



Housing Authority of the County of Stanislaus

...also serving Alpine ▪ Amador ▪ Calaveras ▪ Inyo ▪ Mariposa ▪ Mono ▪ Tuolumne Counties.

SHELTER PLUS CARE ADMINISTRATIVE PLAN

EXHIBIT 1

The Housing Authority of the County of Stanislaus (HACS) has administered the Shelter Plus Care program since 1997. Shelter Plus Care (SPC) assists disabled and homeless households to gain entry to housing and to achieve residential, economic, and emotional stability. This is accomplished by providing safe, secure permanent housing and a broad range of supportive services. Program participants pay 30 percent of their household income towards rent and the SPC subsidy covers the balance of the rent payable to the landlord

Unless otherwise noted, the HACS Housing Choice Voucher (HCV) Administrative Plan shall govern the SPC Program.

Performance Indicators

The Section 8 Management Assessment Program (SEMAP) and the submission of 50058 forms to HUD are not applicable for the SPC Program. There is an annual progress report that must be submitted to HUD that includes statistics for each client and the supportive services provided as a match for the grant funds.

Eligibility

Eligibility for this project will be based on disability status (Seriously Mentally Ill and Substance Use Disorder &/or HIV/Aids), homeless status, and the participant's demonstrated ability to live independently in a supportive housing environment.

The referring agency will provide to HACS a written verification from a licensed staff person that the client's condition or illness is disabling, including their diagnosis and homeless status. To verify homeless status, the referring agency must complete and certify the homeless circumstances of the client utilizing the "Shelter Plus Care Program Verification of Homeless Status" form. The form will be reviewed and updated annually (if necessary) to reflect the homeless definition per the HUD NOFA released each fiscal year and any applicable regulatory or CPD Notices issued by the U.S. Department of Housing & Urban Development. The referring agency will obtain the necessary releases of information from the potential client that authorizes the release such information to HACS.

If an applicant owes money due to a prior tenancy with HACS, the balance owed must be paid in full prior to the applicant receiving assistance. Any applicant required to register in any state as a sex offender will not be admitted to the program.

Occupancy Standards

The same occupancy standards that are applicable to the HCV Program are applicable to the SPC program.

Factors Related to Total Tenant Payment and Family Share Determination

HACS SPC Administrative Plan

*Administrative Plan updates approved by BOC 7/27/17

Income and allowances are the same as the HCV Program.

Verification Procedures

All verification procedures are the same as the verification procedures used in the HCV Program.

Certificate Issuance and Briefings

All SPC clients are issued a SPC certificate. The certificate is designated as Shelter Plus Care. Clients are informed that they can only use this certificate within the HACS jurisdiction of Stanislaus County.

Request for Approval of Tenancy and Contract Execution

After a client finds a unit to rent, the owner must complete a Request for Approval of Tenancy. The Request for Approval of Tenancy must be returned to the HACS office. The rent portions are calculated and reviewed for reasonableness. If the rent is reasonable, the unit is scheduled for an initial inspection. After the unit passes inspection and the client moves in the housing assistance payments can begin. The owner is required to sign a Housing Assistance Payments Contract with HACS. The owner and the tenant are required to have a lease agreement and a copy of the lease agreement must be provided to the HACS.

Housing Quality Standards and Inspections

The same housing quality standards and inspections as in the HCV program will be conducted. All units must pass the initial housing quality standards inspection prior to payment of housing assistance. The unit must pass an inspection annually at the time of the client's recertification.

Owner Rents, Rent Reasonableness

Rents for the SPC program will be the same as the current HUD published FMR. Rents charged by owners will be compared to units of similar size and with similar amenities to determine if the rent is reasonable. Payments to owners participating in the SPC program will be issued on the first business day of every month.

Recertifications

All SPC clients must be recertified annually according to the same procedures that are used in the HCV Program. All income and family composition changes must be reported to HACS within 30 days. HACS will perform interim recertifications.

Annual Assessments of Service Needs for SPC clients

During the annual income recertification process, the HACS shall verify that an annual assessment of the client's needs has been conducted in the past 12 months. This verification shall be confirmed by a certification from the service agency identifying the client and date the assessment was conducted.

Moves with Continued Assistance/Portability

Clients assisted in the SPC Program will be allowed to move within the Continuum of Care's geographical area. Assistance with Shelter Plus Care funds is not portable to other jurisdictions except for the following: Program participants who have complied with all program requirements during their residence and who have been a victim of domestic violence, dating violence, sexual assault, or stalking, and who reasonably believe they are imminently threatened by harm from further domestic violence, dating violence, sexual assault, or stalking (which would include threats from a third party, such as a friend or family member of the perpetrator of the violence), if they remain in the assisted unit, and are able to document the violence and basis for their belief, may retain the rental assistance and move to a different Continuum of Care geographic area if they move out of the assisted unit to protect their health and safety.

See 24 CFR § 578.51 (c) (3)

If a client gives a landlord proper notice or if the landlord gives the tenant proper notice, the client can move to another unit and not lose assistance in the Shelter-Plus-Care Program. If the tenant has violated any family obligations the tenant will be terminated from the program and not be allowed to move.

Contract Terminations

The SPC Program and the HCV Program will use the same policies for contract terminations.

Denial or Termination of Assistance

The SPC Program and the HCV Program will use the same policies for the denial or termination of assistance.

Owner Disapproval and Restriction

The Shelter-Plus-Care Program and the HCV Program will use the same policies for owner disapproval and restriction.

Complaints and Appeals

The SPC Program and the HCV Program will use the same policies for complaints and appeals.

Nondiscrimination

The admissions process will be conducted in a manner in which all persons interested in admission to housing are treated fairly and consistently.

The SPC program will not discriminate at any stage of the admissions and the occupancy process because of race, color, national origin, religion, creed, sex, age, or disability. Miller Pointe Apartments is bound by the nondiscrimination requirements of Federal, State, and local law.

We will abide by the nondiscrimination requirements of:

Title VI of the Civil Rights Act of 1964, which prohibits discrimination based on race, color, or

national origin in programs receiving Federal financial assistance.

Title VIII of the Civil Rights Act of 1968, which prohibits discrimination based on race, color, religion, national origin, or sex in the sale, rental, or advertising of housing.

Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination based on disability in programs receiving Federal financial assistance;

The Age Discrimination Act of 1975, which prohibits discrimination based on age in programs receiving Federal financial assistance; and

Executive Order 11063, which required HUD to take whatever action is necessary to prohibit discrimination based on race, color, national origin, religion (creed), or sex in housing receiving Federal financial assistance;

Fair Housing Amendments Act, which amends Title VIII of the Civil Rights Act of 1968, prohibits discrimination in housing on the basis of handicaps and familial status 42 U.S.C. Section 3602;

American Disabilities Act of 1990, PL 101-336.

Applicants shall not be discriminated against because of race, familial status, handicap, color, sex, national origin, religious preference, or political affiliation. No preference will be shown any applicant because of political affiliation or acquaintance with any public official at the Federal, State, or local level. In addition, there shall be no discrimination against any applicant receiving part or all of his(her) income from public assistance, providing such applications are otherwise eligible for admission.

Limited English Proficient (LEP)

Annual reviews will be conducted on the 4 factors in the HUD guidance and adjustments will be made to the LEP procedure manual as review of factors indicate.