



**COMMISSIONERS**  
Catherine Parker, Chair  
Charles Brown III, Vice Chair  
Robert Bryant  
Candace Holmes  
Earnestine Lawson  
Nathan Stout  
Monica Tipton

## HOUSING AND REDEVELOPMENT COMMISSION

Wednesday, April 8, 2015

### SPECIAL MEETING

Council Chambers  
Vallejo City Hall  
555 Santa Clara Street

7:00 P.M.

### AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda

The Commission may adopt the agenda as presented or may rearrange the order of items. Pursuant to the Brown Act, the Commission may not add items to the agenda and the Commission may only discuss items on the agenda.

*Requests for disability-related modifications or accommodations, aids, or services may be made by a person with a disability to the Vallejo Housing and Community Development Division office, located at 200 Georgia Street, no less than 72 hours prior to the meeting (as required by Section 202 of the Americans with Disabilities Act of 1990, and the Federal rules and regulations adopted in implementation thereof). The Vallejo Housing and Community Development Division may be contacted as follows: Tel: 707/648-4507, Fax: 707/648-5249, or e-mail: [gricca@ci.vallejo.ca.us](mailto:gricca@ci.vallejo.ca.us).*

*The hearing impaired may call the California Relay Service at (800)735-2922 without a TTY/TDD, or (800)735-2929 with a TTY/TDD.*

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5. Approval of Minutes

a. Regular Meeting of February 5, 2014

6. Report of Presiding Officer and Members of the Commission

7. Secretary's Report

8. Council Liaison's Report

9. Communications and Presentations

10. Community Forum

This is an opportunity for residents to discuss items not on the agenda that are within the purview of the Commission. The Commission may not discuss or take action on these items, but may require they be placed on a future agenda. If an item is not within the purview of the Commission, the person may be referred to the appropriate party.

11. Consent Calendar

12. Public Hearings

13. Administrative Items

a. Vallejo Housing Authority's 5-Year Plan and Annual Public Housing Agency (PHA) Plan

The Housing Authority is required by HUD to prepare and submit Five Year Plans and Annual Plans which establish the goals and objectives of the Housing Authority. The Five Year Plan for the next planning period (July 1, 2015 through June 30, 2020) is due to HUD by Wednesday, April 15, 2015.

Recommendation: By motion, recommend approval of the Five Year Plan by the Housing Authority Board of Commissioners.

b. Amendments to Agreements with Vallejo Housing Collaborative (VHC) to Provide Permanent Housing for Homeless Families

Recommendation: By motion, recommend amendments to the VHC Agreements.

14. Policy Items

15. Adjournment

**AFFIDAVIT OF POSTING**

I, \_\_\_\_\_ do hereby certify that I caused to be posted this Meeting Agenda in an area  
freely accessible to members of the public on \_\_\_\_\_.

\_\_\_\_\_  
**Signature**

**5. Approval of Minutes**  
**a. Regular Meeting of**  
**February 5, 2015**

**5. Approval of Minutes**  
**a. Regular Meeting of February 5, 2015**

CITY OF VALLEJO  
HOUSING AND REDEVELOPMENT COMMISSION  
CITY HALL  
FEBRUARY 5, 2015

ACTION MINUTES

1. Call to Order

The Housing and Redevelopment Commission of the City of Vallejo met in a regular meeting on Thursday, February 5, 2015, at 7:04 p. m., in the Council Chambers of the City Hall, at 555 Santa Clara Street, Second Floor, in Vallejo, California.

2. Pledge of Allegiance

3. Roll Call

Present: Brown (Vice Chair), Parker (Chair), Stout, Tipton

Absent: Bryant, Holmes, Lawson

Staff: Joanna Altman, Administrative Analyst II  
Guy L. Ricca, Senior Community Development Analyst

4. Approval of Agenda

Tipton made a motion to approve the Agenda.

ROLL CALL:

Ayes: Brown, Parker, Stout, Tipton

Noes: None

Abstentions: None

Absent: Bryant, Holmes, Lawson

The motion carried, 4-0-0.

5. Approval of Minutes

a. Regular Meeting of December 4, 2014

Brown made a motion to approve the minutes of the regular meeting of December 4, 2014.

