

**CALL AND NOTICE OF
REGULAR MEETING
AT 6:45 PM
OF THE
VALLEJO HOUSING AUTHORITY
VIA TELECONFERENCE**

PUBLIC COMMENT: Members of the Public may provide public comments during the Housing Authority Meeting via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833.

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

VIEW THE MEETING:

There are three different ways you can view this public meeting:

- Watch Vallejo local channel 28
- Stream from the City website: www.cityofvallejo.net/Streaming
- Join the Zoom webinar: <https://ZoomRegular.Cityofvallejo.net>

CHAIR

Robert H. McConnell

MEMBERS:

Rozzana Verder-Aliga, Vice Chair
Cristina Arriola
Hakeem Brown
Pippin Dew
Mina Diaz
Katy Miessner
HelenMarie "Cookie" Gordon
Margie Verdan

MARCH 23, 2021

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. CONSENT CALENDAR AND APPROVAL OF AGENDA**

Due to the Coronavirus emergency, all Regular Housing Authority meetings will be held via teleconference. Members of the public may provide public comments during the Housing Authority meeting via ZOOM:

<https://ZoomRegular.CityofVallejo.net>

Option to join by phone:

Dial (669) 900-6833

Enter Meeting ID: 914 0075 0676#

Press *9 to digitally raise your hand from the phone

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment

A. **APPROVAL OF MINUTES**

Recommendation: Approve minutes for the special meeting of January 26, 2021

Contact: Dawn G. Abrahamson, Secretary (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

B. **SCHEDULE OF REGULAR VALLEJO HOUSING AUTHORITY MEETING DATES FOR 2021 AND 2022**

Recommendation: Adopt a Resolution establishing a schedule of regular Vallejo Housing Authority meeting dates for 2021 and 2022.

Contact: Dawn G. Abrahamson, Secretary, (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

C. **CONSIDERATION OF A SECOND AMENDMENT TO CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH CGI FEDERAL, INC.**

Recommendation: Authorize the Executive Director to execute a Second Amendment to the Consultant and Professional Services Agreement with CGI Federal, Inc. for program participant file correction, Family Self-Sufficiency (FSS) Program audit service, and temporary supervisory services increasing the contract from \$99,182.50 to a new not to exceed amount of \$265,507.50 and extending the term through August 27, 2021.

Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

4. **ACTION CALENDAR**

*NOTICE: Members of the public wishing to address the Housing Authority on Action Calendar Items may do so via ZOOM (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Enter Meeting ID: 914 0075 0676#. Press *9 to digitally raise your hand from the phone.*

For additional instructions on how to speak during public comment, please visit, www.cityofvallejo.net/publiccomment. Each speaker is limited to five minutes pursuant to Vallejo Municipal Code Section 2.02.420.

A. **CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2020-21 BUDGET**

Recommendation: Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2020-21 Adopted Budget.

Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

B. PUBLIC HEARING AND APPROVAL OF THE ANNUAL PUBLIC HOUSING AGENCY PLAN FOR FISCAL YEAR 2021-22

Recommendation: Conduct the public hearing and upon conclusion, approve the Vallejo Housing Authority's (VHA) Fiscal Year (FY) 2021-22 Annual Public Housing Agency (PHA) Plan (for the period covering July 1, 2021 through June 30, 2022), and authorize its submission to the U.S. Department of Housing and Urban Development (HUD) Office of Public and Indian Housing. Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408
judy.shepard-hall@cityofvallejo.net

5. ADJOURNMENT

Dated: Thursday, March 18, 2021

A handwritten signature in blue ink, reading "Dawn G. Abrahamson for", written over a horizontal line.

Robert H. McConnell, Chair

I, Dawn Abrahamson, Secretary, do hereby certify that I have caused a true copy of the above notice and agenda to be delivered to each of the members of the Vallejo Housing Authority, at the time and in the manner prescribed by law and that this agenda was posted at City Hall, 555 Santa Clara Street, CA at 5:00 p.m., Thursday, March 18, 2021.

Dated: Thursday, March 18, 2021

A handwritten signature in blue ink, reading "Dawn G. Abrahamson", written over a horizontal line.

Dawn G. Abrahamson, City Clerk

**VALLEJO HOUSING AUTHORITY
SPECIAL MEETING MINUTES
VIA TELECONFERENCE**

JANUARY 26, 2021

1. CALL TO ORDER

The meeting was called to order at 6:45 p.m.

2. ROLL CALL

Present: Chair McConnell, Vice Chair Verder-Aliga (arrived at 6:51 p.m.), Boardmembers Arriola, Brown, Dew (arrived at 6:47 p.m.), Diaz, Miessner, Gordon (arrived at 6:48 p.m.), and Verdan

Absent: None

Staff present: Executive Director Nyhoff, City Attorney Nebb and Secretary Abrahamson

3. CONSENT CALENDAR AND APPROVAL OF AGENDA

Action: Moved by Vice Chair Verder-Aliga and carried unanimously, unless otherwise noted, approval of the Agenda and the Consent Calendar (Absent: Verder-Aliga)

A. APPROVAL OF MINUTES

Recommendation: Approve minutes for the regular meeting of December 15, 2020

Contact: Dawn G. Abrahamson, Secretary (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

Action: Approved minutes.

4. ACTION CALENDAR

A. APPOINTMENT OF ONE TENANT COMMISSIONER TO THE VALLEJO HOMELESS NAVIGATION CENTER JOINT POWERS AUTHORITY BOARD

Recommendation: Adopt a resolution appointing one of the tenant commissioners as a member of the Vallejo Homeless Navigation Center Joint Powers Authority (VHNC JPA) Board.

Contact: Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Housing & Community Development Program Manager Shepard-Hall provided

an overview of the staff report.

Staff responded to questions from Boardmembers. Boardmembers provided comment.

Chair McConnell nominated Commissioner Gordon.

Action: Moved by Chair McConnell and carried unanimously to adopt Resolution No. 21-001 appointing Tenant Commissioner Gordon to the VHNC JPA Board.

5. ADJOURNMENT

The meeting adjourned at 6:54 p.m.

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: March 23, 2021
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Dawn G. Abrahamson, Secretary
SUBJECT: **SCHEDULE OF REGULAR VALLEJO HOUSING AUTHORITY MEETING DATES FOR 2021 AND 2022**

RECOMMENDATION

Adopt a Resolution establishing a schedule of regular Vallejo Housing Authority meeting dates for 2021 and 2022.

REASONS FOR RECOMMENDATION

Article IV, Section I of the By-laws of the Vallejo Housing Authority state that “the Housing Authority shall hold regular meetings at such time and place as may from time to time be determined by Resolution of the Authority.”

Resolution No. 96-06 adopted on September 17, 1996, established the schedule for regular meetings of the Vallejo Housing Authority to be held quarterly or as needed on the third Tuesday of the month at 6:45 p.m. in the Council Chambers.

BACKGROUND AND DISCUSSION

On December 8, 2020, the City Council adopted Resolution No. 20-144 N.C. establishing a meeting schedule for 2021 and 2022 for regular meetings to be held at 7:00 p.m. on the second and fourth Tuesdays of each month, with the exception of meetings held in the months of November and December. In consideration of the schedule already adopted by the City Council and historically the number of meetings held by the Vallejo Housing Authority in recent years, staff proposes that the Authority Board establish a regular quarterly meeting schedule, and that these meetings be scheduled to coincide with the second meeting of the month of the City Council at 6:45 p.m., prior to the City Council meetings.

The attached Resolution provides for specific dates for regular Vallejo Housing Authority meetings for calendar years 2021 and 2022. The Board may also continue to hold special meetings as necessary.

