

e. Five bedroom 225.00

**Cleaning of individual items**

f. Average refrigerator 30.00  
g. Average stove 45.00  
h. Average stove hood 20.00  
i. Clean sink 10.00  
j. Clean bathtub (extra charge for excessively dirty) 40.00  
k. Clean blinds 6.00  
l. Clean windows (average house) 40.00  
m. Clean walls (average house) 60.00  
n. Shampoo carpet (average house) 95.00 (if exceeds normal wear/tear)  
o. Repair or replace carpet (average) 10.30 a yard or portion there of  
p. Haul trash/debris (large load) 100.00 a load or portion there of  
q. Hall trash/debris (small load, 3 items or less) 60.00  
r. Clean parking space 40.00

**13. APPLIANCES**

a. Complete stove replacement 550.00 + labor  
b. Oven controls 75.00  
c. Stove top replacement 50.00  
d. Burner grates (4) 20.00  
e. Oven control valves 65.00  
f. Vent hood fan 95.00  
g. Vent hood filter 10.00  
h. Thermocouples (pilot) 15.00  
i. Safety shut-off valves 75.00  
j. Burner & Oven knobs 10.00

**14. EXTERIOR**

a. Wall repair Contract charge + Labor  
b. Replace Hunter sprinkler 30.00 each  
c. Repair/replace sprinkler 20.00 each

**15. OTHER TENANT CHARGES**

a. Late rent charge (Public Housing) 35.00  
b. Late rent charge (Bond) 35.00  
c. Returned check fee 35.00  
d. Lock-out (During working hours) 30.00  
e. Lock-out (After working hours) 80.00 flat fee  
f. Monthly Pet Charge 10.00  
g. Gate Card Charge 25.00

**16. DEPOSITS**

a. Security deposit  
One Month's Flat Rental Rate (Refer to Flat Rent Table in Section II, D. Flat Rent)  
b. Gate Card deposit / charge if not returned 25.00  
c. Pet -dog/cat (except service animal) 100.00  
d. Pet - guinea pigs, rabbits, birds, fish, lizards 50.00

## **EXHIBIT D -- PET POLICY**

Families residing in Public Housing or Bond units are allowed to keep common household pets in their apartments in accordance with this Pet Agreement. Households may keep one cat or one dog or either one or two guinea pigs, hamsters, rabbits, birds or fish in aquarium or lizards as common household pet(s) if it is registered with the Housing Authority before it is brought onto the premises, and if registration is updated each year at annual reexamination.

No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within 30 days of written notification

### **Payment**

A non-refundable monthly pet charge of \$10.00 will be required for each household with a pet. This charge is intended to cover the reasonable operating costs to the project.

The HA will, in addition, charge a refundable pet deposit of \$100.00 for each dog or cat and \$50.00 for either one or two guinea pigs, hamsters, rabbits, birds or fish in aquarium or lizards.

The HA will refund the unused portion of the deposit to the resident within a reasonable time after the resident moves from the project or no longer owns or has a pet present in the resident's dwelling unit. If the tenant no longer has the pet, an inspection of the unit must be done to provide evidence that there is no damage to the unit caused by the pet.

### **Limitations**

HA authorization for pet(s) will be given on a year-by-year basis.

No pet will be allowed if weight exceeds 20 pounds. The 20 pound limit is for the expected adult weight of the animal. No immature animals of 20 pounds will be allowed.

No dangerous animal or pet will be allowed. Dangerous pets or animals include, but are not limited to:

- Any animal whose bite is venomous.
- Any animal who has previously bitten anyone.

Fish aquariums must not exceed 15 gallons of water. (See exception for gallon size)

### **Registration**

Registration must include the following:

A certificate signed by a licensed veterinarian stating that the common household pet has received timely all inoculations currently required by state and local laws. Also required is whatever license is mandated by local law.

A picture of the common household pet must be provided at time of registration.

Name, address and phone number of person to be responsible for pet in resident's absence.

All animals are to be spayed or neutered. If animals are not spayed or neutered and have offspring, the resident household is in violation of this rule.

No animal or pet may be kept in violation of humane or health laws.

### **Animal Restraint**

A common household pet must be effectively restrained and under the control of a responsible person when passing through a common area, from the street to the apartment, etc. Dogs must be on a leash at all times when not in the rental unit.

### **Sanitation Standards**

Any animal or pet waste deposited in any animal or pet animal exercise area must be removed right away by the pet owner.

Residents will take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.

If a litter box is used in the apartment, it must be emptied daily and contents placed in a heavy plastic bag into the garbage container immediately.

All common household pets are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area.

Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

Residents will not alter their unit, patio or unit area to create an enclosure for a common household pet.

### **Potential Problems and Solutions**

Residents will not permit any disturbances by their pet which interferes with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping or other such activities.

The Housing Authority may enter the owner's apartment to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents.

The action may also include placing the pet in a facility to provide care and shelter for a period not to exceed 30 days.

If the pet is threatened by the incapacitation or death of the owner, (or by extreme negligence,) and the designated alternate is unwilling or unable to care for the pet, the Housing Authority may place the pet in proper facility for up to thirty (30) days at the pet owner's expense. If there is no other solution at the end of thirty (30) days, the HA may donate the pet to a humane society. Cost of this professional care will be borne by the pet owner.

Excluded from the premises are all animals and/or pets not owned by residents, except for service animal(s). A service animal is not a pet and is subject to the service animal policy and agreement.

The authorization for a common household pet may be revoked at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

Residents who violate these rules are subject to:

Mandatory removal of the pet from the premises within 3 days of notice from the HA; or if for a threat to health and safety, removal within 24 hours of notice.

Lease termination proceedings.

The tenant agrees to indemnify, defend and hold harmless from and against any and all claims, actions suits, judgments and demands brought by any of the tenant's pet(s). Any injury or damage to persons or property caused by tenant's pet(s) shall be the liability of said tenant. At the tenant's discretion and expense, tenant is responsible for securing liability insurance for such purpose.

This policy is incorporated by reference into the Dwelling Lease signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

**Exceptions:**

Each household may be permitted to have one, one (1) gallon water proof container with up to two (2) small non-biting fish such as Goldfish. A pet deposit or monthly pet charge will not be required. The container and its contents must be maintained in a safe and sanitary manner and may be subject to removal by the PHA should housekeeping or other hazardous conditions exist.

## EXHIBIT E -- SERVICE ANIMAL POLICY

(Policy regarding animals that assist persons with disabilities)

### **Background**

Service animals are animals trained to assist people with disabilities in the activities of independent living. The Americans with Disabilities Act (ADA) defines service animals as any animal individually trained to do work or perform tasks for the benefit of an individual with a disability. If an animal meets this broad definition, it is considered a service animal. It does not have to be licensed or certified by a state or local government or a training program. Companion animals and emotional support animals will be included in this broad definition if the animal is an integral part of the treatment process prescribed by a medical professional. Verification will be sought annually.

Federal, state and local fair housing laws require that a modification be made to a “No Pet” policy to permit the use of a service animal by an individual with a disability, unless doing so would result in an unreasonable financial or administrative burden. The Housing Authority (HA) does not have a “No Pet” policy. A pet is allowed in accordance with the Pet Policy and a signed pet agreement.

This policy differentiates “service animals” from “pets,” describes types of service animals, provides guidelines for staff and tenants for the acceptance of service animals, and sets behavioral guidelines for service animals.

### **Definitions**

#### **Disability:**

A tenant must meet the statutory definition of having a “disability,” under federal, state and local fair housing laws. These statutes recognize the following broad categories of disabilities:

- A sensory, mental, or physical impairment that substantially limits one or more major life activities (such as walking, seeing, working, learning, dressing, etc.)
- A sensory, mental or physical condition that is medically cognizable or diagnosable

#### **Medical Professional:**

A healthcare or mental health provider responsible for the medical care of the member requiring a service/companion animal.

#### **Pet:**

A domestic animal kept for pleasure such as a dog, cat, guinea pig, hamster, rabbit, bird, fish or lizard.

#### **Service/Companion Animal:**

Any animal individually trained to do work or perform tasks for the benefit of a person with a disability. A companion animal with good temperament and disposition, and who has reliable, predictable behavior, may assist a person with a disability as a therapy tool. The animal may be incorporated as an integral part of a treatment process. Service animals are usually dogs, but may be any animal designated by the tenant and his or her treatment provider. Service animals are not considered to be pets. A person with a disability uses a service animal as an auxiliary aid similar to the use of a cane, crutches or wheelchair.

All references to the word “animal” in this policy refers to the resident’s guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal.

Examples include:

- A **guide animal**, trained to serve as a travel tool by a person who is legally blind.
- A **hearing animal**, trained to alert a person with significant hearing loss or who is deaf when a sound occurs, such as a knock on the door.
- An **assistance animal**, trained to assist a person who has a mobility or health disability. Duties may include carrying, fetching, opening doors, ringing doorbells, activating elevator buttons, steadying a person while walking, helping a person up after a fall, emotional support, etc.
- A **seizure response animal**, trained to assist a person with a seizure disorder. The animal’s service depends on the person’s needs. The animal may go for help, or may stand guard over the person during a seizure. Some animals have learned to predict a seizure and warn the person.
- A **companion animal or emotional support animal** that assists persons with psychological disabilities. Emotional support animals can help alleviate symptoms such as depression, anxiety, stress and difficulties regarding social interactions, allowing tenants to live independently and fully use and enjoy their living environment.

**Staff:**

Includes Housing Specialists, on-site management, off-site property management, maintenance personnel, or any other representative of the owner or management company designated by the Housing Authority.

**Tenant:**

A person with a disability who has a service animal who resides in Affordable Public Housing.

**Request for a service animal accommodation**

The tenant shall submit a request in writing to have a service/companion animal as an accommodation for the tenant’s disability.

**Verification of disability and need for a service animal:**

The tenant must provide written verification that s/he has a disability and that the accommodation is necessary to give the person equal opportunity to use and enjoy the community. If the disability and need are obvious, such as a blind resident needing a guide dog, verification may not be required. As defined by the law above, the tenant need not disclose the nature of the disability. The verification must include:

- The name, address and phone number of the medical professional
- The requested accommodation and nexus between the requested accommodation and the disability.

HA authorization for guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal will be given on a year-by-year basis. Service animals do not need to wear any special identifying gear such as tags, harnesses or capes.

A tenant may train his or her own service animal and is not required to provide any information about training or the specific tasks the animal performs.

**Supervision:**

The guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal must be supervised and effectively restrained (under the control of a responsible person) when passing through a common area, from the street to the apartment, etc. Dogs must be on a leash at all times when not in the rental unit.

No vicious, dangerous or intimidating guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal is to be kept on the premises. Vicious and/or dangerous animals include, but are not limited to:

- Any animal whose bite is venomous or who has previously bitten anyone.

The resident will be responsible for all reasonable expenses directly related to the presence of the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within thirty (30) days of written notification.

**Limitation on number of animals**

No more than one guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal or pet is allowed on the premises per unit.

**Limitation on size/weight of animals**

The expected adult weight of a companion animal or emotional support animal must not exceed twenty (20) pounds. No immature companion animal or emotional support animal of twenty (20) pounds will be allowed. The size limitation does not apply to a *guide animal, a hearing animal, assistance animal, seizure response animal*.

**Limitation on size/gallons of fish aquarium**

Fish aquariums must not exceed 15 gallons of water. (See exception for one gallon size)

**Sanitation standards/cleanup rules**

- Never allow the service animal to defecate on any property, public or private (except the tenant's own exclusive use area), unless the tenant immediately removes the waste.
- Always carry equipment sufficient to clean up the animal's feces whenever the service animal is in the common areas or outside of the tenant's unit.
- Properly dispose of waste and/or litter. If a litter box is used in the apartment, it must be emptied daily and contents placed in a heavy plastic bag into the garbage container immediately.
- Take adequate precautions to eliminate any animal or pet odors within or around the apartment and maintain the apartment in a sanitary condition at all times.
- Contact Staff if arrangements are needed to assist with cleanup (at the tenant's expense).
- The guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal are to be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios or other outside area. Tenants are prohibited from feeding stray animals. The feeding of stray animals will constitute having a pet without permission of the Housing Authority.

- Resident will not alter their unit, patio or any other area to create an enclosure for the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal.

### **Service animal accommodation**

The Housing Authority will review a tenant's request for a service animal accommodation. Upon written verification from the tenant's medical professional, the HA will provide a written response to the tenant. The response will take into consideration the reasonableness of the request and guidelines of this policy. The request may be denied and deemed unreasonable if it is not approved by the tenant's medical professional or if it causes an undue financial or administrative burden or is a safety risk to the community.

### **Fees**

A service animal is not a pet and is not charged a pet deposit. The tenant is liable for any damage caused by the animal. No vicious or intimidating animal or pet is to be kept on the premises.

The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs and replacement in the apartment, and the cost of animal care facilities if needed. These charges are due and payable within thirty (30) days of written notification.

### **Potential problems and solutions**

Residents will not permit any disturbances by their guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal which interferes with the quiet enjoyment of other tenants; whether by loud barking, howling, biting, scratching, chirping or other such activities.

The Housing Authority may enter the tenant's apartment with reasonable notice to inspect the premises when circumstances so warrant, to investigate a complaint that there is a violation, and/or to check on a nuisance or threat to health and safety of other residents. The HA may also place the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal in a facility to provide care and shelter for a period not to exceed thirty (30) days at the tenant's expense.

If the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal is threatened by the incapacitation or death of the tenant, (or by extreme negligence,) and the designated alternate is unwilling or unable to care for the pet, the Housing Authority may place the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal in proper facility for up to thirty (30) days at the tenant's expense. If there is no other solution at the end of thirty (30) days, the HA may donate the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal to a humane society. Cost of this professional care will be borne by the tenant.

Any other animals and/or pets not owned by residents, except for service animals are excluded from the premises.

The authorization for a guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal may be revoked at any time subject to the



Housing Authority's grievance procedure if the pet becomes destructive or a nuisance to others, or if the tenant fails to comply with this policy.

### **Removal of a service animal**

Residents who violate this Service Animal Policy are subject to:

Mandatory removal of the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal from the premises within 3 days of notice from the HA; or if for a threat to health and safety, removal within 24 hours of notice. Lease termination proceedings.

### **Areas off-limits to service animals**

Management may designate certain areas off limits to service animals, such as in the swimming pool or any other area where a significant health or safety hazard may exist. Such designations should not infringe upon the right of a person with disabilities to fully enjoy the amenities of the community.

### **Registration**

Registration must include the following:

- A certificate signed by a licensed veterinarian stating that the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal has received timely all inoculations currently required by state and local laws.
- Any license mandated by local law.
- A certificate signed by a licensed veterinarian stating that the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal has been spayed or neutered. If the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal are not spayed or neutered and have offspring, the resident household is in violation of this rule.
- A picture of the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal must be provided at time of registration.
- Name, address and phone number of person to be responsible for the guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal in resident's absence.

No guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal or pet may be kept in violation of humane or health laws.

The tenant agrees to indemnify, defend and hold harmless from and against any and all claims, actions suits, judgments and demands brought by tenant's guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal. Any injury or damage to persons or property caused by tenant's guide animal, hearing animal, assistance animal, seizure response animal, companion animal or emotional support animal shall be the liability of said tenant. At the tenant's discretion and expense, tenant is responsible for securing liability insurance for such purpose.

This policy is incorporated by reference into the Lease Agreement signed by the resident, and therefore, violation of the above Policy will be grounds for termination of the lease.

### **Exceptions:**

Each household may be permitted to have one, one (1) gallon water proof container with up to two (2) small non-biting fish such as Goldfish. A pet deposit or monthly pet charge will not be

## **EXHIBIT F -- RENT COLLECTION AND WRITE OFF POLICY**

### **Collection**

Public affordable housing tenants will be provided with a monthly statement showing the rent due as well as any other charges (late fees, maintenance charges, etc.). Rents are due on the first day of each month and considered delinquent after the first (1<sup>st</sup>) day. If rent is not paid by the fifth (5<sup>th</sup>) of the month, late fees will apply. Tenants may mail a check or money order directly to the Housing Authority or may pay in person at the Housing Authority main office. Any monies received will be applied to the oldest balances first.

If a tenant has one check returned for insufficient funds, the tenant will be advised that all future payments must be by money order. After twelve (12) consecutive months of the resident's rental account being paid on time and in full, the PHA will consider restoring the resident's ability to pay by check upon receipt of resident's written request and confirmation of ability to pay.

If the rent is not paid by the fifth of the month, once late fees are posted to the tenant's accounts a 14-day notice will be prepared and served or posted and mailed to the tenant. The notice is a requirement of the Federal Regulations to advise the tenant that they are being considered for eviction for non-payment of rent and they have 14 days to contact the Housing Authority office for payment or to make arrangements to pay. If no payment is made within the fourteen-day period, after five days the file will be processed for eviction proceedings and an unlawful detainer will be filed with the court. If the tenant fails to submit an answer as outlined in the Unlawful Detainer Complaint a default judgment will be issued and a writ of possession will be filed to remove the tenant from the dwelling. If the tenant submits an answer as outlined in the Unlawful Detainer Complaint, a court date is set and if judgment is received in court and the tenant's appeal period has elapsed, a writ of possession will be filed to remove the tenant from the dwelling.

If the tenant fails to make payments on other charges as allowed in the lease (late fees, maintenance charges, etc.), a 14-day notice will be prepared and served or posted and mailed to the tenant. The notice advises the tenant that they are being considered for eviction for non-payment of the specified charges in the notice and they have 14 days to contact the Housing Authority office for payment or to make arrangements to pay. If no payment is made within the fourteen-day period, after five days the file will be processed for eviction proceedings and an unlawful detainer may be filed with the court. A court date is set and if judgment is received in court and the tenant's appeal period has elapsed, a writ of possession will be filed to remove the tenant from the dwelling.

It is the policy of the Housing Authority to collect rent owed in a timely manner, while at the same time retaining the ability to show some flexibility to tenants with verifiable financial hardships.

### **Write-Offs**

Money owed for rent or damages will be billed to the tenant within 21 days of vacating the unit. The bill will be mailed to the last known address or forwarding address if one has been provided by the tenant. A record of the amount owed is kept as long as it seems feasible to collect. The PHA will also collect debts through seizure of state and/or federal refunds or rebates (Intercept

Program). When collection is not feasible, the account is sent before the Housing Authority Board of Commissioners for approval to write-off the outstanding debt in accordance with HUD guidelines. Write-offs will be done on a quarterly basis. A record of write-offs/debts is kept indefinitely for collection at some future time. Debts may be reported to other federally subsidized agencies and credit reporting agencies.

**EXHIBIT G -- ALTERATION ADDENDUM**

The Housing Authority of the County of Riverside (HA) agrees to allow Resident,  
\_\_\_\_\_ to perform the following alteration to the leased premises  
at \_\_\_\_\_.

1. Description of Permitted Alteration: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_ Resident is to have the above alteration professionally installed at Resident' s expense.

\_\_\_\_ HA Maintenance staff will purchase and install the above alteration. Resident will be billed for all costs involved and agrees to reimburse the HA as billed.

2. Disposition of the Alteration: When the above-named resident moves out, the following shall be done:

\_\_\_\_ Resident shall remove the alteration described above at Resident's own expense. Resident is responsible for restoring the premises to the same condition it was in when Resident first moved in, except for ordinary wear and tear.

\_\_\_\_ Resident shall leave the alteration described above in place. The alteration shall become the property of the HA without compensation to Resident.

By signing below, the HA and Resident agree that this Alteration Addendum is incorporated into and shall become a part of the original Lease or any renewal of said Lease between the HA and the Resident.

\_\_\_\_\_  
Resident/Date Resident/Date

\_\_\_\_\_  
Resident/Date Resident/Date

Housing Authority of the County of Riverside by:

\_\_\_\_\_  
Housing Specialist/Date

**EXHIBIT H**  
**RULES REGARDING THE INSTALLATION OF SATELLITE DISHES**

Residents may install satellite dishes in their apartments. Residents living in units that can receive satellite signals who wish to install satellite dishes must adhere to the following rules:

1. Dish must be installed within the apartment or on a patio or balcony of which you have exclusive use. You may not install a satellite dish in a common area, exterior wall or on the roof, including the fascia (trim) of the building. You may not install a satellite dish outside your apartment unless you have a patio or balcony and have exclusive use of said patio or balcony.
2. Satellite dish must not be larger than one meter in diameter. You may not install any satellite dish larger than one meter (3 feet, 3 inches), measured across its widest part.
3. Dish must be securely mounted and may not extend beyond the edge of the apartment, balcony or railing. A tripod or other portable, heavy object may be used but must be anchored in a safe manner and not to interior or exterior walls, floors, ceilings, existing patio or walkway decks. Your dish must be mounted in such a manner that it cannot become dislodged. You may run a "flat" cable under a door jam in a manner that does not interfere with proper operation of the door. *If a "flat" cable is not used in the above manner then the cable line must be installed within the current cable lines that are already existing within the interior walls and the connection must be made in such a fashion that when dish is removed, it will not impair normal operation of the cable line.* You may not hang a dish out the window.
4. You may not damage or alter the unit and may not drill holes through railing, exterior walls, door jambs, windowsill, etc. or any other location where holes might impair the building's weatherproofing or there is a risk of striking electrical or water lines. Installation must not damage the apartment.
5. Dish must be professionally installed. You may not install the dish yourself. You may hire a professional to install it for you and our maintenance staff will supervise the installation. The installation and operation of your dish is at your own risk.
6. You are fully liable for any injury or damage to persons or property caused by your dish and related equipment. To ensure that you are able to pay damages in the event that your dish causes injury or damage, you must purchase and maintain liability insurance coverage for no less than \$100,000 covering any such injury or damage and list the Housing Authority as additionally insured. You must maintain the liability insurance coverage for as long as you have the dish at our community. You must provide us with proof that you have and maintain the insurance. You agree to defend, indemnify and hold us harmless from the above claims by others.
7. An Alteration Addendum must be signed prior to any installation.