ROLL CALL:

Ayes: Brown, Parker, Stout, Tipton

Noes: None

Abstentions: None

Absent: Bryant, Holmes, Lawson

The motion carried, 4-0-0.

6. Report of Presiding Officer and Members of the Commission

Parker discussed her experience volunteering on the recent homeless point in time count.

7. Secretary's Report

8. Council Liaison's Report

9. Communications and Presentations

a. Update on Mean Streets to Green Streets Project design by Solano Advocates for Green Environments (SAGE)

b. HomeBase Report on Solano County's Response to Homelessness

Doug Darling stated that a study session was needed on homelessness in the community, and that the accuracy and methodology of the homeless point in time count for Vallejo was questionable.

Tipton requested that the following items be agendized: (1) the 2014 Grand Jury report on Community Action Partnership (CAP) Solano; and (2) a presentation by HomeBase. Tipton also requested that staff forward CAP Solano agenda packets to the Commission.

10. Community Forum

11. Consent Calendar

12. Public Hearings

13. Administrative Items

a. Recommendation of Housing and Redevelopment Commissioner, and One Alternate, to Serve on the Participatory Budgeting Steering Committee

Altman and the Secretary reviewed the item. After discussion, Parker volunteered to serve on the Steering Committee, and Tipton volunteered to serve as an alternate. Brown made a motion to recommend these appointments to the City Council.

ROLL CALL:

Ayes: Brown, Parker, Stout, Tipton

Noes: None

Abstentions: None

Absent: Bryant, Holmes, Lawson

The motion passed, 4-0-0.

14. Policy Items

15. Adjournment

At 8:16 p. m., the meeting was adjourned.

Respectfully submitted,

          //ss//            
GUY L. RICCA, Secretary

- 13. Administrative Items**
  - a. Vallejo Housing Authority's  
5-Year Plan and Annual Public  
Housing Agency (PHA) Plan**

- 13. Administrative Items**
  - a. Vallejo Housing Authority's  
5-Year Plan and Annual Public Housing  
Agency (PHA) Plan**





Agenda Item Number: 13.a

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**DATE:** April 2, 2015  
**TO:** Chair and Commissioners  
Housing and Redevelopment Commission  
**FROM:** Anne Putney, Housing and Community Development Manager  
**SUBJECT:** VALLEJO HOUSING AUTHORITY'S 5-YEAR PLAN AND ANNUAL PUBLIC HOUSING AGENCY (PHA) PLAN

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### **RECOMMENDATION**

Recommend that the Vallejo Housing Authority Board adopt a Resolution approving the Vallejo Housing Authority's (VHA) 5-Year Plan for the period covering 2015-2020 and its Annual Public Housing Agency (PHA) Plan for fiscal year 2015-16 and authorizes their submission to the U. S. Department of Housing and Urban Development (HUD).

### **REASONS FOR RECOMMENDATION**

Submission of a 5-Year Plan and an Annual PHA Plan is a HUD requirement of continued funding for the Housing Choice Voucher (HCV) rental assistance program for extremely low- and very low-income households, the City of Vallejo's single-most impactful program in addressing homelessness.

### **BACKGROUND AND DISCUSSION**

The PHA Plan is a comprehensive guide to a PHA's policies, programs, operations, and strategies for meeting local housing needs and goals. It informs HUD, residents, and the public of the VHA's mission for serving the needs of low-income and very low-income families and the VHA's strategy for addressing those needs. There are two parts to the PHA Plan. The 5-Year Plan, which each PHA submits to HUD once every 5th fiscal year, describes the mission of the agency and its goals and objectives. The second component is the Annual Plan, which is submitted to HUD every year, and covers policies and procedures of the agency. The VHA's current 5-Year Plan expires June 30, 2015.

The Annual PHA Plan document itself is a template created and required by HUD. Because every housing authority must use the same template, there are many sections that do not apply to the VHA because it does not own or administer any public housing units; these sections are clearly marked as not applicable. All goals in the Plans are in line with the components of the City's draft Housing Element.

The VHA's Resident Advisory Board (RAB) has reviewed the Plan, and their comments will be considered as appropriate in the finalization of this Plan. The RAB consists of Vallejo residents currently receiving HCV assistance and a VHA staff person.