FISCAL IMPACT

There is no fiscal impact associated with the adoption of the meeting schedule.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	21 ESTABLISHING A VHA REGULAR MEETING SCHEDULE FOR CALENDAR YEARS 2021 and 2022 CAO Stamp
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CONTACT

Dawn G. Abrahamson, Secretary, (707) 648-4528

Dawn.Abrahamson@cityofvallejo.net

Approved as to form:

By:  for
Veronica Nebb, City Attorney

RESOLUTION NO. 21-__

**ESTABLISHING A VALLEJO HOUSING AUTHORITY REGULAR MEETING SCHEDULE
FOR CALENDAR YEARS 2021 AND 2022**

WHEREAS, Resolution No. 96-06 adopted on September 17, 1996, the schedule for regular meetings of the Vallejo Housing Authority to be held quarterly or as needed on the third Tuesday of the month at 6:45 p.m.; and

WHEREAS, the Vallejo Housing Authority desires to hold its meetings on the same dates of City Council meetings, just prior to the City Council's regular meetings; and

WHEREAS, it has been determined that regular meetings should be scheduled quarterly, and that special meetings may be held as necessary.

NOW, THEREFORE, BE IT RESOLVED that the Board of the Vallejo Housing Authority will hold its regular meetings of the Vallejo Housing Authority at 6:45 p.m. in the Council Chambers, located at 555 Santa Clara Street, Vallejo, California on the following dates for the Calendar Years 2021 and 2022.

2021

March 23

June 22

September 28

December 14

2022

March 22

June 28

September 27

December 20

Adopted by the Board of the Housing Authority of the City of Vallejo at a regular meeting held on March 23, 2021 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY



DATE: March 23, 2021
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Judy Shepard-Hall, Housing & Community Development Program Manager
SUBJECT: **CONSIDERATION OF A SECOND AMENDMENT TO CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH CGI FEDERAL, INC.**

RECOMMENDATION

Authorize the Executive Director to execute a Second Amendment to the Consultant and Professional Services Agreement with CGI Federal, Inc. for program participant file correction, Family Self-Sufficiency (FSS) Program audit service, and temporary supervisory services increasing the contract from \$99,182.50 to a new not to exceed amount of \$265,507.50 and extending the term through August 27, 2021.

REASONS FOR RECOMMENDATION

Approval of the Second Amendment provides continuity of critical professional services support to the Vallejo Housing Authority (VHA). Correction of audited files and continuing program audit are necessary to maintain compliance with federal regulations and the VHA's designation by the U.S. Department of Housing and Urban Development (HUD) as a high performing agency. CGI will also assist with supervisory job functions for the Housing Choice Voucher Program (HCVP) and ensure a successful transition once permanent staff is hired.

BACKGROUND AND DISCUSSION

CGI Federal Inc has been contracted to provide support to the VHA starting November 9, 2020. CGI conducted file reviews for compliance or noncompliance, remote HUD Public and Indian Housing Information Center (PIC) review, trend analysis in file errors and PIC submission errors, and developed a customized training plan for VHA staff, including executive consultation meetings. The original contract was for a 6-month term, with a one-year option to extend, and an original not to exceed amount of \$70,878.50.

A First Amendment added the services of a temporary Housing Specialist on City premises from December 16, 2020 through March 12, 2021, and increased the not to exceed amount to \$99,182.50. The Second Amendment will add the following services starting May 3, 2021 and will extend the contract through August 27, 2021:

- Remote file correction found in 153 file reviews conducted by CGI during the initial review process
- Remote FSS Program audit of 53 participant files including financial audit and correction services
- On-site temporary supervisory services for the HCVP including assessment and updates to current processes and procedures, staff training and guidance, quality control, recommendations to reduce errors, desk/process guide development, administrative plan update and assistance in the transition to

Subject: CONSIDERATION OF A SECOND AMENDMENT TO CONSULTANT AND PROFESSIONAL SERVICES AGREEMENT WITH CGI FEDERAL, INC.

a permanent staff person.

FISCAL IMPACT

There is no impact on the General Fund if this action is approved.

The cost for additional services is \$166,325, and is being funded through the Fiscal Year 2020-21 approved Housing Authority Fund (#121) budget. File correction and program audit service costs of \$35,285 will be funded by the VHA's CARES Act administrative fee funding. The increase of \$131,040 in expenditure budget for adding temporary supervisory services is being requested from salary savings. As the request extends the contract through August 2021 budget will be encumbered and carried over to the next fiscal year.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Second Amendment to Consultant and Professional Services Agreement - CGI Federal Inc (1) CAO Stamp
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CONTACT

Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408
judy.shepard-hall@cityofvallejo.net

By:  for
Veronica Nebb, City Attorney

**SECOND AMENDMENT TO CONSULTANT AND PROFESSIONAL SERVICES
AGREEMENT BETWEEN CITY OF VALLEJO AND CGI FEDERAL INC.**

This Second Amendment ("Second Amendment") to the Consultant and Professional Services Agreement dated November 9, 2020, by and between CGI Federal Inc., a Corporation, therein referred to as Consultant, and the City of Vallejo, a municipal corporation, therein referred to as City ("Agreement"), is made and entered into on this 1st day of May 2021.

Consultant and City do mutually agree as follows:

A. The Agreement is hereby amended to add the following:

1. Additional Services. The scope of services to be provided as specified in Exhibit A of the Agreement is amended to include the services described in Exhibit A of this Second Amendment ("Additional Services").

2. Payment for Additional Services. In consideration of Consultant providing the Additional Services, Consultant shall be paid an amount not to exceed one hundred sixty-six thousand and three hundred twenty-five dollars and no/100 cents (\$166,325.00). The maximum not to exceed amount specified in Exhibit B of the Agreement is increased by said amount and the new not to exceed amount is two hundred sixty-five thousand five hundred seven dollars and fifty/100 cents (\$265,507.50).

Consultant agrees that the amount of increase in the not to exceed amount specified above shall constitute full compensation for the Additional Services, and shall fully compensate Consultant for any and all direct and indirect costs that may be incurred by Consultant in connection with the Additional Services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Consultant.

3. Integration. This Second Amendment amends the Agreement and together with the Agreement contains the entire agreement between the parties with respect to its subject matter and supersedes whatever oral or written understanding they may have had prior to the execution of this Second Amendment. This Second Amendment shall not be amended or modified except by a written agreement executed by each of the parties. Except as specifically set forth in this Second Amendment, all terms and conditions of the Agreement shall remain in full force and effect, and CONSULTANT shall perform all duties, obligations and conditions required under the Agreement and as set forth in this Second Amendment.

4. Inconsistencies. In the event of any conflict or inconsistency between the provisions of this Second Amendment and the Agreement, the provisions of this Second Amendment shall control in all respects.

5. Ambiguities. The parties have each carefully reviewed this Second Amendment and have agreed to each term of this Second Amendment. No ambiguity shall be presumed to be construed against either party.

6. Counterparts. This Second Amendment may be executed by the parties in one or more counterparts all of which collectively shall constitute one document and agreement.

7. Facsimile Signatures. This Second Amendment shall be binding upon the receipt of facsimile signatures; provided, however, that any person transmitting his or her signature by facsimile shall promptly send an original signature to the other party at the addresses noted below:

City:	Judy Shepard-Hall Program Manager Housing and Community Development Division 200 Georgia Street Vallejo, CA 94590
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Consultant:	Janet V. LaFever Contracts Manager CGI Federal Inc. 12601 Fair Lakes Circle Fairfax, VA 22033
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8. Authority. The person signing this Second Amendment on behalf of Consultant hereby represents and warrants that he or she is fully authorized to sign this Second Amendment on behalf of Consultant.

(REMAINDER OF PAGE INTENTIONALLY LEFT BLANK
SIGNATURES ARE ON THE FOLLOWING PAGE)

IN WITNESS WHEREOF, the parties have entered into this Second Amendment on the day and year first hereinabove appearing.

CGI FEDERAL INC.,
a Corporation

CITY OF VALLEJO,
a municipal corporation

BY: _____
CYNTHIA SERENO
VICE PRESIDENT & TREASURER

BY: _____
GREG NYHOFF
City Manager

DATE: _____

DATE: _____

ATTEST: _____
DAWN G. ABRAHAMSON
City Clerk

(City Seal)

APPROVED AS TO CONTENT:

ANNE CARDWELL
Assistant City Manager

APPROVED AS TO FORM:

VERONICA A. F. NEBB
City Attorney

APPROVED AS TO INSURANCE:

ARMOND SARKIS
Risk Manager

EXHIBIT A

ADDITIONAL SERVICES

File Correction Services for Audited Files

CGI will provide file correction services for Vallejo Housing Authority (VHA) to correct errors found in the 153 file reviews that were conducted by CGI's file review team. The file correction services will begin upon contract execution and will be completed no later than five (5) months after initiation or sooner depending on when the Participants return the missing documentation.