I understand the above Satellite Dish policy and agree to the terms as stated above. I will not install a Satellite Dish without prior approval and a signed Alteration Addendum.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

**EXHIBIT I**  
**TENANT INFORMATION AND RESPONSIBILITIES**  
**AFFORDABLE PUBLIC HOUSING**

**VIOLATORS ARE SUBJECT TO THE TERMINATION OF TENANCY**

**Rules and Responsibilities:**

1. Rent is due on the first of each month and is considered delinquent on the 2nd of the month. Rent payments received after the fifth of the month will be assessed a late charge of \$35.00.
2. **Changes** in family income and composition must be **reported in writing within 10 days** of the change. The request to add family members must be approved in advance by the Housing Authority. It must be determined if the family member is eligible to be added to the household.
3. Bonafide visitors may remain overnight or for a visit not to exceed seven **cumulative** days in a six month period. Tenants will not house individuals or families who are without housing. This creates an overcrowded condition contrary to HUD directives, and is a lease violation.
4. Tenant families are responsible for the conduct of family members and guests. Tenants and guests should not disturb, annoy, or endanger your neighbors. Tenants are liable for any damages caused, other than normal wear and tear, including but not limited to, litter clean up, broken/missing screens, broken/cracked windows, damage to the walls from hanging pictures, mirrors, etc. Jumper(s), Bounce House(s), Inflatable(s), Moonwalk(s), Water Games, Slides, Tube Dancers, etc. are prohibited. Tenants are liable for any damage or injuries caused and are subject to termination of tenancy.
5. Tenants are responsible to help keep the complex clean. This includes ensuring that your trash is placed in the dumpster (please do not send small children to dispose of trash). Families should help keep the laundry rooms clean. For safety reasons, children are not permitted in the laundry rooms without adult supervision.
6. A reasonable standard of housekeeping must be maintained. Housekeeping habits which cause a hazard to the health, safety, and/or property are cause for termination of tenancy. An annual inspection will be done to check the unit to ensure that it is decent, safe and sanitary.
7. Vehicles: Tenants are to park in assigned parking spaces only where assigned, and otherwise only in marked parking spaces. Vehicles which block driveways or entrances, unauthorized vehicles parked in assigned parking, and/or inoperable or abandoned vehicles will be towed at owner's expense. Repairing or washing of vehicles is not allowed on the premises.
8. No pets are permitted without the written consent of the Housing Authority.
9. Waterbeds require prior written consent & possible increased security deposit.
10. Bikes, skates, toys, items of furniture, etc. must not be left outside of the unit. Patios are not to be used for storage, with the exception of Bar-B-Que's or patio furniture. Any items left outside will be removed at the tenant's expense.
11. Stoves and refrigerators furnished by the Housing Authority are not to be removed from the unit. Excess or inoperable appliances are not to be left inside, outside, or anywhere on the property. For safety reasons, refrigerators must be used in the kitchen area provided.
12. Tenants, family members or guests are not permitted on the roofs.
13. Television and sound equipment must be utilized at a volume level that will not interfere with neighborhood peace and quiet. Tenants may not install any outside antenna or satellite dish without a signed agreement with the HA.
14. Where drapes or mini blinds are provided, tenants shall not replace with their own.
15. No washers/dryers are permitted unless the unit has the appropriate hook-ups.
16. Tenants are not allowed to change the locks under any circumstances. Replacement or repair of doors/locks must be done by our maintenance staff.

17. No signs, signals or advertisements shall be affixed to any part of the premises without written permission of the Housing Authority. Holiday decorations and lights must be fully contained inside the unit. No outside decorations/lights.
18. Occupants are not to loiter, ride bikes/skateboards, etc. in the driveways, sidewalks and parking areas. Loitering in stairways, halls and laundry rooms is prohibited. For Health and Safety reasons: Playing near or riding on drive through gates or pedestrian gates is prohibited.
19. Provide a valid phone number for the unit in order to keep the gate system updated, where one is installed.
20. Provide information for all vehicles registered to your household, including the license plate numbers, in order to maintain an active listing of vehicles authorized to be on the property and park in resident parking.
21. Egress: Residents shall not in any way block any windows or doors necessary for emergency exit. No blocking of the bedroom windows with large furniture, no installation of other appliances, such as window air conditioners and/or swamp coolers, etc.
22. Use only in a reasonable manner all electrical, water, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances. Excessive use of utilities will result in additional charges as per the Statement of Policies. Exterior water is for the use of Authorized HA Personnel only. Exterior water for personal use (car washing/wading pools, etc.) is prohibited; Utilities must be maintained at all times without any interruption of service. Residents who have caused disconnection of utilities due to non-payment will be subject to termination and/or eviction.

Before the application or reexamination for housing assistance can be completed, all adult members of the assisted family (see page 2 of the Lease Agreement) aged 18 years or older must read the above information, sign and date this form.

Head of Household	Date	Adult Family Member	Date
Adult Family Member	Date	Adult Family Member	Date
Adult Family Member	Date	Adult Family Member	Date

**EXHIBIT J**  
**Live-In Aide Addendum to Lease**

STATEMENT OF LIVE-IN ATTENDANT

I understand that I am living at \_\_\_\_\_ Apt # \_\_\_\_\_  
and am enjoying the benefits of the public housing program solely because of my employment with \_\_\_\_\_  
\_\_\_\_\_ to provide necessary supportive services for a family member who is a person  
with disabilities on a daily (24 hour) basis.  
(Resident)

I agree to follow all terms in the public housing lease, as well as the rules and regulations of the public housing program. I acknowledge that it is also my responsibility to maintain the unit in a safe and sanitary manner.

I understand that I will be allowed to remain in the unit only as long as I am employed by the above-named person. If, under any circumstances, I am found to be in violation of the lease agreement or house rules, my employer will terminate my services and require that I vacate the premises immediately.

I understand that if my employer moves out of public housing, is evicted, abandons the unit, or dies, I am not entitled to any benefits or continued housing and must vacate the premises immediately.

I understand that if I am ever arrested, cited or charged with violent criminal activity, drug related criminal activity or alcohol related charges, I will no longer be eligible to be a live-in attendant and must vacate the premises immediately.

I understand that if I am ever subject to a lifetime registration requirement under a State Sex Offender Registration Program, I will no longer be eligible to be a live-in attendant and must vacate the premises immediately.

\_\_\_\_\_  
Live-in Attendant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Housing Authority Staff

\_\_\_\_\_  
Date

***Note: Social Security card and picture I.D. must be provided.***



**EXHIBIT K**  
**HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE**  
**Lease Agreement**

This lease is entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ between the **HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE** (landlord, hereinafter called **HA or owner**) and \_\_\_\_\_ (hereinafter called **tenant or resident**), for the following dwelling unit: \_\_\_\_\_.

**1. Term of Lease:** The initial term of the lease must be for at least one year. The initial term begins on \_\_\_\_\_ and ends on \_\_\_\_\_. After expiration of the term, the lease will be automatically renewed for another year unless: (1) terminated by the landlord in accordance with paragraph 13 of this lease, or (2) terminated by the tenant in accordance with paragraph 14 of this lease or (3) by mutual agreement during the term of the lease.

**2. Rental Rate:** Tenant agrees to pay \$ \_\_\_\_\_ per month, payable in advance on or before the first day of day of each month. The first payment is \$ \_\_\_\_\_ for the period from \_\_\_\_\_ to \_\_\_\_\_. Monthly rent is delinquent if not paid by the second day of each month. On the sixth day of the month, a \$35.00 Administrative Late Fee will become due and payable within 14 days for any rent not received by the fifth of the month. Any check returned for non-sufficient funds (NSF) will be subject to a \$35.00 NSF fee in addition to the \$35.00 late fee and checks will no longer be accepted. Payments must be made payable to the Housing Authority of the County of Riverside. Payments must be paid in person or mailed to: 5555 Arlington Ave., Riverside, CA 92504 Monday through Thursday 7:30 a.m. to 5:30 p.m. Office is closed on Fridays, Saturdays, Sundays and holidays. Contact by phone can be made at (800) 655-4228. Payments must be made by check or money order. Payments received will be applied to any outstanding balance first. Tenants who accrue more than three late charges in any twelve-month period will be subject to tenancy termination.

Resident shall make all payments in full. Receipt of a payment of less than the amount due shall be deemed to be nothing more than partial payment on the tenant's account. Under no circumstances shall HA's acceptance of a partial payment constitute accord and satisfaction. Nor will the HA's acceptance of a partial payment forfeit the HA's right to collect the balance due on the account, despite any endorsement, stipulation, or other statement on the check or money order.

**Choice of Rent:** The amount payable monthly by the family as rent to the HA will be based on the family's choice of rent options as described here. Family may only request to have the choice of rent switched once per year. Family may only choose to switch to Flat Rent at their annual re-examination.

- (a) **Flat rent.** A flat rent is the amount of tenant rent as determined by the HA to be the market value of the unit. The flat rent amount is subject to change annually in accordance with the Statement of Policies. Under this choice, there will be no rent adjustments unless, due to financial hardship the family chooses to be switched to Income-based rent.
- (b) **Income-based rent.** An income-based rent is the amount of tenant rent as determined by the HA based on family income. There is an established minimum rent of \$50.00 less the utility allowance. Under this choice the monthly rental rate may be adjusted after the tenant's annual reexamination of eligibility, when the tenant's family composition or income changes, or verification of income causing a change in rent. The tenant may ask for an explanation of the specific grounds of an adjustment and shall have the right to request a hearing under the grievance policy as outlined in paragraph 15 of this Lease Agreement.

**3. Utilities and Appliances:** The HA will supply water, trash and sewer (except for El Dorado Garden Apts. where tenant pays the City of Riverside sewer with electricity). The HA shall also supply a stove and window coverings. Tenant shall pay all other utilities and supply a refrigerator. Utilities must be maintained at all times without any interruption of service. Residents who have caused disconnection of utilities due to non-payment will be subject to termination and/or eviction.

**4. Authorized Occupants:** The following are the only Authorized Occupants of the unit:

Name	Date of Birth	Name	Date of Birth

**Occupancy by guests staying more than 7 cumulative days in any six month period without the written consent of the HA shall be considered a lease violation.**

**Resident must notify the HA of the birth, adoption or court-awarded custody of a child, and must request HA approval to add any other person as an occupant.**

If the head of the household signer ceases to be a member of the household, the Lease will be voided and a new Dwelling Lease Agreement will be executed and signed by the new Head of the Household, provided the family is eligible for continued occupancy.

- (a) Foster Children/ Live in Aide: With the consent of the HA, a foster child or Live in Aide may reside in the unit. The HA will not approve the addition of foster children if it will cause overcrowding according to HUD occupancy standards. A live-in aide, foster child or foster adult is not a family member and is not eligible for continued assistance or occupancy as a remaining member. Upon incapacitation or death of Head of Household, a live-in aide, foster child or foster adult must immediately vacate the unit. In determining whether to grant approval for a live in aide, the HA will consider the size of the unit, the family size and the HA's obligation to provide reasonable accommodation for disabled/handicapped persons.
- (b) Transfers: When it is found that the size of the dwelling is no longer suitable for the family in accordance with the HA's occupancy standards, the family will be required to move as soon as a dwelling of appropriate size becomes available. If a tenant transfers to a different housing unit operated by the HA, the existing Lease Agreement will terminate, a new Lease Agreement will be executed for the new dwelling unit, and the appropriate Security deposit will be paid at the time of the transfer. Any unused security deposit from the old unit will be dispersed according to the guidelines stated under Section 5 of this Agreement. The Housing Authority allows 48 hours for the tenant to turn in the keys and release possession of the old unit to the Housing Authority or the Resident Services Assistant from the date the lease is signed or keys received for the new unit. Paragraph 8 (q) of the lease agreement states that the tenant shall "Not receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of this lease." Tenant must pay rent until the keys are turned in for the old unit. If the tenant does not turn in the keys or release possession of the old unit within 48 hours, the tenant is responsible to pay the daily Market Rate based on the Flat Rent Amount for the old unit based on Site and bedroom size of old unit. The tenant cannot receive subsidy for two units and because the lease was signed and the tenant issued keys for the new unit, the new unit is subsidized as of the date the lease was signed or keys received.
- (c) If the unit is a designated handicapped unit the following shall apply: Non-handicapped residents living in a designated handicapped unit will be required to move (at their own expense) when there is a handicapped family who requires the unit. A \$50.00 rent credit will be given the month they move to assist with the costs of transferring units.

**5. Security Deposit \$ \_\_\_\_\_** (an amount equal to one month's Flat Rent based on the Flat Rental Value of the Unit as determined by the PHA and referenced in the Statement of Policies, Section II, item E. West County Flat Rents and item F. East County Flat Rents), plus addition(s) to the security deposit of any pet deposit and/or gate card). (Please note: The amount of the required security deposit is less than required by state law. Based on the unit flat rent amount, the security deposit must not exceed two times the flat rent for an unfurnished apartment or three times the flat rent for a furnished apartment).

When a family moves out of the leased unit, the HA, subject to state and local law, may use the Security Deposit as reimbursement for any unpaid rent, damages to the unit, costs to clean the unit, costs to repair or replace personal property or other amounts that the Tenant owes under the law and in accordance with the Lease Agreement. The HA must give the Tenant a list of all items charged against the security deposit and the amount of each item within twenty-one (21) days of the vacancy. The Tenant is liable for any costs beyond the Security Deposit amount. Upon one or more household members vacating the unit (but not all household members) the full security deposit will be forfeited by the vacating members and will remain on file with the PHA until such a time that all household members vacate the unit. At that time the Security Deposit will be accounted for in accordance with state law as stated above.

**6. Pets:** There will be no pets allowed except with the prior written approval of the HA and a signed Pet Addendum. An addition to the security deposit, as well as a monthly pet charge of \$10.00 will be required. Tenants are prohibited from feeding stray animals. Feeding of strays shall constitute having a pet without permission from the HA. (Refer to Pet Policy/Agreement/Addendum for restrictions, rules and requirements related to pets)

**7. HOUSING AUTHORITY'S OBLIGATIONS.** The HA shall:

- (a) Maintain the premises and the project in decent, safe and sanitary condition;
- (b) Comply with requirements of applicable building codes, housing codes and Federal directives materially affecting health and safety;
- (c) Make necessary repairs to the premises;
- (d) Keep project buildings, facilities and common areas, not otherwise assigned to the tenant for maintenance and upkeep, in a clean and safe condition;
- (e) Maintain in good and safe working order and condition: electrical, plumbing, sanitary, heating, ventilating and other facilities and appliances, supplied or required to be supplied by the HA;
- (f) Provide and maintain appropriate receptacles and facilities (except containers for the exclusive use of an individual tenant family) for the deposit of garbage, rubbish and other waste removed from the premises by the tenant in accordance with paragraph 8(h);
- (g) Supply running water and reasonable amounts of hot water and reasonable amounts of heat at appropriate times of the year (according to local custom and usage) except where heat or hot water is generated by an installation within the exclusive control of the tenant and supplied by a direct utility connection;
- (h) Provide to the Tenant reasonable notice of what information and/or documentation must be supplied to the HA, and of the time by which any such item must be supplied;
- (i) In the event of damage to the premises which creates a condition hazardous to the life, health, or safety of the occupants, the HA is responsible to repair the damage within a reasonable time. If the damage was caused by a tenant, members of the tenant's family or guests, the reasonable cost of the repairs shall be charged to the tenant. If necessary repairs cannot be made to the damaged dwelling within a reasonable time, the HA shall offer standard alternative accommodations to the tenant, if available. The rent for the damaged dwelling unit shall be abated in proportion to the seriousness of the damage and loss of value as a dwelling in the event repairs are not made or alternative accommodations are not provided, except that no abatement of rent shall occur if the tenant rejects the alternative accommodation or if the damage was caused by the tenant, tenant's household or guests;
- (j) Afford elements of due process as defined in Conventional/ Public Housing regulations for all eviction actions or terminations of tenancy;
- (k) Notify the tenant of the specific grounds for any proposed adverse action by the HA. (Such adverse action by the HA includes, but is not limited to, a proposed lease termination, transfer of the tenant to another unit, or

imposition of charges for maintenance and repair, or for excess consumption of utilities).

**8. Tenant Obligations:** The tenant shall:

- (a) Not assign the lease or sublease the premises;
- (b) Not provide accommodations for boarders or lodgers;
- (c) Not make any alteration, repair or decoration to the premises without prior written consent of the HA. Resident shall not publicly display any sign or exhibit on the premises without the prior written consent of the HA. Any alterations not approved are subject to charges as specified in our Statement of Policies and subject to removal at the tenant's expense;
- (d) Use the premises solely as a private dwelling and primary residence for the tenant and the tenant's household as identified in number 4 (Authorized Occupants) of this lease, and not use or permit its use for any other purpose;
- (e) Abide by necessary and reasonable regulations promulgated by The HA for the benefit and well-being of the housing project and the tenants which are posted in the project office and incorporated by reference in this lease;
- (f) Comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety;
- (g) Keep the premises and such other areas as may be assigned to him for his exclusive use in a clean and sanitary condition;
- (h) Dispose of all ashes, garbage, rubbish and other waste from the premises in a sanitary and safe manner;
- (i) Use only in a reasonable manner all electrical, water, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances. Excessive use of utilities may result in additional charges as per the Statement of Policies. Exterior water is for the use of Authorized HA Personnel only. Exterior water for personal use (car washing/wading pools) is prohibited;
- (j) Refrain from, and cause his household and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or project;
- (k) Promptly pay the HA, within 14 days, for any and all assessed charges such as late fees, carport charges, and maintenance charges for (or related to) the repair of damages to the premises (other than for normal wear and tear), project buildings, facilities or common areas caused by the tenant, his household or guests. Maintenance charges shall be assessed in accordance with Exhibit C of the Statement of Policies;
- (l) Conduct himself and cause household members or guests to act, in a manner which will not disturb other resident's peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition;
- (m) Assure that they, any member of the household, guest or another person under the tenant's control shall not engage in any illegal or other activity that may interfere with the health, safety or right of other's peaceful enjoyment of the property which impairs the physical or social environment of the project, including sale or use of drugs or illegal narcotics or abuse or pattern of abuse of alcohol on or off the premises;
- (n) Not have more than two vehicles parked on the property. Vehicles must be currently registered, in operable condition, and be parked only in marked/assigned parking spaces;
- (o) Comply with HA reexamination process by providing true and complete information, and notify the HA in writing of any changes in family income or composition within 10 days of the change in order for the HA to make annual or interim determination with respect to rent, eligibility and the appropriateness of the dwelling size. The family must promptly (within 10 days) inform the HA of the birth, adoption or court-awarded custody of a child. The family must request HA approval in advance to add any other family member or other person as an occupant of the unit. If changes in the household composition indicate that a smaller or larger dwelling unit is justified, the tenant agrees to transfer to a more suitable unit in order to comply with this requirement;
- (p) Shall immediately notify the HA in the event of damage to the premises which creates a hazardous condition. If the damage was caused by a tenant, members of the tenant's family or guests, the reasonable cost of the repairs shall be charged to the tenant in accordance with Exhibit C of the Statement of Policies. The tenant must move from the dwelling unit if it is determined that continued occupancy of the unit poses a threat to the health or safety of the residents;
- (q) Not receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of this lease;
- (r) Certify that neither he, nor other members of the household have committed any fraud in connection with any

Federal housing assisted program, unless such fraud was fully disclosed to the HA before execution of the lease;

- (s) In those dwelling units which include a garden area to which the tenant, his household and guests have exclusive use, the tenant is required to perform normal maintenance such as litter removal, mowing, and watering necessary to maintaining the area of the patio, flower beds, and grounds in the immediate area around the unit;
- (t) Not harass, strike, threaten or cause any physical violence against any employee of the HA or their property. The tenant shall not permit any person or persons who are on the premises with his consent to strike, threaten or cause any physical violence against any employee of the HA or their property;
- (u) Upon proper notice by the HA, the tenant shall prepare the unit as instructed and permit entry for the purpose of extermination services provided by licensed technicians;
- (v) May not engage in legal profit making activities in the unit without prior written permission from the HA and only if the HA determines that such activities are incidental to primary use of the leased unit for residence by members of the household;
- (w) Permission to install a satellite dish must be obtained from the HA prior to installation. A signed satellite agreement, proper installation, and proof of liability insurance are required.
- (x) Abide by the terms of the Statement of Drug and Crime-Free Housing.
- (y) Abide by the terms of the No-Trespassing Clause.
- (z) Abide by all other terms of this lease and applicable law.
- (aa) Residents shall not in any way block any windows or doors necessary for emergency exit.

**9. Self-Sufficiency Activities:** (a) *Service requirement.* Except for any family member who is an exempt individual, each adult resident (18 years of age and older) of public housing must: (1) Contribute 8 hours per month of community service or (2) Participate in an economic self-sufficiency program for 8 hours per month; or (3) Perform 8 hours per month of combined activities as described in paragraphs (a)(1) and (a)(2) of this section. Community Services is the performance of voluntary work or duties that are a public benefit, and that serve to improve the quality of life, enhance resident self-sufficiency, or increase resident self-responsibility in the community. Community service is not employment and may not include political activities; *Exempt individual.* An adult who: (1) Is 62 years or older; (2) Is a blind or disabled individual, as defined under 216(i)(1) or 1614 of the Social Security Act (42 U.S.C. 416(i)(1); 1382c), and who certifies that because of this disability she or he is unable to comply with the service provisions of this subpart, or (ii) Is a primary caretaker of such individual; (3) Is engaged in work activities; (4) Meets the requirements for being exempted from having to engage in a work activity under the State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the PHA is located, including a State-administered welfare-to-work program; or (5) Is a member of a family receiving assistance, benefits or services under a State program funded under part A of title IV of the Social Security Act (42 U.S.C. 601 *et seq.*) or under any other welfare program of the State in which the Public Housing Agency (PHA) is located, including a State-administered welfare-to-work program, and has not been found by the State or other administering entity to be in noncompliance with such a program.

Verification of the above must be presented to the HA at the time of eligibility re-examination. The HA has written materials available describing the service requirement, the process for determining which family members are subject to or exempt from the service requirement, the process for determining any changes to exempt or non-exempt status of family members and the process for claiming status as an exempt person. The qualified community service activities or economic self-sufficiency programs may be determined by the HA.

In implementing the service requirement under 960 Subpart F, the PHA may not substitute community service or self-sufficiency activities performed by residents for work ordinarily performed by PHA employees or replace a job at any location where residents perform activities to satisfy the service requirement.

