
			Lisa a Jackson - 2107 Lakeview Circle	HAP	1,156.00
			Gerri G Graham - 258 Jimno Avenue	HAP	1,369.00
			Marcelene Brooks - 246 W. 11th Street	HAP	1,401.00
20117317	2/1/17	*****6613	Ivy Kit Fan Ngan	DD - ES	**1,876.00**
			Amana K Cornish - 153 Peppermill Lane	HAP	1,876.00
20117318	2/1/17	*****1072	Dominic Y Ng	DD - ES	**3,259.00**
			Lisa E Gordon - 2297 Lakeview Circle	HAP	1,450.00
			Mikesha R Harp - Adjusted for payment on	HAP	494.00
			Mikesha R Harp - 2293 Lakeview Circle	HAP	1,315.00
20117319	2/1/17	*****3604	Knowland Ging Ng	DD - ES	**3,797.00**
			Dalisha L Bernstine - 1 Addison Court	HAP	1,875.00
			Deshanee Jackson - 36 Orinda Court	HAP	1,922.00
20117320	2/1/17	*****8594	Patrick Ng	DD - ES	**2,045.00**
			Willette Mc Keever - 1027 Muir Creek Drive	HAP	2,045.00
20117321	2/1/17	*****9319	Sunny S Ng	DD - ES	**1,357.00**
			Bunseny Noy - 55 Oxford Court	HAP	1,357.00
20117322	2/1/17	*****0738	Hieu Nguyen	DD - ES	**1,495.00**
			Lynette D Landry - 336 Jorgensen Drive	HAP	1,495.00
20117323	2/1/17	*****7154	Huy Quang Nguyen	DD - ES	**2,113.00**
			Hangama Karimi - 2219 Oak Hills Dr.	HAP	2,113.00
20117324	2/1/17	*****4366	Quyen Nguyen	DD - ES	**1,610.00**
			Camille A Lascano - 118 Nautilus Place	HAP	1,610.00
20117325	2/1/17	*****8241	Tieu Nguyen	DD - ES	**1,027.00**
			Van T Huynh - 1744 Peachwillow St.	HAP	1,027.00
20117326	2/1/17	*****7265	Ernest Nichols III	DD - ES	**3,101.00**
			Sherlina R Reed - 251 E. 17th Street	HAP	1,400.00
			Mona Lisa Jones - 291 Benjamin Ave.	HAP	1,701.00
20117327	2/1/17	*****9886	Northstar Financial Group, LLC	DD - ES	**763.00**
			Katina M Easiley - 459 E. Santa Fe Avenue	HAP	763.00

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20117328	2/1/17 *****8129	Kevin Nord	DD - ES	**900.00**
		Nord Investment Real Estate		
		Charlene M Best - 3 DiMaggio Ave.	HAP	900.00
20117329	2/1/17 *****5572	Dwight J Owens	DD - ES	**1,137.00**
		Dwight J Owens - 2240 Old Creek Circle	HAP	841.14
		Dwight J Owens - 2240 Old Creek Circle	UR	295.86
20117330	2/1/17 *****7606	Juanita Olayo	DD - ES	**1,121.00**
		Tammy M Garcia - 429 Hawthorne Street	HAP	1,121.00
20117331	2/1/17 *****4543	Eseosa A. Omokaro	DD - ES	**1,505.00**
		Michelle L Mccoy - 633 Rockspray Cir.	HAP	1,505.00
20117332	2/1/17 *****0588	Orange County Housing Authority	DD - ES	**2,119.16**
		Farhad Shahab - 14 Kalmia Place	HAP	2,048.00
		Farhad Shahab - 14 Kalmia Place	AF	71.16
20117333	2/1/17 *****3741	Sandra L Ortiz	DD - ES	**1,827.00**
		Reshema Hill - 113 Peppermill Lane	HAP	1,827.00
20117334	2/1/17 *****2915	Tony Jose Ortiz	DD - ES	**1,440.00**
		Jaime M Lopez - 288 E. Trident Dr.	HAP	1,440.00
20117335	2/1/17 *****1081	Chinenye Osuagwu	DD - ES	**2,099.00**
		Mannah S Parrott - 2306 Dover Way	HAP	2,099.00
20117336	2/1/17 *****3324	Mutlu Ozer	DD - ES	**1,439.00**
		Beverly R Colford - 2217 Woodhill Drive	HAP	1,439.00
20117337	2/1/17 *****4083	Pacific Living, LLC	DD - ES	**2,080.00**
		Livis J Sanders - 25 Beechwood Court	HAP	2,080.00
20117338	2/1/17 *****1176	John Mario Pascuzzi	DD - ES	**1,403.00**
		Vicky N Vu - 1665 Greenridge Drive	HAP	1,403.00
20117339	2/1/17 *****7811	Hemangini & Vijendra Patel	DD - ES	**2,100.00**
		Stacie J Hogan - 1073 Cape May Drive	HAP	2,100.00
20117340	2/1/17 *****0885	Kokila Patel	DD - ES	**1,048.00**
		Toyer A Grear - 2256 Bayberry Circle	HAP	1,048.00
20117341	2/1/17 *****8684	Virendra M. Patel	DD - ES	**1,841.00**
		Genise L Gillette - 2220 San Remo Way	HAP	1,841.00
20117342	2/1/17 *****8047	Jason Pauline	DD - ES	**1,433.00**
		Ebony N Washington - 362 Mildred Ave.	HAP	1,433.00
20117343	2/1/17 *****3189	Loycell Peacock	DD - ES	**946.00**
		Frederick J Gaines - 196 Linda Vista	HAP	946.00
20117344	2/1/17 *****5165	Scott Pease	DD - ES	**695.00**
		Tamra M Loomis - 398 W 17th Street	HAP	695.00
20117345	2/1/17 *****2788	Jade Penarelli	DD - ES	**1,577.00**
		Gayla L Shelton - 1189 Summer Way	HAP	1,577.00
20117346	2/1/17 *****5889	Douglas B Perry	DD - ES	**817.00**
		Anna L Lalaind - 1654 Freed Circle	HAP	817.00

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20117347	2/1/17 *****3278	Maria Del Carmen Perez	DD - ES	**264.00**
		Patricia L Barnes - 97 Warren Way	HAP	264.00
20117348	2/1/17 *****6784	Lowde Y. Perkins	DD - ES	**883.00**
		Mary D Wallace - 622 Carpino Avenue	HAP	883.00
20117349	2/1/17 *****8225	Shiv Pertab	DD - ES	**1,100.00**
		Marion E Davis - 1182 Red Leaf Way	HAP	1,100.00
20117350	2/1/17 *****0958	Pittsburg Park Apartments	DD - ES	**4,473.00**
		Marissa I Brown - 2175 Crestview Drive	HAP	1,384.00
		Thea Q Schroeder - 2165 Crestview Dr.	HAP	1,669.00
		Lawanda R Holly - 2195 Crestview Drive	HAP	1,420.00
20117351	2/1/17 *****7605	Portofino Apartments	DD - ES	**6,883.00**
		Sabrina Jernigan - 206 Loveridge Circle	HAP	1,271.00
		Elizabeth A Sofge - 219 Loveridge Cir.	HAP	1,406.00
		Shannon A Wright Casson - 163 Loveridge	HAP	913.00
		Antoinette D Durrett - 267 Loveridge Cir.	HAP	932.00
		Callie M Johnson - 166 Loveridge Cr	HAP	1,302.00
		Emma j Ridley - 117 Loveridge Cir.	HAP	1,059.00
20117352	2/1/17 *****4031	Principle Capital, LLC	DD - ES	**1,163.00**
		Shanta R Lacy - 289 MacArthur Avenue	HAP	1,163.00
20117353	2/1/17 *****8826	Prime Metropolis Properties, Inc.	DD - ES	**3,829.00**
		Aisha N Childress - 19 Peppermill Court	HAP	1,381.00
		Tiara N Burks - 3029 Peppermill Circle	HAP	1,346.00
		Alisia A Brown - 1626 Freed Circle	HAP	1,102.00
20117354	2/1/17 *****6938	Chattel Properties, Inc.	DD - ES	**1,288.00**
		Ericka J Smith - 105 E. 5th St. #B	HAP	1,288.00
20117355	2/1/17 *****2849	IH5 Property West, LP	DD - ES	**1,837.00**
		Kathleen Harris - 317 Atherton Avenue	HAP	1,837.00
20117356	2/1/17 *****3398	Marples Property Management	DD - ES	**3,280.00**
		Kristina M Greer - 172 East 17th Street A	HAP	1,337.00
		Shanell L Bennett - 241 Jupiter Court	HAP	1,943.00
20117357	2/1/17 *****4650	A. Meadows Property Management	DD - ES	**859.00**
		Pearlie m Belcher Jones - 765 E. 11th	HAP	859.00
20117358	2/1/17 *****7789	Stokley Properties LLC Harbor	DD - ES	**1,974.00**
		Bernadine h Cleaver - 3804 Harbor Street	HAP	1,069.00
		Denise M Warren - 3802 Harbor Street	HAP	905.00
20117359	2/1/17 *****8055	Property Upsurge, Inc.	DD - ES	**12,822.00**
		Sarqueta A Branch - 3061 Peppermill	HAP	953.00
		Lila J Watts - 160 West 11th St.	HAP	1,218.00
		Lashawn P Fields - 281 E. 16th Street	HAP	1,700.00
		Evelyn Green - 1125 Lakeview Circle	HAP	1,536.00
		Latasha t Scoggins - 50 Meadowbrook	HAP	1,368.00
		Isaiah A Reed - 42 Meadowbrook Circle	HAP	1,412.00

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			Gwendolyn P Tate - 31 Meadowbrook	HAP	1,057.00
			Riquel A Neal - 354 Bay Crest Dr.	HAP	2,150.00
			Luscious Lashanna M Frost - 2105	HAP	1,428.00
20117360	2/1/17	*****0782	Amjad Qaqish	DD - ES	**1,118.00**
			Leann Muckleroy - 22 Meadowbrook Circle	HAP	1,118.00
20117361	2/1/17	*****9542	Sam or Sonia Quinones	DD - ES	**1,796.00**
			Shirley J Strausbaugh - 3787 Gladstone	HAP	1,796.00
20117362	2/1/17	*****4029	Amos Radford	DD - ES	**890.00**
			Patricia A Robinson - 1936 Seward Drive	HAP	890.00
20117363	2/1/17	*****1397	Balraj Singh Rai	DD - ES	**725.00**
			Marisa m Avila - 148 Army Street	HAP	725.00
20117364	2/1/17	*****2261	Paramjit K. Raju	DD - ES	**3,315.00**
			Nicole A Silsby - 1734 Bridgeview Street	HAP	1,808.00
			Donna M Manuel - 130 Sealane Ct.	HAP	1,507.00
20117365	2/1/17	*****3452	Christopher Ramirez	DD - ES	**866.00**
			Nashone R Holmes - 280 E. Trident	HAP	866.00
20117366	2/1/17	*****8489	Enrique or Stacy Ramirez	DD - ES	**429.00**
			Donna E Martinez - 226 West 6th Street C	HAP	429.00
20117367	2/1/17	*****5276	Rizal Ramos, Jr.	DD - ES	**1,161.00**
			Shauniece m Mitchell - 1464 Mondana	HAP	1,161.00
20117368	2/1/17	*****2283	Rohini Ram	DD - ES	**1,075.00**
			Linda r Terry - 733 Wedgewood Drive	HAP	1,075.00
20117369	2/1/17	*****4607	Sammy Rantissi	DD - ES	**911.00**
			Eddie F Ammari - 427 Oak Crest Place	HAP	911.00
20117370	2/1/17	*****6068	David Raughton	DD - ES	**2,949.00**
			Tracy R Bergins - 890 Black Diamond	HAP	1,359.00
			Eboni R Booth - 450 W. 11TH STREET	HAP	1,590.00
20117372	2/1/17	*****7349	Eric Franklin Remson	DD - ES	**976.00**
			Bertha Ochoa - 108 E. Trident Drive	HAP	976.00
20117373	2/1/17	*****1078	Cora Lee Rice	DD - ES	**898.00**
			Anderson Rice		
			Lessie M Lindsey - 876 Carpino Ave.	HAP	898.00
20117375	2/1/17	*****5935	Marie Rice	DD - ES	**927.00**
			Kathleen J Ector - 942 Carpino Avenue	HAP	927.00
20117376	2/1/17	*****9321	Roger Riley	DD - ES	**1,701.00**
			Virgie r Gray - 96 Edgewater Pl.	HAP	1,701.00
20117377	2/1/17	*****4115	Tamara Rivas	DD - ES	**121.00**
			Douglas Rivas		
			Douglas E Rivas - 25 Oakbrook Place	HAP	121.00
20117378	2/1/17	*****5106	Barry S. Rogers	DD - ES	**1,346.00**
			Marilyn P Taylor - 3959 Alta Vista Cir.	HAP	1,346.00

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20117379	2/1/17	*****6917	Ronald D. Shelly or Julie Crowder	DD - ES	**1,045.00**
			Corey e Watkins - 745 Carpino Avenue	HAP	1,045.00
20117380	2/1/17	*****7629	Emilio Ruiz	DD - ES	**1,026.00**
			Nora M Perez - 1174 Cutter Street	HAP	1,026.00
20117381	2/1/17	*****5248	Constance Russell	DD - ES	**1,318.00**
			Chanel L Bolden - 232 Shoreline Drive	HAP	1,318.00
20117382	2/1/17	*****0759	Sacramento Housing And Redevelopment Agency	DD - ES	**2,855.48**
			Okeechei A Tabor - 1020 Power Avenue	HAP	925.00
			Okeechei A Tabor - 1020 Power Avenue	AF	71.16
			Betty J Jackson - 2251 E. Leland Rd., #89	HAP	608.00
			Betty J Jackson - 2251 E. Leland Rd., #89	AF	71.16
			Mellissia M Franklin - 44 Bell Drive	HAP	1,109.00
			Mellissia M Franklin - 44 Bell Drive	AF	71.16
20117383	2/1/17	*****3871	Maridel P Santos	DD - ES	**706.00**
			Ana A Mohoney - 2195 Lakeview Circle	HAP	706.00
20117384	2/1/17	*****3011	Alicia Saucedo	DD - ES	**1,437.00**
			Gwendolyn Hart - 2211 Montevideo Drive	HAP	1,437.00
20117385	2/1/17	*****9954	Richard M. Sciortino	DD - ES	**837.00**
			Cleo s McGee - 46 W. Trident Drive	HAP	837.00
20117386	2/1/17	*****7031	Jacqueline Selinger	DD - ES	**1,658.00**
			Jasmine J Jackson - 55 Leeward Way	HAP	1,658.00
20117387	2/1/17	*****5346	Young Sook Seroy	DD - ES	**1,898.00**
			Tomicka M Brumfield - 571 Scudero	HAP	1,898.00
20117389	2/1/17	*****1446	Mohinder Sharma	DD - ES	**1,001.00**
			Nafisa K Taymuree - 3066 Barranca Drive	HAP	1,001.00
20117390	2/1/17	*****7239	Shailesh & Bela Patel	DD - ES	**2,456.00**
			Tenisha R Glass - 1040 Chesapeake Drive	HAP	1,573.00
			Alicia N Hope - 1084 Cape May Dr.	HAP	883.00
20117391	2/1/17	*****4900	Paul Shatswell	DD - ES	**1,460.00**
			Joseph C Rizzuto - 4128 Richard Place	HAP	1,460.00
20117392	2/1/17	*****1370	James Shipe, c/o Richard Grijalva, East Cty Brokers	DD - ES	**1,837.00**
			Diana Phu - 1249 Ventura Drive	HAP	1,837.00
20117393	2/1/17	*****5981	Yihui Shi	DD - ES	**1,271.00**
			Kanya D Ridley - 3725 Gladstone Drive	HAP	1,271.00
20117394	2/1/17	*****7789	Siena Court Apartments	DD - ES	**8,338.00**
			Annie Hill-Herring - 746 Railroad Avenue	HAP	614.00
			Marva J Hunter - 746 Railroad Avenue	HAP	562.00
			Gwen R Silva - 771 Black Diamond Street	HAP	478.00
			Venetta D Johnson - 771 Black Diamond	HAP	548.00
			Morella Smith - 771 Black Diamond Street	HAP	591.00

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		Wilson J Franks JR - 771 Black Diamond	HAP	312.00
		Yolanda Dozier - 771 Black Diamond	HAP	584.00
		Shellean Mangum - 746 Railroad Avenue	HAP	612.00
		Ruby M Henderson - 746 Railroad Avenue	HAP	501.00
		Retta Grigsby - 771 Black Diamond Street	HAP	582.00
		Roberta m Harrison - 746 Railroad Avenue	HAP	309.00
		Millive Kinerman - 771 Black Diamond	HAP	576.00
		Frank j Romo - 771 Black Diamond Street	HAP	576.00
		Dorothy L Smack - 771 Black Diamond	HAP	559.00
		Rosalind C Badue - 771 Black Diamond	HAP	354.00
		Kathy A Holmberg - 771 Black Diamond	HAP	580.00
20117395	2/1/17 *****7396	Sierra Pacific Properties	DD - ES	**2,571.00**
		Peppertree Apartments		
		Shiu K Amru - 108 Peppertree Way	HAP	1,056.00
		Inez Huffman - 116 Peppertree Way	HAP	1,539.00
		Jacqueline R Brooks - 180 Peppertree Way	HAP	1,183.00
		Adjusted for 1/1/2017 payment	HAP	-1,207.00
20117396	2/1/17 *****7396	Sierra Pacific Properties	DD - ES	**11,164.00**
		Woodland Hills Apartments		
		Joanne C Alvergue - 219 W. Buchanan Rd.	HAP	1,246.00
		Monica O Palomino - 189 W. Buchanan	HAP	1,589.00
		Valencia M Griffin - 219 W. Buchanan Rd.	HAP	1,560.00
		Briana I Edwards - 195 W. Buchanan Rd.,	HAP	1,457.00
		Regina D Tucker - 185 W. Buchanan Rd.	HAP	1,295.00
		Lynn s Chaney - 205 W. Buchanan Rd	HAP	1,232.00
		Amy P Stalker - 193 W. Buchanan Rd.	HAP	1,352.00
		Dolores L Washington - 211 W. Buchanan	HAP	1,433.00
20117397	2/1/17 *****4614	Vincenzo Signorino	DD - ES	**1,420.00**
		Regina L Payne - 1068 Monfredo Drive	HAP	1,420.00
20117398	2/1/17 *****6650	Frank M. Siino	DD - ES	**1,200.00**
		Cyndie I Bliss - 563 East 14th Street	HAP	1,200.00
20117399	2/1/17 *****8035	Joseph Michael Siino	DD - ES	**1,137.00**
		Myra V Murillo - 158 E 15th Street	HAP	1,137.00
20117400	2/1/17 *****5399	Gloria Silva	DD - ES	**853.00**
		Erich W Ebert - 2138 Goff Avenue	HAP	853.00
20117401	2/1/17 *****7250	2012-C Property Holdings LLC	DD - ES	**4,469.00**
		Taneya A Gutierrez - 483 E. 9th St.	HAP	1,315.00
		Vinisha D Thornton - 26 Salisbury Drive	HAP	2,160.00
		Kimberlee S Mc Allister - 714 E. 12th	HAP	994.00
20117402	2/1/17 *****3639	Raman Singh	DD - ES	**1,925.00**
		Felisha L Lee - 3718 Arlington Circle	HAP	1,925.00
20117403	2/1/17 *****6058	Son Singh	DD - ES	**1,331.00**
		Luz M Lindbergh - 229 Alvarado Avenue	HAP	1,331.00

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20117404	2/1/17 *****4970	Molly Smith	DD - ES	**1,863.00**
		Mildred L Edwards - 1551 Norine Drive	HAP	1,863.00
20117405	2/1/17 *****9092	Sherritta M Smith	DD - ES	**833.00**
		Sherritta M Smith - 1972 Newport Drive	HAP	833.00
20117406	2/1/17 *****2032	Cinthia Sosa	DD - ES	**1,576.00**
		Shannon Cross - 1077 Chesapeake Drive	HAP	1,576.00
20117407	2/1/17 *****2985	Gloria Spahn	DD - ES	**1,079.00**
		Christina L Combs - 4175 Stephanie Way	HAP	1,079.00
20117408	2/1/17 *****6977	Angela E. Robinson-Spencer	DD - ES	**742.00**
		Sonia M Guevara - 1916 Seward Drive	HAP	742.00
20117409	2/1/17 *****3465	Ramzi D Srouji	DD - ES	**1,810.00**
		Trymica N Provost - 164 E. Trident Drive	HAP	1,810.00
20117410	2/1/17 *****1601	George W. Stephens	DD - ES	**1,333.00**
		Angela r Flowers - 1257 Jensen Dr.	HAP	1,333.00
20117411	2/1/17 *****5308	R R Rentals	DD - ES	**1,324.00**
		Hermajo L Hoskins - 384 Morningstar	HAP	1,324.00
20117413	2/1/17 *****6314	Amad Sultan	DD - ES	**2,511.00**
		Zahid Saif - 1808 Rosa Blanca Drive	HAP	2,511.00
20117414	2/1/17 *****1235	Summit Venture Group, LLC	DD - ES	**1,819.00**
		Monique c Chaves - 455 Central Ave.	HAP	1,819.00
20117415	2/1/17 *****6168	Kamaljeet Surila	DD - ES	**1,091.00**
		Bahram K Pezeshkan - 29 Meadowbrook	HAP	1,091.00
20117416	2/1/17 *****0399	Joyce Hui Sy	DD - ES	**6,217.00**
		Gwendolyn C Reeder - 2140 Ackerman	HAP	1,765.00
		Michelle L Limas - 1351 Steinbeck Drive	HAP	2,202.00
		Irma M Castillo - 200 Cannery Court	HAP	2,250.00
20117417	2/1/17 *****1242	Hamed Tafaghodi	DD - ES	**1,251.00**
		Alexis Tafaghodi		
		Shawntayne Y Washington - 1253	HAP	1,251.00
20117418	2/1/17 *****9558	Edward C Tan	DD - ES	**694.00**
		Cruz L Araque - 279 E. 17th Street	HAP	694.00
20117419	2/1/17 *****5832	Mohammad Tapus	DD - ES	**2,743.00**
		Athena A Ruiz - 1310 Isabel Court	HAP	2,743.00
20117420	2/1/17 *****5480	Tasia La Vonda Johnson	DD - ES	**2,284.00**
		Iman N Hanif - 4445 Mira Loma Drive	HAP	2,284.00
20117421	2/1/17 *****6283	Yun Teng	DD - ES	**1,680.00**
		Weijie Zhang		
		Mary P Grigsby - 1201 Lakeview Circle	HAP	1,680.00
20117422	2/1/17 *****0900	Akbar Teymourzadeh	DD - ES	**1,709.00**
		Sonja I Campos - 1175 West Street	HAP	1,709.00

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20117423	2/1/17 *****2164	Quyen Minh Thai	DD - ES	**2,279.00**
		Yolanda F Jackson - 2200 Fairbourn Drive	HAP	848.00
		Crystal A Wyrick - 238 Case Drive	HAP	1,431.00
20117424	2/1/17 *****9314	Silvia Thein and Ada Choi	DD - ES	**1,876.00**
		Sandra Cross - 740 Andrea Way	HAP	1,876.00
20117425	2/1/17 *****3966	William Thiessen	DD - ES	**1,117.00**
		Cassandra R Harris - 2111 Goff Avenue	HAP	1,117.00
20117426	2/1/17 *****4049	ChingJen Tong	DD - ES	**3,469.00**
		Letha White - 1048 Monfredo Dr.	HAP	1,454.00
		Stephanie A Palafox - 222 Chabot Court	HAP	2,015.00
20117427	2/1/17 *****1405	Lourdes or Raymond Tovar	DD - ES	**1,598.00**
		Rodolfo Rodriguez - 226 Olympia Dr.	HAP	1,598.00
20117428	2/1/17 *****2094	Raphael Minhtuyen Tran	DD - ES	**4,948.00**
		Leilani S Gomez - 1914 Galway Drive	HAP	2,137.00
		Burhan Nawabi - 1816 Chaparral Drive	HAP	2,811.00
20117429	2/1/17 *****6035	Tam Van Tran	DD - ES	**1,226.00**
		Sau C Ly - 2202 Southwood Drive	HAP	1,226.00
20117430	2/1/17 *****1327	Thuy Tran	DD - ES	**1,234.00**
		Meo T Tran - 2255 Southwood Drive	HAP	1,234.00
20117431	2/1/17 *****6165	Thanh Van Trinh	DD - ES	**1,466.00**
		Maria f Meraz - 261 W. 10th St.	HAP	1,466.00
20117432	2/1/17 *****3572	Nhan Chi Truong	DD - ES	**383.00**
		Minh Hoang - 4407 Glen Canyon Circle	HAP	383.00
20117433	2/1/17 *****9321	Van Truong	DD - ES	**1,795.00**
		Dung Tan Huynh - 887 Ventura Drive	HAP	1,795.00
20117434	2/1/17 *****8392	Xavier Van Truong	DD - ES	**6,622.00**
		Anthony Rhynes - 1644 Vincent St.	HAP	1,844.00
		Laquita Dillon - 1634 Vincent St.	HAP	1,808.00
		Angela A Alford - Prorated for 22 of 31	HAP	1,233.00
		Angela A Alford - 1668 Vincent Street	HAP	1,737.00
20117435	2/1/17 *****5553	David Tseng	DD - ES	**1,559.00**
		Kelcy Anderson - 2251 Lakeview Circle	HAP	898.00
		Antoinette D Boyd - 2241 Lakeview Circle	HAP	661.00
20117437	2/1/17 *****9421	Tupou Vaka	DD - ES	**1,105.00**
		Lynda E Manning - 2052 Newport Dr.	HAP	1,105.00
20117438	2/1/17 *****4582	Lidia Valladares	DD - ES	**1,573.00**
		Angelo d Rivers - 318 Snow Flake Way	HAP	1,573.00
20117439	2/1/17 *****5853	Tu Van	DD - ES	**1,708.00**
		Linshelle j Gay - 33 Galleon Way	HAP	1,708.00
20117440	2/1/17 *****3371	Gary D. Vasconcellos	DD - ES	**1,051.00**
		Carol J Davis - 101 Alturas Avenue #C	HAP	1,051.00

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20117441	2/1/17 *****8457	Sareena Lata Velu	DD - ES	**1,386.00**
		Kimberly A Sanders - 4293 Hillview Dr.	HAP	1,386.00
20117442	2/1/17 *****9682	Nuno G Vieira	DD - ES	**2,614.00**
		Ebony D Loud - 2214 Leland Court	HAP	1,396.00
		Trace n Harris - 2216 Leland Court	HAP	1,218.00
20117443	2/1/17 *****6074	Fazal U. Wafadar	DD - ES	**1,639.00**
		Rosa M Pontifice - 2225 San Remo Way	HAP	1,639.00
20117444	2/1/17 *****2720	Stephen Cordell Wafer	DD - ES	**876.00**
		Victoria L McCoy - 176 E. Trident Drive	HAP	876.00
20117445	2/1/17 *****2768	Huan Rong Wang	DD - ES	**905.00**
		Ernisha Henry - 260 E 15th Street	HAP	905.00
20117446	2/1/17 *****6924	Lining Wan	DD - ES	**3,587.00**
		Tara C Cole - 941 Promenade Drive	HAP	1,737.00
		Tywanda b Jackmon - 2233 Fairbourn	HAP	1,850.00
20117447	2/1/17 *****6945	Wei Wang	DD - ES	**1,768.00**
		Shontise n Luckett - 1041 Burnham Drive	HAP	1,768.00
20117448	2/1/17 *****1634	Yu Ruo Wang	DD - ES	**1,410.00**
		Nikkeyla S Walker - 14 Mariner Court	HAP	1,410.00
20117449	2/1/17 *****5502	Mildred Lucille Washington	DD - ES	**1,996.00**
		Michelle m Williams - 3827 Canterberry	HAP	1,996.00
20117450	2/1/17 *****4793	Wealth Links Resources, LLC	DD - ES	**1,681.00**
		Akilah Z Parker - 170 Panoramic	HAP	1,681.00
20117452	2/1/17 *****4384	Wenying Chang	DD - ES	**1,535.00**
		Katrina D Jones - 2101 Lakeview Circle	HAP	557.00
		Javecia M Horton - 1107 Lakeview Circle	HAP	978.00
20117453	2/1/17 *****5014	Nubia P. or David West	DD - ES	**1,578.00**
		Jerry Rhodes Jr - 3340 Karen Way	HAP	1,578.00
20117454	2/1/17 *****4908	Lewis White & Ruth White	DD - ES	**1,939.00**
		Elma Ruth White		
		Amber S Beshears - 117A South Ave.	HAP	973.00
		Patricia A Vines - 175 South Avenue #A	HAP	966.00
20117456	2/1/17 *****5057	Kathleen and John Wilson	DD - ES	**874.00**
		John R Conner - 77 Meadowbrook Circle	HAP	874.00
20117457	2/1/17 *****8702	Kathy D. Williams	DD - ES	**1,552.00**
		Donnette L Terrell - 1294 Emerson Drive	HAP	1,552.00
20117458	2/1/17 *****1769	Alan York Lun Wong	DD - ES	**116.00**
		Alan York Lun Wong		
		Kwaume J Frederick - 90 Venus Court	HAP	116.00
20117459	2/1/17 *****1862	Danny Ching-Yam Wong	DD - ES	**1,768.00**
		Sandra M Kilson - 50 Arlington Drive	HAP	1,768.00
20117460	2/1/17 *****1157	Har Pan Wong	DD - ES	**6,725.00**
		Lisa M Johnson - 1179 Brooktrail Drive	HAP	2,841.00

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			Angel L Jefferson - 1190 Cape May Drive	HAP	1,434.00
			Alexandra D McCray - 380 Turnstone	HAP	2,450.00
20117461	2/1/17	*****6356	Joanne Wong	DD - ES	**1,309.00**
			Kerry L Engelhard - 60 Oxford Ct.	HAP	1,309.00
20117462	2/1/17	*****1060	Kinney Ming Wong	DD - ES	**1,399.00**
			Adoru L Quarles - 1730 Chaparral Drive	HAP	1,399.00
20117463	2/1/17	*****5451	Mei-Yuk Yu Wong	DD - ES	**1,581.00**
			Vincent Wong		
			Tasha S Sargent - 274 Helm Court	HAP	1,581.00
20117464	2/1/17	*****7094	Bridge-Regional Partners Inc	DD - ES	**8,845.00**
			Abbie Day - 850 E. Leland Road 37	HAP	895.00
			Curtis Flucus JR - 850 East Leland Road	HAP	805.00
			Naomi L Cotton - 850 E Leland Rd. #43	HAP	811.00
			Tracey S Russell - 850 East Leland Road	HAP	1,392.00
			Deborah K Anderson - 850 E. Leland Rd.,	HAP	811.00
			Melanie M Brooks - 850 E. Leland Rd. #65	HAP	1,340.00
			Tiyia M Weeden - 850 E. Leland Road 62	HAP	1,096.00
			Carolyn m Smith - 850 East Leland Road	HAP	692.00
			Jon R Smith - 850 East Leland Road 78	HAP	1,003.00
20117465	2/1/17	*****5565	Yuk Lin Woo	DD - ES	**678.00**
			Sergio Guzman - 1561 Kingsly Drive	HAP	678.00
20117466	2/1/17	*****1853	WR Properties, Inc.	DD - ES	**1,415.00**
			Ricolya N Tiger - 2287 Lakeview Circle	HAP	1,415.00
20117467	2/1/17	*****3962	Hong Wu	DD - ES	**3,146.00**
			Quakeshia S Davis - 2168 Dover Way	HAP	1,412.00
			Mildred J Jones - 2239 Lynbrook Drive	HAP	1,734.00
20117468	2/1/17	*****5388	Jian Ai Xuan	DD - ES	**1,809.00**
			Ronald K Ball - 616 School Street	HAP	1,809.00
20117469	2/1/17	*****3880	Ping Ping Xu	DD - ES	**3,576.00**
			Keming Wang		
			Natalie T Bessard - 89 Cassia Street	HAP	1,476.00
			Kimberly A Limas - 379 Foxglove Street	HAP	2,100.00
20117470	2/1/17	*****2366	Karl Yick	DD - ES	**1,113.00**
			C/O Teresita D. Pereira		
			Cynthia E Arellano - 1549 Woodland Drive	HAP	1,113.00
20117471	2/1/17	*****6779	Sally Yip	DD - ES	**2,082.00**
			Noel Edward E Hall - 1249 Beacon St.	HAP	814.00
			Janice M Christopher - 1241 Beacon Street	HAP	1,268.00
20117472	2/1/17	*****6178	Chris Kui You	DD - ES	**1,876.00**
			Michelle J Routson - 1321 Emerson Drive	HAP	1,876.00
20117473	2/1/17	*****7622	Yee Yue Cheung	DD - ES	**755.00**
			Deborah G Scott - 125 Alturas Avenue C	HAP	755.00

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20117474	2/1/17	*****8664	Mohammad Zalmaiyar	DD - ES	**2,127.00**
			Nargis Kheri - 2211 Lakeview Cir.	HAP	667.00
			Najia Nooristani - 5 Deer Hill Ct.	HAP	1,460.00
20117475	2/1/17	*****2940	Wei Bin Zhang or Gao Wei	DD - ES	**1,500.00**
			Tamika T Banks - 1771 Hanlon Way	HAP	1,500.00
20117476	2/1/17	*****3259	Xirong Zhao	DD - ES	**1,387.00**
			Jeri V Cannon - 66 Meadowbrook Circle	HAP	1,387.00
20117477	2/1/17	*****4367	Xiang Yang Zheng	DD - ES	**1,467.00**
			Verline Mason - 28 Foxglove Court	HAP	1,467.00
20117478	2/1/17	*****7805	Shengguo Zhu	DD - ES	**4,710.00**
			Iris S Randall - 55 Dowitcher Ct.	HAP	2,450.00
			Sharon D Larkins - 70 Dowitcher Court	HAP	2,260.00

Choice Voucher

HAP	1,064,741.52
UR	8,269.99
Damage Claim	
Vacancy Claim	
Administrative Fee	711.60
FSS Escrow Account	
Shelter Plus Security Deposit	
Other	0.00
All Payments	**$1,073,723.11**

Check Summary

February 1, 2017

Check Number	Check Date	Payee Tax ID	Payee	Payment Type	Amount
VASH					
145476	2/1/17	*****6041	Anthony L Johnson		**23.00**
			Anthony L Johnson - 2103 Lakeview Circle	UR	23.00
145496	2/1/17	*****1136	Shannon O Murphy		**30.00**
			Shannon O Murphy - 2 Marina Blvd. #15B5	UR	30.00
145501	2/1/17	*****4896	Theodore A Taylor		**14.00**
			Theodore A Taylor - 2 Marina Blvd. 11A4	UR	14.00
145502	2/1/17	*****2982	Timothy P Harrington		**23.00**
			Timothy P Harrington - 1346 Redwood	UR	23.00
145504	2/1/17		Vacaville Housing Authority		**1,045.16**
			Antonio Gonzalez -	HAP	974.00

