



RESOLUTION NO.
OF THE BOARD OF COMMISSIONERS OF THE
EL DORADO COUNTY PUBLIC HOUSING AUTHORITY

WHEREAS, the County of El Dorado Board of Supervisors, as the Board of Commissioners, is the governing body of the El Dorado County Public Housing Authority (PHA); and

WHEREAS, the El Dorado County PHA, through the administration of the Housing Choice Voucher (HCV) program, provides subsidized rental housing assistance to eligible low-income families in the County; and

WHEREAS, the United States Department of Housing and Urban Development (HUD) requires public housing authorities to submit an Agency Plan identifying the long-term and short-term goals and objectives of the PHA and to adopt a local Administrative Plan to establish policies for operation of the HCV program; and

WHEREAS, under Title VII of the Housing and Economic Recovery Act of 2008, high performing agencies are exempt from the HUD requirement to submit an Annual Update to the Agency Plan to HUD; and

WHEREAS, pursuant to changes in HCV program regulations, the PHA Administrative Plan must be amended at this time to implement such changes; and

WHEREAS, the PHA Participant Advisory Board's assistance with the amendment of the PHA Administrative Plan is appreciated.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the El Dorado County PHA does hereby confirm as follows:

1. The El Dorado County PHA, as a high performing agency, is exempt from the requirement to submit an annual update to its Agency Plan to HUD; and
2. The Board hereby amends the PHA Administrative Plan as shown on the attached document titled "2017 Annual Administrative Plan Update - List of Revisions" for submittal to HUD; and
3. The Board hereby authorizes the Chair to sign certifications, if any, required by HUD related to submittal of the 2017 Update to the Administrative Plan; and
4. The PHA recognizes the contribution of the PHA Participant Advisory Board in assisting with the amendment of the Administrative Plan.

PASSED AND ADOPTED by the Board of Commissioners of the County of El Dorado Public Housing Authority at a regular meeting of said Board, held on June 6, 2017 by the following vote of said Board:

Attest:
James S. Mitrison
Clerk of the Board of Supervisors

Ayes:
Noes:
Absent:

By: _____
Deputy Clerk

Shiva Frentzen, Chair
Board of Supervisors

COUNTY OF EL DORADO

HEALTH & HUMAN SERVICES

Patricia Charles-Heathers, Ph.D.
Director

Community Services Division
Daniel Del Monte
Deputy Director

937 Spring Street
Placerville, CA 95667
530-621-6150 Phone / 530-295-2581 Fax

1360 Johnson Blvd., Suite 103
South Lake Tahoe, CA 96150
530-573-3490 Phone / 530-542-9312 Fax



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El Dorado County Public Housing Authority

2017 Annual Administrative Plan Update

List of Revisions

The following list of revisions to the El Dorado County Public Housing Authority (PHA) Administrative Plan reflects minor regulatory changes released by the Department of Housing and Urban Development (HUD) during the past year and local policy changes. These changes are incorporated into the 2017 Annual Administrative Plan Update in order to keep the PHA's local Administrative Plan consistent with federal regulations.

Revision Instructions – 3/1/16 Revision to Model Administrative Plan		
Remove Pages	Insert Pages	Changes Made in Admin Plan
Revision Page	Revision Page	Added new revision date
TOC-1 thru TOC-30 (Entire TOC)	TOC-1 thru TOC-30	Updated TOC
2-7/8	2-7/8	Changed 1st paragraph text on p. 2-8
3-15/16	3-15/16	Added new 2nd sentence to 1st paragraph under 3-II.C. on p. 3-15
3-23/24	3-23/24	Revised text in 2nd indented paragraph under the PHA Policy near bottom of page on p. 3-23
3-27 thru 3-32	3-27 thru 3-32	Revised and added text to PHA Policy under Consideration of Circumstances on pp. 3-27 and 3-28 Repaginated from p. 3-27 through 3-32
5-3 thru 5-6	5-3 thru 5-6	Deleted the 10th bullet about the HUD pamphlet on lead-based paint on p. 5-4, and added that text to a new 1st indented paragraph under the PHA Policy on p. 5-5
5-17/18	5-17/18	Corrected repeated word in both the 1st paragraph on the page and the 1st paragraph under the PHA Policy on p. 5-17
6-13 thru 6-68	6-13 thru 6-70	Added Streamlining Final Rule reference to 6-IE. heading on p. 6-13 Removed PHA Policy and added text under Calculation of the Disallowance , and added a new Original Calculation Method subheading on p. 6-14 Added new Revised Calculation Method subsection, with two new PHA Policy statements on p. 6-15 Repaginated through end of chapter Changed formatting of references in 6-IG. heading, and added a new last paragraph under Overview subsection on p. 6-18 Changed reference in 6-IL. heading and first subheading on p. 6-31 Replaced <i>Tuition</i> definition with <i>Tuition and fees</i> definition on p. 6-32 Deleted FR Notice reference in 1st paragraph on p. 6-33 Added reference to Utility Reimbursement subheading, and added new paragraph and PHA policy under this subsection on p. 6-50 Added reference to 6-III.C. heading on p. 6-56 Revised text under Reasonable Accommodation on p. 6-57 Deleted FR Notice reference in 1st paragraph under Overview on p. 6-58 Added and revised text throughout Exhibit 6-4 on pp. 6-67 and 6-68