(b) *Family violation of service requirement.* The lease shall not be renewed if a family member fails to comply with the service requirement. Violation of the service requirement is grounds for non-renewal of the lease at the end of the twelve-month lease term, but not for termination of tenancy during the course of the twelve-month lease term.

**10. Pre-Occupancy and Move Out Inspections:** The HA and the tenant or his representative shall simultaneously inspect the premises prior to commencement of occupancy by the tenant. The HA will furnish the tenant with a written statement of the conditions of the premises, the dwelling unit and the appliances provided with the unit. The statement shall be signed by the HA and the tenant, and a copy of the statement shall be retained by the HA in the tenant's file. Upon receipt of written notification of either party's intention to terminate the tenancy (except due to failure to pay rent), the tenant has the legal right to request an initial inspection of the rental unit within 14 days before the termination or the end of the lease date and be present during the inspection. The purpose of the inspection is to allow the tenant the opportunity to correct any deficiencies in the unit in order to avoid deductions from the security deposit. Tenant must contact the Landlord to request an initial inspection. The HA shall be further obligated to inspect the unit at the time tenant moves out of the unit. The tenant may make arrangements to participate in the move-out inspection unless the tenant vacates without notice to the HA.

**11. Entry of Premises During Tenancy:** The tenant agrees to permit the HA to enter the premises during the tenant's possession thereof under the following conditions:

- (a) The HA shall, upon at least a 48 hour written notice to the tenant, be permitted to enter the dwelling unit during reasonable hours for the purpose of performing routine inspections, maintenance, repairs or improvements, or to show the premises for re-leasing. Reasonable business hours to conduct housing inspections are between 8:00 am and 5:30 p.m.
- (b) Landlord will have the right to enter the premises as allowed by law. Law permits entry in case of emergency, to make necessary or agreed repairs, decorations, alterations or improvements, supply necessary or agreed services, to test smoke detectors, or exhibit the dwelling unit to prospective or actual purchasers, mortgagees, tenants, workmen or contractors or to make an inspection pursuant to subdivision (f) of Section 1950.5, when Resident has abandoned or surrendered the premises and pursuant to court order. Landlord will serve Resident with written notice before entry unless: (1) Entry is due to an emergency, surrender or abandonment of the unit; (2) Resident and Landlord agree orally to an entry to make agreed repairs or supply agreed services at an approximate day and time within one week of the oral agreement; (3) Resident is present and consents to an entry at the time of entry; (4) To exhibit the unit to prospective or actual purchasers of the property, provided that Landlord has notified Resident in writing within 120 days of the oral notices that the property is for sale and that Resident may be contacted to allow for an inspection. In the event that the tenant and all adult members of the household are absent from the premises at the time of entry, the HA shall leave on the premises a written statement specifying the date, time and purpose of entry prior to leaving the premises.

**12. Notice Procedures:** In giving notice one party to the other party the following procedure is required:

- (a) Notice to the tenant shall be in writing and delivered to the tenant or to any adult member of the tenant's household residing in the unit or sent by prepaid first class mail properly addressed to the tenant; and
- (b) Notice to the HA shall be in writing, delivered to the HA office or sent by prepaid first-class mail properly addressed.

**13. Termination of Tenancy and Eviction:** The HA shall not terminate or refuse to renew the lease other than for serious or repeated violations of material terms of the lease such as the following:

- a) Failure to make payments due under the lease shall be cause for termination of tenancy.
- b) Other good cause or any violation of the Lease Addendum of Drug and Crime Free Housing shall be cause for termination of tenancy.
- c) Discovery after admission of facts that made the tenant ineligible.
- d) Discovery of material false statements or fraud by the tenant in connection with an application for assistance or with re-examination of income.
- e) The HA shall prohibit admission, and terminate tenancy to any individual who is subject to a lifetime registration under a State sex offender registration program.
- f) Failure to accept an offer of a new lease or lease revision in a timely manner.
- g) Failure of a family member to comply with the community service requirement.
- h) There are no remaining members with eligible immigration status or U. S. Citizenship.

**14. Lease Termination Notice:** The HA shall give written notice of lease termination of:

- (a) 14 days in the case of failure to pay rent
- (b) a reasonable time considering the seriousness of the situation (but not to exceed 30 days):
  - (1) when the health or safety of other residents, HA employees or persons residing in the immediate vicinity of the premises is threatened or
  - (2) if any member of the household has engaged in any drug-related criminal activity or violent criminal activity or
  - (3) If any member of the household has been convicted of a felony
- (c) 30 days in any other case, except that if a State or local law allows a shorter notice period, such period shall apply.
- (d) The tenant shall give the HA 30 days advance written notice of his intention to terminate the lease and vacate the premises.

**15. Violence Against Women Act (VAWA) Lease Provisions:** If a member of the tenant's household, or their guest or other person under their control engages in criminal activity directly relating to domestic violence, dating violence, or stalking, such conduct shall not be cause for termination of the lease or occupancy rights, of the victim, if the tenant or an immediate member of the tenant's family is the victim or threatened victim of domestic violence, dating violence or stalking.

One or more incidents of actual or threatened domestic violence, dating violence, or stalking will not be construed as a serious or repeated violation of the lease by the victim or threatened victim of that violence, and shall not be good cause for terminating the assistance, tenancy or occupancy right of the victim of such violence.

Nothing in this lease revision prohibits the HA from evicting the member of the household who has engaged in actual or threatened actions of domestic violence, dating violence, or stalking.

A resident who claims as a defense to an eviction action that the eviction action is brought because of criminal activity directly relating to domestic violence, dating violence or stalking, must provide a written certification in a form provided by the HA or substantially similar thereto, that they are a victim of domestic violence, dating violence, or stalking, and that the incident or incidents which are the subject of the eviction notice are bona fide incidents of actual or threatened abuse. This written certification must be provided within fourteen days after the HA requests the certification in writing, which may be the date of the termination of lease letter. It may also be the date of any other written communication from the HA stating that the tenant is subject to eviction due to the incident which the tenant then wishes to allege was a bona fide instance of actual or threatened abuse. The certification requirement may be complied with by completing the certification form which is available from the HA office. Information provided in the certification form shall be retained in confidence, shall not be entered into a shared data base, and shall not be provided to a related entity unless the tenant consents in writing, the information is required for use in eviction proceedings, or its use is otherwise required by law.

The HA may bifurcate (split/divide) the lease under, in order to evict, remove, or terminate assistance to any individual who is a tenant or lawful occupant and who engages in criminal acts of physical violence against family members or others, without evicting, removing, terminating assistance to, or otherwise penalizing the victim of such violence who is also a tenant or lawful occupant.

The HA may evict a tenant for any violation of a lease not premised on the act or acts of violence in question against the tenant or a member of the tenant's household, provided that the HA does not subject an individual who is or has been a victim of domestic violence, dating violence, sexual assault, or stalking to a more demanding standard than other tenants in determining whether to evict or terminate. A victim tenant who allows a perpetrator to violate a court order relating to the act or acts of violence is subject to eviction. A victim tenant who allows a perpetrator who has been barred from HA property to come onto HA property, including but not limited to the victim's apartment and any other are under their control, is subject to eviction.

The HA may terminate the tenancy of any tenant if the HA can demonstrate an actual and imminent threat to other tenants or those employed at or providing service to the HA if that tenant's tenancy is not terminated; and

None of these provisions shall be construed to supersede any provision of any Federal, State, or local law that provides greater protection than this section for victims of domestic violence, dating violence, sexual assault, or stalking.

**16. Grievance Procedures:** Disputes concerning the obligations of the tenant or the HA shall be resolved in accordance with the HA grievance procedures which are incorporated in the operation policy of the HA. The HA is **not** required to award a grievance hearing to a tenant if a termination of tenancy or eviction notice has been served to the tenant for:

- (a) any criminal activity that threatens the health, safety or right to peaceful enjoyment of the premises of other residents or employees of the HA.
- (b) any violent or drug related criminal activity on or off such premises. any criminal activity that resulted in felony conviction of a household member.
- (c) the grievance procedure shall not be applicable to disputes between tenants not involving the HA or class grievances. The grievance procedure is not intended as a forum for initiating or negotiating policy changes between a group or groups of tenants and the HA's Board of Commissioners.
- (d) Non-payment of rent.

**17. Provisions for Modifications:** If at any time during the life of the Lease Agreement any other change in the tenant's status results in the need to change or amend any provision of this Lease, or if the HA desires to waive any provision with respect to the tenant,

- (a) The existing Lease will be canceled and a new Lease executed, or
- (b) An appropriate Rider (amendment) will be prepared and executed and made a part of the existing lease.

**18. Abandonment:** The tenant shall not vacate the premises prior to the expiration or termination of this agreement. If the tenant abandons the unit, the HA shall have the right of re-entry pursuant to the laws of the State of California.

**19. Legal Fees:** In the event of any legal action by the parties arising out of this Agreement, the losing party shall pay the prevailing party reasonable attorney's fees up to a maximum of \$5700.00 & costs in addition to all other relief.

**20. Smoke Detectors:** The premises are equipped with at least one smoke detector(s). The tenant acknowledges that its operation was explained by the HA at the time of initial occupancy. The tenant further acknowledges and agrees to inspect and test each detector monthly, to replace the batteries as needed and to notify the HA, in writing of any defect or malfunction promptly. The tenant will not remove or dismantle or otherwise render the smoke detector(s) inoperable. *Initial* \_\_\_\_\_ *Initial* \_\_\_\_\_ *Initial* \_\_\_\_\_ *Initial* \_\_\_\_\_

**21. Liquid furniture:** No liquid furniture of any kind is allowed on the premises without the prior written consent of the HA. If permission is granted, a waterbed agreement and an addition to the security deposit will be required in the amount of one-half the unit flat monthly rental rate.

**22. Hold Harmless Waiver:** No insurance is provided by the HA for the tenant's personal property. The tenant agrees to indemnify and hold the HA harmless and in no way accountable for any liability for personal injury or property damage caused or permitted by the tenant or any other person on the premises with the tenant's consent except as may be caused by the negligence, violation of law, or intentional wrongful action of the HA. It is recommended that tenants maintain renter's insurance.

**23. California Compliance Statement:** Proposition 65 does not apply to any city, county, district, state or federal government or agency. The HA is a Federal Agency. The following warning statement is provided for informational purposes. **WARNING: This Property Contains Chemicals Known To The State Of California To Cause Cancer and Birth Defects Or Other Reproductive Harm.** Proposition 65 requires all California businesses to disclose that the premises may contain asbestos, a chemical known to the State of California to cause cancer, and other chemicals including but not limited to tobacco smoke, exhaust, lead, carbon monoxide and gasoline components known to the State of California to cause cancer and/or birth defects and other reproductive harm.



These hazardous substances may be contained in some of the original building materials, in some of the products and materials used to maintain the property or present in the common areas of the property. A list of chemicals listed under proposition 65 is available from the Office of Environmental Health's website: [www.oehha.org/prop65/prop65\\_list/newlist.html](http://www.oehha.org/prop65/prop65_list/newlist.html) or in the project office. Disturbance or damage to certain interior apartment surfaces may increase the potential exposure to these substances. Residents or their guest, employees and contractors shall not take or permit any action which in any way damages or disturbs the ceiling in the premises or any part thereof. Any alteration must be with prior written consent of owner. Resident agrees to notify Owner/Agent immediately if there is any damage to the ceiling.

**24. Water Intrusion/Mold Information:** Resident is hereby notified that the premises are subject to the infestation of mold or mildew if not properly maintained by Resident. When moldy materials are damaged or disturbed, mold organisms and associated products are released into the air; and some molds produce toxic chemicals, which may contaminate Premises' air space. Exposure to spores can occur through inhalation or direct contact. Resident acknowledges that routine visual inspections for mold growth or signs of water damage and wetness as well as locating sources of mold odors by smell, are the most reliable method for identifying the presence of mold or mildew and should be addressed immediately. Resident agrees to maintain the Premises in a manner that prevents the occurrence of an infestation of mold or mildew in the premises. Resident agrees to hold Owner harmless from any and all damages incurred by Resident as a result of Resident's failure to properly maintain the premises or timely inform Owner of maintenance requirements. Resident acknowledges and agrees as follows:

Resident agrees to immediately report any water intrusion, such as plumbing leaks, drips, or "sweating" pipes. Resident agrees to allow Owner/Agent to enter the dwelling unit to inspect and make necessary repairs in the sole discretion of Owner/Agent. Resident agrees to vacate the dwelling unit should the same be necessary to make repairs. Resident agrees to use the bathroom fans and/or open a bathroom window while showering or bathing. Resident agrees to use exhaust fans whenever cooking, dishwashing or cleaning. Resident agrees to use reasonable care to close all windows and other openings in the premises to prevent outdoor water from penetrating into the interior of the dwelling unit. Resident agrees to clean and dry any visible moisture on windows, walls, and other surfaces, including personal property, as soon as reasonably possible. (Note: Mold can grow on damp surfaces within 24 hours to 48 hours). Resident agrees to report any problems with the air conditioner or heating systems that are discovered by the Resident. Resident agrees not to bring any personal property into the Premises that may contain mold, especially "soft possessions" such as sofas, mattresses and pillows.

**25. Satellite Dishes:** Permission to install a satellite dish must be obtained from the HA prior to installation. A signed satellite agreement, proper installation, and proof of liability insurance are required. Owner will permit Resident to install a satellite dish for personal, private use on the premises under the following conditions:

- (a) The satellite dish must be one meter or less in diameter.
- (b) The satellite dish may only be installed on the inside of the dwelling unit, balcony, patio or terrace that is under the exclusive use of the Resident. Resident acknowledges that some dwelling units do not have an exclusive use patio. Patios that open to a common area are not exclusive use patios. Said satellite dish, or any part thereof, shall not extend beyond the balcony, patio or terrace railing.
- (c) Resident is specifically prohibited from making physical modifications to the premises and is prohibited from installing said satellite dish in the common areas of the premises, including by not limited to, outside walls, roofs, door jambs, fascia (trim), window sills of the building or any other location that might impair the building's weatherproofing or there is a risk of striking electrical or water lines. Resident shall not install said satellite dish in a manner which alters the unit or causes physical or structural damage to the premises, excluding ordinary wear and tear, including but not limited to, holes drilled through exterior walls.
- (d) Resident shall hire a professional to install, maintain and remove said satellite dish at the Resident's expense and the owner's maintenance staff will supervise the installation. Satellite dish must be securely mounted. A tripod or other portable, heavy object may be used but must be anchored in a safe manner and not to interior or exterior walls, floors, ceilings, existing patio or walkway decks. Satellite dish must be mounted in such a manner that it cannot become dislodged. A "flat" cable may be used under a door jam in a manner that does not interfere with proper operation of the door. *If a "flat" cable is not used in the above manner then the cable line must be installed within the current cable lines that already exist within the interior walls and the connection must be made in such a fashion that when dish is removed, it will not impair normal operation of*

*the cable line.* Resident may not hang a dish out the window.

- (e) The installation and operation of said satellite dish is at the Resident's own risk. Resident shall be liable for any damage or injury to persons or property sustained as a result of the negligent installation, maintenance and removal of said satellite dish and related equipment.
- (f) Resident shall indemnify, defend and hold Owner/Agent harmless for any damage or injury resulting from said negligence, including paying Owner/Agent's attorney's fees and costs.
- (g) Resident shall obtain and all times retain an active liability insurance policy for said satellite dish with a minimum of \$100,000 coverage and cause Owner/Agent to become an "additional insured" under said policy. Resident shall provide proof of said insurance to the satisfaction of Owner/Agent before said satellite dish is installed.
- (h) An alteration addendum must be signed prior to any installation.
- (i) Resident is advised that allowable locations may not provide an optimal signal, or any signal. The HA does not warrant that the apartment will provide a suitable location for receiving a satellite signal.

**26. Fair Housing/Civil Rights Commitment:** Every individual has the right to live in an environment free from discrimination. Owner is an Equal Housing Opportunity Provider strictly complying with all federal and state fair housing laws. Resident acknowledges that the complex has a zero tolerance policy for discriminatory conduct, comments or other behaviors. Resident and household members agree to at all times conduct themselves and their guests in compliance with fair housing laws. Any violation may lead to termination of tenancy.

**27. Registered Sex Offenders Notice:** The California Department of Justice, sheriff's departments, police departments serving jurisdictions of 200,000 or more and many other law enforcement authorities maintain for public access a data base of locations of persons required to register pursuant to paragraph (1) of subdivision (a) of Section 290.4 of the Penal Code. The data base is updated on a quarterly basis and is a source of information about the presence of these individuals in any neighborhood. Notice: Pursuant to Section 290.46 of the Penal Code, information about specified registered sex offenders is made available to the public via an Internet Web site maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on an offender's criminal history, this information will include either the address at which the offender resides or the community of residence and ZIP Code in which he or she resides.

**28. Credit Reporting:** As required by law, Resident is notified that a negative credit report reflecting on Resident's credit record may be submitted to a credit reporting agency if Resident fails to fulfill the terms of this lease by failing to pay sums due in accord with this Lease. If Resident fails to honor all obligations to the HA, Resident authorizes the HA and the HA's agents permission to run credit reports on Resident for debt collection purposes, at any time during or after tenancy, until the debt has been paid in full.

**29. Statement of Drug and Crime Free Housing:**

- (a) Tenant, any member of the tenant's household, or a guest or other person under the tenant's control shall not engage in violent criminal activity, including drug-related criminal activity, on or off the property's premises. "Drug-related criminal activity" means the illegal manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use a controlled substance (as defined in Section 102 of the Controlled Substance Act, 21 U.S.C. 802).
- (b) Tenant, any member of tenant's household, or a guest or other person under tenant's control, shall not engage in any act intended to facilitate criminal activity, including drug-related criminal activity, gang activity, sexual offenses which endanger the safety of other residents or the social climate of the project, or illegal defacement of property with graffiti, on or off public or private property and premises.
- (c) Tenant or members of the household will not permit the dwelling unit to be used for or facilitate criminal activity, including drug-related criminal activity, regardless of whether the individual engaging in such activity is a member of the household or a guest.
- (d) Tenant or members of the household will not engage in the manufacture, sale or distribution of illegal drugs at any location, whether on or off project premises or otherwise.
- (e) Tenant, or any member of the tenant's household, or a guest or other person under tenant's control shall not engage in the abuse or pattern of abuse of alcohol in a way that the HA determines may interfere with the health, safety or right to peaceful enjoyment of the premises by other residents.

- (f) Tenant or members of the household, or a guest or other person under tenant's control shall not engage in acts of violence or threats of violence, including, but not limited to, the unlawful discharge of firearms, threatening and/or brandishing of weapons likely to cause serious bodily injury, or acts likely to provoke an act of violence on or off property premises.
- (g) VIOLATION OF THE ABOVE PROVISIONS SHALL BE A MATERIAL VIOLATION OF THE LEASE AND GOOD CAUSE FOR THE TERMINATION OF TENANCY. A single violation of any of the provisions of this addendum shall be deemed a serious violation and a material noncompliance with the lease. It is understood and agreed that a single violation shall be good cause for termination of the lease. Unless otherwise provided by law, proof of violation under this Addendum shall not require criminal conviction, but may exist by a preponderance of the evidence.

**30. No Trespassing Clause:** The Housing Authority shall maintain a No Trespassing Policy to protect the peaceful enjoyment of residents living in Affordable Public Housing communities. In keeping with the Zero Tolerance Policy and the Drug and Crime Free Multi Housing Program, those people who are involved in criminal activity and/or those people who have been evicted from Public Housing, shall not be permitted on the grounds. Residents who allow such persons access to the community shall be given one warning. Residents who continue to violate the No Trespassing policy shall be violating the lease and may be considered for termination of the Lease Agreement.

**The tenant(s) certifies by signature below that the lease has been read and that he/she understands this lease and that all information and/or documentation submitted by the tenant and other members of the household is complete and true to the best of his/her knowledge and belief. It is further understood that all occupants 18 years or older are jointly and severally responsible for the condition of the unit and any related charges, including but not limited to rent charges.**

This Lease, the "Exhibit A - Move In and Move Out," "Rules and Responsibilities," "Eligibility Questionnaire(s)," "Alteration Addendum(s)," and "Pet Addendum" if applicable, constitute the entire agreement between the HA and the tenant.

**Tenant understands that lease term paragraph 1 above contains an automatic renewal provision.**

Tenant _____	Date _____
Tenant _____	Date _____
Tenant _____	Date _____
Tenant _____	Date _____
Tenant _____	Date _____

**HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE**

BY \_\_\_\_\_ Date \_\_\_\_\_

**EXHIBIT L  
ZERO TOLERANCE POLICY**

**HOUSING AUTHORITY OF THE COUNTY OF RIVERSIDE  
AMENDED POLICY ON ZERO TOLERANCE  
OF CRIMINAL ACTIVITY**

**July 1, 2014**

**PURPOSE**

To establish a Housing Authority (HA) policy for zero tolerance of housing and/or welfare fraud, violent, gang-related, and drug-related (including medical marijuana) criminal activity or any criminal activity that threatens the health, safety or right to peaceful enjoyment of other residents or others in the immediate vicinity in any housing program administered by the Housing Authority. If a family is granted court ordered drug diversion then it is the family responsibility to adhere to court mandated requirements and furnish to the PHA proof that the charge was dismissed. Failure to comply with drug diversion will result in termination. Drug diversion will be granted once in a lifetime while on program. Participant households must report, in writing, all criminal activity for any household member within 10 calendar days of its occurrence.

The PHA may terminate assistance for criminal activity by a household member as authorized in this section if the PHA determines, based on a preponderance of the evidence, that the household member has engaged in the activity, regardless of whether the household member has been arrested or convicted for such activity [24 CFR 982.553 (c), 24 CFR 966.4]. Preponderance of evidence is defined as evidence which is of greater weight or more convincing than the evidence which is offered in opposition to it; that is, evidence which as a whole shows that the fact sought to be proved is more probably than not. The intent is not to prove criminal liability, but to establish that the act(s) occurred. Preponderance of evidence may not be determined by the number of witnesses, but by the greater weight of all evidence. Credible evidence may be obtained from police and/or court records. Testimony from neighbors, when combined with other factual evidence can be considered credible evidence. Other credible evidence includes documentation of drug raids or arrest warrants.

