

October 17, 2019

Housing Authority of Clackamas County Board of Commissioners

Members of the Board:

Approval of Resolution #1941: Approval of the Fiscal Year 2020 Annual Plan Amendment

Purpose/Outcomes	Approval of the Housing Authority of Clackamas County's (HACC) Annual Plan Amendment by Resolution number 1941
Dollar Amount and Fiscal Impact	No fiscal impact
Funding Source	U.S. Department of Housing and Urban Development No County General Funds are involved.
Duration	Effective January 7, 2020 through June 30, 2020
Previous Board Action	FY 2020 (7/1/19-6/30/20) Annual Plan approved by the HACC Board on April 4, 2019 by Resolution No. 1937
Strategic Plan Alignment	<ol style="list-style-type: none"> 1. Ensure safe, healthy and secure communities 2. Individuals and families in need are healthy and safe 3. Grow a vibrant community 4. Sustainable and Affordable Housing 5. Build public trust through good government
Contact Person	Jill Smith, HACC Executive Director (503) 742-5336
Contract No.	N/A

BACKGROUND:

The Housing Authority of Clackamas County (HACC), a Division of the Health, Housing and Human Services Department, requests the approval of Resolution #1941, which approves the Housing Authority's Annual Plan Amendment. A public hearing was held on October 10th, 2019, to receive and consider public comments on HACC's Plan, however, no comments were received.

The Annual Plan is effective July 1st, 2019. The purpose of the Plan is to provide an annual update to HUD (U.S. Department of Housing and Urban Development) regarding the Housing Authority's policies, rules, and requirements concerning its operations, programs and services. The Annual Plan can be amended during the implementation year by calling a public hearing in front of the Housing Authority Board of Commissioners and by providing notification of the amendment of modification to HUD. The amendment will be approved in accordance with HUD's plan review procedures, as provided in the Code of Federal Regulations (CFR) 903.23.

The proposed amendment identifies policy changes and additional clarification, required by HUD, on HACC's development plans for its Public Housing properties. A summary of the changes are:

- Added additional redevelopment options for exploring for the Oregon City View Manor property to section B.2 of the Annual Plan (page 2 of packet)
- Added additional redevelopment options for exploring for the Clackamas Heights property to section B.2 of the Annual Plan (page 2 of packet)
- Added additional redevelopment options for exploring for the Hillside Park property and important dates to section B.2 of the Annual Plan (page 2 of packet)

- Added additional redevelopment options for exploring for the Hillside Manor property and Project Based Voucher configuration to section B.2 of the Annual Plan (page 2 of packet)
- Additional policy changes for the Housing Choice Voucher Program can be found on Attachment A-2
- Additional policy changes for the Public Housing Program can be found on Attachment B-1 and B-2

The Plan Amendment meets the following requirements of the Quality Housing and Work Responsibility Act (QHWRA) of 1998:

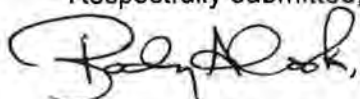
- The Annual Plan was developed in consultation with the Resident Advisory Board (RAB).
- The RAB is made up of residents from Public Housing and Section 8 programs. The RAB met on July 30th, 2019 to review the Annual Plan Amendment.
- HACC posted a public notice opening the Annual Plan for public review and comments from August 1, 2019 through September 15th, 2019.
- The Plan was made available at the HACC Administrative Office, HACC Property Management Offices, Clackamas County Oak Grove Library, and was posted on HACC's website.
- A Public Hearing in front of the HACC Board was held on October 10th, 2019. A public notice was published on July 26th, 2019 for the public hearing.

Once the Board adopts the Annual Plan Amendment, including all attachments, the final step is to submit the Annual Plan Amendment to HUD. HUD requires 75 days of review before its effective, estimated to be effective January 7, 2020.

RECOMMENDATION:

Staff recommends that the HACC Board of County Commissioners approve Resolution #1941, and permit staff to submit the final version of the plan amendment to HUD no later than October 24th, 2019.

Respectfully submitted,

 HACC Deputy Director/FOA

Richard Swift, Director

**BEFORE THE BOARD OF COUNTY COMMISSIONERS
OF THE HOUSING AUTHORITY OF CLACKAMAS COUNTY, OREGON**

In the Matter of Approving the
Housing Authority of Clackamas
County's FY 2020 Annual Plan
(Agency Plan) Amendment



Resolution No. 1941
Page 1 of 1

WHEREAS, the Housing Authority of Clackamas County (HACC) developed an FY 2020 Annual Plan that was approved by the Housing Authority Board of Commissioners on April 4th, 2019 (Agency Plan) and

WHEREAS, the Agency Plan was amended during the implementation year by calling a public hearing in front of the Board of Commissioners and by providing notification of the amendment of modification to HUD, and

WHEREAS, the Agency Plan Proposed Amendment was advertised in the Oregonian on July 26th, 2019 for public review and comment from August 1st, 2019 through September 15th, 2019, and

WHEREAS, the Agency Plan Proposed Amendment was developed using required HUD templates with input and recommendations from an established Resident Advisory Board (RAB) on July 30th, 2019, and

WHEREAS, the Agency Plan Proposed Amendment was discussed and testimony was taken at a public hearing in front by the HACC's Board of Commissioners on October 10th, 2019, and

WHEREAS, HUD requires HACC Board approval of the Agency Plan Proposed Amendment in the form of a board resolution, and

NOW THEREFORE BE IT RESOLVED that the Agency Plan Proposed Amendment is approved, and the Executive Director of the Housing Authority of Clackamas County is authorized to submit these documents to HUD.