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		Antonio Gonzalez -	AF	71.16
145506	2/1/17 *****6950	Susan Morrissette		**10.00**
		Susan Morrissette - 30 Castlewood Drive	UR	10.00
145510	2/1/17 *****3447	David S Loesch		**80.00**
		David S Loesch - 669 Carpino Avenue	UR	80.00
145552	2/1/17 *****7574	Joseph A Newman		**59.00**
		Joseph A Newman - 115 South Avenue A	UR	59.00
145583	2/1/17 *****9810	Housing Authority of the County of Alameda		**4,387.48**
		Sidney H Cook - 14950 Zelma Street #20	HAP	2,125.00
		Sidney H Cook - 14950 Zelma Street #20	AF	71.16
		Eric h Beames - 267 Flint Court #5	HAP	1,048.00
		Eric h Beames - 267 Flint Court #5	AF	71.16
		Michael J Grindle -	HAP	1,001.00
		Michael J Grindle -	AF	71.16
145584	2/1/17 *****9815	City Of Berkeley Housing Authority		**978.16**
		Dennis A Edwards - 1800 Sixth Street #B	HAP	907.00
		Dennis A Edwards - 1800 Sixth Street #B	AF	71.16
145586	2/1/17 *****0331	Fairfield Housing Authority		**1,572.32**
		Vincent L Lemmons -	HAP	876.00
		Vincent L Lemmons -	UR	21.00
		Vincent L Lemmons -	AF	71.16
		William R Georgi -	HAP	533.00
		William R Georgi -	AF	71.16
145598	2/1/17 *****8227	Croskey Real Estate		**1,704.00**
		Laniece Bell - 2020 Oakridge Lane	HAP	1,704.00
20117023	2/1/17 *****2521	Belmont Apartments	DD - ES	**1,159.00**
		Ponciano Aranda - 1008 Power Ave. #24	HAP	205.00
		Calvin L Brown JR - 1028 Power Avenue	HAP	954.00
20117031	2/1/17 *****7075	Som N Bhatia	DD - ES	**1,585.00**
		Quamie Golliday - 3936 Railroad Avenue	HAP	1,585.00
20117047	2/1/17 *****8860	Joe Burns	DD - ES	**900.00**
		David S Loesch - 669 Carpino Avenue	HAP	900.00
20117051	2/1/17 *****2513	Clara Beatriz Cardenas	DD - ES	**1,080.00**
		Anthony L Johnson - 2103 Lakeview Circle	HAP	1,080.00
20117074	2/1/17 *****0746	Contra Costa County Housing Authority	DD - ES	**10,469.44**
		John Brown -	HAP	729.00
		John Brown -	AF	71.16
		Robert Boysen - 811 Brown Street #C	HAP	953.00
		Robert Boysen - 811 Brown Street #C	AF	71.16
		Homer Barnett Jr. -	HAP	812.00
		Homer Barnett Jr. -	AF	71.16
		Larry D Bluford -	HAP	916.00

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			Gerard Benton -	HAP	1,350.00
			Gerard Benton -	UR	23.00
			Gerard Benton -	AF	71.16
			James E Adams -	HAP	1,006.00
			James E Adams -	AF	71.16
			John J Amodio - 150 Orleans Avenue #A	HAP	767.00
			John J Amodio - 150 Orleans Avenue #A	AF	71.16
			Robert R Bowles - 1417 Del Rio Circle #B	HAP	1,248.00
			Robert R Bowles - 1417 Del Rio Circle #B	AF	71.16
			Barbara a Brumfield - 5433 Morrow Street	HAP	1,103.00
			Barbara a Brumfield - 5433 Morrow Street	AF	71.16
			Allan j Brown - 3690 Willow Pass Road #H	HAP	922.00
			Allan j Brown - 3690 Willow Pass Road #H	AF	71.16
20117075	2/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**8,900.44**
			James E Cherry - 2330 Church Lane #14	HAP	214.00
			James E Cherry - 2330 Church Lane #14	AF	71.16
			Darnell Cargill - 2330 Church Lane #29	HAP	1,104.00
			Darnell Cargill - 2330 Church Lane #29	AF	71.16
			Kevin D Cornish - 700 Alhambra Avenue	HAP	405.00
			Kevin D Cornish - 700 Alhambra Avenue	AF	71.16
			Christina N Cozart -	HAP	579.00
			Christina N Cozart -	AF	71.16
			Kevin L Gorman -	HAP	814.00
			Kevin L Gorman -	AF	71.16
			Jason S Caiado -	HAP	971.00
			Jason S Caiado -	AF	71.16
			Kevin Graunstadt -	HAP	677.00
			Kevin Graunstadt -	AF	71.16
			John J Gregg - 160 Hanson Court #19	HAP	1,304.00
			Anthony J Clewis -	HAP	752.00
			Anthony J Clewis -	AF	71.16
			Elmer J Goodner -	HAP	946.00
			Elmer J Goodner -	AF	71.16
			Gretchen Clow -	HAP	494.00
20117076	2/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**9,842.60**
			Timothy Holloway - 411 W. 19th Street	HAP	885.00
			Timothy Holloway - 411 W. 19th Street	AF	71.16
			Alexander J Grimes -	HAP	464.00
			Alexander J Grimes -	AF	71.16
			Arturo J Hernandez -	HAP	907.00
			John J Gregg - 160 Hanson Court #19	AF	71.16
			Albert Johnson -	HAP	1,081.00
			Albert Johnson -	AF	71.16

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			Nicole M Kalafate -	HAP	531.00
			Nicole M Kalafate -	AF	71.16
			Kevin D Hare - 1621 Detroit Avenue #19	HAP	749.00
			Kevin D Hare - 1621 Detroit Avenue #19	AF	71.16
			Michael D Hawkridge - 600 Wilbur Avenue	HAP	1,570.00
			Michael D Hawkridge - 600 Wilbur Avenue	AF	71.16
			Terrance M Holmes -	HAP	769.00
			Terrance M Holmes -	AF	71.16
			Edward Hager -	HAP	1,275.00
			Edward Hager -	AF	71.16
			Carl E Hills - 1109 W. 8th Street	HAP	900.00
			Carl E Hills - 1109 W. 8th Street	AF	71.16
20117077	2/1/17 *****0746	Contra Costa County Housing Authority		DD - ES	**8,763.60**
			Robert Manning -	HAP	728.00
			Robert Manning -	AF	71.16
			Joseph j Mateo - 233 Wellington Avenue	HAP	204.00
			Joseph j Mateo - 233 Wellington Avenue	AF	71.16
			Raymond D Keeton - 2121 Stanton Avenue	HAP	1,015.00
			Raymond D Keeton - 2121 Stanton Avenue	AF	71.16
			Armando G Luna -	HAP	1,013.00
			Armando G Luna -	AF	71.16
			Roque Martinez -	HAP	1,130.00
			Roque Martinez -	AF	71.16
			Jon H Lucas -	HAP	920.00
			Jon H Lucas -	AF	71.16
			Iysus A Leigh -	HAP	405.00
			Iysus A Leigh -	AF	71.16
			David m Mass - 1460 South 56th Street	HAP	1,012.00
			David m Mass - 1460 South 56th Street	AF	71.16
			Jack e King Sr - 2913 Roosevelt Ave	HAP	745.00
			Jack e King Sr - 2913 Roosevelt Ave	AF	71.16
			Kenneth H Lebrun -	HAP	880.00
			Kenneth H Lebrun -	AF	71.16
20117078	2/1/17 *****0746	Contra Costa County Housing Authority		DD - ES	**9,555.60**
			Dale Miller -	HAP	585.00
			Dale Miller -	AF	71.16
			Beatrice S Pontoon -	HAP	586.00
			Beatrice S Pontoon -	AF	71.16
			Arlesa R Miles -	HAP	986.00
			Arlesa R Miles -	AF	71.16
			Johnnie L McDonald -	HAP	1,239.00
			Johnnie L McDonald -	AF	71.16
			Marshall Murray - 3979 Alhambra Ave.	HAP	886.00

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			Marshall Murray - 3979 Alhambra Ave.	AF	71.16
			Marion Ross - 3979 Alhambra Avenue	HAP	1,271.00
			Marion Ross - 3979 Alhambra Avenue	AF	71.16
			Raymond Perez -	HAP	1,152.00
			Raymond Perez -	AF	71.16
			Timothy J Prescott - 2301 Lemontree Way	HAP	882.00
			Timothy J Prescott - 2301 Lemontree Way	AF	71.16
			Constance L Reiss - 7 Madrid Lane	HAP	769.00
			Constance L Reiss - 7 Madrid Lane	AF	71.16
			Eddie Mitchell -	HAP	488.00
			Eddie Mitchell -	AF	71.16
20117079	2/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**9,408.44**
			Steven Shepherd -	HAP	827.00
			Steven Shepherd -	AF	71.16
			Jeffrey S Taylor - 3592 Pacheco Blvd. #C	HAP	1,136.00
			Jeffrey S Taylor - 3592 Pacheco Blvd. #C	AF	71.16
			Heriberto G Torres -	HAP	726.00
			Michael Spaulding -	HAP	1,194.00
			Michael Spaulding -	AF	71.16
			David L Sullivan -	HAP	960.00
			David L Sullivan -	AF	71.16
			Thomas L Stickler -	HAP	582.00
			Thomas L Stickler -	AF	71.16
			Douglas Schaub -	HAP	1,038.00
			Douglas Schaub -	AF	71.16
			Thurman Smith -	HAP	841.00
			Thurman Smith -	AF	71.16
			Art Smith -	HAP	1,092.00
			Art Smith -	AF	71.16
			Mario L Scott - Adjusted for payment on	HAP	172.00
			Mario L Scott - 1422 Ceres Street	HAP	200.00
			Mario L Scott - 1422 Ceres Street	AF	71.16
20117080	2/1/17	*****0746	Contra Costa County Housing Authority	DD - ES	**8,739.44**
			Michael L Walters -	HAP	926.00
			Michael L Walters -	AF	71.16
			Denise Vonblankenhorn -	HAP	940.00
			Denise Vonblankenhorn -	AF	71.16
			Michael A Weil - 400 Soto Street #C7	HAP	857.00
			Michael A Weil - 400 Soto Street #C7	AF	71.16
			Heriberto G Torres -	AF	71.16
			Martin Valladares -	HAP	1,696.00
			Martin Valladares -	AF	71.16
			Michael J Wyatt -	HAP	768.00

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		Michael J Wyatt -	AF	71.16
		Vickey O Wesby -	HAP	772.00
		Vickey O Wesby -	AF	71.16
		Windsor Y Young - 801 Alvarez Ave. Bld 9	HAP	963.00
		Windsor Y Young - 801 Alvarez Ave. Bld 9	AF	71.16
		Kenneth R Washington -	HAP	1,177.00
		Kenneth R Washington -	AF	71.16
20117083	2/1/17 *****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**2,182.00**
		Richard S Bittner - 30 Castlewood Drive	HAP	319.00
		William L Knight - 30 Castlewood Drive	HAP	773.00
		Garry Gonsalves - 30 Castlewood Drive	HAP	1,090.00
20117084	2/1/17 *****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**5,809.00**
		Susan Morrissette - 30 Castlewood Drive	HAP	1,550.00
		Kevy Rhodes - 30 Castlewood Drive 117	HAP	1,162.00
		Alfred McNeal - 30 Castlewood Drive #105	HAP	1,149.00
		Dennis L Skelton - 30 Castlewood Drive	HAP	840.00
		Donald Mackbee - 30 Castlewood Drive	HAP	1,108.00
20117085	2/1/17 *****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**2,847.00**
		Lovell Watson, JR - 30 Castlewood Drive	HAP	1,279.00
		Phillip Thomas - Prorated for 9 of 31 days	HAP	353.00
		Phillip Thomas - 30 Castlewood Drive #121	HAP	1,215.00
20117103	2/1/17 *****9507	Olga M. Disney	DD - ES	**1,191.00**
		Karen E Jennings - 65 Locust Street	HAP	1,191.00
20117110	2/1/17 *****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	**604.00**
		Ernest C Barnes - 2569 East Leland Road	HAP	604.00
20117126	2/1/17 *****4032	Fox Creek Apartments	DD - ES	**449.00**
		Roger Williams - 3225 Harbor Street #10E	HAP	449.00
20117137	2/1/17 *****5111	Gateway Apartments	DD - ES	**2,926.00**
		Dean W Colson - 125 E. 10th Street 312	HAP	771.00
		Andrea Lovett - 125 E. 10th Street #210	HAP	856.00
		Ralph E Williams - 125 E. 10th Street #205	HAP	491.00
		Derald L Morris - 125 E. 10th Street #203	HAP	808.00
20117153	2/1/17 *****5267	Abhilash Gupta	DD - ES	**1,650.00**
		Timothy P Harrington - 1346 Redwood	HAP	1,650.00
20117250	2/1/17 *****1547	Paul Livson	DD - ES	**1,218.00**
		Kelly Barr - 219 West 9th Street	HAP	1,218.00
20117277	2/1/17 *****3389	Steadfast Marina Heights, L.P.	DD - ES	**1,012.00**
		Rickey J Casaglio - 2 Marina Blvd #11C11	HAP	615.00
		Clifford A Daniels - 2 Marina Blvd. 3A3	HAP	397.00

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20117278	2/1/17 *****3389	Steadfast Marina Heights, L.P.	DD - ES	**861.00**
		Kenneth W Joyner - 2 Marina Blvd. 4C9	HAP	861.00
20117279	2/1/17 *****3389	Steadfast Marina Heights, L.P.	DD - ES	**1,017.00**
		Shannon O Murphy - 2 Marina Blvd. #15B5	HAP	1,017.00
20117280	2/1/17 *****3389	Steadfast Marina Heights, L.P.	DD - ES	**1,017.00**
		Theodore A Taylor - 2 Marina Blvd. 11A4	HAP	1,017.00
20117327	2/1/17 *****9886	Northstar Financial Group, LLC	DD - ES	**4,574.00**
		Daniel P Hall - 459 E. Santa Fe #1	HAP	1,215.00
		Roxanna M Ford - 459 E. Santa Fe #3	HAP	1,192.00
		Jeffrey Robbins - 459 East Santa Fe #8	HAP	1,246.00
		Dennis C McGinnis - 459 E. Santa Fe	HAP	921.00
20117357	2/1/17 *****4650	A. Meadows Property Management	DD - ES	**407.00**
		David Perry - 1120 Maple Street	HAP	407.00
20117371	2/1/17 *****2414	Tanya Nicole Ray	DD - ES	**1,860.00**
		Juan G Lopez - 974 Mayport Drive	HAP	1,860.00
20117374	2/1/17 *****2935	RICHMOND HOUSING AUTHORITY	DD - ES	**4,491.80**
		Alicia Wright -	HAP	749.00
		Alicia Wright -	AF	71.16
		Michael D Tobin - 2430 Lancaster Drive	HAP	937.00
		Michael D Tobin - 2430 Lancaster Drive	AF	71.16
		Christopher b Thompson -	HAP	778.00
		Christopher b Thompson -	AF	71.16
		Craig a Murray - 4106 Florida Avenue	HAP	783.00
		Craig a Murray - 4106 Florida Avenue	AF	71.16
		Anthony E Kalcich -	HAP	889.00
		Anthony E Kalcich -	AF	71.16
20117388	2/1/17 *****6840	Christopher Sha	DD - ES	**1,143.00**
		Diane r Villafuerte - 439 E. 9th St.	HAP	1,143.00
20117394	2/1/17 *****7789	Siena Court Apartments	DD - ES	**772.00**
		Edward L Powell - 771 Black Diamond	HAP	772.00
20117412	2/1/17 *****0437	Suisun City Housing Authority	DD - ES	**786.16**
		Emmanuel D Kemp -	HAP	715.00
		Emmanuel D Kemp -	AF	71.16
20117436	2/1/17 *****0447	Solano County Housing Authority	DD - ES	**2,099.48**
		Antonio H Alexandre -	HAP	617.00
		Antonio H Alexandre -	AF	71.16
		Ferlenn D Ivy -	HAP	718.00
		Ferlenn D Ivy -	AF	71.16
		Jake L Kimbrell - 125 E. 10th Street #210	HAP	551.00
		Jake L Kimbrell - 125 E. 10th Street #210	AF	71.16
20117451	2/1/17 *****4563	Isidoro Weitzman	DD - ES	**1,872.00**
		Michael W Cannon - 2171 Lakeview Circle	HAP	1,872.00

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20117454	2/1/17 *****4908	Lewis White & Ruth White	DD - ES	**3,244.00**
		Elma Ruth White		
		Alfred Paige - 117 South Avenue	HAP	951.00
		Joseph A Newman - 115 South Avenue A	HAP	1,525.00
		Laura Wilson-Keith - 135 South Avenue #A	HAP	768.00
20117455	2/1/17 *****9380	Tracy J. Whitehead	DD - ES	**1,968.00**
		Demetria Gippson - 2210 Greenfield Drive	HAP	1,968.00

VASH

HAP	120,212.00
UR	283.00
Damage Claim	
Vacancy Claim	
Administrative Fee	5,835.12
FSS Escrow Account	
Shelter Plus Security Deposit	
Other	0.00
All Payments	**$126,330.12**

Grand Total

HAP (Regular)	$ 1,051,646.52
HAP (VASH)	120,212.00
HAP (Port-In)	3,154.00
HAP (Port-Out)	9,941.00
Utility Reimbursement	8,552.99
Admin Fee	6,546.72
Total	$ 1,200,053.23

HAP	1,184,953.52
UR	8,552.99
Damage Claim	
Vacancy Claim	
Administrative Fee	6,546.72
FSS Escrow Account	
Shelter Plus Security Deposit	
Other	0.00
All Payments	**$1,200,053.23** ✓

DD 1,163,343.79+
CKS 36,709.44+
1,200,053.23* ✓

1/24/17

1/24/17

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Check Summary

February 15, 2017

Check Number	Check Date	Payee Tax ID	Payee		Amount
Choice Voucher					
* 145599	2/15/17	*****9247	Laverne B Rice		**29.00**
145600	2/15/17	*****1164	Michelle M Balestrieri		**172.00**
145601	2/15/17	*****3502	Black Diamond Management		**1,384.00**
* 21517001	2/15/17	*****2521	Belmont Apartments	DD - ES	**1,762.00**
21517002	2/15/17	*****3026	Jerome Busby	DD - ES	**2,021.00**
21517006	2/15/17	*****3406	Mercy Housing California XXXVIII East Leland Court Apartments	DD - ES	**93.00**
21517007	2/15/17	*****5111	Gateway Apartments	DD - ES	**738.00**
21517008	2/15/17	*****8007	2015-1 IH2 Borrower LP	DD - ES	**2,026.00**
21517009	2/15/17	*****5647	Om Parkash Kalra	DD - ES	**3,085.00**
21517010	2/15/17	*****7174	Samuel McCree	DD - ES	**711.00**
21517011	2/15/17	*****6342	James & Diana Gail McDonald c/o Yolanda McDonald	DD - ES	**240.00**
21517012	2/15/17	*****5245	Jinyu Meng	DD - ES	**447.00**
21517013	2/15/17	*****0985	Rodney Montgomery or Sharon Montgomery	DD - ES	**233.00**
21517014	2/15/17	*****6234	Shinder Paul Narabut	DD - ES	**3,704.00**
21517015	2/15/17	*****0054	NC Associates, Inc.	DD - ES	**751.00**
21517017	2/15/17	*****0759	Sacramento Housing And Redevelopment Agency	DD - ES	**348.00**
21517018	2/15/17	*****3871	Maridel P Santos	DD - ES	**346.00**
21517019	2/15/17	*****5981	Yihui Shi	DD - ES	**221.00**
21517020	2/15/17	*****7396	Sierra Pacific Properties Peppertree Apartments	DD - ES	**1,207.00**
21517021	2/15/17	*****2332	TAH 2016-1 Borrower LLC	DD - ES	**925.00**
21517022	2/15/17	*****6132	Ying Zhu	DD - ES	**2,984.00**

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Choice Voucher

HAP	23,226.00
UR	201.00
Damage Claim	
Vacancy Claim	
Administrative Fee	
FSS Escrow Account	
Shelter Plus Security Deposit	
Other	0.00
All Payments	**$23,427.00**

Check Summary

February 15, 2017

Check Number	Check Date	Payee Tax ID	Payee		Amount
VASH					
21517003	2/15/17	*****0746	Contra Costa County Housing Authority	DD - ES	**8,196.32**
21517004	2/15/17	*****0746	Contra Costa County Housing Authority	DD - ES	**2,440.12**
21517005	2/15/17	*****3772	Creekside Apartment Investors LLC DBA Creekside Village	DD - ES	**1,561.00**
21517016	2/15/17	*****0758	Oakland Housing Authority	DD - ES	**4,020.32**

VASH

HAP	15,435.00
UR	
Damage Claim	
Vacancy Claim	
Administrative Fee	782.76
FSS Escrow Account	
Shelter Plus Security Deposit	
Other	0.00
All Payments	**$16,217.76**

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Grand Total

HAP	38,661.00
UR	201.00
Damage Claim	
Vacancy Claim	
Administrative Fee	782.76
FSS Escrow Account	
Shelter Plus Security Deposit	
Other	0.00
All Payments	✓ **$39,644.76**

CKS- 1,585.00+
DD- 38,059.76+
✓ 39,644.76*

PWO 2/7/17

HAP (Regular)	$	22,878.00
HAP (VASH)		15,435.00
HAP (Port-In)		-
HAP (Port-Out)		348.00
Utility Reimbursement		201.00
Admin Fee		782.76
Total	$	39,644.76

2/7/17

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Voided Payment Report From Payment History

February 6, 2017

Check #	Check Date	Payee Name		Amount
20117049	2/1/2017	Jerome Busby	Voided	2021.00
20117049	2/1/2017	Jerome Busby	Voided Payment Offsetting Entry	-2021.00
20117058	2/1/2017	Lynetta Jean Chatman	Voided	1134.00
20117058	2/1/2017	Lynetta Jean Chatman	Voided Payment Offsetting Entry	-1134.00

Total Voided Payments	**$3,155.00**
Total Offsetting Entries	**-$3,155.00**

1 & 2 ACH Return for 2/1/17 Ck Run

→ 1 Re-issue Jerome Busby on 2/15/17 Ck Run

→ 2 Lynetta Chatman - still waiting for client's new a/c info.

Voided Payment Report From Payment History

February 21, 2017

Check #	Check Date	Payee Name		Amount
145414	1/1/2017	Gloria F Nelson	Voided	14.00
145414	1/1/2017	Gloria F Nelson	Voided Payment Offsetting Entry	-14.00
145470	1/15/2017	Gloria F Nelson	Voided	14.00
145470	1/15/2017	Gloria F Nelson	Voided	14.00
145470	1/15/2017	Gloria F Nelson	Voided	14.00
145470	1/15/2017	Gloria F Nelson	Voided Payment Offsetting Entry	-14.00
145470	1/15/2017	Gloria F Nelson	Voided Payment Offsetting Entry	-14.00
145470	1/15/2017	Gloria F Nelson	Voided Payment Offsetting Entry	-14.00
145543	2/1/2017	Gloria F Nelson	Voided	14.00
145543	2/1/2017	Gloria F Nelson	Voided Payment Offsetting Entry	-14.00
			Total Voided Payments	**$70.00**
			Total Offsetting Entries	**-$70.00**

Will re-issue Aug/Nov/Dec '16 &
Jan/Feb '17 in 3/1 Ck Run

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OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 2/23/2017

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: Pittsburg Housing Authority 2017 Utility Allowances

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

The U. S. Department of Housing and Urban Development (HUD) requires housing authorities to review allowances for tenant-furnished utilities and other services annually, and determine a utility allowance schedule (Schedule). Pursuant to CFR 982.517 (4)(c), this schedule must be revised whenever there an increase of ten percent (10%) or more in the utility rates since the last revision of the Schedule. The Housing Authority of Pittsburg (Housing Authority) has revised the Schedule for 2017 (2017 Schedule) to reflect a ten percent (10%) increase in utility rate costs.

FISCAL IMPACT

Because total assistance benefiting Section 8 participants consisting of both rent and utilities cannot exceed a threshold determined by the size and income of a family, an increase in utility allowance may result in a decrease in rental assistance in order to stay under a specified threshold.

Such increase in utility allowance, however, has no fiscal impact to the City general fund. Assistance benefiting Section 8 participants are derived from a federally funded program by HUD.

RECOMMENDATION

Housing Authority adopt this Resolution approving of the 2017 Schedule reflecting the revisions to the utility rates.

BACKGROUND

Utility allowances are intended to cover the cost of utilities not included in the rent. The allowance is based on the typical cost of utilities and services paid by energy-conservative

households that occupy housing of similar size and type in the same locality. Allowances are not based on the individual family's actual energy consumption and do not include non-essential utility costs, such as cable, satellite television or phone expenses.

The Housing Authority has reviewed the utility allowance data for the Section 8 Housing Choice Voucher Program and completed the study and analysis. This study reflects the 2017 baseline charges published by Pacific Gas & Electric Company, the City of Pittsburg Water Department and Pittsburg Disposal Service.

The analysis of these results demonstrates at least a ten percent (10%) differential from the prior year, requiring revisions to the utility allowances.

SUBCOMMITTEE FINDINGS

Not Applicable.

STAFF ANALYSIS

As a ten percent (10%) differential has been demonstrated, in compliance with federal regulations, the Housing Authority has revised its utility allowances for 2017.

ATTACHMENTS: Utility Allowance Chart – Apartments/Condo/Townhouse
Utility Allowance Chart – House/Single Family
Resolution

Report Prepared By: Sharon Jackson, Housing Manager

Allowances for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality	Unit Type	Date (mm/dd/yyyy)
PITTSBURG HOUSING AUTHORITY	APARTMENT/CONDO/TOWNHOUSE	04/01/2017

Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	23	35	47	57	71	80
	b. Bottle Gas						
	c. Oil / Electric	11	16	20	23	27	29
	d. Coal / Other						
Cooking	a. Natural Gas	7	8	9	12	13	16
	b. Bottle Gas						
	c. Oil / Electric	10	13	16	21	27	31
	d. Coal / Other						
Other Electric		18	26	33	40	51	58
Air Conditioning							
Water Heating	a. Natural Gas	13	17	20	24	28	32
	b. Bottle Gas						
	c. Oil / Electric	28	37	47	56	65	80
	d. Coal / Other						
Water		47	55	63	70	82	89
Sewer							
Trash Collection		36	36	36	36	36	36
Range/Microwave		5	5	5	5	5	5
Refrigerator		4	4	4	4	4	4
Other -- specify							

Actual Family Allowances To be used by the family to compute allowance.
Complete below for the actual unit rented.

Name of Family

Address of Unit

PITTSBURG, CA 94565

Number of Bedrooms

Utility or Service	per month cost
Heating	$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
Total	$

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.__$VVXUDQFHV_RI_FRQILGHQWLDOW¥_DUH_QRW_SURYLGHG_XQGHU_WKLV_FROOHFWLRQ__

Privacy Act Statement. The Department of Housing and Urban Development (HUD) is authorized to collect the information required on this form by Section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f). Collection of family name and address is mandatory. The information is used to establish a utility allowance schedule for all utilities and other services used to determine the family's monthly housing assistance payment and family share. HUD will use this information to ensure that the costs are reasonable. HUD may disclose this information to Federal, State and local agencies when relevant to civil, criminal, or regulatory investigations and prosecutions. It will not be otherwise disclosed or released outside of HUD, except as permitted or required by law. Failure to provide any of the information may result in delay or rejection of Housing Assistance Payment contract.

This collection of information is authorized under Section 8 of the U.S. Housing Act of _937 (42 U.S.C. 1437f). The information is used to establish a utility allowance schedule for all utilities and other services used to determine the family's monthly housing assistance payment and rental payment. HUD will use this information to ensure that the costs are reasonable.

Instructions for Form HUD-52667, Allowances For Tenant Furnished Utilities and Other Services

Form HUD-52667 shall be completed by a HA for each different type of unit as explained below. Each form shall be reproduced by the HA and given to families with their Certificate or Voucher or subsequently in connection with any revisions. The form will provide the family, while shopping for a unit, with the amount of the allowances for various types of units for rent. With these allowances the family can compare gross rents and fair market rents. Form HUD-52667 shall also be used by the HA to record the actual allowance for each family.

Level of Allowance: Utilities and other services are included in gross rent, and when they are not furnished by the owner, an allowance must be provided to the family. Allowances must be adequate for all utilities and services not provided by the owner that were included in the fair market rent. The utility allowance schedule is based **on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality**. In developing the schedule, the HA must use normal patterns of consumption for the community as a whole and current utility rates. Allowances must not be based on energy consumption or costs above average or below average income families. The objective shall be to establish allowances based on actual rates and average consumption estimates and should allow the majority of participating families an allowance that is adequate to cover expected average utility costs and other services over a 12-month period.

Determining Allowances:

a. In general, HAs shall use to the extent possible local sources of information on the cost of utilities and services. The following local sources should be contacted:
   (1) Electric utility suppliers.
   (2) Natural gas utility suppliers.
   (3) Water and sewer suppliers.
   (4) Fuel oil and bottle gas suppliers.
   (5) Public service commissions.
   (6) Real estate and property management firms.
   (7) State and local agencies.
   (8) Appliance sales or leasing firms.

b. Recently adopted utility allowance schedules from neighboring HAs with essentially the same type of housing stock should also be examined. In most cases fuel or utilities rates normally will not vary appreciably in neighboring communities and where data is not available in small communities' allowances for larger nearby communities may be used. Where local sources are inadequate, the HA may consult the national average consumption data provided in Table 1 and make appropriate adjustments to reflect local conditions.

c. The HA must establish separate heating and cooling allowances for the various types of existing housing in the locality with the same number of bedrooms. Depending on local housing stock, utility allowances must be established for the following unit types: detached houses, duplexes, row or townhouses, garden and high rise apartments and manufactured homes. In addition to establishing different heating and cooling allowances for various types of structures, attention should be given to different allowances for water depending on whether families will have responsibilities for lawn care.

d. The data to be solicited from the local sources shown above should be as close as possible in form and detail to the format of form HUD-52667. If possible, all consumption data should be obtained for each unit size and type. If data is available only for an average unit size (2.5 bedrooms), multiply the utilities costs for the average unit by the following factors:

Size of Unit	Factor
0-BR	0.5
1-BR	0.7
2-BR	0.9
3-BR	1.1
4-BR	1.4
5-BR	1.6

Example: Natural gas heating cost for average sized unit is $18.00 per month. The allowance for a 4-bedroom unit will be 1.4 X $18.00 = $25.00 (rounded to nearest dollar).

Air Conditioning: Allowances for air conditioning must be established only for communities where the majority of units in the market provide centrally air conditioned units or appropriate wiring for tenant installed A/C units.

Ranges and Refrigerators: Allowances for ranges and refrigerators must be based on the lesser of the cost of leasing or installment purchasing of suitable equipment.

Utility Rate Schedules: The cost of gas and electricity varies according to amounts consumed as shown on the appropriate rate schedules. It is not possible to compute exactly the cost of electricity for any given function without knowing the total electrical usage for a unit. However, because neither the HA or the families know beforehand just what will be the combination of utilities for any unit rented, it will be necessary to approximate the allowances for each function (e.g., heating cooking, etc.) as follows:

For electricity the rates used for lighting, refrigeration and appliances (Table 1, Item I), should be from the top of the rate schedule or the higher unit costs. Allowances for electric cooking, water heating and space heating should be computed from the middle or lower steps in the rate schedules.

Similarly, allowances for gas used for water heating and cooking should be computed using rates from the top of the rate schedule and for heating from the lower steps.

Supporting Documentation: The HA shall maintain with the form HUD-52667 copies of all supporting documentation used in determining the allowances and any revisions. For instance, letters from local utility companies shall be attached plus any worksheets used by the HA in computing allowances. The material should contain, if possible, the quantities of the utilities that are the basis of the dollar allowances (e.g., kilowatt hours per unit. A copy of the utility allowance schedule must be sent to the HUD Field Office.

Table 1

Average Allowances For Tenant Purchased Utilities

Note: The consumption amounts listed below are inexact averages and must be used with caution when establishing allowances for actual projects.

	Monthly Consumption	
	Units	2 1/2-BR (a)
I. Electricity		
a. Lighting and Refrigeration	KWH	250-400 (b)
b. Cooking	KWH	110
c. Domestic Hot Water	KWH	340 (c)
d. Space Heating	KWH	680 (d)
e. Air Conditioning	KWH	180 (e)
II. Natural Gas And Bottle Gas		
a. Cooking	Therms	8
b. Domestic Hot Water	Therms	21 (c)
c. Space Heating	Therms	48 (d)
III. Fuel Oil		
a. Domestic Hot Water	Gals	17 (c)
b. Space Heating	Gals	40 (d)
IV. Water		
a. Domestic Use	Gals	8,000
b. Lawn	Gals	2,000

(a) Estimated average consumption for a hypothetical 2 1/2 bedroom dwelling unit. All consumptions listed must be adjusted for the size of the dwelling unit. Factors shown under Determining Allowances, subparagraph d, may be used for making the adjustment.

(b) Consumptions will vary considerably depending on electrical appliances used. Upper limit should be sufficient to provide 85 kilowatt hours for a clothes dryer and 50 kilowatt hours for a frost free refrigerator.

(c) The temperature of local water supply varies by geographic area and will have considerable impact on energy used to heat domestic water. This estimate is for North Central geographic areas where the average city water temperature is approximately 50° F.

(d) Consumptions are for housing insulated for the heating system installed. Normally a building designed for electric space heating is better insulated than one designed for gas or oil space heating equipment. Climatic conditions assumed to be 4,000 heating degree days and 0° F outside design temperature. Consumption must be adjusted for the normal heating degree days and the outside design temperature in the given geographic area.

(e) Consumption estimated for 1,000 degree days cooling. Actual consumption will depend on many variables.

Note: The consumption amounts listed above are inexact averages and must be used with caution when establishing allowances for actual projects.

Allowances for Tenant-Furnished Utilities and Other Services

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

OMB Approval No. 2577-0169
(exp. 04/30/2018)

See Public Reporting Statement and Instructions on back

Locality	Unit Type	Date (mm/dd/yyyy)
PITTSBURG HOUSING AUTHORITY	APARTMENT/CONDO/TOWNHOUSE	04/01/2017

Utility or Service		Monthly Dollar Allowances					
		0 BR	1 BR	2 BR	3 BR	4 BR	5 BR
Heating	a. Natural Gas	23	35	47	57	71	80
	b. Bottle Gas						
	c. Oil / Electric	11	16	20	23	27	29
	d. Coal / Other						
Cooking	a. Natural Gas	7	8	9	12	13	16
	b. Bottle Gas						
	c. Oil / Electric	10	13	16	21	27	31
	d. Coal / Other						
Other Electric		18	26	33	40	51	58
Air Conditioning							
Water Heating	a. Natural Gas	13	17	20	24	28	32
	b. Bottle Gas						
	c. Oil / Electric	28	37	47	56	65	80
	d. Coal / Other						
Water		47	55	63	70	82	89
Sewer							
Trash Collection		36	36	36	36	36	36
Range/Microwave		5	5	5	5	5	5
Refrigerator		4	4	4	4	4	4
Other -- specify							

Actual Family Allowances To be used by the family to compute allowance.
Complete below for the actual unit rented.

Name of Family

Address of Unit

PITTSBURG, CA 94565

Number of Bedrooms

Utility or Service	per month cost
Heating	$
Cooking	
Other Electric	
Air Conditioning	
Water Heating	
Water	
Sewer	
Trash Collection	
Range/Microwave	
Refrigerator	
Other	
Total	$

Public reporting burden for this collection of information is estimated to average 1.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless that collection displays a valid OMB control number.__$VVXUDQFHV_RI_FRQILGHQWLDOW¥_DUH_QRW_SURYLGHG_XQGHU_WKLV_FROOHFWLRQ__

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Instructions for Form HUD-52667, Allowances For Tenant Furnished Utilities and Other Services

Form HUD-52667 shall be completed by a HA for each different type of unit as explained below. Each form shall be reproduced by the HA and given to families with their Certificate or Voucher or subsequently in connection with any revisions. The form will provide the family, while shopping for a unit, with the amount of the allowances for various types of units for rent. With these allowances the family can compare gross rents and fair market rents. Form HUD-52667 shall also be used by the HA to record the actual allowance for each family.

Level of Allowance: Utilities and other services are included in gross rent, and when they are not furnished by the owner, an allowance must be provided to the family. Allowances must be adequate for all utilities and services not provided by the owner that were included in the fair market rent. The utility allowance schedule is based **on the typical cost of utilities and services paid by energy-conservative households that occupy housing of similar size and type in the same locality**. In developing the schedule, the HA must use normal patterns of consumption for the community as a whole and current utility rates. Allowances must not be based on energy consumption or costs above average or below average income families. The objective shall be to establish allowances based on actual rates and average consumption estimates and should allow the majority of participating families an allowance that is adequate to cover expected average utility costs and other services over a 12-month period.

Determining Allowances:

a. In general, HAs shall use to the extent possible local sources of information on the cost of utilities and services. The following local sources should be contacted:
   (1) Electric utility suppliers.
   (2) Natural gas utility suppliers.
   (3) Water and sewer suppliers.
   (4) Fuel oil and bottle gas suppliers.
   (5) Public service commissions.
   (6) Real estate and property management firms.
   (7) State and local agencies.
   (8) Appliance sales or leasing firms.

b. Recently adopted utility allowance schedules from neighboring HAs with essentially the same type of housing stock should also be examined. In most cases fuel or utilities rates normally will not vary appreciably in neighboring communities and where data is not available in small communities' allowances for larger nearby communities may be used. Where local sources are inadequate, the HA may consult the national average consumption data provided in Table 1 and make appropriate adjustments to reflect local conditions.

c. The HA must establish separate heating and cooling allowances for the various types of existing housing in the locality with the same number of bedrooms. Depending on local housing stock, utility allowances must be established for the following unit types: detached houses, duplexes, row or townhouses, garden and high rise apartments and manufactured homes. In addition to establishing different heating and cooling allowances for various types of structures, attention should be given to different allowances for water depending on whether families will have responsibilities for lawn care.

d. The data to be solicited from the local sources shown above should be as close as possible in form and detail to the format of form HUD-52667. If possible, all consumption data should be obtained for each unit size and type. If data is available only for an average unit size (2.5 bedrooms), multiply the utilities costs for the average unit by the following factors:

Size of Unit	Factor
0-BR	0.5
1-BR	0.7
2-BR	0.9
3-BR	1.1
4-BR	1.4
5-BR	1.6

Example: Natural gas heating cost for average sized unit is $18.00 per month. The allowance for a 4-bedroom unit will be 1.4 X $18.00 = $25.00 (rounded to nearest dollar).

