

<b>5-Year PHA Plan (for All PHAs)</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires: 02/29/2016</b>
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**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.

<b>A.</b>	<b>PHA Information.</b>
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**A.1** PHA Name:     Vacaville Housing Authority     PHA Code:     CA125    

**PHA Plan for Fiscal Year Beginning:** (MM/YYYY):     07/2020      
**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.

*A copy of the VHA 5-year plan is available to the public at the Vacaville Housing Authority, 40 Eldridge Avenue, Suite 2, Vacaville, CA 95688, Monday through Friday 8:00 a.m. to 5:30 p.m. excluding regular office closures every other Friday and holidays. The VHA 5-year plan is also available on the website at www.cityofvacaville.com.*

PHA Consortia: (Check box if submitting a Joint PHA Plan and complete table below) *Not applicable. The VHA is not part of a consortia.*

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>B.</b>	<b>5-Year Plan.</b> Required for <u>all</u> PHAs completing this form.
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**B.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.

*The mission of the Vacaville Housing Authority (VHA) is to serve our community's housing needs using all resources available. The VHA is committed to assisting Vacaville's very low- and low-income residents to obtain safe, decent, and affordable housing and strives to provide affordable housing opportunities through creative partnerships with public and private collaborators. The VHA is also committed to providing participants the opportunities to achieve self-sufficiency through the Family Self-Sufficiency Program. All services provided by the VHA are delivered in a helpful, professional and efficient manner.*