DATED this 17th day of October, 2019

**BOARD OF COUNTY COMMISSIONERS OF THE
HOUSING AUTHORITY OF CLACKAMAS COUNTY, OREGON**

Jim Bernard, Chair

Recording Secretary

Housing Authority of Clackamas County



Mid-Year Amendment to Annual Plan 2019-2020

Effective Dates January 7, 2020 – June 30, 2020

Housing Authority of Clackamas County

Amendment to Annual Plan 2019-20

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

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

Definitions.

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

A. PHA Information.						
A.1	PHA Name: <u>Housing Authority of Clackamas County</u> PHA Code: <u>OR001</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performer PHA Plan for Fiscal Year Beginning: (MM/YYYY): <u>07/2019</u> PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Public Housing (PH) Units <u>545</u> Number of Housing Choice Vouchers (HCVs) <u>1,752</u> Total Combined <u>2,297</u> PHA Plan Submission Type: <input type="checkbox"/> Annual Submission <input checked="" type="checkbox"/> Revised Annual Submission					
<p>Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at each Asset Management Project (AMP) and main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.</p> <p>PHA Plan, PHA Plan Elements, and Public Hearing Information can be found at the following locations:</p> <ol style="list-style-type: none"> 1) Housing Authority Administrative Office, 13930 S Gain Street, Oregon City, OR 97045 2) Housing Authority Clackamas Heights Property Management Office, 13900 S Gain Street, Oregon City, OR 97045 3) Housing Authority Hillside Property Management Office, 2889 Hillside Court, Milwaukie, OR 97222 4) Housing Authority Website: http://www.clackamas.us/housingauthority/plansandreports.html 5) Clackamas County Public Library located at 16201 S.E. McLoughlin, Oak Grove, OR 97222 6) Resident Advisory Boards Members receive a hard copy of the draft Annual Plan <p><input type="checkbox"/> PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below)</p>						
		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						

<p>B.1</p>	<p>Revision of PHA Plan Elements.</p> <p>(a) Have the following PHA Plan elements been revised by the PHA since its last Annual PHA Plan submission?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Statement of Housing Needs and Strategy for Addressing Housing Needs (See Attachment C)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions (See Attached A & B for Policy Changes)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Financial Resources (See Attachment E)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Rent Determination (See Attachment A-2 and B-1)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Homeownership Programs</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Safety and Crime Prevention</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Pet Policy</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Substantial Deviation (See Attachment K)</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Significant Amendment/Modification (See Attachment K)</p> <p>(b) The PHA must submit its Deconcentration Policy for Field Office Review. See Attachment D</p> <p>(c) If the PHA answered yes for any element, describe the revisions for each element below. See Attachments referenced above</p>
<p>B.2</p>	<p>New Activities.</p> <p>(a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year?</p> <p>Y N</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Hope VI or Choice Neighborhoods.</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Mixed Finance Modernization or Development</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Demolition and/or Disposition</p> <p><input type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Tenant Based Assistance (Section 18 Demolition/Disposition)</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Conversion of Public Housing to Project-Based Assistance under RAD</p> <p><input checked="" type="checkbox"/> <input type="checkbox"/> Project Based Vouchers</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Units with Approved Vacancies for Modernization</p> <p><input type="checkbox"/> <input checked="" type="checkbox"/> Other Capital Grant Programs (i.e., Capital Fund Community Facilities Grants or Emergency Safety and Security Grants)</p> <p>(b) If any of these activities are planned for the current Fiscal Year, describe the activities. For new demolition activities, describe any public housing development or portion thereof, owned by the PHA for which the PHA has applied or will apply for demolition and/or disposition approval under section 18 of the 1937 Act under the separate demolition/disposition approval process. If using Project-Based Vouchers (PBVs), provide the projected number of project based units and general locations, and describe how project basing would be consistent with the PHA Plan.</p> <p>In 2018, HACC submitted a Section 18 Disposition application for Oregon City View Manor, a 100-unit Public Housing property located at 200 S. Longview Way, Oregon City. HACC plans to continue seeking a Section 18 Disposition for this site in 2019-2020. If approved, HACC will relocate all 100 households using Section 8 vouchers and the assistance of a relocation contractor. In addition, HACC plans to explore the feasibility of submitting a straight RAD or Section 18 and RAD blended application as an alternative process for this property in 2019-2020.</p> <p>In 2018, HACC prepared and submitted a grant to Metro to develop a community plan for the redevelopment of the Clackamas Heights property, a 100-unit Public Housing property located at 13900 S. Gain St., Oregon City, OR 97045. HACC plans to explore the feasibility of submitting a Section 18, Straight RAD or Section 18 and RAD blended application as an alternative process for this property in 2019-2020.</p> <p>HACC submitted a RAD application for our Hillside Park project consisting of a 100-unit Public Housing property located at 2887 SE Hillside Ct, Milwaukie. The application was approved and the PHA received the CHAP April 26, 2019. HACC is exploring the possibility of revising the application to utilize the Section 18 and RAD blend process instead of a straight RAD conversion. We anticipate this project may be a good candidate for a Section 18 Demolition and Disposition application and plan to pursue that application in 2019-2020. If approved, HACC will relocate all 100 households using Section 8 vouchers and the assistance of a relocation contractor.</p> <p>As of 2019, our multi-phase Rental Administration Demonstration (RAD) application for the rehabilitation of Hillside Manor, located at 2889 SE Hillside Ct, Milwaukie, has been approved and the project is moving forward towards rehabilitation closing in 1st quarter 2020. Our Rental Administration Demonstration (RAD) application for the redevelopment of Hillside Park has been submitted and we are awaiting HUD approval. We are planning to update the application to utilize the RAD and Section 18 blend process in which we plan to replace 100 units, with 70 under RAD HAP contract and 30 under a regular PBV contract (including 5 de minimis units that are backfilled with regular PBVs)</p> <p>Lastly, HACC has 145 scattered sites throughout Clackamas County. We anticipate working with HUD and submitting a RAD application to begin the process of a Section 18 Disposition and/or Demolition application for these sites in 2019. If approved, HACC will relocate all 145 households using Section 8 vouchers and the assistance of a relocation contractor.</p> <p>200 PBV's were approved by HUD for new development and rehabilitation projects. Request for proposals or awards of PBV are yet to be determined based on the Metro Affordable Housing Bond, the Hillside Redevelopment Plan (in initial phase of planning) and other development projects in the very early stages that are hopefully being developed in the next five (5) years. This is consistent with the PHA Plan to modernize, redevelop and demo/disposition) as our PHA Plan is required to align with the County's Consolidated Plan, Fair Housing Plan, Action Plan and Ten-Year Plan to end homelessness.</p> <p>Utilizing funds allocated to the Housing Authority from the Metro Affordable Housing Bond, HACC will expand its development capacity by hiring new staff to direct affordable housing development in the County. In addition to new staff it is anticipated that Metro Bond funds will be used to acquire and rehabilitate a facility in Gladstone that will provide 50 units of SRO Housing for homeless individuals.</p>