VHA certifies that the HCVP Administrative Plan effective in 2017 is the current Administrative Plan. The policies included in this plan will be used by CGI for determining the file corrections. To facilitate file corrections, VHA will:

- Grant CGI access to their system of record and access to VHA's SharePoint site and will provide training on use of VHA's system and SharePoint site, as necessary to complete the scope of work.
- Provide information on specific COVID waivers obtained from HUD by VHA that may impact CGI's file correction process.
- Designate a staff person to pull and submit Enterprise Income Verification (EIV) reports for CGI as needed.
- Provide letterhead, standard letters and standard forms to be used to collect the information from Participants.

File corrections for 153 files will be completed remotely by the CGI in accordance with VHA's HCVP Administrative Plan and HUD regulations:

- CGI will obtain contact information from VHA (addresses and phone numbers) for the Participants whose files were reviewed from VHA's system of record and generate notices to Participants using CGI's File Review System (FRS) including a list of requested documents needed to complete file corrections.
- CGI will contact Participants via US mail and email, if available, to obtain missing information needed in order to make file corrections. The US mail notice will include a postage paid envelope for the Participant to mail returned documents.
 - o If Participants do not respond within 10 days or do not provide all requested information, a second request for information will be sent via US mail and by email, if available. The second US mail notice will include a postage paid envelope for the Participant to mail returned documents.
 - o If the Participants do not respond within 10 days of the second notice or do not provide all of the requested information, CGI will formally send a written email to VHA's designee and let them know the file corrections could not be completed due to lack of response. CGI will invoice and be paid the full file

fee for the files that could not be completed due to lack of response from the Participant.

- o VHA will be responsible for sending letters to Participants proposing termination of participation for violation of Participant obligations. If the information is received from the Participant within 10 days subsequent to the termination letter, CGI will perform the file corrections.
- o VHA will be responsible for providing three cell phones and cellular numbers to answer phone calls from Participants regarding the file correction process and needed documentation.
- o VHA will provide the following email address for CGI to use in case participants wants to scan and email items for correction; cityofvallejo.net.
- Upon receipt of needed information from VHA and the Participants, CGI will make the corrections, including completing an income calculation worksheet, which will be included in the file correction packet to be delivered to VHA.
- Complete file correction packets will be hand delivered to VHA's office, to the VHA's designee, every Thursday at 3 PM PT. It will be VHA's responsibility to make corrections in their system of record and ensure the documents are properly filed in the participant's permanent file. VHA will be responsible for sending a corrected 50058 to Public and Indian Housing Information Center (PIC).
- A weekly status report will be sent to VHA on the progress of the file corrections.

The team will be managed by CGI's Project Manager and the Project Manager will be kept informed by the CGI file review time of any changes or concerns that arise during the File Correction project.

Family Self-Sufficiency (FSS) Program Audit Services

CGI will provide financial audit and corrections services for Vallejo Housing Authority (VHA) to correct errors, to the extent possible, found in 53 FSS Participant file reviews that were conducted by CGI's file review team. The file correction services will begin upon execution of the contract and will be completed no later than five (5) months after initiation or sooner depending on when the Participants return the missing documentation.

VHA certifies that the HCVP Administrative Plan effective in 2017 is the current Administrative Plan. The policies included in this plan will be used by CGI for determining the file corrections. To facilitate file corrections, VHA will:

- Grant CGI access to their system of record and access to VHA's Sharepoint site and will provide training on use of VHA's system and Sharepoint site, as necessary to complete the scope of work.
- Provide information on specific COVID waivers obtained from HUD that may impact CGI's file correction process.

- Designate a Staff person to pull and send Enterprise Income Verification (EIV) reports for CGI as needed.
- Provide letterhead, standard letters and standard forms to be used to collect the information from the Participants.

CGI will complete FSS file Audit services remotely and in accordance with VHA's HCVP Administrative Plan and HUD regulations:

- CGI will determine if Participants were properly enrolled in the FSS program.
 - o If the Participant was not properly enrolled, CGI will return the file to VHA. It will be VHA's responsibility to work with the HUD field office to determine how to handle the matter with the Participant. CGI will invoice and be paid the full file fee for the files that could not be completed due to lack of proper enrollment of the FSS Participant.
- CGI will recalculate FSS escrow deposits and balances from enrollment to the present date. If information needed to complete the recalculation of escrow deposits is missing from the file, CGI will contact the Participant by US Mail, and by e-mail if available, to obtain the missing information. The US mail notice will include a postage paid envelope for the Participant to mail returned documents.
 - o If Participants do not respond within 10 days or do not provide all requested information, a second request for information will be sent via US mail and by email, if available. The second US mail notice will include a postage paid envelope for the Participant to mail returned documents.
 - o If the Participants do not respond within 10 days of the second notice or do not provide all of the requested information, CGI will formally send a written email to VHA's designee and let them know the file corrections could not be completed due to lack of response. CGI will invoice and be paid the full file fee for the files that could not be completed due to lack of response from the Participant.
 - o VHA will be responsible for sending letters to Participants proposing termination of participation in the FSS program who did not comply with the request for information from CGI. If the information is received from the Participant within 10 days subsequent to the termination letter, CGI will perform the file corrections.
 - o VHA will be responsible for providing three cell phones and cellular numbers to CGI so they can answer phone calls from Participants regarding the file correction process and needed documentation.
 - o VHA will provide the following email address for CGI to use in case Participants want to scan and email items for correction: cityofvallejo.net.
- For Participants who were properly enrolled, CGI will review their Contract of Participation (COP) and Individual Training and Services Plan (ITSP) along with file documentation to determine if completion of requirements have been documented by VHA.

- For Participants whose COP has expired but who have not graduated or have not met the requirements to graduate the program, CGI will return those files to VHA. It will be VHA's responsibility to determine how to resolve those currently enrolled beyond the expiration date of the COP. CGI will invoice and be paid the full file fee for the files that could not be completed due to expired COP and who have not graduated or met the requirements to graduate from the FSS program.
- Upon receipt of needed information from VHA and the Participants, CGI will make the corrections for VHA's paper file, including completing an income calculation worksheet, if needed, which will be included in the correction packet to be delivered to VHA.
- Complete file correction packets will be submitted to VHA's office, to the VHA's designee, every Thursday at 3 PM PT. It will be VHA's responsibility to make corrections in their system of record, correct escrow deposits and balances, send corrected escrow statements to Participants and ensure the documents are properly filed in the Participant's permanent file. VHA will be responsible for sending a corrected 50058 to Public and Indian Housing Information Center (PIC).
- A weekly status report will be sent to VHA on the progress of the file corrections.

The team will be managed by CGI's Project Manager and the Project Manager will be kept informed by the CGI file review team of any changes or concerns that arise during the File Audit project.

Temporary Supervisory Services for the Housing Choice Voucher Program (HCVP)

CGI will provide temporary supervisory services for the period of May 3, 2021 through August 27, 2021. The on-site temporary HCV Program Supervisor will perform the following job functions in accordance with Vallejo's HCVP Administrative Plan and HUD regulations.

- Overall Program Assessment and Report: Conduct an on-site assessment of the current HCVP processes, procedures, and review of current job description and provide a written report of the assessment to VHA's Director.
- Staff Occupancy Training: CGI will work with VHA staff to improve their understanding of the HCVP eligibility and occupancy requirements, including understanding the requirement for adequate verification, the need for documentation to support eligibility, accuracy in calculations of income and adjustments to income and file organization.
- Quality Control: CGI will conduct quality control (QC) reviews of initial eligibility determinations, annual re-examinations, interim re-examinations, FSS actions, and portability actions. CGI will use the QC results and work with VHA management to set performance measurements for staff.