Revision Instructions – 3/1/16 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
7-1/2	7-1/2	Deleted the words “PHA Policy” from above the list of verification forms, and bulleted the list of forms on p. 7-2
7-7 thru 7-36	7-7 thru 7-38	Added new “ <i>Value of Assets and Asset Income</i> ” subsection, with new PHA Policy on p. 7-8 Repaginated through end of chapter Added new text and bullets under 7-I E. on p. 7-9 Reformatted list to a bulleted list under 3rd paragraph on p. 7-12 Added new psaragraph and new PHA Policy on p. 7-13 Added new paragraph under 7-III.C. on p. 7-22
8-9/10	8-9/10	Repaginated pp. 8-9 and 8-10 Added reference to Inspection Costs heading, deleted text in 1st paragraph, and added 2 new paragraphs and a new PHA Policy in this subsection, on p. 8-10
8-13/14	8-13/14	Changed references in 8-II.C. heading, and changed text in 2nd paragraph under the 1st PHA Policy in this section, and changed reference in 8-II.D. heading and changed paragraph text under this section on p. 8-13 Repaginated pp. 8-13 and 8-14
11-1 thru 11-14 (Entire Chapter 11)	11-1 thru 11-16	Added new 11-I.B. section with new PHA Policy on p. 11-2, changed the letters of following sections throughout Part I , and repaginated the entire chapter Changed the word “housing” to “family” in 1st paragraph under 11-II.B. on p. 11-9 Changed wording and CFR reference in 2nd paragraph under New Family and Household Members Requiring Approval on p. 11-10 Revised text in 1st indented paragraph under PHA Policy on p. 11-12
12-5 thru 12-12	12-5 thru 12-12	Added new 5th paragraph in PHA Policy under <i>Use of Illegal Drugs and Alcohol Abuse</i> on p. 12-5 Repaginated pp. 12-5 through 12-11 Added new 5th paragraph in PHA Policy under <i>Drug-Related and Violent Criminal Activity</i> on p. 12-6 Added text throughout PHA Policy under Consideration of Circumstances on pp. 12-10 and 12-11

Revision Instructions – 3/1/16 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
16-3/4	16-3/4	Changed “unrestricted net assets (UNA)” to “unrestricted net position (UNP)” in first sentence and changed this acronym throughout rest of page, and in the PHA Policy on p. 16-3
16-7/8	16-7/8	Changed references in Unit-by-Unit Exceptions heading and in 2nd paragraph, and changed percentage amounts in 2nd paragraph on p. 16-7
16-51 thru 16-54	16-51 thru 16-54	Changed the word “tenants: to “participants” in Exhibit 16-1 heading and in paragraph under Reasons You Can Be Evicted on p. 16-51, in 2rd full paragraph under Proving That You Are a Victim of Domestic Violence, Dating Violence, Sexual Assault, or Stalking heading on p. 16-52, and in 1st paragraph under Definitions on p. 16-53

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
Revision Page	Revision Page	Added new revision date
TOC-1 thru TOC-30 (Entire TOC)	TOC-1 thru TOC-34	Updated TOC
1-13/14	1-13/14	Added text in 11th bullet on p. 1-14
2-13/14	2-13/14	Changed text in 2nd paragraph on p. 2-14
3-11/12	3-11/12	Changed text in PHA Policy on p. 3-11
3-17 thru 3-42	3-17 thru 3-44	Added reference in 3-II.E. heading and changed references in paragraph under Definitions on p. 3-17 Changed and added text in PHA Policy under Independent Student on pp. 3-18 and 3-19 Repaginated from 3-19 through end of chapter Added new subsection Vulnerable Youth with a new PHA Policy on p. 3-20 Deleted 6th paragraph under PHA Policy on p. 3-26 Added text in 2nd PHA Policy on p. 28 to match up to the Guide Option 1 text Changed HUD form number in paragraph under Notification , and changed HUD form number and length of business days in PHA Policy on p. 3-33
5-3/4	5-3/4	Added new last bullet on p. 5-4
6-55 thru 6-58	6-55 thru 6-58	Changed text in 4th paragraph on p. 56 Changed text and added a new PHA Policy under Decreases on pp. 6-56 and 6-57
7-17/18	7-17/18	Corrected formatting in 2nd paragraph, and changed text in 3rd and 4th paragraphs in PHA Policy under Independent Student on p. 7-17
7-27/28	7-27/28	Added text and changed references in 1st paragraph on p. 7.28
8-1/2	8-1/2	Deleted text from 2nd paragraph on p. 8-1