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.

PHA Goal 1: Develop new housing units with long-term affordability for a broad range of low-income households with an emphasis on dispersal of affordable housing by:

- Applied for and received 55 additional VASH vouchers
- Applied for and received 41 additional Mainstream vouchers
- Continuing to leverage private and/or other public funds to create additional housing opportunities
- Working with a broker to acquire land for new construction of affordable housing
- Conducted a financial feasibility study for rehabilitation, disposition, or redevelopment of existing Public Housing properties
- As of 2019, our multi-phase Rental Administration Demonstration (RAD) application for the rehabilitation of Hillside Manor has been approved and the project is moving forward towards rehabilitation closing in 4th quarter 2019. Our Rental Administration Demonstration (RAD) application for the redevelopment of Hillside Park has been submitted and we are awaiting HUD approval.
- Prepared and submitted a grant to Metro to develop a community plan for the Hillside Park property
- Prepared and submitted a grant to Metro to develop a community plan for the Clackamas Heights property
- Continued planning for the utilization of RAD & Demolition/Disposition Section 18 to improve & increase the number of affordable housing units
- Submitted a Section 18 Demo/Disposition application for Oregon City View Manor. This application is still in process with HUD.
- Rosewood Station is under construction with the first of six buildings scheduled for leasing in May 2019. Total affordable housing is 212 units.
- S.M. (include campus & pleasant) Completed an application and received funding for Veteran's Housing funding for a 24-unit affordable housing development in Oregon City, OR. This project is closing on its construction financing in 1st quarter 2019 and will complete construction by 1st quarter 2020.
- Provided financing for the development of 28 units of affordable housing in Milwaukie, serving families and veterans as a part of a campus redevelopment for a local nonprofit partner.
- Submitted a HUD Section 108 loan application & received loan approval to fund a variety of affordable housing projects including acquisition, new construction, and rehabilitation. This may include acquisition of property in Gladstone and along Holcomb Blvd. in Oregon City.

Housing Authority of Clackamas County certifies that the RAD conversion complies with all applicable site selection and neighborhood reviews standards and that all appropriate procedures have been followed.

PHA Goal 2: Improve access & housing choice for everyone, with a focus on protected classes and single parent households by:

- Provided voucher mobility counseling
- Conducted outreach efforts to potential voucher landlords
- Revised payment standards to reduce the barriers to finding affordable housing
- Continuing our security deposit loan program for Section 8 families
- Provided higher payment standards for families needing ADA units.
- Surveyed and Maintained a list of ADA units within the County to assist families seeking housing
- Awarded project based vouchers to Northwest Housing Alternatives and PEDCOR.

PHA Goal 3: Enforce Fair Housing Laws and Increase public understanding of Fair Housing laws by:

- HACC hosted several free Fair Housing trainings and plans to continue hosting free training
- Strengthened the partnership with Fair Housing Council of Oregon and continued distributing fair housing information
- Continued to partner with Housing Rights & Resources Program
- We offer training at Metro Multifamily and other Landlord Group Meetings on the Benefits of Rental Assistance
- Distributed Fair Housing Videos and Information to landlords participating in Section 8 through Landlord newsletter.
- Continuing to educate clients on Fair Housing Rights & provide Fair Housing brochures at Orientation meetings
- Continued attending State subcommittee meetings on Renters Rights and other nonprofit Renter Rights Advocacy Groups
- Aligned our 5-year plan with the County's 5-year Consolidated Plan & completed the Assessment of Fair Housing plan
- On August 5, 2015, FHEO made findings of non-compliance under Section 504, which covers discrimination based on disability (*Structural modifications are delayed but in progress). Specifically, FHEO found non-compliance with regulations that require site accessibility and ensure non-discrimination in housing policies and practices, both based on disability. Due to unusual physical constraints, designing ADA compliant driveways has caused substantial delays. However, the final driveway project contract is now executed with completion in March of 2019.