- **Team Building:** CGI will work with staff to build morale by engaging staff in team-building activities, include them in the dialogue about the success of the agency and ensuring they understand the importance of their activities to the community. We will include them in revisions of processes and procedures both as a way to build understanding but also to encourage ownership in VHA's mission.
- **Portability Guidance:** CGI will review portability files to determine that participant file actions are up-to-date in the HAPPY (MRI) system, as well as to determine the extent of delinquent balances due to other PHAs that are administering VHA files. CGI will work with VHA staff, including finance staff, to correct delinquent payments.
- **Organization of Staff Workload and Case Management:** CGI will review responsibilities of VHA's staff and recommend changes in staff responsibilities with the goal of reducing error rates in income calculations, improve leasing success, improving timeliness in processing of annual and interim recertifications and reducing late reporting of HQS inspections to the Public and Indian Housing Information Center (PIC).
- **VHA Public and Indian Housing Information Center (PIC) corrections and training as needed:** CGI will work with VHA staff to help them understand the source of PIC data submission errors and how to approach corrections, as well as how to ensure timely submission of PIC reporting and submission of error corrections when errors are found. CGI will also work with VHA staff and VHA's finance staff to improve the quality of information submitted to HUD through the Voucher Management System (VMS), including expenses for Housing Assistance Payments (HAP), number of vouchers issued, administrative costs and FSS escrow payments.
- **Desk/Process Guide Development:** CGI will work with VHA's staff and management to develop a desk process guide for day-to-day processes to ensure consistency in operations. The desk guide will be based on VHA policies and HUD requirements as well as the workflow of processes in VHA's HAPPY (MRI) system. The guide will include process descriptions, revised forms, required file order and standard letters for owners and participants.
- **Administrative Plan Update:** CGI will work with VHA management to recommend updates to VHA's Administrative Plan, including updating the plan where there have been changes in HUD guidance, as well as helping VHA customize the policies in the plan to reflect the agency's programmatic choices needed to meet its mission.
- **Transition Temporary HCVP Supervisory Functions to a permanent HCVP Supervisor:** CGI will help formalize a final job description for a permanent HCVP Supervisor for VHA. CGI will be a part of the interview process for this role and help with the transition once a permanent HCVP Supervisor is hired.

Any other duties to be assigned outside the scope of the tasks listed above will be provided in writing and will be pre-approved by CGI's Project Manager.

VHA will provide CGI with access to an office at VHA, supplies, internet, copier and to VHA's systems of record.

The Housing Authority of the City of Vallejo

Temporary Supervisory Services for the Housing Choice Voucher Program (HCVP)



Confidential

CGI Federal Inc. has been providing business process services to public housing authorities and the U.S. Department of Housing and Urban Development (HUD) for more than 30 years. We have successfully provided annual, initial eligibility, and interim certifications, file audits and file assessments for various affordable housing programs and, to date, we have conducted more than 22,500 certifications and 2,570 file audits.

PROPRIETARY AND CONFIDENTIAL

The information contained in this document may be proprietary and confidential to CGI Federal Inc. and/or to the receiving party. This document cannot be reproduced in any form or by any mechanical or electronic means, including electronic archival systems, without the written approval of CGI. The receiving party is exempt from this restriction for evaluation purposes only.

If you have received this document by mistake, note that the reading, reproduction or distribution of this document is strictly forbidden. You are hereby requested to inform us by telephone at 216-687-1480 and to return this document by certified mail to CGI Federal Inc., HUD, Ginnie Mae and Small Business Administration, 12601 Fair Lakes Circle, Fairfax, VA 22033.

The information in this proposal is submitted on February 26, 2021 on behalf of CGI by the following authorized representative: Panos Kyprianou, Vice President, Consulting Delivery.

Panos Kyprianou
Vice President, Consulting Delivery
CGI Federal Inc.
1100 Superior Avenue, Suite 200A
Cleveland, OH 44114-2530
Tel: 216-416-6415 Fax: 216-687-1488
Email: Panos.Kyprianou@cgifederal.com

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February 26, 2021

City of Vallejo
Attn.: Judy Shepard-Hall, Director
Housing and Community Development Division
200 Georgia Street
Vallejo, CA 94590

Subject: Proposal for Temporary Supervisory Services for the Housing Choice Voucher Program

Dear Ms. Shepard-Hall:

CGI Federal Inc. (CGI) is pleased to submit the enclosed proposal to the Housing Authority of the City of Vallejo (VHA) for temporary supervisory services for the Housing Choice Voucher Program (HCVP). We have knowledge and hands on experience managing Housing Choice Voucher (HCV) programs. Our professionals have broad, as well as in-depth knowledge and experience in assessing and administering all aspects of HUD programs, particularly with the Housing Choice Voucher Program (HCVP).

For over 30 years, CGI's professional staff have worked with PHAs throughout the country to assist them in all aspects of the HCVP. We have provided direct program management, organizational reengineering/change management, file audits, back office certifications, HQS inspections and related services such as training, grant writing, and program implementation services.

CGI is the largest private sector Performance-Based Contract Administration (PBCA) processor within the United States Department of Housing and Urban Development's (HUD) Multifamily PBCA initiative. Since 2000, CGI has been processing the majority of tasks for our Public Housing Agency (PHA) clients in Ohio, Washington D.C., Northern California, Florida, New York, Iowa Housing Finance Agency and the U.S. Virgin Islands, which equates to 25% of all housing units within the PBCA portfolio. We currently provide Contract Administration services for approximately 3,100 properties and 275,000 units across the seven jurisdictions named above. As part of our responsibilities we complete an onsite audit known as a Management and Occupancy Review (MOR), which includes reviewing a minimum of five tenant files per site. During the course of a year, we complete over 1,700 MORs and review over 10,000 individual tenant files.

In addition to Housing experts, we have a dedicated IT team strictly devoted to the affordable housing industry. With more than 211 professionals in affordable housing and PHA operations, CGI has the resources and capacity to provide assistance as-needed, throughout the project, allowing for consistent and on-time service delivery. This combination is unique in the affordable housing industry and will provide additional value to VHA. The team has designed and developed effective workflow tracking and reporting solutions for PHAs and HUD to deliver the following HCVP case management services:

- Revolutionized business process services through innovative technological enhancements and applications (using existing or new systems)
- Superior customer service to all stakeholders: HUD, PHA, participating families, landlords and the community
- Improved productivity and quality
- Regulatory compliance

We are prepared to begin the temporary supervisory services for the HCVP immediately upon execution of the contract. We have created a strong project team with considerable expertise in HCVP processes, policies and regulations.

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Panos Kyprianou, Vice President, Consulting Delivery, is authorized to bind CGI Federal Inc. to all statements in the proposal and the services and requirements as stated in the RFP. This proposal and the associated fees shall remain valid for a period of 60 (sixty) days from the date of submission.

On behalf of our team, we would like to thank you for the opportunity to serve VHA. If you have questions or require clarification on the information provided, please contact Amy Waxman, Director of Consulting Services, at 216-416-6399 or amy.waxman@cgifederal.com or Janet V. LaFever, Contracts Supervisor, at 703-227-4481 or janet.lafever@cgifederal.com.

Sincerely,



Panos Kyprianou
Vice President, Consulting Delivery

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1 Proposed Services

1.1 Demonstrated Understanding of the Agency's Requirements

Our Housing Compliance Sector has been assisting Public Housing Authorities (PHAs) and the U.S. Department of Housing and Urban Development (HUD) for over 30 years. In particular, we have experience and extensive understanding of all processes, policies and regulations necessary for performing HCVP. We have performed and reviewed these services for numerous PHAs, developing an extensive library of industry best practices. We are excited to align our team of affordable housing experts with the Housing Authority of the City of Vallejo's (VHA's) need for temporary management services.

CGI has broad experience and knowledge in each aspect of HUD's various programs, including LIPH, HCVP, MOD Rehab, project-based vouchers as well as a number of housing grant programs (e.g., Family Unification Program, Family Self-Sufficiency and Mainstream) and Multifamily Performance-Based Contract Administration (PBCA) of the project-based Section 8 program.