Criminal activity as listed above, misdemeanor and felony the same, will hereinafter be called "prohibited criminal activity." "Minor traffic offenses" may include offenses such as parking violations, registration violations or failure to provide proof of insurance. Traffic offenses that include illegal use of controlled substances or alcohol related violations of traffic laws are not considered minor. Two or more alcohol related criminal actions within the last three year period constitute an abuse of alcohol. All persons receiving rental assistance, regardless of age, will be held to the same standard.

Persons convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing will be permanently denied admission to any federally assisted housing program. Persons convicted of sex offenses that require a lifetime registration as a sex offender are prohibited from participation in any housing assistance programs administered by the Housing Authority in accordance with Federal Regulations. Exceptions in this policy do not apply to registered sex offenders or any person who was convicted of manufacturing or producing methamphetamine on the premises of federally assisted housing. The Violence Against Women Act (VAWA) prohibits the eviction of, and removal of assistance from, victims living in public or Housing Choice Voucher Program (Section 8) assisted housing if the asserted grounds for such action is an instance of domestic violence, dating violence, sexual assault, or stalking.

## **BACKGROUND**

The primary mission of the Housing Authority is to assist low and moderate income families, including elderly and disabled persons, by operating programs which provide them decent, safe and sanitary housing at affordable costs.

## **POLICY**

It is the policy of the Housing Authority of the County of Riverside that:

Prohibited criminal activity will not be tolerated. The Housing Authority will foster crime-free housing by implementing aggressive strategies which will reflect a zero tolerance of prohibited criminal activity by:

The Housing Authority may deny or terminate assistance to any household containing a member that has a history of criminal activity involving crimes of physical violence to persons or property and other criminal acts which would adversely affect the health, safety, or welfare of other tenants. {24 Code of Federal Regulations (CFR) 982.553 (c); 24 CFR 960.202 (a) (2) iii & 24 CFR 203c}.

1. Denying or terminating rental assistance to all households containing a member that has engaged in prohibited criminal activity, unless that member can demonstrate the following:
  - a. Evidence of crime-free living within the last seven years and no occurrence of criminal behavior (other than minor traffic offenses), **and**
  - b. Applicant/tenant must not have been incarcerated (in custody or doing any jail time) during the last seven for any action related to any prohibited criminal activity; **and**
  - c. Applicant/tenant would not threaten the health, safety, or right to peaceful enjoyment of other residents and persons residing in the immediate vicinity of the premises (i.e. gang related activity); **and**
  - d. Satisfactory adherence to all court and probation/parole mandated conditions for any action related to any prohibited criminal activity;
  - e. For drug-related criminal activity (Evidence of drug-related activity (use/possession of drugs and/or drug-related paraphernalia): The HA may consider enrollment in a court ordered drug rehabilitation/diversion program if there is an active drug-related charge against the applicant/participant. At PHA discretion, first offenders may be only granted an exception to the Zero Tolerance Policy only once (1) per Lifetime due to participation in court ordered drug rehabilitation/diversion program. Approval is not automatic. Repeat or habitual offenders will not be granted an exception to our Zero Tolerance Policy and rental assistance will be denied and/or terminated. The participant cannot elect to join a drug rehabilitation/diversion program in lieu of termination of assistance after the HA has discovered illegal drug-related activity. For consideration of one lifetime exception to our Zero Tolerance Policy, the following conditions must exist:
    - i. The applicant/participant must be a first time participant in a court ordered drug rehabilitation program for any drug-related offense that they are requesting an exception to our Zero Tolerance Policy, **and**
    - ii. The applicant/participant must have enrolled in the court ordered drug rehabilitation program prior to the date of the HA's discovery of the drug-related activity, **and**

- iii. Completion of the program must be achieved within the allowed time by the courts, **and**
- iv. Evidence of completion must be provided to the HA within 10 calendar days from the date of completion of the program.

If an exception to our Zero Tolerance Policy is granted by the PHA, the PHA will monitor compliance at the next regularly scheduled re-examination for determination of rental assistance eligibility and if it is found that the participant violation of court ordered rehabilitation/diversion requirements/obligations rental assistance will be denied and/or terminated.

- 2. Denying or terminating tenancy, in any Housing Authority owned rental unit, to any household containing a member that has engaged in prohibited criminal activity, and who has a history or pattern of criminal activity which would adversely affect the health, safety, or welfare of other tenants, unless that member can demonstrate the following:
  - a. Evidence of crime-free living within the last seven and no occurrence of criminal behavior (other than minor traffic offenses), **and**
  - b. Applicant/tenant must not have been incarcerated (in custody or doing any jail time) during the last seven for any action related to any prohibited criminal activity; **and**
  - c. Applicant/participant would not be a detriment to the health, safety, or welfare of his/her neighbors or the community in which they live; whose expected behavior would not have an adverse influence upon sound family and community life; who would not be a source of danger to the peaceful occupancy by the other tenants or cause damage to the premises or property of the Housing Authority or the immediate vicinity; **and**
  - d. Satisfactory adherence to all court and probation/parole mandated conditions for any action related to any prohibited criminal activity;
  - e. For drug-related criminal activity (Evidence of drug-related activity (use/possession of drugs and/or drug-related paraphernalia): The HA may consider enrollment in a court ordered drug rehabilitation/diversion program if there is an active drug-related charge against the applicant/participant. At PHA discretion, first offenders may be only granted an exception to the Zero Tolerance Policy only once (1) per Lifetime due to participation in court ordered drug rehabilitation/diversion program. Approval is not automatic. Repeat or habitual offenders will not be granted an exception to our Zero Tolerance Policy and rental assistance will be denied and/or terminated. The participant cannot elect to join a drug rehabilitation/diversion program in lieu of termination of assistance after the HA has discovered illegal drug-related activity. For consideration of one lifetime exception to our Zero Tolerance Policy, the following conditions must exist:
    - i. The applicant/participant must be a first time participant in a court ordered drug rehabilitation program for any drug-related offense that they are requesting an exception to our Zero Tolerance Policy, **and**
    - ii. The applicant/participant must have enrolled in the court ordered drug rehabilitation program prior to the date of the HA's discovery of the drug-related activity, **and**
    - iii. Completion of the program must be achieved within the allowed time by the courts, **and**
    - iv. Evidence of completion must be provided to the HA within 10 calendar days from the date of completion of the program.

If an exception to our Zero Tolerance Policy is granted by the PHA, the PHA will monitor compliance at the next regularly scheduled re-examination for determination of rental assistance eligibility and if it is found that the participant violation of court ordered rehabilitation/diversion requirements/obligations rental assistance will be denied and/or terminated.

3. Criminal activity directly relating to domestic violence, dating violence, sexual assault, or stalking, engaged in by a member of a tenant's household or any guest or other person under the tenant's control shall not be cause for termination of assistance, tenancy, or occupancy rights if the tenant or an immediate member of the tenant's family is the victim or threatened victim of that domestic violence, dating violence, sexual assault, or stalking, provided that the victim member demonstrates the following:
  - a. The perpetrator of the domestic violence no longer resides in the assisted unit.
  - b. Applicant/tenant requesting exception based on 3 above shall complete HUD form 50066 within 14 business days after the HA has requested such certification in writing.
  - c. If the applicant/tenant does not provide the certification within 14 business days after the HA has requested such certification in writing, assistance may be denied/terminated.
4. Alerting all rental assistance program participants and tenants residing in Housing Authority owned housing about their obligation to keep rental units free from prohibited criminal activity.
5. Incorporating the HUD required Tenancy Addendum which includes grounds for termination of tenancy due to criminal activity into all rental leases used by the Housing Authority and requiring the use of said Tenancy Addendum for all private rental property owners in the county.
6. Conducting workshops for rental property owners and managers to stress the importance of screening potential tenants, inspecting the premises of rental property, and taking action against tenants engaged in criminal activity, fraud, or side payments.
7. Seeking a collaborative relationship with all law enforcement agencies within the County of Riverside and the Office of Inspector General to assist in the enforcement of this Amended Policy on Zero Tolerance Policy of Criminal Activity.
8. Screening all housing program applicants and participants including but not limited to the Riverside Superior Court online system, Consolidated Courts of the County of San Bernardino online system, Consolidated Courts of the County of Los Angeles online system, National Credit Reporting (or similar service), any and all available Sex Offender registries, and any other available sources (i.e. police reports, court records, information that is independently verifiable, law enforcement investigations and arrest warrants) to disclose any criminal background information.
9. Providing the Riverside County Sheriff Department with requested incident reports from Public Housing properties, to be used by the Crime Analysis unit in identifying crime patterns, series, and other potential problems.

## **EXHIBIT M CODE OF CONDUCT**

The Housing Authority of the County of Riverside strives to conduct business in accordance with core values and ethical standards. Professional conduct, ethical practices and adherence to all laws, regulations, and government codes are expected by all employees at all times. To ensure compliance with these standards, the following policies have been established:

### **PROHIBITED ACTIVITIES:**

1. Employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his or her duties, functions, or responsibilities in a position with the Housing Authority. Employees shall not perform any work, service or counsel for compensation outside of the agency where any part of his/her efforts will be subject to approval by any other officer, employee, board, or commission of this Housing Authority.
2. Prohibited activities shall include but not be limited to:
  - a. Acceptance of money or other consideration from anyone other than the Housing Authority for the performance of duties required or expected of him/her in the regular course of Housing Authority employment.
  - b. Performance of an act in other than his/her capacity as an officer or employee which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement of any other officer or employee of the Housing Authority.
  - c. Any act wherein time demands would render performance of his or her duties as an officer or employee less efficient and productive.
  - d. Embezzlement and falsification of accounts as defined in the California Penal Code.

### **CONFLICT OF INTEREST POLICY**

1. To avoid potential conflicts of interest, or the appearance of such, it is the policy of this Housing Authority that:
  - A. No employee shall enter into any agreement, written or unwritten, without prior approval from the Assistant Executive Director or his designee, that involves any direct payment or other form of compensation as a result of any program administered by this Housing Authority, either directly or indirectly, through agreements with other parties.
  - B. No employee, officer, or agent of the Housing Authority shall participate directly or indirectly in the selection, award or administration of any contract if a conflict, real or perceived, would be involved. Such conflict would arise when a financial or other interest in the execution of a contract or in Housing Authority program participation is held by:
    - (1) An employee, officer, or agent involved in making the award;
    - (2) The relative of such a person (including, but not limited to, spouse/co-head or domestic partner or significant other, father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, father-in-law, mother in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, or half sister);
    - (3) The business partner of such a person; or someone with an interest in,
    - (4) An organization which employs, is negotiating to employ, or has an arrangement concerning prospective employment of any of the above.

### **THE CONSEQUENCES OF RULE VIOLATIONS:**

Any violation of prohibited activities shall be handled as for the acts set out under Section 2.I. (3) of the Agency's personnel policies on Discipline, Dismissal, and Review.



**APPENDIX N**  
**PROGRAM INTEGRITY MONITORING (PIM)**

**INTRODUCTION**

The U.S. Department of HUD conservatively estimates that 200 million dollars is paid annually to program participants who falsify or omit material facts in order to gain more rental assistance than they are entitled to under the law. HUD further estimates that 12% of all HUD-assisted families are either totally ineligible, or are receiving benefits which exceed their legal entitlement.

The HA is committed to assuring that the proper level of benefits is paid to all participating families, and that housing resources reach only income-eligible families so that program integrity can be maintained. The HA will take all steps necessary to prevent fraud, waste, and mismanagement so that program resources are utilized judiciously.

This chapter outlines the HA's policies for the prevention, detection and investigation of program abuse and fraud.

**A. CRITERIA FOR INVESTIGATION OF SUSPECTED ABUSE AND FRAUD**

The HA's expectation is that participating families will comply with HUD requirements, provisions of the voucher, and other program rules. The HA staff will make every effort (formally and informally) to orient and educate all families in order to avoid unintentional violations. However, the HA has a responsibility to HUD, the County of Riverside, and to eligible families in need of housing assistance, to monitor participants and owners for compliance and, when indicators of possible abuse come to the HA's attention, to investigate such claims.

The HA will initiate an investigation of a participating family in the event of one or more of the following circumstances:

**1. Referrals, Complaints, or Tips**

The HA will follow up on referrals from other agencies, companies or persons which are received by mail, by telephone or in person, which allege that a family is in non-compliance with, or otherwise violating the family obligations or any other program rules. Such follow-up will be made providing that the referral contains at least one item of information that is independently verifiable. A copy of the allegation will be retained in the family's file in such a way as to protect and observe the confidentiality of the informant.

**2. Internal File Review**

A follow-up will be made if HA staff discovers (as a function of a certification or recertification, an interim redetermination, or a quality control review), information or facts which conflict with previous file data, the HA's knowledge of the family, or is discrepant with statements made by the family.

**3. Verification of Documentation**

A follow-up will be made if the HA receives independent verification or documentation which conflicts with representations in the family's file (such as public record information or credit bureau reports, reports from other agencies).

**B. STEPS THE HA WILL TAKE TO PREVENT PROGRAM ABUSE AND FRAUD**

The HA management and staff will utilize various methods and practices (listed below) to prevent program abuse, non-compliance, and willful violations of program rules by applicants and participating families. This policy objective is to establish confidence and trust in the management by emphasizing program education as the primary means to obtain compliance by families.

**1. Things You Should Know**

This program integrity bulletin (created by HUD's Inspector General) will be furnished to all applicants to promote understanding of program rules, and to clarify the HA's expectations for cooperation and compliance.

## **2. Program Orientation Session**

Mandatory orientation sessions will be conducted by the HA staff for all prospective program participants, either prior to or upon leasing of a unit. At the conclusion of all Program Orientation Sessions, the family representative will be required to sign a "Move In Checklist for New Tenants" to confirm that all rules and pertinent regulations were explained to them.

## **3. Resident Counseling**

The HA will encourage participants to communicate with their assigned Public Housing Property Manager and/or the HA to clarify any confusion pertaining to program rules and requirements.

## **4. Review and Explanation of Forms**

At appropriate times and/or at the family's request staff may explain all required forms and review the contents of all (re)certification documents prior to signature.

## **5. Use of Instructive Signs and Warnings**

Instructive signs such as the "What you should Know about EIV" form will be provided to participants prior to leasing a unit to reinforce compliance with program rules and to warn about penalties for fraud and abuse

## **6. Participant Certification**

All family representatives will be required to sign a briefing checklist, titled Move In Checklist for New Tenants", "Tenant Rules and Responsibilities", certification pages in the Eligibility Questionnaire and the Tenant Obligations as contained within the lease agreement.

## **C. STEPS THE HA WILL TAKE TO DETECT PROGRAM ABUSE AND FRAUD**

The HA Staff will maintain a high level of awareness to indicators of possible abuse and fraud by assisted families.

### **1. Quality Control File Reviews**

Prior to initial annual certification, and at the completion of all subsequent recertifications, a percentage of files will be reviewed. Such reviews shall include, but are not limited to:

- Assurance that verification of all income and deductions is present.
- Changes in reported Social Security Numbers or dates of birth.
- Authenticity of file documents.
- Ratio between reported income and expenditures.
- Review of signatures for consistency with previously signed file documents.
- All forms are correctly dated and signed.

### **2. Observation**

The HA Management and Occupancy Staff (to include maintenance and inspection personnel) will maintain high awareness of circumstances which may indicate program abuse or fraud, such as unauthorized persons residing in the household and unreported income. Observations will be documented in the family's file.

### **3. Public Record Bulletins**

Public Record Bulletins may be reviewed by Management and Staff.

### **4. State Wage Data Record Keepers**

Inquiries to State Wage and Employment record keeping agencies as authorized under Public Law 100-628, the Stewart B. McKinley Homeless Assistance Amendments Act of 1988, may be made annually in order to detect unreported wages or unemployment compensation benefits.

### **5. Credit Bureau Inquiries**

Credit Bureau inquiries may be made (with proper authorization by the participant) in the following circumstances:

- At the time of final eligibility determination

- When an allegation is received by the HA wherein unreported income sources are disclosed.
- When a participant's expenditures exceed his/her reported income, and no plausible explanation is given.

#### **D. THE HA'S HANDLING OF ALLEGATIONS OF POSSIBLE ABUSE AND FRAUD**

The HA staff will encourage all participating families to report suspected abuse to the **Program Integrity Monitoring (PIM) division at (800) 300-0439 or [www.programintegrity@rivcoeda.org](mailto:www.programintegrity@rivcoeda.org)**. All such referrals, as well as referrals from community members and other agencies, will be thoroughly documented, remain anonymous and/or placed in the participant's file. All allegations, complaints and tips will be carefully evaluated in order to determine if they warrant follow-up. The **HA Staff** will not follow up on allegations which are vague or otherwise non-specific. They will only review allegations which contain one or more independently verifiable facts.

##### **1. File Review**

An internal file review will be conducted to determine if the subject of the allegation is a client of the HA and, if so, to determine whether or not the information reported has been previously disclosed by the family. It will then be determined if the HA is the most appropriate authority to do a follow-up (more so than police or social services). Any file documentation of past behavior as well as corroborating complaints will be evaluated.

##### **2. Conclusion of Preliminary Review**

If at the conclusion of the preliminary file review there is/are fact(s) contained in the allegation which conflict with file data, and the fact(s) are independently verifiable, the HA Staff will initiate an investigation to determine if the allegation is true or false.

#### **E. OVERPAYMENTS TO OWNERS**

Not Applicable to the Affordable Public Housing Program

#### **F. HOW THE HA WILL INVESTIGATE ALLEGATIONS OF ABUSE AND FRAUD**

If the HA determines that an allegation or referral warrants follow-up, either the staff person who is responsible for the file, or a person designated by the Executive Director to monitor the program compliance will conduct the investigation. In all cases, the HA will secure the written authorization from the program participant for the release of information. The steps taken will depend upon the nature of the allegation and may include, but are not limited to:

##### **1. Credit Bureau Inquiries (CBI)**

In cases involving previously unreported income sources, a CBI inquiry may be made to determine if there is financial activity that conflicts with the reported income of the family.

##### **2. Verification of Credit**

In cases where the financial activity conflicts with file data, a *Verification of Credit* form may be mailed to the creditor in order to determine the unreported income source.

##### **3. Employers and Ex-Employers**

Employers or ex-employers may be contacted to verify wages which may have been previously undisclosed or misreported.

##### **4. Neighbors/Witnesses**

Neighbors and/or other witnesses may be interviewed who are believed to have direct or indirect knowledge of facts pertaining to the HA's review.

##### **5. Other Agencies**

Investigators, case workers or representatives of other benefit agencies may be contacted.

##### **6. Public Records**

If relevant, the HA will review public records kept in any jurisdictional courthouse. Examples of public

records which may be checked include (but not limited to): real estate, marriage, divorce, uniform commercial code financing statements, voter registration, judgments, court or police records, state wage records, utility records, postal records, etc.

**7. Department of Motor Vehicles (DMV)**

In cases involving suspected unauthorized tenants and/or unreported vehicles.

**8. Enterprise Income Verification (EIV) reports**

In cases involving unreported income and/or unreported employers

**9. Interviews with Head of Household or Family Members**

The HA will discuss the allegation (or details thereof) with the Head of Household or family member by scheduling an appointment at the appropriate HA leasing office. A high standard of courtesy and professionalism will be maintained by the HA staff person who conducts such interviews. Under no circumstances will inflammatory language, accusation, or any unprofessional conduct or language be tolerated by the management. If possible or as necessary, an additional staff person will attend such interviews.

**10. Other**

The HA may use any other resources or tools available.

**G. PLACEMENT OF DOCUMENTS, EVIDENCE AND STATEMENTS OBTAINED BY THE HA**

Documents and other evidence obtained by the HA during the course of an investigation will be considered "work product" and will either be kept in the participant's file, or in a separate "work file." In either case, the participant's file or work file shall be kept in a locked file cabinet. Such cases under review will not be discussed among HA Staff unless they are involved in the process, or have information which may assist in the investigation.

**H. CONCLUSION OF THE HA'S INVESTIGATIVE REVIEW**

At the conclusion of the investigative review, the reviewer will report the findings to the Executive Director or designee. It will then be determined whether a violation has occurred, a violation has not occurred, or if the facts are inconclusive.

**I. EVALUATION OF THE FINDINGS**

If it is determined that a program violation has occurred, the HA will review the facts to determine:

- The type of violation (procedural, non-compliance, fraud).
- Whether the violation was intentional or unintentional.
- What amount of money (if any) is owed by the family.
- If the family is eligible for continued occupancy.

**J. ACTION PROCEDURES FOR VIOLATIONS WHICH HAVE BEEN DOCUMENTED**

Once a program violation has been documented, the HA will propose the most appropriate remedy based upon the type and severity of the violation.

**1. Procedural Non-compliance (Pre-termination of Assistance or Pre-eviction Appointment)**

This category applies when the family "fails to" observe a procedure or requirement of the HA, but does not misrepresent a material fact, and there is no retroactive assistance payments owed by the family. Examples of non-compliance violations are:

- Failure to appear at a pre-scheduled appointment.
- Failure to return verification in time period specified by the HA.

**(a) Warning Notice to the Family**

In such cases a notice will be sent to the family which contains the following:

- A description of the non-compliance and the procedure, policy or obligation which was violated.
- The date by which the violation must be corrected, or the procedure complied with.

- The action which will be taken by the HA if the procedure or obligation is not complied with by the date specified by the HA.
- The consequences of serious or repeated (similar) violations.

## **2. Procedural Non-compliance - Overpaid Assistance.**

When the family owes money to the HA for failure to report changes in income or assets, the HA will issue a Pre-termination of Assistance or Pre-eviction Appointment letter. This Notice will contain the following:

- A description of the violation and the date(s).
- Any amounts owed to the HA, the amounts owed to the HA may also be provided at a later date in another notice such as a Notice to Quit.

### **(a) Participant Fails to Comply with HA's Notice**

If the Participant fails to comply with the HA's notice, and a family obligation and/or lease has been violated, the HA will initiate termination of assistance (Notice to Quit).