The 5-Year Plan for 2015-2020 and the Annual PHA Plan for Fiscal Year 2015-16 must be submitted to HUD by April 14, 2015. Typically HUD requires Plans be available for a comment period of 45 days; however, in order to submit the Plans by the due date, only a period of 40 days is possible. In order to allow for a full 45-day period, the VHA will continue to accept public comment after the public hearing for an additional 5 days. Should any comments received after April 14 result in a change being made to either of the Plans, the VHA will return to the Commission for recommendation of approval of an amendment and submit an amended Plan to HUD at that time. Amendments to the Plans are permissible under HUD regulations. Comments from the public will be incorporated as an attachment to the Plans. Additionally, the Plans were available on Open City Hall for community input and review.

#### **FISCAL IMPACT**

The HCV program is federally funded and has no direct impact on the General Fund budget. Submission of this document enables the VHA to maintain its eligibility for Federal housing program funding.

#### **ENVIRONMENTAL REVIEW**

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

#### **ATTACHMENTS**

Attachment "A"- Draft of the Vallejo Housing Authority's 5 Year and Annual PHA Plan for FY 2015-16

#### **CONTACT**

Anne Putney, Housing and Community Development Manager, 648-4408, [anne.putney@cityofvallejo.net](mailto:anne.putney@cityofvallejo.net)

**Attachment A:  
Draft of the Vallejo Housing  
Authority's 5 Year and Annual PHA  
Plan for FY 2015-16**

**Attachment A:  
Draft of the Vallejo Housing Authority's  
5 Year and Annual PHA Plan for  
FY 2015-16**

**PHA 5-Year and Annual Plan**

**U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing**

**OMB No. 2577-0226  
Expires 4/30/2011**

1.0	<b>PIIA Information</b> PHA Name: <u>Vallejo Housing Authority</u> PHA Code: <u>CA055</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2015</u>														
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: <u>2,311</u>														
3.0	<b>Submission Type</b> <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only														
4.0	<b>PIIA Consortia</b> <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)														
	Participating PHAs PHA 1: PHA 2: PHA 3:	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	<table border="1"> <thead> <tr> <th colspan="2">No. of Units in Each Program</th> </tr> <tr> <th>PH</th> <th>HCV</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table>	No. of Units in Each Program		PH	HCV						
No. of Units in Each Program															
PH	HCV														
5.0	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.														
5.1	<b>Mission.</b> State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:  The Housing Authority of the City of Vallejo mission is: With honesty and integrity, we are a team genuinely committed to improving and developing the quality for life in Vallejo's diverse communities.														

5.2

**Goals and Objectives.** Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

**Increase the affordable housing supply**

**Preservation of the existing affordable housing supply**

**Assist in the prevention of slum and blight provide services to homeless and at-risk populations**

**Provide public facilities improvements**

**We accomplish the above through Fiscal Responsibility, Innovation, Respect, support, Teamwork, Encouragement of Success, Quality Customer Service- all provided in a caring environment.**

**VHA Goal 1: Expand the supply of assisted housing objectives:**

- VHA has solicited Request for Proposals from nonprofit and for-profit affordable housing developers for the development of low-income multi-family housing units targeting households at or below 50 percent of the area median income
- VHA engaged the Vallejo Housing Collaborative in 2013 to acquire foreclosed properties and rehabilitate the properties to provide permanent housing for the homeless families
- VHA provides ongoing staff training on critical components of the Housing Authority program guidelines, rules and procedures, and software systems i.e. HAPPY to ensure maximum accuracy in client interactions

**VHA Goal 2: Improve the quality of assisted housing objective:**

- VHA has achieved a SEMAP High Performance designation from 2011 through 2014
- VHA continues to provide customer service training for staff through industry experts
- VHA continues to provide staff training on critical components of the Housing Authority program guidelines, rules and procedures, and software systems i.e. HAPPY

**VHA Goal 3: Increase assisted housing choices objectives:**

- Continue the analysis of voucher payment standards as necessary and in conformance with the HUD regulations
- VHA opened the wait list in 2015 to offer enrollment in wait list opportunities to 21,496 families
- VHA has successfully assisted 16 HCV participants achieve homeownership through its voucher homeownership program.
- VHA RAB meets annually to receive input from participants on the HCV program