Focused on reengineering programs to attain the highest performance and customer satisfaction, CGI has developed a variety of applications, tools and best practices to better manage and track affordable housing programs, including:

- Workflow tracking systems
- Monthly and annual program review of Section Eight Management Assessment Program (SEMAP) performance methodologies and reports
- Operation manuals and procedures
- HCVP Administrative Plan reviews and updates
- Job descriptions

These tools enable us to assess, manage and reengineer programs in a highly focused, efficient and successful manner. One example is CGI's current contract with Oakland Housing Authority (OHA) to provide HCVP back office services. The OHA project supports the fact that we understand annual and interim recertifications, as does the experience we have with numerous other PHAs (see our experience on page 13). Our hands-on experience in organizing HCVP services and conducting performance and compliance reviews has given CGI the practical as well as theoretical overview of the HCVP. CGI will be able to apply best practices, lessons learned and recommendations for the temporary management services of VHA's HCVP.

Each year, more organizations choose CGI because of our ability to meet their needs and to create and implement effective, efficient, within-budget solutions. We accomplish this while delivering superior customer service to PHAs, owners and tenants. CGI is proud to report that our Housing Compliance Sector has consistently received excellent Client Satisfaction Assessment Program (CSAP) scores for our consulting and outsourcing contracts.

We understand that VHA will contract with CGI to complete approximately four months of management services for VHA's HCVP including but not limited to: team building, staff training, quality control services and updating the VHA's policies and procedures in accordance with HUD regulations, 24 CFR 982, and the HCV Guidebook.

At the onset of the project, CGI will be given access to VHA's HAPPY (MRI) system and the agency's SharePoint site. VHA will provide training on the HAPPY (MRI) system. Subsequent to the training, CGI will monitor VHA management reports, perform quality control reviews of wait list management, initial certifications, annual recertifications, interim recertifications, portability and compliance with the Family Self Sufficiency (FSS) program.

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VHA and CGI will work collaboratively to review VHA's organizational structure and current procedures, as well as standard forms and letters to ensure HUD regulatory and VHA's HCVP Administrative Plan compliance.

1.1.1 Scope of Work

Below is a description of the scope of work for the temporary supervisory services for the HCV Program as discussed with the Director of VHA.

- **Overall Program Assessment and Report:** Conduct an on-site assessment of the current HCVP processes, procedures, and review of current job description and provide a written report of the assessment to VHA's Director.
- **Staff Occupancy Training:** CGI will work with VHA staff to improve their understanding of the HCVP eligibility and occupancy requirements, including understanding the requirement for adequate verification, the need for documentation to support eligibility, accuracy in calculations of income and adjustments to income and file organization.
- **Quality Control:** CGI will conduct quality control (QC) reviews of initial eligibility determinations, annual re-examinations, interim re-examinations, FSS actions, and portability actions. CGI will use the QC results and work with VHA management to set performance measurements for staff.
- **Team Building:** CGI will work with staff to build morale by engaging staff in team-building activities, include them in the dialogue about the success of the agency and ensuring they understand the importance of their activities to the community. We will include them in revisions of processes and procedures both as a way to build understanding but also to encourage ownership in VHA's mission.
- **Portability Guidance:** CGI will review portability files to determine that participant file actions are up-to-date in the HAPPY (MRI) system, as well as to determine the extent of delinquent balances due to other PHAs that are administering VHA files. CGI will work with VHA staff, including finance staff, to correct delinquent payments.
- **Organization of Staff Workload and Case Management:** CGI will review responsibilities of VHA's staff and recommend changes in staff responsibilities with the goal of reducing error rates in income calculations, improve leasing success, improving timeliness in processing of annual and interim recertifications and reducing late reporting of HQS inspections to the Public and Indian Housing Information Center (PIC).
- **VHA Public and Indian Housing Information Center (PIC) corrections and training as needed:** CGI will work with VHA staff to help them understand the source of PIC data submission errors and how to approach corrections, as well as how to ensure timely submission of PIC reporting and submission of error corrections when errors are found. CGI will also work with VHA staff and VHA's finance staff to improve the quality of information submitted to HUD through the Voucher Management System (VMS), including expenses for Housing Assistance Payments (HAP), number of vouchers issued, administrative costs and FSS escrow payments.
- **Desk/Process Guide Development:** CGI will work with VHA's staff and management to develop a desk process guide for day-to-day processes to ensure consistency in operations. The desk guide will be based on VHA policies and HUD requirements as well as the work-flow of processes in VHA's HAPPY (MRI) system. The guide will include process descriptions, revised forms, required file order and standard letters for owners and participants.
- **Administrative Plan Update:** CGI will work with VHA management to recommend updates to VHA's Administrative Plan, including updating the plan where there have been changes in HUD guidance, as well as helping VHA customize the policies in the plan to reflect the agency's programmatic choices needed to meet its mission.
- **Transition Temporary HCVP Supervisory Functions to a permanent HCVP Supervisor:** CGI will help formalize a final job description for a permanent HCVP Supervisor for VHA. CGI will be a part of the interview process for this role and help with the transition once a permanent HCVP Supervisor is hired.

1.1.2 Staffing Plan

CGI proposes the following roles and responsibilities for this project in the following chart.

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CGI Member Title	Estimated Hours	Responsibilities
Engagement Manager	170	• Oversees project implementation • Attend meetings as needed • Consultative services for HCVP issues
Senior Consultant	672	• Performs duties as described in the scope of work • Provides formal monthly status reports to VHA • Primary point of contact for VHA staff

1.1.3 Proposed Work Plan

CGI proposes to deliver temporary HCV program supervisory services to VHA. CGI will begin the contract by discussing the goals, objectives and organizational priorities with VHA. Team members will be introduced and agenda items, such as timing of assignments, the format of the final deliverables, and a transition plan for a permanent HCV Program Supervisor will be discussed.

CGI's methodology focuses on performing the required tasks in a timely, accurate and professional manner while maintaining cost effectiveness. Through our technology solutions and experienced personnel, CGI has learned that a fundamental element to achieving superior performance is implementing effective workflow tracking and reporting systems. This approach to service delivery enables us to start projects quickly, conduct multiple tasks concurrently, complete complex tasks within narrow timeframes and confirm quality outcomes. Our expertise in workflow tracking is founded on the use of several technology solutions created exclusively by CGI.

CGI will use our three-stage process that includes distinct start-up, delivery and close-out phases. This transition framework has been modified for many similar projects and is specifically designed to provide exceptional delivery of requested services.

A narrative of each stage of the phases of the engagement is outlined below. CGI will provide customized work plans and procedures focusing on regulatory compliance and customer service. For over 30 years, CGI has partnered with Public Housing Authorities (PHAs) and U.S. Department of Housing and Urban Development (HUD) to deliver innovative technology solutions and program services, focused on compliance, customer service and efficiency. CGI's experience and qualifications are in perfect alignment with VHA's Scope of Work for program management services. CGI has worked on several engagements involving a variety of program management processes and new initiatives similar to VHA's requirements such as:

- Assess key strategic, management, financial systems and operational processes and develop work plans to assist PHAs in keeping in regulatory and performance compliance
- Set-up and administered new programs for our PHA clients such as Performance Based Contract Administration (PBCA), Disaster Housing Assistance Program (DHAP), Project Based Vouchers, Family Unification, etc.
- Designed mobility counseling programs
- Designed landlord recruitment, retention and marketing strategies
- Developed, customized and implemented modern technology solutions for federal, state and local agencies within the affordable housing industry

CGI will build on that expertise as we assist VHA with the revision of current policies and procedures, as well as staff training and implementation of program operations that are in accordance with VHA's written guidance and HUD regulations.

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The following graphic provides an overview of our plan for a start-up phase, delivery phase and close-out phase.



Phases of the Engagement

Phase I: Start-Up

Upon award of the contract, CGI will be onsite and will meet with VHA staff during week one for a project kick-off meeting and review of the proposed work plan.