Air Conditioning: Allowances for air conditioning must be established only for communities where the majority of units in the market provide centrally air conditioned units or appropriate wiring for tenant installed A/C units.

Ranges and Refrigerators: Allowances for ranges and refrigerators must be based on the lesser of the cost of leasing or installment purchasing of suitable equipment.

Utility Rate Schedules: The cost of gas and electricity varies according to amounts consumed as shown on the appropriate rate schedules. It is not possible to compute exactly the cost of electricity for any given function without knowing the total electrical usage for a unit. However, because neither the HA or the families know beforehand just what will be the combination of utilities for any unit rented, it will be necessary to approximate the allowances for each function (e.g., heating cooking, etc.) as follows:

For electricity the rates used for lighting, refrigeration and appliances (Table 1, Item I), should be from the top of the rate schedule or the higher unit costs. Allowances for electric cooking, water heating and space heating should be computed from the middle or lower steps in the rate schedules.

Similarly, allowances for gas used for water heating and cooking should be computed using rates from the top of the rate schedule and for heating from the lower steps.

Supporting Documentation: The HA shall maintain with the form HUD-52667 copies of all supporting documentation used in determining the allowances and any revisions. For instance, letters from local utility companies shall be attached plus any worksheets used by the HA in computing allowances. The material should contain, if possible, the quantities of the utilities that are the basis of the dollar allowances (e.g., kilowatt hours per unit. A copy of the utility allowance schedule must be sent to the HUD Field Office.

Table 1

Average Allowances For Tenant Purchased Utilities

Note: The consumption amounts listed below are inexact averages and must be used with caution when establishing allowances for actual projects.

	Monthly Consumption	
	Units	2 1/2-BR (a)
I. Electricity		
a. Lighting and Refrigeration	KWH	250-400 (b)
b. Cooking	KWH	110
c. Domestic Hot Water	KWH	340 (c)
d. Space Heating	KWH	680 (d)
e. Air Conditioning	KWH	180 (e)
II. Natural Gas And Bottle Gas		
a. Cooking	Therms	8
b. Domestic Hot Water	Therms	21 (c)
c. Space Heating	Therms	48 (d)
III. Fuel Oil		
a. Domestic Hot Water	Gals	17 (c)
b. Space Heating	Gals	40 (d)
IV. Water		
a. Domestic Use	Gals	8,000
b. Lawn	Gals	2,000

(a) Estimated average consumption for a hypothetical 2 1/2 bedroom dwelling unit. All consumptions listed must be adjusted for the size of the dwelling unit. Factors shown under Determining Allowances, subparagraph d, may be used for making the adjustment.

(b) Consumptions will vary considerably depending on electrical appliances used. Upper limit should be sufficient to provide 85 kilowatt hours for a clothes dryer and 50 kilowatt hours for a frost free refrigerator.

(c) The temperature of local water supply varies by geographic area and will have considerable impact on energy used to heat domestic water. This estimate is for North Central geographic areas where the average city water temperature is approximately 50° F.

(d) Consumptions are for housing insulated for the heating system installed. Normally a building designed for electric space heating is better insulated than one designed for gas or oil space heating equipment. Climatic conditions assumed to be 4,000 heating degree days and 0° F outside design temperature. Consumption must be adjusted for the normal heating degree days and the outside design temperature in the given geographic area.

(e) Consumption estimated for 1,000 degree days cooling. Actual consumption will depend on many variables.

Note: The consumption amounts listed above are inexact averages and must be used with caution when establishing allowances for actual projects.

BEFORE THE HOUSING AUTHORITY OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a Housing Authority Resolution to Approve the Utility Allowance Schedule for 2017	)))	RESOLUTION NO. 17-

The Housing Authority of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, the U.S. Department of Housing and Urban Development (HUD) requires housing authorities to review allowances for tenant-furnished utilities and other services annually and determine a utility allowance schedule (Schedule). Pursuant to CFR 982.517 (4)(c), this Schedule must be revised whenever there is an increase of ten percent (10%) or more in the utility rates since the last revision of the Schedule; and

WHEREAS, the Housing Authority of the City of Pittsburg (Housing Authority) reviewed the utility allowance data for the Section 8 Housing Choice Voucher Program. This study reflects the new baseline charges published by Pacific Gas & Electric Company, the City of Pittsburg Water Department and Pittsburg Disposal Service and demonstrates a ten percent (10%) differential from the prior year; and

WHEREAS, the adoption of the Housing Authority's revised utility allowances for 2017 (2017 Schedule) is in the best interest of the citizens of Pittsburg.

NOW, THEREFORE**,** the Housing Authority of the City of Pittsburg finds and determines as follows:

Section 1.
All the recitals above are true and correct and incorporated herein.

Section 2.
The Housing Authority's 2017 Schedule are thorough and complete.

Section 3.
The 2017 Schedule will be available for review at Housing Authority located at 916 Cumberland Street, Pittsburg, CA 94565 and on the City's website.

Section 4.
The Housing Authority Board hereby adopts this Resolution and approves the revised utility allowances reflected in the 2017 Schedule.

Section 5.
The Executive Director is hereby authorized to take such further actions as may be necessary or appropriate to carry out the Housing Authority's obligations pursuant to this Resolution.

Section 6.
The Agency Secretary shall certify to the adoption of this Resolution.

Section 7.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the Housing Authority of the City of Pittsburg at a regular meeting on the 20th day of March, 2017, by the following vote:

AYES:
NOES:
ABSTAINED:
ABSENT:

_____
Marilyn Craft, Chair

ATTEST:

_____
Alice E. Evenson, Agency Secretary

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 3/1/2017

TO: Chair and Agency Members

FROM: Joe Sbranti, Executive Director

SUBJECT: A Housing Authority Minute Order Approving an Annual Report Pursuant to SB 341

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

The Housing Successor Agency for the Redevelopment Agency of the City of Pittsburg (Housing Successor Agency) has reviewed and considered an annual report (Report) regarding housing activities through June 30, 2016.

FISCAL IMPACT

There is no fiscal impact in approving the Report. The Report provides a snapshot of housing activities that have occurred during a specified period.

RECOMMENDATION

Staff recommends that the Housing Authority approve the Report.

BACKGROUND

The Redevelopment Agency of the City of Pittsburg (Agency) is a redevelopment agency formed, existing, and exercising its powers pursuant to California Community Redevelopment Law Health and Safety Code Section 33000 et seq. ("CRL"). Pursuant to authority granted under the CRL, the Agency has the responsibility to implement the redevelopment plan of the Los Medanos Community Development Project established by the Community Development Plan for the Los Medanos Community Development Project by Ordinance No. 93-1063, adopted by the City Council on June 7, 1993 (as subsequently amended and restated by Resolution 07-1221 and as may be further amended from time to time).

On June 29, 2011, the Governor signed into law ABX1 26 (AB 26), also referred to as the "Dissolution Act" which automatically suspended redevelopment activities and on December

29, 2011, the California State Supreme Court upheld the provisions of AB 26, thereby dissolving all redevelopment agencies on February 1, 2012 (Dissolution Date). AB 26 provides that prior to the Dissolution Date, the City may elect to assume the assets and responsibilities for the housing functions previously performed by the Agency or by default the housing functions will be transferred to the local housing authority.

On January 17, 2012, by City Resolution 12-11753 and Housing Authority Resolution 12-261, the City elected to transfer and the Housing Authority elected to assume all the rights, responsibilities, and functions related to housing previously performed by the Agency to the Housing Authority, thus creating the Housing Successor Agency.

On October 13, 2013, SB 341 was approved by the Governor and filed with the Secretary of State. SB 341 amended Health and Safety Code 34176 and changed the former annual report due from the Agency to both the State Controller and Department of Housing and Community Development (HCD).

SUBCOMMITTEE FINDINGS

Not Applicable

STAFF ANALYSIS

Under the current statute, the Housing Authority will file the Report and its supporting documents as an addendum to the City's Annual Progress Report (APR) filed by the Planning Department.

Upon receiving Housing Authority approval, the Report and its supporting documents will be submitted to HCD on or before April 1, 2017.

ATTACHMENTS: Report

Report Prepared By: Maria M. Aliotti, Development Manager

THE SUCCESSOR AGENCY FOR THE REDEVELOPMENT AGENCY OF THE CITY OF PITTSBURG
ANNUAL REPORT ON LMIHAF PURSUANT TO SB 341
FOR FISCAL YEAR: July 1, 2015-June 30, 2016

1 **Amount deposited into LMIHAF:** $ 274,924.96

Amount deposited listed on ROPS: $ -

Description of the Deposit

2 **Balance of LMIHAF:** $ 1,044,225.14

Balance listed on ROPS: $ -

Description of the Balance

3 **Description of expenditures by category for:**

Monitoring and preserving the long-term affordability of units subject to affordability restrictions or covenants entered into by the redevelopment agency, housing successor agency, and activities described in paragraphs (2) and (3) of subdivision (a).	$ 46,639.46
Homeless prevention and rapid rehousing services for the development of housing described in paragraph (2) of subdivision (a).	$ 5,000.00
Development of housing pursuant to paragraph (3) of subdivision (a).	$ -

4 **As described in paragraph 1 of subdivision (a):**

Statutory value of real property owned by the housing successor.	$ 1,975,021.46
Value of loans and grants receivables.	$ 32,911,467.88
Total	$ 34,886,489.34

5 **Description of any transfers made pursuant to paragraph (2) of subdivision (c) in the previous fiscal year and, if still unencumbered, in earlier fiscal years and a description of and status update of any project for which transferred funds have been or will be expended if that project has not yet been placed in services.**

Name and Description	Address	Transferred To	Value

6 **Description of any project for which the housing successor receives or holds property tax revenue pursuant to the ROPS and status of that project.**

Project Name and Description	Address	Amount Received
NA		

7 **For interests in real property acquired by the former redevelopment agency prior to February 1, 2012, a status update on compliance with Section 33334.16. For interests in real property acquired on or after February 1, 2012, a status update on the project.**

Address	Status
NA	

8 **Description of any outstanding obligations pursuant to 33413 that remained to transfer to the housing successor on February 1, 2012, of the housing successor's progress in meeting those obligations, and of the housing successor's plans to meet unmet obligations. In addition, the housing successor shall include in the report posted on its Internet Web site the implementation plans of the former redevelopment agency.**

Outstanding Obligation	Status
NA	

9 **The information required by subparagraph (B) of paragraph (3) of subdivision (a):**

Targeting Requirements	Status
NA	

10 **Percentage of units of deed-restricted rental housing restricted to seniors and assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the previous 10 years in relation to the aggregate number of units of deed restricted rental housing assisted individually or jointly by the housing successor, its former redevelopment agency, and its host jurisdiction within the same time period.**

Low Income Senior Housing	# of Units
Presidio Village	103

Delta Hawaii	5
Siena Court	110
Total	**218**
Deed Restricted Total	**860**
Percentage of Senior Housing	**25%**

11 Amount of any excess surplus. NA

Amount of time that the successor agency has had excess surplus. NA

Housing successor's plan for eliminating surplus.

$400,000 is pledged to Domus Development for the Veterans Square project; a very low income housing project for veterans.

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 3/8/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Reauthorization of Public, Educational, and Government (PEG) Fee on State Cable Franchisees Operating Within the City

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

The Digital Video and Infrastructure and Video Competition Act of 2006 authorized video service providers to obtain a state franchise from the California Public Utilities Commission. State franchise holders pay franchise fees and Public, Educational, and Government (PEG) fees to the City. The attached Urgency Ordinance and regular Ordinance would reauthorize Section 5.30.040 of the Pittsburg Municipal Code ("PMC"), which imposes a public, educational, and governmental ("PEG") fee on state cable franchisees operating within the City, consistent with state law.

FISCAL IMPACT

Adoption of the proposed Urgency Ordinance and regular Ordinance will continue to provide the City with a PEG fee equal to one percent (1%) of the gross revenues that must be used for PEG infrastructure-related costs which is expected to be $150,000 for FY 2016/17 and increase annually based on gross revenues.

RECOMMENDATION

The City Council (1) waive the reading of and adopt, by a four-fifths vote, the attached Urgency Ordinance to reauthorize Section 5.30.040 of the Pittsburg Municipal Code regarding the collection of the PEG fee, and (2) waive the first reading of and introduce the attached Ordinance to reauthorize Section 5.30.040 of the Pittsburg Municipal Code regarding the collection of the PEG fee.

BACKGROUND

The Digital Infrastructure and Video Competition Act of 2006 (DIVCA) prevented cities and counties from entering into local franchises with its cable and video TV operators by

transferring cable franchising authority to the California Public Utilities Commission (CPUC). However, DIVCA does allow local governments to establish and collect Public, Educational and Governmental Access (PEG) fees from the City's cable and video TV operators. The state law permits the City to establish by ordinance a PEG fee equal to 1% of gross revenues by ordinance. In 2011, the City added Chapter 5.30 which authorized the collection of a 5% franchise fee and 1% PEG fee from holders of state video franchises among other things. DIVCA states that state video franchises issued by the CPUC are given a term of 10 years. The current state-issued franchise for AT&T, which provides cable/video TV services in the City, will expire March 30, 2017.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

PEG fees have been beneficial by providing the ability for the City to broadcast live Council meetings, Commission meetings and various other community events on to Delta TV (Channel 24 on Comcast and Channel 99 on AT&T) with infrastructure upgrades to various locations within the City. The City did not have this capability prior to PEG fees. Future PEG fees could assist the local high school with infrastructure improvements to broadcast on Delta TV thereby educating students and providing skills on producing productions at their school.

Adoption of an Urgency Ordinance and regular Ordinance to reauthorize Section 5.30.040 of the Pittsburg Municipal Code preserves the City's ability, to the extent permitted by DIVCA, to continue to collect PEG fees. The section of DIVCA that authorized the City to create the PEG fee ordinance states that "the ordinance shall expire, and may be reauthorized, upon the expiration of the state franchise." To prevent any interruption in the collection of the PEG fees, staff recommends the adoption of the proposed Urgency Ordinance and regular Ordinance to reauthorize Section 5.30.040 of the Pittsburg Municipal Code to the extent required by Section 5870(n) of the California Public Utilities Code.

ATTACHMENTS: 1. An Urgency Ordinance of the City of Pittsburg Reauthorizing the Public, Educational, and Governmental (PEG) Fee on State Cable Franchisees Operating within the City
2. An Ordinance of the City of Pittsburg Reauthorizing the Public, Educational, and Governmental (PEG) Fee on State Cable Franchisees Operating within the City

Report Prepared By: Laura Wright, Environmental Affairs Manager

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

An Urgency Ordinance of the City of Pittsburg Reauthorizing the Public, Educational, and Government (PEG) Fee on State Cable Franchisees Operating Within the City	)	ORDINANCE NO. 17-

The City Council of the City of Pittsburg DOES ORDAIN as follows:

WHEREAS, the City Council previously adopted Section 5.30.040 of the Pittsburg Municipal Code ("PMC"), which imposes a public, educational, and governmental ("PEG") fee on state cable franchisees operating within the City as authorized in the Digital Infrastructure and Video Competition Act of 2006; and

WHEREAS, Section 5870(n) of the California Public Utilities Code states that a PEG fee ordinance must be reauthorized upon expiration of an applicable state franchise; and

WHEREAS, PMC Section 5.30.040(C) provides that, notwithstanding Section 5870(n) of the California Public Utilities Code, upon the expiration of any state franchise, the City's PEG fee is automatically reauthorized unless the franchise holder has given the City 60-days' written notice prior to the expiration of its state franchise that the City's fee authorization will expire; and

WHEREAS, AT&T California ("AT&T") operates within the City under a state franchise that expires on March 30, 2017; and

WHEREAS**,** the City received no timely written notice from AT&T of the expiration of its state franchise pursuant to Section 5.30.040(C); and

WHEREAS, therefore, pursuant to the provisions of Section 5.30.040(C), the City's PEG fee is automatically reauthorized with regard to AT&T; and

WHEREAS, notwithstanding the automatic reauthorization of the City's PEG fee as described above, the City Council wishes to adopt an ordinance expressly declaring that the City's PEG fee is reauthorized.

NOW, THEREFORE, the City Council of the City of Pittsburg does hereby ordain as follows:

SECTION 1. PEG Fee Reauthorization.

The City's PEG channel facilities fee authorized in Section 5.30.040 of the Pittsburg Municipal Code is hereby reauthorized to the extent required by Section 5870(n) of the

California Public Utilities Code. All state franchisees operating within the City shall continue to collect and remit the PEG channel facilities fee as required in Section 5.30.040.

SECTION 2. No Change to Municipal Code.

Section 5.30.040 of the Pittsburg Municipal Code shall remain unchanged and in full force and effect.

SECTION 3. Urgency Findings and Declaration.

The City Council finds and declares that this Ordinance must be adopted as an urgency matter because it is necessary for the immediate preservation of the public peace, health, and safety. The following facts and circumstances support such necessity: Section 5870(n) of the California Public Utilities Code states that a PEG fee ordinance must be reauthorized upon expiration of an applicable state franchise. Although PMC Section 5.30.040 provides for continuity in PEG funding, it is in the public interest to take every measure to ensure that there is no lapse in the collection and remission of PEG fees, which supports public, educational, and governmental channels, including channels that may provide critical emergency or other public safety-related information. Maintaining stable funding for PEG channels is therefore vital to the public peace, health, and safety of the City of Pittsburg. Without the enactment of this Ordinance as provided herein, a lapse in the collection and remission of the PEG fee could potentially occur, endangering the stability of PEG program funding within the City.

Based on said findings, facts and circumstances, the City Council finds that this Ordinance should be adopted as an urgency ordinance for the immediate preservation of the public peace, health and safety, and that it is necessary that this Ordinance should go into effect as described below.

SECTION 4. Severability.

The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the ordinance or their applicability to other persons or circumstances.

SECTION 5. Effective Date.

Following adoption by at least a four-fifths vote of the City Council, this Ordinance shall take effect and be enforced immediately upon the commencement of AT&T's renewed state franchise under the Digital Infrastructure and Video Competition Act of 2006.

SECTION 6. Publication or Posting.

The City Clerk of the City of Pittsburg shall cause this Ordinance to be published or posted as required in Section 36933 of the Government Code of the State of California.

The foregoing Ordinance was adopted and ordered published at a meeting of the City Council held on March 20, 2017 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

An Ordinance of the City of Pittsburg Reauthorizing the Public, Educational, and Government (PEG) Fee on State Cable Franchisees Operating Within the City	)	ORDINANCE NO. 17-

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WHEREAS, Section 5870(n) of the California Public Utilities Code states that a PEG fee ordinance must be reauthorized upon expiration of an applicable state franchise; and

WHEREAS, PMC Section 5.30.040(C) provides that, notwithstanding Section 5870(n) of the California Public Utilities Code, upon the expiration of any state franchise, the City's PEG fee is automatically reauthorized unless the franchise holder has given the City 60-days' written notice prior to the expiration of its state franchise that the City's fee authorization will expire; and

WHEREAS, AT&T California ("AT&T") operates within the City under a state franchise that expires on March 30, 2017; and

WHEREAS**,** the City received no timely written notice from AT&T of the expiration of its state franchise pursuant to Section 5.30.040(C); and

WHEREAS, therefore, pursuant to the provisions of Section 5.30.040(C), the City's PEG fee is automatically reauthorized with regard to AT&T; and

WHEREAS, notwithstanding the automatic reauthorization of the City's PEG fee as described above, the City Council wishes to adopt an ordinance expressly declaring that the City's PEG fee is reauthorized.

NOW, THEREFORE, the City Council of the City of Pittsburg does hereby ordain as follows:

SECTION 1. PEG Fee Reauthorization.

The City's PEG channel facilities fee authorized in Section 5.30.040 of the Pittsburg Municipal Code is hereby reauthorized to the extent required by Section 5870(n) of the

California Public Utilities Code. All state franchisees operating within the City shall continue to collect and remit the PEG channel facilities fee as required in Section 5.30.040.

SECTION 2. No Change to Municipal Code.

Section 5.30.040 of the Pittsburg Municipal Code shall remain unchanged and in full force and effect.

SECTION 3. Severability.

The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the ordinance or their applicability to other persons or circumstances.

SECTION 5. Effective Date.

This Ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

SECTION 6. Publication or Posting.

The City Clerk of the City of Pittsburg shall cause this Ordinance to be published or posted as required in Section 36933 of the Government Code of the State of California.

The foregoing Ordinance was introduced at a meeting of the City Council of the City of Pittsburg held on March 20, 2017 and was adopted and ordered published at a meeting of the City Council held on _____, 2017 by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

CITY OF PITTSBURG
CITY COUNCIL/AGENCY CONCURRENT MEETING MINUTES

DATE: March 6, 2017

LOCATION: Council Chambers, City Hall, 65 Civic Avenue, Pittsburg, CA 94565

CITY COUNCIL/AGENCY MEMBERS

Marilyn Craft, Mayor/Chair
Dwaine "Pete" Longmire, Vice-Mayor/Chair Member
Sal Evola, Council/Agency Member
Juan Antonio Banales, Council/Agency Member
Jelani Killings, Council/Agency Member
Michelle King, Agency Member
Annie Hill Herring, Agency Member

APPOINTED OFFICIALS

Joe Sbranti, City Manager/Executive Director
Ruthann Ziegler, City Attorney/Legal Counsel
Alice E. Evenson, City Clerk/Agency Secretary (elected)
Nancy Parent, City Treasurer (elected)

CITY COUNCIL GOALS WORKSHOP

1. The City Council held a goals workshop from 4:00 P.M. to 6:35 P.M.

CITY COUNCIL MEETING

Mayor Craft called the meeting of the City Council to order at 7:37 P.M. in the City Council Chamber at City Hall, 65 Civic Avenue, Pittsburg, CA after convening at 6:35 P.M. in Closed Session for the following items:

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS (Pursuant to Section 54956.8):

Property: 6 Bayside Drive, 085-041-031, Parcel B; Negotiators: Joe Sbranti and Maria Aliotti; Negotiating Parties: Frank Macaluso; Under negotiation: both price and terms of payment

3. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION FOR THE SUCCESSOR AGENCY; Significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9:

Three (3) cases

4. CONFERENCE WITH LABOR NEGOTIATORS (Section 54957.6):

Agency designated representatives: Joe Sbranti, Garrett Evans; Employee organizations: Police Managers' Group (PMG) and Police Officers' Association (POA)

ROLL CALL

All Members were present.

PLEDGE OF ALLEGIANCE

Chief Brian Addington led the Pledge of Allegiance.

CITY MANAGER REPORTS/REMARKS

Assistant City Manager Garrett Evans announced upcoming events.

CITIZENS REMARKS

The following spoke requesting the City Council to adopt a resolution declaring the City as a "sanctuary city."

Janet Ellis, Antioch
Ivette Guzman, Pittsburg
Jessica Rojas, Pittsburg
Leonardo Chavarria, Pittsburg
Juana Isais, Pittsburg
Daniel Roemer, Walnut Creek
Luis Solis, Pittsburg
Jose Orta, Pittsburg
Yesenia Aguilar, Bay Point
Jessica Nungoray, Pittsburg
Julio Campos, Pittsburg
Manuel Uribe, Antioch
Eva Ibon, Pittsburg
Amitai Padilla, Pittsburg

CONFLICT OF INTEREST STATEMENT

There were no conflict of interest statements.

City Manager Sbranti asked that Item 9 be pulled for a presentation.

COMBINED CITY COUNCIL AND SUCCESSOR AGENCY CONSENT CALENDAR

On motion by Member Banales, seconded by Member Evola, to adopt without Item 9 and carried unanimously.

5. Minutes of February 21, 2017

6. Adoption of a City Council Resolution Approving the Third Amendment to the Contract with Raney Planning & Management, Inc. for the Preparation of the Southwest Hills/Faria Annexation Environmental Impact Report

7. Adoption of a City Council Resolution Approving City of Pittsburg Debt Management Policy

8. Adoption of an Ordinance Amending Title 18 of the Pittsburg Municipal Code Related to Permitting for Large Family Daycare Homes, AP-17-1214 (RZ)

Finance Director Farmer presented a Power Point on the budget adjustments.

9. Adoption of a City Council Resolution to Authorize Necessary Budget Adjustments Based on Year-End Projections

On motion by Vice-Mayor Longmire, seconded by Member Banales, to adopt and carried unanimously.

COUNCIL MEMBER REPORTS/REMARKS

There were no Council Member remarks.

ADJOURNMENT

The City Council meeting was adjourned at 8:10 P.M. to March 20, 2017, ***in memory of Pablo Arellano.***

Respectfully submitted,

Alice E. Evenson, City Clerk

CLAIM PRESENTED TO THE CITY OF PITTSBURG

Please read the instructions on the back before completing. 17-0006 FORM 4.1

1. Claimant's Name: (*Please Print*) CHANELL DEVINE

Claimant's Address: 2721 76th AVE

City, State, Zip: Oakland CA 94605

Day Phone: (510) 253·6882 Eve: (510) 253·6882

Reserved for Filing Stamp

CITY CLERK
JAN 27 2017

City Claim No.:

2. When did the damage or injury occur?
Month: JANUARY Day: 3 Year: 2017 Time: 5 a.m. or (p.m.)

3. At which location did the damage or injury occur? Police Report No.:

OAK HILL RD & LELAND

4. a. What happened and why is the City responsible?

DRIVING AND CAR FELL INTO HUGE POTHOLE I REPORTED POTHOLE & IT IS STILL THERE

b. Name and position of responsible City Employee(s), if known:

5. What damage or injury occurred?

TWO FLAT TIRES, FRONT OF MY CAR IS DAMAGED AND NOW I NEED A RACK & PINION, AND OUTER TIRODS AND WHEEL ALIGNMENT AND FRONT BUMPER PAINT CAME OFF AN CRACKED

6. Claim amount (only if less than $10,000): $2500

If the amount exceeds $10,000, please check the court for appropriate jurisdiction:
_____ Municipal Court (claims up to $25,000) ____ Superior Court (claims over $25,000)

7. How did you arrive at the amount claimed? Please attach documentation.

ESTIMATE FROM MECHANIC & I HAVE ALREADY PURCHASED TWO NEW TIRES

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on JANUARY 27, 20 17, at Pittsburg CA.

Signature of Claimant or Representative

9. Official Notices and Correspondence
If represented by an insurance company or an attorney, please provide the information requested below:
Name and Capacity:(*please print*)

Address:

City, State, Zip:

Daytime Phone: _____ Evening: _____

PRESENTING A CLAIM TO THE CITY OF PITTSBURG

⇒ PLEASE TYPE OR PRINT CLEARLY ALL OF THE INFORMATION REQUESTED ON THE CLAIM FORM.
⇒ YOU MUST COMPLETE EACH SECTION OR YOUR CLAIM MAY BE RETURNED TO YOU AS INSUFFICIENT.
⇒ THE FOLLOWING PROVIDES SPECIFIC INSTRUCTIONS FOR COMPLETING EACH SECTION OF THE CLAIM FORM.

1. NAME AND MAILING ADDRESS OF CLAIMANT – State the full name and mailing address of the person(s) claiming damage or injury. Please include a daytime and evening telephone number.

2. WHEN DID THE DAMAGE OR INJURY OCCUR? – State the exact month, date, year, and approximate time (if known) of the incident which caused the alleged damage/injury.

   Under State law, claims relating to causes of action for personal injury, wrongful death, property damage, and crop damage must be presented to the City of Pittsburg no later than six months after the incident date. Please note that evidence of **"presentation"** includes a clear postmark date on an envelope, or a certification of personal service, or service by mail.

   When filing a claim beyond the six-month period, you must explain the reason the claim was not filed within the six-month period. This explanation is called **"application for leave to present a late claim"**. In considering your claim, the City will first decide whether the late claim application should be granted or denied. (See Government Code Section 911.4 for the legally acceptable reasons a claim may be filed late.) Only if your late claim application is granted will the City then consider the merits of your claim.

   Claims relating to any cause of action other than personal injury, wrongful death, property damage, and crop damage must be presented no later than one year after the incident date. (See Government Code Section 911.2).

3. AT WHICH LOCATION DID THE DAMAGE OR INJURY OCCUR? – Please include street address, city, county, intersection, etc. If possible, also include the Police Report number.

4. WHAT HAPPENED AND WHY IS THE CITY RESPONSIBILE? – Please explain the circumstances that led to the alleged damage or injury. State all facts which support your claim with the City and why you believe the City is responsible for the alleged damage or injury. If known, identify the name of the City Department(s) and/or City employee(s) that allegedly caused the damage or injury.

5. WHAT DAMAGE OR INJURY OCCURRED? – Provide in full a detailed description of the damage/injury that allegedly resulted from the incident. (What specific damage or injury do you claim resulted from the alleged actions?)

6. CLAIM AMOUNT: - State the specific total dollar amount you are claiming as result of the alleged damage/injury. If damage/injury is continuing or is anticipated in the future, indicate with a "+" following the dollar figure if $10,000 or under. If the total dollar amount is unspecified or exceeds $10,000, designate the appropriate court jurisdiction for the claim.

7. HOW DID YOU ARRIVE AT THE AMOUNT CLAIMED? – Provide a breakdown of how the total amount that you are claiming was computed. You may declare expenses incurred and/or future anticipated expenses. If you have supporting documentation (i.e., bills, payment receipts, cost estimates) please attach copies of them to your claim.

8. SIGNATURE: - The claim must be signed by the claimant or by the attorney/representative of the claimant. The City will not accept the claim without a property signature. Government Code Section 910.2 provides: "The claim shall be signed by the claimant or by some person on his/her behalf."

9. OFFICIAL NOTICES AND CORRESPONDENCE - Provide the name and mailing address of the person to whom all official notices and other correspondence from the City should be sent, only if other than claimant. Please provide telephone numbers for the representative, if applicable.

⇒ SUBMIT COMPLETED AND RELATED DOCUMENTATION TO: The City Clerk of the City of Pittsburg, 65 Civic Avenue, Pittsburg, CA 94565. Personal service of claims can be accomplished during regular City business hours (8:00 a.m. to 5:00 p.m.), Monday through Friday (excluding City holidays) at the City of Pittsburg Civic Center, 65 Civic Avenue, 3rd Floor, Pittsburg, CA 94565.

⇒ If you wish to receive a stamped copy of your claim, return the form to the City Clerk with a cover letter along with a stamped, self addressed envelope informing the City of your request.

⇒ You will receive a letter from the Risk Management Office indicating your claim has been received and is being investigated. You will receive an explanation of the investigation results within 45 days in most instances.

If, after reading these instructions, you have questions or need additional information regarding the filing of a claim with the City Clerk of Pittsburg, please contact the City Clerk's staff at (925) 252-4850.

Please return this claim form to: Office of the City Clerk, Attn: Alice Evenson, City of Pittsburg, 65 Civic Avenue, Pittsburg, CA 94565.

THANK YOU!

The Tred Shed - Tire Pros

50 Bliss Ave.
Pittsburg, CA 94565
Phone: 925.432.3422 Fax: 925.432.3778
BAR #AG 118987 EPA #CAL 00037111

Estimated Time Due

Customer Copy

Invoice #292692

Thursday, January 05, 2017
4:58:37 PM

Ordered on
Thursday, January 05, 2017

Workorder # 411274

NELLIE DEVINE
2236 BAYBERRY CIR
Pittsburg CA 94565

MAKE & MODEL	FLEET NO.	PHONE	REP	CSH	PO #	TERMS
2006 BUICK LUCERNE CXS CXS		510-253-6882	Mike Holt	AS		Cash

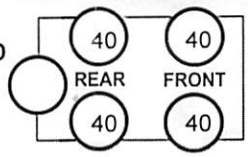
LICENSE NO.	MILES IN/OUT	VIN	TORQUE	ENGINE SIZE	TRANSMISSION	COLOR	PRD DATE
BNN8597	79225	1G4HE57Y46U172672		4.6L V8 SFI	5 SPD MANUAL W/OD		

CATALOG	DESCRIPTION	QTY	PARTS	LABOR	DISC	FET	TOTAL	Code
XXT	255/30R22 DELINTE D7	1	89.00				$89.00	MLH
PTP	STANDARD TIRE PACKAGE:							
BALANCE	MOUNT & BALANCE TIRE	1		12.50			$12.50	TS
PTP1	RUBBER VALVE STEMS / TPMS REBUILD KIT	1	4.00				$4.00	TS-MLH
CT	CAL. TIRE RECYCLING FEE	1	1.75				$1.75	
DF	ENVIRONMENT TIRE DISPOSAL FEE	1	3.50				$3.50	
	DOT#							
	RECOMMEND WHEEL ALIGNMENT DUE TO TIRE WEAR							
FLAT	FLAT REPAIR - STANDARD REPAIR	1		.00			$0.00	TS-MLH
	>>RIGHT FRONT TIRE HAS SLOW LEAK - PLEASE ADVISE<<							
	>>TIRE HAS SECONDARY RUBBER AND CORDS SHOWING. NO FIX<<							
CDIS	$7.00 OFF ANY PURCHASE OVER $25	1		-7.00			($7.00)	RT-MLH

Visit Us at Our Web Site www.tredshed.com

PAID BY
Cash $112.12

TIRES FILLED TO:



Parts	$93.00	Taxable	$93.00
Labor	$5.50	Non-Taxable	$10.75
Freight	$0.00	Local 9%	$8.37
Other	$5.25		
FET	$0.00	**TOTAL**	**$112.12**
Supplies	$0.00		

TIA and Tred Shed recommend rechecking wheel torque after 25 miles any time wheels are removed from vehicle. No appointment is necessary to recheck torque on wheels

Parts and Labor warranties 100 % for 90 days or 4000 mile.Whichever comes first,this warranty limited to the work on this form only. Vehicle must be returned to our shop, any Tire Pros,or American Car Care Centers, at customers expense, to honor warranty. I herby authorize the repair work to be done along with the necessary materials. You and your employees may operate vehicle for purposes of testing, inspection or delivery at my risk. An express Mechainc's lien is acknowledged on vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire,theft, accident or any other cause beyond your control. Because of the extent of the teardown and inspection, the vehicle may not perform as well as before.

No refunds on installed Tires and or Wheels, Special Orders or discontinued items. All returns are subject to 15% handling charge. Any deposits are subject to forfiet if cancelled.

Print Name _____ Signature _____ Date _____

The Tred Shed - Tire Pros

50 Bliss Ave.
Pittsburg, CA 94565
Phone: 925.432.3422 Fax: 925.432.3778
BAR #AG 118987 EPA #CAL 00037111

Estimated Time Due

Customer Copy

Invoice #293242

Monday, January 16, 2017
4:36:45 PM

Ordered on
Tuesday, January 10, 2017

Workorder # 411698

NELLIE DEVINE
2236 BAYBERRY CIR
Pittsburg CA 94565

MAKE & MODEL	FLEET NO.	PHONE	REP	CSH	PO #	TERMS
2006 Buick Lucerne CXS		510-253-6882	Mike Holt	MLH		Cash

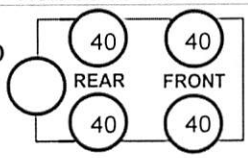
LICENSE NO.	MILES IN/OUT	VIN	TORQUE	ENGINE SIZE	TRANSMISSION	COLOR	PRD DATE
BTY3925	79474	1G4HE57Y46U172672		4.6L V8 SFI			

CATALOG	DESCRIPTION	QTY	PARTS	LABOR	DISC	FET	TOTAL	Code
XXT	255/30R22 DELINTE D7	1	89.00				$89.00	MLH
PTP	STANDARD TIRE PACKAGE:							
BALANCE	MOUNT & BALANCE TIRE	1		12.50			$12.50	TS
PTP1	RUBBER VALVE STEMS / TPMS REBUILD KIT	1	4.00				$4.00	TS-MLH
CT	CAL. TIRE RECYCLING FEE	1	1.75				$1.75	
DF	ENVIRONMENT TIRE DISPOSAL FEE	1	3.50				$3.50	
	DOT#P25D B25C1715							
	RECOMMEND WHEEL ALIGNMENT DUE TO TIRE WEAR							
CDIS	ONLINE DISCOUNT COUPON	-1		7.00			($7.00)	TS-MLH

Visit Us at Our Web Site www.tredshed.com

PAID BY
Cash $112.12

TIRES FILLED TO:



Parts	$93.00	Taxable	$93.00
Labor	$5.50	Non-Taxable	$10.75
Freight	$0.00	Local 9%	$8.37
Other	$5.25		
FET	$0.00	**TOTAL**	**$112.12**
Supplies	$0.00		

TIA and Tred Shed recommend rechecking wheel torque after 25 miles any time wheels are removed from vehicle. No appointment is necessary to recheck torque on wheels

Parts and Labor warranties 100 % for 90 days or 4000 mile.Whichever comes first,this warranty limited to the work on this form only. Vehicle must be returned to our shop, any Tire Pros,or American Car Care Centers, at customers expense, to honor warranty. I herby authorize the repair work to be done along with the necessary materials. You and your employees may operate vehicle for purposes of testing, inspection or delivery at my risk. An express Mechainc's lien is acknowledged on vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire,theft, accident or any other cause beyond your control. Because of the extent of the teardown and inspection, the vehicle may not perform as well as before.