PHA Goal 4: Improve the quality of Housing Authority assisted housing and customer service by:

- Maintained high performer status in Section 8
- Improved the physical environment in our public offices
- Streamlined administrative operations, creating efficiencies and improving customer service
- Implemented a client feedback system to gauge if improvements are needed
- Completed 69 capital fund rehabilitation projects. Twelve of these 69 projects were substantial rehabilitations averaging \$60,000 per unit
- Prepared and submitted a multi-phase Rental Administration Demonstration (RAD) application for the rehabilitation of Hillside Manor and the redevelopment of Hillside Park.
- Developed strategies for cross training staff to ensure we provide the highest level of service to clients we serve
- Attend RAD & LIHTC Compliance Trainings for new developments scheduled to come on line in 2020.
- Staff training on Diversity, Equity and Inclusion (DEI) via Meyer Memorial Trust Grant

PHA Goal 5: Improve community quality of life and economic vitality by:

- Partnered with social service agencies to provide services to school aged youth
- Developed stronger partnerships with service providers who assist our elderly and/or disabled residents
- Continued to grow the community gardens program
- Encouraged Resident participation through Resident Associations
- Partnered with County Social Services to staff additional case management, with a focus on eviction prevention
- Installed multiple Security Upgrades at Hillside Manor

	<input checked="" type="checkbox"/> Applied for a Metro Grant to assist in the planning of the Hillside Park redevelopment, envisioned to be a mixed income community offering a variety of housing opportunities along a spectrum of affordability. <input checked="" type="checkbox"/> Applied for a Metro Grant to assist in the planning of the Clackamas Heights redevelopment, envisioned to be a mixed income community offering a variety of housing opportunities along a spectrum of affordability. PHA Goal 6: Promote self-sufficiency and asset development of families and individuals by: <input checked="" type="checkbox"/> Continue to partner with local & regional workforce partners to increase the number of employed/under-employed persons in assisted housing <input checked="" type="checkbox"/> Partnered with agencies to provide supportive services to increase independence for the elderly and families with disabilities <input checked="" type="checkbox"/> Awarded Resident Opportunities Self Sufficiency (ROSS) grant <input checked="" type="checkbox"/> Applied for the new Family Self Sufficiency (FSS) grant <input checked="" type="checkbox"/> Research and apply for future grants that provide services and enhance residents' quality of life <input checked="" type="checkbox"/> Awarded a grant to implement a new credit building program for Public Housing residents.
B.4.	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N <input type="checkbox"/> <input checked="" type="checkbox"/> (b) If yes, please describe:
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 <u>Form 50077-ST-HCV-HP</u> , <i>Certification of Compliance with PHA Plans and Related Regulations</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.2	Civil Rights Certification. <u>Form 50077-ST-HCV-HP</u> , <i>Certification of Compliance with PHA Plans and Related Regulations</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
C.3	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N <input checked="" type="checkbox"/> <input type="checkbox"/> 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. <u>Form HUD 50077-SL</u> , <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i> , must be submitted by the PHA as an electronic attachment to the PHA Plan.
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. See HUD Form 50075.2 approved by HUD on 10/04/2018.

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)(i) 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/pil/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/pil/centers/sac/conversion.cfm>. (24 CFR §903.7(i))

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.

ATTACHMENT A-2

Summary of Proposed Housing Choice Voucher Administrative Plan Policy Changes Effective Upon Board Approval

Chapter	Old Policy Language	New Policy Language	Summary
10-7	<p>Housing Assistance Payments [24 CFR 982.311(d)] <u>HACC Policy</u></p> <p>If participant family moves from an assisted unit with continued tenant-based assistance, the term of the assisted lease for the new assisted unit may begin on the first of the month following the month the family moves out of the first assisted unit. The PHA will not pay overlapping Housing Assistance Payments for two separate units, unless an exception is made by the PHA in accordance with this Plan. For this reason, it is recommended families plan accordingly and give 30 to 60 day notices and plan to move out on the last day of the month assistance was paid to the current landlord.</p>	<p>Housing Assistance Payments [24 CFR 982.311(d)] <u>HACC Policy</u></p> <p><i>All language removed.</i></p>	<p>Allows HACC to pay overlapping rental assistance for one month while tenant is in the move process. Eases the stress of moving for tenants especially when porting to another jurisdiction.</p>
11-10	<p>HACC-Initiated Interim Reexaminations</p> <p>HACC-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by HACC. They are not scheduled because of changes reported by the family. <u>HACC Policy</u> <u>HACC Policy</u></p> <p>HACC will conduct interim reexaminations in each of the following instances: For families receiving the Earned Income Disallowance (EID), HACC will conduct an interim reexamination at the start and conclusion of the 24-month eligibility period. If the family has reported zero income, the PHA may conduct an interim reexamination every 3 months as long as the family continues to report that they have no income. Families are required to provide all information supporting their contention that they are receiving absolutely no outside source of income and will be given information on Worksource, the FSS program and other resources to try to improve their economic situation.</p>	<p>HACC-Initiated Interim Reexaminations</p> <p>HACC-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by HACC. They are not scheduled because of changes reported by the family. <u>HACC Policy</u></p> <p><i>Removed the highlighted language:</i> HACC Policy HACC will conduct interim reexaminations in each of the following instances: For families receiving the Earned Income Disallowance (EID), HACC will conduct an interim reexamination at the start and conclusion of the 24-month eligibility period. Families are required to provide all information supporting their contention that they are receiving absolutely no outside source of income and will be given information on Worksource, the FSS program and other resources to try to improve their economic situation. If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), the PHA will schedule an interim</p>	<p>Reduce work load requirement of checking every quarter and family already is required to report within 7 days if there is a change of income such as employment, Social Security Award, or child support.</p>