The family will be given the right to disagree and to request an informal hearing with instructions for the request of such hearing (unless the termination includes one or more elements where a grievance hearing is not afforded to the tenant in accordance with the Grievance Procedures governing the Affordable Public Housing Program.

### **(b) Participant Complies with HA's Notice**

When a family complies with the HA's notice, the staff person responsible will meet with him/her to discuss and explain the Family Obligation or program rule which was violated. The staff person will counsel the participant and may require that they sign Certified Statements regarding their family obligations with the understanding that the current or future incidents may result in termination.

## **3. Intentional Misrepresentations**

When a participant falsifies, misstates, omits or otherwise misrepresents a material fact which results (or would have resulted) in an under payment of the participants portion of rent to the HA, the HA will evaluate whether or not:

- The participant had knowledge that his/her actions were wrong, and
- The participant willfully violated the family obligations or the law.

### **(a) Knowledge that the action or inaction was wrong**

This will be evaluated by determining if the participant was made aware of program requirements and prohibitions. The participant's signature on various certifications, move in checklist form, rules and responsibilities, What is Fraud form, Personal Declarations, Eligibility Questionnaire certifications and receipt of What You Should Know about EIV are adequate to establish knowledge of wrong-doing.

### **(b) The participant willfully violated the law**

Any of the following circumstances will be considered adequate to demonstrate willful intent:

- An admission by the participant of the misrepresentation.
- That the act was done repeatedly.
- If a false name or Social Security Number was used.
- If there were admissions to others of the illegal action or omission.
- That the participant omitted material facts which were known to him/her (e.g., employment of self or other household member).
- That the participant falsified, forged or altered documents.
- That the participant uttered and certified to statements at an interim (re)determination which were later independently verified to be false.

## **4. Dispositions of Cases Involving Misrepresentations**

In all cases of misrepresentations involving efforts to recover monies owed, the HA may pursue, depending upon its evaluation of the criteria stated above, one or more of the following actions:

**(a) Criminal Prosecution**

If the HA has established criminal intent, and the case meets the criteria for prosecution, the HA will:

- Refer the case to the local State or District Attorney, notify HUD's Office of the Inspector General (OIG), and terminate rental assistance.
- Refer the case to HUD's OIG, and terminate rental assistance.

**(b) Administrative Remedies**

At its discretion, the HA will:

- Terminate assistance and demand payment of restitution in full.
- Terminate assistance and execute an administrative repayment agreement in accordance with the HA's Repayment Policy.
- Terminate assistance and pursue restitution through civil litigation.
- Continue assistance at the correct level upon repayment of restitution in full.
- Permit continued assistance at the correct level and execute an administrative repayment agreement in accordance with the HA's repayment policy.
- Collection of any debt owed through intercept of tax refunds through the Franchise Tax Board and/or IRS.

**5. The Case Conference (Meeting) for Serious Violations and Misrepresentations**

When the HA has established that material misrepresentation(s) have occurred, a Case Conference (Pre-Eviction Appointment) will be scheduled with the family representative and the HA staff person who is most knowledgeable about the circumstances of the case.

This conference will take place prior to any proposed action by the HA. The purpose of such conference is to review the information and evidence obtained by the HA with the participant, and to provide the participant an opportunity to explain any document findings which conflict with representations in the family's file. Any documents or mitigating circumstances presented by the family will be taken into consideration by the HA. The family may be given ten (10) days to furnish any mitigating evidence.

A secondary purpose of the Participant Conference is to assist the HA in determining the course of action most appropriate for the case. Prior to the final determination of the proposed action, the HA will consider:

- The duration of the violation and number of false statements.
- The family's ability to understand the rules.
- The family's willingness to cooperate, and to accept responsibility for his/her actions
- The amount of money involved.
- The family's past history
- Whether or not criminal intent has been established.
- The number of false statements.
- Any other information relevant to the participant's tenancy.

**6. Notification to Participant of Proposed Action**

The HA will notify the family of the proposed action no later than **30-60** days after the case conference by mail.

**ATTACHMENT**

**E**

**FINAL HOMEOWNERSHIP PLAN**



**ADMINISTRATIVE PLAN  
FOR THE HOMEOWNERSHIP PROGRAM**

**Housing Authority of the  
County of Riverside**

**2014- FINAL**



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## **GENERAL PROVISIONS**

The Public Housing Reform Act of 1998 includes language that allows the United States Department of Housing and Urban Development (HUD) to assist Section 8 Housing Choice Voucher Program (HCVP) recipients to purchase a home. HUD published the Section 8 Homeownership Program Final Rule that implemented this option under Section 8(y) of the U.S. Housing Act of 1937 that authorized a public housing agency (PHA) to provide tenant-based assistance for an eligible family that purchases a home. The rule became effective on October 12, 2000. CFR 982.625(c)(1)(i) enables the Housing Authority to provide monthly homeownership assistance payments to eligible families.

The Housing Choice Voucher (HCV) Homeownership Program (HP) allows qualified participants the option to purchase a home and use the HCV Housing Assistance Payment (HAP) towards mortgage payments and other allowable housing costs.

The purpose of the Homeownership Program Administrative Plan is to establish policies for carrying out the program in a manner consistent with HUD requirements and local objectives. The Plan covers both admission and participation in the program. The HACR is responsible for complying with all changes in HUD regulations pertaining to these programs. If such changes conflict with this Plan, HUD regulations will have precedence.

The HACR's policies and practices are designed to provide assurances that all persons with disabilities will be provided reasonable accommodations so that they may fully access the housing program. Persons requiring special accommodations due to a disability must notify the HACR, in writing, of their needs. The reasonable accommodation request will be verified via a Licensed Professional and then reviewed by the HACR. The HACR will provide written notification of either the approval or denial of the reasonable accommodation request. In matters where the HACR has discretion, waivers to existing policy shall be determined by the Executive Director or designee.

## **A. FAMILY ELIGIBILITY REQUIREMENTS**

The HCV Homeownership Program (HP) of the Housing Authority of the County of Riverside (HACR) is available to qualified Housing Choice Voucher participants. Participation in the Homeownership Program is voluntary. Applicants must meet the following criteria to be considered for the HACR HP.

### **1. First-Time Homeowner**

An eligible Section 8 HCVP family must be considered a first-time home buyer. A first-time home buyer means that no member of the household has had any interest or ownership in any residence during the three years before applying for homeownership assistance or at the commencement of participation in the homeownership program. The purchaser must sign a sworn application attesting that they have not owned a home or have been included on a home loan. In addition, the last three years tax returns will be reviewed to ascertain that no mortgage interest or real estate tax deductions have been claimed.

Single parents or displaced homemakers who owned a home while married or resided in a home owned by a spouse also qualify as first time homebuyers provided that three years have passed since homeownership ended.

### **2. Minimum Income Requirements**

Calculation of income-eligibility for the purpose of admission to the HCV Homeownership Program will be conducted under the guidelines for HCV rental assistance as noted in this Administrative Plan.

The head of household, spouse and/or other adult member(s) of the household that will hold title to the home must have a combined annual gross income of not less than 50% of the Area Median Income (AMI) adjusted for the family size.

A family whose income does not meet the 50% AMI requirement, but does meet all other HP requirements, may request admission provided the family can demonstrate that the annual income is not less than the HUD minimum requirement established below:

- a. In the case of a disabled family, the monthly Federal Supplemental Security Income (SSI) benefit for an individual living alone (or paying his or her share of food and housing costs) multiplied by twelve; or
- b. In the case of other families, the Federal minimum wage multiplied by 2,000.

In addition, a family that meets the applicable HUD minimum income requirement described above, but not the HACR minimum income limit of 50% AMI, shall be considered to satisfy the minimum income requirement only if:

- a. The family demonstrates that it has been pre-qualified or pre-approved for financing;

- b. The pre-qualified or pre-approved financing meets any HACR established requirements under 982.632 for financing the purchase of the home (including qualifications of lenders and terms of financing); and
- c. The pre-qualified or pre-approved financing amount is sufficient to purchase housing that meets HQS in the HACR's jurisdiction.

Welfare assistance may not be included in the minimum gross annual income above, except for elderly or disabled families. Welfare assistance includes payments from Cal Works/TANF (Cash Aid for needy families), Supplementary Security Income (SSI) that is subject to an income eligibility test, food stamps, general assistance (GA); or other welfare assistance as specified by HUD.

### **3. Minimum Employment Requirements**

One or more adult members of the household that will hold title to the home must be currently employed and working not less than an average of 30 hours per week and has been so continuously employed for one year prior to execution of the sales agreement.

Once escrow has closed, employment by the adult member of the household that holds title to the home must continue at least 30 hours per week. Should an event arise that the homeowner loses employment a 90 day grace period will be granted for them to regain fulltime employment.

Employment requirements do not apply to elderly or disabled families that otherwise qualify for HP. A family with a member with disabilities may request an exemption from the work requirements if needed as a reasonable accommodation for the disabled family member. HACR and HUD minimum income requirements still apply.

The HACR's Executive Director and/or designee may also consider whether and to what extent an employment interruption is considered permissible in satisfying the employment requirement. The Executive Director and/or designee may also consider successive employment during the one-year period and self-employment in a business.

The family must still meet the overall minimum income requirements outlined in Section 2.

### **4. Minimum Down Payment Requirements**

- a. The family must demonstrate the ability to provide a minimum of three percent (3%) down payment on the home.
- b. At least one percent (1%) of the **down payment** must come from the family's personal resources. CFR 982.625(g)(1)
- c. FSS participants may use FSS escrows towards this requirement. Families with an Individual Development Account (IDA) may also count these funds towards the minimum down payment.

### **5. Other Program Requirements**

- a. The family must be under HCV rental assistance in Riverside County for the

most recent 12 consecutive months prior to application for HCV Homeownership.

- b. The family must have completed an initial HCV lease term and completed the family's first annual recertification in the HCV Program. The family must terminate a current lease agreement in compliance with the lease when transitioning into homeownership.
- c. The family must verify that no family member has previously defaulted on a mortgage loan assisted under the HCV HP.
- d. All families will be required to complete a series of 15 workshops through Community Action IDA Program and provide verification of workshop completion. Working families will be required to complete the application process to gain entry into the IDA Program so they may earn a 2:1 match of savings. Workshops may include the following:
  - First Time Home Buyers Information
  - Lenders Language and Procedures
  - Home Safety: Fire and Earthquake
  - Selecting a Realtor and the Right Home
  - Basic Repair & Maintenance
  - Budgeting
  - Balancing Your Checkbook
  - Understanding Credit & Credit Cards
  - Credit Repair
  - Debt Management
  - Financial Planning
  - Borrowing Basics (basic concepts of loans)
- d. The head of household and any adult member that will hold title to the home must successfully complete a HUD approved 8 hour homeownership and housing counseling program. At a minimum, the counseling will cover the following:
  - Home Maintenance
  - Budgeting and money management
  - Credit Counseling
  - Financing
  - Locating a home
  - Fair housing, predatory lending
  - Truth in lending, RESPA
- e. Family members may not owe any debt to the HACR or other Housing Authority. EIV will be run to determine if the family has/had owed any debts to any Housing Authority. If it is found that the family owes money to any Housing Authority, they will be disqualified from utilizing this program.
- f. The family must maintain good tenant standing with its landlord and the HACR. The family must provide a letter from their landlord when entering this program. The letter must certify that the family has paid rent on time for the past 12 months, is current with rent and has kept the rental unit in good repair (ie: no damage beyond normal wear and tear).
- g. The designated Head of Household must actively participate in the Family Self-Sufficiency (FSS) program with homeownership as one of the established goals.
- h. The family must also:

- Comply with HUD Family Obligations under the HCV Program. If the HA has mailed out one or more pre-termination appointments within the past 3 years for either failing to provide and/or other program violations, the family will be disqualified from utilizing the homeownership program until such time that this requirement is met;
- Adhere to the requirements of their lease agreement;
- Not have outstanding debts to the landlord or to any utility company;
- Report all Household Income;
- Pass the most recent Housing Quality Standards (HQS) inspection with no tenant-caused failure items.

## **B. Eligible Units**

HCV Homeownership assistance may be used to purchase units within the jurisdiction of the HACR that are under construction or already existing at the time the family is approved for homeownership. The family unit size will be determined as it is for the Housing Choice Voucher rental program.

### **1. Unit types**

- a. One unit property (single family residence).
- b. A single dwelling unit in a cooperative, condominium or planned use development.
- c. A manufactured home with a permanent foundation, if the family has the right to occupy the same site for a period of at least forty (40) years.
- d. The unit must be seller occupied or vacant for at least ninety (90) days; an exception is where the tenants are purchasing the unit in which they have been residing.
- e. The unit must pass HQS.

Depending on the unit size selected by the family, the HACR may approve the purchase of a unit up to one bedroom size larger than the authorized payment standard the family qualifies for and the unit must be deemed affordable (the family's portion cannot be higher than 50% of gross income).

### **2. HCV Housing Quality Standards**

The unit must be inspected by the HACR and satisfy the Housing Quality Standards (HQS) for the HCV Program before HP assistance can begin. The HQS inspection will be completed prior to the independent inspection to prevent the family from the added expense of an inspection in the event the home has major damage or necessary repairs that the Seller will not agree to repair and/or the buyer, made aware of the repairs, no longer wishes to purchase the home.

In the event the subject property receives a public complaint after escrow closes or is visibly in disrepair, the HACR reserves the right to conduct a HQS inspection.

### **3. Independent Inspection**

The unit must be inspected by a certified independent inspector designated and paid by the family, and pre-approved by the HACR. The inspector must be a member of the California Real Estate Inspectors Association, the American Society of Home Inspectors, or the International Conference of Building Officials. This inspection must cover, at a minimum, all major building systems and components including:

- Foundation and structure
- Housing interior and exterior
- Roofing
- Plumbing
- Electrical systems
- Heating systems

The HACR must receive and approve a copy of the inspection report before HP assistance will commence. The HACR may disapprove a unit for assistance under HP because of information obtained through the inspection report, even if the unit passes the HQS inspection. If the HACR or 3<sup>rd</sup> party (such as entity providing down payment assistance) calls out additional repairs, the buyer will be required to pay a re-inspection fee to the certified inspector who completed the original home inspection.

### **4. Other Requirements for Eligible Units**

The seller of the home may not be on the HUD list of debarred and suspended contractors, or subject to a limited denial of participation under 24 CFR Part 24.

### **C. Homeownership Confirmation Letter**

Once approved for participation in the HCV HP, the family will be issued a confirmation letter subject to the following requirements:

- The family must execute a statement in which the family agrees to comply with all family obligations under the Homeownership Option.
- **Selection Period:** The family will be given **90 calendar days** to locate a home to purchase. Within two weeks prior to the end of the selection period, if the family has not yet selected a home, the family may submit a written request to the HACR for **one 30 day extension**. The extension request must include the reason for the extension and outline the family's search efforts. The extension request will be reviewed and verified by the HACR and if an extension is granted, the family will receive a revised Confirmation Letter with the new Selection Period expiration date. Any extension granted is at the discretion of the HACR and the availability of funds to provide monthly mortgage assistance.
- After a home is chosen during the 90 day Selection Period, the family will be given **90 calendar days to open and close escrow**. The *opening* of escrow must occur no later than the last day of the Selection Period.
- It is the family's responsibility to find a home that meets the criteria for voucher homeownership assistance.

- The HACR may require families unable to locate a suitable unit during the Selection Period to wait for a period of one (1) year to re-apply for HP.
- The family must report its progress towards locating and purchasing a unit if requested by the HACR.

If the family is unable to locate an acceptable unit for purchase during the Selection Period, the HACR may, at its discretion, allow the family to remain leased up under the HCV rental voucher.

If the family submits a purchase contract to the HACR that is not approved due to reasons other than the family's lack of compliance, the family may request an extension using the process outlined above in this paragraph under Selection Period.

#### **D. Purchase Agreement**

Prior to execution of the offer to purchase, or the Purchase Agreement, the financing terms must be provided by the family to the HACR for approval.

The Purchase Agreement must include the following:

- Specify the price and other terms of the sale by the seller to the purchaser.
- Provide that the purchaser will arrange for a certified inspection of the unit by an independent certified inspector selected by the purchaser.
- State that the purchaser is not obligated to purchase the unit unless such inspections are satisfactory to both the HACR and purchaser.
- Provide that the purchaser is not obligated to pay for any necessary repairs.
- Provide that the purchaser is not obligated to purchase if the mortgage financing terms, or any other terms, are not approved by the HACR, and
- Contain a seller certification from the HACR that the seller has not been debarred, suspended, or subject to a limited denial of participation in accordance with 24 CFR Part 24.

#### **E. Affordability**

The purchase price of the home must be affordable to the family, as determined by the HACR and the Lender. The price shall be considered affordable if the monthly homeownership expenses payable by the family do not exceed fifty percent (50%) of the family's total monthly gross income.

#### **F. Financing of Purchase**

The family must allow the HACR to review the terms of the mortgage secured to purchase the property before close of escrow. The HACR may disapprove proposed financing, refinancing or other debt if the HACR determines that the debt is unaffordable to the family or if the HACR determines that the lender or the loan terms do not meet HACR or HUD qualifications. The family must locate and qualify for a mortgage that meets the following requirements:



- a. The mortgage must be determined to be affordable by the HACR. The HACR may take into account expenses such as interest, taxes and insurance when determining affordability. The family's portion of the monthly homeownership expenses may not exceed (50%) of the family's total monthly gross income.
- b. Short-term mortgages with large final "balloon payment" will not be allowed.
- c. Interest only mortgages will not be allowed.
- d. Only fully amortized, fixed rate mortgages will be allowed.
- e. The family may not obtain private first mortgage financing from a family member or any other private source.
- f. The mortgage must be provided, insured, or guaranteed by the State or Federal government and comply with secondary mortgage market underwriting requirements.

## **G. Calculation of Homeownership Assistance Payment**

Calculation of income for the purpose of determining income eligibility for admission to the program and/or determining the family's total tenant payment will be conducted under the guidelines for the HCV rental assistance program except as otherwise noted in this section.

### **1. Occupancy of Home**

The HAP will only be paid while the family resides in the home. If the family moves out of the home, the HACR will discontinue payment of the HAP commencing with the month after the family moves out.

- a. Amount of monthly homeownership assistance payment. While the family is residing in the home, the HACR shall pay a monthly homeownership assistance payment on behalf of the family that is equal to the lower of the payment standard minus the total tenant payment; or the family's monthly homeownership expenses minus the total tenant payment.
- b. Initial Payment Standard. The initial payment standard for a family is the lower of the payment standard for the family unit size (Voucher size); or the payment standard for the size of the home.
- c. Payment Standard for subsequent reexaminations. Reexaminations (interims and annual reexaminations) will use a Payment Standard that is the greater of the payment standard as determined in accordance with the initial payment standard at the commencement of homeownership assistance; or the Payment Standard in effect at the time of the reexamination as determined using the requirements of Section G (1) (b) of this plan. At no time will the HACR use a Payment Standard less than the initial Payment Standard at the close of escrow.
- d. The HACR will use the same Payment Standard schedule, Payment Standard amounts, and Subsidy Standards for the HP as for the rental voucher program.
- e. Exception rent areas. If the home is located in an exception payment standard area, the HACR must use the appropriate payment standard for the exception payment standard area.

- f. Affordability of housing costs. Total monthly homeownership expenses payable by the family, as defined in (g) below, must be less than (50%) of the family's total gross income.
- g. Homeownership expenses. The HACR will use the following expenses to determine the total homeownership expense for calculation of the HAP:
  - Principal, interest, taxes and insurance (PITI) and mortgage insurance/private mortgage insurance (Mi/PMI), if applicable on initial mortgage debt and any refinancing of such debt,
  - Real estate taxes may not exceed 2%.
  - Utility allowance for the home as determined by the HACR.
- h. If a member of the family is a person with disabilities, such debt may include debt incurred by the family to finance costs needed to make the home accessible for such person, if the HACR has determined that allowance of such costs as homeownership expenses is needed as a reasonable accommodation for the disabled family.

## **2. Cooperative and Condominiums**

For cooperative members only (owners of condos) the following cooperative charges will also be used toward the homeownership expense:

- a. Charges included in the cooperative occupancy agreement including payment for real estate taxes and public assessments on the home;
- b. Cooperative or condominium operating charges or maintenance fees assessed by the condominium or cooperative homeowner association.

## **3. HAP Payment**

- a. The HACR will pay the HAP according to the terms established in the agreement the HACR and Lender have entered into. If the assistance payment exceeds the amount due to the lender, the excess will be paid directly to the family.
- b. The HACR will provide the lender with notice of the amount of the HAP and amount of the family's portion of the total homeownership expenses prior to close of escrow.
- c. Procedure for termination of homeownership assistance.
  - The family shall be entitled to the same termination notice and informal hearing procedures set forth in this Administrative Plan for participants in the HCV rental assistance program.
- d. Automatic termination of HAP.
  - Homeownership assistance for a family terminates automatically 180 calendar days after the last HAP paid on behalf of the family. The HACR has the discretion to grant relief from this requirement in those cases where automatic termination would result in extreme hardship for the family.

## **4. Income Changes**

a. Changes in income must be reported in writing within 10 days of the occurrence. Changes will be processed if they are anticipated to continue for sixty (60) or more days and is a monthly increase or decrease of \$100 or more. Once these changes have been verified, the HACR will process an interim to be applied, the first of the following month the change was reported.

## **H. Maximum Term of Homeownership Assistance**

The time limits below apply to all family members having an ownership interest in the unit during the time that homeownership payments are made; and, the spouse of any member of the household who has an ownership interest in the unit during the time that homeownership payment are made. Except in the case of a family that qualifies as an elderly or disabled family, all families, including families that become elderly during the term of the homeownership assistance are subject to the following maximum terms:

- Initial mortgage term of twenty (20) years or longer. The maximum term of homeownership assistance will be fifteen (15) years.
- Initial mortgage term of less than twenty (20) years. The maximum term of homeownership assistance will be ten (10) years.

If, during the course of homeownership assistance, the family ceases to qualify as elderly or disabled, the maximum term as defined in Section G will become applicable from the date homeownership assistance commenced. The HACR will provide a family at least six (6) months of homeownership assistance after the maximum term becomes applicable provided the family is otherwise eligible to receive homeownership assistance in accordance with 682.634.