**VHA Goal 4: Provide an improved living environment objectives:**

- VHA continues to encourage families to move to areas of increased opportunities for adults and children i.e. areas with access to good services, good schools, low-levels of crime and closer access to jobs, by making maps of Vallejo areas that address the issues identified
- VHA works closely with the Property Registry and Neighborhood Law Programs to identify and aggressively enforce code requirements of vacant foreclosed properties to stop the spread of neighborhood blight

**VHA Goal 5: Promote self-sufficiency and asset development of assisted households through the Self-Sufficiency Program objectives:**

- 46 families have earned escrow deposits totaling over \$136,000 since April, 2010
- During FY 13-14, 7 families graduated from the VHA's FSS program
- VHA has entered in FSS contracts with 122 new families
- VHA had 15 successful FSS graduates who are no longer HCV participants
- VHA, through its FSS program, continues to encourage participants to secure employment, complete their GED requirements, and/or obtain higher learning degrees from an accredited college
- VHA meets quarterly with Solano County and local supportive service providers in an effort to stay abreast of and to link HCV participants to the various supportive services available in the Vallejo, Solano County areas
- VHA works with three nonprofit groups that provide monthly life skills training classes on various topics such as Money Management/Credit Repair, Daily Living Support, Resume Writing/Interview/Coaching, and Job Development. These organizations are Fighting Back Partnership, Catholic Charities of Solano, and CHDC
- VHA continues to provide reasonable accommodations in its HCV programs
- VHA works closely with Solano Employment Connection and the Global Center for Success to assist participants with job search and training

**VHA Goal 6: Ensure equal opportunity and affirmatively further fair housing objectives:**

- VHA continues to promote Fair Housing and equal opportunity in the implementation of its HCV program
- VHA continues to collaborate with CDBG staff in the development of the Analysis of Impediments to Fair Housing Choice
- VHA engaged Napa Fair Housing in a multi-year contract to provide fair housing enforcement services
- VHA continues to provide staff training on Fair Housing and Reasonable Accommodation. All VHA staff are required to attend trainings on the aforementioned topics every two years

6.0	<p><b>PIIA Plan Update</b></p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: <i>Not applicable, no PHA Plan elements have been revised since the last Annual Plan submission</i></p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p><b>Copies of the 5-Year and Annual PHA Plan are available for review at the following locations:</b></p> <ul style="list-style-type: none"> <li>- Vallejo Housing Authority Office 200 Georgia Street, CA 94590</li> <li>- Vallejo Housing Authority website at <a href="http://www.ci.vallejo.ca.us">www.ci.vallejo.ca.us</a>.</li> </ul> <p>In addition, the VHA has readily available to the public the following as required by HUD regulations:</p> <ol style="list-style-type: none"> <li>1. Eligibility, Selection and Admission Policies, including deconcentration and Wait List Procedures</li> <li>2. Financial Resources</li> <li>3. Operations and Management</li> <li>4. Grievance Procedures</li> <li>5. Civil Rights Certification</li> <li>6. Fiscal Year Audit</li> <li>7. VAWA</li> </ol>
7.0	<p><b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i></p> <p><i>The VHA does not own or administer any public housing units; therefore, the Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, and Conversion of Public Housing Programs do not apply.</i></p> <p><b>VHA Homeownership Program:</b> The Housing Choice Voucher (HCV) Homeownership Program (HOP) allows qualified participants of the HCV Family Self-Sufficiency (FSS) Program, and qualified Veterans, Elderly or Disabled participants of the HCV program the option to purchase a home and use HCV Housing Assistance Payment (HAP) towards mortgage payments and other allowable housing costs. The total number of HCV Homeownership Vouchers issued will be limited to no more than 10 percent (10%) of the total number of Housing Choice Voucher administered by VHA. The VHA's Homeownership program is not currently accepting new participants but reserves the right to open the program up to new participants again at any time.</p> <p>Over the last five years, the VHA has successfully assisted 16 participants achieve homeownership.</p> <p><b>VHA Project Based Voucher Program:</b> The Housing Authority of the City of Vallejo has established a project-based voucher (PBV) assistance program in compliance with the final rule, 24 CFR Section 983, which was effective November 14, 2005. This program is being implemented for the purpose of providing a resource of stable affordable housing units in the City of Vallejo, and to help increase participation by private owners of affordable housing. HUD regulations allow the Housing Authority to establish project-based units with up to 20 percent of its HCV funding allocation. In the PBV program, the rental subsidy is attached to the structure, rather than to the tenant. The HA enters into a HAP contract with an owner for not more than 25 percent (the cap) of the units in an existing housing or a newly constructed or rehabilitated housing development. VHA currently administers 21 PBV units located at Avian Glen Apartments. The VHA may open additional vouchers to be project-based, through the process established by HUD regulations, during the term of this 5-Year Plan.</p>
8.0	<p><b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable.</p> <p><i>Not applicable; the VHA does not own or administer any public housing units.</i></p>
8.1	<p><b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p><b>Capital Fund Program Five-Year Action Plan.</b> As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p><b>Capital Fund Financing Program (CFFP).</b></p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>

