

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-50075-5Y is to be completed once every 5 PHA fiscal years by all PHAs.

A. PHA Information.

A.1 PHA Name: Housing Authority of the County of Butte PHA Code: CA043

PHA Plan for Fiscal Year Beginning: (MM/YYYY): 10/2016
 PHA Plan Submission Type: 5-Year Plan Submission Revised 5-Year Plan Submission

Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information on 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 websites. PHAs are also encouraged to provide each resident council a copy of their PHA Plans.

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 at the following locations:

- Housing Authority of the County of Butte, 2039 Forest Ave, Chico CA 95928
- Housing Authority of the County of Butte, 850 E. Gridley Rd, Gridley CA 95948
- www.butte-housing.com

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

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

B.	5-Year Plan. Required for all PHAs completing this form.
B.1	<p>Mission. 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.</p> <p>The mission of the Housing Authority of the County of Butte (HACB) is to assist low and moderate-income residents to secure and maintain quality affordable housing.</p>
B.2	<p>Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low- income, very low- income, and extremely low- income families for the next five years.</p> <p><u>Priority Objectives</u></p> <p>Priority Objective 1: Seek to expand the supply of assisted housing available to general and special needs populations. For many of our properties, the majority of applicants on our waiting lists are families with disabilities, families with children, and the elderly. These vulnerable populations have acute housing needs and the demand to serve them outpaces the available supply of housing. This objective is a direct link to our long-standing mission and is at the core of what we do.</p> <p>Priority Objective 2: Provide opportunities and pathways to transition into unsubsidized housing opportunities for those who are able to do so. By investing in safe, high-quality facilities that provide adequate services for residents, we can meet housing needs in a manner that will enable some residents to focus on other aspects of their lives, and as a result, advance economically. When residents are able to transition into unsubsidized housing, they not only make way for those in greater need to gain subsidized housing, but their story is inspirational for all of our community members. This objective supports our mission to provide housing by making more housing available to those in need, and aligns with our shared value of self-sufficiency.</p> <p>Priority Objective 3: Develop a Strategic Asset Plan to account and plan for tangible asset management. Our real estate holdings are among our greatest assets. Our ability to leverage their management to better serve our current and future residents is greater than we have realized. A Strategic Asset Plan will set us on a deliberate path toward the highest and best use of our properties. This supports our mission and vision for the future: to provide more affordable housing while becoming more financially self-sufficient.</p>

Goals and Objectives:

Goal 1: Expand the supply of assisted housing.

Our organization is challenged to provide enough housing to meet the existing and future needs of residents. Our waiting lists are long and show no signs of receding. Consistent with the mission of the Housing Authority of the County of Butte, this goal is an overarching statement under which fall actions that specifically seek to increase the amount of physical space that can house those in need.

Objective 1A: Seek to expand the supply of assisted housing available to general and special needs populations.

Objective 1B: Apply for additional rental vouchers.

Objective 1C: Advocate for and aggressively pursue all federal, state, and local funding sources available for HACB use in creation of affordable housing opportunities.

Objective 1D: Leverage HACB assets and/or private/public funds in creation of additional housing opportunities.

Goal 2: Improve the quality of assisted housing.

Providing our residents with a springboard to self-sufficiency is important. Quality housing environments will provide residents with the foundation they need to help make this next step. Ease of access to our services and positive resident experiences are critical to our success and the following objectives support this desired outcome.

Objective 2A: Assess and address administrative processes to achieve efficiency and effectiveness in program delivery, optimizing ease of use and understanding by applicants and participants.

Objective 2B: Improve the physical quality of public housing stock.

Objective 2C: Work constructively with landlords to improve housing conditions and amenities for housing available to, and used by, participants of rental assistance programs.

Objective 2D: Develop and maintain new and existing housing stock in accordance with sustainable building and design principles as financially feasible.

Objective 2E: Build supportive services capacity through partnerships with local service providers.

Goal 3: Increase assisted housing choices.

It is important to our organization that we diversify our available housing products, both through our work with our community of participating landlords, as well as through efforts to increase the number of properties that we own and operate. Diversification not only helps our organization's long-term stability, but also provides our residents with choices to match their housing needs.