<p>If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), the PHA will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.</p> <p>If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, the PHA will conduct an interim reexamination HACC may conduct an interim reexamination at any time in each of the following instances:</p> <ul style="list-style-type: none"> • In order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint. • If HACC determines that the family income is unstable. This includes, but is not limited to, employment benefits, child support, general assistance and odd jobs. 	<p>reexamination to coincide with the end of the period for which it is feasible to project income.</p> <p>If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, the PHA will conduct an interim reexamination HACC may conduct an interim reexamination at any time in each of the following instances:</p> <ul style="list-style-type: none"> • In order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint. • If HACC determines that the family income is unstable. This includes, but is not limited to, employment benefits, child support, general assistance and odd jobs. 	
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<p>11-11</p>	<p>Required Reporting</p> <p>HUD regulations give HACC the freedom to determine the circumstances under which families will be required to report changes affecting income.</p> <p><u>HACC Policy</u></p> <p>Families are required to report all increases in income (including new employment or change of employment), and assets within 7 business days of the date the change takes effect.</p> <p>The PHA will only conduct interim examinations that result in an increase in income under the following circumstances:</p> <ol style="list-style-type: none"> 1) For families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. 2) For families participating in the FSS program when the increase is due to an increase in earned income that will result in an increase in escrow credit. 3) When changes in income have not been reported to the PHA in a timely manner (within 7 business days of the change). In this situation, the PHA will conduct an interim reexamination and will make the change in tenant rent retroactive to the first of the month following the month when the change occurred. The family will be required to enter into a repayment agreement with the PHA for the overpaid assistance. 4) When the family previously had been at zero income. <p>In all other cases, the PHA will note the information in the tenant file, but will not conduct an interim reexamination.</p>	<p>Required Reporting</p> <p>HUD regulations give HACC the freedom to determine the circumstances under which families will be required to report changes affecting income.</p> <p><u>HACC Policy</u></p> <p><i>Removed the highlighted language:</i></p> <p>Families are required to report all increases in income (including new employment or change of employment), and assets within 7 business days of the date the change takes effect.</p> <p>The PHA will only conduct interim examinations that result in an increase in income under the following circumstances:</p> <ol style="list-style-type: none"> 1) For families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. 2) For families participating in the FSS program when the increase is due to an increase in earned income that will result in an increase in escrow credit. <p>In all other cases, the PHA will note the information in the tenant file, but will not conduct an interim reexamination.</p>	<p>HACC will reduce workload and family burden. This will allow families to stabilize with new income sources until their next annual. Tenants are often losing other benefits such as food stamps and/or TANF so a stabilization period is needed.</p>
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17-36	<p><u>HACC Policy</u> HACC's goal is to provide as many families with vouchers as possible. Given the budget limitations of the program, HACC must implement policies that control its HAP expenditures. HACC Policy The rent to owner including utility allowances must not exceed <u>the lowest of</u> An amount determined by HACC:</p> <ul style="list-style-type: none"> • For PBV's with HACC Disposition funds, the initial HAP gross rent amount cannot exceed 110% of FMR; and • For all other PBV's rent adjustments (rent increase requests) gross rent shall not exceed HACC's Payment Standards. • The reasonable rent; or • The rent requested by the owner. 	<p><u>HACC Policy</u> The rent to owner must not exceed the lowest of the following amounts:</p> <ul style="list-style-type: none"> • An amount determined by the PHA, not to exceed applicable payment standard for the unit bedroom size minus any utility allowance; • The reasonable rent; or • The rent requested by the owner. <p>For all PBV rent approved prior to April 1, 2019, The initial rent to owner will not fall below the subsidy layering review rent approved by HUD.</p>	<p>HACC has limited funding and needs to establish a consistent cap on what developers can request for rents on project based voucher units.</p>
19	<p>FSS Program only offered to Housing Choice Voucher participants</p>	<p>FSS Program being offered to Public Housing and Housing Choice Voucher participants with a preference to serve those Public Housing households living in scattered site units.</p>	<p>HACC allowing Public Housing families the opportunity to participate in the FSS Program. The preference for scattered sites is to give these families an opportunity to build escrow should HACC decide to dispose of scattered sites in the future this would allow families a potential opportunity to purchase their home.</p>

ATTACHMENT B-1

Summary of Proposed Admissions and Continued Occupancy Plan Policy Changes Effective April 2020

Chapter	Old Policy Language	New Policy Language	Summary
9 Page 9-13	<p>HACC-initiated Interim Reexaminations</p> <p>PHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by HACC. They are not scheduled because of changes reported by the family.</p> <p><u>HACC Policy</u></p> <p>HACC will conduct interim reexaminations in each of the following instances: For families receiving the Earned Income Disallowance (EID), HACC will conduct an interim reexamination at the start, to adjust the exclusion with any changes in income, and at the conclusion of the 24-month eligibility period.</p> <p>If the family has reported zero income, HACC will conduct an interim reexamination every 4 months as long as the family continues to report that they have no income.</p> <p>If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), HACC will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.</p> <p>If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, HACC will conduct an interim reexamination.</p> <p>HACC may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.</p>	<p>HACC-initiated Interim Reexaminations</p> <p>PHA-initiated interim reexaminations are those that are scheduled based on circumstances or criteria defined by HACC. They are not scheduled because of changes reported by the family.</p> <p><u>HACC Policy</u></p> <p><i>Removed the highlighted language:</i></p> <p>HACC will conduct interim reexaminations in each of the following instances: For families receiving the Earned Income Disallowance (EID), HACC will conduct an interim reexamination at the start, to adjust the exclusion with any changes in income, and at the conclusion of the 24-month eligibility period.</p> <p>If at the time of the annual reexamination, it is not feasible to anticipate a level of income for the next 12 months (e.g. seasonal or cyclic income), HACC will schedule an interim reexamination to coincide with the end of the period for which it is feasible to project income.</p> <p>If at the time of the annual reexamination, tenant declarations were used on a provisional basis due to the lack of third-party verification, and third-party verification becomes available, HACC will conduct an interim reexamination.</p> <p>HACC may conduct an interim reexamination at any time in order to correct an error in a previous reexamination, or to investigate a tenant fraud complaint.</p>	<p>Reduce work load requirement of checking every quarter and family already is required to report within 7 days if there is a change of income such as employment, Social Security Award, or child support.</p>