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

The Housing Needs chart below rates the impact of that factor on the housing needs for each family type, from 1-5, with 1 being "no impact" and 5 being "severe impact". Housing Needs sources of data used include the Consolidated Plan and the Draft Housing Element.

<b>City of Vallejo Housing Needs of Families for the period 2015 through 2020</b>							
<b>Family Type</b>	<b>Overall</b>	<b>Affordability</b>	<b>Supply</b>	<b>Quality</b>	<b>Accessibility</b>	<b>Size</b>	<b>Location</b>
<=30% AMI	N/A	5	5	4	5	5	5
>30% but <50% of AMI	5,585	5	5	3	3	4	4
>50% but <80% of AMI	1,925	4	4	3	3	4	4
Elderly	7,900	5	5	3	4	3	3
Disabled	7,717	5	5	3	5	3	4
Race/Ethnicity	22,058	5	5	4	3	3	5

The Draft Housing Element for the period 2014-2020 identify the following housing needs:

5,585 (13.9%) of the very-low income renter households, with income between 0% to 50% of the Area Median Income (AMI), are experiencing a housing cost burden greater than 30% of their income and/or living in overcrowded housing in Vallejo.

9.0

**Overcrowding:**

1,030 households in the VHA's jurisdiction are considered overcrowded, which is defined as 1.01-to 1.50 persons per room, and 275 households are considered severely overcrowded which is defined as 1.5 or more occupants per room. However, HUD regulations permit an occupancy standard of 2 people per bedroom, and that is the standard the VHA has adopted.

**Special Needs Housing:**

**Large family households** – According to the Draft Housing Element, there is a sufficient supply of large housing units to accommodate the housing needs of large families. There are approximately 9,568 occupied housing units with four or more bedrooms in the VHA's jurisdiction, and 6,304 large households, defined as a household with five or more members. Affordability continues to be an issue, however, as most large housing units will only be affordable to households near or above moderate income limits.

**Elderly Households** – With projected population growth for seniors, it is anticipated that affordable housing targeting the elderly will be required. With approximately 26% of Vallejo's elderly being renters and approximately one-third of them earning less than 30% of the AMI, the need for affordable senior housing that promotes aging in place will be in demand.

**Disabled Households** – According to the Housing Element there were 7,177 people with disabilities between the ages of 18-64 in the VHA's jurisdiction. It is anticipated that housing for disabled persons is needed to meet the ongoing needs of Vallejo's disabled population.

**Physical Condition of Housing Stock:**

63% of Vallejo's housing stock was built prior to 1980; the remaining housing stock was built between 1980 and 2010. 73% of Vallejo's housing stock is considered sound, which is defined as new or well maintained and structurally intact. Approximately 17% of the housing stock is identified as being in minor condition, which is defined as a unit in need of only one major component, such as a roof. 9% of the housing stock is identified as being in moderate condition, which is defined as a unit in need of replacement of one or more major components and other repairs, (e.g. roof replacement, painting, and window repairs). Approximately 1% of Vallejo homes fell into the substantial or dilapidated categories, which is defined as a unit that required replacement of several major systems and possibly other repairs (e.g. foundation work, roof structure replacement and re-roofing, as well as painting and window replacement).