Objective 3A: Continue to work with potential and participating voucher landlords through outreach and relationship building.

Objective 3B: Develop relations with participating voucher landlords.

Objective 3C: Conduct outreach to area service providers and consumer groups to inform citizenry of assisted housing opportunities.

Objective 3D: Identify and communicate affordable housing occupancy and develop opportunity throughout the County.

Objective 3E: Work to increase the County's transitional housing and "housing first" capacities, to more effectively bridge between homelessness and permanent housing.

Objective 3F: Seek to establish and maintain partnerships and working relationships with public, nonprofit, and for-profit entities in conception, development, and implementation of affordable housing units and programs.

Goal 4: Optimize improved living environment to enhance the lives of residents.

Our property maintenance and improvement efforts make a real difference in our residents' quality of life. We want to continue to support our successful resident groups and assist in supporting new resident groups that help sustain our communities.

Objective 4A: Maintain safety of properties, considering site, neighborhood, and community factors.

Objective 4B: Promote and encourage conservation, recycling, and use of recycled materials with contractors, residents, and vendors.

Objective 4C: Seek to optimize participant stability and self-sufficiency through delivery of supportive service programs, including education, employment development, nursing, food distribution, nutrition, and tax preparation.

Objective 4D: Provide comment to local jurisdictions regarding affordable housing development proposals and community development and planning policies as they affect assisted housing interests.

Objective 4E: Develop resident groups.

Goal 5: Promote and secure services for Housing Authority residents and participants.

Our residents are our most vital asset. It is important to HACB that our lines of communication with our residents are open and strong. We are most effective when we can link residents with the services they need, provided by our valuable partners. We can also continue to improve our services by carefully listening to what residents need and understanding their experience with our organization.

Objective 5A: Actively research and access available federal, state, local, and private foundation resources for the delivery and enhancement of resident services, through both HACB and Butte County Affordable Housing Development Corporation (BCAHDC).

Objective 5B: Collaborate with partners who are able to expand our reach and effectiveness by providing services, education, and economic opportunities that help residents advance out of poverty.

Objective 5C: Assess and identify the quality of life concerns for senior, disabled, and special needs residents.

Objective 5D: Promote open and effective communication with HACB residents to encourage their input and involvement.

Objective 5E: Provide opportunities and pathways to success for youth.

Objective 5F: Partner with service organizations, volunteers, and students to provide low- or no-cost services to residents.

Objective 5G: Provide opportunities and pathways to transition into unsubsidized housing opportunities for those who are able to do so.

Goal 6: Ensure equal opportunity and affirmatively further fair housing.

Our work in support of our mission is always mindful of providing equitable and just opportunities for all current and future residents, in accordance with the law.

Objective 6A: Implement provisions of the FHEO Voluntary Compliance Agreement.

Objective 6B: Undertake affirmative measures to ensure access to assisted housing regardless of age, race, ethnicity, ancestry, color, religion, national origin, sex, familial status, marital status, disability, medical condition, source of income, sexual orientation and veteran status.

Objective 6C: Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required.

Goal 7: Maintain and improve interagency cooperation.

We recognize the need to help residents connect with services that our organization does not provide. Maintaining strong partnerships between HACB and our local and regional networks of service providers, funders, and other organizations that support our mission is important to the well-being of our residents. This enables us to focus on housing our residents, while our partners focus on meeting other needs.

Objective 7A: Remain a stakeholder in the local efforts to end homelessness.

Objective 7B: Seek to strengthen links between HACB, the County of Butte, and other jurisdictions.

Objective 7C: Seek participation by service agencies that support stabilization and self-sufficiency by participants of assisted housing programs.

Objective 7D: Connect residents to partner agencies through information exchange.

Objective 7E: Provide housing assistance and demographic data and program and policy comment to municipal, county and other agencies and entities.

Goal 8: Maintain the Agency's financial position and its ability to respond to shifting economic conditions through prudent management of limited resources.

Without a solid financial foundation, we are unable to do the work needed to fulfill our mission and vision. Keeping our financial footing when the funding landscape suddenly shifts is of utmost importance.

Objective 8A: Control expenditures and seek other revenue sources to sustain and develop new housing opportunities and mitigate risk associated with program loss.