The initial maximum term limit applies if the family receives assistance for more than one home purchase, even if received from another housing authority.

## **I. Portability**

The HACR will permit portability of the homeownership assistance (the HACR's portion) to another jurisdiction, provided the receiving jurisdiction operates a similar homeownership program for which the applicant qualifies and for which the receiving PHA is accepting new homeownership families.

### **1. Incoming Portable Families**

- a. May purchase a unit within the jurisdiction of the HACR, provided the HACR is accepting new homeownership families at the time of the purchase.
- b. Must be under HCV rental assistance in Riverside County for the most recent 12 consecutive months prior to application for HCV Homeownership.
- c. Must meet the education, counseling, and all other HP requirements of the HACR.
- d. Must be certified by initiating Housing Authority that the family is in good standing with that HA and Landlord.

The HACR must promptly notify the initial HA if the Family has purchased an eligible

unit under the program, or if the family is unable to purchase a home within the maximum time established by the HACR.

## **2. Outgoing Portable Families**

Outgoing portable families need to adhere to the following:

- a. Purchase a unit within the receiving jurisdiction, provided they operate a homeownership program and they are accepting new homeownership families at the time of the purchase.
- b. Must meet the education, counseling, and all other HP requirements of the receiving Housing Authority.
- c. Must be certified by the initiating HACR that the family is in good standing with the Housing Authority and Landlord.
- d. The initiating HACR must promptly notify the HA, if the Family has purchased an eligible unit under the program, or if the family is unable to purchase a home within the maximum time established by the HA.

## **J. Move with Continued Tenant-Based Assistance**

A family receiving HACR homeownership assistance may purchase and move to a new unit with continued voucher homeownership assistance as long as no family member owns any title or other interest in the prior home. A family receiving homeownership assistance may move to a new unit with continued voucher homeownership assistance no more than once every five (5) years and the total of such assistance terms is subject to the maximum term described in this paragraph.

### **1. Purchase of a new unit**

A family receiving homeownership assistance may purchase and move to a new unit with continued assistance, provided that the family fulfills all requirements of the HP at the time of the purchase of the new unit. The following applies to a family purchasing a new unit under the HP:

- a. The family will not be eligible to move with continued assistance for a period of Five (5) years after the initial purchase.
- b. The HACR may, at its discretion, require the family to complete a new housing counseling program or receive additional counseling prior to close of escrow.
- c. The requirement that the family must be a first time homebuyer is not applicable.
- d. The HACR may deny permission to move with continued assistance in the case of lack of funding or if the HACR has denied or terminated assistance to the family under section N below.

### **2. Sale of Original HP Unit and Return to Tenant-Based Rental Assistance**

The HACR may, at its discretion, allow a family to return to tenant-based rental assistance. The following applies to a family returning to tenant-based rental assistance:

- a. The HACR may deny permission to move with continued assistance in the case of lack of funding or if the HACR has denied or terminated assistance to the family as defined under Section K of this plan.
- b. The HACR will not commence continued tenant-based assistance for occupancy of a rental unit so long as any family member owns any title or other interest in the home previously assisted through the HP. In addition, Eighteen (18) months must have passed since the family's receipt of homeownership assistance.

#### **K. Denial or Termination of Assistance**

The HACR shall deny or terminate homeownership assistance for the family in accordance with the following:

- Failure to report all household income.
- Failure to comply with Housing Authority County of Riverside HCV Homeownership Program requirements.
- Failure to comply with any HUD Family Obligations.
- Failure to meet the Housing Authority of the County of Riverside's Zero Tolerance Policy
- The family defaults on the mortgage(s).

#### **L. Recapture**

The HACR will not recapture any Homeownership Voucher payments unless there was an act of fraud or misrepresentation of material facts in order to obtain a benefit. The HCV HP recapture provision does not apply to any other program funds that may be used in the transaction.

#### **M. Program Size and Waiver or Modification of Homeownership Policies**

The Executive Director (ED) of the HACR, and/or designee shall have the discretion to waive or modify any provision of the Homeownership Program or policies not governed by statute or regulation for good cause or to comply with changes in HUD regulations or directives. The ED and/or designee may limit homeownership assistance to families in accordance of CFR 982.626 (b).

For fiscal year 2011-2012, the HACR has established a homeownership assistance limit of no more than 16 families.

# **ATTACHMENT**

## **F**

- **FINAL CAPITAL FUND PROGRAM ANNUAL STATEMENT/PERFORMANCE & EVALUATION REPORT (form HUD 50075.1)**
- **5 YEAR ACTION PLAN (form HUD 50075.2)**

**Part I: Summary**

PHA Name: Housing Authority of the County of Riverside

Grant Type and Number  
 Capital Fund Program Grant No. **CA16 P027-50109** Replacement Housing Factor Grant No:  
 Date of CFFP: \_\_\_\_\_

FFY of Grant: **2009**  
 FFY of Grant Approval: **2009**

Line	Summary by Development Account	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
		Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>	152,139.00	152,139.00	152,139.00	152,139.00
3	1408 Management Improvements	44,000.00	44,000.00	44,000.00	44,000.00
4	1410 Administration (may not exceed 10% of line 20)	76,069.00	76,069.00	76,069.00	76,069.00
5	1411 Audit	1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages	0.00	0.00	0.00	0.00
7	1430 Fees and Costs	0.00	0.00	0.00	0.00
8	1440 Site Acquisition	0.00	0.00	0.00	0.00
9	1450 Site Improvement	0.00	0.00	0.00	0.00
10	1460 Dwelling Structures	487,487.00	487,487.00	487,487.00	487,487.00
11	1465.1 Dwelling Equipment—Nonexpendable	0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures	0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment	0.00	0.00	0.00	0.00
14	1485 Demolition	0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration	0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs	0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>	0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA	0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via system of Direct Payment	0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)	0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant: (sum of lines 2 to 19)</b>	<b>760,695.00</b>	<b>760,695.00</b>	<b>760,695.00</b>	<b>760,695.00</b>
21	Amount of line 20 Related to LBP Activities	0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities	0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security—Soft Costs	0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security—Hard Costs	0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures	328,500.00	328,500.00	328,500.00	328,500.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name:  
 Housing Authority of the County of Riverside

Grant Type and Number  
 Capital Fund Program Grant No: CA16 P027-50109  
 Date of CFFP:

Replacement Housing Factor Grant No:

FFY of Grant: 2009  
 FFY of Grant Approval: 2009

<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Final Performance and Evaluation Report 12/31/2013	
Line	Summary by Development Account	Original	Total Estimated Cost
			Revised <sup>2</sup>
Signature of Executive Director		Date	Signature of Public Housing Director
			Total Actual Cost <sup>1</sup>
			Obligated
			Expended
			Date



**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No. CA16 P027 50109		CFPP (Yes/No): No		Federal FY of Grant: 2009		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Funds Obligated <sup>2</sup>	Funds Expended <sup>2</sup>	
	Operations	1406		152,139.00	152,139.00		152,139.00	Completed
Management Improvement	Management Improvement Items- computers, hardware & software, upgrade video conferencing, digital camera, Preventive Maintenance Program, Energy Audit, Employee Training, Resident Services	1408(a)		44,000.00	44,000.00		44,000.00	Completed
Salaries	Staff, management including benefits	1410		76,069.00	76,069.00		76,069.00	Completed
	Audit	1411		1,000.00	1,000.00		1,000.00	Completed
Consultant Fees	Energy Audit	1430		0.00	0.00		0.00	
AMP 210 - CA027019 Scattered Sites: Fort Dr	Carpet/vinyl floor replacement in 3 of 9 units 3974 #1-3 (3974 #4, 3990, 3992, 3986, 3996 & 3998 Fort already done)	1460	3 @ 6,000 ea	18,000.00	18,000.00		18,000.00	Completed
AMP 210 - CA027019 Scattered Sites: Fort Dr	Replace swamp coolers w/ A/C dual pack For 6 of 9 units (3990, 3992, 3974 #1-4)	1460	6 @ 7,000	42,000.00	42,000.00	40,345.53	40,345.53	Completed
AMP 220 - CA027008 Banning Apts	Replace swamp coolers w/ A/C dual pack	1460	14 units @ \$7,070 ea	98,987.00	98,987.00	85,402.80	85,402.80	Completed
AMP 230 - CA027009, CA027017, CA027031 Church & Polk Apts	Water heater replacements to on-demand units	1460	53 @ 2500	132,500.00	132,500.00	128,547.00	128,547.00	Completed
AMP 230 - CA027041 Aladdin Apartments	Remodel cabinets throughout units (Kitchen, baths, hall, etc.)	1460	20 @ 9800	196,000.00	196,000.00	196,000.00	196,000.00	Completed
AMP 230 - CA027009, CA027017 - Thermal	Kitchen remodel- cabinets, counters, floors and appliances, excluding tenant provided refrigerator	1460	28 @ 6822	\$0.00	+1,654.47 +13,584.20 +3,953.00 19,191.67	19,191.67	19,191.67	Moved part of work from CA16 P027-50110 - Completed
Contingency	Contingency	1502		0.00	0.00	0.00	0.00	Completed

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: Housing Authority of the County of Riverside  
 Grant Type and Number: Capital Fund Program No: CA16 P027 - 50109  
 Replacement Housing Factor No.

Federal FY of Grant: 2009

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	09/14/2011		01/31/2010	09/14/2013		10/03/2012	
Management Improvements	09/14/2011		01/31/2011	09/14/2013		04/06/2011	
Administration	09/14/2011		08/31/2011	09/14/2013		08/04/2011	
Audit	09/14/2011			09/14/2013		7/8/2013	Grant Over 90% obligated by 8/31/2011
AMP 210 - CA027019	09/14/2011		07/31/2011	09/14/2013		2/27/2012	
Scattered Sites: Fort Dr							
AMP 220 - CA027008	09/14/2011		07/31/2011	09/14/2013		01/03/2012	
Banning Apts							
AMP 230 - CA027009, CA027017, CA027031	09/14/2011		07/31/2011	09/14/2013		01/28/2013	
Church & Polk Apts							
AMP 230 - CA027041	09/14/2011		07/31/2011	09/14/2013		12/07/2011	
Aladdin Apartments							
Contingency							

Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

**Part I: Summary**

PHA Name: **Housing Authority of the County of Riverside**

Grant Type and Number  
 Capital Fund Program Grant No. **CA16 P027-50110**  
 Date of CFFP: \_\_\_\_\_

Replacement Housing Factor Grant No.:

FFY of Grant: **2010**  
 FFY of Grant Approval: **2010**

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/ Emergencies <input type="checkbox"/>	Revised Annual Statement and Evaluation Report 12/31/2013 <input checked="" type="checkbox"/> Final Performance and Evaluation Report 12/31/2013		Total Actual Cost <sup>1</sup>	Expended
			Total Estimated Cost	Revised <sup>2</sup>		
1	Total non-CFP Funds		0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>		148,193.00	148,193.00	148,193.00	148,193.00
3	1408 Management Improvements		50,000.00	50,000.00	50,000.00	50,000.00
4	1410 Administration (may not exceed 10% of line 20)		74,096.00	74,096.00	74,096.00	74,096.00
5	1411 Audit		1,000.00	1,000.00	1,000.00	1,000.00
6	1415 Liquidated Damages		0.00	0.00	0.00	0.00
7	1430 Fees and Costs		6,000.00	6,000.00	6,000.00	6,000.00
8	1440 Site Acquisition		0.00	0.00	0.00	0.00
9	1450 Site Improvement		270,660.00	248,489.65	248,489.65	248,489.65
10	1460 Dwelling Structures		191,016.00	213,186.35	213,186.35	213,186.35
11	1465.1 Dwelling Equipment—Nonexpendable		0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures		0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment		0.00	0.00	0.00	0.00
14	1485 Demolition		0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration		0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs		0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>		0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA		0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via system of Direct Payment		0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)		0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant: (sum of lines 2 to 19)</b>		<b>740,965.00</b>	<b>740,965.00</b>	<b>740,965.00</b>	<b>740,965.00</b>
21	Amount of line 20 Related to LBP Activities		0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities		205,660.00	183,489.65	183,489.65	183,489.65
23	Amount of line 20 Related to Security – Soft Costs		0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security – Hard Costs		0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures		11,200.00	11,200.00	11,200.00	11,200.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Part I: Summary**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027-50110 Date of CFFP: _____		Replacement Housing Factor Grant No: _____		FFY of Grant: 2010	
Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement <input checked="" type="checkbox"/> Final Performance and Evaluation Report 12/31/2013			
Line	Summary by Development Account	Total Estimated Cost	Revised Cost	Obligated	Total Actual Cost	Expended	
		Original					
		Date		Signature of Public Housing Director		Date	
Signature of Executive Director							

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50110 CFPP (Yes/No): No		Federal FFY of Grant: <b>2010</b>		Status of Work		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost			
				Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406		148,193.00		148,193.00	148,193.00	Completed
	Management Improvement	1408		50,000.00		50,000.00	50,000.00	Completed
	Salaries	1410		74,096.00		74,096.00	74,096.00	Completed
	Audit	1411		1,000.00		1,000.00	1,000.00	Completed
	Consultant Fees and Costs	1430		6,000.00		6,000.00	6,000.00	Completed
AMP 210 - CA027007 - Jackson	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible	1450	68 units	148,660.00	148,660.00 <u>+13,087.00</u> 161,747.00	161,747.00	161,747.00	Completed
AMP 220 - CA027001 - Beaumont	Remove / Replace Playground equipment and base including re-route sprinkler lines	1450		65,000.00		65,000.00	65,000.00	Completed
AMP 220 - CA027008 - Banning	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible	1450	14 units	57,000.00	57,000.00 <u>-35,257.35</u> 21,742.65	21,742.65	21,742.65	Completed
AMP 230 - CA027009, CA027017 - Thermal	Kitchen remodel- cabinets, counters, floors and appliances, excluding tenant provided refrigerator	1460	28 @ 6822	191,016.00	191,016.00 <u>+22,170.35</u> 213,186.35	213,186.35	213,186.35	Completed Part of work moved to CA16 P027-50109
Contingency	Contingency	1502		0.00				

**Part III: Implementation Schedule for Capital Fund Financing Program**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)		Actual	All Funds Expended (Quarter Ending Date)		Actual	Reasons for Revised Target Dates
	Original	Revised		Original	Revised		
Operations	07/14/2012		3/31/2011	07/14/2014	08/15/2012		
Management Improvements	07/14/2012		07/09/2012	07/14/2014	09/26/2012		
Administration	07/14/2012		07/09/2012	07/14/2014	09/26/2012		
Audit	07/14/2012		6/30/2013	07/14/2014	07/08/2013		Grant Over 90% Obligated by 7/9/2012
Fees and Costs	07/14/2012		6/30/2013	07/14/2014	01/28/2013		Grant Over 90% Obligated by 7/9/2012
Site Improvement	07/14/2012		07/09/2012	07/14/2014	01/09/2013		
Dwelling Structures	07/14/2012		07/09/2012	07/14/2014	01/28/2013		

PHA Name: **Grant Type and Number**  
 Housing Authority of the County of Riverside  
 Capital Fund Program No: **CA16 P027 - 50110**  
 Replacement Housing Factor No:

Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

**Part I: Summary**

PHA Name: **Housing Authority of the County of Riverside** Grant Type and Number: **Capital Fund Program Grant No: CA16 P027-50111** Replacement Housing Factor Grant No: \_\_\_\_\_  
 Date of CFFP: \_\_\_\_\_ FFY of Grant: **2011**  
 FFY of Grant Approval: **2011**

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2013	Reserve for Disasters/ Emergencies <input type="checkbox"/>	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
			Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds		0.00	0.00	0.00	0.00
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>		92,000.00	92,000.00	92,000.00	92,000.00
3	1408 Management Improvements		50,000.00	50,000.00	50,000.00	48,704.82
4	1410 Administration (may not exceed 10% of line 20)		61,500.00	61,500.00	61,500.00	61,083.97
5	1411 Audit		1,000.00	1,000.00	0.00	0.00
6	1415 Liquidated Damages		0.00	0.00	0.00	0.00
7	1430 Fees and Costs		4,720.00	4,720.00	4,633.65	4,633.65
8	1440 Site Acquisition		0.00	0.00	0.00	0.00
9	1450 Site Improvement		0.00	0.00	0.00	0.00
10	1460 Dwelling Structures		406,000.00	406,000.00	406,000.00	398,685.00
11	1465.1 Dwelling Equipment—Nonexpendable		0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures		0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment		0.00	0.00	0.00	0.00
14	1485 Demolition		0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration		0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs		0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>		0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA		0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via system of Direct Payment		0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)		0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant: (sum of lines 2 to 19)</b>		<b>615,220.00</b>	<b>615,220.00</b>	<b>614,133.65</b>	<b>605,107.44</b>
21	Amount of line 20 Related to LBP Activities		0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities		0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security – Soft Costs		0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security – Hard Costs		0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures		308,000.00	243,397.00	243,397.00	243,397.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027-50111 Date of CFFP: _____		Replacement Housing Factor Grant No:		FFY of Grant: <u>2011</u>	
Type of Grant		Reserve for Disasters/ Emergencies		Revised Annual Statement		Final Performance and Evaluation Report	
<input type="checkbox"/> Original Annual Statement		<input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2013		<input checked="" type="checkbox"/> Final Performance and Evaluation Report			
<input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2013							
Line	Summary by Development Account	Original	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date		



**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50111 CFFP (Yes/No): No Replacement Housing Factor Grant No:		Federal FFY of Grant: <b>2011</b>		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original Revised	Total Actual Cost Funds Obligated Funds Expended		
	Operations – costs associated with building onsite leasing offices and maintenance shop in accordance with Asset Management- Average Cost of construction from planning to building to furnishing office is between \$75,000 to \$100,000.	1406		92,000.00	92,000.00	92,000.00	Completed
	Management Improvement – Staff salaries for planning, design, implementation and monitoring of the physical improvements for the major activities below and employee benefit contributions. Training – Cost of travel and accommodations of bi-annual maintenance and modernization meetings.	1408		50,000.00	50,000.00	48,704.82	\$1295.18 remains to be expended as of 12/31/13
Salaries	Staff, management including benefits - Staff salaries for planning, design, implementation and monitoring of the management improvements for the construction of the leasing offices and maintenance shops and employee benefit contributions. Staff costs to prepare and send out bid documents, County Counsel Reviews and plan checks by Riverside County Facilities Management divisions, including permit fees and costs.	1410		61,500.00	61,500.00	61,083.97	\$416.03 remains to be expended as of 12/31/13
Audit Cost	Audit for Grant No : CA16 P027 50111	1411		1,000.00			\$1,000.00 remains to be expended as of 12/31/13
Consultant Fees and Costs	Architect and Engineering, Environmental Reviews for the major work described in detail below. Should the Architect and Engineering, Environmental Reviews exceed the estimated costs of \$4,720, excess charges will be drawn from Operations (1406)	1430		4,720.00	4,633.65	4,633.65	\$86.35 remains to be expended as of 12/31/13

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50111 CEFP (Yes/No): No		Federal FFY of Grant: 2011		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Funds Obligated	Funds Expended	
AMP 220: CA16-P027-015 Site 223 Idyllwild SAN JACINTO	Kitchen remodel-cabinets, counters, floors, & appliances (To be completed via Contract)	1460	14 units @ 7000 ea.	Original 98,000.00 Revised 98,000.00 +28,261.00 +36,342.00 162,603.00 -7,315.00 155,288.00	162,603.00 -7,315.00 155,288.00	155,288.00	Completed (\$7,315.00 remained as of 12/31/13, pulled work down for Fort, see below)
AMP 220: CA16-P027-013 Site 221 Fairview LAKE ELSINORE	Air Conditioning replacement-dual-pack (Energy conservation measure) (To be completed via Contract)	1460	16 units @ 7000 ea.	112,000.00 -28,261.00 83,739.00	83,739.00	83,739.00	Completed
AMP 210: CA16-P027-018-1 Site 213 Dracaea MORENO VALLEY	Air conditioning replacement-dual-pack (Energy conservation measure) (To be completed via Contract)	1460	28 units on roof @ 7000 ea.	196,000.00 0.00	0.00	0.00	Move Work to CA16P027- 50112
AMP 210: CA16-P027-016 CA16-P027-020 Site 213 Gloria St. MORENO VALLEY	Air conditioning replacement-dual-pack (Energy conservation measure) (To be completed via Contract)	1460	28 units on roof @ 7000 ea.	196,000.00 -36,342.00 159,658.00	159,658.00	159,658.00	Completed
AMP 210: CA16-P027-019-1 Site 214 Fort Drive, Riv	Kitchen and bathroom remodel-cabinets (including dishwasher cabinet, plumbing etc), lighting energy upgrade, counters, floors and energy star efficient appliances including dishwasher, bath vanity, sink, toilet, faucet	1460	9 @ \$8000 ea=\$72,000	0.00 +\$7,315.00	7,315.00	0.00	Work Moved from 2015 to 2011 and 2013
Contingency	Contingency	1502		0.00			

**Part III: Implementation Schedule for Capital Fund Financing Program**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	08/02/2013		09/30/2011	08/02/2015		11/30/2011	
Management Improvements	08/02/2013			08/02/2015			Grant Over 90% Obligated by 6/30/2013
Administration	08/02/2013		06/30/2013	08/02/2015			Grant Over 90% Obligated by 6/30/2013
Audit	08/02/2013			08/02/2015			Grant Over 90% Obligated by 6/30/2013
Fees and Costs	08/02/2013			08/02/2015			Grant Over 90% Obligated by 6/30/2013
Site Improvement	08/02/2013	n/a		08/02/2015	n/a		No Site Improvement Work for this grant
Dwelling Structures	08/02/2013		06/30/2013	08/02/2015			

PHA Name: **Grant Type and Number**  
 Housing Authority of the County of Riverside  
 Capital Fund Program No: **CA16 P027 - 50111**  
 Replacement Housing Factor No:

Federal FY of Grant:  
**2011**

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

Annual Statement/Performance and Evaluation Report  
 Capital Fund Program, Capital Fund Program Replacement Housing Factor and  
 Capital Fund Financing Program