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
8-5 thru 8-28	8-5 thru 8-30	<p>Added reference to 8-I.C. heading and added text to PHA Policy on p. 8-6</p> <p>Repaginated from 8-6 through end of chapter</p> <p>Added reference to 8-I.E. heading, and added text to 1st paragraph on p. 8-10</p> <p>Deleted text in 1st bullet on p. 8-11</p> <p>Added new Initial Inspections subsection with a new PHA Policy, and deleted 1st sentence under Timing of Initial Inspections on p. 8-13</p> <p>Added reference to Appliances subheading on p. 8-14</p> <p>Corrected formatting in 8-II.C. heading on p. 8-15</p> <p>Changed percent decrease and corrected formatting in 1st paragraph under PHA- and HUD-Initiated Rent Reasonableness Determinations on p. 8-20</p>

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
<p>10-1 thru 10-22 (Entire Chapter 10)</p>	<p>10-1 thru 10-22</p>	<p>Added new last sentence in 2nd bullet and new last paragraph in PHA Policy on p. 10-2</p> <p>Changed PIH notice number in 1st paragraph under <i>Insufficient Funding</i> and changed and added text in PHA Policy on p. 10-3</p> <p>Repaginated pp. 10-3 and 10-4</p> <p>Changed PIH notice number in 1st paragraph under Restrictions on Elective Moves on p. 10-4</p> <p>Deleted reference in paragraph under Notification on p. 10-5</p> <p>Changed PIH notice number in 2nd paragraph on p. 10-7</p> <p>Corrected formatting for reference in 1st paragraph on p. 10-8</p> <p>Changed PIH notice number in 2nd paragraph under <i>Applicant Families</i> on p. 10-9</p> <p>Changed and added text in PHA Policy under Briefing on p. 10-10</p> <p>Changed reference in 1st paragraph under Preapproval Contact with the Receiving PHA on p. 10-11</p> <p>Changed PIH notice number in all four bullets on p. 10-12</p> <p>Changed reference in heading and changed text throughout the page, including in the PHA Policy on p. 10-13</p> <p>Changed reference in Monthly Billing Payments heading, added text to PHA Policy under that heading, and added text to paragraph under Annual Updates of Form HUD-50058 on p. 10-14</p> <p>Added text to 2nd paragraph and changed PIH notice number in last paragraph under Initial Contact with Family on p. 10-15</p> <p>Changed PIH notice number in paragraph under <i>Timing of Voucher Issuance</i>, added text in paragraph and PHA Policy under <i>Voucher Term</i>, changed reference in <i>Voucher Extensions</i> heading and corrected formatting in 1st paragraph under that heading on p. 10-17</p> <p>Changed PIH notice number in both paragraphs under Notifying the Initial PHA on p. 10-18</p> <p>Changed text in both paragraphs under <i>Initial Billing Deadline</i>, changed references in <i>Ongoing Notification Responsibilities</i> heading, and changed text in PHA Policy under Annual Reexamination on p. 10-19</p> <p>Added text to 1st paragraph, changed PIH notice number in <i>Late Payments</i> and <i>Overpayments</i> headings and in last paragraph on p. 10-20</p> <p>Repaginated pp. 10-19 and 10-20</p>