Objective 8B: Optimize internal operations for sustainability through development and implementation of green operations.

Objective 8C: Foster a culture of excellence and innovation in the work environment.

Objective 8D: In developing facilities, balance the needs of residents with the appropriate level of amenities while also maximizing the number of affordable dwelling units.

Objective 8E: Diversify funding sources.

Objective 8F: Develop a Strategic Asset Plan to account and plan for tangible asset management.

	<p>Goal 9: Maintain and enhance the Agency’s organizational strength and resiliency. Our dedicated staff makes this a great organization and a supportive and fulfilling place to work. HACB continues to honor their commitment by providing the tools and training needed to do their best job every day.</p> <p>Objective 9A: Develop and adopt technological solutions to improve efficiency.</p> <p>Objective 9B: Honor our staff as a key organization asset while respecting our fiscal limitations.</p> <p>Objective 9C: Continue to provide staff members with the tools and training to do their jobs effectively and efficiently.</p> <p>Objective 9D: Communicate progress toward goals and objectives with Board members and staff through annual reporting.</p>
<p>B.3</p>	<p>Progress Report. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.</p> <p>The HACB retained a Strategic Planning Consultant and revised the goals and objectives in the 5-Year Plan (see Section B.2 for revised Goals and Objectives).</p>
<p>B.4</p>	<p>Violence Against Women Act (VAWA) Goals. Provide a statement of the PHA’s goals, activities objectives, policies, or programs that will enable the PHA to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking.</p> <p>Housing Authority of the County of Butte’s goals, activities, objectives, policies and programs that will enable the HACB to serve the needs of child and adult victims of domestic violence, dating violence, sexual assault, or stalking are outlined in the HACB’s Public Housing Admissions and Continued Occupancy Policy and Section 8 Housing Choice Voucher Administrative Plan.</p>
<p>B.5</p>	<p>Significant Amendment or Modification. Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p>Substantial Deviation from the 5-year Plan: A “Substantial Deviation” from the 5-Year Plan is an overall change in the direction of the Authority pertaining to the Authority’s Goals and Objectives. This includes changing the Authority’s Goals and Objectives.</p> <p>Significant Amendment or Modification to the Annual Plan: A “Significant Amendment or Modification” to the Annual Plan is a change in a policy or policies pertaining to the operation of the Authority. This includes the following: changes to rent or admissions policies or organization of the waiting list; additions of non-emergency work items in excess of 10% of total Capital Fund Program budget (items not included in the current Annual Statement or 5-Year Action Plan) or change in use of replacement reserve funds under the Capital Fund; and any change with regard to demolition or disposition, designation, homeownership programs or conversion activities.</p>

B.6	<p>Resident Advisory Board (RAB) Comments.</p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y N <input checked="" type="checkbox"/> <input type="checkbox"/></p> <p>(b) If yes, comments must be submitted by the PHA as an attachment to the 5-Year PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.</p> <p>RAB comments are attached as Exhibit A.</p>
B.7	<p>Certification by State or Local Officials.</p> <p><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.</p> <p>Form HUD 50077-SL from the State of California and the City of Chico are attached as Exhibit B.</p>

EXHIBIT A

2016
HOUSING AUTHORITY OF THE COUNTY OF BUTTE (HACB)
RESIDENT ADVISORY BOARD / CAPITAL FUND PUBLIC HEARING
COMMENTS

**RESIDENT ADVISORY BOARD (RAB) / CAPITAL FUND PUBLIC HEARING MEETING
COMMENTS (April 12, 2016 meeting)**

During the RAB meeting, the following recommendations and/or comments were received from Residents:

Capital Fund

- HACB presented 501-14, 501-15, 501-16 and the Five-year Capital Fund Plan to the RAB. One RAB member expressed concern regarding tree trimming on the Public Housing properties, specifically in Chico, which were referred to the HACB Maintenance Supervisor for further investigation and action, as necessary. Also, RAB members expressed considerable interest in HACB focusing on water conservation and energy saving measures.

Public Housing

- HACB presented the proposed changes to the Public Housing Admissions and Continued Occupancy Policy. RAB members had no comments, questions or concerns.

Section 8

- HACB presented the proposed changes to the Section 8 Housing Choice Voucher Administrative Plan. RAB members had no comments, questions or concerns.