No refunds on installed Tires and or Wheels, Special Orders or discontinued items. All returns are subject to 15% handling charge. Any deposits are subject to forfiet if cancelled.

Print Name _____ Signature _____ Date _____

17-0008

CLAIM PRESENTED TO THE CITY OF PITTSBURG

Please read the instructions on the back before completing.

FORM 4.1

1. Claimant's Name: (*Please Print*) MANUEL LECLAND

Claimant's Address: 2151 SUGARTREE DR.

City, State, Zip: Pittsburg Ca 94565

Day Phone: (925) 325 1784 Eve: (510) 375 3011 DAY

Reserved for Filing Stamp

CITY CLERK 2/10/17

RECEIVED

FEB 15 2017

City Claim No.:

2. When did the damage or injury occur?
Month: 2-7-2017 Day: Year: 2017 Time: 5:45 a.m. or p.m.

3. At which location did the damage or injury occur?

Police Report No.:

2151 Sugartree Dr.

4. a. What happened and why is the City responsible?

My car was Flodded The City didn't clean The drainage storm or gutter where clogged

b. Name and position of responsible City Employee(s), if known:

Department of Public works.

5. What damage or injury occurred?

The upholstery, seats, carpets all The interior is damage The electrical system; starter Alternator, oil Engine water inside Damage everything car is inoperable.

6. Claim amount (only if less than $10,000): $ 2,500.00

If the amount exceeds $10,000, please check the court for appropriate jurisdiction:
_____ Municipal Court (claims up to $25,000) ____ Superior Court (claims over $25,000)

7. How did you arrive at the amount claimed? Please attach documentation.

The engine and interior and labor.

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on 2-10, 2017, at Pittsburg CA.

Manuel Leccano

Signature of Claimant or Representative

9. Official Notices and Correspondence

If represented by an insurance company or an attorney, please provide the information requested below:

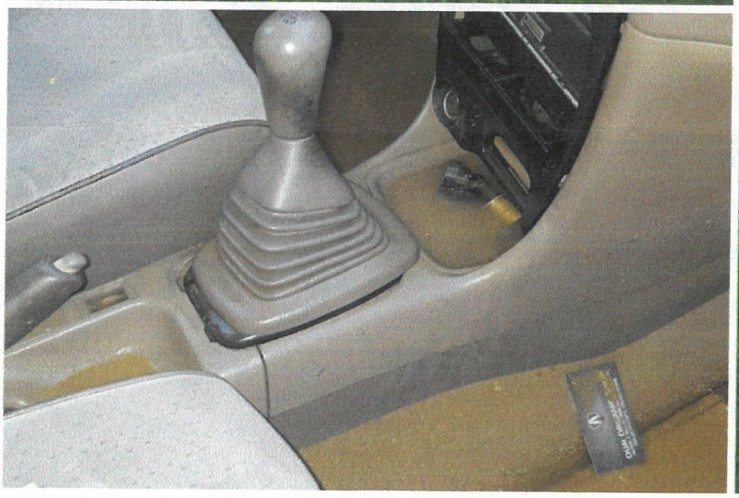
Name and Capacity: (*please print*)

Address:

City, State, Zip:

Daytime Phone: Evening:

California
3SVP236



17 - 0009

RECEIVED

FEB 15 2017

City of Pittsburg

To whom it may concern.

Please send a reiumbursement Check of $ 425.85 to the address below.

I went trough a puddle off of

800 W Leland Rd
Pittsburg CA 94565

The week of 1-18-2016 with the heavy rain. The Puddle in the Street need to be fix.

Thank you

Monique Balumby
2400 Shady willow LN #28A
Brentwood CA 94565
(925) 727-9048

The Tred Shed - Tire Pros

50 Bliss Ave.
Pittsburg, CA 94565
Phone: 925.432.3422 Fax: 925.432.3778
BAR #AG 118987 EPA #CAL 00037111

Estimated Time Due

Customer Copy

Invoice #294151

Saturday, February 04, 2017
2:42:15 PM

Ordered on
Wednesday, February 01, 2017

Workorder # 413366

MONIQUE BALUMBU
2400 SHADY WILLOW LN
Brentwood CA 94513

MAKE & MODEL	FLEET NO.	PHONE	REP	CSH	PO #	TERMS
07 VW JETTA		925-727-9048	DAVID WAR	DW		Cash

LICENSE NO.	MILES IN/OUT	VIN	TORQUE	ENGINE SIZE	TRANSMISSION	COLOR	PRD DATE
7WKT331	122800	3VWEG81K77M184602					

RUNS GREAT ----CHECKE ENGINE LIGHT CAME ON AFTER GOING THROUGH A PUDDLE.

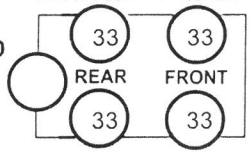
CATALOG	DESCRIPTION	QTY	PARTS	LABOR	DISC	FET	TOTAL	Code
DIAG	*COMPUTER DIAGNOSTIC PACKAGE*							
ZZTUD	COMPUTER DIAGNOSTIC SERVICE RETRIEVE COMPUTER TROUBLE CODES AND ADVISE. REPAIRS AND/OR PARTS ARE ADDITIONAL CHARGES	1		110.00			$110.00	AJ-DW
NS	******* SERVICE DEPARTMENT NOTES : PULLED CODE P0302 - CYLINDER #2 MISFIRE. TRACED MISFIRE DOWN TO A DEFECTIVE IGNITION COIL. PLUGS ARE WORN. PHASE 1 REPAIR - REPLACE IGNITION COIL FOR #2 CYL. AND SPARK PLUGS							
XXPM	IGNITION COIL MCUF575	1	84.94				$84.94	AJ-DW
XXPM	SPARK PLUG MC6737	5	19.95				$99.75	AJ-DW
ZZML	LABOR TO INSTALL SPARK PLUG	1		115.00			$115.00	AJ-DW

MONIQUE (925-727-9048) authorized $425.85 for the following with DAVID WAREN on 2/4/2017, 1:30 PM

Visit Us at Our Web Site www.tredshed.com

PAID BY
ATM $425.85 ,'****0539 A#871810

TIRES FILLED TO:



Parts	$184.69	Taxable	$184.69
Labor	$225.00	Non-Taxable	$225.00
Freight	$0.00	Local 8.75%	$16.16
Other	$0.00		
FET	$0.00	**TOTAL**	**$425.85**
Supplies	$0.00		

I agree to pay the above total amount according to card issuer agreement.

TIA and Tred Shed recommend rechecking wheel torque after 25 miles any time wheels are removed from vehicle. No appointment is necessary to recheck torque on wheels

Parts and Labor warranties 100 % for 90 days or 4000 mile.Whichever comes first,this warranty limited to the work on this form only. Vehicle must be returned to our shop, any Tire Pros,or American Car Care Centers, at customers expense, to honor warranty. I herby authorize the repair work to be done along with the necessary materials. You and your employees may operate vehicle for purposes of testing, inspection or delivery at my risk. An express Mechainc's lien is acknowledged on vehicle to secure the amount of repairs thereto. You will not be held responsible for loss or damage to vehicle or articles left in vehicle in case of fire,theft, accident or any other cause beyond your control. Because of the extent of the teardown and inspection, the vehicle may not perform as well as before.

No refunds on installed Tires and or Wheels, Special Orders or discontinued items. All returns are subject to 15% handling charge. Any deposits are subject to forfiet if cancelled.

Print Name _____ Signature _____ Date _____

17-0010

CLAIM PRESENTED TO THE CITY OF PITTSBURG

Please read the instructions on the back before completing. owners of property FORM 4.1

1. Claimant's Name: *(Please Print)* Rose Bradigani / Sharon Smith-Silva

Claimant's Address: 230 E Trident Drive

City, State, Zip: Pittsburg, CA CA 94565

Day Phone: (925) 746-7650 Eve: (925) 366-7667

Reserved for Filing Stamp

City Claim No.:

2. When did the damage or injury occur? Month: Feb Day: 21st Year: 2017 Time: 3:16 a.m. or (p.m.) Fence fell over storm

3. At which location did the damage or injury occur? Police Report No.:

230 E Trident Drive - Back fence borders Deanza Park

4. a. What happened and why is the City responsible?

Share fence with this home - Deanza

b. Name and position of responsible City Employee(s), if known:

5. What damage or injury occurred? None - Just to fence

6. Claim amount (only if less than $10,000): Yes $1000.00 total Labor/materials

If the amount exceeds $10,000, please check the court for appropriate jurisdiction:
_____ Municipal Court (claims up to $25,000) ____ Superior Court (claims over $25,000)

7. How did you arrive at the amount claimed? Please attach documentation.

Just get Bid from fence Contractor

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on 2/27, 2017 at 3M Walnut Creek CA.

Signature of Claimant or Representative

9. Official Notices and Correspondence

If represented by an insurance company or an attorney, please provide the information requested below:

Name and Capacity: *(please print)*

Address:

City, State, Zip:

Daytime Phone: _____ Evening: _____

APPS
BHGHOME

Rose Brudigam <rose.brudigam@bhghome.com>

Fwd: 230 e Trident ave, Pittsburg

1 message

+19257656490@tmomail.net <+19257656490@tmomail.net> Mon, Feb 27, 2017 at 2:59 PM
To: Rose4re@comcast.net

Brian Villanueva

From:	Brad Farmer
Sent:	Monday, February 27, 2017 3:36 PM
To:	Brian Villanueva
Subject:	FW: repair needed to get fence back up ASAP - 230 E Tident, Pittsburg
Attachments:	SKM_C65817022715130.pdf

From: Rose Brudigam [mailto:rose4re@comcast.net]
Sent: Monday, February 27, 2017 3:34 PM
To: Brad Farmer
Subject: repair needed to get fence back up ASAP - 230 E Tident, Pittsburg

plse see attached .. claim form and pictures.. yes I spoke with Antonio Baldazo in parks department , he has viewed the damage, his # 925 252 4025.. Urgent request .. I do NOT want my tenants to b broken into or harassed. from park goers,
Thank you for your time in advance!!
What do I need to do next?? will your guys rebuild or can I have my guy start tomorrow and you will reimburse? how does this work? HELP! :)

Rose Brudigam, Broker Associate, GRI, SRES, Notary
Experienced in Shortsale and Distressed Property Negotiations
Better Homes and Gardens Real Estate
BRE#00571094
1555 Riviera Ave., Ste. E
Walnut Creek, CA 94596
Office 925-938-9200
Direct 925-746-7650
Cell 925-765-6490
FAX 925-943-7409
Email: Rose4RE@comcast.net

Do you know of anyone who is thinking of moving? I would love to help!
Serving Contra Costa since 1976

---------- Forwarded message ----------
From: <walnutcreek-mfp@bhghome.com>
Date: 2017-02-27 15:13 GMT-08:00
Subject: Message from KM_C658
To: rose.brudigam@bhghome.com

#17-0011

CLAIM PRESENTED TO THE CITY OF PITTSBURG

Please read the instructions on the back before completing. FORM 4.1

1. Claimant's Name: (*Please Print*)
ABDUL NEVAREZ

Claimant's Address:
4613 MILESTONE CT.

City, State, Zip:
ANTIOCH, CA 94531

Day Phone: (925) 482-7648 Eve: ( ) SAME AS DAY PHONE

Reserved for Filing Stamp
CITY CLERK
RECEIVED
MAR 07 2017
City Claim No.:

2. When did the damage or injury occur?
Month: Day: Year: Time: a.m. or p.m.
* SEE ATTACHMENT A

3. At which location did the damage or injury occur? Police Report No.: N/A
DELTA VIEW GOLF CLUB - 2232 GOLF CLUB RD.

4. a. What happened and why is the City responsible?
* SEE ATTACHMENT A

b. Name and position of responsible City Employee(s), if known:

5. What damage or injury occurred?
* SEE ATTACHMENT A

6. Claim amount (only if less than $10,000):

If the amount exceeds $10,000, please check the court for appropriate jurisdiction:
_____ Municipal Court (claims up to $25,000) ✓ Superior Court (claims over $25,000)

7. How did you arrive at the amount claimed? Please attach documentation.
* SEE ATTACHMENT A

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on MARCH 6, 2017, at SAN FRANCISCO CA.

Signature of Claimant or Representative

9. Official Notices and Correspondence
If represented by an insurance company or an attorney, please provide the information requested below:
Name and Capacity: (*please print*)
CATHERINE CABALO, ESQ. PEIFFER ROSCA WOLF ABDULLAH CARR & KANE

Address:
4 EMBARCADERO CENTER, SUITE 1400

City, State, Zip:
SAN FRANCISCO, CA 94111

Daytime Phone: 415.766.3592 Evening: SAME AS DAYTIME PHONE

ATTACHMENT A

TO THE CLAIMS AGAINST THE CITY OF PITTSBURG BY ABDUL NEVAREZ AND PRISCILLA NEVAREZ

Claimant Abdul Nevarez is a right leg amputee who requires use of a wheelchair for locomotion. Claimant Priscilla Nevarez is Abdul Nevarez' wife. Mr. and Ms. Nevarez are avid golfers, and Mr. Nevarez requires an adaptable golf cart.

On September 6, 2016, Ms. Nevarez called Delta View Golf Club ("Delta View"), located at 2232 Golf Club Road in Pittsburg, to book a tee time for September 7, 2016 at 10:00 a.m. She asked the representative on the phone, who identified himself as "Nick," if Delta View had an adaptable golf cart for Mr. Nevarez. Nick confirmed that Delta View did not have an adaptable golf cart and that they could not have Mr. Nevarez out to the course as a result. Nick admitted that Delta View knows it is supposed to have an adaptable golf cart, but that it had not ordered one yet. Ms. Nevarez asked Nick to identify the manager at Delta View and gave Nick her and Mr. Nevarez' contact information, as well as information regarding the ParaGolfer, an adaptable golf cart. Nick identified "Eric Smith" as the manager and told Ms. Nevarez that he would have Mr. Smith call her and Mr. Nevarez back by September 8, 2016. Ms. and Mr. Nevarez never received a call from Mr. Smith or anyone from Delta View.

Ms. and Mr. Nevarez emailed Mr. Smith on September 20, 2016 to follow up. They never received a response from anyone at Delta View.

The Assessor's Office identifies the City of Pittsburg as the owner of the property on which Delta View operates.

Mr. Nevarez sustained civil rights injuries by being discriminated against by Delta View, based on his disability. Ms. Nevarez sustained civil rights injuries by being discriminated against by Delta View, based on her association with Mr. Nevarez, including injuries related to retaliation for and interference with her assisting a disabled person. Pursuant the Unruh Civil Rights Act, Mr. and Ms. Nevarez are entitled to ***$4,000 statutory minimum damages per incident***. Mr. Nevarez continues to suffer civil rights injuries as long as he is deterred from going to Delta View because of its lack of an adaptable golf cart. Mr. and Ms. Nevarez are also entitled to attorney fees, litigation expenses, and costs, pursuant to state and federal law.

#17-0012

CLAIM PRESENTED TO THE CITY OF PITTSBURG

Please read the instructions on the back before completing. FORM 4.1

1. Claimant's Name: (*Please Print*)
PRISCILLA NEVAREZ

Claimant's Address:
4613 MILESTONE CT.

City, State, Zip:
ANTIOCH, CA 94531

Day Phone: (925) 482-7648 Eve: ( ) SAME AS DAY PHONE

Reserved for Filing Stamp
CITY CLERK
MAR 6 2017
RECEIVED
City Claim No.:
MAR 07 2017

2. When did the damage or injury occur?
Month: Day: Year: Time: a.m. or p.m.
* SEE ATTACHMENT A

3. At which location did the damage or injury occur? Police Report No.: N/A
DELTA VIEW GOLF CLUB - 2232 GOLF CLUB RD.

4. a. What happened and why is the City responsible?
* SEE ATTACHMENT A

b. Name and position of responsible City Employee(s), if known:

5. What damage or injury occurred?
* SEE ATTACHMENT A

6. Claim amount (only if less than $10,000):

If the amount exceeds $10,000, please check the court for appropriate jurisdiction:
_____ Municipal Court (claims up to $25,000) ✓ Superior Court (claims over $25,000)

7. How did you arrive at the amount claimed? Please attach documentation.
* SEE ATTACHMENT A

8. I declare under penalty of perjury under the laws of the State of California that the following information is true and correct, and that this declaration was executed on MARCH 6, 2017, at SAN FRANCISCO CA.

Signature of Claimant or Representative

9. Official Notices and Correspondence
If represented by an insurance company or an attorney, please provide the information requested below:
Name and Capacity: (*please print*)
CATHERINE CABALO, ESQ. PEFFER ROSCA WOLF ABDULLAH CARR & KANE

Address:
4 EMBARCADERO CENTER, SUITE 1400

City, State, Zip:
SAN FRANCISCO, CA 94111

Daytime Phone: 415.766.3592 Evening: SAME AS DAYTIME PHONE

ATTACHMENT A

TO THE CLAIMS AGAINST THE CITY OF PITTSBURG BY ABDUL NEVAREZ AND PRISCILLA NEVAREZ

Claimant Abdul Nevarez is a right leg amputee who requires use of a wheelchair for locomotion. Claimant Priscilla Nevarez is Abdul Nevarez' wife. Mr. and Ms. Nevarez are avid golfers, and Mr. Nevarez requires an adaptable golf cart.

On September 6, 2016, Ms. Nevarez called Delta View Golf Club ("Delta View"), located at 2232 Golf Club Road in Pittsburg, to book a tee time for September 7, 2016 at 10:00 a.m. She asked the representative on the phone, who identified himself as "Nick," if Delta View had an adaptable golf cart for Mr. Nevarez. Nick confirmed that Delta View did not have an adaptable golf cart and that they could not have Mr. Nevarez out to the course as a result. Nick admitted that Delta View knows it is supposed to have an adaptable golf cart, but that it had not ordered one yet. Ms. Nevarez asked Nick to identify the manager at Delta View and gave Nick her and Mr. Nevarez' contact information, as well as information regarding the ParaGolfer, an adaptable golf cart. Nick identified "Eric Smith" as the manager and told Ms. Nevarez that he would have Mr. Smith call her and Mr. Nevarez back by September 8, 2016. Ms. and Mr. Nevarez never received a call from Mr. Smith or anyone from Delta View.

Ms. and Mr. Nevarez emailed Mr. Smith on September 20, 2016 to follow up. They never received a response from anyone at Delta View.

The Assessor's Office identifies the City of Pittsburg as the owner of the property on which Delta View operates.

Mr. Nevarez sustained civil rights injuries by being discriminated against by Delta View, based on his disability. Ms. Nevarez sustained civil rights injuries by being discriminated against by Delta View, based on her association with Mr. Nevarez, including injuries related to retaliation for and interference with her assisting a disabled person. Pursuant the Unruh Civil Rights Act, Mr. and Ms. Nevarez are entitled to ***$4,000 statutory minimum damages per incident***. Mr. Nevarez continues to suffer civil rights injuries as long as he is deterred from going to Delta View because of its lack of an adaptable golf cart. Mr. and Ms. Nevarez are also entitled to attorney fees, litigation expenses, and costs, pursuant to state and federal law.

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 2/22/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Accepting Contract 2013-18, School Area Safety Improvement Project as Complete and Authorizing the City Engineer to File a Notice of Completion.

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

Contract 2013-18, School Area Safety Improvement Project (the "Project") was for general pedestrian safety improvements including curb extensions, rapid flashing beacons and median barriers at pedestrian crossings and intersections at eight locations near schools in the City. Adoption of this Resolution will accept the construction contract as complete and authorize the City Engineer to file a Notice of Completion for the Project.

FISCAL IMPACT

The Project (Project 2011) was funded with $203,000 from One Bay Area Grant (OBAG), $27,300 from Measure J and $300,000 from Gas Tax (Fund 203) for a total Project budget of $530,300. Any unspent funds (approximately $11,000) are requested to be returned to the Gas Tax (Fund 203).

A Project Budget Summary is attached to this Staff Report.

RECOMMENDATION

The City Council adopt the attached resolution accepting the contract as complete and authorizing the City Engineer to file a Notice of Completion.

Staff recommends that all estimated unspent funds (approximately $11,000) be returned to the Gas Tax (Fund 203).

BACKGROUND

The Project constructed improvements at eight locations near schools to improve safety for pedestrians going to and from school. The improvements include, curb extensions, rapid flashing beacons and median barriers.

On July 15, 2013, the City Council adopted Resolution 13-12003, authorizing the submittal of an application for an OBAG grant for the Project.

On October 21, 2013, City Council adopted Resolution 13-12047 approving the Project, accepting a grant of $203,000 from the OBAG Program, and allocating $27,300 of Measure J funding.

On May 27, 2015 bids for the Project were opened and read aloud. The lowest responsible and responsive bidder was St. Francis Electric, Inc. of San Leandro.

On June 15, 2015, City Council adopted Resolution 15-13062 awarding a construction contract for the Project to St Francis Electric, Inc., of San Leandro, in the amount of $393,788.50. The Contract contingency authorized was $40,000.

SUBCOMMITTEE FINDINGS

none

STAFF ANALYSIS

The Pittsburg School Area Safety Improvements Project installed rectangular rapidly flashing beacons at the following eight school pedestrian crossings, constructed curb extensions ("bulb-outs") at one of these crossings (location 2), and installed median fencing to prevent pedestrians from jay walking (location 1 and 8):

1. Pittsburg Senior High School, intersection of Harbor Street/Army Street
2. Willow Cove Elementary School, intersection of Hanlon Way/Cove Way
3. Marina Vista Elementary School, intersection of Railroad Avenue/8th Street
4. Marina Vista Elementary School, intersection of Black Diamond Street/W.Tenth Street)
5. Rancho Medanos Jr. High School, intersection of Range Road/Ackerman Ave.
6. Delta View Elementary School, intersection of Rio Verde Drive/Pillar Ridge Drive
7. Hillview Jr. High School, intersection of Yosemite Drive/San Juan Drive
8. Pittsburg Senior High School, intersection of Railroad Avenue/E 17th Street

The objective of these safety improvements was to decrease the potential for vehicle-pedestrian collisions by increasing driver awareness of pedestrians using these eight school crossings, and to decrease the amount of time students need to cross the roadway. The project's goal was to encourage more students to walk and/or bike to school by increasing the safety of their route. The median fencing will also encourage pedestrians to cross the street at designated crosswalks.

There was one change order issued during construction for a total amount of $19,440, which included field modifications required for curb ramp compliance, utility conflicts, and balancing of bid items. The final contract amount was $413,228.50.

The Contractor reached substantial completion on November 10, 2015. The one year warranty period began on January 26, 2016.

Staff requests that all estimated remaining funds (approximately $11,000) be returned to the Gas Tax (Fund 203).

ATTACHMENTS: Project Summary Budget

Report Prepared By: Gina Haynes
Civil Engineer II

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a City Council Resolution	)	
Accepting Contract 2013-18, School	)	RESOLUTION NO. 17-
Area Safety Improvement Project as	)	
Complete and Authorizing the City	)	
Engineer to File a Notice of Completion	)	

The City Council of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, Contract 2013-18 School Area Safety Improvement Project (the "Project") consists in general of pedestrian safety improvements at crossings and intersections for eight locations near schools within the City; and

WHEREAS, on October 21, 2013, City Council adopted Resolution 13-12047 approving the Project, and accepting a grant of $203,000 from the One Bay Area Grant (OBAG) and allocating $27,300 of Measure J funding; and

WHEREAS, on July 21, 2014, City Council adopted Resolution 15-13062, authorizing award of a construction contract to St. Francis Electric, Inc. of San Leandro, California in the amount of $393,788.50 and allocating an additional $300,000 from Gas Tax (Fund 203) increasing the project budge to $530,300; and

WHEREAS, the authorized contingency amount was $40,000 (approximately 10% of the contract amount); and

WHEREAS, the construction contract for the Project was completed for a total amount of $413,228.50 on January 26, 2016; and

WHEREAS, there was one contract change order in the amount of $19,440; and

WHEREAS, this Contract Change Order was for field modifications to curb ramps in order to be in compliance, utility conflicts discovered during construction and bid item quantities higher than anticipated in design; and

WHEREAS, the one year warranty period began on January 26, 2016; and

WHEREAS, the total anticipated expenditures for the Project are $518,776.00; and

WHEREAS, after payment of all expenditures for design, construction, and the release of retention the remaining funds, approximately $11,000, is requested to be returned to the Gas Tax (Fund 203).

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pittsburg as follows:

Section 1.
The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council set forth below.

Section 2.
The contract with St. Francis Electric, Inc. is hereby accepted as complete.

Section 3.
The City Engineer is hereby authorized and directed to execute a Notice of Completion.

Section 4.
After payment of all expenditures for design, construction, and the release of retention, the remaining funds, approximately $11,000, will be returned to the Gas Tax (Fund 203)

Section 5.
The City Clerk shall attach a certified copy of this Resolution to the executed Notice of Completion.

Section 6.
The City Engineer is directed to file said document with the Office of the Recorder of the County of Contra Costa, State of California, within ten (10) days from the date hereof.

Section 7.
The City Clerk shall certify to the adoption of this Resolution.

Section 8.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 20th day of March 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

Project Budget Summary

Contract 2013-18, Pittsburg School Area Safety Improvement Project
Project 2011

Project Funding	Measure J (fund 204)	$27,300
	Additional Funding (Gas Tax Fund 203)	$300,000
	OBAG SR2S Grant	$203,000
	Funding Total	**$530,300**

Project Expenditures:

Design: (Code 2122)	Design Consultant	$10,685
	Subtotal	$10,685
Professional Services: (Code 2199)	Design Professional Services	$5,645
	Subtotal	$5,645
Miscellaneous: (Code 1399)	Advertising/Postage	$824
	Reproduction	$265
	Subtotal	$1,089
Construction: (Code 2281)	Construction	$393,779
	Construction Contingency Used	$19,440
	Material Testing	$1,270
	Other Construction Expenses	$6,716
	Subtotal	$421,205
Staff Time: (Code 1101)	Staff Costs for Design Phase	$18,664
	Staff Construction Management	$19,053
	Subtotal	$37,717
Admin Overhead (Code 2372)	Staff Overhead Costs for Design Phase	$16,379
	Staff Overhead Costs for Construction Management	$26,057
	Subtotal	$42,436
	Expenditures Total	**$518,776**
	Funds Remaining	$11,524

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 3/7/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Accepting the General Plan Annual Progress Report for Calendar Year 2016

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

Under California Government Code Section 65400, the City is required to prepare a General Plan Annual Progress Report (APR) for submittal to the City Council, Governor's Office of Planning and Research (OPR), and State Housing and Community Development Department (HCD) by April 1st of each year. The purpose of the APR is to provide the City Council, OPR, and HCD with a progress report on the General Plan's implementation status. The APR is also meant to provide the City Council with an opportunity to identify any General Plan modifications that may be necessary to improve its implementation and effectiveness.

FISCAL IMPACT

Preparation and acceptance of this report does not require expenditure of General Fund monies beyond the staff time needed to draft the document; however, preparation of the report is identified as a submittal component of some applications for grant funding.

RECOMMENDATION

Staff recommends that the City Council adopt the attached resolution accepting the APR for calendar year 2016.

BACKGROUND

The Pittsburg General Plan 2020 is a state-mandated and comprehensive planning document intended to guide Pittsburg's long-term physical growth and development. It articulates a shared community vision of the City's future and sets forth broad goals and policies relative to important topics including, but not limited to, land use, economic development, housing, transportation, public safety, and open space. The last

comprehensive update of Pittsburg's General Plan was completed in 2001. Most recently, the City Council adopted Resolution No. 15-13033 approving the General Plan Housing Element Update for the 2015-2023 planning period.

The APR for Calendar Year 2016 (Attachment 2) consists of a detailed table listing each of the adopted General Plan action policies or programs and their implementation status as of December 31, 2016. In addition to the APR, a Regional Fair Share Housing Allocation (RHNA) status update (Attachment 3) has been provided to document the City's progress in reaching its housing unit goals. The RHNA status table is a summary of all housing projects which were entitled by the Planning Commission and/or City Council during the 2016 calendar year, regardless of their construction status; alternatively, Table B of the APR (Attachment 2, page 53) is a summary of all dwelling units for which building permits were issued during calendar year 2016.

The attached tables were presented to the Planning Commission at its February 28, 2017, meeting.

SUBCOMMITTEE FINDINGS

Not applicable.

STAFF ANALYSIS

The City continues to make progress in the implementation of its General Plan, with significant progress made on City-initiated Capital Improvement Projects (CIP), including: approval of the BART Multimodal Transfer Facility (CIP Project ST-25); design and development of Class I Bicycle Trails at San Marco (CIP Project ST-20), along Frontage Road (CIP Project ST-7), and along Power Avenue (CIP Project ST-8); development of Ray Giacommelli Park at San Marco (CIP Project PK-15); and sidewalk replacement along Railroad Avenue from 3rd to 5th Streets.

The City also continues to make progress on meeting its RHNA goals. In 2016, the City approved the 82-home Belle Harbor Subdivision, as well as renovation of the Burlessas Building, which will provide eight apartment units in Downtown Pittsburg. In total, the City issued building permits for 402 previously entitled dwelling units during the calendar year (Attachment 2, page 53).

Also in 2016, annexation of the 'Montreux' residential subdivision site was approved by the Contra Costa County Local Agency Formation Commission (LAFCO), and annexation proceedings for the 'Tuscany Meadows' residential subdivision was initiated. Environmental analysis for the proposed 'Faria/Southwest Hills' residential development is ongoing.

ATTACHMENTS: 1. Proposed Resolution
2. General Plan Annual Progress Report for Calendar Year 2016
3. Regional Fair Share Housing Allocation – 2016 Status Table
4. Adopted Planning Commission Resolution No. 10055

Report Prepared By: Jordan Davis, AICP, Associate Planner

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Resolution Accepting the General Plan Annual Progress Report for Calendar Year 2016	)))	RESOLUTION NO. 17-

The Pittsburg City Council DOES RESOLVE as follows:

WHEREAS, the Pittsburg General Plan 2020 is a state-mandated and comprehensive planning document intended to guide Pittsburg's long-term physical growth and development. It articulates a shared community vision of the City's future and sets forth broad goals and policies relative to important topics including, but not limited to, land use, economic development, housing, transportation, public safety, and open space. The last comprehensive update of Pittsburg's General Plan was completed in 2001. Most recently, the City Council adopted Resolution No. 15-13033 approving the General Plan Housing Element Update for the 2015-2023 planning period; and

WHEREAS, under California Government Code Section 65400, the City is required to prepare a General Plan Annual Progress Report (APR) for submittal to the City Council, Governor's Office of Planning and Research (OPR), and State Housing and Community Development Department (HCD) by April 1st of each year. The purpose of the APR is to provide the City Council, OPR, and HCD with a progress report on the General Plan's implementation status. The APR is also meant to provide the City Council with an opportunity to identify any General Plan modifications that may be necessary to improve its implementation and effectiveness; and

WHEREAS, the General Plan APR is exempt from the requirements of the California Environmental Quality Act (CEQA) under the general rule of the State CEQA Guidelines, section 15061, in that there is no possibility that the APR may have a significant negative physical impact on the environment; and

WHEREAS, on February 28, 2017, the Planning Commission reviewed the General Plan APR for calendar year 2016 and subsequently adopted Resolution No. 10055, accepting the APR and authorizing submittal of the report to the City Council, OPR, HCD, and Contra Costa Transportation Authority (CCTA).

NOW, THEREFORE, the City Council finds and determines as follows:

Section 1. Findings.

Based on the City Council Staff Report entitled, "Adoption of a Resolution Accepting the General Plan Annual Progress Report for Calendar Year 2016," dated March 20, 2017, and based on all the information contained in the Planning Division files on the report, adopted and incorporated herein by reference and available for review in the Planning Division located at 65 Civic Avenue in Pittsburg, and based on all written and oral testimony presented at the March 20, 2017, meeting, the City Council finds that:

A. All recitals above are true and correct and incorporated herein by reference.

B. The General Plan APR for calendar year 2016 appropriately and accurately summarizes the City's progress to date in implementing the action policies in its General Plan.

Section 2. Acceptance of Report.