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
(Chapter 10 continued)		Changed PIH notice number in 2nd paragraph under <i>Denial or Termination of Assistance</i> and in 1st paragraph under Absorbing a Portable Family , and changed 3rd paragraph and added text to 2nd paragraph in PHA Policy under Absorbing a Portable Family on p. 10-22
11-5/6	11-5/6	Added text to 2nd paragraph and to the 1st paragraph in PHA Policy on p. 11-6
11-11/12	11-11/12	Corrected formatting for paragraph on p. 11-11
11-15/16	11-15/16	Changed 2nd indented bullet on p. 11-15
12-13 thru 12-16	12-13 thru 12-16	Changed HUD form number in 2nd paragraph in PHA Policy on p. 12-14 Changed HUD form number in both PHA Policies and in the main paragraph between the PHA Policies, and changed and length of business days in last PHA Policy on p. 12-15
15-9/10	15-9/10	Added text in 3rd paragraph and new Example table under 15-IV.B. on p. 15-9
15-13 thru 15-18	15-13 thru 15-18	Added reference in PART VI heading, and added text in 3rd paragraph under 15-VI.A. on p. 15-13 Added reference in 15-VI.C. heading, changed text under Payment Standards , added new 2nd paragraph to Utility Allowance , changed text under Space Rent on p. 15-14 Repaginated pp. 15-14 through 15-16 Added new Amortization Costs subsection, and changed text under Housing Assistance Payment on p. 15-15 Changed text in 2nd paragraph and deleted text in 3rd paragraph on p. 15-17
15-21/22	15-21/22	Deleted text in 1st paragraph under Home Inspections and in 1st paragraph under Contract of Sale on p. 15-22
16-17/18	16-17/18	Changed text in last paragraph in PHA Policy on p. 16-17 Deleted 2nd paragraph in PHA Policy under <i>Pre-Hearing Right to Discovery</i> on p. 6-18
16-25/26	16-25/26	Changed text in 2nd paragraph under <i>Representation and Interpretive Services</i> on p. 16-25
16-35/36	16-35/36	Changed text in both bullets under Indicator 13: Lease-up on p. 16-35

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
16-47 thru 16-58	16-47 thru 16-76	<p>Changed text throughout PHA Policy on p. 16-47</p> <p>Changed text in 2nd paragraph in PHA Policy under Notification to Program Applicants and Participants, deleted reference in Notification to Owners and Managers heading and changed text in main paragraph and 2nd paragraph in PHA Policy under this heading on p. 16-48</p> <p>Changed HUD form number in “(1)” paragraph on p. 16-49</p> <p>Added text in 1st paragraph, and changed HUD form number and added text in PHA Policy under Conflicting Documentation on p. 16-50</p> <p>Repaginated from 16-50 through end of chapter</p> <p>Exhibits 16-1 and 16-2 have been replaced with new Exhibits 16-1 through 16-5 starting on p. 16-53</p> <p>Changed Model Plan page number reference in Decision Point on p. 16-72</p>

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
17-3 thru 17-58	17-3 thru 17-62	<p>Changed text in both paragraphs and in PHA Policy, and added new Additional Project-Based Units subsection with a new PHA Policy on p. 17-3</p> <p>Repaginated from 17-3 through end of chapter</p> <p>Added new Units Not Subject to the PBV Program Limitation subsection on p. 17-4</p> <p>Changed text in paragraph under 17-II.A., and added under 17-II.B. new Units Selected Non-Competitively subsection with new PHA Policy on p. 17-7</p> <p>Added a reference to PHA-Owned Units heading on p. 17-11</p> <p>Added text in last paragraph under 17-II.F. on p. 17-14</p> <p>Added text in paragraph under 25 Percent per Project Cap, changed reference in Exceptions to 25 Percent per Project Cap heading, and changed text throughout rest of the page and in PHA Policy on p. 17-15</p> <p>Added new Projects not Subject to a Project Cap subsection with a new PHA Policy on p. 17-16</p> <p>Added text in paragraph under Pre-selection Inspection, added reference in Pre-HAP Contract Inspections subheading, added text in paragraph, plus added a new PHA notice under this subsection on p. 17-22</p> <p>Added text in paragraph under Execution of the HAP Contract, added reference in Term of HAP Contract subheading and changed text to “20” years in both paragraphs under this subsection on p. 17-30</p> <p>Added reference in Termination by PHA subheading, and added a new 2nd paragraph under this subsection on p. 17-31</p> <p>Added reference in Statutory Notice Requirements: Contract Termination or Expiration subheading and added new 2nd paragraph under this subsection on p. 17-32</p> <p>Changed reference in Addition of Contract Units subheading, and changed paragraph and PHA Policy under this subsection on p. 17-33</p> <p>Changed text throughout the page and in PHA Policy on p. 17-40</p> <p>Deleted Non-Compliance with Supportive Services Requirement that had been under the Owner Termination of Tenancy subsection from p. 17-47</p>

Revision Instructions – 3/1/17 Revision to Model Administrative Plan

Remove Pages	Insert Pages	Changes Made in Admin Plan
(Chapter 17 continued)		Changed text throughout p. 17-51 Deleted text in main paragraph and PHA Policy on p. 17-52 Added new Use of Small Area FMRs subsection with new PHA Policy on p. 17-55 Changed percent amount in 1st paragraph on p. 17-56 Changed percent amount in 1st bullet on p. 17-57
---	18-1 thru 18-46	Added new RAD PBV Chapter. (<i>Note: Some customers may have received a pre-release version of this chapter, dated 12/1/16, which has been revised for this final 3/1/17 release.</i>)