**Strategy for Addressing Housing Needs.** Provide a brief 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. **Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.**

**Strategy for Addressing Housing Needs:**

- Increase Housing Choice Voucher lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase Housing Choice Voucher lease-up rates by establishing payment standards that will enable families to ensure access to affordable rents throughout the jurisdiction
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Apply for additional Housing Choice Vouchers should they become available
- Leverage affordable housing resources in the community through the creation of mixed – finance housing
- Pursue housing resources other than public housing or HCV tenant based assistance
- Apply for special-purpose vouchers as they become available i.e. Veterans Affairs Supportive Housing vouchers, Family Unification vouchers, Elderly vouchers, and vouchers for persons with disabilities

9.1

<b>Housing Needs of Families on the Waiting List</b>		
<b>Waiting list type: Housing Choice Voucher and Project-Based Wait Lists</b>		
<b>Wait List Total</b>	<b># of Families</b>	<b>% of Families</b>
Extremely Low income <=30%AMI	15,813	73.56
Very low income >30% but <50%AMI	4,075	18.95
Low income >50% but <80% AMI	1,249	5.8
Families with Children	10,634	49.46
Elderly Families	954	4.4
Families with Disabilities	5571	25.91
Race/ethnicity: Hispanic or Latino	2,282	10.61
Race/ethnicity: Black/African American	15,711	73.08
Race/ethnicity: White	2,476	11.51
Race/ethnicity: Indian/Alaska Native	223	1.03
Race/ethnicity: Asian	518	2.4
Race/ethnicity: Hawaiian/other Pacific Islander	421	1.95
1 BR	N/A	N/A
2 BR	N/A	N/A
3 BR	N/A	N/A
4 BR	N/A	N/A



**Additional Information.** Describe the following, as well as any additional information HUD has requested.

(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.

**VIIA Goal 1: Expand the supply of assisted housing objectives:**

- VHA has solicited Request for Proposals from nonprofit and for-profit affordable housing developers for the development of low-income multi-family housing units targeting households at or below 50 percent of the area median income
- VHA engaged the Vallejo Housing Collaborative in 2013 to acquire foreclosed properties and rehabilitate the properties to provide permanent housing for the homeless families
- VHA provides ongoing staff training on critical components of the Housing Authority program guidelines, rules and procedures, and software systems i.e. HAPPY to ensure maximum accuracy in client interactions

**VIIA Goal 2: Improve the quality of assisted housing objective:**

- VHA has achieved a SEMAP High Performance designation from 2011 through 2014
- VHA continues to provide customer service training for staff through industry experts
- VHA continues to provide staff training on critical components of the Housing Authority program guidelines, rules and procedures, and software systems i.e. HAPPY

**VIIA Goal 3: Increase assisted housing choices objectives:**

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- VHA opened the wait list in 2015 to offer enrollment in wait list opportunities to 21,496 families
- VHA has successfully assisted 16 HCV participants achieve homeownership through its voucher homeownership program
- VHA RAB meets annually to receive input from participants on the HCV program

**VIIA Goal 4: Provide an improved living environment objectives:**

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- VHA works closely with the Property Registry and Neighborhood Law Programs to identify and aggressively enforce code requirements of vacant foreclosed properties to stop the spread of neighborhood blight

10.0

**VIIA Goal 5: Promote self-sufficiency and asset development of assisted households through the Self-Sufficiency Program objectives:**

- 46 families have earned escrow deposits totaling over \$136,000 since April, 2010
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- VHA has entered in FSS contracts with 122 new families
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- VHA works with three nonprofit groups that provide monthly life skills training classes on various topics such as Money Management/Credit Repair, Daily Living Support, Resume Writing/Interview/Coaching, and Job Development. These organizations are Fighting Back Partnership, Catholic Charities of Solano, and CHDC
- VHA continues to provide reasonable accommodations in its HCV programs
- VHA works closely with Solano Employment Connection and the Global Center for Success to assist participants with job search and training

**VIIA Goal 6: Ensure equal opportunity and affirmatively further fair housing objectives:**

- VHA continues to promote Fair Housing and equal opportunity in the implementation of its HCV program
- VHA continues to collaborate with CDBG staff in the development of the Analysis of Impediments to Fair Housing Choice
- VHA engaged Napa Fair Housing in a multi-year contract to provide fair housing enforcement services
- VHA continues to provide staff training on Fair Housing and Reasonable Accommodation. All VHA staff are required to attend trainings on the aforementioned topics every two years

(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"

**VIIA defines Substantial Deviation and Significant Amendment of Modification as follows:**

A substantial Deviation and significant Amendment of Modification are defined as the addition or deletion of any City of Vallejo Housing Authority program or services related to the actual use of federal funds (e.g. significant changes to goals) that exceed twenty (20) percent or more, of the VHA's annual program budgets in the Five-Year Plan. Substantial Deviations and Significant Amendments of Modifications will go through the established public process that include: public notification and comment period, consultation with either the Housing and Redevelopment Commission, and/or the Resident Advisory Board, and final approval by the Housing Authority Board.