Based on the findings set forth above, the City Council hereby accepts the General Plan Annual Progress Report for Calendar Year 2016.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 20th day of March, 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

Exhibit A

CITY OF PITTSBURG

GENERAL PLAN
ANNUAL PROGRESS REPORT
(Calendar Year2016)

Prepared pursuant to Government Code Section 65400(b)
Accepted by the Planning Commission onFebruary 28, 2017
Submitted to the City Council on_____, 2017

GENERAL PLAN POLICY MATRIX

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-1	Review the City's Sphere of Influence every 5 years.Ensure necessary annexation and SOI changes through coordination with the county and LAFCo, in accordance with Figure 2-3.	Implementation Ongoing.Sky Ranch,Ambrose Park and Mirant annexations were completed in 2008.Annexation of Northeast Industrial properties to DDSD boundary completed in 2010.Voter Measure I amending the ULL to include the property commonly known as Chevron Eastapproved in November 2011.Environmental Impact Report for the proposed James Donlon Blvd. Extension corridor annexation project was certified in September 2014; however, initiation of annexation is still pending.Property owner-initiated annexation of Montreux propertycompleted in 2016.Property owner-initiated annexations of the Tuscany Meadows (Chevron East), SW Hills/Faria, and Montreux properties underway.
2-P-2	Update the City's Zoning Ordinance and Subdivision Regulations for consistency with the General Plan, including the General Plan Diagram.	Phase 1 & 2 Zoning Code Updates are completed.First phase of Title 17 (Subdivision Ordinance) update completed in April 2009 and incorporated various updates in accordance with the state Subdivision Map Act.Title 17 further updated to streamline review of tentative maps in 2015. A tree preservation ordinance and wireless telecommunications ordinance, along with a variety of other miscellaneous amendments, adopted in 2015. Ordinances to define and regulate placement of smoke shops and smoking lounges, further update the wireless telecommunications regulations, as well as the retail sale and distribution of marijuana, adopted in 2016.
2-P-13	Ensure that buffers – including landscaping, berms, parking areas, and storage facilities – are used to separate potentially incompatible activities.	Regulations incorporated into the Phase 2 Zoning Code Update adopted May 2007.Implementation ongoing through project review.
2-P-15	Ensure minimum residential densities, in accordance with the ranges stipulated in this plan.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-16	Develop criteria and standards for small-lot single-family residential development that: ○ Promotes design and development flexibility; ○ Includes design and bulk standards to ensure that development is appropriate and related to underlying lot size; and ○ Ensures that residential development promotes a neighborhood orientation, with limitation on frontage that can be occupied by garages.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
2-P-18	Limit all new multi-family housing to 16 units or more.Update the Zoning Ordinance to ensure that new multi-family projects are developed as large scale, professionally maintained, high-density housing.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
2-P-19	Revise the City's Subdivision Ordinance to encourage solar access and other energy-saving devices.	Partially implemented.Updates to Title 17 adopted in 2009, state the city may require subdividers dedicateeasements for the purpose of assuring thateach parcel or unit in the subdivision has the rightto receive sunlight across adjacent parcels or unitsin the subdivision for any solar energy system.Development Review and Design Guidelines were updated in November 2010 (Resolution No. 9864) to include a green building design section, which includes policies encouraging solar access.Senate Bill 1 (2006) requires developers to provide homebuyers an option for solar pre-wiring; this is implemented through design review conditions of approval.Planning Commission goals for 2015included a review of the zoning ordinance to remove potential barriers to the installation of new alternative energy sources within existing residential neighborhoods; however, that review has not yet been conducted.Ongoing opportunities to incorporate sustainable building elements sought on a case-by-case basis during zoning review.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-20	Revise the City's Zoning Ordinance to require under-grounding of utility service/transformer boxes, and any other type of utility boxes, in new residential subdivisions.	Partially implemented in November 2010 update to Development Review and Design Guidelines (Resolution No. 9864).Screening of equipment is required, but under-grounding is not required. Undergrounding of utilities is required by Standard Conditions of Development (Planning Commission Resolution No. 8931). Underground utilities are required for new development pursuant to Pittsburg Municipal Code sections 12.36.120, 12.36.130 and 17.28.020.
2-P-21	Revise the City's Hillside Preservation Ordinance to reflect General Plan policy direction.	Not yet implemented.Adoption of Hillside Regulations put on hold by City Council due to budgetary constraints.
2-P-22	Ensure that all General Plan policies apply to hillside land irrespective of zoning – whether Planned Development or any other base District.	Ongoing.Implemented on a case-by-case basis.
2-P-24	Prohibit new development on designated ridgelines.Ensure that residential developers cluster housing units to reduce both environmental and visual impact of hillside development.	Ongoing.Implemented on a case-by-case basis.
2-P-26	Ensure that new hillside development utilizes fire-resistant building materials, per the Uniform Building Code.Require that all residential units adjacent to open slopes maintain a 30-foot setback with fire-resistant landscaping.	Ongoing.Implemented on a case-by-case basis.
Downtown		
2-P-32	Concentrate all Downtown Commercial activity—which includes specialty retail, professional offices, and personal services, entertainment and other compatible uses—along the Railroad Avenue corridor.(Downtown: 5-P-4)	Implemented with the adoption of the CP (Pedestrian Commercial) District in October 2006.
2-P-33	Limit commercial uses along the southernside of East Tenth Street to service commercial businesses—including repair and maintenance, retail sales, special trade contracting and other compatible uses.(Downtown:5-P-8)	Implemented with the Phase 2 Zoning Code Update adopted May 2007.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-34	Undertake active efforts, including land acquisition and assembly, to develop a waterfront activity center at the terminus of Harbor Street, featuring a cluster of Marine Commercial uses – such as specialty retail services, restaurants, marine repair and docking facilities, hotels and other uses listed in Table 5-1 (Downtown Element).	Ongoing.The area has been rezoned to CW (Waterfront Commercial) District as a first step to allowing redevelopment of the property by private developers.
2-P-36	Improve the pedestrian path along Marina Blvd. connecting the Downtown core to the waterfront/marina area.Provide a wide path right-of-way, way-finding signage, landscaping, interpretive plaques, and street lighting.	Partially implemented with construction of the Marina Promenade completed in 2008. Implementation ongoing as development along Marina Boulevard is proposed.
Northeast River		
2-P-37	Ensure that development in Northeast River is limited to industrial activities and supporting business and service uses.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
2-P-42	Amend the City's Zoning ordinance to ensure that land uses progress from heavier industrial uses inland to lighter industrial uses directly facing the New York Slough waterfront, as feasible during redevelopment of industrial activities not dependent on docking access.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
Loveridge		
2-P-50	Work with Los Medanos Community College to provide pedestrian and bicycle access from the campus to commercial and employment centers within Loveridge.	Implementation ongoing.
East Central		
2-P-53	Ensure that a linear park is developed along the northern and eastern boundaries of the Columbia Manor neighborhood to buffer residents from adjacent heavy industrial uses.	Implemented.Linear park built.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Railroad Avenue		
2-P-55	Pursue the extension of the Railroad Ave. linear park along the north side of State Route 4, providing a pedestrian/bicycle connection from the City's major shopping corridor to the Civic Center and City Park.	Partially implemented.Supporting policies incorporated into the "Railroad Avenue Specific Plan," adopted by the City Councilin November 2009 (Ord. No. 09-1319).The described linear park was excluded from the newly-built County Courthouse building approved by the State, although a multi-use trail was included in the site plan for the Civic Center Office Building approved under Planning Commission design review in May 2008.Trail adjacent to Civic Center Office Building to be built with future improvements related to the office building as well the BART Multimodal Transfer Facility (CIP project ST-25).
2-P-56	Work with BART to develop a specific plan for the Railroad Ave. BART station area, featuring mixed-use business commercial activities with extensive pedestrian amenities.Provide pedestrian linkages from this mixed-use village to the Civic Center, City Park, high school and other institutional uses on the north side of Hwy 4.	"Railroad Avenue Specific Plan"adopted by the City Councilin November 2009.Implementation of policies and programs in Specific Plan ongoing.
2-P-57	Allow development at an intensity of up to 2.0 FAR along Railroad Avenue from State Route 4 to East Leland Road.	Implemented with Phase 2 Zoning Code Update adopted May 2007; also incorporated as development standards in the"Railroad Avenue Specific Plan," adopted November 2009.
2-P-58	Allow mixed-use development at an intensity of up to 1.0 FAR for non-residential uses, and additional residential development at a maximum density of 25 units per acre, on designated community commercial sites along Railroad Avenue, south of Bliss Avenue.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
2-P-59	Extend Garcia Avenue to Railroad Avenue if suitable opportunity arises during redevelopment of adjacent sites, and explore the feasibility of other linkages to improve accessibility.	Partially implemented.Roadway extension identified in the "Railroad Avenue Specific Plan," adopted by the City Councilin November 2009.Improvements are to be built as redevelopment occurs in the specific plan area.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-60	Ensure that the small business commercial center at the southern end of Railroad Avenue (at Buchanan Road) is compatible with the scale of surrounding uses.	Implemented with the Phase 2 Zoning Code Update adopted May 2007. In 2015, this area was rezoned from Office Commercial (CO) District to Medium Density Residential (RM) District, and plans to convert the vacant office structure to a multifamily complex were approved by the City Council. The site is located between low- and high-density residential developments, and the medium-density area is compatible in scale and creates an appropriate transition between densities.
East Leland		
2-P-61	As part of the Zoning Ordinance, incorporate incentives to promote improvement of sites along Garcia Avenue with high-amenity business commercial uses.Undertake redevelopment, as needed, with an aim to promote parcel consolidation and coordinated development.	Implemented.Incorporated into the “Railroad Avenue Specific Plan,” adopted November 2009.
2-P-62	Ensure that new business commercial centers provide pedestrian, bicycle, and transit amenities (such as walking paths, benches, bus shelters, bicycle racks, and lockers) enabling convenient use of alternative transportation modes including the proposed Railroad Avenue BART station.	Implementation ongoing.Bicycle racks required with Phase I Zoning Code Update adopted December 2005.Pittsburg Municipal Code chapter 15.96 requires installation of bus turnouts and shelters for new commercial/industrial development along arterial streets, upon request by the applicable transit agency.Development Review and Design Guidelines updated in November 2010 include policies that encourage bicycle/pedestrian connectivity and alternative transportation programs. The BART Multimodal Transfer Facility, at the corner of Railroad Avenue and California Avenue, will provide parking for over 40bicycles, wide pedestrian pathways with active streetscapes, a new bus turnout and multiple covered waiting shelters to encourage alternative modes of transportation, including BART transit. Project proposals reviewed on a case-by-case basis for opportunities for additional transit amenities.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-63	Participate in the development of a specific plan for the proposed Railroad Avenue BART station.Ensure that all uses with ½-mile radius of the proposed Station feature mixed-use, pedestrian-oriented design.(Transit Oriented Development)	Implemented.“Railroad Avenue Specific Plan,” adopted by the City Councilin November 2009.
2-P-64	Pursue the development of a trail/path linking the Delta De Anza Trail to the proposed Railroad Avenue BART Station area.	Partially implemented.Identified as policies in the “Railroad Avenue Specific Plan,”adopted by the City Councilin November 2009.Improvements are to be built as redevelopment occurs in the specific plan area.
2-P-65	Work with Los Medanos Community College to facilitate pedestrian and bicycle connections from the campus to nearby commercial and residential areas (See 5-P-50).	Implementation ongoing.Projects reviewed on a case-by-case basis for opportunities for such connections.
2-P-66	Work with Los Medanos College and the City of Antioch to undertake a study exploring the viability of a street connection between Leland and Buchanan Roads, along the eastern edge of the College at the border of the two cities.	Partially implemented.Proposed “Standard Oil Avenue” is identified as a planned future route of regional significance in the East County Action Plan adopted by TRANSPLAN in August 2009 and the Countywide Transportation Plan adopted by the Contra Costa Transportation Authority in June 2009.
Buchanan		
2-P-71	New residential development south of Buchanan Road should: ○ Ensure that adequate acreage is dedicated for an elementary school and community park directly adjacent to Buchanan Rd.; ○ Not result in any net increase of peak-hour stormwater flow; ○ Preserve and enhance existing north-south creeks; and ○ Respect natural topography in the design and construction of new units.	Ongoing as part of development review (review of the Tuscany Meadows residential development application is currently underway).Pittsburg Unified School District has determined that they do not need a school site in that area.
2-P-72	Pursue construction of the Buchanan bypass, as designated in the General Plan Diagram, providing an alternative route for commuters traveling from Kirker Pass Rd. to destinations east of Pittsburg.	Identified in the five-year Capital Improvement Program (ST-4).Final environmental impact report for the corridor certified in September 2014. Annexation of land still pending.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Woodlands		
2-P-76	Ensure that new residential development along Kirker Creek preserves natural riparian habitat.New development shall be setback at least 50 feet from the top of the stream bank, with continuous multi-use trail access along the west side for the creek.	Ongoing.Implemented on a case-by-case basis.
West Central		
2-P-78	Explore the feasibility of a pedestrian and bicycle bridge across State Route 4, near the Parkside and Los Medanos elementary schools.	Not implemented.
West Leland		
2-P-81	Undertake a streetscape enhancement program for West Leland Road focusing on improving the walkability and visual character of the corridor.Emphasize increased street trees and landscaping, medians, crosswalks, widened sidewalks and benches.	Implementation ongoing.Some improvements to West Leland Road completed in Summer 2009.Additional median improvements identified in the five-year Capital Improvement Program (ST-5). Code enforcement actions to remove unpermitted signs ongoing.
2-P-82	Pursue accessibility to Stoneman Park and expansion of the Park's bicycle and pedestrian trail network.	Partially implemented.Class II bicycle facilities and sidewalks along West Leland Road currently link the Delta De Anza trail to Stoneman Park (since renamed John Henry Johnson Park).
2-P-83	Explore the feasibility of provision of pedestrian and bicycle linkages from the Delta De Anza Trail to Stoneman Park.	Partially Implemented.Class II bicycle facilities and sidewalks along West Leland Road currently link the trail to Stoneman Park/John Henry Johnson Park.Continue to explore feasibility, opportunities and alternatives for pedestrian/bike crossings of the Contra Costa Canal.
Southwest Hills		
2-P-84	Ensure extension of West Leland Road and San Marco Boulevard through the area, as shown on the General Plan Diagram, as a condition of any new approval in the area.	Partially implemented (West Leland Rd. has been extended to and just beyond San Marco Blvd). Implementation ongoing as development occurs on properties adjoining the proposed roadway alignment.

LAND USE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
2-P-91	Consider the development of a specific plan for the High Density Residential, Business Commercial, and Community Commercial areas adjacent to State Route 4, West Leland Road and San Marco Boulevard.Integrate all uses in this area into a mixed-use, transit-oriented village, featuring executive offices, research and development, entertainment, and hotel uses.	Partially implemented.The City Counciladopted the "Pittsburg/Bay Point BART Station Master Plan," October 17, 2011 (Ordinance No. 11-1350)establishing multi-modal and mixed use development standards for development of properties closest to the Pittsburg/Bay Point BART station.Master plan approved for the Alves Ranch site (north of West Leland Road and west of Bailey Road) in January 2009 (Ordinance No. 08-1312), includes residential and commercial uses, a wide and meandering sidewalk next to West Leland Rd., and an internal east/west street with wide sidewalks.Implementation ongoing as development occurs in the specific plan area.
2-P-93	Pursue construction of a landscaped multi-use path along West Leland Road, from Pittsburg/Bay Point BART Station to the proposed San Marco Village.Ensure that design of the linear parkway accommodates bicyclists.	Implementation ongoing.Partially constructed with San Marco Villas Apartments and Toscana frontage improvements.January 2009 master plan approved for Alves Ranch includes a multi-use trail along the site's West Leland Road frontage and an eight-foot wide sidewalk that is sufficiently wide for combined use by pedestrians and bicyclists,extending through the center of the site from the edge of the Pittsburg/Bay Point Master Plan to then starting point of the Toscana frontage improvements.
Northwest River		
2-P-96	Preserve the wetlands and salt marsh habitats along the Suisun Bay waterfront.Allow only development of the multi-use trails and recreation facilities.	Ongoing.Regional plan for a 'delta trail' is in progress.
2-P-97	Maintain the Mirant powerplant site in the Industrial designation.Pursue annexation of the power plant and adjacent PG&E properties to ensure land use control of these areas.	Implemented.Mirant Annexation completed June 2008.Proposal to re-activate use of tanks for industrial use (crude oil storage) withdrawn by applicant.
2-P-99	Pursue opportunities for a linear park/trail along the waterfront, connecting to Downtown.	Mirant Annexation completed.Regional plan for a 'delta trail' is in progressand was included in the 2009 Contra Costa Countywide Bicycle and Pedestrian Plan, and was recognized through conditions of approval of the Columbia Solar Energy project in 2013.

GENERAL PLAN POLICY MATRIX

GROWTH MANAGEMENT ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
3-P-3	Work with Contra Costa Transportation Authority (CCTA) and TRANSPLAN (the transportation planning committee for East County) to develop and implement Action Plans for Routes of Regional Significance, as designated in Figure 3-1.	Implementation ongoing.Staff worked with TRANSPLAN in preparation of the most recent 2014 update to East County Action Plan for Routes of Regional Significance and a final draft is pending review and adoption by the Contra Costa Transportation Authority.
3-P-4	Participate in cooperative regional land use and transportation planning efforts by sharing information about future development in the City with interested agencies and jurisdictions.	Implementation ongoing.Applications for development and notices for development proposals are sent to interested agencies, as appropriate. Planning Staff has created a project pipeline list and map detailing the location and vital information regarding pending and recently approved planning projects throughout the City, which is accessible online to the general public.
3-P-11	Prepare, adopt and implement a Transportation Systems Management ordinance or resolution, with the purpose of ensuring attainment of adopted traffic levels of service standards.	Implemented (PMC chapter 10.60).
3-P-12	Adopt and update development mitigation programs that collect fees to mitigate transportation impacts to both local and regional transportation facilities.	Implemented (PMC chapters 15.102 and 15.103).
3-P-13	Review and update the City's transportation impact fee schedule, requiring developers to pay the costs necessary to mitigate impacts of their development projects on the local and regional transportation system.	Implemented (PMC chapters 15.102 and 15.103).
3-P-15	Prepare, adopt and periodically update a five-year Capital Improvement Program (CIP) that describes City-sponsored capital projects necessary to maintain and improve operations for traffic, transit, pedestrians and bicyclists within the city.Proposed funding sources, agency responsibility, and project phasing should be identified in the CIP.	Implementation ongoing.Most recent update to CIP approved by City Council in August 2015.

GROWTH MANAGEMENT ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
3-P-16	Preserve options for future transit use when designing improvements for roadways.Ensure that developers provide bus turnouts and/or shelters, where appropriate, as part of projects.	Pittsburg Municipal Code chapter 15.96 requires installation of bus turnouts and shelters for new commercial/industrial development along arterial streets, upon request by applicable transit agency.Development Review and Design Guidelines updated in November 2010 include policies that encourage bicycle/pedestrian connectivity and alternative transportation programs.Also, a 'Complete Streets' policy was adopted by the City Council in 2013. Additionally, Planning Commission goals for 2015 included an update to the General Plan to ensure consistency with Complete Streets policies and an expanded network of bicycle and pedestrian pathways throughout the city.Project proposals reviewed on a case-by-case basis for opportunities for additional transit amenities.
3-P-17	As part of development approval, ensure that safe and contiguous routes for pedestrians and bicyclists are provided within new development projects and on any roadways that are impacted as a result of new development.	Development Review and Design Guidelines updated in November 2010 includes policies that encourage bicycle/pedestrian connectivity and alternative transportation programs.A'Complete Streets' policywasadopted by the City Council in 2013. Additionally, Planning Commission goals for 2015 included an update to the General Plan to ensure consistency with Complete Streets policies and an expanded network of bicycle and pedestrian pathways throughout the City. Project proposals reviewed on a case-by-case basis for opportunities for additional transit amenities.
3-P-19	Comply with California Government Code Sec.65400(b) requiring preparation of an annual report summarizing the City's progress in implementing the General Plan, and submit copies of the report to the Contra Costa Transportation Authority biennially as part of the Authority's Growth Management Plan Compliance Checklist.	Implementation ongoing through preparation of this report and with submittals to appropriate entities.

GENERAL PLAN POLICY MATRIX

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Views, Ridges, and Edges		
4-P-1	Require ridge setbacks for all new hillside development.Building pads should be located at least 150 feet away from the crest of a major ridgeline (measured horizontally from the centerline), as designated in Figure 4-3.	Ongoing.Implemented on a case-by-case basis as development proposals are reviewed.
4-P-4	Develop and implement use of a “Design Review Checklist” for all new hillside development, to ensure that conservation and site layout policies within the General Plan are considered.	Not yet implemented.Adoption of Hillside Regulations put on hold by City Council due to budgetary constraints.
4-P-5	Design and install entry features at the entrances to the city, implemented through the City’s Capital Improvement Program.Use landscaping, signs lighting, and other visual features to announce the gateway along regional roadways.	Not yet implemented, but identified in the five-year Capital Improvement Program (G-12).
Hillside Development		
4-P-8	Update the Hillside Planned Development District within the City’s Zoning Ordinance to reflect the hillside development standards and policies set forth within the General Plan.	Not yet implemented.Adoption of Hillside Regulations put on hold by City Council due to budgetary constraints.
4-P-10	Amend the City’s Zoning Ordinance to allow density bonuses of 10 percent (maximum) for new hillside development that preserves 40 percent of natural hill contours.	Not yet implemented.Adoption of Hillside Regulations put on hold by City Council due to budgetary constraints.
4-P-11	Limit grading of hillside areas over 30 percent slope (on Figure 10-1) to elevations less than 900’, foothills, knolls, and ridges not classified as major or minor ridgelines (on Figure 4-2).During review of development plans, ensure that necessary grading respects significant natural features and visually blends with adjacent properties.	Ongoing.Implemented on a case-by-case basis as development proposals are reviewed.
4-P-13	Revise the City’s development permitting requirements to include erosion control and re-vegetation programs as part of grading plans for new hillside development.	Handled through the grading ordinance.Additional standards considered for inclusion in the Hillside Regulations put onhold by City Council due to budgetary constraints.

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
4-P-16	Allow flag lots with common driveways within hillside neighborhoods, in order to encourage terracing of buildings while minimizing roadway cut-and-fill (see Figure 4-4).	Ongoing.Implemented on a case-by-case basis as development proposals are reviewed.
4-P-30	Ensure that all residential developers provide multi-use trails or trailheads connecting to local schools and parks, commercial centers, and regional open spaces.	Ongoing.Implemented on a case-by-case basis as development proposals are reviewed.Pedestrian/bicycle connectivity policies incorporated into the new green building policies in the Development Review and Design Guidelines update adopted November 2010. In 2013, the City Council adopted Resolution No. 13-11920, which established a citywide Complete Streets policy, which calls for street connectivity in new developments. Additionally, Planning Commission goals for 2015 included an update to the General Plan to ensure consistency with Complete Streets policies and an expanded network of bicycle and pedestrian pathways throughout the city. In 2016, construction began on a Class I trail along the west side of San Marco Boulevard, from the existing Class 1 trail ending at El Cajon Court to West Leland Road(approximately 900 linear feet). Staff continuing to pursue grant funding to establish connections in approved developments, such as the Vista Del Mar Trail which was included in the CIP (PK-28), and which was completed in 2014.
Key Corridors		
4-P-33	Pursue the extension of the Railroad Avenue linear park north along the west side of the arterial to City Park.	Partially implemented.Supporting policies incorporated into the “Railroad Avenue Specific Plan,” adopted by the City Council in November 2009 (Ord. No. 09-1319).The described linear park was excluded from the newly-built County Courthouse building approved by the State. The BART Multimodal Transfer Facility, at the corner of Railroad Avenue and California Avenue, will provide parking for over 40bicycles, wide pedestrian pathways with active streetscapes, a new bus turnout and multiple covered waiting shelters to encourage alternative modes of transportation, including BART transit.

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
4-P-34	Provide incentives (available through Enterprise Zone programs and Local programs) for demolition and/or reuse of blighted commercial properties near the Civic Center.	Implementation ongoing. Enterprise Zone program eliminated by State in 2014.
4-P-35	Create a sense of identity along Railroad Avenue by installing street amenities fabricated from similar materials and styles as existing median trellises.	Partially implemented and ongoing.Bus shelters and median trellises on Railroad Ave. south of Highway 4 are made from common material (metal) with different finishes.“Railroad Avenue Specific Plan,” incorporates policies addressing streetscape improvements.Streetscape improvements built in downtown share a common theme and color scheme. The BART Multimodal Transfer Facility, at the corner of Railroad Avenue and California Avenue, is consistent with the applicable portions of the RASP Architectural and Design Criteria, will utilize varied materials and colors to provide visual interest,and incorporate outdoor stairs, railings, fences, and other outdoor elements that are decorative and composed of materials that are architecturally compatible with surrounding developments.
4-P-36	Consider developing architectural guidelines for new development or redevelopment along Railroad Avenue.	Implemented with adoption of the “Railroad Avenue Specific Plan,” approved November 2009 and the “Old Town Pittsburg Design Guidelines,” approved September 2005.
4-P-38	Develop an entry feature at the intersection of Railroad Avenue/Kirker Pass Road and Nortonville Road to welcome residents and visitors to the City of Pittsburg.	Identified in the five-year Capital Improvement Program (G-12).
4-P-41	Provide incentives to redevelop blighted commercial properties along Railroad Avenue.Encourage developers to provide pedestrian amenities and focus on connections between the street and surrounding properties.	Incentives incorporated into the “Railroad Avenue Specific Plan.”Implementation ongoing as redevelopment and buildout occurs in the Specific Plan area.
4-P-42	Work with Contra Costa Water District to clean up Contra Costa Canal, including the removal of litter and reduction and beautification of fencing.	Not implemented.

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
4-P-43	Pursue private investment in the redevelopment of the Railroad Square shopping center.Consider development of a community or recreational facility on this property.	Partially implemented.Prior to its dissolution, the Redevelopment Agency provided funding for improvements for a restaurant in the shopping center. In 2015, staff worked with the various property owners to repaint the entire shopping center in a cohesive color scheme.The Planning Division is currently working with the multiple property owners to remedy further code violations dealing with signage and site maintenance. Other incentives (streamlined permitting, design assistance) could be made available to property owners pursuingother improvements to other tenant spaces.
4-P-44	Work with BART to develop a pedestrian-oriented mixed-use district in the proposed Railroad Avenue BART Station Area.	Implemented with adoption of the “Railroad Avenue Specific Plan,” approved by the City Council in November 2009.
Willow Pass Road		
4-P-45	Narrow the section of Willow Pass between Beacon Street and Range Road to one travel lane in each direction, and construct a landscaped center median with left-turn pockets.	Partially implemented.Road is one lane in each direction, but landscaped medians have not been installed for length of street.
4-P-46	Widen sidewalks along the eastern section of the Willow Pass Road corridor, for use by local residents moving between Downtown, adjacent neighborhoods, and industrial employers.	Partially implemented with new private developments along this portion of corridor (e.g., Transbay Cable and First Baptist Church).
4-P-48	Pursue the design and construction of an interchange/overpass at State Route 4 and Range Road.Work with Caltrans to design an interchange facility that will accommodate future traffic demands.	Over crossing construction identified in the five-year Capital Improvement Program (project ST-1) but is currently unfunded.
4-P-49	Initiate a tree-planting program along Willow Pass Road. Use a variety of native and locally-recognized trees with low maintenance needs.	Implementation ongoing. Trees along property frontages are planted with new private developments (e.g., Transbay Cable) as they are built.
4-P-51	Actively pursue redevelopment of vacant and underutilized parcels along Willow Pass Road with business and service commercial uses.	Implementation ongoing.

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
4-P-52	Rebuild the interchange/underpass between Willow Pass Road, Range Road, North Parkside Drive, and the BNSF Railroad tracks for safe and efficient movement of auto and bicycle traffic.	Not yet implemented, but identified in the five-year Capital Improvement Program (project ST-25).
4-P-53	Reconstruct the interchange/underpass between Willow Pass Road, Range Road, North Parkside Drive, and the BNSF Railroad tracks to improve accessibility, by installing City signage and safety features (for example, stop or yield signs).	Not yet implemented, but identified in the five-year Capital Improvement Program (project ST-25).
Leland Road		
4-P-56	Construct a center median along West Leland Road, with trees and landscaping, from Railroad Avenue to the Pittsburg/Bay Point BART station area, as street right-of-way allows.Provide left-turn pockets for access to residential neighborhoods.	Not implemented.
4-P-57	Provide marked, on-street bike lanes along Leland Road, west of Stoneman Park.	Implemented.
4-P-58	For pedestrian safety and comfort, construct and maintain covered bus shelters at transit stops along Leland Road.	Partially implemented.Pittsburg Municipal Code chapter 15.96 requires installation of bus turnouts and shelters for new commercial/industrial development along arterial streets, upon request by applicable transit agency.
State Route 4		
4-P-64	Work with CALTRANS to implement a uniform landscape theme along the State Route 4 corridor throughout the Planning Area.	Ongoing.
4-P-65	Work with CALTRANS to incorporate landscaping and signage and to improve views and access to the Pittsburg Civic Center and other destination points from State Route 4.	Ongoing.
4-P-66	Revise the City's sign regulations to allow larger freestanding signs along State Route 4 to identify regional commercial uses.Ensure that such signs are coordinated in design and limited in number.	Implemented. Ordinance allowing billboards subject to certain standards adopted in 2015. Due to limitations on the number of available parcels and subsequent billboard location study, this ordinance wasfurther revised in January 2016.

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Mixed Use Areas		
4-P-67	Develop land uses in the BART Station Area according to the Pittsburg/Bay Point BART Station Area Specific Plan.	Properties rezoned M-P (Mixed Use with a Master Plan Overlay) District, and the"Pittsburg/Bay Point BART Master Plan," adopted with CityCouncil adoption of Ordinance No. 11-1350 in October 2011.
4-P-68	Pursue the development of a Transit Plaza, in cooperation with Contra Costa County, BART, Tri-Delta, and County Connection, adjacent to the BART Station.Such a Transit Plaza would link rapid transit, bus service, and park and ride lots within a walkable, mixed use village.	In progress.Guidance policies for the transit plaza development were incorporated into the "Pittsburg/Bay Point BART Master Plan" adopted by City Council in October 2011. Additionally, the BART Multimodal Transfer Facility, at the corner of Railroad Avenue and California Avenue, will help link BART to bus service, bicycle facilities, and passenger automobiles. A Class I pathway to link the existing park and ride lot to the BART terminal is currently being designed, with an anticipated construction in 2017.
4-P-70	Upon finalization of plans to extend BART to Railroad Avenue, develop a mixed-use, transit-oriented center surrounding the proposed station.Focus redevelopment on higher-end business/office uses, with support retail, restaurant, and residential activities.	Implemented with the adoption of the "Railroad Avenue Specific Plan,"in November 2009 (Ordinance No. 09-1319).
4-P-71	Upon finalization of plans to extend BART to Railroad Avenue, work with BART to develop a Railroad Avenue BART Station Area Specific Plan that addresses: ○ Mixed-use structures; ○ Building design that focuses on street-orientation; ○ Extensive landscaping and street trees; ○ Pedestrian furniture (for example, benches and trash cans); ○ Street lighting; and ○ Signage.	"Railroad Avenue Specific Plan" adopted by City Council in November 2009.
4-P-72	Encourage reuse and redevelopment of the aging industrial/warehouse structures currently located within the proposed Railroad Avenue BART Station Area, between Garcia Avenue and State Route 4.Amend the City's Zoning Ordinance to allow commercial intensities of up to 2.5 FAR.	Implemented with the adoption of the "Railroad Avenue Specific Plan," in November 2009 (Ordinance No. 09-1319).

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
4-P-74	Develop a mixed-use village at the intersection of West Leland Road and the proposed San Marco Blvd.	Not implemented.Current entitlements for the property pursuant to a development agreement identify exclusively residential development for the general area with a gas station on the northwest corner and a park on the southeast corner of the intersection.
4-P-76	Pursue the development of a linear parkway along West Leland Road, connecting the Pittsburg/Bay Point BART Station Area to San Marco Village.	Partially implemented with sidewalk improvements adjacent to San Marco Villas and Toscana.Master plan for Alves Ranch includes multi-use pathway at West Leland Road frontage of property and an eight-foot wide sidewalk that is sufficiently wide for combined use by pedestrians and bicyclists, extending through the center of the site from the edge of the Pittsburg/Bay Point Master Plan to then starting point of the Toscana frontage improvements.
Neighborhood Design		
4-P-80	Prepare a design standards checklist and/or residential design guidelines for use during review of development projects.	Residential Design Guidelines exist and were updated in November 2010 to include green building and sustainable design policies.
4-P-82	Develop and implement development standards in the City's Zoning Ordinance and Subdivision Regulations that minimize the visual dominance of garages in residential units.	Not implemented. However, design guidelines to minimize the visual impacts of garage doors are included as part of City Design Review and Development Guidelines adopted November 2010.
4-P-83	As part of the City subdivision regulations, establish street connectivity requirements.	Partially implemented.Policies encouraging enhanced pedestrian and vehicular connectivity in new residential developments were incorporated into the updated Development Review and Design Guidelines adopted November 2010 and the City Complete Streets Policy, adopted 2013.Additionally, Planning Commission goals for 2015 included an update to the General Plan to ensure consistency with Complete Streets policies and an expanded network of bicycle and pedestrian pathways throughout the city.
4-P-84	Use traffic calming measures to reduce speeds in residential areas, rather than limit through-street connections.	Ongoing.City continues to pursue grant funding for traffic calming measures such as bulbouts and lighted crosswalks.Bulbouts, raised intersections and a roundabout have been built in various intersections in downtown for traffic calming purposes.Speed humps program incorporated into the Capital Improvement Program (ST-85 and ST-86).

URBAN DESIGN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
4-P-85	Provide safe and comfortable pedestrian routes through local neighborhoods by requiring sidewalks on both sides of residential streets, except in hillside areas, by planting street trees adjacent to the curb, and by minimizing curb cuts.	Implementation ongoing as development proposals are reviewed.Updated Development Review and Design Guidelines for new construction (adopted November 2010) include policies encouraging safe and unobstructed pedestrian access through neighborhoods.

GENERAL PLAN POLICY MATRIX

DOWNTOWN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Development Strategies		
5-P-1	Develop and adopt downtown Zoning Districts to address specific land use and development standards for the Downtown area.	Implemented with the establishment of the CP (Pedestrian Commercial) District in October 2006 and the Phase 2 Zoning Code Update adopted May 2007.
5-P-3	Ensure coordination between the Pittsburg Redevelopment Agency, Community Development Department, and Economic Development Department in order to achieve the goals and policies envisioned for Downtown.	Implementation ongoing.
5-P-4	Concentrate Downtown Commercial activity - which includes specialty retail, professional offices, personal services, entertainment and other similar uses - along the Railroad Avenue corridor.	Implemented with the adoption of the CP (Pedestrian Commercial) District in October 2006.
5-P-6	Pursue the development and promotion of cultural activities and facilities, such as museums, meeting halls, community theaters, public art galleries and shows, located within the Commercial Core.	Planning Commission approved design review applications for façade updates to, and restoration of, the Enean and California Theaters, respectively, to support re-establishment of the use as entertainment facilities.Construction of Enean Theater renovation currently on hold due to fiscal constraints.Rehabilitation of the California Theater commenced in 2010 and completed in 2012. Further restoration and updates to the California Theater were completed in 2016, and additional updates are currently being designed by City Engineering Division.
5-P-7	Encourage property-owners in the Commercial Core to utilize ground-level storefronts for retail and pedestrian-oriented commercial activities (for example, restaurants, boutiques, and personal services).	Implemented with the adoption of the CP (Pedestrian Commercial) District in October 2006.
5-P-8	Limit commercial uses along the southern side of East Tenth Street to Service Commercial businesses—including repair and maintenance, retail sales, special trade contracting and other similar uses.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.

DOWNTOWN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
5-P-9	Permit mixed-use projects with service commercial uses on street frontage along the northern side of East Tenth, to provide a transition to Downtown residential areas.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
5-P-10	Pursue the development of a community/public use in the large vacant lot facing East Tenth, adjacent to the brick Adventist Church.	Planning Commission approved design review and density bonus requests for an 81-unit senior housing complex with senior services on the property in September 2008.Property owner not pursuing development of the siteat this time.
5-P-12	Improve streetscaping along East Tenth Street with a landscaped median, wide sidewalks, pedestrian amenities (for example, benches and trash/recycling receptacles), and street trees.	Partially implemented with the construction of theEntrata mixed-use building, Marina Vista Elementary School, and La Hacienda building improvements.Additional improvementson East 10th Street, between Railroad Avenue and Black Diamond Street, completed in 2010as part of city CIP project.
5-P-13	Undertake active efforts, including land acquisition and assembly, to develop a waterfront activity center at the terminus of Harbor Street, featuring a cluster of Marine commercial uses, including specialty retail, services, restaurants, marine repair and docking facilities, hotels and other uses.	Ongoing.Properties have been rezoned CW (Waterfront Commercial) District in anticipation of private redevelopment of the site.
5-P-14	Develop a detailed design plan for the City's new Marine Commercial center, featuring: mixed-use village atmosphere; walkable layout, with pedestrian amenities; public access to the shoreline and views of Browns Island; and focus on visitor attractions, as well as traditional marine services.	Not implemented.
5-P-15	Acquire land at the terminus of Harbor Street for the development of a public park and promenade, providing access to the waterfront and open space at the center of the new Marine Commercial center.	Partially implemented.Multiple parcels were acquired by the former Redevelopment Agency.A Memorandum of Understanding executed in 2009 regarding the development property at the terminus of Harbor Street was executed in 2009 to ensure the City and Tesoro continue to work cooperatively on any development plans for the Tesoro property. Land dedication for wide sidewalk and landscaping on west side of Harbor Street was required as a condition of approval of the tentative map for former Johns Manville property; a five-year extension of approval of the tentative map was approved by the Planning Commission in 2016.

DOWNTOWN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
5-P-16	Encourage redevelopment of the [former] Johns Manville property. Allow existing Industrial uses to operate until redevelopment occurs (including rebuild, if damaged or destroyed).	Site of former Johns Manville plant has been rezoned for residential and commercial development, and buildings have been removed by property owner. A five-year extension of approval of the tentative map was approved by the Planning Commission in 2016 in order to help the existing property owner market the site to a developer.
5-P-18	Pursue the dedication of public open space during the redevelopment of infill sites within the downtown, particularly adjacent to the waterfront area.	Implemented on a case-by-case basis as development proposals are reviewed.Belle Harbor, an 82-unit single family infill development on approximately seven acres approved in 2016 includes approximately 12,000 square feet of community open space, including a tot lot and play structure.
5-P-21	Provide flexible small-lot single-family (SLSF) development standards in the City's Zoning Ordinance.	Implemented with Phase 2 Zoning Code Update adopted May 2007.
5-P-22	Pursue acquisition and development of a new park site, as designated in Figure 5-1.Provide a variety of recreational facilities to serve residents of surrounding neighborhoods.	Ongoing.Park designation on three West 10thStreet Neighborhood blocks has been removed in favor of promoting restoration of the existing homes and established single-family neighborhood.Construction of a new plaza at West 6th Street and Railroad Avenue in Old Town was completed in 2010, in accordance with the five-year CIP (PK-57).Construction of John Buckley Square, a larger park immediately behind and adjacent to the plaza,was completed in mid-2015. Evaluation of additional sites for urban parks and plazas ongoing as part of development review.
5-P-25	Improve streetscaping along West 10thStreet with a landscaped median, wide sidewalks, pedestrian amenities (for example, benches and trash/recycling receptacles), and street trees.	Implemented.Construction completed in 2010 on City capital improvement project that included new street surfacing, a landscaped center median, and new widened sidewalks.
Design and Development		
5-P-26	Continue streetscape beautification efforts within the Downtown, focusing on improving the visual connection between the Commercial Core and the waterfront.	Construction of streetscape improvements along Railroad Avenue completed in 2010; improvements include new trees, on-street diagonal parking stallsand raised intersections (traffic calming measure).