CGI will conduct the following actions:

- Conduct an on-site assessment of the current HCVP processes, procedures, job descriptions, existing data and technical architecture of each sub-department and customer service area. The components within Phase I consist of key document review, communication/data sharing review, staff interviews, work-process observation and workload analysis. These components will confirm that we collect the necessary information to conduct a thorough review. This process will take place during the start-up phase and will be conducted on-site with as little interruption to the day-to-day operation of VHA as possible. It is imperative that staff members are interviewed to assist in gaining a perspective of how the operation functions on a regular basis.
- Analyses will be thoroughly documented and analyzed by the CGI's Senior Consultant who is acting in a temporary HCVP Supervisor role. This will be instrumental in assisting VHA in planning its actions for the future management and operations of the HCVP. CGI will submit a written assessment with recommendations to VHA, as well as a step-by-step plan for implementation of the suggested initiatives. CGI has extensive experience identifying and resolving disconnects between technology-staff-process flows. Resolution often includes training and retraining of resources, organizational and supervisory restructuring and application modifications and enhancements.
- HAPPY (MRI) Introduction: Access to HAPPY (MRI) and VHA's SharePoint site will be established and VHA will provide CGI with HAPPY (MRI) training. The VPN will also be tested for CGI access. CGI's temporary HCVP Supervisor will work with VHA's IT staff to troubleshoot any technical issues.
- Develop any needed workflows that will enhance VHA's operations.
- Set-up reoccurring weekly meetings with the VHA Director.

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Phase II: Delivery

The Delivery phase will operate with CGI's Senior Consultant who is acting as VHA's temporary HCVP Supervisor on-site to work directly with VHA staff. Following the completion of the written analysis and recommendations report in Phase I, CGI will conduct an on-site meeting to review all aspects of the report with designated staff at VHA. The focus of this communication is to discuss recommendations and follow-up actions. Any questions or concerns VHA may have will be addressed at this time.

CGI will conduct the following actions on-site:

- Staff team building
- Assess staff training needs
- Updates to procedures, forms
- Provide occupancy training
- QC certifications and waitlist management
- Assess PIC errors and portability corrections
- Begin Administrative Plan Update
- Provide weekly status reports
- VMS, FSS, portability and PIC guidance as needed
- Set staff performance measures
- Recommend organization of staff work load and case management
- Finalize changes in forms, procedures and create desk process guide

Phase III: Close-Out

CGI will conduct the following actions:

- On-site: VHA transition to permanent HCVP Supervisor
- Work with VHA and make final recommendations to VHA's Admin Plan
- Train permanent HCVP Supervisor
- Project close-out
- Conduct Client Satisfaction Assessment Program Survey (CSAP)

WORK PLAN — DETAILED CHART

Component/Task	Deliverable/Completed Activity	Assigned Staff	Schedule
Phase I — Start-Up Duration up to 30 days			
On-site Kick-Off Meeting	- Meeting agenda - Introduction to team - Work plan discussion - Reporting requirements	Senior Consultant/VHA	Week 1
Finalize work plan to include tasks, assignments, deliverables, schedules, and milestones for measuring success	Work Plan	Senior Consultant/VHA	Week 1
Onsite assessment, key document review, staff interviews, work process observations, work load analysis	Written Report	Senior Consultant/VHA	Week 2
Test VPN for access to HAPPY (MRI) system and SharePoint site remotely	VPN access	Senior Consultant/ VHA	Week 2
HAPPY (MRI) access and training for CGI team members and receipt of HAPPY (MRI) manuals	HAPPY (MRI) access, training and manual	Senior Consultant/VHA	Weeks 3-4
Email set up and weekly meetings with VHA Director	Meeting Agendas/Meeting Minutes	Senior Consultant/VHA	
Generate and provide VHA with weekly performance reports	Reports	Senior Consultant/VHA	Weeks 1-16
Phase II —Delivery Duration 31-60 days			
Begin Staff Team Building	Group and individual discussions	Senior Consultant/VHA	Week 5 and ongoing
Quality control all certification types, wait list management practices, review PIC errors, portability, and FSS files. Assess staff training needs and provide occupancy training.	Report to VHA Director	Senior Consultant/VHA	Weeks 6-7 and ongoing
Updates to procedures and forms	Improve documentation processes	Senior Consultant/VHA	Weeks 8 -10
Begin Administrative Plan updates	Recommendation of Administrative Plan updates to VHA Management	Senior Consultant/VHA	Weeks 8 -16
Set performance measurements for staff, finalize changes to forms and processes	Reduce late ARs, HQS, and improve accuracy submissions to PIC and VMS. Ensure files are organized appropriately.	Senior Consultant/VHA	Weeks 9-11
Create a desk top process guide	Desk top process guide	Senior Consultant/VHA	Weeks 11-13
Phase III—Close-Out Duration up to 30 days			
Transition to permanent HCVP Supervisor	Hiring and training	Senior Consultant/VHA	Weeks 12-16
Work with VHA and make final recommendations to VHA's Admin Plan	Final Admin Plan recommendations	Senior Consultant/VHA	Weeks 12-16
Train permanent HCVP Supervisor	Training	Senior Consultant/VHA	Weeks 12-16
Close-out meeting	Close-out meeting	Engagement Manager/Senior Consultant/VHA	Week 16
Conduct close out CSAP	Client Satisfaction Assessment Program Survey	Engagement Manager	Week 16

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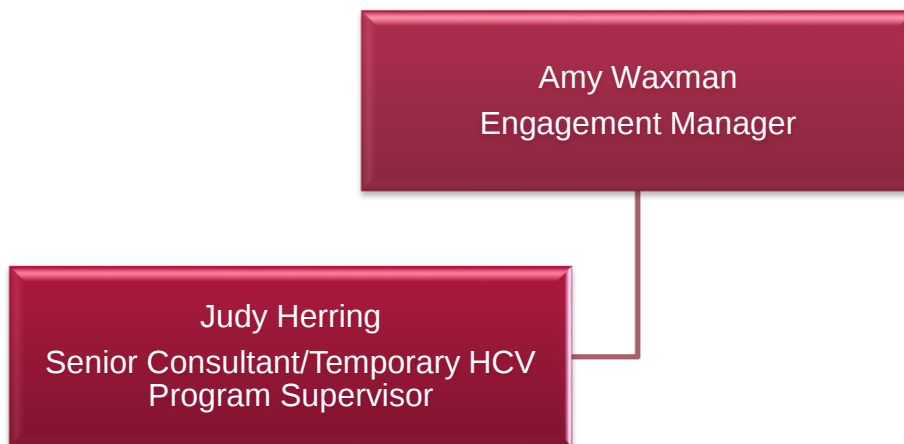
1.1.4 Management Plan

CGI's Senior Consultant will be on-site to act as the Temporary HCV Program Supervisor and will act as point of contact (POC) with VHA, as well as oversee the quality control, troubleshooting, and ongoing reporting. The Engagement Manager will support the Senior Consultant and attend meetings virtually when needed and review final work products prior to submission to VHA.

CGI's proposed staff bring decades of experience to this project. The organizational chart shown below details the reporting structure, and brief resumes detailed under Tab 3 demonstrate the qualifications and experience each team member will bring to the project.

1.1.4.1 Organizational Chart

The Organizational Chart below depicts the team composition throughout the duration of the contract.