11.0	<p><b>Required Submission for HUD Field Office Review.</b> In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <ul style="list-style-type: none"> <li>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</li> <li>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) <i>Not applicable; the VHA does not receive CFP grants</i></li> <li>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) <i>Not applicable; the VHA does not receive CFP grants</i></li> <li>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) <i>Not applicable; the VHA does not receive CFP grants</i></li> <li>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) <i>Not applicable; the VHA does not receive CFP grants</i></li> <li>(f) Resident Advisory Board (RAB) comments. <i>The Resident Advisory Board was in agreement with the recommendations of the VHA and had no suggested changes.</i></li> <li>(g) Challenged Elements</li> <li>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) <i>Not applicable; the VHA does not receive CFP grants</i></li> <li>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only) <i>Not applicable; the VHA does not receive CFP grants</i></li> </ul>
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- 13. Administrative Items**  
**b. Amendments To Agreements  
with Vallejo Housing  
Collaborative (VHC) To  
Provide Permanent Housing  
for Homeless Families**

- 13. Administrative Items**  
**b. Amendments To Agreements  
With Vallejo Housing Collaborative  
(VHC) To Provide Permanent  
Housing for Homeless Families**



**DATE:** April 8, 2015  
**TO:** Chair and Commissioners  
Housing and Redevelopment Commission  
**FROM:** Anne Putney, Housing and Community Development Manager  
Guy L. Ricca, Senior Community Development Analyst  
**SUBJECT:** RECOMMEND ADOPTION OF A RESOLUTION AMENDING AGREEMENTS WITH VALLEJO HOUSING COLLABORATIVE (VHC) TO PROVIDE PERMANENT HOUSING FOR HOMELESS FAMILIES

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### **RECOMMENDATION**

By motion, recommend amendments to the Agreements with VHC.

### **REASONS FOR RECOMMENDATION**

The City of Vallejo and its agency partners remain interested in addressing the need for permanent supportive housing for homeless families in the community. However, due to changes in the housing market since 2013 and a delay in the execution of Agreements with VHC, staff recommends amendments to the Agreements.

### **BACKGROUND AND DISCUSSION**

In November of 2013, the Vallejo Housing Authority (VHA) Board and the Vallejo City Council approved loan agreements with VHC, LLC to acquire, rehabilitate, and operate ten to twelve permanent supportive scattered-site housing units for extremely low income individuals and families transitioning from homelessness. Sources of funding are: (1) \$900,000 in VHA administrative fee reserve funds, and (2) \$100,000 in City of Vallejo federal HOME Investment Partnerships Program funds, and each requires its own Agreement.

The Agreements require VHC to acquire, rehabilitate, and place into operation at least four housing units by November 30, 2014, another four units by April 30, 2015, and the remaining units by November 30, 2015. In addition, 100 percent occupancy must be achieved by January 1, 2016.

The Agreements are dated for reference July 1, 2014. However, the Agreements were fully executed on September 30, 2014. The delay was caused by: (1) a period of time between November 2013 and June 2014 when the Agreements were revised and finalized by respective legal counsel for the City and for VHC due to the ownership structure desired by VHC; (2) obtaining the required insurance documentation from VHC; and (3) a shortage of City staff time to finalize the Agreements.

In addition, since 2013, the inventory of available housing units in Vallejo, e. g., foreclosures, has declined, while housing sales prices have started to increase.

Given these developments, in February 2015, staff met with a representative of VHC to discuss possible amendments to the existing Agreements, and with one exception, have agreed to certain revisions to the Agreements, as follows:



- (1) Number of Housing Units, (Recital B in Each Agreement): VHC will acquire, rehabilitate, and operate from eight to ten units. This is a decrease from the previously approved ten to twelve units due to increases in sales prices.
- (2) Commencement and Completion of Project, (Section 5.6 in Each Agreement): (i) Acquire, rehabilitate, and place into operations at least four units by November 30, 2015; (ii) at least four additional units by April 30, 2016; (iii) at least one to two additional units by November 30, 2016; and (iv) achieve occupancy of 100 percent of the qualified units by January 1, 2017.

