

CITY OF SANTA ROSA
HOUSING AUTHORITY

TO: HOUSING AUTHORITY COMMISSIONERS
FROM: MEGAN BASINGER, DIRECTOR
HOUSING AND COMMUNITY SERVICES
SUBJECT: APPOINTMENT OF RESIDENT ADVISORY BOARD AND
ADOPTION OF PUBLIC HOUSING AGENCY ANNUAL PLAN FOR
FISCAL YEAR 2026-2027 AND FIVE-YEAR PLAN FOR FISCAL
YEARS 2026-2030

AGENDA ACTION: RESOLUTION

RECOMMENDATION

The Department of Housing and Community Services recommends 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, adopt the Public Housing Agency Plan (PHA Plan) for Fiscal Year 2026-2027, and adopt the Five-Year Plan for Fiscal Years 2026-2030 as required by the United States Department of Housing and Urban Development (HUD) for local administration of the Housing Choice Voucher program.

EXECUTIVE SUMMARY

Five-Year and Annual Public Housing Agency (PHA) Plan(s) are required for PHAs administering the Section 8 Housing Choice Voucher (HCV) program. The PHA Plans are made available for review by the public and by participants in the HCV program and must be reviewed by a Resident Advisory Board (RAB) and adopted by the Housing Authority Board of Commissioners. The purpose of this item is to appoint any and all existing Tenant Commissioners to serve concurrently as the RAB, and review and adopt the Annual Plan for Fiscal Year 2026-2027 and Five-Year Plan for Fiscal Years 2026-2030.

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

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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 Five-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. They also inform 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-, very low-, and extremely low- income families. The PHA Plans are reviewed by the RAB to represent the residents assisted by HCV program.

PRIOR HOUSING AUTHORITY REVIEW

Not applicable.

ANALYSIS

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 only elements of the PHA's Housing Choice Voucher program that have changed since the most recent PHA Plan submission.

Progress Report – Annual Plan

The activities in the current Fiscal Year that supported the goals outlined in the most recent Five-Year Plan are:

- Goal: Increase supply of affordable rental housing for the City of Santa Rosa's lowest-income households.
 - SRHA successfully petitioned HUD to re-evaluate the Fair Market Rent determination for the Santa Rosa Metropolitan Statistical Area and increased Payment Standards
- Goal: Provide housing and services to special needs populations.
 - SRHA entered into Project-Based Voucher (PBV) contracts for a total of 63 units of new special needs housing for people experiencing homelessness
 - SRHA maintained PBV contracts for an additional 93 units of special needs housing including seniors and people with disabilities
- Goal: Increase readiness for homeownership for City of Santa Rosa residents.
 - SRHA has 36 active participants in its Family Self-Sufficiency (FSS) program with a combined total of over \$230,528 in FSS escrow funds

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which can be used upon graduation from the FSS program for downpayment on home purchases.

- Goal: Preserve existing affordable housing stock.
 - SRHA is maintaining three PBV contracts at Bethlehem Tower, Rosenberg and Parkwood Apartments which were executed on existing housing to preserve the affordability of those buildings.
 - In Fiscal Year 2025-2026, 368 rental units with habitability issues were brought back into compliance with housing quality standards through routine housing inspections.

- Goal: Support City of Santa Rosa efforts to reduce homelessness
 - SRHA maintained utilization for the Emergency Housing Voucher (EHV) program and the HUD-Veterans Affairs Supportive Housing (VASH) program, both of which are dedicated to people experiencing homelessness.
 - SRHA executed two PBV HAP Contracts with a total of 63 units for people experiencing homelessness.

- Goal: Utilize the resources of the Housing Choice Voucher program strategically and in cooperation with other local funding sources to maximize efficiency and produce additional affordable housing
 - SRHA continues to utilize its PBV resources to leverage the development of additional affordable units. Across 17 project sites, SRHA has 387 PBV units that helped bring a total of 779 new units to the affordable housing market. In addition, PBVs have been used to leverage the rehabilitation of 64 total units.

Revised Elements – Annual Plan

In addition to the progress reported in the Annual Plan, PHAs must identify any elements of their existing PHA Plans that have been revised since the last submission of an Annual Plan. The Housing Authority is reporting a change to a policy related to eligibility, selection and admissions:

- The Housing Authority established a two-tier preference on the HCV waiting list for participants in the EHV program who are at risk of losing their assistance due to the end of program funding, with families whose head, spouse, or co-head is elderly or disabled receiving the first preference and all other EHV families receiving second preference.
- The HCV waiting list will be open only to families that qualify for the two-tier EHV preference at such time that EHV funding is exhausted. This will ensure that EHV families who wish to continue receiving rental assistance do not experience an interruption in their assistance payments.