2 Demonstrated Experience-Successful Past Performance

Listed below is a small sample of CGI projects with similar work and proven performance:

- **Oakland Housing Authority- Oakland, CA:** CGI currently provides remote back office services for the Oakland Housing Authority for annual recertifications and file audits of annual recertifications, initial eligibility and rent reasonableness for the HCV program.
- **Oakland Housing Authority- Oakland, CA:** From November 2015 through November 2019, CGI provided onsite back office services for the Oakland Housing Authority for annual recertifications for the Public Housing (PH) Program.
- **Housing Authority of the County of Contra Costa- Contra Costa, CA:** From May 2016 through December 2019, CGI performed quarterly and year-end on-site quality control reviews for SEMAP indicators and provided a detailed written report of findings and recommendations.
- **Housing Authority of the County of Contra Costa- Contra Costa, CA:** From November 2019 through July 2020, CGI performed on-site approximately 1,700 HCVP file reviews. We purged, re-organized and identified missing required documents, requested owner and tenant missing documents and converted files to HACCC protocol. CGI developed an automated checklist that was customized for HACCC file protocol requirements. We also developed dashboard reporting to track file status along with documents requested from the owners and tenants to help ensure the files were in compliance with HUD and HACCC administrative requirements.
- **Satellite Affordable Housing Associates- Berkeley, CA:** Currently, CGI performs remote new applicant file reviews for SAHA's HCVP and Low-Income Housing Tax Credit (LIHTC) properties. CGI remotely reviews new applicant files.
- **Santa Clara County Housing Authority- Santa Clara, CA:** From December 16, 2019 through June 1, 2020, CGI designed landlord recruitment, retention and marketing strategies to recruit and retain landlord participation in the Housing Choice Voucher (HCV) program. CGI developed on-line tenant and landlord surveys to ascertain areas of strengths and weaknesses with the HCV program. We shadowed and observed the departments within the HCV program, analyzed their policies and processing timelines and methods. We collected and analyzed data regarding the affordability of the local rental market and assessed the current supply and demand of affordable housing. Our work was performed in three phases to formally report progress, outcomes and recommend new methodologies for landlord recruitment and retention. We used data analytics and customized mapping software to provide visual analytics regarding subsidized unit concentration, housing resources, demographic and other socio-economic indicators to develop marketing strategies for their HCV program.

3 Complete Description of Product and Services

For more than 30 years, CGI has assisted the U.S. Department of Housing and Urban Development (HUD) and numerous Public Housing Authorities (PHAs) in achieving their goals and objectives. Along with more than 211 professionals specializing in affordable housing programs and PHA operations, CGI has a dedicated IT team for its housing sector. This combination provides dynamic solutions that enable CGI to serve as a full-service provider for every facet of operations in the affordable housing industry.

CGI's engagements range from large scale Housing Choice Voucher Program operations to targeted projects focusing on specific aspects and needs for the PHA.

Public Housing Authorities (PHAs) across the country partner with CGI for delivery of HCV program operations tasks such as

- Opening, closing, and purging waiting lists
- Applicant processing, ranking and selection
- Eligibility determinations
- Inspections
- Case management for ongoing tenant services, including annual re-examinations, interim re-examinations, change of unit and portability
- Administration of programs such as special purpose and project-based vouchers

CGI's HCV consulting services have enabled clients to move quickly from Section Eight Management Assessment Program (SEMAP) "troubled" to "high performer" status.

Our housing experts support a variety of PHA needs, including

- Program assessments and audits. Reviews examine all relevant aspects of a program, including workflow management, policies, procedures, operations, and compliance. We present detailed results, findings, corrective actions, and proposed policy and procedural changes to improve the program and ensure compliance.
- SEMAP reviews. Our experts assess and measure performance against HUD's 14 HCV key SEMAP Indicators. We provide detailed written reports of findings and recommendations along with focus areas of training.
- Tenant mobility. Our Subject Matter Experts design mobility counselling programs for PHA's. We conduct analyses for
 - Current conditions of the existing housing portfolio
 - Mapping and demographics of the PHA's jurisdiction
 - Operations and outreach efforts
- Landlord recruitment and outreach. Our Subject Matter Experts identify trends and patterns that may impact a PHA's ability to attract and retain landlords with quality units.
- Tenant file audits. We perform tenant file audits to ensure PHAs comply with HUD rules and regulations and the PHA's administrative plan. These audits help the PHA mitigate errors and identify staff training needs.

As-needed staff support - To meet specific PHA needs, CGI can provide additional staff to support a variety of HCV tasks including Intake Specialists, Tenant Mobility Coordinators, Special Programs Coordinators and Supervisors, and Compliance Review personnel to help augment current staff or improve current capabilities.

Purpose-built technology solutions - As housing authorities work toward improving the overall management and efficiency of their housing programs, CGI's modern, web-based technology solutions support the most complex business processes, including HQS inspections, waitlist management, initial and annual re-certifications, communications and notification, and program analytics.

- **CGI OnCue360** – a mobile regulatory enforcement and field data collection solution to improve decision making and workforce productivity
- **CGI Notify** – an interactive service for sending and receiving SMS (text, voice and email messages to tenant and/or owners
- **CGI View360** – analytics for housing authorities to manage and visualize multiple layers of information for greater insights

CGI provides expertise to PHAs in achieving measurable results under a variety of affordable housing programs.

Low-Income Public Housing. CGI aids PHAs in optimizing processes for applicant and tenant management, including eligibility determination, waitlist management, applicant processing, ranking and selection, file audits and ongoing tenant case management.

Low Income Housing Tax Credit. CGI affordable housing experts assist PHAs in eligibility determination or conduct eligibility determination audits, enabling PHAs to focus their resources on those households and individuals most in need.

Rental Assistance Demonstration (RAD) Program. When PHAs convert their physical assets from the Low-Income Public Housing program to the RAD program, we can help process files to transition residents to new programs. Our breadth of understanding of Low-Income Public Housing and the Office of Multifamily Housing project-based rental assistance (PBRA) and project-based voucher (PBV) programs enables PHAs to maintain regulatory compliance with those HUD programs.

4 Brief Resumes

Amy M. Waxman — Engagement Manager	
Summary	
Amy Waxman, Director of Consulting Services, has 27 years of experience within the affordable housing industry. She is Senior Consultant for a number of CGI's Public Housing Authority contracts, overseeing teams that perform the administration of Housing Choice Voucher and Public Housing annual and interim tenant recertifications and accurate monthly management reporting and SEMAP compliance. Ms. Waxman is a Senior Executive with an accomplished financial, operational and auditing background. She has experience in managing multiple business operations with proven ability to reduce costs, build and maintain strong internal controls. Through her 23-year career with Cuyahoga Metropolitan Housing Authority, Ms. Waxman also held various executive level positions, including Director of Property and Maintenance, and Assistant Director of the HCV Program.	
Education and Training	
• Certified Section 8 HCVP Executive Management • Certificate of UPCS Inspections • Certified Housing Quality Standards • HCVP Certified Housing Occupancy Specialist	• Certified Fraud Examiner • Certified Enhanced Voucher Specialist • B.S., Business Administration, The Ohio State University • Fellow from the Cleveland State University Leadership Academy

Judy Herring- Senior Consultant/Temporary HCV Program Supervisor	
Summary	
Judy Herring is a Senior Consultant with CGI and has over 25 years in the affordable housing industry. In addition, she has experience as the Director of a small Public Housing Authority overseeing all facets of the Housing Choice Voucher Program. Judy has a broad range of experience in which she has demonstrated considerable success in compliance, program administration, quality assurance and training.	
Education and Training	
• Certified HCV Program Management • Certified LIHTC Compliance • Certified Housing Quality Standards • B.A., Theatre, East Carolina University	

5 Client Information

Oakland Housing Authority (California)- Housing Choice Voucher Program Back Office Support	
Description	Response
Organization	Oakland Housing Authority (OHA)
Where Located	1619 Harrison Street, Oakland, CA 94612
Contact Person/Title	Michelle Hasan, Director of Leased Housing
Contact's Number	510-587-2110
Contact's Email Address	mhasan@oakha.org
Short Description of Services Provided	CGI began this project with OHA on April 1, 2010 and the contract continues. CGI provides back office services for annual recertification processing for OHA's Housing Choice Voucher Program (HCVP). CGI reviews annual recertification packets, calculates and verifies income and inputs data directly into OHA's Yardi system utilizing CGI's workflow management Contract Administration Tracking System (CATS) to track information. We also generate and submit Form HUD 50058 to Public and Indian Housing Information Center (PIC). We review PIC reports and make necessary corrections, if needed. We make certain the work we do for OHA is SEMAP compliant. To date we have completed more than 18,000 annual and interim recertifications. As of November 1, 2019, CGI provides file compliance audits for HCVP. CGI reviews annual recertifications, interim recertifications, initial eligibility and rent reasonable files for compliance with HUD regulatory requirements, SEMAP and OHA's Administrative Plan.
Start and Projected End Date	04/01/2010 to Ongoing