RAB members expressed concern regarding the shortage of one-bedroom units available in the community, together with senior housing. HACB shares their concerns and is staying open to creative methods of acquiring more one bedroom properties and opportunities.

45-DAY REVIEW PERIOD COMMENTS

HACB received one written comment during the review period, which was presented to the HACB Board of Commissioners on June 16th. Attached is a copy of the public comment from Legal Services of Northern California and the written response by HACB Staff to the Board of Commissioners.

ESM

June 10, 2016

MEMO

To: HACB Board of Commissioners

From: Tamra C. Young, Executive Assistant 

Subject: Board Adoption

- 2016-17 One- and Revised Five-Year Agency Plans
- Public Housing Admissions and Continued Occupancy Policy (ACOP)
- Section 8 Administrative Plan (Admin Plan)

As a public agency administering the HUD Public Housing and Section 8 Housing Choice Voucher (HCV) programs, HACB is required to submit to HUD applicable agency and administrative plan documents 75 days prior to the end of the HACB's fiscal year (submission due July 18th). HACB has already taken the following steps:

- April 12th – HACB conducted a Resident Advisory Board/Capital Fund Public Hearing (inviting Legal Services of Northern California and thirty-one (31) Public Housing and Section 8 participants).
- April 28th – HACB Board of Commissions adopted draft documents, and the required 45-day review Public Comment period was opened.

Attached is the letter received from Legal Services of Northern California during the 45-day review Public Comment period, regarding the draft ACOP and Admin Plan. Management's recommendations are as follows:

I. Comments/Concerns

- ACOP Section 7-11.D; p 7-10 – The clause referencing common law marriages will be reinstated. Correction also made in the Admin Plan for consistency.
- ACOP Chapter 14 – The grievance procedure will not be included as an attachment, since Chapter 14 of the ACOP is, in fact, the written grievance procedure given to tenants.
- ACOP p 11-8 – Policy correction: add “written” to “work out agreement” to provide clarification and grievance hearing rights regarding termination of tenancy will be added as requested.
- ACOP p 14-8 – Applicable wording has been deleted and replaced with due process language, as discussed.

II. Language Access Plan (LAP)

- ACOP LAP p 2-16 – The word “may” will not be replaced with “will”, as “may” was used in reference to telephone line translation; the Language Line is one of many resources the HACB uses to communicate with Limited English Proficiency customers.
- ACOP LAP Section IV – Policy correction: Public notices shall be in Hmong, too. Correction made to the Admin Plan also.
- “I Speak” (Language Line) posters/materials are in the lobby area for those individuals who speak a language other than English, Spanish or Hmong.

III. Portability

- Admin Plan pg 10-6 – Correct typo: 24 CFR 982.255(b) will be corrected to read 24 CFR 982.355(b).
- Admin Plan, pg 5-3 – No change. HACB feels that the language in the draft policy is adequate.
- Admin Plan, Section 10-11.C, pg 10-11 – No change. HACB feels that the language in the draft policy is adequate.

We value the recommendations we have received again this year from LSNC. Their feedback is an important part of the Agency Plan process.

The Strategic Plan, as approved by the Board at the May meeting, will be incorporated into the draft Agency Five-Year Plan. There were no comments received regarding the Agency Annual Plan.

Recommendation: Hold Public Hearing. Receive and file final documents (Agency Plan, Public Housing ACOP and Section 8 Admin Plan) in accordance with the recommendations above by adoption of Resolution Nos. 4621 and 4622.



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June 7, 2016

Housing Authority of the County of Butte
Board of Commissioners
2039 Forest Avenue
Chico, CA 95928

Re: ACOP and Section 8 Administrative Plan for Fiscal Year 2016-2017

Dear Board of Commissioners:

Legal Services of Northern California ("LSNC") submits the following comments in connection with the Housing Authority of the County of Butte's (HACB) proposed Section 8 Administrative Plan ("Admin Plan") and the Admissions and Continued Occupancy Policy ("ACOP") for Fiscal Year 2016-2017.

LSNC provides a variety of free legal services, including advice, referral, and direct legal representation to low-income individuals, families, seniors and community groups, within Butte, Colusa, Glenn, Tehama, and Plumas counties. LSNC also provides self-help materials, legal clinics, and community legal education to various communities throughout its service area.