<p>9 Page 9- 14</p>	<p>Required Reporting</p> <p>HUD regulations give HACC the discretion to determine the circumstances under which families will be required to report changes affecting income.</p> <p><u>HACC Policy</u></p> <p>Families are required to report all increases in income (including new employment or change of employment), and assets within 7 business days of the date the change takes effect. HACC will only conduct interim reexaminations that result in an increase in income under the following circumstances:</p> <ol style="list-style-type: none"> 1) For families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. 2) When changes in income have not been reported to HACC in a timely manner (within 7 business days of the change). In this situation, HACC will conduct an interim reexamination and will make the change in tenant rent retroactive to the first of the month following the month when the change occurred. The family will be required to enter into a repayment agreement with HACC for the overpaid assistance. 3) When the family previously had been at zero income. <p>In all other cases, HACC will note the information in the tenant file, but will not conduct an interim reexamination.</p>	<p>Required Reporting</p> <p>HUD regulations give HACC the discretion to determine the circumstances under which families will be required to report changes affecting income.</p> <p><u>HACC Policy</u></p> <p>Families are required to report all increases in income (including new employment or change of employment), and assets within 7 business days of the date the change takes effect. HACC will only conduct interim reexaminations that result in an increase in income under the following circumstances:</p> <ol style="list-style-type: none"> 1) For families that qualify for the earned income disallowance (EID), and only when the EID family's share of rent will change as a result of the increase. 2) For families participating in the FSS program when the increase is due to an increase in earned income that will result in an increase in escrow credit. <p>In all other cases, HACC will note the information in the tenant file, but will not conduct an interim reexamination.</p>	<p>HACC will reduce workload and family burden. This will allow families to stabilize with new income sources until their next annual. Tenants are often losing other benefits such as food stamps and/or TANF so a stabilization period is needed.</p> <p>Adding new language (#2) for PH newly adopted FSS program participation.</p>
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<p>Chapter 19</p> <p>New Chapter added FSS Action Plan</p>	<p>Previously we had no Family Self Sufficiency (FSS) Program for Public Housing.</p>	<p>FSS Program being offered to Public Housing for the first time with a preference to serve those households living in scattered site units.</p>	<p>HACC allowing Public Housing families the opportunity to participate in the FSS Program. The preference for scattered sites is to give these families an opportunity to build escrow should HACC decide to dispose of scattered sites in the future this would allow families a potential opportunity to purchase their home.</p>
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Attachment B-2

FSS Action Plan for the Housing Authority of Clackamas County's Family Self-Sufficiency Program

January 2020

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Nan McKay
AND ASSOCIATES, INC.

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Attachment O

PUBLIC NOTICE

A Public Meeting to cover the Housing Authority of Clackamas County's (HACC) Amendment to the Annual Plan effective 2019-2020 will be held on July 30th, 2019, at 10AM at OCVM Community Center, 200 S. Longview Way., Oregon City, OR 97045. Resident Advisory Board members and Public Housing residents are encouraged to attend.

A Public Hearing to comment on HACC's 2019-2020 Draft Amendment to the Annual Plan will be held on October 10, 2019, before the HACC Board of Commissioners. The Commissioners meet at 10:00 AM, in their hearing room at the Public Services Building located at 2051 Kaen Road, Oregon City, Oregon. Everyone is welcomed to attend and comment on the proposed Amendment to the Annual Plan.

HACC developed its Plan in compliance with the Quality Housing and Work Responsibility Act of 1998 and Federal Register, Docket No. FR-4829-N-01.

The Draft Amendment to the Plan will be available for review from August 1, 2019 - September 15th, 2019 and can be found online at <http://www.clackamas.us/housingauthority/plansandreports.html>. Hard copies are kept for public review at HACC's administrative office located at 13930 South Gain Street, Oregon City, OR, open Monday through Thursday, 8AM to 6PM. The Amendment to the Annual Plan can also be viewed at the Clackamas County Library, 16201 SE McLoughlin, Milwaukie, OR 97267.

Written comments should be directed to Elizabeth Miller, Housing Authority of Clackamas County, P.O. Box 1510, Oregon City, OR 97045, or by email at emiller@clackamas.us. These comments must be received by September 15th, 2019.

Attachment P

RESIDENT ADVISORY BOARD MEETING MINUTES

Tuesday, July 30, 2019 10am – 1pm at Hillside Park Community Center

- I. 10:00am - 10:15am **Welcome and Introductions – Jill Smith**
Intro to what we will be discussing today-(New changes to policies, Public posting and comment period, changes in bylaws)

- II. 10:15am - 10:40am **Proposed Admin Plan Policy Changes – Toni Karter**
 - Review Attachment A- Policy changes to annual plan (proposed policy changes)
Admin plan

ATTACHMENT A

Summary of Proposed Housing Choice Voucher Administrative Plan Policy Changes Effective Upon Board Approval

Chapter	Old Policy Language	New Policy Language	Summary
10-7	<p><u>HACC Policy</u></p> <p>If participant family moves from an assisted unit with continued tenant-based assistance, the term of the assisted lease for the new assisted unit may begin on the first of the month following the month the family moves out of the first assisted unit. The PHA will not pay overlapping Housing Assistance Payments for two separate units, unless an exception is made by the PHA in accordance with this Plan. For this reason, it is recommended families plan accordingly and give 30 to 60 day notices and plan to move out on the last day of the month assistance was paid to the current landlord.</p>	<p><u>HACC Policy</u></p> <p><i>All language removed.</i></p>	<p>Allows HACC to pay overlapping rental assistance for one month while tenant is in the move process. Eases the stress of moving for tenants especially if porting to another jurisdiction.</p>