DOWNTOWN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
5-P-27	Encourage the repetition of key historical architectural features—such as windows and displays, cornice details, and roofline/pitch elements—in the redevelopment of commercial structures in Downtown.	Design standards and policies adopted with the "Old Town Design Guidelines" in September 2005.Implementation and application of standards and policies ongoing as part of project review.
5-P-29	Ensure that new construction and remodeling throughout Downtown (including the New York Landing Historical District) are reviewed for design compatibility by the Planning Commission.	Design standards and policies adopted with the "Old Town Design Guidelines," in September 2005.Implementation and application of standards and policies ongoing as part of project review.
5-P-31	Design and implement a gateway project at the Railroad Avenue overpass between Central Avenue and Tenth Street, providing an identifiable gateway into the downtown.	Old Town entry sign and public announcement reader-board constructed at Railroad Avenue and East 10th Street in 2009.
5-P-32	Develop a "way-finding" system for Downtown Pittsburg.Install uniform signage and banners informing visitors of major attractions, including directions to Downtown from the Highway and to the waterfront from Downtown.	In progress.Informational signage placed in Old Town Plaza near Railroad Avenue at East 5th Street.Additional signage identifying public parking lots has been proposed but not installed.
5-P-35	During redevelopment of commercial properties along Railroad Avenue, pursue widening of sidewalks north of Eighth Street, as site configuration allows.Allow and encourage outdoor seating and services adjacent to restaurants and other food/beverage sales.	Implemented with the approval/construction of the Railroad Avenue streetscape improvements, theVidrio and Siena Court projects, and various façade remodels (Mechanics Bank/Steeltown Coffee and Lumpy's Diner).Outdoor seating and service approved for Sassy Sweets and CreAsian restaurants in 2015 to encourage outdoor seating and an active streetscape.Implementation ongoing as part of review and approval of façade remodel plans.
5-P-39	Extend the historical flavor of architectural features within the New York Land Historical District to the intersection of Railroad Avenue and Tenth Street.	Design standards and policies adopted with the "Old Town Design Guidelines," in September 2005.Implementation and application of standards and policies ongoing as part of project review.
5-P-40	Pursue acquisition of the Railroad Avenue terminus by transferring existing private recreation facilities due west of the adjacent Medium Density Residential neighborhood.Redesign the public plaza to ensure that both visual and physical access from Downtown is achieved.	Partially implemented.Visual access enhanced.

DOWNTOWN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
5-P-41	Encourage design of the Harbor Street terminus to provide an unobstructed view of New York Slough and a 30-foot wide promenade to the waterfront.This linear park/promenade should function as a public square, with buildings oriented toward it and pedestrian amenities leading from East Third.	Properties rezoned to CW (Waterfront Commercial); however, General Plan designations for'park'remain atthe northern terminus of Harbor and East 3rd Streets, extending to the water and along the entire waterfront between the existing Bay Harbor Park Subdivision to the Koch Carbon facility at 707 East 3rd Street.Former Tesoro buildings near terminus have been demolished. Multiple parcels were acquired by the former Redevelopment Agency. A Memorandum of Understanding executed in 2009 regarding the development property at the terminus of Harbor Street was executed in 2009 to ensure the City and Tesoro continue to work cooperatively on any development plans for the Tesoro property.
5-P-42	Improve the pedestrian path along Marina Boulevard, connecting the Downtown core to the waterfront/marina area.Provide a wide path right-of-way, way-finding signage, landscaping, interpretive plaques, and street lighting.	Partially implemented with completion of the Marina Master Plan and the Marina Promenade project.
Access and Parking		
5-P-44	Provide public parking lots within downtown, and limit private, single-user parking areas.However, ensure the provision of off-street parking facilities in periphery Downtown areas to encourage pedestrian movement.	Implemented.Phase 2 Zoning Update eliminated requirement for off-street parking for non-residential uses in CP (Pedestrian Commercial) District along Railroad Avenue.Public parking facilities provided at E. 5th Street, E. 6th Street, along 8th Street corridor and off of Marina Boulevard.
5-P-45	Reduce off-street parking requirements within High Density Residential neighborhoods of the downtown to one space per housing unit.Allow further reductions in parking requirements for new residential projects that provide transit-friendly design features.	Partially implemented with Phase 1 Zoning Code Update adopted November 2005, which lowered the residential parking requirement to 1.5 spaces per unit within the Downtown Subarea.Further reductions in parking requirements are considered on a case-by-case basis and have been approved for affordable housing/density bonus projects (e.g., Siena Court andAlmenara apartments).
5-P-46	Consider making all one-way streets two-way by eliminating on-street parking, if necessary.	Evaluation of street design alternatives ongoing.
5-P-47	Investigate use of diagonal on-street parking spaces on Downtown commercial streets.	Implemented.Diagonal parking installed on Railroad Avenue and on 8th Street.

DOWNTOWN ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
5-P-48	Continue to install and maintain crosswalks and landscaped curb extensions at heavily-used intersections within the Downtown.	Implemented.Railroad Avenue streetscape improvements completed in 2010, and include bulbouts and raised intersections on Railroad Avenue.Additional opportunities for such improvements evaluated as part of development review for downtown projects.
5-P-49	Design sidewalks in the Downtown Commercial Core that allow for the free flow of pedestrians, and include conveniently located rest areas with shade and seating.	Implemented.Railroad Avenue streetscape improvements completedin 2010 include benches, trash receptacles, bollards at key intersections, new light standards and sidewalk tree grates.
5-P-50	Develop a bikeway along the Downtown waterfront from Central Harbor Park to the proposed Marine Commercial Center, adjacent to the proposed Marina Boulevard pedestrian path.	Not implemented. This proposed pathway has been identified in the 2009 Contra Costa Countywide Bicycle and Pedestrian Plan.
5-P-51	Develop a bikeway connecting the Downtown and waterfront areas to the Civic Center area along Railroad Avenue.	Partially implemented.Projectfor stripingbike lanes and “sharrows” indicating bike routes on Railroad Avenue between Civic Avenue and East 10th Street completed.
5-P-52	Create pedestrian and bike path linkages between existing Downtown parks.	Partially implemented with construction of the 8th Street linear park and Marina Promenade.

GENERAL PLAN POLICY MATRIX

ECONOMIC DEVELOPMENT ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
6-P-2	Establish an implementation program that specifically outlines tasks to be undertaken, timeframes for completion, resources to be allocated, monitoring, and annual evaluation to ensure the overall success of the initiatives proposed in the Economic Development Strategy.	Implemented.
6-P-5	Undertake a detailed study to assess the true costs of development and establish an appropriate impact fee schedule to ensure that new development “pays its own way” with respect to infrastructure and servicing.	Implemented.Updated as needed.
6-P-9	Establish Economic Opportunity Areas in Pittsburg, as indicated in Table 6-3 and Figure 6-2.Development in these areas must reflect both current and future trends, maximize revenue-generating opportunities for the City, and provide for economic diversity.	On December 31, 2013, the California Enterprise Zone program ended.Other programs in place to help new and existing businesses would include the Workforce Development program (funded by the County), the California Competes program (funded by the State) and the Pittsburg Chamber of Commerce, which has a small business program that is currently free of charge for businesses in town.
6-P-11	Develop a retail and consumer services strategy to attract regional- and local-serving non-basic industries, ensure appropriate location, and maximize growth opportunities.Incorporate initiatives to retain and expand existing retail and consumer services businesses.	Implementation ongoing with ongoing business recruitment, retention and outreach efforts, and business relationship-building under the Sister City program.
6-P-12	Develop a research and development (R&D) and office attraction strategy to promote economic diversification, ensure appropriate locations and maximize growth opportunities.Incorporate initiatives to retain and expand existing R&D and office businesses.	Implementation ongoing with ongoing business recruitment, retention and outreach efforts, and business relationship-building under the Sister City program.
6-P-13	Create a Research and Development (R&D) Industry Advisory Council comprised of business leaders from within Pittsburg to assist the implementation of the R&D and office attraction strategy (Policy 6-P-11).	Not implemented. There currently is very little R&D space available in the City. R&D and Class A office space is in the planning stage, and implementation will begin as space becomes available.

ECONOMIC DEVELOPMENT ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
6-P-14	Establish an inventory of ready-to-go non-residential sites, complete with zoning, infrastructure, and environmental clearances.If necessary, acquire or assemble sites to ensure availability of sites of adequate size to attract industry clusters that meet the City's development objectives.	Partially implemented. The City has developed a web-based GISthat includes zoning and General Plan land use designations for commercial properties, as well as utilities and other infrastructure information.GIS zoning and General Plan land use information isavailable to the public, and the public can contact city staff for moreinformation. In 2016, the City launched ThinkPittsburg.com to provide prospectivebusinesses with an inventory of commercial and industrial sites, as well as demographic information and comparisons to nearby jurisdictions.
6-P-16	Consider the feasibility of establishing a convention or performing arts center, amphitheater, or other public cultural amenity in or linked to the Downtownor waterfront, or in another appropriatelocation.	Implemented.Construction of a new plaza with small amphitheater at West 6th Street and Railroad Avenue in Old Town (at John Buckley Square) was completed in 2010, in accordance with the five-year CIP (PK-57).Restoration of the California Theatre was completed in late 2012 and has since been available for use as an event venue.
6-P-17	Facilitate additional attractions and events that bring both residents and visitors to the City, the Downtown, and the waterfront.	Implementation ongoing.Annual and seasonal events include Fourth of July fireworks, weekly Farmer's Market (summer and fall months),Seafood Festival, Culinary Crawl and Car Shows during summer months.Events have been held periodically in the California Theatre since its reopening in January 2013. In 2016, the City hosted a weekly "Off The Grid," event, a food truck pop-up seriespopular throughout the Bay Area, at John Buckley Square in Downtown Pittsburg. The City will continue to host weekly Off The Grid events throughout2017.
6-P-18	Ensure that new waterfront development includes enhanced shoreline access, some form of public amenity, and an appropriate mix of waterfront uses.	Implementation ongoingwith the Marina Master Plan and Phase 2 Zoning Update, as well as potential development along the waterfront at the terminus of Harbor Street.

GENERAL PLAN POLICY MATRIX

TRANSPORTATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Street System and Traffic Standards		
7-P-1	Require mitigation for development proposals that are not part of the Traffic Mitigation Fee program which contribute more than one percent of the volume to an existing roadway or intersections with inadequate capacity to meet cumulative demand.	Ongoing.Implemented on a case-by-case basis through conditions of approval.
7-P-2	Use the adopted Regional and Local Transportation Impact Mitigation Fee ordinances to ensure that all new development pays an equitable pro-rata share of the cost of transportation improvements.Review the Traffic Impact Mitigation Fee schedule annually and update every five years at a minimum.	Implementation ongoing.Fees updated annually.
7-P-3	Review and update the City's Engineering Design Standards for each functional roadway classification, according to Table 7-1.	Implemented with adoption of new Engineering Standard Details in May 2007. Further updates currently in design phase.
7-P-4	Require that all traffic studies be conducted by professional transportation consultants selected by the Planning and Building and Engineering Departments, with the City acting as the lead agency. Ensure that all costs associated with the traffic study are paid by the applicant.	Implementation ongoing and on a case-by-case basis during project review.Traffic Division reviews consultant selection.
7-P-5	Apply for Federal Congestion Mitigation Air Quality (CMAQ) grant funding, designed to improve air quality through roadway improvement projects.	Implementation ongoing. In 2010,the City received a $540,000 grant to repave and install bike lanes on Harbor Street (Highway 4 to East Third St.) in 2010. In 2011, city received congestion management grants to rehabilitate the pavement on Railroad Avenue between Linscheid Drive and northern city limits (project completed at end of 2012), and to install bike lanes and sidewalk on North Parkside Drive/Willow Pass Road; both projects were completed in 2013. The City completed a pavement rehabilitation project on Railroad Avenue, from State Route 4 to Linscheid Avenue with $299,000 during fiscal year 2014/2015 with CMAQ funds.

TRANSPORTATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
7-P-6	Design roadway improvements and evaluate development proposals based on Level of Service standards set forth in Goal 7-G-1.	Implementation ongoing. Reviewed on a case-by-case basis. Railroad Avenue Pavement Preservation, as detailed in the CIP (ST-3) completed in 2015.
7-P-10	Require mitigation for development proposals which result in projected parking demand that would exceed the proposed parking supply on a regular and frequent basis.	Implementation ongoing.Reviewed on a case-by-case basis.
7-P-12	Continue to collect fees, plan and design for the future construction of Buchanan Bypass.Ensure preparation of a feasibility and environmental impact study to determine the precise alignment, costs, mitigation measures, and impacts on adjacent uses.	Identified in the five-year Capital Improvement Program (CIP; ST-4).Project EIR was certified by the City Council in September 2009; however, land use changes and annexation are still pending. In 2015, the City Council certified environmental impact reports for the Montreux and Tuscany Meadows residential projects, the impact fees from which will support construction of the Buchanan bypass project.
7-P-16	Continue to collect fees for the extension of West Leland Road to Willow Pass Road, subject to the Traffic Mitigation Fee program.As established by nexus, require new development adjacent to the extension to dedicate right-of-way and construct or fund new intersections and frontage improvements.	Implementation ongoing.Identified in five-year CIP (ST-54, ST-55).Traffic mitigation fees collected and dedication/construction required ofadjacent development as it is warranted in accordance with existing agreements.West Leland Road was extended to the western edge of the San Marco Villas apartments as part of the construction of that complex in 2008/9.
7-P-17	Pursue the design and construction of an interchange/overpass at State Route 4 and Range Road.Work with Caltrans to design an interchange facility that will accommodate future traffic demands.	Identified in five-year CIP (ST-1) but currently unfunded.
7-P-18	Approve construction of the proposed San Marco Boulevard (Bailey Bypass).Ensure preparation of a feasibility and environmental impact study to determine the precise alignment, costs, mitigation measures, and impacts on adjacent uses.Evaluate topographic and geologic constraints, and protected traffic generation rates.Consider a road alignment within the restricted Federal Easement Area, if abandoned, for access to potential residential neighborhoods.	Not implemented.Dependent upon future development applications.
7-P-19	Rebuild the interchange/overpass between Willow Pass Road, Range Road, North Parkside Drive, and the BNSF Railroad tracks for safe and efficient movement of auto and bicycle traffic.	Identified in five-year CIP (ST-25) but currently unfunded.

TRANSPORTATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
7-P-23	Develop procedures and guidelines to mitigate neighborhood traffic impacts in areas where traffic speeds or volumes exceed posted speed limits or standards established above.	Implemented.City has an established process for evaluating speed hump requests from residents and pursues grant funding for other traffic calming measures such as roundabouts and bulbouts.
Transit and Public Transportation		
7-P-26	Require mitigation for development proposals which increase transit demand above the service levels provided by public transit operators and agencies.	Implementation ongoing.Implemented on a case-by-case basisas part of project review.
7-P-29	Preserve options for future transit use when designing improvements for roadways. Ensure that developers provide bus turnouts and/or shelters, where appropriate, as part of projects.	Implementation ongoing. Implemented on a case-by-case basis as part of project review. Pittsburg Municipal Code chapter 15.96 requires installation of bus turnouts and shelters for new commercial/industrial development along arterial streets, upon request by applicable transit agency.Development Review and Design Guidelines updated in November 2010 include policies that encourage bicycle/pedestrian connectivity and alternative transportation programs. The BART Multimodal Transfer Facility, at the corner of Railroad Avenue and California Avenue, will provide parking for over 40bicycles, wide pedestrian pathways with active streetscapes, a new bus turnout and multiple covered waiting shelters to encourage alternative modes of transportation, including BART transit.
7-P-32	Support efforts by public agencies and/or private interests to promote regional heavy and light passenger rail transit as an alternative or adjunct to BART, with connections to BART and other multi-modal transit.	Implementation ongoing.Groundbreaking for East County extension of BART occurred in October 2010. Construction currently underway with an estimated completion date of 2018. Proposed multimodal drop-off facility (CIP project ST-16)at the northeast corner of Railroad Avenue and California Avenue near the propose BART station will serve as a connection between BART and other public transit services.

TRANSPORTATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Bikeways and Pedestrian Movement		
7-P-35	Work with school districts, school administrators and parents of elementary school students to develop a “suggested routes to school” program for students who bicycle and walk.	Implementation ongoing.School area safety improvements at eight locations (Harbor St/Army St, Hanlon Way/Cove Way, RailroadAve/8th St, Black Diamond/10th St, RangeRd/Ackerman Ave, Rio Verde Dr./Pillar Ridge Dr.,Railroad Ave/E 17th, and Yosemite Dr./Hillview Jr.High School)as detailed in the Capital Improvement Program (CIP; ST-18) completed in 2015. Grant funding pursued as potential projects are identified.
7-P-36	Ensure continued compliance with Title 24 of the Uniform Building Code, requiring removal of all barriers to disabled persons on arterial and collector streets.	Implementation ongoing.Pedestrian path linking the Oak Hills and San Marco neighborhoods through the Vista del Mar neighborhood was completed in 2014.Implemented on a case-by-case basis as part of project review.
7-P-37	Designate a Bicycle and Pedestrian Program Coordinator for the City of Pittsburg.	Implemented.The Traffic Division of the Development Services Department serves this function.
7-P-38	Develop a series of continuous pedestrian systems within Downtown and residential neighborhoods, connecting major activity centers and trails with city and county open space areas.	Implementation ongoing.Downtown improvements completed with the Railroad Avenue streetscape project; additional planned improvements identified with the adopted ‘Railroad Avenue Specific Plan.’Efforts ongoing to identify opportunities for paths and bicycle/multi-use trails, andDevelopment Review and Design Guidelines updated in November 2010 include policies and suggestions to encourage bicycle/pedestrian connectivity.San Marco Boulevard Class 1 Trail (CIP project ST-20) currently undergoing preliminary design, with construction slated to begin Spring 2017.
7-P-42	Improve pedestrian crossing safety at heavily used intersections by installing crossing controls that provide adequate time for pedestrians to cross the street.	Implementation ongoing. In 2016, the Planning Commission, as part of its approval of the BART Multimodal Transfer Facility, adopted a condition of approval requiring the installation of high-visibility markings and countdown signals at the intersections of: 1) Railroad Avenue and California Avenue; 2) Railroad Avenue and Center Drive; 3) the westbound on-ramp at Railroad Avenue north of State Route 4; 4) the eastbound on-ramp at Railroad Avenue south of State Route 4; and 5) the Railroad Avenue off-ramp south of State Route 4.

TRANSPORTATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
7-P-43	Provide adequate roadway width dedications for bicycle lanes, paths, and routes as designated in Figure 7-4.	Implementation ongoing. Various projects identified in the CIP.
7-P-44	Coordinate with Contra Costa County to develop a city-wide Bicycle Master Plan by year 2005. Cooperate with the Contra Costa County RTPC in implementing construction of bicycle facilities within the Bicycle Action Plan.	Bicycle master plan not developed, but City continues to pursue opportunities to install bicycle facilities, through grants, local funding mechanisms (e.g., development mitigation fees) and project-specific conditions of approval. Additionally, the City has previously worked with the County to help develop the 2009 Contra Costa Countywide Bicycle and Pedestrian Plan.
7-P-47	Develop a multi-use bicycle path (approx. 2.5 miles) along the abandoned railroad tracks north of Willow Pass Road, providing linkage between Downtown and the Stake Point/Marina area.	In progress as part of a regional trail development program.
7-P-49	Pursue construction of a bicycle path connecting Railroad Avenue to North Parkside Drive through City Park.Include appropriate signage and storage facilities.	Not implemented.
7-P-50	Improve signage, notifying vehicles of bicyclists at dangerous intersections and underpasses, such as the Railroad Avenue/Highway 4 interchange and the Willow Pass Road/Range Road/North Parkside Drive interchange.	Partially implemented.Railroad Avenue overcrossing at State Route 4 has existing shoulders for bicyclists.Enhancements to the Willow Pass Road/Range Road interchange identified in the five-year Capital Improvement Program (project ST-25).
7-P-51	Consider redesigning the Railroad Avenue linear park to accommodate bicycles. Ensure that future greenways throughout the City contain multi-use paths.	Partially implemented.Improvements identified in the Railroad Avenue Specific Plan adopted November 2009.Improvements to be built as redevelopment/buildout occur in the Specific Plan area.
7-P-52	Require that new arterial and collector streets accommodate bicyclists.	Implementation ongoing.
7-P-53	Require than any grind and overlay of existing arterial or collector streets consider the needs of bicyclists.	Implementation ongoing.

TRANSPORTATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
7-P-54	Amend Engineering standards to require the use of bicycle grates on all new catch basins and storm drain inlet replacements on streets.	Implemented with adoption of new Engineering Standard Details in May 2007.
Transportation Demand Management		
7-P-58	Allow the reduction of transportation impact fees on new non-residential development commensurate with provision of TDM measures.	Implemented.PMC section 15.90.080 allows the City to consider credits to off-set local traffic mitigation fees for projects that include construction of transit facilities.

GENERAL PLAN POLICY MATRIX

OPEN SPACE YOUTH AND RECREATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Parks		
8-P-5	Maintain park and recreation facility standards for new development to serve both residents and employees, attainable through dedication of parkland or payment of in-lieu fees.	Partially implemented.City collects fees or accepts parkland for all residential development but does not collect parkland fees for non-residential development. Phase 2 Zoning Code update, adopted May 2007, incorporated incentives for private recreational amenities for non-residential projects.
8-P-6	Revise the City's Park Dedication Ordinance to define useable area for parkland dedication requirements.Proposed park sites should be: ○ Designed such that 80 percent of the site has slopes of less than 3 percent that are suitable for active recreational play; ○ Sized according the City's park standard of 5 acres per 1,000 residents (for example, a 200-unit subdivision would yield about 600 residents, and a dedication requirement of 3 acres); ○ Available for year-round use, so that detention basins are not designated as parkland or shared park facilities; and ○ A minimum of 2 contiguous acres in new residential neighborhoods.	Not yet implemented as an amendment to the Subdivision Ordinance.Parkland dedication proposals are individually reviewed for consistency with this and other General Plan policies.
8-P-10	Comprehensively update the City's Parks Recreation and Open Space Master Plan to implement General Plan policies and facilitate detailed planning for parks, trail systems and special recreational facilities.Ensure that this update includes planning for the development of active recreational uses at Stoneman Park.	Not implemented.
8-P-14	Develop a maintenance-funding plan for all City parks.Consider participation in parkland maintenance districts as a condition of development approval for new residential subdivisions.	Implementation ongoing.Voters approved increase in Lighting and Landscaping Assessment District (LLAD) assessment for residential property in 2007.City established LLAD requirement for new subdivisions.
8-P-15	Work with PG&E to obtain ownership of lands within the transmission corridor, south of State Route 4 (as designated on figure 2-2), for development of a community park.	Not implemented.

OPEN SPACE YOUTH AND RECREATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Trails and Open Space		
8-P-17	Work with East Bay Regional Parks District to explore the possibility of developing passive recreation uses and educational programs on Browns Island, such as boating excursions to view waterfowl nesting areas.	Not implemented.
8-P-18	Cooperate with regional agencies to develop a “Bay to Black Diamond” trail through the City, providing a diversity of passive recreational opportunities and unique vistas.	Implementation ongoing. The 2009 Contra Costa Countywide Bicycle and Pedestrian Plan identifies potential regional trail connections throughout the City.
8-P-20	Pursue the development extension of local and regional trails throughout the Planning Area by utilizing available public utility rights-of-way including: ○ Kirker Creek.The Kirker Creek easement could be developed as a creekside trail, connecting other trails and open spaces throughout the City with the hiking trails in the Black Diamond Mines Regional Preserve. ○ Contra Costa Canal.The Contra Costa Canal provides a meandering right-of-way throughout the southern portion of Pittsburg.A trail along this right-of-way could link several neighborhoods with the Railroad Avenue commercial corridor. ○ PG&E Utility ROW. PG&E holds a right-of-way for the power/utility lines that run north-south from the southern hills to the power plant on the waterfront, an ideal corridor for public access.	Partially implemented.Preliminary concepts for city-wide parks and streetscape master plan identify potential locations of new trail systems.
Waterfront Access		
8-P-23	Develop standards for all new waterfront development that ensure adequate setbacks from the mean high tide line.Encourage, where possible, provision of public access to the shorelines.	Standards implemented with Phase 2 Zoning Update and Marina Master Plan.

OPEN SPACE YOUTH AND RECREATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
8-P-26	Explore all potential improvements to fully integrate the City's shoreline into the urban fabric, including: ○ Waterfront parks.Pursue and develop small pockets of open space which provide physical and visual access to the waterfront. ○ Waterfront Trail/Bikeway.A linear park along the shoreline, featuring a path for both walking and biking, would encourage more vibrant activity along the waterfront. ○ Landscaping.Plant low-growing and flowering greenery near waterfront access points to extend streetscaping to the shoreline. ○ Linear Trail Connections.The City's current linear trail network within Downtown and adjacent residential neighborhoods could be extended to provide convenient access to waterfront parks and activities.	Implemented with completion of construction of the Marina Promenade in 2008. Additionally, approximately 20 acresat the terminus of Harbor Street, formerly home to the Tesoro Company,has been rezoned to CW (Waterfront Commercial) District as a first step to allowing redevelopment of the property by private developers; however, the City is currently exploring development of a portion of this site for public use.
Recreational and Cultural Programs		
8-P-28	Pursue the development of recreational facilities and programs specificallygeared toward youth and teens, including: ○ Teen Center.A teen center would provide a safe environment for local youth to meet and interact, or to participate in after-school athletic, or cultural activities. ○ Gymnasium.A large gymnasium would provide the City with more opportunity to get youth involved in local sports leagues and after school drop-in games, such as basketball. ○ Skateboard Park.Construction of a skateboard park would provide challenging topography in a controlled environment for local skateboarders.	Partially Implemented.Various recreational facilities (including a skate park) identified in the five-year CIP.The City currently leases buildings in City Park to STS Academy, who operates a variety of child care and teen programs out of the facility.In 2015, the Planning Commission approved design review of the proposed Ambrose Park Aquatic Center (CIP goal PK-53), which is currently open to developer bidding. Additionally, the City is currently exploring development of a portion of an approximately 20 acre siteat the terminus of Harbor Streetfor public use.
8-P-31	Improve public cultural facilities, including community centers, theaters, and libraries.Cooperate with Los Medanos Community College to provide City residents with access to local cultural facilities.	In progress.Planning Commission approved design review applications for façade restoration and rehabilitation of the Enean and California theaters, to support re-establishment of use as entertainment facilities.Construction of first phase of California Theatre rehabilitation commenced in 2010 and was completed in late 2012.The City Council also approved funding for expansion of the existing Pittsburg Library building; construction was completed in 2013.

OPEN SPACE YOUTH AND RECREATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
8-P-33	Provide incentives to encourage investments in public art on historic properties.	Not implemented.
8-P-34	Explore and develop new funding options for maintenance of public art, in partnership with private developers.	In progress and implementation ongoing.Policies adopted in the Railroad Avenue Specific Plan support and incentivize public art.Mural projects for individual sites around the city (Mi Pueblo Grocery Store, Ramar Foods International, Commercial shell building at Railroad and State Route 4) supported through conditions of approval, where building architecture supports such installations.
Educational Facilities		
8-P-42	Cooperate with local school districts to develop joint school/park facilities, which provide an increased variety of recreational opportunities close to many residential areas. Additionally, work with school districts to develop public parks adjacent to school facilities.	Implementation ongoing.Developer-built public park now operational adjacent to Delta View Elementary in the San Marco Development, with the City and Mt. Diablo Unified School District sharing ongoing maintenance costs under a joint-use agreement.A joint City/school district project to improve an existing playfield at Hillview Junior High commenced in 2010 and was completed in 2011.The City Council has established subcommittees to meet regularly with PUSD and MDUSD board members to discuss ongoing opportunities for city/district cooperation. A condition of approval for the BART Multimodal Transfer Facility, approved by the Planning Commission in 2016, requires the City partner with PUSDand have students design murals that will be placed on ten bike lockers at the Multimodal site.
8-P-44	Pursue joint-planning of recreational and cultural facilities on Los Medanos Community College campus. Work with the community college board to allow public access to recreational facilities and programs.	Implementation ongoing.

GENERAL PLAN POLICY MATRIX

RESOURCE CONSERVATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Biological Resources and Habitat		
9-P-2	Establish an on-going program to remove and prevent the re-establishment of invasive species and restore native species as part of development approvals on sites that include ecologically sensitive habitat.	Not implemented.Plant selections are reviewed during the zoning approval process to ensure exclusion of invasive species from landscaping plan, although no formal program has been established.
9-P-3	Participate in the development of a regional Habitat Conservation Plan (HCP) and consider its adoption for preservation of native species throughout eastern Contra Costa County.	Implemented.City adopted HCP in November 2007 (Ordinance No. 07-1293 establishing Pittsburg Municipal Code chapter 15.108).
9-P-4	Revise and readopt the City's Hillside Planned Development District to regulate urban growth in the southern hills.Include development standards as part of the zoning district, and refer to it during project review.	Not yet implemented.Adoption of Hillside Regulations put on hold by City Council due to budgetary constraints.
9-P-5	Work with Contra Costa County, the EBRPD and the City of Antioch, to expand the regional open-space system in the southern hills to preserve California annual grassland habitat.	Implementation ongoing.Pittsburgadopted the East Contra Costa Habitat Conservation Plan in November 2007.TheCity entered into Exclusive Negotiating Rights Agreement with Discovery Builders in December 2008 (Resolution Nos. 08-11133 and 11-749) to evaluate the potential for aland exchange between Stoneman Park and the Faria Costa property for purposes of ensuring open space on the Faria site.
9-P-9	Establish creek setbacks along riparian corridors, extending a minimum of 50 to 150 feet laterally on each side of the creekbed.Setback buffers for habitat areas of identified special status species and wetlands may be expanded as needed to preserve ecological resources	Implemented on a case-by-case basis during project review and preparation of required CEQA documentation.
9-P-13	Ensure that special-status species and sensitive habitat areas are preserved, as required by state and federal agencies, during redevelopment and intensification of industrial properties along the Suisun Bay waterfront.Limit dredging and filling of wetlands and marshlands, particularly adjacent to Browns Island Preserve.	Not implemented, as no new development has occurred on sensitive habitats in these locations.Implementation will occur through application of CEQA and conditions of approval to specific projects.

RESOURCE CONSERVATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
9-P-15	As part of development plans, require evaluation and implementation of appropriate measures for creek bank stabilization, as well as necessary Best Management Practices (BMPs) to reduce erosion and sedimentation.Encourage preservation of natural creeks and riparian habitat as best possible.	Implementation ongoing.Implemented on a case-by-case basis through CEQA, design review, and grading permit processes.
9-P-16	Establish development standards for new construction adjacent to riparian zones to reduce sedimentation and flooding.Standards should include: ○ Requirements that low berms or other temporary structures such as protection fences be built between a construction site and riparian corridor to preclude sheet-flooding stormwater from entering the corridors during the construction period. ○ Requirements for installation of storm sewers before construction occurs to collect stormwater runoff during construction.	Partially implemented.Standards considered for inclusion in the Hillside Regulations (on-hold).Standards identified in the policy are added as conditions of approvals on a case-by-case basis (where applicable) for projects.
9-P-18	Require an encroachment permit from Contra Costa Water District (CCWD) for any storm drain facility crossing or encroaching onto Contra Costa Canal rights-of-way.Require all crossings to be constructed in accordance with CCWD standards and requirements.	Implementation ongoing.
9-P-19	As part of the City's Zoning Ordinance, establish regulations for the preservation of mature trees.Include measures for the replacement of all mature trees removed.	Tree preservation ordinance(Ordinance No. 15-1390) adopted in 2015.
9-P-20	As part of project review and approval, establish maintenance districts to ensure uniform maintenance for selected channels and creeks.	Not implemented in the form of a maintenance district, though Citycurrently collects a Kirker Creek drainage fee for new construction in the Kirker Creek watershed.
9-P-21	As part of project review and CEQA documentation, require an assessment of downstream drainage (creeks and channels) and city stormwater facilities impacted by potential project runoff.	Implementation ongoing.
Water Quality		

RESOURCE CONSERVATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
9-P-22	Continue working with the Regional Water Quality Control Board in the implementation of the National Pollutant Discharge Elimination System (NPDES), with specific requirements established in each NPDES permit.	Implementation ongoing and as part of development proposal review.
9-P-23	Require new urban development to use Best Management Practices (BMPs) to minimize creek bank instability, runoff of construction sediment, and flooding.	Implementation ongoing through application of Standard Conditions of Approval.
9-P-26	Monitor water quality in the local creek and reservoir system to ensure clean supplies for human consumption and ecosystem health.	Implementation ongoing.
9-P-27	Protect water quality by reducing non-point sources of pollution and the dumping of debris in and near creeks, storm drains, and Contra Costa Canal.Continue use and implementation of the City's storm drain marking program in newly developed or redeveloped areas.	Implementation ongoing through application of Standard Conditions of Approval.City Public Works staff picks up and removes dumped debris alongside public roads.City sponsors annual volunteering event for clean-up of segments of Kirker Creek.In 2012, a trash capture device was installed in a drainage area near Dover Way, in accordance with requirements of the Regional Water Quality Control Board.
9-P-28	Prepare and disseminate information about the harmful effects of toxic chemical substances and safe alternative measures.	Implementation ongoing as a component of the NPDES education and outreach program.
Historical and Cultural Resources		

RESOURCE CONSERVATION ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
9-P-35	Expand the role of the City's Historical Resources Commission, currently responsible for only the New York Landing Historical District, to include all historical resources.The Commission should be responsible for designating historical resources, and acting as the community's liaison on these issues.However, the role of reviewing development proposals and re-modelings in the Historical District should be transferred to the Planning Commission.	Implemented with adoption of amendments to Pittsburg Municipal Code chapter 15.84 (Ordinance No. 07-1290).
9-P-37	Redefine the New York Landing Historical District to designate and preserve historical structures not currently located within the district boundaries.	Implemented with adoption of amendments to Pittsburg Municipal Code chapter 15.84 (Ordinance No. 07-1290).
9-P-40	In accordance with State law, ensure the preparation of a resource mitigation plan and monitoring program by a qualified archaeologist in the event that archeological resources are uncovered.	Implementation ongoing through application of project-specific conditions of approval.
9-P-41	If archeological resources are found during ground-breaking for new urban development, halt construction immediately and conduct an archeological investigation to collect all valuable remnants.	Implementation ongoing through application of project-specific conditions of approval.
9-P-42	Develop an identification and preservation system for cultural resources -- those places or structures that qualify as "important" or "unique" to local community, ethnic, or social groups.	Partially implemented with the adoption of the "Old Town Design Guidelines."

GENERAL PLAN POLICY MATRIX

HEALTH AND SAFETY ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Geology and Seismicity		
10-P-2	Restrict future development from occurring on slopes greater than 30 percent (as designated in Figure 10-1) over the 900 foot elevation contour, and on major and minor ridgelines (as delineated in Figure 4-2).	Implementation ongoing. Standards considered for inclusion in the Hillside Regulations (on-hold).Currently implemented on a case-by-case basis.
10-P-3	Regulate the grading and development of hillside areas for new urban land uses.Ensure that such new uses are constructed to reduce erosion and landsliding hazards: ○ Limit cut slopes to 3:1 except where an engineering geologist can establish that a steeper slope would perform satisfactorily over the long term. ○ Encourage use of retaining walls or rock-filled crib walls as an alternative to high cut slopes. ○ Ensure revegetation of cut-and-fill slopes to control erosion. ○ Ensure blending of cut-and-fill slopes within existing contours, and provision of horizontal variation, in order to mitigate the artificial appearance of engineered slopes.	Implementation ongoing. Standards considered for inclusion in the Hillside Regulations (on-hold).Currently implemented on a case-by-case basis.
10-P-6	Encourage the use of water-sprinkling trucks at large construction sites to keep the exposed soil moist during construction.	Implementation ongoing through application of standard construction conditions of approval.
10-P-7	As part of the development approval process, restrict grading to only those areas going into immediate construction as opposed to grading the entire site, unless necessary for slope repair or creek bed restoration.On large tracts of land avoid having large areas bare and unprotected; units of workable size shall be graded one at a time.	Implementation ongoing. Standards considered for inclusion in the Hillside Regulations (on-hold).Currently implemented on a case-by-case basis.
10-P-11	Form geological hazard abatement districts (GHADs) prior to development approval in unstable hillside areas (as designated in Figure 10-1) to ensure that geotechnical mitigation measures are maintained over the long-term, and that financial risks are equitably shared among owners and not borne by the City.	Implemented as a condition of project approval before final maps are approved.

