

CITY OF SANTA ROSA
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS
FROM: REBECCA LANE, MANAGER
HOUSING AND COMMUNITY SERVICES
SUBJECT: APPOINTMENT OF RESIDENT ADVISORY BOARD AND
ADOPTION OF ANNUAL PUBLIC HOUSING AGENCY PLAN FOR
FISCAL YEAR 2022-2023
AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Department of Housing and Community Services that the Housing Authority, by resolution, appoint any and all Housing Authority Commissioners who are also Housing Choice Voucher program participants as the Resident Advisory Board to represent the interests of those served by the Housing Choice Voucher program, and adopt the Annual Public Housing Agency Plan (PHA Plan) for Fiscal Year 2024-2025 as required by the United States Department of Housing and Urban Development (HUD) for local administration of the Housing Choice Voucher program.

EXECUTIVE SUMMARY

The Public Housing Agency Plan (PHA Plan) is required for Public Housing Agencies (PHAs) administering the Section 8 Housing Choice Voucher (HCV) program. It is made available for review to the public and by participants in the HCV program appointed as the Resident Advisory Board. The purpose of this item is to appoint any and all existing Tenant Commissioners on the Board of Commissioners to serve concurrently as the Resident Advisory Board, and review and approve the Annual Plan for Fiscal Year 2024-2025.

BACKGROUND

The Quality Housing and Work Responsibility Act of 1998 requires any Housing Authority that administers the Section 8 Housing Choice Voucher program and/or any public housing units to develop and adopt two types of PHA Plans: a Five-Year Plan and an Annual Plan. By regulatory requirement, each PHA Plan must be adopted by a Housing Authority Board of Commissioners resolution during a public meeting.

The PHA Plan is intended to be a comprehensive guide to a PHA's policies, programs, operations and strategies for meeting local housing needs and goals. The PHA Plans

are reviewed by a Resident Advisory Board (RAB) who reflect and represent the residents assisted by the PHA.

PRIOR HOUSING AUTHORITY REVIEW

The Housing Authority heard a Study Session on February 26, 2024, regarding the Administrative Plan changes required under the Housing Opportunity Through Modernization Act of 2016 (HOTMA). The changes to the Administrative Plan are significant, requiring the Administrative Plan to be included in the Annual Plan.

ANALYSIS

The purpose of the Annual Plan is to describe the mission, goals, policies and programs of the Housing Authority. The format of the PHA Plan is proscribed by the Department of Housing and Urban Development (HUD) using specific form templates for different types of programs and different categories of PHAs. The City of Santa Rosa Housing Authority is considered a High Performing PHA and does not own or operate any Public Housing units. Agencies in this category complete HUD Form 50075-HP.

Every fifth year, the Housing Authority submits a more comprehensive version of the PHA Plan. The last Five-Year PHA Plan for the City of Santa Rosa Housing Authority was submitted for Fiscal Years 2021-2026. The Annual PHA Plan includes progress made towards the goals in the Five-Year Plan, and any elements of the PHA's programs or policies outlined in the PHA Plans that are changing significantly.

The activities for Fiscal Year 2023-2024 that supported the goals outlined in the Five-Year Plan are:

- Ongoing Project-Based Voucher (PBV) activity – two new construction PBV projects were completed and leased during FY 2023-2024
 - Laurel at Perennial Park, Phase I – 17 units of PBV for seniors, 94 total affordable units
 - Caritas Homes, Phase I – 30 units of PBV for people experiencing homelessness, 94 total affordable units
- The total PBV units in service at the 2023-2024 Fiscal Year End are:
 - 288 total units
 - 88 units for Veterans
 - 132 units for seniors or people with special needs
 - 38 for people experiencing homelessness
 - 12 project sites
 - These units helped leverage a total of 722 new affordable housing units in the community.
- The HCV Waitlist was open including a new electronic format; 5,000 households

were added to the list. The households on the waitlist who opt to participate in the electronic format receive notifications about PBV projects for which they may qualify and also receive announcements about other affordable housing opportunities unrelated to the HCV program.

- The Emergency Housing Voucher (EHV) program achieved 70% utilization by the end of FY 2023-2024

In addition to the progress reported in the Annual Plan, PHAs must identify any elements of their existing PHA Plans that are changing significantly. For FY 2024-2025, the following changes are being reported:

- Rent Determination: The Housing Authority is publishing with the Annual Plan the proposed draft of the Administrative Plan revisions required under HOTMA. The HOTMA changes will potentially affect how rent is calculated for participants in the HCV program, depending on the type of income and assets they possess.
- Significant Amendment: The Five-Year Plan defines a “significant amendment” as “changes of a sufficient nature to the rent or admissions policies, or the organization of the waiting list not required by federal regulatory requirements which would result in a change to the Annual Agency Plan, unless the change is a result of a circumstance identified by HUD for special intervention.” The changes to the Administrative Plan, specifically in the following sections, meet the definition of significant amendment:
 - Chapter 6 – Income
 - Chapter 7 – Verification
 - Chapter 11 – Reexaminations
- Though the housing inspection standards do not affect rent or admissions, it is notable that the draft Administrative Plan also adopts the National Standards for the Inspection of Real Estate (NSPIRE) model, a change which is required by HUD before the end of Calendar Year 2024.

A local Resident Advisory Board (RAB) must review the PHA Plan, and any comments by the RAB on the plan must be included in the PHA Plan submission. Housing Authorities that do not administer a Public Housing program do not have formal resident councils and may establish their own policies to meet the RAB requirement. Per Resolution 1129 dated January 22, 2001, the RAB requirement for the City of Santa Rosa is satisfied by the service of Tenant Commissioners on the Santa Rosa Housing Authority who represent the interests of those served by the Section 8 Housing Choice Voucher program. The Tenant Commissioners serve concurrently as the Resident Advisory Board while they are serving as Tenant Commissioners. The RAB review and comment on the PHA Plan is part of the public meeting.

Any public comments received on the PHA Plan are also submitted to HUD in the PHA

Plan document. Therefore, the attached PHA Plans are subject to the addition of any public comments in section C.1 and/or C.4 of HUD Form 50075-HP. After local adoption, PHA Plans are submitted electronically to HUD.

FISCAL IMPACT

Approval of this action does not have a fiscal impact on any Housing Authority funds. The PHA Plan is a required element of the Housing Choice Voucher program already administered by the Santa Rosa Housing Authority.

ENVIRONMENTAL IMPACT

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 Guidelines Section 15378.

COUNCIL/BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Notice of the public hearing was published in the Press Democrat on February 8, 2024, and on the city's website from February 8, 2024, through March 25, 2024.

ATTACHMENTS

- Attachment 1 – Annual PHA Plan for Fiscal Year 2022-2023
- Attachment 2 – City of Santa Rosa Housing Choice Voucher Program Administrative Plan
- Attachment 3 – Five-Year PHA Plan for Fiscal Years 2021-2026
- Resolution

CONTACT

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