11-10	<p><u>HACC Policy</u></p> <p>If the family has reported zero income, the PHA may conduct an interim reexamination every 3 months as long as the family continues to report that they have no income.</p>	<p><u>HACC Policy</u></p> <p><i>All language removed</i></p>	<p>Reduce work load requirement of checking every quarter and allows family to enjoy any new employment income until next Annual Reexam.</p>
11-11	<p><u>HACC Policy</u></p> <p>4) When the family previously had been at zero income.</p>	<p><u>HACC Policy</u></p> <p><i>All language removed.</i></p>	<p>HACC will reduce workload and family burden. This will allow family to enjoy new income sources until their next annual.</p>
11-11		<p><u>HACC Policy</u></p> <p>If a family reports a change that would result in an increase in family share of the rent, the PHA will note the information in the tenant file, but will not conduct an interim reexamination except for FSS or if EID requires change.</p>	<p>HACC will reduce workload and family burden. This will allow family to enjoy new income sources until their next annual.</p>
17-36	<p><u>HACC Policy</u></p> <p>HACC's goal is to provide as many families with vouchers as possible. Given the budget limitations of the program, HACC must implement policies that control its HAP expenditures.</p> <p><u>HACC Policy</u></p> <p>The rent to owner including utility allowances must not exceed <u>the lowest of</u></p> <p>An amount determined by HACC:</p> <ul style="list-style-type: none"> • For PBV's with HACC Disposition funds, the initial HAP gross rent amount cannot exceed 110% of FMR; and • For all other PBV's rent adjustments (rent increase requests) gross rent shall not exceed HACC's Payment Standards. • The reasonable rent; or • The rent requested by the owner. 	<p><u>HACC Policy</u></p> <p>The rent to owner must not exceed the lowest of the following amounts:</p> <ul style="list-style-type: none"> • An amount determined by the PHA, not to exceed applicable payment standard for the unit bedroom size minus any utility allowance; • The reasonable rent; or • The rent requested by the owner. <p>For all PBV rent approved prior to April 1, 2019, The initial rent to owner will not fall below the subsidy layering review rent approved by HUD.</p>	<p>HACC has limited funding and needs to establish a consistent cap on what developers can request for rents on project based voucher units.</p>

19	FSS Program only offered to Housing Choice Voucher participants	FSS Program being offered to Public Housing and Housing Choice Voucher participants with a preference to serve those Public Housing households living in scattered site units.	HACC allowing Public Housing families the opportunity to participate in the FSS Program.

-HACC Policy chapter 10-7 There is a language overlap when residents move in to a new unit, old policy (we pay the landlord until the 30th, and if the resident needed a few extra days we did not pay for those days) now we can pay for those overlap days.

-HACC Policy Chapter 11-10 if you reported 0 income you were required to fill out an interim reexamination form, this caused extra processing and tenant time, now we are doing a 3 month check instead and adjust if needed.

-HACC Policy change chapter 11-11 removing a policy #4-(zero income issue stated above) we are no longer doing an interim change, but rather a yearly (annual) change instead.

Resident comment – do we have to start paying the increase rent as soon as we get the increase in income? We are now doing a 30 day notice, but no adjustments made until 3 months later (or your annual recertification date)

Resident comment – Can HACC send a letter to residents to let them know they will be needing to save some of their income for future payments? Maybe we can edit our letters to add this to help residents prepare.

Resident comment? Is any extra income you make prorated? It comes up in the annual recertification and then is added to your annual income amount.

-HACC Policy Chapter 17-36- project Based Voucher Rent- Tied to a unit not a person- We are doing construction to add more PBV we are opening up the FSS to PH and section 8, residents can now add an escrow account to use for anything you may need, and we are thinking 25 slots to PH with scattered sites, then opening up to PH.

Resident comment – can we use it to buy a car? The money needs to be used for your self-sufficiency goals. HACC has limited funding and needs to establish a consistent CAP on what developers can request for rents on PBV units

- Discuss Family Self Sufficiency Chapter
- The FSS program is being offered to Public Housing and Housing Choice Voucher participants with preference to serve Public Housing households living in Scattered Sites units. HACC is allowing PH families the opportunity to participate in the FSS program.

We had to add the FSS action plan in order to add PH to the section 8 EID – earned Income Disallowance. We do not require you to inform us of a COLA increase due to us already having

this information in our system we will have already applied it. There is a 24 month disallowance so that you do not get penalized for job earnings –

Resident comment, I am not allowed to get TANIF due to being on the HA, and I had to pay back the money I received, so how can I benefit from getting a raise when I then lose other benefits. (Benefits cliff) this is one of the reasons why we want to change our policies

Resident comment- if we get a raise my rent increases and they take 75% of my raise, so the raise is not really a raise and my food stamps also go down.

Resident comment- another cliff, death benefit makes me lose Medicaid Food stamps. Yes, this is an issue we are trying to help, when someone comes up with new earnings it currently effects all other benefits you are currently receiving.

III. **10:40am - 11:00am Review New Lease – Rich Malloy**—updating and revising the lease.

Summary- not a lot of changes.

- format changes- old lease, what we want to do is make it easy for you to understand, and to create addendums to lease, pets, mold, swimming pools, and other things that effect liability and neighbors.

--We want to make it easier for you to pay your rent, the new late date is the following Monday, not on a Friday when we are not in the office, moving the late date from the 8th to the 15th to help accommodate people who receive their money and can't get in in to us by close of day on the 5th or 8th

--- Late rent fee, and charges for damages- these charges will be changing. Your obligations as a tenant or obligations as your landlord, Folks in the manor will not get the New Lease until 2020, or 2021, and rent is on a sliding scale. Some of the new information is non-negotiable, our goal is to create better housing and a better community for our residents.