Failure to achieve the milestones outlined in (i), (ii), or (iii) above will result in the Housing Authority and City reducing the funding allocation in each Agreement by 25 percent per occurrence, so that these funds may be reallocated by the VHA Board and City Council to other affordable housing activities.

*VHC Request to Renovate and Repurpose Existing Housing Units at 2166 Sacramento Street (Christian Help Center)* – VHC has proposed to use a portion of its allocation for the rehabilitation of two existing permanent housing units, used by Christian Help Center staff, that are located on the second floor of the Christian Help Center property, a former 65-bed emergency homeless shelter (see correspondence at Attachment A). While recommendation of approval of any specific property under the agreement is not a part of this staff report, it is being included for informational purposes. Because the Agreements contemplate acquisition and rehabilitation, proceeding with this proposal might require further amendment of the Agreements.

#### **FISCAL IMPACT**

There is no immediate impact as a result of this action.

#### **ENVIRONMENTAL REVIEW**

There is no environmental review associated with this action. California Environmental Quality Act (“CEQA”) and National Environmental Policy Act (“NEPA”) environmental reviews for proposed project sites will be completed. In the past, these types of projects have been determined to be categorically exempt pursuant to section 15302 of Title 14 of the California Code of Regulations, and categorically excluded from NEPA.

#### **ATTACHMENTS**

Attachment A – Letter from VHC Dated March 24, 2015

#### **CONTACT**

Anne Putney, Housing & Community Development Manager, (707) 648-4408, [Anne.Putney@cityofvallejo.net](mailto:Anne.Putney@cityofvallejo.net)

Guy L. Ricca, Senior Community Development Analyst, (707) 648-4395, [Guy.Ricca@cityofvallejo.net](mailto:Guy.Ricca@cityofvallejo.net)

**CHRISTIAN HELP CENTER**

2166 Sacramento Street Vallejo, CA. 94590 (707)246-8744

March 24, 2015

Anne Putney  
Vallejo Housing Authority  
Vallejo, CA. 94590

RE: Christian Help Center Permanent Housing Grant

Dear Anne,

The Christian Help Center is a member of the Vallejo Housing Collaborative (VHC-LLC) that was awarded a \$1 million grant to operate 8-12 permanent housing units for families. This grant is divided equally at \$200,000 each for the five member agencies consisting of The Global Center for Success, Lift3Support, North Bay Housing, A Place to Live and Christian Help Center.

The Christian Help Center has proposed to renovate two existing 2-bedroom apartments located on the second floor of our facility at 2166 Sacramento Street. In the 33 years of our operation, these two apartments have been used as housing for homeless families and sometimes for homeless individuals. Converting these two existing apartments into permanent housing for homeless families is a very practical and prudent use of our \$200,000 portion of the grant.

1. Currently, the average cost of one, 2-bedroom house in Vallejo is \$150,000 or more. The Christian Help Center, with its \$200,000, will be able to provide two, 2-bedroom units for the price of one house. This is a very wise and prudent use of this grant. Of the five agencies members of the VHC-LLC, we will be the only one who will be able to provide two, 2 bedroom permanent housing units.

2. We already have an existing use permit to operate these two permanent housing units. We also have the building permit and the general contractor is already under contract to begin the renovation immediately.

3. We are in compliance with the condition set forth by the City Council that these 8-12 permanent housing units are not clustered but in different sites throughout Vallejo. The other four agencies are in the process of identifying other permanent housing units in different locations away from our Sacramento street facility.

4. The two families who will reside in our two permanent housing units will have easy access to all our supportive services that are provided within the same building by the Christian Help Center at our Sacramento street facility. These supportive services include transportation, computer access, mental health counseling, prepared meals, laundry facilities and many more.

I strongly and vigorously appeal that you reverse your recommendation to deny The Christian Help Center its allotted \$200,000 grant that will provide these two, 2-bedroom permanent apartment units.

Sincerely,



Rey Bernardes  
President, Christian Help Center  
Chair, Vallejo Housing Collaborative LLC