We are submitting comments on behalf of our low-income client community on the following topics: (1) Comments on individual sections, (2) Language Access, and (3) Portability. We submit these comments in the hope that they will facilitate a continued dialogue with HACB and assist the agency in administering its housing programs in a manner consistent with its mission of promoting adequate and affordable housing. We welcome meeting with HACB to respond to any questions or concerns that the agency may have with regard to our comments.

I. Comments/Concerns:

ACOP:

- 7-11.D. page 7-10: At the Resident Advisory Board meeting that LSNC attended in April, LSNC mentioned that California does not provide for common law marriage. It is our understanding that section was then deleted. On reflection however, individuals who port or move from a state that does recognize common law marriage may have a valid common law marriage in that state. Therefore, that clause referencing common law marriages should stay in since this is a federal program.
- Regarding Chapter 14 of the ACOP, we request that the grievance procedure be attached as a document to the ACOP.
- 11-7 (Administering the Self-Certification Flexibility when Verifying Community Service....): In the second to last paragraph on p. 11-8 regarding a fraudulent self-certification and noncompliance, there is reference to a "work out agreement." Should this be a "written agreement?" Or did you mean to call this a "work out agreement?" There is also the right to a grievance hearing regarding termination of a tenancy, so that should be added to the section.
- Page 14-8: The HACB Policy that "The HACB grants the opportunity for grievance hearings for all lease terminations, regardless of cause" has been deleted and replaced by language regarding due process state. It is our understanding that that this deletion has been rescinded. Please confirm.

II. Language Access Plan

Last year, we provided many comments on language access. Exhibit 2-2 of the Administrative Plan indicates that many of those comments were incorporated. We assume that such an exhibit is part of the ACOP as well. Some additional comments:

- On page 2-16 of that Exhibit, the Interpreter Services indicates that as a last resort where there is no acceptable interpreter, the HACB "may us[sic] telephone line translation... to communicate." It seems that the "may" should be "will."
- In the VI Outreach section, public notices shall be in Spanish and English. Will Hmong not be used for those notices?
- Are there "I Speak" posters/materials in the lobby area for those individuals who speak a language other than English, Spanish or Hmong?

III. Portability

- On page 10-6, the citation to 24 CFR 982.255(b) in the section regarding "Allowable Moves Under Portability" should be 982.355(b).
- 5-3: Brochures or other materials must be provided as part of the briefing packet on how to select a unit. That is not specifically listed on page 5-3 under the Briefing Packet section.
- 10-II.C (page 10-11): Pursuant to 24 CFR 982.355(b), a receiving PHA cannot refuse to assist incoming portable families or direct them to another neighboring PHA for assistance. That language could be added before the new language under 10-II.C.

Thank you for the opportunity to submit these comments. We look forward to discussing these issues with you in greater depth if you have any questions or concerns.

Sincerely,

LEGAL SERVICES OF NORTHERN CALIFORNIA

Laurel Yorks (for Denise Hardy)

Denise Hardy and Laurel Yorks

EXHIBIT B

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

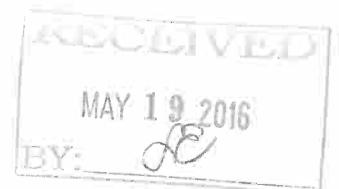
I, Glen A. Campara the Assistant Deputy Director certify that the Five Year and
Annual PHA Plan of the Housing Authority of the County of Butte is consistent with the Consolidated Plan of
the State of California prepared pursuant to 24 CFR Part 91.

Glen A. Campara

Signed / Dated by Appropriate State or Local Official

May 17, 2016

form HUD-50077-SL (1/2009)
OMB Approval No. 2577-0226



**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Mark Orme the City Manager certify that the Five Year and
Annual PHA Plan of the Housing Authority of the County of Butte is consistent with the Consolidated Plan of
City of Chico prepared pursuant to 24 CFR Part 91.

Mark Orme 5/19/10 MD

Signed / Dated by Appropriate State or Local Official

form HUD-50077-SL (1/2009)
OMB Approval No. 2577-0226