U.S. Department of Housing and Urban Development  
 Office of Public and Indian Housing  
 OMB No. 2577-0226  
 Expires 4/30/2011

**Part I: Summary**

PHA Name: \_\_\_\_\_  
 Housing Authority of the County of Riverside

Grant Type and Number  
 Capital Fund Program Grant No: CA16 P027-50112  
 Date of CFFP: \_\_\_\_\_

Replacement Housing Factor Grant No: \_\_\_\_\_

FFY of Grant: **2012**  
 FFY of Grant Approval: **2012**

Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2013	Reserve for Disasters/ Emergencies <input type="checkbox"/>	Revised Annual Statement <input checked="" type="checkbox"/>		Final Performance and Evaluation Report <input type="checkbox"/>	
			Total Estimated Cost	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>	Expended
1	Total non-CFP Funds		0.00	0.00		
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>		110,084.00	110,084.00	110,084.00	110,084.00
3	1408 Management Improvements		50,000.00	50,000.00	390.00	390.00
4	1410 Administration (may not exceed 10% of line 20)		56,675.00	56,675.00	49,000.00	48,730.37
5	1411 Audit		1,000.00	1,000.00	0.00	0.00
6	1415 Liquidated Damages		0.00	0.00	0.00	0.00
7	1430 Fees and Costs		4,000.00	4,000.00	0.00	0.00
8	1440 Site Acquisition		0.00	0.00	0.00	0.00
9	1450 Site Improvement		107,000.00	0.00	0.00	0.00
10	1460 Dwelling Structures		238,000.00	345,000.00	155,443.64	155,443.64
11	1465.1 Dwelling Equipment—Nonexpendable		0.00	0.00	0.00	0.00
12	1470 Non-dwelling Structures		0.00	0.00	0.00	0.00
13	1475 Non-dwelling Equipment		0.00	0.00	0.00	0.00
14	1485 Demolition		0.00	0.00	0.00	0.00
15	1492 Moving to Work Demonstration		0.00	0.00	0.00	0.00
16	1495.1 Relocation Costs		0.00	0.00	0.00	0.00
17	1499 Development Activities <sup>4</sup>		0.00	0.00	0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA		0.00	0.00	0.00	0.00
18b	9000 Collateralization or Debt Service paid Via system of Direct Payment		0.00	0.00	0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)		0.00	0.00	0.00	0.00
20	<b>Amount of Annual Grant: (sum of lines 2 to 19)</b>		566,759.00	566,759.00	314,917.64	314,648.01
21	Amount of line 20 Related to LBP Activities		0.00	0.00	0.00	0.00
22	Amount of line 20 Related to Section 504 Activities		0.00	0.00	0.00	0.00
23	Amount of line 20 Related to Security – Soft Costs		0.00	0.00	0.00	0.00
24	Amount of line 20 Related to Security – Hard Costs		0.00	0.00	0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures		\$238,000.00	\$345,000.00		

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Part I: Summary**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027-50112 Date of CFFP: _____		Replacement Housing Factor Grant No: _____		FFY of Grant: 2012	
Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2013		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input checked="" type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report			
Line	Summary by Development Account	Original	Total Estimated Cost	Revised <sup>2</sup>	Obligated	Total Actual Cost <sup>1</sup>	Expended
Signature of Executive Director		Date	Signature of Public Housing Director		Date		

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50112 CFFP (Yes/No): No Replacement Housing Factor Grant No:		Federal FFY of Grant: <b>2012</b>		Total Actual Cost		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original	Revised	Funds Obligated	Funds Expended	
	Operations – costs associated with building onsite leasing offices and maintenance shop in accordance with Asset Management- Average. Cost of construction from planning to building to furnishing office is between \$75,000 to \$100,000.	1406		110,084.00	110,084.00	110,084.00	110,084.00	
	Management Improvement – Staff salaries for planning, design, implementation and monitoring of the physical improvements for the major activities below and employee benefit contributions. Training – Cost of travel and accommodations of bi-annual maintenance and modernization meetings.	1408		50,000.00	50,000.00	390.00	390.00	
Salaries	Staff, management including benefits - Staff salaries for planning, design, implementation and monitoring of the management improvements for the construction of the leasing offices and maintenance shops and employee benefit contributions. Staff costs to prepare and send out bid documents, County Counsel Reviews and plan checks by Riverside County Facilities Management divisions, including permit fees and costs.	1410		56,675.00	56,675.00	49,000.00	48,730.37	
	Audit for Grant No : CA16 P027 50112	1411		1,000.00	1,000.00	0.00	0.00	
Consultant Fees and Costs	Architect and Engineering, Environmental Reviews for the major work described in detail below. Should the Architect and Engineering, Environmental Reviews exceed the estimated costs of \$4,000, excess charges will be drawn from Operations (1406)	1430		4,000.00	4,000.00	0.00	0.00	

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50112 CFPP (Yes/No): No		Federal FFY of Grant: <b>2012</b>		Status of Work		
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost			
				Original	Revised	Funds Obligated	Funds Expended	
AMP 210: CA16-P027-018-1 Site 213 Dracaea MORENO VALLEY	Air conditioning replacement-dual-pack (Energy conservation measure) (To be completed via Contract)	1460	28 units @ \$7,000	\$196,000	\$196,000.00 -28,000.00 -12,556.36 155,443.64	\$155,443.64	155,443.64	
AMP 210: CA16-P027-016 CA16-P027-020 Site 213 Gloria Moreno Valley	Air conditioning replacement-dual-pack (Energy conservation measure) (To be completed via Contract)	1460	6 units @ \$7,000	\$42,000	\$42,000.00 -\$42,000.00 \$0.00	0	0	Enough funds available in 50111 to cover this work
AMP 210: CA16-P027-018 Site 213 Dracaea, MV	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	5 buildings; 28 units	0.00	+28,000.00	0	0	Moved from Rev 9 2014 (Bd approval 2/2014)
AMP 210: CA16-P027-006/012 Site 211 34 <sup>th</sup> St. Riv	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	5 buildings; 29 units @ 1000	0.00	+12,556.36 +12,316.00 +24,872.36			Moved from Rev 9 2016; (Bd approval 2/2014)bal from 1406
AMP 220: CA16-P027-011/014 Site 221 Broadway Lake Elsinore	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible (To be completed via Contract)	1450	28 units	\$68,000	\$68,000.00 -\$68,000.00 \$0.00			Moved to 2015
AMP 220: CA16-P027-013 Site 221 Fairview Lake Elsinore	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible (To be completed via Contract)	1450	16 units	\$39,000	\$39,000.00 -\$39,000.00 \$0.00			Move to 2015
AMP 220: CA16-P027-011/014 Site 221 Broadway Lake Elsinore	Air conditioning replacement-dual-pack (Energy conservation measure) (To be completed via Contract)	1460	28 units	\$0.00	+\$42,000.00 +\$68,000.00 +\$39,000.00 \$149,000.00			Moved forward from YR 3 FFY Grant 2015

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50112 CFPP (Yes/No): No			Federal FY of Grant: 2012	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
Contingency	Contingency	1502		0.00		
				<u>-12,316.00</u> \$136,684.00		



**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: **Grant Type and Number**  
 Housing Authority of the County of Riverside  
 Capital Fund Program No. **CA16 P027 - 50112**  
 Replacement Housing Factor No.

Federal FY of Grant:  
**2012**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	03/11/2014			03/11/2016			
Management Improvements	03/11/2014			03/11/2016			
Administration	03/11/2014			03/11/2016			
Audit	03/11/2014			03/11/2016			
Fees and Costs	03/11/2014			03/11/2016			
Site Improvement	03/11/2014			03/11/2016			
Dwelling Structures	03/11/2014			03/11/2016			

Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

**Part I: Summary**

PHA Name: Housing Authority of the County of Riverside	Grant Type and Number Capital Fund Program Grant No: CA16 P027-50113 Date of CFFP: _____	Replacement Housing Factor Grant No: FFY of Grant Approval: 2013 2013
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Line	Type of Grant <input type="checkbox"/> Original Annual Statement <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 12/31/2013	Reserve for Disasters/ Emergencies <input type="checkbox"/>	Revised Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report		Total Actual Cost <sup>1</sup>	
			Total Estimated Cost	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds		0.00			
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>		101,279.00		0.00	0.00
3	1408 Management Improvements		50,000.00		0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)		50,639.00		0.00	0.00
5	1411 Audit		1,000.00		0.00	0.00
6	1415 Liquidated Damages		0.00		0.00	0.00
7	1430 Fees and Costs		4,000.00		0.00	0.00
8	1440 Site Acquisition		0.00		0.00	0.00
9	1450 Site Improvement		14,480.00		0.00	0.00
10	1460 Dwelling Structures		285,000.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable		0.00		0.00	0.00
12	1470 Non-dwelling Structures		0.00		0.00	0.00
13	1475 Non-dwelling Equipment		0.00		0.00	0.00
14	1485 Demolition		0.00		0.00	0.00
15	1492 Moving to Work Demonstration		0.00		0.00	0.00
16	1495.1 Relocation Costs		0.00		0.00	0.00
17	1499 Development Activities <sup>4</sup>		0.00		0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA		0.00		0.00	0.00
18b	9000 Collateralization or Debt Service paid Via system of Direct Payment		0.00		0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)		0.00		0.00	0.00
20	<b>Amount of Annual Grant: (sum of lines 2 to 19)</b>		<b>506,398.00</b>		<b>0.00</b>	<b>0.00</b>
21	Amount of line 20 Related to LBP Activities		0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Activities		0.00		0.00	0.00
23	Amount of line 20 Related to Security – Soft Costs		0.00		0.00	0.00
24	Amount of line 20 Related to Security – Hard Costs		0.00		0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures		\$299,480.00		0.00	0.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Part I: Summary**

PHA Name: Housing Authority of the County of Riverside	Grant Type and Number Capital Fund Program Grant No: CA16 P027-50113 Date of CFFP: _____	Replacement Housing Factor Grant No:	FFY of Grant: 2013 FFY of Grant Approval: 2013
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Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending: _____ <input type="checkbox"/> Reserve for Disasters/ Emergencies <input type="checkbox"/> Summary by Development Account	<input type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report Total Estimated Cost Original _____ Revised <sup>2</sup> _____ Date _____ Signature of Public Housing Director _____
Signature of Executive Director _____	

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50113 CFFP (Yes/No): No Replacement Housing Factor Grant No:			Federal FFY of Grant: <b>2013</b>		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost Original	Revised	Funds Obligated	Funds Expended	
	Operations	1406		101,279.00				
	Management Improvement – Staff salaries for planning, design, implementation and monitoring of the physical improvements for the major activities below and employee benefit contributions. Training – Cost of travel and accommodations of bi-annual maintenance and modernization meetings.	1408		50,000.00				
Salaries	Staff, management including benefits - Staff salaries for planning, design, implementation and monitoring of the management improvements for the construction of the leasing offices and maintenance shops and employee benefit contributions. Staff costs to prepare and send out bid documents, County Counsel Reviews and plan checks by Riverside County Facilities Management divisions, including permit fees and costs.	1410		50,639.00				
	Audit for Grant No : CA16 P027 50113	1411		1,000.00				
Consultant Fees and Costs	Architect and Engineering, Environmental Reviews for the major work described in detail below. Should the Architect and Engineering, Environmental Reviews exceed the estimated costs of \$4,000, excess charges will be drawn from Operations (1406)	1430		4,000.00				

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 50113 CFFP (Yes/No): No Replacement Housing Factor Grant No:		Federal FY of Grant: <b>2013</b>		Total Actual Cost		Status of Work
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Original	Revised	Funds Obligated	Funds Expended	
AMP 210: CA16-P027-006/012 Site 211 34 <sup>th</sup> St Riverside	Parking Lighting Pole removal, replacement and conversion to Solar (solarheads); poles, light assemblies, fixtures, etc. (Energy conservation measure) (To be completed via Contract)	1450	10 @1,448	\$14,480.00	\$14,480.00			Moved from 2016
AMP 210: CA16-P027-006/012 Site 211 34 <sup>th</sup> St, Riv	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	5 buildings; 29 units	\$30,000.00 -30,000.00 0.00	0.00			Moved from 2016 to 2013 to 2012
AMP 210: CA16-P027-019-1 Site 214 Fort Drive, Riv	Kitchen and bathroom remodel-cabinets (including dishwasher cabinet, plumbing etc), lighting energy upgrade, counters, floors and energy star efficient appliances including dishwasher, bath vanity, sink, toilet faucet	1460	9 @ \$8000 ea.=72,000	0.00	+\$58,000.00			Moved from 2015 to 2011 and 2013(bal from 1406)
AMP 210: CA16-P027-007 Site 212 Jackson, Riv	Install Main Water Valve to Ball Valve (Energy conservation measure) (To be completed via Contract)	1460	68 units @ \$500 ea.	\$34,000.00	\$34,000.00			Moved from 2015
AMP 210: CA16-P027-016 CA16-P027-020 Site 213 Gloria, MV	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	32 units	\$32,000.00	\$32,000.00			Moved from 2016
AMP 210: CA16-P027-018 Site 213 Dracaea, MV	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	5 buildings; 28 units	\$28,000.00 -28,000.00 0.00	0.00			Moved from 2014 to 2013 to 2012
AMP 220: CA16-P027-011/014 Site 221 Broadway Lake Elsinore	Water main valve and pressure regulator replacement (Energy conservation measure) (To be completed via Contract)	1460	28 units @ \$500 ea.	\$14,000.00	\$14,000.00			Moved from 2014
AMP 220: CA16-P027-015 Site 223 Idyllwild San Jacinto	Air conditioning replacement to dual-pack from swamp coolers, (including attic insulation) (Energy conservation measure) (To be completed via Contract)	1460	14 units	\$98,000.00	\$98,000.00			Moved from 2017
AMP 220: CA16-P027-008 Site 225 Banning	Water heater replacement (to on-demand type) (Energy conservation measure) (To be completed via Contract)	1460	14 units @ \$2500 ea.	\$49,000.00	\$49,000.00			Moved from 2015
Contingency	Contingency	1502		0.00				

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: **Grant Type and Number**  
 Housing Authority of the County of Riverside  
 Capital Fund Program No: **CA16 P027 - 50113**  
 Replacement Housing Factor No:

Federal FFY of Grant:  
**2013**

Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
Operations	09/08/2015			09/08/2017			
Management Improvements	09/08/2015			09/08/2017			
Administration	09/08/2015			09/08/2017			
Audit	09/08/2015			09/08/2017			
Fees and Costs	09/08/2015			09/08/2017			
Site Improvement	09/08/2015			09/08/2017			
Dwelling Structures	09/08/2015			09/08/2017			

<sup>1</sup> Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

**Part I: Summary**

PHA Name: **Housing Authority of the County of Riverside**

Grant Type and Number  
 Capital Fund Program Grant No: **CA16 P027-50114**  
 Date of CFFP: \_\_\_\_\_

Replacement Housing Factor Grant No: \_\_\_\_\_

FFY of Grant: **2014**  
 FFY of Grant Approval: **2014**

Line	Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:	Reserve for Disasters/ Emergencies <input type="checkbox"/>	Revised Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report	Total Estimated Cost		Total Actual Cost <sup>1</sup>	
				Original	Revised <sup>2</sup>	Obligated	Expended
1	Total non-CFP Funds			0.00			
2	1406 Operations (may not exceed 20% of line 20) <sup>3</sup>			144,000.00		0.00	0.00
3	1408 Management Improvements			50,000.00		0.00	0.00
4	1410 Administration (may not exceed 10% of line 20)			72,000.00		0.00	0.00
5	1411 Audit			1,000.00		0.00	0.00
6	1415 Liquidated Damages			0.00		0.00	0.00
7	1430 Fees and Costs			44,000.00		0.00	0.00
8	1440 Site Acquisition			0.00		0.00	0.00
9	1450 Site Improvement			0.00		0.00	0.00
10	1460 Dwelling Structures			410,000.00		0.00	0.00
11	1465.1 Dwelling Equipment—Nonexpendable			0.00		0.00	0.00
12	1470 Non-dwelling Structures			0.00		0.00	0.00
13	1475 Non-dwelling Equipment			0.00		0.00	0.00
14	1485 Demolition			0.00		0.00	0.00
15	1492 Moving to Work Demonstration			0.00		0.00	0.00
16	1495.1 Relocation Costs			0.00		0.00	0.00
17	1499 Development Activities <sup>4</sup>			0.00		0.00	0.00
18a	1501 Collateralization or Debt Service paid by the PHA			0.00		0.00	0.00
18b	9000 Collateralization or Debt Service paid Via system of Direct Payment			0.00		0.00	0.00
19	1502 Contingency (may not exceed 8% of line 20)			0.00		0.00	0.00
20	<b>Amount of Annual Grant: (sum of lines 2 to 19)</b>			<b>721,000.00</b>		<b>0.00</b>	<b>0.00</b>
21	Amount of line 20 Related to LBP Activities			0.00		0.00	0.00
22	Amount of line 20 Related to Section 504 Activities			0.00		0.00	0.00
23	Amount of line 20 Related to Security – Soft Costs			0.00		0.00	0.00
24	Amount of line 20 Related to Security – Hard Costs			0.00		0.00	0.00
25	Amount of line 20 Related to Energy Conservation Measures			176,000.00		0.00	0.00

<sup>1</sup> To be completed for the Performance and Evaluation Report.  
<sup>2</sup> To be completed for the Performance and Evaluation Report or a Revised Annual Statement.  
<sup>3</sup> PHAs with under 250 units in management may use 100% of CFP grants for operations.  
<sup>4</sup> RHF funds shall be included here.

**Part I: Summary**

PHA Name:  
 Housing Authority of the County of Riverside

Grant Type and Number  
 Capital Fund Program Grant No. CA16 P027-50114  
 Date of CFFP:

Replacement Housing Factor Grant No.:

FFY of Grant: 2014  
 FFY of Grant Approval: 2014

Type of Grant <input checked="" type="checkbox"/> Original Annual Statement <input type="checkbox"/> Performance and Evaluation Report for Period Ending:		<input type="checkbox"/> Reserve for Disasters/ Emergencies		<input type="checkbox"/> Revised Annual Statement <input type="checkbox"/> Final Performance and Evaluation Report	
Line	Summary by Development Account	Original	Total Estimated Cost	Revised <sup>2</sup>	Total Actual Cost <sup>1</sup>
	Signature of Executive Director	Date	Signature of Public Housing Director	Date	Expended



**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 5014 CEFP (Yes/No): No		Federal FFY of Grant: <b>2014</b>		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Total Actual Cost		
				Original	Revised	Funds Obligated	Funds Expended
Operations	Management Improvement – Staff salaries for planning, design, implementation and monitoring of the physical improvements for the major activities below and employee benefit contributions. Training – Cost of travel and accommodations of bi-annual maintenance and modernization meetings; Computer/technology needs/improvements	1406		144,000.00			
Salaries	Staff, management including benefits - Staff salaries for planning, design, implementation and monitoring of the management improvements for the construction of the leasing offices and maintenance shops and employee benefit contributions. Staff costs to prepare and send out bid documents, County Counsel Reviews and plan checks by Riverside County Facilities Management divisions, including permit fees and costs.	1410		72,000.00			
Consultant Fees and Costs	Audit for Grant No : CA16 P027 50114 Architect and Engineering, Environmental Reviews for the major work described in detail below. Should the Architect and Engineering, Environmental Reviews exceed the estimated costs of \$4,000, excess charges will be drawn from Operations (1406); Green Physical Needs Assessment (GPNA)	1411		1,000.00			
		1430		44,000.00			

**Part II: Supporting Pages**

PHA Name: Housing Authority of the County of Riverside		Grant Type and Number Capital Fund Program Grant No: CA16 P027 5014 CFFP (Yes/No): No		Federal FY of Grant: <b>2014</b>		Status of Work	
Development Number Name/PHA-Wide Activities	General Description of Major Work Categories	Development Account No.	Quantity	Total Estimated Cost	Funds Obligated	Funds Expended	Status of Work
AMP 220: CA16-P027-011/014 Site 221 Broadway Lake Elsinore	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	28 units	\$28,000			
AMP 220: CA16-P027-013 Site 221 Fairview Lake Elsinore	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	16 units	\$16,000			
AMP 220: CA16-P027-001 Site 224 Beaumont	HVAC replacement to dual-pack from swamp coolers, (including attic insulation) (Energy conservation measure) (To be completed via Contract)	1460	12 units	\$84,000			
AMP 220: CA16-P027-001 Site 224 Beaumont	Hot water heaters replacement to on-demand (Energy conservation measure) (To be completed via Contract)	1460	12 units @ \$2500 ea	\$30,000			
AMP 220: CA16-P027-001 Site 224 Beaumont	Attic Insulation (Energy conservation measure) (To be completed via Contract)	1460	12 units	\$18,000			
AMP 220: CA16-P027-001 Site 224 Beaumont	Structural Enhancements: Roof redesign, front porch additions/ remove and replace doors/windows	1460	7 bldgs./ 12 units	\$154,000			
AMP 220: CA16-P027-001 Site 224 Beaumont	Maintenance Shop including demo of existing garage structure & build 20x30 metal building (any excess funds required will be from 1406)	1460	1	\$80,000			
Contingency	Contingency	1502		0.00			

**Part III: Implementation Schedule for Capital Fund Financing Program**

PHA Name: Housing Authority of the County of Riverside	Grant Type and Number Capital Fund Program No: CA16 P027 - 50114 Replacement Housing Factor No:		Federal FFY of Grant: 2014		Reasons for Revised Target Dates	
	All Fund Obligated (Quarter Ending Date)		All Funds Expended (Quarter Ending Date)			
Development Number Name/HA-Wide Activities	Original	Revised	Actual	Original	Revised	Actual
Operations						
Management Improvements						
Administration						
Audit						
Fees and Costs						
Site Improvement						
Dwelling Structures						

Obligation and expenditure end dates can only be revised with HUD approval pursuant to Section 9j of the U.S. Housing Act of 1937, as amended