HEALTH AND SAFETY ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
10-P-12	Evaluate the feasibility of implementing a hazard reduction program for existing residential development in unstable hillside areas (as designated in Figure 10-1).This would include inspection of structures for conformance with the Building Code.	Not implemented.
10-P-14	Review and amend City ordinances, including the Building Code, that regulate development in potentially hazardous locations to ensure adequate protection from geologic hazards.	Not implemented.Adoption of Hillside Regulations put on hold by City Council due to budgetary constraints.
10-P-15	Develop standards for adequate setbacks from potentially active fault traces (as designated in Figure 10-2) for structures intended for human occupancy.Allow roads to be built over potentially active faults only where alternatives are impractical.	Implementation ongoing.Pittsburg Municipal Code title 17 (Subdivision Ordinance) requires submittal of geotechnical reports for new development in the city.The theorized 'Pittsburg Fault' has been removed from City maps after extensive trenching did not result in any evidence that it exists.
10-P-17	Ensure detailed analysis and mitigation of seismic hazard risk for new development in unstable slope or potential liquefaction areas (as designated in Figure 10-1).Limit the location of critical facilities, such as hospitals, schools, and police stations, in such areas.	Implementation ongoing.Pittsburg Municipal Code title 17 (Subdivision Ordinance) requires submittal of geotechnical reports for new development in the city.
Flood Control		
10-P-18	Evaluate storm drainage needs for each development project in the context of demand and capacity when the drainage area is fully developed.Ensure drainage improvements or other mitigation of the project's impacts on the storm drainage system are appropriate to the project's share of the cumulative effect.	Implementation ongoing.Projects are reviewed under the City Storm Drainage Master Plan.
10-P-20	Develop and implement a Storm Flooding Mitigation Fee Program to fund required drainage improvements during construction of new development.	Implemented for Kirker Creek (Pittsburg Municipal Code chapter 15.104).
10-P-22	Ensure that pad elevations on newly constructed habitable buildings are one foot above the 100-year floodplain, as determined by FEMA.	Implementation ongoing.Reviewed during plan check review.

HEALTH AND SAFETY ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Hazardous Materials		
10-P-32	Designate and map brownfield sites to educate future landowners about contamination from previous uses.Work directly with landowners in the clean-up of brownfield sites, particularly in areas with redevelopment potential.	Partially Implemented.City staff has identified sites.
10-P-34	Identify appropriate regional and local routes for transport of hazardous materials and wastes.Ensure that fire, police and other emergency personnel are easily accessible for response to spill incidences on such routes.	Implemented.Pittsburg Municipal Code chapter 10.36 identifies truck routes through the City.The County typically responds to hazardous materials spills.
Emergency Management		
10-P-37	Prepare and disseminate information to local residents, businesses, and schools about emergency preparedness and evacuation routes, including hazardous materials spills.	Partially Implemented. CARE program distributes information to schools (shelter-in-place).Local residents in cooperation with the Police Department have implemented the Community Emergency Response Team (CERT) program, which trains first responders in the event of major emergencies.As of 2011, 231 Pittsburg residents had received training through the CERT program.

GENERAL PLAN POLICY MATRIX

PUBLIC FACILITIES ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
Water Supply and Distribution		
11-P-2	Implement, as needed, replacements and/or expansions to the existing system of water mains through the City's Capital Improvement Program.	Various improvements identified in the five-year Capital Improvement Program and 2015 Water System Master Plan, adopted in 2016.
11-P-7	Ensure that new residential, commercial, and industrial development equitably shares costs associated with providing water services to areas to urban expansion within the Planning Area.	Implementation ongoing.Water System Master Plan, Amendment #3 approved and revised facility reserve charges.Updated 2015 Water System Master Plan adopted in 2016.
11-P-8	Develop and implement a Recycled Water Ordinance, requiring the installation and use of recycled water supplies from the new Delta Diablo Sanitation District (DDSD) Reclamation Plant.	Not implemented.No ordinance has been adopted, although facilities for reclaimed water irrigation systems have been installed for the Delta View Golf Course, several public parks and street medians.
Wastewater Collection and Treatment		
11-P-11	Work with DDSD in planning the expansion of the wastewater treatment plant.	Implementation ongoing.DDSD consults with Citystaff in understanding land use and wastewater projections for sites located within the City.
11-P-12	Pursue replacement and/or expansion of the city's trunk sewer system, as demand increases, particularly in newer portions of the system south of State Route 4.	Identified in the five-year Capital Improvement Program (SS-23 and SS-29).
11-P-13	Address deficiencies in the capacity, safety and reliability of the collection system as identified in the 1990 and subsequent Collection System Master Plans.	Implementation ongoing.Updates to Wastewater Conveyance System Master Plan conducted as needed.
11-P-17	Require that all wastewater dischargers within the City conform to the ordinances of the DDSD.	Implementation ongoing.
11-P-18	Ensure that new residential, commercial, and industrial development equitably share costs associated with providing wastewater services to areas of urban expansion within the Planning Area.	Implementation ongoing.Developers are charged facility reserve charges for development projects builtin the city.
Solid Waste		

PUBLIC FACILITIES ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
11-P-22	Prepare and distribute informational handouts to the public regarding opportunities to reduce waste at homes and businesses, as well as methods of safe disposal of hazardous materials.	Implementation ongoing.Information distributed by the Public Works Division and Neighborhood Improvement Team and as part of the NPDES public outreach and education program.
11-P-23	Encourage builders to incorporate interior and exterior storage areas for recyclables in new or remodeled residential, commercial, and industrial structures.	Implementation ongoing through the development review process and supported by the development review and design guidelines last amended in November 2010.
Fire Protection		
11-P-24	Amend the subdivision regulations to include a requirement for detailed fire prevention and control, including community firebreaks, for projects in high and extreme hazard areas.	Not implemented.
11-P-26	Cooperate with Contra Costa County Fire Protection District (CCCFPD) to ensure that new or relocated fire stations are constructed on appropriate sites within the 1.5-mile response radii from new or existing development.	Implementation ongoing.The CCCFPD received design review approval to relocate two fire stations within the Citylimits.Construction on the new Station 85 on Loveridge Road and the new Station 84 on Railroad Avenuewere completed in 2010. In 2016, Fire Station 87 in Pittsburg was reopened.
11-P-28	Cooperate with CCCFPD in obtaining a site for a new fire station (or relocation of Station 86) south of State Route 4 and west of Bailey Road.	Implementation ongoing.
11-P-29	Ensure adequate road widths in new development for fire response trucks, per the subdivision regulations.	Implementation ongoing through subdivision review process and project-specific conditions of approval.
Public Utilities		

PUBLIC FACILITIES ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
11-P-31	Work with Mirant Power Plant to acquire and/or develop transmission line corridors for attractive, community-serving, compatible uses, such as: ○ Open space habitat.More intensive planting would provide a wildlife habitat corridor within the City. ○ Passive recreational uses.A tremendous opportunity for parks, playing fields, and trails linked to the regional network.	Not implemented.
11-P-32	Ensure the designation of service corridor easements or routes when required for tentative map or specific plan approval.	Implementation ongoing through subdivision review process and application of project-specific conditions of approval.
11-P-33	As a condition of approval, ensure that all new and redevelopment projects underground utility lines on and adjacent to the site.	Implementation ongoing.Required by Standard Conditions of Development (Planning Commission Resolution No. 8931).Underground utilities are required for new development pursuant to Pittsburg Municipal Code sections 12.36.120, 12.36.130 and 17.28.020.Downtown infrastructure capital improvement projectcompleted in 2010 includes undergrounding of utilities in existing neighborhoods near West 10th Street.

GENERAL PLAN POLICY MATRIX

NOISE ELEMENT		
ACTION POLICIES		**STATUS (AS OF 12/31/16)**
12-P-4	Require noise attenuation programs for new development exposed to noise above normally acceptable levels.Encourage noise attenuation programs that avoid visible sound walls.	Implementation ongoing through application of CEQA and project-specific conditions of approval.Phase 2 Zoning Code Update adopted May 2007 requires nonresidential uses adjacent to residential districts install an eight-foot-high solid masonry or concrete wall or a wall designed to attenuate the CNEL to the maximum level allowed in the general plan.
12-P-8	Develop noise attenuation programs for mitigation of noise adjacent to existing residential areas, including such measures as wider setbacks, intense landscaping, double-pane windows, and building orientation muffling the noise source.	Implementation ongoing through application of CEQA and project-specific conditions of approval. Phase 2 Zoning Code Update adopted May 2007 requires nonresidential uses adjacent to residential districts install an eight-foot-high solid masonry or concrete wall or a wall designed to attenuate the CNEL to the maximum level allowed in the general plan.
12-P-9	Limit generation of loud noises on construction sites adjacent to existing development to normal business hours between 8:00 a.m. and 5:00 p.m.	Implemented with the Phase 2 Zoning Code Update adopted May 2007.
12-P-10	Reduce the impact of truck traffic noise on residential areas by limiting such traffic to appropriate truck routes.Consider methods to restrict truck travel times in sensitive areas.	Partially implemented.Travel time restrictions not established; Municipal Code chapter 10.36 establishes truck routes through the city.

CITY OF PITTSBURG

HOUSING ELEMENT IMPLEMENTATION STATUS

Reporting Period: January 1, 2016 – December 31, 2016

Table A: Annual Building Activity Report Summary - New Construction
Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information									**Housing with Financial Assistance and/or Deed Restrictions**		**Housing without Financial Assistance or Deed Restrictions**
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development	Deed Restricted Units	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income			See Instructions	See Instructions	
Greystone	SF	O	-	-	-	24	26	-	-	-	-
Greystone	SU	R	-	2	-	-	2	-	-	2	-
Belle Harbor	SF	O	-	-	-	3	3	-	-	-	-
Clipper Cove	SF	O	-	-	-	9	9	-	-	-	-
Toscana	SF	O	-	-	-	60	60	-	-	-	-
San Marco	SF	O	-	-	-	49	49	-	-	-	-
Vista del Mar	SF	O	-	-	-	19	19	-	-	-	-
Stoneman Apts.	MF	R	23	207	-	-	230	-	-	230	-
Inverness	SF	O				4	4	-			
(9) Total of **Moderate and Above Moderate** from Table A3 ► ► ►					-	168	400	-			
(10) Total by income Table A/A3 ► ►			23	209	-	168					
(11) Total **Extremely Low-Income** Units*											

* Note: These fields are voluntary

Table A2: Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note:Units may only be credited tothe table below when a jurisdiction has included a program it its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity		2		2	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	2	0	2	

* Note: This field is voluntary

Table A3: Annual building Activity Report Summary for Above Moderate-Income Units(not including those units reported on Table A)**

	1.Single Family	2.2 - 4 Units	3.5+ Units	4.Second Unit	5.Mobile Homes	6.Total	7.Number of infill units*
No. of Units Permitted for **Moderate**	-	-	-	-	-	-	-
No. of Units Permitted for **Above Moderate**	-	-	-	-	-	-	-

* Note: This field is voluntary
** All units reported within Table A

Table B: Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period.See Example.			2015	2016	2017	2018	2019	2020	2021	2022	2023	Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level		RHNA Allocationby Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	392	-	23								23	367
	Non-deed restricted		-	2								2	
Low	Deed Restricted	254	2	209								211	43
	Non-deed restricted		-	-								0	
Moderate	Deed Restricted	316	-	-								0	166
	Non-deed restricted		150	-								150	
Above Moderate		1,063	252	168								420	643
Total RHNA by COG. Enter allocation number:		2,025	404	402								806	1,219
Total Units►►►													
Remaining Need for RHNA Period►►►►►													

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

Table C: Program Implementation Status

Housing Programs Progress Report - Government Code Section 65583

Program	Objective	Timeframe	Status of Program Implementation
Housing Supply			
Goal 1. Foster development of a variety of housing types, densities and prices to balance the City's housing stock and meet the City's regional fair share housing needs for people of all incomes.			
13-P-1.1	**Ensure there is an adequate supply of mixed use and residentially zoned land of appropriate densities to accommodate existing and anticipated housing needs through 2022.**		
13-P-1.1.A	Conduct periodic inventories of vacant and underutilized land to determine their suitability for more intense residential use.Maintain a list for distribution to interested homebuilders.	Quarterly	The Successor Agency to the City of Pittsburg Redevelopment Agency (Successor Agency) staff maintains a list of City and Successor Agency-owned parcels that is available to the public upon request and posted on the City's website. In addition, all City employees have access to an online Geographic Information System (GIS) web page that contains up-to-date property information, which staff can provide to the public upon request. Throughout 2016, the City expanded its GIS programtoprovide additional information regarding the City's land inventory and current zoning, and made zoning information and aerial imagery publically accessible online.
13-P-1.1.B	Rezone vacant/underutilized land as deemed appropriate for mixed use or residential/higher residential use.	Upon request by developers or as needed	On May 21, 2007, the City Council adopted Ordinance No. 07-1284, amending the Zoning Ordinance to include the M (Mixed Use) District, and rezoning approximately 75-acres throughout the City to the M District. Development standards for the M District are determined through the Design Review process unless otherwise specified in the Railroad Avenue Specific Plan or the Pittsburg/Bay Point BART Master Plan. On November 2, 2009, the City Council adopted Ordinance No. 09-1319, rezoning approximately 1,075 acres around the future BART station to PD (Planned Development) District and adopted the Railroad Avenue Specific Plan. The Specific Plan contains development standards allowing residential development up to 65 units per acre (not including density bonuses) in the area adjacent to the future BART station. On September 19, 2011, the City Council adopted Ordinance No. 11-1350, rezoning approximately 50 acres

Program	Objective	Timeframe	Status of Program Implementation
			around the existing Pittsburg/Bay Point BART station to M-P (Mixed Use with a Master Plan Overlay) District. The M-P District allows high-density residential development up to 70 units per acre (not including density bonuses), and establishes development standards such as minimum densities, maximum parking standards, and architectural and streetscape standards intended to foster development of a high-density, mixed-use transit village around the BART station. In 2015, the City Council approved the rezoning of a 1.51 acre commercial parcel to Medium Density Residential (RM) to allow for the adaptive reuse of a long standing vacant structure as a multifamily residential complex. In 2016, the City approvedthe Belle Harbor Subdivision, which included a request to rezone7.25 acres from Government/Quasipublic (GQ) District to a Planned Development (PD) Districtto allow the development of a medium density project with 82 units, plus 8 accessory dwelling units.
13-P-1.1.C	Continue to facilitate the development of multifamily uses on identified Public/Institutional lands to streamline future permitting process, in the event the properties are deemed surplus.	As requested by developers or as needed	On May 21, 2007, the City Council adopted Ordinance No. 07-1284, amending the Zoning Ordinance to allow residential uses on Public/Institutional-designated land provided that the City Council deems the land surplus and not needed for a future public use. In 2009, a portion of Los Medanos Village Apartments, a 71-unit affordable multi-family development, was constructed on surplus public land after the City Council found that the site was surplus. In 2009, the Railroad Avenue Specific Plan was adopted by the City Council. The planning area contained eight publicly owned parcels that were identified for future mixed-use development at densities between 20 and 65 units per acre. In 2011, the City Council adopted the Pittsburg/Bay Point BART Master Plan which rezoned approximately 27 acres of publicly owned land that is currently being used as public parking for BART patrons to allow mixed-use development at densities between 20 and 70 units per acre. In 2015, the Planning Commission approved the development of Stoneman Apartments, a 230-unit multifamily apartment complex on the site of the former Central Junior High School, within the GQ District. In 2016, the City approvedthe Belle Harbor Subdivision, which

Program	Objective	Timeframe	Status of Program Implementation
			included a request to rezone 7.25 acres from Government/Quasipublic (GQ) District to a Planned Development (PD) District, to allow the development of 82 units, plus 8 accessory dwelling units.
13-P-1.1.D	Encourage residential and mixed-use development within the Urban Limit Line tomeet regional fair share housing goals by focusing residential and mixed-usedevelopment on sites that have been designated within Priority Development Areas(PDAs) under the MTC/ABAG FOCUS Program. Assist nonprofit and for-profitdevelopers to obtain grants and other capital improvement funds offered to PDAs todevelop and improve those infill sites, and offer incentives for mixed-incomeprojects, including but not limited to streamlined review, fee deferrals, priorityapplication processing, and other incentives identified by affordable housingdevelopers.	Apply for grant and other capital improvements funds annually asfunding sources become available.	There are three PDAs in the City of Pittsburg, including Downtown Pittsburg (309 acres), the Railroad Avenue Specific Plan (1,075 acres) and a shared PDA between the City of Pittsburg and Contra Costa County around the existing Pittsburg/Bay Point BART station, 125 acres of which are located within the City of Pittsburg. During the previous Housing Element cycle, several mixed-use and high-density residential projects were approved and constructed within the City PDAs,including Vidrio (75 multi-family residential condominiums above 11,558 square feet of commercial development); Entrata (28 affordable multi-family apartments above 8,000 square feet of commercial and quasi-public uses); Siena Court (111 affordable senior apartments above 10,300 square feet of commercial development); and La Almenara, a 20-unit affordable multi-family infill residential development in downtown Pittsburg. In 2015, the Planning Commission approved the construction of 38 units within the Railroad Avenue Specific Plan (RASP) PDA(Greystone Place, completed in 2016) and the renovation of the Burlessas Building, which would include ground floor retail and eight multi-family residential units on the second floor.In 2016, the City approved the Belle Harbor Subdivision, which included a request to rezone 7.25 acres from Government/Quasipublic (GQ) District to a Planned Development (PD) District, to allow the development of 82 units, plus 8 accessory dwelling units, within the RASP PDA. The City will continue to apply for grant and other capital improvement funds to further develop these areas.

Program	Objective	Timeframe	Status of Program Implementation
13-P-1.1.E	Support the use of Planned Development zoning for projects, when utilized toaccommodate innovative site plans aimed at preserving open space, offering newrecreational opportunities, and/or increasing the supply of affordable housing.	Upon request by developers or as deemed appropriate	The City has utilized the PD District zoning to allow for higher density mixed-use development as well as high-density, luxury apartments in the hills. In 2016, the City approvedthe Belle Harbor Subdivision, which included a request to rezone 7.25 acres from Government/Quasipublic (GQ) District to a Planned Development (PD) District to allow the development of 82 units, plus 8 accessory dwelling units which are affordable by design. The Belle Harbor Subdivision utilizes an innovative site plan which includes shared driveways, designated trash receptacle pickup areas, a tot lot, and 12,000 square feet of open space.
13-P-1.1.G	Continue to permit projects up to a density of 40 d.u./ac within the RH District that meet a community objective (affordable housing).	Ongoing; implement as development projects are proposed	On May 21, 2007, the City Council adopted Ordinance No. 07-1284, to allow an incremental increase in density proportionate to the increase in affordable units within the High Density Residential (RH) District. Specifically, for each 2 percent increase in deed-restricted lower-income unit offered above that required by the Inclusionary Housing Ordinance (Chapter 18.86), lot area per unit may be reduced 100 square feet per unit and minimum lot area may be reduced 2,000 square feet for a maximum density of 40 units per acre. No projects requesting to utilize the above-referenced section of the Zoning Ordinance have been proposed during the current Housing Element Cycle (2015-2023).

Program	Objective	Timeframe	Status of Program Implementation
13-P-1.2	**Encourage the construction of both high end and moderate-income housing in the southern foothills, downtown, along the waterfront, and throughout Pittsburg to provide abovemoderate-income housing opportunities in the community and to increase economic activity within the city.**		
13-P-1.2.A	Establish minimum lot sizes when prezoning the foothills to accommodate large homes.Provide flexible lot sizes on up to 50% of the lots, when requested, in conjunction with a density bonus and long-term affordable housing agreement.	Ongoing; implement upon request	Developable areas within the southern foothills have been pre-zoned as Hillside Planned Development (HPD) District, and upon annexation into the City, HPD District regulations would apply. The HPD District does not establish minimum lot sizes; however, the allowable density for new single-family residential development is identified as a range from 0.2 to 4.5 d.u./ac depending upon the average natural slope of a property. This type of density range would be conducive to large lot and large home development. Additionally, General Plan policy 2-P-94 allows an overall maximum density of three dwelling units per acre within the low density residential areas south of the San Marco Planned Development, which would allow for estate-sized lots for estate sized homes
13-P-1.2.B	Ensure subdivisions in the foothills include an adequate supply of estate-sized lots for estate size homes.	Ongoing; implement as development projects are proposed	Development in hillside areas is subject to the base density calculations set forth in the HPD District development regulations, which allows for flexible lot sizes in accordance with the surrounding topography and development. The base density calculations allow a range from 0.2 to 4.5 d.u./ac. Such a density range would be conducive to a subdivision development of estate homes.Additionally, General Plan policy 2-P-94 allows an overall maximum density of three dwelling units per acre within the low density residential areas south of the San Marco Planned Development, which would allow for estate-sized lots for estate sized homes.
13-P-1.2.C	Ensure that at least half the homes approved and constructed on estate size lots in the foothills are over 3,000 square feet (net garage) in size.	Ongoing; implement as development projects are proposed	All development projectsand tentative subdivision mapsare subject to review by the Planning Commission; therefore, this policy be implemented on a case-by-case basis.

Program	Objective	Timeframe	Status of Program Implementation
13-P-1.2.D	Support the development of moderate- and above moderate-income housing within the existing City limits, such as high-end condominiums, townhouses, and single-family units with premium views and amenities throughout the city to increase economic activity within these areas.	Ongoing; implement as development projects are considered andproposed	The southwest portion of the City, which extends from State Route 4 tothe north to the southwest hills tothe south, is located in the 693-acre San Marco PD, which was established in 1993 and is composed of approximately 14 distinct "villages" with varying densities and housing types specified for each. In 2012, the Planning Commission approved a Vesting Tentative Map in the San Marco PD for up to 252 small lot single-family lots (ranging from 2,992 square feet to 5,480 square feet) on approximately 30.2 acres. In 2008, the San Marco Villas were constructed within the large-scale San Marco PD District. The development resulted in development of 330 market-rate multi-family apartments at the western foothills of the City and dramatically increased the number of rental units available to moderate- and above moderate-income families. In 2015, the Planning Commission approved the Villas II Extension, which added an additional 132 units immediately west. Additionally, in 2015, the Planning Commission approved the construction of Greystone Place (38 units) within the Railroad Avenue Specific Plan (RASP) PDA and the renovation of the Burlessas Building, which would include ground floor retail and eight multi-family residential units on the second floor.Construction of the Greystone Place Subdivision was completed in 2016. In 2016, the City approved the Belle Harbor Subdivision, which included a request to rezone 7.25 acres from Government/Quasipublic (GQ) District to a Planned Development (PD) District to allow the development of 82 units, plus 8 accessory dwelling units which are affordable by design.While these units are detached, the PD District approved under the rezoning allows for reduced lot sizes and setbacks, and an increase in density similar to a townhomedevelopment. Currently, the City is processing a development application for Esperanza, a 318-unit multi-family development which will significantly increase the number of moderate- and above moderate-income multi-family units in the City.

Program	Objective	Timeframe	Status of Program Implementation
13-P-1.4	**Support the construction of multi-family housing in close proximity to transit, arterials, shopping, and public services.**		
13-P-1.4.A	Encourage the development of high-density, transit-oriented mixed-use development for all income levels, within identified Priority Development Areas(PDAs) near existing and planned transit through the implementation of thePittsburg/Bay Point BART Master Plan and the Railroad Avenue Specific Plan. Wherefeasible and appropriate, provide incentives such as fee waivers or deferrals,reduced parking requirements (in accordance with the adopted plans) and fast-trackpermit processing.	Communicate with interested developers at least once per year and implement as development projects are proposed	The City Council adopted Ordinance No. 09-11303 approving the Railroad Avenue Specific Plan on November 2, 2009. The plan regulates development within the Railroad Avenue PDA and allows densities up to 65 units per acre in areas closest to the planned eBART station. On September 19, 2011, the City Council adopted Ordinance No. 11-1350 rezoning approximately 50 acres around the existing Pittsburg/Bay Point BART Station to M-P (Mixed Use with a Master Plan Overlay) District. The Master Plan allows high-density residential development up to 70 units per acre (not including density bonuses), and contains development standards such as minimum densities, maximum parking standards, and architectural and streetscape standards intended to foster development of a high-density, mixed-use transit village around the BART station. In 2016, the City approved the Belle Harbor Subdivision, which included a request to rezone 7.25 acres from Government/Quasipublic (GQ) District to a Planned Development (PD) District to allow the development of 82 units, plus 8 accessory dwelling units which are affordable by design. The proposed development is designed at a density of 11.5 d.u./ac, and is located within a ½ mile radius of the BART station at the intersection of Railroad Avenue and State Route 4. Currently, the City is processing a development application for Esperanza, a 318-unit multi-family development approximately one mile west of thePittsburg/Bay Point BART Station, and reviewing preliminary plans for development of 271 units within ¼ mile of the Pittsburg Center BART Station. The City will continue to communicate with interested developers as development projects are proposed within these specified areas.

Program	Objective	Timeframe	Status of Program Implementation
13-P-1.4.B	If deemed necessary by the City Engineer, research and implement Transportation Demand Management (TDM) strategies, such as parking pricing, unbundling housing and parking, and employer sponsored transit passes, for in-fill and mixed-use developments located within one-half mile distance of BART and other transit facilities in order to reduce parking requirements.	Ongoing; review annually or as development projects are proposed	The Railroad Avenue Specific Plan contains Policy No. 6-P-13, to implement TDM strategies including those listed within Program 13-P-1.4.C, when traffic and parking demand increases within the Specific Plan area. Further, the Specific Plan contains reduced parking requirements for residential developments within the plan area. In 2016, the City hired a consultant to prepare a TDM strategy, and held multiple community meetings within neighborhoods affected by the Pittsburg Center BART Station to discuss TDM strategies and gather feedback. The Pittsburg/Bay Point BART Master Plan contains subsection, 6.7, Station Area Development Strategies-Parking Management Strategies that sets forth recommendations to reduce parking demand on BART-owned properties. Further, the Master Plan contains parking maximums and no parking minimum standard for properties within the plan area.
13-P-1.4.C	Encourage owners of very large parcels (in excess of 20 acres) within one-half mileof an established or planned PDA to partner with nonprofit housing developers todevelop a portion of the site with housing affordable to low- and moderate-incomehouseholds.	Ongoing; implement as development projects are proposed	Not yet implemented. Implemented as development projects are proposed within these areas.
13-P-1.5	**Encourage the construction of accessory dwelling units or "second units" that allow extended families to live near each other, increase the affordable and rental housing stock, and provide income assistance to homeowners.**		
13-P-1.5.A	Support the development of second units through reductions and waivers of city transportation and planning fees for accessory residential units.	Ongoing; implement as second units are proposed	Review of compliance with PMC regulations governing Accessory Dwelling Units (ADUs) are accomplished through the City's standard building permit process; however, the applicant is required to pay a Planning review fee ($175) plus building permit fees and requisite engineering fees per residential unit. Between 2007 and 2015, a minimum of sixaccessory dwelling units were permitted and constructed, and there have been a significant number of inquiries about the process and cost at the public counter. In 2016, the state adopted legislation to streamline ADU development, including elimination of parkingrequirements for ADUs constructed within ½ mile for transit facilities, and reductions in development fees for attached ADUs and conversions of existing structures.

Program	Objective	Timeframe	Status of Program Implementation
13-P-1.5.B	Work with Delta Diablo Sanitation District and Contra Costa Water District to reduce or waive fees for utility installations for accessory dwelling units.	2015-2017	This program has not been implemented. In 2016, the state adopted legislation intended to streamline development of ADUs, including elimination of parking requirements for ADUs constructed within ½ mile for transit facilities, and reductions in development fees for attached ADUs and conversions of existing structures to ADUs.
13-P-1.5.C	Develop a second unit brochure and make it available for distribution at permit center and web site.	2015	This program has not been implemented. Staff provides general handouts at the counter which discuss setbacks and lot coverage requirements for accessory structures, including second units.
13-P-1.6	**Meet Pittsburg's fair share regional housing needs.**		
13-P-1.6.A	Endeavor to facilitate the production of a minimum of 2,025 housing units betweenJanuary 1, 2014, and June 30, 2022, including at least 392 units serving extremelylow- and very low-income households, 254 units serving low-income households,and 316 units serving moderate-income households through implementation of thepolicies and actions identified in this element.	2014-2022	The Cityhasentitled806residential units thus far during 2015-2023 Housing Element planning period, including 25 units for very low-income and 217 units for low-income households. During this period, the City hasissued building permits for 789residential units. Of the permits issued, 418were for single-family homes and 371were for multifamilyunits (two or more). In 2016, annexation of the MontreuxSubdivision (356 units) was approved, and the City has initiated annexation proceedings for the Tuscany Meadows Subdivision(917 units).
13-P-1.6.B	Monitor the City's inventory of sites appropriate to meet housing at all income levels and ensure that adequate sites remain available throughout the planningperiod, in compliance with Government Code Section 65863(b).	2014-2022	Ongoing. The Successor Agency to the City of Pittsburg Redevelopment Agency (Successor Agency) staff maintains a list of City and Successor Agency-owned parcels that is available to the public upon request. In addition, all City employees have access to an online Geographic Information System (GIS) web page that contains up-to-date property information, which staff can provide to the public upon request. Throughout 2016, the City continued expandingits GIS program, which will allow the City to closely monitor availability of land for development of housing at all income levels.
Affordable Housing/Special Needs Housing			

Program	Objective	Timeframe	Status of Program Implementation
Goal 2. Promote the expansion of the City'saffordable housing stock, including that which accommodates special needs households.			
13-P-2.1	**Provide incentives to developers who assist the City in meeting affordable housing needs, including units to accommodate special needs households: female-headed households, seniors, disabled, developmentally disabled, large families, emancipated youth, seasonal and temporary workers, and the homeless.**		
13-P-2.1.A	Utilize public funds to increase the supply of housing affordable to extremely low-, very low-, and low-income households, and moderate-income large family households.Endeavor to set aside a minimum 20% of the City's annual Community Development Block Grant (CDBG) funds for affordable housing projects and programs targeting special needs populations described in Policy 2.1.	Review CDBG funding annually to provide funds for affordablehousing projects and targeted special needs populations.	The Pittsburg Housing Authority/Community Access administers rental assistance through the Section 8/Housing Choice Vouchers program to extremely low-, very low-, and low-income households by subsidizing their monthly housing expense. The Pittsburg Housing Authority (Housing Authority) provides rental subsidy to the maximum extent allowable. Funding is awarded by the Federal government to subsidize low-income families with their rent. The number of families the Housing Authority can assist is determined by the annual contract contribution awarded. Factors in determining the number of units available to assist eligible families are based on average housing assistance payments, fair market rents established by HUD, and administrative costs. With this in mind, for calendar year 2015-2016, the Housing Authority received $13,012,695. These funds were used to subsidize 948 Section 8 recipients and 160 Veteran Affairs Supportive Housing (VASH) vouchers. Additionally, $100,000 of CDBG funds were used for housing rehab programs to sustain the existing housing stock, much of which is occupied by low-income residents. This program will continue to be implemented on an annual basis.
13-P-2.1.B	Prioritize public funds for the development of housing affordable to extremely low-income households for identified special needs groups described in Policy 2.1.	Funding will be prioritized annually.	During the 2007–2014 Housing Element planning period, the Redevelopment Agency invested approximately $6.4 million in the Los Medanos Village Apartments, which consists of 30 units that would be set aside for qualified low-income residents and small families. The development may be restricted to veteran housing depending on the funding secured for the project. Program will continue to be implemented on a case-by-case basis.
13-P-2.1.C	Provide fee waivers and allow fee deferrals until issuance of a Certificate ofOccupancy for	Ongoing; implement as	Implemented on a case-by-case basis as affordable housing projects are proposed.

Program	Objective	Timeframe	Status of Program Implementation
	developers constructing affordable housing developments and/ordevelopers providing housing and programming serving identified special needspopulations described in Policy 2.1. Investigate the possibility of extending feedeferrals beyond issuance of a Certificate of Occupancy to allow developers ofaffordable housing to amortize the fees over a longer period of time.	affordable housing projects are proposed	In 2015, the Planning Commission approved development of Greystone Place, a 38-unit infill development. As part of the project's Development Agreement, four deed-restricted affordable units were constructed to meet the City's inclusionary housing requirement. As part of the development agreement, impact fees associated with the construction for the four affordable units were waived. In 2016, the Planning Commission approved development of formerly Belle Harbor, an 82-unit infill development which includes eight deed-restricted affordable units to be constructed to meet the City's inclusionary housing requirement. As part of the development agreement, impact fees associated with the construction for the four affordable units were also waived.
13-P-2.1.D	Assist nonprofit developers in seeking utility fee credits when redeveloping sites foraffordable housing and/or housing developments serving an identified special needspopulation as described in Policy 2.1.	Ongoing; provide assistance as development projects are proposed	Implemented on a case-by-case basis as affordable housing projects are proposed. Previously, the City's Engineering Division has worked with nonprofit developers to identify utility, traffic mitigation, and parkland dedication fee credits for multiple affordable housing developments including Siena Court, Los Medanos Village Apartments, and La Almenara.
13-P-2.1.E	Give priority in processing to project applications with an affordable housing component and/or	Ongoing; Review annually and	Implemented on a case-by-case basis as affordable housing projects are proposed. The Development Services Department has historically

Program	Objective	Timeframe	Status of Program Implementation
	serving an identified special needs population described in Policy 2.1.	implement as development project applications are received	prioritized development projects that include an affordable component. In 2015, Greystone Place, which included the construction of four affordable second dwelling units, obtained subdivision, design review, and development agreement approvals and began construction in less than 20 months (February 2014 to November 2015). In 2016, the Planning Commission approved development of an 82-unit infill developmentwith eight affordable second dwelling units. The developer obtained subdivision, design review, and development agreement approvals and began construction in less than one year (September 2015 to August 2016). Historically,Los Medanos Village Apartments (71 unit affordable multi-family development) obtained planning entitlements as well as engineering and building permits, completed construction and received Certificates of Occupancy in approximately 19 months (April 2007 to November 2008). Siena Court (111-unit affordable development including a mixed-use component, a structured garage and a rooftop garden) obtained planning entitlements and engineering and building permits and broke ground on construction within approximately 18 months (June 2008 to December 2010). La Almenara (20-unit multi-family affordable development) obtained planning entitlements and engineering and building permits and broke ground on construction within seven months (February 2010 to September 2010).
13-P-2.1.F	Support density bonuses and other incentives above those required in the State mandated Density Bonus Law for mixed-income housing projects which address the housing needs of an identified population described in Policy 2.1.	Review annually and implement as development projects areproposed	Implemented on a case-by-case basis as affordable housing projects are proposed. Since 2010, the Planning Commission approved Siena Court, an affordable housing development for seniors, and Los Medanos Apartments, which is slated for occupancy by veterans, both with approximately 50 percent density bonuses. The density bonuses granted by the City for these projects are significantly higher than the maximum density bonus called for under state law (35 percent).
13-P-2.1.G	Continue to work with non-profit developers to	Annually	In 2015, the City applied for several County and State grant funding

Program	Objective	Timeframe	Status of Program Implementation
	identify and apply for County and state grants (www.hcd.ca.gov/fa) to construct affordable housing projects and/or residential developments that serve an identified special housing needs population described in Policy 2.1.	communicate with nonprofit developers and annually,depending on state funding cycles, submit applications for funding.	programs to support affordable housing. The City received a $20,000 grant from the San Francisco Foundation. The Pittsburg Housing Authority has agreed to provide a loan agreement for up to $947,000 for the financing of Veteran's Square through Resolution No. 15-288 dated June 15, 2015. In April 2016, the developer was notified that the Veteran'sSquare project will be receiving an award of over $3 Million in state Veterans Housing and Homeless Prevention Programfunds and the project was invited to submit a full application for the state Affordable Housing and SustainableCommunities Program. The City will continue to apply for County and State funding in the coming years.
13-P-2.1.H	Facilitate the development of onsite child care space by offering priority permitting, reduced parking and flexible development standards for housing developments that include on-site child care.	Review annually and implement as development projects areproposed.	PMC section 18.50.010, "Land Use Regulations for All Residential Districts," allows General Day Care uses as a permitted use in medium and high-density residential districts provided that they are designed as an ancillary part of the multi-family residential project, and serve only the residents of the complex; otherwise, they are permitted with an approved use permit. No development has proposed to have a child care center within this reporting period. The City's Municipal Code currently allows small family day cares as a permitted use in all residential zones. In 2016, the City's Land Use Subcommittee voted to support a zoning ordinance amendment to allow large family day cares meeting specific development standards as a permitted use, with limitations.The proposed zoning text amendments will be presented to the Planning Commission and City Council in 2017.
13-P-2.2	**Accommodate the development of housing that is accessible to disabled persons and facilitates aging in place.**		

Program	Objective	Timeframe	Status of Program Implementation
13-P-2.2.A	Continue to implement a Home Rehabilitation Loan Program, providing grants to extremely low-, very low-, and low-income senior and disabled households to increase the handicap accessibility of their homes. Advertise the loan program through flyers, online materials, and outreach at the Senior Center and the HousingAuthority.	Ongoing; distribute flyers and update outreach materials annually oras needed	The City's 2016 CDBG Annual Action Plan is scheduled to provide $100,000 of CDBG funds for housing rehab programs to sustain the existing housing stock, much of which is occupied by low-income residents.
13-P-2.2.B	To facilitate aging in place, encourage that a percentage of new homes within new subdivisions be limited to one-story in height, and incorporate universal design principles as part of a comprehensive update of the development review design guidelines.	2015-2017	The Development Review Design Guidelines have not been updated to include this program. However, all projects are reviewed by the City's Building Division in accordance with Chapter 11 of the California Building Code which requires that a certain number of residential units within new construction projects or significant rehabilitation projects be accessible and adaptable. Until the Design Guidelines are updated to include this program, it will be implemented on a case-by-case basis as development proposals are reviewed.
13-P-2.3	**Support efforts to provide temporary, transitional and permanent housing in the City and surrounding area for homeless people.**		
13-P-2.3.A	Coordinate with the County and local non-profits to identify and address the housing and social service needs of the local homeless.	Annually	During the 2015/2016 fiscal year, the City provided over $56,500 in CDBG Funds to local non-profit programs that provide services to the local homeless population, including: Loaves and Fishes, which provides hot meals Monday through Friday to people in lower income areas who are hungry; St, Vincent de Paul RotaCare, a free medical clinic for low income and underserved Pittsburg residents; the St. Vincent de Paul workforce Development Program, which provides training and work experience for those who are new to or have been out of the workforce due to incarceration, addiction, homelessness or chronic unemployment; and Shelter, Inc., which works to prevent homelessness for at-risk citizens or rapidly re-houses households who are homeless. The City of Pittsburg 2016 CDBG Annual Action Plan calls for $25,540 of CDBG funds to be used for homeless prevention between the years 2015 and 2020. Additionally, the City continues to participate in the Contra Costa County Consortium for homeless programs by offering staff support for meetings and activities.

