# 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	PHA Information PHA Name: Roseville Housing Authority PHA Type: ☐ Small ☐ High Performing PHA Fiscal Year Beginning: (MM/YYYY): 07/2013		PHA Code: <b>CA128</b> ☐ Standard	☐ HCV (Section 8)		
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above)  Number of PH units: Number of HCV units: 637					
3.0	ubmission Type  ☐ 5-Year and Annual Plan ☐ S-Year Plan Only ☐ 5-Year Plan Only					
4.0	PHA Consortia: (Check box if submitting a joint Plan and complete table below.)					
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV	
	PHA 1:				111	TIC V
	PHA 2:					
5.0	PHA 3: 5-Year Plan. Complete items 5.1 and 5.2 only	at 5-Year I	Plan update.			
5.1	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:					
5.1						
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.					
6.0	PHA Plan Update  (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:  3-I.J. GUESTS [24 CFR 5.100]  A guest is a person temporarily staying in the unit with the consent of a member of the household who has express or implied authority to so consent.  Roseville Housing Authority (RHA) Policy  A guest may not remain in an assisted unit for any period of time that is in violation of their lease, but for no longer than 14 consecutive days. The total nights per calendar year that guests may be permitted to stay is 28 days.  With written consent of the property owner or manager, a family may request an exception to this policy for valid reasons (e.g., care of a relative recovering from a medical procedure is expected to last 40 consecutive days or an adult child that is away at college and visiting during school breaks). An exception will not be made unless the family can identify and provide documentation of the residence to which the guest will return.  6-III.A. OVERVIEW OF RENT AND SUBSIDY CALCULATIONS  Utility Reimbursement [24 CFR 982.514(b)]  When the PHA subsidy for a family exceeds the rent to owner, the family is due a utility reimbursement. HUD permits the PHA to pay the reimbursement to the family or directly to the utility provider.  Roseville Housing Authority (RHA) Policy  The PHA will make Utility Reimbursement Payments (URP) directly to a utility company on behalf of the participant. Roseville residents will have payments sent to Roseville Electric and Rocklin residents will have payments sent to PG&E. Exceptions will be considered on a case-by-case basis (for example: splitting the URP between utility suppliers based on usage). The family must submit a utility bill to RHA for proper set up of payment. All URPs will be held until the utility bill information is submitted to the Housing Authority.  15-II.A. OVERVIEW  Congregate Housing Authority (RHA) Policy  Assisted living facilities will be eligible under this housing type.					

## 16-III.C. INFORMAL HEARINGS FOR PARTICIPANTS [24 CFR 982.555] Informal Hearing Procedures

#### Roseville Housing Authority (RHA) Policy

An audio recording of the hearing will be made to assist the Hearing Officer in preparing the hearing decision. Once the hearing decision has been completed the audio file will be destroyed. An exception to this policy would be if a copy of the recording is requested by the client at the hearing. When a copy of the recording is provided to the client, a copy will also be retained in the client file.

#### 16-VI.C. RECORDS MANAGEMENT

**Copies of Documents** 

#### Roseville Housing Authority (RHA) Policy

If an applicant or participant request copies of file documents, RHA will determine if they are able to provide the requested documents. Certain information may only be released to the applicable household member, such as copies of adult household member's social security card, driver's license, EIV information or other documents containing personal information. When copies are provided, the first 9 copies will be provided at no charge. Additional copies will be charged at the rate of 5 cents each.

In addition, the following revisions to the PHA Plan were made in order to comply with new HUD regulations:

**Chapter 2: Fair Housing and Equal Opportunity** 

Section 2-I.A. Overview, page 2-2

Section 2-I.B. Nondiscrimination, page 2-2

Chapter 3: Eligibility

Section 3-I-B. Family and Household, page 3-2

Section 3-I.J. Guests, page 3-6

**Chapter 6: Income and Subsidy Determinations** 

Section 6-III.A. Overview of Rent and Subsidy Calculations, page 6-36

**Chapter 7: Verification** 

Section 7-II.B. Social Security Numbers, page 7-8

**Chapter 12: Termination of Assistance and Tenancy** 

Section 12-I.E. Mandatory Policies and Other Authorized Terminations, page 12-7

Chapter 13: Owners

Section 13-II.G. Foreclosure, page 13-14

**Chapter 16: Program Integrity** 

Section 16-III.B. Informal Reviews, page 16-6

Section 16-VI.C. Records Management, page 16-26

Glossary, page GL-1

(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.

Roseville Housing Authority 311 Vernon Street Roseville, CA 95678

5-Year and Annual PHA Plans are also available on the website at www.roseville.ca.us/hcv

- 7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. Include statements related to these programs as applicable.
- **8.0 Capital Improvements.** Please complete Parts 8.1 through 8.3, as applicable.
- 8.1 Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the Capital Fund Program Annual Statement/Performance and Evaluation Report, form HUD-50075.1, for each current and open CFP grant and CFFP financing.

- Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the Capital Fund 8.2 Program Five-Year Action Plan, 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. Capital Fund Financing Program (CFFP). 8.3 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. 9.0 Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make 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. 9.1 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. 10.0 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-
- 11.0 Required Submission for HUD Field Office Review. 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.
  - (a) Form HUD-50077, PHA Certifications of Compliance with the PHA Plans and Related Regulations (which includes all certifications relating to Civil Rights)

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

- (b) Form HUD-50070, Certification for a Drug-Free Workplace (PHAs receiving CFP grants only)
- (c) Form HUD-50071, Certification of Payments to Influence Federal Transactions (PHAs receiving CFP grants only)
- (d) Form SF-LLL, Disclosure of Lobbying Activities (PHAs receiving CFP grants only)
- (e) Form SF-LLL-A, Disclosure of Lobbying Activities Continuation Sheet (PHAs receiving CFP grants only)
- (f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.
- (g) Challenged Elements

Year Plan.

deviation/modification"

- (h) Form HUD-50075.1, Capital Fund Program Annual Statement/Performance and Evaluation Report (PHAs receiving CFP grants only)
- (i) Form HUD-50075.2, Capital Fund Program Five-Year Action Plan (PHAs receiving CFP grants only)