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<b>B.2</b>	<p><b>Goals and Objectives.</b> 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><b><u>Goal 1-Expand and increase the supply of assisted housing choices:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Apply for additional rental vouchers when available.</i></li> <li>• <i>Review payment standards/rents annually and adjust as necessary to ensure families have a reasonable selection of housing in a range of neighborhoods, allowing families to rent units in more desirable areas.</i></li> <li>• <i>Continue to administer the Section 8 Homeownership Program that was implemented in 2003.</i></li> <li>• <i>Conduct 2 Landlord Workshops to recruit new landlords and educate current landlords, including training in Fair Housing.</i></li> <li>• <i>Target prospective Family Self Sufficiency participants for the Homeownership Program and have 2 families participate within the 5-Year Plan period.</i></li> <li>• <i>Increase Landlord Liaison outreach activities such as one-on-one meetings property managers and owners.</i></li> </ul> <p><b><u>Goal 2-Improve the quality of assisted housing and customer service:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Maintain a Section Eight Management Assessment Program score of 95% or above maintaining High Performer status.</i></li> <li>• <i>Revise procedures to improve Housing Quality Standard and Quality Control Inspections and participant file accuracy.</i></li> <li>• <i>Provide monthly trainings/guidance to staff on HUD regulation updates, program guidelines, rules and procedures.</i></li> <li>• <i>Revise procedures as appropriate to improve customer service such as implementing online software tools and services.</i></li> <li>• <i>Continue quarterly employee recognition program for excellent customer service.</i></li> </ul> <p><b><u>Goal 3-Provide an improved living environment:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Operate the HCV programs in collaboration with other City Departments, Affordable Housing Developers and Neighborhood Centers whose mission is to improve neighborhoods, provide affordable housing and provide access to social services, recreation and educational opportunities.</i></li> <li>• <i>Maintain and provide resource list of Americans with Disabilities accessible units.</i></li> <li>• <i>Promote and encourage families to move to higher income areas that offer increased opportunities and services, including, providing citywide Apartment and Realtor Listings at the initial Housing Choice Voucher Briefing and to participants requesting to move.</i></li> <li>• <i>Conduct quality control review of case files with failed Housing Quality Standard (HQS) inspections to ensure at least 98% of HQS deficiencies are corrected timely.</i></li> </ul> <p><b><u>Goal 4-Promote self-sufficiency and asset development of assisted households:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Provide the opportunity to participate in the Family Self-Sufficiency Program and not limit the number of families eligible to participate.</i></li> <li>• <i>Provide a Self-Help Center that includes various resource information and computer access for job search, applications and resume preparation.</i></li> <li>• <i>Work with Independent Living Resources to increase the availability of services for families with elderly or disabled family members and strengthen partnerships with the North Bay Housing Coalition and other organizations providing services to persons with disabilities.</i></li> </ul> <p><b><u>Goal 5-Ensure equal opportunity and affirmatively further fair housing:</u></b></p> <ul style="list-style-type: none"> <li>• <i>Inform participants of their right to housing free from discrimination and assist with the Fair Housing complaint process, if needed.</i></li> <li>• <i>Promote Fair Housing during Fair Housing Month in April and/or other times during the year.</i></li> <li>• <i>Assist households who have disabled household members find suitable housing upon request and provide a list of accessible units to disabled household members every time a Housing Choice Voucher is issued.</i></li> <li>• <i>Take affirmative steps to communicate with people who need services or information in a language other than English and continue to review the U.S. Census Bureau's American Fact Finder for languages that require translation of vital documents.</i></li> <li>• <i>Continue to provide translation of vital documents in Spanish.</i></li> <li>• <i>Provide training to staff on any changes to Fair Housing laws so that procedures ensure equal access to assisted housing to all persons.</i></li> <li>• <i>Analyze program applicant and program participant characteristic data and target outreach for any underrepresented groups.</i></li> <li>• <i>Analyze voucher utilization data to ensure families are able to lease units outside areas of minority and/or poverty concentration.</i></li> </ul>
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<b>B.3</b>	<p><b>Progress Report.</b> 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><b><u>Goal 1: Expand and increase the supply of assisted housing choices:</u></b></p> <ul style="list-style-type: none"> <li>• Applied for and was awarded 11 Project-Based HUD Veterans Affairs Supportive Housing (VASH) vouchers</li> <li>• Applied for and was awarded 15 Tenant-Based HUD-VASH vouchers</li> <li>• Applied for and was awarded 20 Mainstream Vouchers to assist Non-Elderly Disabled households</li> <li>• Applied and accepted to participate in FUP/FSS Demonstration. FUP Youth who participate in FSS through this demonstration will be housed an additional two years</li> <li>• Awarded 116 Project-Based Vouchers among housing projects located in Vacaville</li> <li>• Reviewed rents and increased payment standards to ensure families have a reasonable selection of housing in a range of neighborhoods, allowing families to rent units outside areas of poverty or minority concentration</li> <li>• Worked with new owner that converted market-rate apartments to below market-rate apartments to ensure a good process was followed for Section 8 voucher holders residing at the complex</li> <li>• Created "Landlord Liaison" who conducted extensive outreach to maintain current landlords and successfully recruit new ones including landlord workshops and roundtables</li> <li>• Continued to administer the Section 8 Homeownership Program that was implemented in 2003</li> </ul> <p><b><u>Goal 2: Improve the quality of assisted housing and customer service:</u></b></p> <ul style="list-style-type: none"> <li>• Achieved Section Eight Management Assessment Program score of 85% - 104% during the 5 year period maintaining Standard and High Performer designation</li> <li>• Provided regular trainings/guidance to staff on HUD regulation updates, program guidelines, rules and procedures</li> <li>• Reviewed current procedures and implemented improvements to the Housing Quality Standard and Quality Control inspections and participant file process</li> <li>• Streamlined administrative processes to the extent possible such as making forms easier to complete and placing forms and program information on the VHA website</li> <li>• Implemented Triennial Re-certifications for participants with 90% of their income from a fixed source</li> <li>• Conducted a comprehensive update of the VHA Administrative Plan to align with the format of the 2019 industry standard Model Administrative Plan and Housing Choice Voucher best practices</li> <li>• Implemented new Housing Quality Standard inspection software to streamline process and provide improved customer service</li> <li>• Implemented Assistance Connect, an online portal that provides landlords, applicants, and participants a way to provide information and documents to the VHA</li> <li>• Created an Housing Quality Standard workload so that all inspections are centralized/consolidated to one technician</li> <li>• Conducted trainings and quarterly employee recognition program for excellent customer service</li> <li>• Continued reviewing and updating current procedures and implementing improvements to the participant file process.