Program	Objective	Timeframe	Status of Program Implementation
13-P-2.3.B	Continue to fund operations of the permanent homeless shelters in Central Contra Costa County using CDBG and other funds targeted to serve lower income households.	Ongoing; allocate funds annually	The City continues to participate in the countywide efforts to assist the homeless population by funding services that take proactive steps to implement the Continuum of Care strategy for the homeless. During the 2015/2016 fiscal year, the City provided $16,000 in CDBG funds tothe St. Vincent De Paul Rotacare clinic that is operated at the St. Vincent De Paul facility in Pittsburg. This program not only offers free medical care but also serves as a day time shelter for homeless families. A feeding program is also within walking distance from the facility and offers hot meals for these families. Additionally, during the 2015/2016 fiscal year, the City provided $12,795 in CDBG funds toShelter Inc.'s Homeless Prevention Program which prevents homelessness for at-risk homelessness or rapidly re-houses households who are homeless. The Housing Authority in collaboration with the Department of Veteran Affairs is working to eliminate homelessness among the veteran population by combining the housing choice voucher rental assistance with clinical case management services through the VASH program. A total of 160 veterans were housed through the VASH program during this Program Year.
13-P-2.3.C	Amend the Zoning Ordinance to redefine supportive and transitional housing to be consistent with Health and Safety Code Sections 50675.2 and 50675.14. In accordance with more recent interpretations of Senate Bill 2, amend the Zoning Ordinance to allow supportive and transitional housing as residential uses subject only to restrictions applicable to other residential uses of the same type in the same zone.	2015-2016	Not yet implemented.
13-P-2.3.D	Continue to support expansion of programs providing housing information, counseling, referrals, dispute resolution, and/or emergency shelter.	Ongoing; allocate funding annually or as available	The Successor Agency for the Redevelopment Agency of the City of Pittsburg has partnered with Pacific Community Services, Inc. (PCSI), to provide confidential counseling to families who are in danger of losing their homes to foreclosure. The City's 2016 CDBG Annual Action Plan is scheduled to provide$12,795 in CDBG funds to Contra Costa Senior Legal

Program	Objective	Timeframe	Status of Program Implementation
			Services, to support legal counseling, advice, representation, and litigation services to seniors in connection with housing issues, as well as $12,795 to Shelter Inc., to prevent homelessness. Pittsburg Housing Authority staff provides individual counseling on eligibility requirements, credit issues, and pre- and post-homeownership counseling.
13-P-2.3.E	Work with public agencies in the area to develop a coordinated and cooperative approach to identifying the housing needs of day laborers, and implement programs to address their identified needs.	Annually	This program has not been implemented.
13-P-2.3.F	Continue to support community based job training programs to help individuals learnnecessary skills to attain higher paying jobs and transition out of the Section 8 program.	Ongoing	Not yet implemented.
13-P-2.4	**Increase homeownership opportunities for extremely low-, very low-, low- and moderate income households.**		
13-P-2.4.A	Provide support for the development of homes for extremely low-, very low-, and low-income households under sweat equity programs, through technical assistance, funding application assistance, and financial assistance if and when available.	Ongoing; implement as development projects are proposed	The City has not been implemented a sweat equity program during the current Housing Element cycle. City staff provides technical assistance and finding application assistance as requested by developers of affordable housing. The City's 2016 CDBG Annual Action Plan is scheduled to provide $100,000 of CDBG funds for housing rehab programs to sustain the existing housing stock, much of which is occupied by low-income residents.
13-P-2.4.B	Support continuation of the County Mortgage Credit Certificate program benefiting new low- and moderate-income homeowners, and make information about it available at permit counter and on the City'swebsite.	Ongoing; review and update information annually or as needed	This program has not been implementedduring the current Housing Element cycle.
13-P-2.4.C	Continue to provide a first-time homebuyer	Ongoing;	This program has not been implemented during the current Housing

Program	Objective	Timeframe	Status of Program Implementation
	program in the city for the benefit of low- and moderate-income households utilizing appropriate CDBG and Housing Authority resources. Explore options for partnership with ABAG or other regionalagencies on additional funding for a region-wide first time homebuyer program.	allocate resources annually or as available	Element cycle.
13-P-2.4.D	Continue to provide information to local for-profit and not-for-profit developers about the types of state and federal low-interest land acquisition/construction funds available for development of homes affordable to low- and moderate-income households by distributing the list of available grant funds listed on www.hcd.ca.gov/fa/, and continuing to offer support in the application of these funds.	Ongoing; distribute the list annually and upon request	This task is undertaken on a case-by-case basis when individual developers approach the City's Economic Development Department and PlanningDivision, and request information or assistance in obtaining state and federal funds. In the past, the City has worked closely with nonprofit housing developers to participate in mortgage and construction loan and grant programs including but not limited to the Housing and Community Development Multi-family Housing Program (HCD MHP), Contra Costa HOME, Affordable Housing Partnership (AHP) funds, California Tax Credit Allocation Committee (CTCAC) tax credits, and the California Debt Limit Allocation Committee (CDLAC) Qualified Residential Rental Project Program.
13-P-2.4.E	Continue to participate in the Contra Costa County Consortium to ensure access to and input on the distribution of HOME and HOPWA funds benefiting Pittsburg residents with special needs.	2015-2018	The City of Pittsburg continues to partner with the Contra Costa County Consortium to offer staff assistance and to ensure the receipt and distribution of Contra Costa HOME and Housing Opportunities for Persons with AIDS (HOPWA) funds that benefit Pittsburg residents.
13-P-2.4.F	Continue to co-sponsor homeownership/credit preparation classes within the community.	Ongoing; co-sponsor classes on quarterly basis or as appropriate	Currently, Pittsburg Housing Authority staff provides individual counseling on eligibility requirements, credit issues, and pre- and post-homeownership counseling. This program will continue to be implemented on an ongoing basis depending on the availability of funding.
13-P-2.4.G	Amend the City's inclusionary housing ordinance to allow inclusionary units to count towards density bonuses.	2017	This program has not been implemented during the current Housing Element cycle.
13-P-2.4.H	Review the appropriateness and feasibility of the City's inclusionary housing regulations as they relate to new and existing for-sale and rental housing development. Evaluate fluctuations in market-rate home sale and	2017	This program has not been implemented during the current Housing Element cycle.

Program	Objective	Timeframe	Status of Program Implementation
	rental prices, income trends, and other relevant data, as well as recent case and state law as it relates to the City's adopted policy. If appropriate, consider adopting a revised inclusionary policy for new development in which fee payment (such as an affordable housing linkage fee) is the primary form of compliance for various types of development. Identify appropriate strategies for working with owners and occupants of existing inclusionary units depending on the results of the analysis.		
13-P-2.4.I	Support the development of homes affordable to low- and moderate-incomehouseholds and developed by nonprofit organizations citywide. Support shouldinclude, but not be limited to, technical/staff assistance for grant and tax creditapplications as well as incentives, credits and fee deferrals, and flexibledevelopment standards in accordance with the State-mandated Density Bonus Law.Prioritize partnerships with nonprofit developers that have a proven track record indeveloping successfully in the city.	Ongoing; implement as development projects are proposed by nonprofit organizations	Implemented on a case-by-case basis as applications are submitted.City staff provides technical assistance and finding application assistance as requested by developers of affordable housing.
13-P-2.4.J	Create a list of publicly owned land, update the list on a quarterly basis, and makethe list available to developers upon request. Prioritize partnerships for thedisposition of publicly owned land with nonprofit developers that have a proventrack record in developing successfully in the city.	Ongoing; establish list by 2016, update quarterly	Ongoing. The Successor Agency to the City of Pittsburg Redevelopment Agency (Successor Agency) staff maintains a list of City and Successor Agency-owned parcels that is available to the public upon request. In addition, all City employees have access to an online Geographic Information System (GIS) web page that contains up-to-date property information, which staff can provide to the public upon request. Throughout 2016, the City expanded its GIS program, which will allow the City to closely monitor availability of land for development of housing at all income levels.
13-P-2.4.K	Pursue federal resources to acquire foreclosed properties for the rehabilitation and re-tenanting of very-low, low- and moderate-income first-time homebuyers, and to assist homeowners facing foreclosure to stay in their homes. Institute a local preference policy for residents and those who work and/or attend school in Pittsburg when administering the program.	Ongoing; pursue federal resources and institute a local preferencepoli cy by 2017	No federal resources to acquire foreclosed properties were obtained during the reporting period. The Successor Agency for the Redevelopment Agency of the City of Pittsburg partnered up with Pacific Community Services Inc. (PCSI), a non-profit organization that assists troubled homeowners at no charge. PCSI services include confidential counseling to families who are in danger of losing their homes through foreclosure. The counseling consists of a personal interview and the development of a case management plan. A working

Program	Objective	Timeframe	Status of Program Implementation
			relationship is established between the homeowner and lender and so as to determine the best relief measures. Every possible alternative to foreclosure is explored.
13-P-2.5	**Increase the supply of rental housing available and affordable to extremely low-, very low-, low-, and moderate-income households, and in particular large families.**		
13-P-2.5.A	Continue to advocate for and operate the Section 8 Housing Choice Voucher Program. Increase the number of vouchers available, when possible.	Ongoing	The Housing Authority continues to provide rental housing assistance to approximately 948 Section 8 voucher holders, which includes 160 Housing Choice Vouchers for homeless veterans in Contra Costa County. In 2017, the City of Pittsburg Housing Authority waiting list will open for the first time in approximately 10 years.
13-P-2.5.B	Continue to publicize the Housing Choice Voucher Program/benefits, and encourage the participation of single and multi-family property owners.	Ongoing	The Housing Authority continues to market the Section 8 Housing Choice Voucher Program by directly contacting and informing landlords and property managers about the program and by keeping program information current on the City website.
13-P-2.5.C	Provide support for the development of rental units for extremely low-, very low-, low-, and moderate-income households that are developed by nonprofitorganizations by offering technical assistance, funding application assistance, feewaivers and deferrals, and financial assistance if and when available.	Ongoing	Implemented on a case-by-case basis as affordable housing projects are proposed.
13-P-2.6	**Encourage the incorporation of energy conservation design features in existing and future residential developments to conserve resources and reduce housing costs.**		
13-P-2.6.A	Continue to offer rehabilitation loans and possibly grants to low- and moderate-income homeowners to improve the energy efficiency of their residence and/or replace existing energy inefficient appliances.	Ongoing	As of fiscal year 2016/17, the City is allocating approximately $100,000 in CDBG funding to the County's home rehabilitation loan program.

Program	Objective	Timeframe	Status of Program Implementation
			The Housing Rehabilitation Program is administered by Contra Costa County (County) on behalf of the City. During the 2015/2016 fiscal year, $59,316 was expended under the Housing Rehabilitation program and assisted two (2) seniors with the renovation of their homes including roof replacement and handicap accessible bathroom renovation.
13-P-2.6.B	Create incentives such as a density bonus or priority permitting for developments that exceed state energy efficiency standards by 20 percent as part of a comprehensive update of the development review process of the Climate Action Plan (whichever comes first). Support the use of solar heating and cooling homes, consistent with adopted building, mechanical, and plumbing codes.	2015-2020	This program has not been implemented.
13-P-2.6.C	Work with public and private financing entities to develop a grant or long-term loan program fund to fund the installation of solar panels on single-family and multifamilyresidential developments to reduce energy consumption and provide savingsto property owners. Examples of such partnerships include but are not limited toPittsburg Power Company, California FIRST Energy Savings Financing, Figtree PACEProgram and expansion of the City's involvement into the HERO Program to includeresidential uses.	2015-2020	This program has not been implemented.
13-P-2.6.D	Utilize efficient design principles in the site planning of new subdivisions to enhance the quality of life of Pittsburg residents. Closely follow the guidelines set forth in theadopted Green Building Development Review Design Guidelines and ensure that theCity's Climate Action Plan includes neighborhood, site, and building design tomaximize energy efficiency and smart growth principles and an incentive process tocomply with	2015-2020	Implemented on a case-by-case basis as development projects are proposed.

Program	Objective	Timeframe	Status of Program Implementation
	the adopted Green Building Development Review Design Guidelines(see also Program 2.6.B).		
Eliminating Discrimination			
Goal 3. Eliminate housing discrimination.			
13-P-3.1	**Promote fair housing opportunities for all people.**		
13-P-3.1.A	Prohibit housing discrimination on the basis of age, race, ethnic or national origin, physical or psychological special need, religion, sex, sexual orientation, familial status, or source of income in all projects which receive local public funds.	Ongoing.	The City is subject to and enforces state and federal fair housing laws. In addition, all agreements signed by the Citycontain a non-discrimination clause stating that there shall be no discrimination with regard to the rental or sale of units and no preference shall be given to any particular class or group of people except to the extent that the affordable units are provided to households that meet the minimum income requirements.
13-P-3.1.B	Amend the Zoning Ordinance to include a definition of employee housing as definedin Health and Safety Code Section 17021.5 and 17008 and to allow such housing forsix or fewer residents in residential districts subject only to restrictions applicable toother residential uses of the same type in the same zone.	2015-2017	This program is not yet completed.
13-P-3.1.C	Continue to address impediments to fair housing choice identified in the Contra Costa Consortium's Analysis of impediments to Fair Housing Choice.	Adhere to the time frame established in the Analysis of Impediments to Fair Housing Choice	Currently, Pittsburg Housing Authority staff provides individual counseling on eligibility requirements, credit issues, and pre- and post-homeownership counseling. This program will continue to be implemented on an ongoing basis depending on the availability of funding.
13-P-3.1.D	Continue to fund tenant-landlord counseling services to help resolve problems and conflicts that occur in tenant/landlord relationships. Publicize the	Annually	Currently, Pittsburg Housing Authority staff provides individual counseling on eligibility requirements, credit issues, and pre- and post-homeownership counseling.

Program	Objective	Timeframe	Status of Program Implementation
	availability of these public resources through the City's website, and through the display and dissemination of written materials (in both English and Spanish) at City Hall and the Pittsburg Library.		This program will continue to be implemented on an ongoing basis depending on the availability of funding.
13-P-3.1.E	Give preference to persons who live and/or work within the City of Pittsburg in the purchase or rental of local price restricted housing units constructed and/or acquired with local affordable housing funds.	Ongoing	A local resident and employee preference policy was implemented for all participants in the First Time Homebuyer Program prior to its dissolution; however, there is no local preference policy for potential occupants of inclusionary housing units.
13-P-3.1.F	Continue to refer families to Pacific Community Services (PCS) for fair housing issuesor complaints. Provide posters with fair housing referral information in the lobbyarea of the Housing Authority office and add information to the Housing Authority'swebsite.	Ongoing	Currently, Pittsburg Housing Authority staff refers fair housing issues to PCS. Fair housing information, including complaint forms and City contact information is available online. The Housing Authority Website will continue to be updated throughout the coming year. This program will continue to be implemented on an ongoing basis depending on the availability of funding.
Housing Stock Preservation			
Goal 4. Improve and preserve the existing housing stock including affordable housing units, where feasible and appropriate.			
13-P-4.1	**Support the conservation and rehabilitation of existing for-sale housing stock (including mobile homes) through a balanced program of code enforcement and property improvements.**		
13-P-4.1.A	Continue to investigate complaints and take appropriate action involving Building and Housing Code violations in single-family and multi-family rental housing.	Ongoing	The Building Division administers the City's Residential Rental Inspection Program which was established on February 6, 2006, with the adoption of Ordinance No. 06-1259. The Rental Inspection Program involves the identification and registration of rental properties in the City, the physical inspection of properties, and the issuance of correction notices and citations in order to gain compliance. Approximately 2,500 properties are enrolled in the program. In addition, the Building Division actively investigates citizen complaints regarding Municipal Code violations. This is accomplished through inspection, notification, communication, and the issuance of citations. The Building Division is also a key member of the City's Code Enforcement Team. The team includes staff from the Police Department, Engineering and Planning Divisions, the City Manager's

Program	Objective	Timeframe	Status of Program Implementation
			office, and the City Attorney's office. This group systematically addresses the more egregious Municipal Code violations in addition to establishing a proactive response to citizens' concerns. During the 2015/16 fiscal year, approximately $150,000inCDBG funds wasallocated to Code Enforcement activities to investigate complaints and take appropriate action involving residential code violations.
13-P-4.1.B	Continue to offer housing rehabilitation loans to owners of single-family and multi-family residences.	Ongoing	The Housing Rehabilitation Program is administered by Contra Costa County on behalf of the City. During the 2015/2016 fiscal year, $59,316 was expended under the Housing Rehabilitation program and assisted two (2) seniors with the renovation of their homes including roof replacement and handicap accessible bathroom renovation. As of fiscal year 2016/17, the City is allocating approximately $100,000 in CDBG funding to the County's home rehabilitation loan program.
13-P-4.1.C	Provide assistance to households undertaking the foreclosure process througheducation, legal assistance, and/or counseling services. Utilize funds and/or otherresources made available through CDBG and other sources. Institute a localpreference policy for residents and those who work and/or study in Pittsburg whenadministering the program.	Ongoing; utilize funds annually or as funds become available;institute a local preference policy by 2017	Currently, Pittsburg Housing Authority staff provides counseling on eligibility requirements, credit issues, and pre- and post-homeownership on an individual l basis. Though no activities were funded by CDBG during the Program Year, the Successor Agency for the Redevelopment Agency of the City of Pittsburg, partnered up with Pacific Community Services Inc. (PCSI), a non-profit organization that assists troubled homeowners at no charge. PCSI services include confidential counseling to families who are in danger of losing their homes through foreclosure. The counseling consists of a personal interview and the development of a case

Program	Objective	Timeframe	Status of Program Implementation
			management plan. Local preference policy has not yet been implemented.
13-P-4.2	**Utilize public funds to preserve rent restricted units at risk of conversion to market rate and conserve and rehabilitate the existing supply of housing affordable and made available to extremely low, very low, low and/or moderate-income households, when and where appropriate.**		
13-P-4.2.A	Set aside 20 to 40% of the City's annual Community Development Block Grant (CDBG) funds for housing programs, including but not limited to rehabilitation programs that remediate lead paint, eliminate building code violations, and result in more energy efficient homes.	Annually	The Housing Rehabilitation Program is administered by Contra Costa County (County) on behalf of the City. During the 2015/2016 fiscal year, $59,316 was expended under the Housing Rehabilitation program and assisted two (2) seniors with the renovation of their homes including roof replacement and handicap accessible bathroom renovation. As of fiscal year 2016/17, the City is allocating approximately $100,000 in CDBG funding to the County's home rehabilitation loan program.
13-P-4.2.B	Monitor rent-restricted units at-risk of conversion to market rate and meet with property owners to explore possible options/incentives to retain the units in the affordable housing stock. Facilitate preservation of at-risk units through cooperative partnerships with non-profit housing provider(s), when feasible and appropriate. This includes monitoring the planned renewal of Section 8 Certificates for Lido Square and East Santa Fe	Start two years before expiration date for each development	The Successor Agency to the City of Pittsburg (former Redevelopment Agency) is responsible for the ongoing monitoring of units that are at risk of conversion to market rate. Redevelopment staff maintains lists of all deed-restricted housing units and monitors the status of the units. Units at risk of conversion would be eligible for rehabilitation grants and loans in exchange for maintaining deed restrictions on the units. Affordable units at risk of converting for the 2015-2023 Housing

Program	Objective	Timeframe	Status of Program Implementation
	Apartments, facilitating the renewal process when needed, and utilizing public funds, if available, to purchase covenants in and/or substantially rehabilitate the units for continued restriction of their affordability. Supportdeveloper and nonprofit applications for other state and federal funds available tothem for the preservation of units at risk of conversion and for the rehabilitation ofthe existing housing stock. Notice tenants of at-risk units about available resources.		Element reporting period include: Lido Square Townhomes, East Santa Fe Avenue Apartments, and the Woods Manor Apartments.
13-P-4.2.C	Evaluate and monitor resale restrictions for new inclusionary units to determine if the market rate price is higher than the inclusionary unit price. Should the market price be lower or at the inclusionary home price, consider foregoing resale restrictions on a case-by-case basis.	Ongoing on case-by-case basis	Implemented on a case-by-case basis as restricted units become available for sale.
Neighborhood Design Quality			
Goal 5. Enhance the visual quality of Pittsburg's residential neighborhoods.			
13-P-5.1	**Enhance the quality and variety of new home designs and home additions to ensure an attractive living environment.**		
13-P-5.1.A	Conduct a comprehensive update of the Development Review Design Guidelines torequire	2017-2020	This program to further update the DRDG has not yet been implemented.

Program	Objective	Timeframe	Status of Program Implementation
	a high quality of design for new and existing residential development.Ensure that the guidelines require that a certain percentage of new homes withinnew subdivisions be limited to one story in height and/or regulate second-storyelements to provide increased variety in building planes on all building elevations.		On November 9, 2010, the Planning Commission adopted Resolution No. 9864, amending the Development Review Design Guidelines to include “Green Building Design Guidelines.” Existing residential development and subdivision guidelines were amended to eliminate policies deemed inconsistent with environmental and pedestrian-friendly principles.
13-P-5-2	**Enhance the built environment through citywide landscaping efforts including the installation of street trees that will grow to create a street tree canopy along roadways and sidewalks.**		
13-P-5.2.A	Publicize the existing street tree program in neighborhoods where street trees are scarce. Expand the program as funds become available.	Ongoing	This program has not been implemented.
13-P-5.2.B	Adopt a Tree Preservation Ordinance is to promote the health, safety, welfare, andquality of life of the residents of the City through the protection of specified treeslocated on private property within the City, and the establishment of standards forremoval, maintenance, and planting of trees.	2015-2016	Implemented. In 2015, the City Council adopted Ordinance No. 15-1390, establishing a citywide tree preservation ordinance.

Regional Fair Share Housing Allocation – Status (as of January 1, 2017)
Reporting Period 2015-2023

	No. Approved Housing Units				
	Very Low Income*	**Low Income***	**Moderate Income**	**Above-Mod. Income**	**Total**
Approved Housing Entitlements					
The Reserve at Woodland Hills	-	-	18	-	18
San Marco Villas II Extension (Village B)	-	-	132	-	132
Stoneman Apartments	23	207	-	-	230
Greystone Place (single-family)	-	4	-	38	42
Belle Harbor (Waterstone)	-	8	-	82	90
Burlessas Mixed Use	-	-	8	-	8
Purchased Covenants for Very Low Income Units in Existing Developments					
(none)	-	-	-	-	-
Subtotal	*23*	*219*	*158*	*120*	*520*
Regional Housing Need Allocation (RHNA) 2015-2023	*392*	*254*	*316*	*1,063*	*2,025*
Net Housing Need, 2015-2023	**369**	**35**	**157**	**943**	**1,505**

* Indicates deed restricted units or units with required affordability covenants.

BEFORE THE PLANNING COMMISSION OF THE CITY OF PITTSBURG

In the Matter of:

Resolution Accepting the General Plan Annual Progress Report for Calendar Year 2016 and Authorizing Submittal of the Report to the City Council, State Office of Planning and Research, State Department of Housing and Community Development, and Contra Costa Transportation Authority	)	Resolution No. 10055

The Planning Commission DOES RESOLVE as follows:

Section 1. Background

A. The Pittsburg General Plan 2020 is a state-mandated and comprehensive planning document intended to guide Pittsburg's long-term physical growth and development. It articulates a shared community vision of the City's future and sets forth broad goals and policies relative to important topics including, but not limited to, land use, economic development, housing, transportation, public safety, and open space. The last comprehensive update of Pittsburg's General Plan was completed in 2001. Most recently, the City Council adopted Resolution No. 15-13033 approving the General Plan Housing Element Update for the 2015-2023 planning period.

B. Under California Government Code Section 65400, the City is required to prepare a General Plan Annual Progress Report (APR) for submittal to the City Council, Governor's Office of Planning and Research (OPR), and State Housing and Community Development Department (HCD) by April 1st of each year. The purpose of the APR is to provide the City Council, OPR, and HCD with a progress report on the General Plan's implementation status. The APR is also meant to provide the City Council with an opportunity to identify any General Plan modifications that may be necessary to improve its implementation and effectiveness.

C. The General Plan APR is exempt from the requirements of the California Environmental Quality Act (CEQA) under the general rule of the State CEQA Guidelines, section 15061, in that there is no possibility that the APR may have a significant negative physical impact on the environment.

D. On February 28, 2017, the Planning Commission held a meeting during which the General Plan APR for Calendar Year 2016 and oral and/or written testimony was considered.

Section 2. Findings

Based on the Planning Commission Staff Report entitled, "General Plan Annual Progress Report for Calendar Year 2016," dated February 28, 2017, and based on all

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 3/7/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution Amending the Designated Board Members to the Municipal Pooling Authority

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

The governing documents of the Municipal Pooling Authority (MPA) require the City Council of each member city to appoint one Board Member and to appoint one alternate Board Member to the Board of Directors of MPA. The City Manager proposes amending the primary Board Member to be the Director of Finance and the alternate to the primary Board Member to be the Director of Human Resources.

FISCAL IMPACT

There is no fiscal impact with this resolution.

RECOMMENDATION

It is recommended that the City Council adopt the proposed Resolution designating the Director of Finance as the City of Pittsburg's appointee to the MPA Board of Directors and the alternate MPA Board Member as the Director of Human Resources.

BACKGROUND

MPA was established in 1978 as a Joint Powers Authority to provide for property, workers' compensation, public liability, vehicle and other insurance programs for 13 member cities in Contra Costa County. The membership has grown to 20 cities in Northern California.

Prior to 2003, the City Council designated individual employees, rather than the positions, as the City's representatives to the MPA Board of Directors. In 2016, the City Council adopted Resolution 16-13248 setting the Director of Finance (Primary) and the Assistant City Manager (Alternate) as the City of Pittsburg's delegates to the MPA Board of Directors.

SUBCOMMITTEE FINDINGS

This item was not presented to a Subcommittee.

STAFF ANALYSIS

The attached Resolution amends the alternate MPA Board Member from the “Assistant City Manager” to “Director of Human Resources”.

ATTACHMENTS: Resolution

Report Prepared By: Brad Farmer, Director of Finance

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

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TO: Mayor and Council Members

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ATTACHMENTS: Resolution

Report Prepared By: Brad Farmer, Director of Finance

OFFICE OF THE CITY MANAGER/EXECUTIVE DIRECTOR
65 Civic Avenue
Pittsburg, CA 94565

DATE: 3/8/2017

TO: Mayor and Council Members

FROM: Joe Sbranti, City Manager

SUBJECT: Adoption of a City Council Resolution to Accept Contract 2014-13, West Leland Road and Oak Hills Drive Traffic Signal Project as Complete and Authorizing the City Engineer to File a Notice of Completion

MEETING DATE: 3/20/2017

EXECUTIVE SUMMARY

Contract 2014-13, West Leland Road and Oak Hills Drive Traffic Signal Project (the "Project") is for installation of a traffic signal at the intersection of West Leland Road and Oak Hills Drive to improve safety for pedestrians crossing West Leland Road and for vehicles entering and exiting Oak Hills Drive. This Resolution will accept construction as complete and authorize the City Engineer to file a Notice of Completion for the Project.

FISCAL IMPACT

The Project is funded with $221,938 from CIP Fund Balance (Fund 301) originally drawn from Traffic Mitigation Funds, $101,014 from Local Transportation Mitigation Fund (LTMF) (Fund 303), and $27,048 of the Fair Share Revenue Fund (Fund 306).

Staff requests that the remaining funds (approximately $28,000) to remain in the project. A Project Budget Summary is attached to this report.

RECOMMENDATION

City Council adopt the attached resolution accepting the Project as complete and authorizing the City Engineer to file a Notice of Completion.

BACKGROUND

The Project consists in general of installation of a traffic signal at the intersection of West Leland Road and Oak Hills Drive to improve safety for pedestrians crossing West Leland Road and for vehicles entering and exiting Oak Hills Drive.

On March 20, 2000, the City Council approved Resolution 00-9125 allocating $788,000 of funding to the project known as Traffic Signal System at 4 Locations Project. To date three of the signals have been constructed leaving a remaining budget of $221,938 for design and construction of the Project.

On June 15, 2015 the City Council approved Resolution 15-13053 allocating $78,062 of Local Traffic Mitigation Fee (LTMF) funds to the Project for a total project budget of $300,000.

On March 16, 2016, Bids for the Project were opened and Mike Brown Electric Co. was the low bidder with a bid amount of $189,875.00. On April 18, 2016 the City Council approved Resolution 16-13178 awarding the project to the low bidder and allocating an additional $50,000 for a total project budget of $350,000.

On December 30, 2016 construction for the Project was complete and three (3) Contract Change Orders during construction were executed $9,484.21. The final contract amount was $199,359.21.

SUBCOMMITTEE FINDINGS

N/A

STAFF ANALYSIS

During construction there were three contract change orders that were necessary due to unforeseen circumstances, including the location of PG&E service conduit not shown in the project drawings, modifications to the signal pole foundation design to fit between existing utilities, and purchase of signs warning drivers a new signal was installed.

Staff requests that the remaining funds (approximately $28,000) to remain in the project.

ATTACHMENTS: Resolution
Project Budget Summary

Report Prepared By: Andrew Peters, Civil Engineer I

BEFORE THE CITY COUNCIL OF THE CITY OF PITTSBURG

In the Matter of:

Adoption of a Resolution Accepting	)	
Contract 2014-13, West Leland Road	)	
And Oak Hills Drive Signal Project as	)	RESOLUTION NO. 17-
Complete and Authorizing the City	)	
Engineer To File a Notice of Completion	)	

The City Council of the City of Pittsburg DOES RESOLVE as follows:

WHEREAS, Contract 2014-13, West Leland Road and Oak Hills Drive Traffic Signal Project (the "Project") consists in general of installation of a traffic signal at the intersection of West Leland Road and Oak Hills Drive to improve safety for pedestrians crossing West Leland Road and for vehicles entering and exiting Oak Hills Drive; and

WHEREAS, on March 20, 2000, the City Council approved Resolution 00-9125 allocating $788,000 (Fund 301) to the project known as Traffic Signal System at 4 Locations Project. After three of the signals were constructed, a budget of $221,938 remained for design and construction of the Project; and

WHEREAS, on June 15, 2015 the City Council approved Resolution 15-13053 allocating $78,062 of Local Traffic Mitigation Fee (Fund 303) funds to the Project for a total project budget of $300,000; and

WHEREAS, Bids for the Project were opened on March 16, 2016, and Mike Brown Electric Co. was the low bidder with a bid amount of $189,875; and

WHEREAS, on April 18, 2016 the City Council approved Resolution 16-13178 awarding the project to the low bidder and allocating $22,952 from the Local Traffic Mitigation Fee Fund (Fund 303) and $27,048 from Transportation Mitigation Fair Share Revenue Fund (Fund 306) for a total project budget of $350,000; and

WHEREAS, The City entered into a construction contract with Mike Brown Electric Co. on May 20, 2016; and

WHEREAS, On December 30, 2016 construction of the Project was complete after three Contract Change Orders were executed for unforeseen conditions related to utility locations, modification of signal pole foundation design, and purchase of additional signage, totaling $9,484.21, for a final contract amount of $199,359.21; and

WHEREAS, after all estimated Project expenses approximately $28,000 remains in the Project budget; and

WHEREAS, Staff requests that the City Engineer be authorized to file a Notice of Completion.

NOW, THEREFORE BE IT RESOLVED by the City Council of the City of Pittsburg as follows:

Section 1.
The City Council hereby finds and determines that the above recitals are true and correct and have served as the basis, in part, for the findings and actions of the City Council set forth below.

Section 2.
The Project is hereby accepted as complete.

Section 3.
The City Council authorizes the City Engineer to file a Notice of Completion.

Section 4.
The City Clerk shall attach a certified copy of this Resolution to the executed Notice of Completion.

Section 5.
The City Engineer is directed to file said document with the Office of the Recorder of the County of Contra Costa, State of California, within ten (10) days from the date hereof.

Section 6.
The City Clerk shall certify to the adoption of this Resolution.

Section 7.
This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED by the City Council of the City of Pittsburg at a regular meeting on the 20th day of March 2017, by the following vote:

AYES:

NOES:

ABSTAINED:

ABSENT:

_____
Marilyn Craft, Mayor

ATTEST:

_____
Alice E. Evenson, City Clerk

Project Budget Summary "Exhibit A"

Contract 2014-13, West Leland Road & Oak Hills Drive Traffic Signal Project
Finance Project Account 3104

Project Funding	CIP Fund Balance Fund 301	$221,938
	LTMF Fund 303	$101,014
	Fair Share Revenue Fund 306	$27,048
	Funding Total	**$350,000**

Project Expenditures:

Design: (Code 2122)	Design Consultant	$12,870
	Subtotal	$12,870
Professional Services: (Code 2199)	Design Professional Services	$8,050
	Subtotal	$8,050
Miscellaneous: (Code 1399)	Advertising	$668
	Reproduction	$500
	Postage	$28
	Subtotal	$1,196
Construction: (Code 2281)	Construction	$189,875
	Construction Contingency (~10%) = $19,000	
	Construction Contingency Used	$9,484
	Signal Foundation Redesign	$2,800
	City Supplied Materials	$46,271
	PG&E Service	$5,302
	Miscellaneous Construction Expenses	$6,378
	Subtotal	$260,111
Staff Time: (Code 1101)	Staff During Construction Management and Design	$29,374
	Staff Time for Closeout	$2,104
	Subtotal	$31,478
Admin Overhead (Code 2372)	Admin Overhead Costs for Construction and Design	$8,295
	Subtotal	$8,295

Expenditures Total = $ 322,000

Remaining Balance = $ 28,000