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Other Reporting – Annual Plan

PHAs are also required to report the outcome of the most recent Fiscal Year audit in the Annual Plan. For the Fiscal Year ending June 30, 2024, a material weakness in internal control procedures was identified related to recognizing revenue for a non-HUD grant received by the Housing Authority to support affordable housing development. Processes to prevent grant reimbursement requests being delayed have been implemented.

Goals and Objectives – Five-Year Plan

The Housing Authority goals and objectives for Fiscal Years 2026-2030, which are consistent with the HUD Consolidated Plan for the City of Santa Rosa, are:

- Goal: Increase the supply of affordable rental housing for the City's lowest income households.
 - Apply for additional Housing Choice Vouchers and funding when available
 - Leverage private or other public funds to create additional affordable housing opportunities
 - Conduct outreach and marketing to property owners and the community to increase owner participation in the Housing Choice Voucher program, including the use of citywide announcements and public meetings to discuss the benefits of the program
- Goal: Preserve existing affordable housing stock.
 - Complete biennial property inspections using the National Standards for the Physical Inspection of Real Estate (NSPIRE) standards
 - Educate program stakeholders including property owners, voucher holders, and the public about NSPIRE standards
 - Collaborate with the City of Santa Rosa Code Enforcement Division when necessary and appropriate to address health, life, fire and safety issues in subsidized housing units
 - Provide excellent customer service to stakeholders including owners, voucher holders, and the public when responding to questions and concerns about affordable housing stock
 - Promote affordable housing resources and programs available to the community
- Goal: Provide housing and services to special needs populations.
 - Apply for Special Purpose Vouchers as they become available
 - Maintain PBV Contracts for special needs populations including seniors, people with disabilities, Veterans, and people experiencing homelessness, including enforcement of requirements to make services available to

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- residents in the projects and collaboration with referral partners and property managers
- Continue serving households through the EHV program for as long as funding is available, and transition households to the HCV program when funding is exhausted.
- Continue serving households through the VASH program and maintain a collaborative partnership with the Department of Veterans Affairs.
- Goal: Increase access to home ownership opportunities for City of Santa Rosa residents.
 - Promote self-sufficiency and asset development for assisted families through the FSS Program.
 - Achieve the program milestone of 75 total graduates from the FSS program by the end of Fiscal Year 2031.
 - Increase current participation in the FSS program to 50 households by the end of Fiscal Year 2027 and maintain enrollment between 25 and 50 households each Fiscal Year thereafter.
 - Provide access to resources for FSS participants that support homeownership goals, including but not limited to financial education, credit repair, and first-time homebuyer programs.
 - Partner with the Santa Rosa Housing Trust to advertise downpayment assistance and other low-income homeownership programs
- Goal: Maintain Section 8 Management Assessment Profile (SEMAP) High Performer status
 - Achieve the highest possible percentage of compliance on all SEMAP performance indicators each Fiscal Year through June 30, 2031
- Goal: Utilize the resources of the HCV program strategically and in cooperation with other local funding sources to maximize efficiency and produce additional affordable housing
 - If additional PBVs can be made available to developers under the HCV program budget, collaborate with the Santa Rosa Housing Trust to promote the resource to developers and encourage leveraging the PBV funds for the most deeply affordable units and highest number of units

RAB and Public Review of Annual and Five-Year Plans

The RAB must review the PHA Plans, and any comments by the RAB must be included in the submission of the PHA Plans. 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

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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 met on March 4, 2026, to review the PHA Plans and may also provide comment as 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 or General funds. The PHA Plan is a required element of the Housing Choice Voucher program already administered by the Santa Rosa Housing Authority.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the proposed action is not a “project” subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the proposed action is exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) because it can be seen with certainty that there is no possibility that the action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Attachment 1 – Annual PHA Plan for Fiscal Year 2026-2027
- Attachment 2 – Five-Year Plan for Fiscal Years 2026-2030
- Attachment 3 – Public Hearing Notice
- Attachment 4 – Public Comment received March 4, 2026
- Resolution

PRESENTER

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Michael Guerrero, Program Specialist