</li> </ul> <p><b><u>Goal 3: Provide an improved living environment</u></b></p> <ul style="list-style-type: none"> <li>• Conducted outreach to build relationships with owners, affordable housing resource agencies, neighborhood centers and social services agencies whose mission is to improve neighborhoods, provide affordable housing and provide access to social services, recreation and educational opportunities</li> <li>• Promoted and encouraged families to move to higher income areas and to provide updated citywide apartment and realtor listings</li> <li>• Conducted monthly quality control review of case files to make sure that at least 98% of HQS deficiencies are corrected timely.</li> <li>• Continued to refer Section 8 participants to employment programs, sharing job information and training referrals, childcare and transportation funding.</li> </ul> <p><b><u>Goal 4: Promote self-sufficiency and asset development of assisted households:</u></b></p> <ul style="list-style-type: none"> <li>• Encouraged all program participants to enroll in the Family Self-Sufficiency Program without limiting the number of eligible families</li> <li>• The Self-Help Center continued to be available for participants to apply for jobs and access a variety of programs and supportive services that promote self-sufficiency</li> <li>• Provided referrals to elderly and disabled families to organizations that provide supportive services for senior and disabled persons</li> <li>• Provided referrals to the Vacaville Housing Counseling Center which provides workshops and/or on-to-one training on wealth management, first-time homebuyer, and credit repair.</li> </ul>
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	<p><b>Goal 5: Ensure equal opportunity and affirmatively further fair housing:</b></p> <ul style="list-style-type: none"> <li>Revised the 504 Grievance Policy to address how disability-related complaints are processed, timeframes for resolution, outlines the process for submitting and reviewing disability-related complaints, and the process for appealing an adverse decision</li> <li>Informed participants of their Fair Housing rights and assisted with the Fair Housing complaint process upon request</li> <li>Conducted Landlord Roundtable on Fair Housing annually</li> <li>Promoted Fair Housing during Fair Housing month</li> <li>Assisted households with disabled household members find suitable housing and provided a listing of accessible units</li> <li>Used the translating and interpreting services of The Language People agency to communicate with non-English speakers</li> <li>Provided translation of vital documents in Spanish</li> <li>Continued training on updated Fair Housing rules to ensure that access to assisted housing is provided regardless of race, color, religion, national origin, sex, familial status, disability, sexual orientation, gender identity, age, marital status, ancestry, source of income or arbitrary discrimination</li> </ul>
<b>B.4</b>	<p><b>Violence Against Women Act (VAWA) Goals.</b> 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><i>The VHA has developed policies and procedures to implement the requirements of VAWA. First, the VHA will not terminate assistance to a family that moves out of an assisted unit in violation of the lease, with or without prior notification to the VHA, if the move occurred to protect the health or safety of a family member who is or has been the victim of domestic violence, dating violence, sexual assault or stalking and who reasonably believed he or she was imminently threatened by harm from further violence if he or she remained in the unit. Second, an incident or incidents of actual or threatened domestic violence, dating violence, sexual assault or stalking may not be construed either as a serious or repeated lease violation by the victim or as good cause to terminate the assistance of the victim. Third, criminal activity directly related to domestic violence, dating violence, sexual assault or stalking may not be construed as cause for terminating the assistance of a tenant if a member of the tenant's household, a guest, or another person under the tenant's control is the one engaging in the criminal activity and the tenant or affiliated individual or other individual is the actual or threatened victim of the domestic violence, dating violence, or stalking. Fourth, the VHA has the authority to terminate assistance to any tenant or lawful occupant who engages in criminal acts of physical violence against family members or others without terminating assistance to, or otherwise penalizing, the victim of the violence.</i></p> <p><i>The VHA will provide all applicants with information about VAWA at the time they request an application for housing assistance, as part of the written briefing packet, and at the time the family is admitted to the program. The VHA will also include information about VAWA in all notices of denial of assistance. The VHA will provide all participants with information about VAWA at the time of admission and at annual reexamination. The VHA will also include information about VAWA in notices of termination of assistance.</i></p> <p><i>The VHA has developed an emergency transfer plan in accordance with HUD requirements.</i></p>
<b>B.5</b>	<p><b>Significant Amendment or Modification.</b> Provide a statement on the criteria used for determining a significant amendment or modification to the 5-Year Plan.</p> <p><i>The following changes are defined as a Significant Amendment or Substantial Deviation/Modification to the 5-Year Agency Plan when the change is not required due to changes in regulatory requirements:</i></p> <ul style="list-style-type: none"> <li><i>Changes to admissions policies or organization of the waiting list</i></li> <li><i>Elimination of existing housing subsidy programs (FSS, Homeownership, etc.)</i></li> </ul>
<b>B.6</b>	<p><b>Resident Advisory Board (RAB) Comments.</b></p> <p>(a) Did the RAB(s) provide comments to the 5-Year PHA Plan?</p> <p>Y   N  <input type="checkbox"/>   <input checked="" 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><i>The RAB had no comments for the VHA 5 Year Agency Plan</i></p>
<b>B.7</b>	<p><b>Certification by State or Local Officials.</b></p> <p><a href="#">Form HUD 50077-SL</a>, Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan, must be submitted by the PHA as an electronic attachment to the PHA Plan.</p> <p><i>See Attached</i></p>