Resident comment – what happens to damage done between now and when you redo the unit, will we be charged? Rich-Good question, and it is something that we will need to talk about and see what we want to do.

Resident comment- drop box mail, does it drop into the building, we put our rent check in there and what if someone takes the box off the wall and is able to steal our identity.

Another Resident comment- If we mail it on the 3rd, then it does not get posted until 2 days later, how can we get our checks to you? You can do automatic bill pay (although we understand that most residents do not have checking accounts), another option would be to walk it down to us. Allison-We will look at the security of the box outside of the building to make sure your payment will stay secure. Public Housing is being phased out in the next 10 years and will be replaced by properties with project based section 8 vouchers to maintain affordability for low and very low income individuals and families. The new ownership structure will not be as lenient as public housing when it comes to late rent payments or other lease violations.

--We are working with banks and credit unions to get rent payments to us as quickly as possible, and it is a good way for you to have a record of your payment to us.

Resident comment- when do we post the payments from residents? We do the same day as we receive it. Please let us know if you have other questions or ideas, you can let Jemila and Allison know.

Resident Comment- Do we need to do 8 hours of community service. Yes, this is all for PH, but when we are no longer public housing this will go away.

IV. 11:00am - 11:10am HACC Bylaws – Jill Smith

- Discuss adding the option of an additional resident commissioner---change is bylaws.
 - under article 2- commissioners and plus 1 resident- (Paul Reynolds) the change is that we can have up to 2 resident commissioners, this is not required, but we can if we feel we need. We are hoping to have an overlap in resident commissioners, and are going to be recruiting for a new resident commissioner since Paul will be retiring – Duties from Paul, have a clear understanding what goes on and how to get projects going, attend hearings and voting sessions, it gives him a better understanding of what is going on and what happens to help people get through some of the issues that he is facing. (Paul) I really like talking with the 5 commissioners and going to policy sessions and voting sessions to understand what is going on. Jill- Please apply to the resident commissioner appointment so we can get the person in and have some overlap to fully understand the process and learn from Paul.
 - 116 million proposed in affordable deals going to the Housing board and you have a tremendous impact on what will be happening.
 - We will still be involved whether we run the PH asset or not (Rich). Watch for the recruitment paperwork for the new Resident Commissioner

V. 11:10am - 11:30am Questions – Everyone-

--resident comment- is there a way to talk to someone when there is an emergency or a power outage, the number we have is to an answering machine and sometimes we get locked out of getting our laundry and being able to access the elevators. A-We are trying to figure out a new system, but until then, we do not have the money to expedite the elevator issues, and the construction date is May 2020.

Resident comment – Is the grounds ever going to be updated, the current guy only mows a few sections at a time also can we get fall cleanups for leaves and yard debris? Rich-We should be cleaning the gutters and mowing takes a while because we have so much land and buildings to get to that it takes a long time, and by the time

we get it all done, there are tall weeds up at the first spots we went to. Gutters overflowing is a maintenance issue and a work order should be called in.

Resident question for Rich – Can we get a neighborhood cleanup 3 times a year, currently it is June and October. Sonja We do not have funding, or a real need to do it more than the 2 times a year we are currently doing.

Resident comment- We have had a fire recently and it is a fire issue to not take the old furniture that people are storing up in between the 2 pick-up dates. Jemila-For fire safety we are trying to work with residents to clean up their homes and get rid of these fire hazards.

Resident comment- maybe we could have meetings for residents and support groups that are in a private area so that residents do not feel that everyone can hear or see the issues they are facing.

Resident Comment- we will be losing some lockers and we should find other ways for people to store their belongings. Allison- I am working with people to negotiate and help get rid of the belongings they do not need or are not using.

Resident Comment- Habitat for Humanity will pick up items that are in good shape and a full load is \$20.00.

Resident Comment- Residents are not abiding by their Lease agreements, people are not feeling safe, no one will return my calls at OC police dept. and I do not feel safe at CH and I fear retaliation. This affects my quality of life and is feeling traumatized by the culture of no one doing anything about the issues with neighbors and dog attacks, drunk neighbors, the language used, and we do not feel safe with living at Ch and the way the police treat people who are on Section 8 and PH.

Resident comment- Neighborhood block parties might help the community network on how to address the issues that are bothering us and causing us to not feel safe.

Sonja- There is a community officer for the CH area and we should invite him to come and talk with the residents at CH and help build Community building, Jill-this is a goal we have as well as lease enforcement, it is a new day, and you will lose your housing if you do not abide by the guidelines within the lease. Sonja- If there are issues it needs to be documents by the residents calling the police and providing the information we need to pursue issues and get problem residents out of housing. Jill- If you do not feel safe or that anything will happen when there is an incident, call Sonja and let her know so that she can handle the situation.

Resident comment- It can take 6-8 months to get problem tenants out. A-yes, sometimes it can take a while, that is why we are asking you to document everything.

Resident comment- New police chief in Milwaukie, and he will follow up on issues that are called in and it has made a real difference. A-that is good to know

Resident comment- He understands our budget, but can we have maintenance come around once a year to clean the railings, most of the residents here are disabled and are not able to clean them. Also geese poop and moss need to be cleaned off yearly to keep from being so slippery and unsafe on the back side of the manor. Jill- This would be a work order, and they should be submitted and tracked. Make a request and we will put in a work order for them. Also locust trees are overgrowing and are on the east side of the garden area at Hillside manor and could be cut back.

Resident comments

- None at this time