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**Part I: Summary**

PHA Name/Number Housing Authority of the County of Riverside/C027		Locality (City/County and State) <b>Riverside/Riverside County, California</b>			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 10	
A.	Development Number and Name	Work Statement for Year 1 FFY Grant 2014	Work Statement for Year 2 FFY Grant: 2015	Work Statement for Year 3 FFY Grant: 2016	Work Statement for Year 4 FFY Grant: 2017	Work Statement for Year 5 FFY Grant: 2018
210	Site 211 34 <sup>th</sup> Street CA16-P027-006/012 Riverside		\$273,000	\$217,500	\$74,000	\$99,000
	Site 212 Jackson CA16-P027-007 Riverside		\$557,600	\$68,000	\$170,000	\$747,600
	Site 213 Gloria CA16-P027-016 CA16- P027-020 Moreno Valley		\$150,000	\$398,000	\$82,000	\$116,000
	Site 213 Dracaea CA16-P027-018-1 Moreno Valley		\$70,000	\$60,000	\$292,000	\$103,000
	Site 214 Fort Drive CA16-P027-019-1 Riverside		NO WORK	\$29,500	\$52,000	\$51,400
	Site 214 - Sherman CA16-P027-019-2 Moreno Valley		\$114,000	\$4,800	\$16,000	\$2,400
	Site 214 Highland CA16-P027-022 Riverside		\$57,000	\$28,000	\$10,000	\$2,400
	<b>AMP 210 SUBTOTAL</b>		<b>\$1,221,600</b>	<b>\$1,405,800</b>	<b>\$696,000</b>	<b>\$1,112,800</b>

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PHA Name/Number Housing Authority of the County of Riverside/C027		Locality (City/County and State) Riverside/Riverside County, California			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 10	
A.	Development Number and Name	Work Statement for Year 1 FFY Grant 2014	Work Statement for Year 2 FFY Grant: 2015	Work Statement for Year 3 FFY Grant: 2016	Work Statement for Year 4 FFY Grant: 2017	Work Statement for Year 5 FFY Grant: 2018
	AMP 220 Site 221 Broadway CA16-P027-011/014 Lake Elsinore		\$82,000	\$196,000	\$196,000	\$194,000
	Site 221 Fairview CA16-P027-013 Lake Elsinore		\$39,000	\$84,000	\$40,000	\$12,000
	Site 222 Midway CA16-P027-021 Perris		\$280,000	\$97,000	\$35,000	\$48,000
	Site 223 Idyllwild CA16-P027-015 San Jacinto		\$16,800	\$146,000	\$84,000	\$115,600
	Site 224 5 <sup>th</sup> & Maple CA16-P027-001 Beaumont		NO WORK	NO WORK	NO WORK	\$17,800
	Site 225 – Williams CA16-P027-008 Banning		\$126,000	\$115,000	\$51,800	\$92,800
	<b>AMP 220 SUBTOTAL</b>		<b>\$508,700</b>	<b>\$638,000</b>	<b>\$406,800</b>	<b>\$432,200</b>

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PHA Name/Number Housing Authority of the County of Riverside/C027		Locality (City/County and State) <b>Riverside/Riverside</b>			<input type="checkbox"/> Original 5-Year Plan <input checked="" type="checkbox"/> Revision No: 10	
A.	Development Number and Name	Work Statement for Year 1 FFY Grant 2014	Work Statement for Year 2 FFY Grant: 2015	Work Statement for Year 3 FFY Grant: 2016	Work Statement for Year 4 FFY Grant: 2017	Work Statement for Year 5 FFY Grant: 2018
	AMP 230 Site 231 Don English CA16-P027-018-2 Desert Hot Springs		\$102,000	\$252,000	\$294,000	\$203,875
	Site 232 - Corregidor CA16-P027-010 Cathedral City		\$144,000	\$144,000	\$57,000	\$65,800
	Site 233 Aladdin CA16-P027-041 Indio		\$49,000	NO WORK	\$200,000	\$94,500
	Site 234 Polk & Church CA16-P027-009/017/031 Thermal		\$478,500	\$532,000	\$240,000	\$112,710
	Site 235 Seventh St. CA16-P027-027 Mecca		\$40,000	\$142,000	NO WORK	\$114,900
	<b>AMP 230 SUBTOTAL</b>		<b>\$813,500</b>	<b>\$1,070,000</b>	<b>\$791,000</b>	<b>\$591,785</b>
	<b>TOTAL WORK FOR AMPS</b>		<b>\$2,543,800</b>	<b>\$3,113,800</b>	<b>\$1,893,800</b>	<b>\$2,145,785</b>
G	Operations		\$155,000	\$155,000	\$155,000	\$155,000
	Management Improvements		\$50,000	\$50,000	\$50,000	\$50,000
	Administration		\$75,000	\$75,000	\$75,000	\$75,000
	Consultant Fees		\$0	\$25,000	\$0	\$0
	Total CFP Funds (Est.)		\$2,823,800	\$3,418,800	\$2,173,800	\$2,425,785
	Total Replacement Housing Factor Funds		0	0	0	0

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Part II: Supporting Pages—Work Activities

Activities for Year 1 (2014)	Activities for Year 2 FFY Grant: 2015 PHA FY:	Activities for Year 3 FFY Grant: 2016 PHA FY:			
See Annual Statement	Quantity	Estimated Cost	Quantity	Estimated Cost	
AMP 210: CA16-P027-006/012 Site 211, 34 <sup>th</sup> Street RIVERSIDE	29 units @ \$7000 ea.	\$203,000	AMP 210: CA16-P027-006/012 Site 211, 34 <sup>th</sup> Street RIVERSIDE	29 units @ \$2500 ea.	\$72,500
Kitchen and bathroom remodel- cabinets, counters, floors, & appliances			Water heater replacement		
Walkway ADA Compliance (REAC Deficiency) – Convert/Improve needed thresholds/step downs/walkways to handicapped accessible		\$70,000	Carpet & Ceramic Floors	29 units @ \$5000 ea	\$145,000
AMP 210: CA16-P027-007 Site 212 Jackson RIVERSIDE	68 units @ \$1200 ea	\$81,600	AMP 210: CA16-P027-007 Site 212 Jackson RIVERSIDE	68 units @ \$1,000 each	\$68,000
Carpet			Attic Insulation		
A/C replacement	68 units x \$7000 ea	\$476,000	AMP 210: CA16-P027-016/020 Site 213 Gloria St. MORENO VALLEY		
AMP 210: CA16-P027-016/020 Site 213 Gloria St. MORENO VALLEY			Kitchen and bathroom remodel- cabinet, counters, floors & appliances	34 units @ \$7000 ea.	\$228,000
Convert part of existing maintenance garage to Manager's unit		\$150,000	Carpet & Ceramic Floors	34 units @ \$5000 each	\$170,000
AMP 210: CA16-P027-018-1 Site 213 Dracaea MORENO VALLEY			AMP 210: CA16-P027-018-1 Site 213 Dracaea MORENO VALLEY		
Hot water heaters replacement to on-demand	28 @ 2,500	70,000	Stucco, color-coat and paint trim	5 bldgs, 28 units	\$60,000
AMP 210: CA16-P027-019-1 Site 214 Fort Drive RIVERSIDE			AMP 210: CA16-P027-019-1 Site 214 Fort Drive RIVERSIDE	9 @ 2,500	22,500
NO WORK			Hot water heaters replacement to on-demand		
			Attic Insulation	7 units @ 1,000	\$7,000





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	(REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible (To be completed via Contract)						
	AMP 220: CA16-P027-021 Site 222 Midway PERRIS Kitchen & bathroom remodel remove and replace	40 units @ \$7K ea.	\$280,000	AMP 220: CA16-P027-021 Site 222 Midway PERRIS Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible		\$97,000	
	AMP 220: CA16-P027-015 Site 223 Idyllwild SAN JACINTO Carpet	14 units @ 1200	\$16,800	AMP 220: CA16-P027-015 Site 223 Idyllwild SAN JACINTO Kitchen and bathroom Remodel – cabinets, counters, floors and appliances	14 units @ \$8000 ea.	\$112,000	\$34,000
	AMP 220: CA16-P027-001 Site 224, 5 <sup>th</sup> & Maple BEAUMONT NO WORK		\$0	AMP 220: CA16-P027-001 Site 224, 5 <sup>th</sup> & Maple BEAUMONT NO WORK		\$0	\$0

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	<b>AMP 220: CA16-P027-008</b> Site 225 – Williams BANNING	14 units @ \$9000 ea.	\$126,000	<b>AMP 220: CA16-P027-008</b> Site 225 – Williams BANNING	700 Linear Ft = \$84,000	\$115,000
	<b>AMP 230: CA16-P027-018-2</b> Site 231 Don English DESERT HOT SPRINGS		\$102,000	<b>AMP 230: CA16-P027-018-2</b> Site 231 Don English DESERT HOT SPRINGS	42 Units @ 5000	\$210,000
	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible			Carpet and Ceramic Flooring		
				Attic Insulation	42 Units @1000	\$42,000
	<b>AMP 230: CA16-P027-010</b> Site 232 - Corregidor CATHEDRAL CITY		\$34,000	<b>AMP 230: CA16-P027-010</b> Site 232 – Corregidor CATHEDRAL CITY	5 bldgs	\$60,000
	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible			Roof replacement		
	Build Maintenance Shop	30x30 metal building or conventional materials	\$110,000	Attic Insulation	14 units @ 1000 ea	\$14,000
	<b>AMP 230: CA16-P027-041</b> Site 233 Aladdin INDIO			Carpet & Ceramic Flooring	14 units @ 5000 ea	\$70,000
	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible		\$49,000	<b>AMP 230: CA16-P027-041</b> Site 233 Aladdin INDIO		\$0
				NO WORK		

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<p><b>AMP 230: CA16-P027-009/017/031</b>                  Site 234 Polk &amp; Church                  THERMAL</p>	<p>53 Units @ 1000 ea</p>	<p>\$53,000</p>	<p><b>AMP 230: CA16-P027-009/017/031</b>                  Site 234 Polk &amp; Church                  THERMAL</p>	<p>Carpets</p>	<p>4 for T1 x 12=48                  8 for T2 x 12=96                  Total: 144@ \$1000</p>	<p>\$144,000</p>
<p>Attic Insulation</p>	<p>53 @ 3500 ea</p>	<p>\$185,500</p>	<p>Sewer Pump Improvements</p>	<p>T2</p>	<p>\$50,000</p>	<p>\$170,000</p>
<p>Retrofit windows                  Basketball court and Barbecue areas (to minimize green belt areas)</p>	<p>Thermal II Playground</p>	<p>\$120,000</p>	<p>Color Coat &amp; Paint</p>	<p>T2</p>	<p>\$170,000</p>	<p>\$168,000</p>
<p>Thermal I back patio enhancements – covers and privacy walls</p>	<p>H/C bathroom remodel</p>	<p>\$80,000</p>	<p>40 Units @ 1000 ea</p>	<p>5 units @ 8,000</p>	<p>\$40,000</p>	<p>\$40,000</p>
<p><b>AMP 230: CA16-P027-027</b>                  Site 235 Seventh St.                  MECCA</p>	<p>Attic Insulation</p>	<p>\$40,000</p>	<p><b>AMP 230: CA16-P027-027</b>                  Site 235 Seventh St.                  MECCA</p>	<p>Replace doors and Frames (fiberglass doors/timely frames)</p>	<p>40 Units (142 doors) @1000 ea</p>	<p>\$142,000</p>

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**Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year: 4 FFY Grant: 2017 PHA FY:	Activities for Year: 5 FFY Grant: 2018 PHA FY:					
See	Quantity	Estimated Cost	Quantity	Estimated Cost			
Annual Statement	AMP 210: CA16-P027-006/012 Site 211, 34 <sup>th</sup> Street RIVERSIDE	29 units @ \$1000	\$29,000	AMP 210: CA16-P027-006/012 Site 211, 34 <sup>th</sup> Street RIVERSIDE	Ornamental Fencing	1 unit	\$75,000
	Entrance Doors Remove & Replace door jambs to fiberglass/timely frames		\$45,000		Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	20 poles: includes materials, labor, etc	\$24,000
	Remove and replace irrigation						
	AMP 210: CA16-P027-007 Site 212 Jackson RIVERSIDE	68 units @ \$2500 each	\$170,000	AMP 210: CA16-P027-007 Site 212 Jackson RIVERSIDE	Kitchen and Bathroom remodel (cabinets, counters, floors and appliances)	68 units @ \$7000 each	\$476,000
	Retrofit Windows				Ceramic Floor	68 units @ \$3500 each	\$238,000
					Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	28 poles: includes materials, labor, boom rental, etc	\$33,600
	AMP 210: CA16-P027-016/020 Site 213 Gloria St. MORENO VALLEY		\$82,000	AMP 210: CA16-P027-016/020 Site 213 Gloria St. MORENO VALLEY	*Hot water heater & closet enclosures, older section	11 buildings—20 units	\$70,000
	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible				Retrofit Windows	20 units @ \$2000 each	\$40,000
					Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where	5 poles: includes materials, labor, boom rental, etc	\$6,000



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	AMP 210: CA16-P027-022 Site 214 Highland RIVERSIDE				AMP 210: CA16-P027-022 Site 214 Highland RIVERSIDE			
	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible			\$10,000	Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	2 poles: includes materials, labor, etc		\$2,400
	AMP 220: CA16-P027-011/014 Site 221 Broadway LAKE ELSSINORE				AMP 220: CA16-P027-011/014 Site 221 Broadway LAKE ELSSINORE			
	Kitchen and bathroom remodel (cabinets, counters, floors and appliances)	28 @ \$7000		\$196,000	Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	10 poles: includes materials, labor, etc		\$12,000
					Hot water heaters replacement to on-demand (energy efficiency measure)	28 @ 2,500 ea		\$70,000
					Door Replacement	28 units x 4 doors ea = 112 doors @1,000		\$112,000
	AMP 220: CA16-P027-013 Site 221 Fairview LAKE ELSSINORE				AMP 220: CA16-P027-013 Site 221 Fairview LAKE ELSSINORE			
	Hot water heaters replacement to on-demand (energy efficiency measure)	16 @ 2,500 ea		\$40,000	Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	10 poles: includes materials, labor, etc		\$12,000
	Replace Exterior Doors	16 units x 4 doors per unit =64 doors @ \$1,000 ea		\$64,000				
	AMP 220: CA16-P027-021 Site 222 Midway PERRIS				AMP 220: CA16-P027-021 Site 222 Midway PERRIS			
	Color coat stucco damaged areas	10 bldgs		\$35,000	CARPET	40 units @ \$1200 ea		\$48,000
	AMP 220: CA16-P027-015 Site 223 Idyllwild SAN JACINTO				AMP 220: CA16-P027-015 Site 223 Idyllwild SAN JACINTO			
	Retrofit Windows	14 Units @ 3,500 ea		\$49,000	Cooler remove and replace with HVAC	14 units @ \$7000 ea		\$98,000

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	Hot water heaters replacement to on-demand	14 @ \$2500	\$35,000	Attic Insulation (Energy Efficiency Measure) (To be completed via Contract)	14 Units @ 1,000 ea	\$14,000
				Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	3 poles: includes materials, labor, etc	\$3,600
	<b>AMP 220: CA16-P027-001</b> Site 224, 5 <sup>th</sup> & Maple BEAUMONT NO WORK		\$0	<b>AMP 220: CA16-P027-001</b> Site 224, 5 <sup>th</sup> & Maple BEAUMONT Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	9 poles: includes materials, labor, etc	\$17,800
	<b>AMP 220: CA16-P027-008</b> Site 225 – Williams BANNING	14 units @1200	\$16,800	<b>AMP 220: CA16-P027-008</b> Site 225 – Williams BANNING Playground	1 unit	\$45,000
	Carpet	14 units @ 2,500	\$35,000	Front approach at gate replacement	1 unit	\$30,000
	Retrofit Windows			Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	9 poles: includes materials, labor, etc	\$17,800
	<b>AMP 230: CA16-P027-018-2</b> Site 231 Don English <b>DESERT HOT SPRINGS</b>	42 units @ \$7000	\$294,000	<b>AMP 230: CA16-P027-018-2</b> Site 231 Don English <b>DESERT HOT SPRINGS</b> Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	24 poles: includes materials, labor, etc	\$56,875
	Kitchen and bathroom remodel (cabinets, counters, floors and appliances)			Retrofit Windows	42 units @ 3500 ea	\$147,000
	<b>AMP 230: CA16-P027-010</b> Site 232 - Corrigan CATHEDRAL CITY			<b>AMP 230: 232 - Corrigan</b> <b>CA16-P027-010</b> Site <b>CATHEDRAL CITY</b>	14 units @ \$1200	\$16,800
	Playground w/cover	1 unit	\$57,000	Carpet	14 units @ 3500 ea	\$49,000
				Retrofit Windows		

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AMP 230: CA16-P027-041 Site 233 Aladdin INDIO	Replace Carpports	10 (4 stall )carports @ 8500 ea	\$85,000	AMP 230: CA16-P027-041 Site 233 Aladdin INDIO	Hot water heaters replacement to on-demand	20 @ \$2500	\$50,000
	Rear Yard Landscaping and concrete patio areas		\$95,000		Carpet	20 units @ \$1200 ea	\$24,000
	Attic Insulation	20 units @ \$1000	\$20,000		Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	9 poles: includes materials, labor, etc	\$20,500
AMP 230: CA16-P027-009/017/031 Site 234 Polk & Church THERMAL	Front porch enhancements on Thermal I	28 units, 20k x 6 bldgs	\$120,000	AMP 230: CA16-P027-009/017/031 Site 234 Polk & Church THERMAL	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible		\$68,000
	Roof replacement	10 bldgs	\$120,000		Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	22 poles: includes materials, labor, etc	\$44,710
AMP 230: CA16-P027-027 Site 235 Seventh St. MECCA	NO WORK		\$0	AMP 230: CA16-P027-027 Site 235 Seventh St. MECCA	Walkway ADA compliance (REAC deficiency) - Convert / Improve any needed thresholds / step-downs / walkways to handicapped accessible		\$97,000.00
					Site lighting energy efficiency upgrade: repair/replace/modernize from incandescent to LED (may include conversion to solar where feasible)	8 poles: includes materials, labor, etc	\$17,900



**Riverside County Board of Supervisors  
Request to Speak**

Submit request to Clerk of Board (right of podium),  
Speakers are entitled to three (3) minutes, subject  
to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Heidi MARSHALL

Staff of Housing Authority  
**Address:** here to present item  
(only if follow-up mail response requested)

**City:** Riverside **Zip:** \_\_\_\_\_

**Phone #:** 951-343-5409

**Date:** 4/1/2014 **Agenda #** 10.1

**PLEASE STATE YOUR POSITION BELOW:**

**Position on "Regular" (non-appealed) Agenda Item:**

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

\_\_\_\_\_ **Support**      \_\_\_\_\_ **Oppose**      \_\_\_\_\_ **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

## **BOARD RULES**

### **Requests to Address Board on "Agenda" Items:**

You may request to be heard on a published agenda item. Requests to be heard must be submitted to the Clerk of the Board before the scheduled meeting time.

### **Requests to Address Board on items that are "NOT" on the Agenda:**

Notwithstanding any other provisions of these rules, member of the public shall have the right to address the Board during the mid-morning "Oral Communications" segment of the published agenda. Said purpose for address must pertain to issues which are under the direct jurisdiction of the Board of Supervisors. **YOUR TIME WILL BE LIMITED TO THREE (3) MINUTES.**

### **Power Point Presentations/Printed Material:**

Speakers who intend to conduct a formalized Power Point presentation or provide printed material must notify the Clerk of the Board's Office by 12 noon on the Monday preceding the Tuesday Board meeting, insuring that the Clerk's Office has sufficient copies of all printed materials and at least one (1) copy of the Power Point CD. Copies of printed material given to the Clerk (by Monday noon deadline) will be provided to each Supervisor. If you have the need to use the overhead "Elmo" projector at the Board meeting, please insure your material is clear and with proper contrast, notifying the Clerk well ahead of the meeting, of your intent to use the Elmo.

### **Individual Speaker Limits:**

**Individual speakers are limited to a maximum of three (3) minutes.** Please step up to the podium when the Chairman calls your name and begin speaking immediately. Pull the microphone to your mouth so that the Board, audience, and audio recording system hear you clearly. Once you start speaking, the "green" podium light will light. The "yellow" light will come on when you have one (1) minute remaining. When you have 30 seconds remaining, the "yellow" light will begin flash, indicating you must quickly wrap up your comments. Your time is up when the "red" light flashes. The Chairman adheres to a strict three (3) minutes per speaker. ***Note: If you intend to give your time to a "Group/Organized Presentation", please state so clearly at the very bottom of the reverse side of this form.***

### **Group/Organized Presentations:**

Group/organized presentations with more than one (1) speaker will be limited to nine (9) minutes at the Chairman's discretion. The organizer of the presentation will automatically receive the first three (3) minutes, with the remaining six (6) minutes relinquished by other speakers, as requested by them on a completed "Request to Speak" form, and clearly indicated at the front bottom of the form.

### **Addressing the Board & Acknowledgement by Chairman:**

The Chairman will determine what order the speakers will address the Board, and will call on all speakers in pairs. The first speaker should immediately step to the podium and begin addressing the Board. The second speaker should take up a position in one of the chamber aisles in order to quickly step up to the podium after the preceding speaker. This is to afford an efficient and timely Board meeting, giving all attendees the opportunity to make their case. Speakers are prohibited from making personal attacks, and/or using coarse, crude, profane or vulgar language while speaking to the Board members, staff, the general public and/or meeting participants. Such behavior, at the discretion of the Board Chairman may result in removal from the Board Chambers by Sheriff Deputies.

**Riverside County Board of Supervisors  
Request to Speak**

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to Board Rules listed on the reverse side of this form.

**SPEAKER'S NAME:** Doborah Setton

**Address:** \_\_\_\_\_  
(only if follow-up mail response requested)

**City:** Temecula **Zip:** 92262

**Phone #:** 909-904-1861 / 10.1

**Date:** 4/1/14 **Agenda #** Section 8 housing for

**PLEASE STATE YOUR POSITION BELOW:** Foster Youth

**Position on "Regular" (non-appealed) Agenda Item:**

**Support**       **Oppose**       **Neutral**

**Note:** If you are here for an agenda item that is filed  
for "Appeal", please state separately your position on  
the appeal below:

**Support**       **Oppose**       **Neutral**

**I give my 3 minutes to:** \_\_\_\_\_

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