Oakland Housing Authority (California)- Low-Income Public Housing Program Back Office Support	
Description	Response
Organization	Oakland Housing Authority (OHA)
Where Located	1180 25 th Avenue, Oakland, CA 94601
Contact Person/Title	Mark Schiferl, Director of Property Management
Contact's Number	510-535-3140
Contact's Email Address	mschiferl@oakha.org
Short Description of Services Provided	CGI began this project with OHA on November 2, 2015 and the contract was completed in November 2019. We provided back office services for annual recertification processing for OHA's Low-Income Public Housing Program (LIPH). We prepared and sent tenant recertification packets and interim certifications, interviewed applicants, conducted third-party verifications, reviewed annual recertification packets, calculated and verified income and input data directly into OHA's Yardi system utilizing CGI's workflow management Contract Administration Tracking System (CATS) to track information. We also generated and submitted Form HUD 50058 to Public and Indian Housing Information Center (PIC). We reviewed PIC reports and made necessary corrections, if needed. We made certain the work we did for OHA was SEMAP compliant. We have completed more than 2,100 Public Housing annual and interim recertifications.
Start and Projected End Date	11/02/2015 to 11/02/2019

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Housing Authority of the County of Contra Costa (California)- SEMAP Quarterly and Year-End Reviews	
Description	Response
Organization	Housing Authority of the County of Contra Costa (HACCC)
Where Located	2870 Howe Road, Martinez, CA 94553
Contact Person	Ingrid S. Layne, Director, Housing Choice Voucher Division
Contact's Number	925-957-7010
Contact's Email Address	ILayne@contracostahousing.org
Short Description of Services Provided	CGI began this project with HACCC on May 1, 2016 and the contract continues. CGI performs quarterly and year-end on-site quality control reviews for SEMAP indicators and provides a detailed written report of findings and recommendations.
Start and Projected End Date	05/01/2016 to Present

Housing Authority of the County of Contra Costa (California)- SEMAP Quarterly and Year-End Reviews	
Description	Response
Organization	Housing Authority of the County of Contra Costa (HACCC)
Where Located	2870 Howe Road, Martinez, CA 94553
Contact Person	Ingrid S. Layne, Director, Housing Choice Voucher Division
Contact's Number	925-957-7010
Contact's Email Address	ILayne@contracostahousing.org
Short Description of Services Provided	From November 2019 through July 2020, CGI performed on site approximately 1,700 HCVP file reviews. We purged, re-organized and identified missing required documents, requested owner and tenant missing documents and converted files to HACCC protocol. CGI developed an automated checklist that was customized for HACCC file protocol requirements. We also developed dashboard reporting to track file status along with documents requested from the owners and tenants to help ensure the files were in compliance with HUD and HACCC administrative requirements.
Start and Projected End Date	11/18/2019 to 7/31/2020

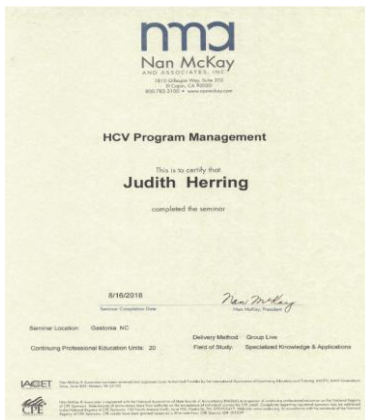
Satellite Affordable Housing Associates- HUD/LIHTC New Admission File Review Services	
Description	Response
Organization	Satellite Affordable Housing Associates-HUD/LIHTC New Admission File Review Services
Where Located	1835 Alcatraz Ave. Berkeley, CA 94703
Contact Person/Title	Angeli Cheng, Compliance Specialist
Contact's Number	510-809-2708
Contact's Email Address	ACHeng@sahahomes.org
Short Description of Services Provided	CGI performs remote new applicant file reviews for SAHA's HCVP and Low-Income Housing Tax Credit (LIHTC) properties. CGI remotely reviews new applicant files.
Start and Projected End Date	10/1/2019 – Ongoing

Confidential

February 26, 2021 – Presented to Vallejo Housing Authority – CGI Federal Inc. – Proprietary and Confidential

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6 Staff Certifications



Confidential

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7 Proposed Fees

CGI will perform services on a Firm-Fixed-Price basis in the amount of \$131,040. This price is all inclusive of the Engagement Manager's labor costs and the Senior Consultant's labor and travel costs. This price covers the start of services on May 3, 2021 and ends on August 27, 2021. This price includes 170 labor hours for CGI's Engagement Manager and 674 for the Senior Consultant and any travel related expenses for CGI's Senior Consultant during the term of the contract.

CGI will provide VHA with four monthly invoices in the amount of \$32,760 per invoice upon submission of each monthly progress report as follows:

May Invoice will be sent to VHA by June 6, 2021
June Invoice will be sent to VHA by July 6, 2021
July Invoice will be sent to VHA by August 6, 2021
August Invoice will be sent to VHA by September 6, 2021

SUMMARY

1. Proposed on-site temporary HCV Program Supervisor cost of services. CGI's Senior Consultant will be on-site starting May 3, 2021 and ending on August 27, 2021 with the following exceptions noted below:
 - May 24, 2021
 - May 28, 2021
 - May 31, 2021 (Federal Holiday)
 - June 1, 2021
 - June 21, 2021
 - July 5, 2021 (Federal Holiday)
 - July 6, 2021
 - August 2, 2021
 - August 3, 2021
2. CGI will submit monthly invoices and monthly progress reports.
3. Any work outside of the agreed upon scope will be negotiated with VHA.
4. Invoices are due and payable in full within thirty (30) days from the date of invoice. VHA shall pay fees to CGI in United States Dollars, by electronic funds transfer to an account designated by CGI.
5. Approval of all recommended HCVP Administrative Plan changes by CGI is the responsibility of VHA Director to take to City Board for approval. If the Board does not approve, CGI bears no further responsibility for the HCVP Administrative Plan.
6. CGI's price is predicated on working with the same VHA staff for the four-month duration of the contract and with the new permanent HCVP Supervisor once hired. Any staff turnover that impacts CGI's Work Plan during the period of the contract may be cause for a change in price and/or schedule. CGI will notify VHA of any impact due to staff turnover, and the parties will work together to resolve any differences.
7. VHA will provide CGI with access to an office at VHA, supplies, internet, copier and to VHA's systems of record.
8. Pricing includes labor hours for the Engagement Manager and Senior Consultant and travel expenses for airfare, rental car, fuel for the rental car, and GSA guidelines for lodging, meals and incidental expenses.

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EXHIBIT B
PAYMENT FOR ADDITIONAL SERVICES

1. Consultant's Compensation.

A. Services: City agrees to pay Consultant, at the rate(s) specified below, for those services set forth in Exhibit A of this Agreement and for all authorized reimbursable expenses, for a total not to exceed Two Hundred Sixty-Five Thousand Five Hundred Seven Dollars and 50 Cents, \$265,507.50.

Consultant shall notify City in writing no later than thirty (30) days prior to the estimated date when Consultant will have billed City the maximum payment amount permitted under this Agreement, and Consultant shall provide City with an estimate of the additional compensation required to complete the project.

B. Additional Services:

1. Additional Services are those services related to the scope of Services of Consultant as set forth in Exhibit A but not anticipated at the time of execution of this Agreement. Additional Services shall be provided only when a Supplemental Agreement authorizing such Additional Services is approved by the City Manager, or his or her designee. City reserves the right to perform any Additional Services with its own staff or to retain other Consultants to perform said Additional Services.

2. Consultant's compensation for Additional Services shall be based on the total number of hours spent on Additional Services multiplied by the employees' appropriate billable hourly rate as established below. City, at its option, may negotiate a fixed fee for some or all Additional Services as the need arises. Where a fixed fee for Additional Services is established by mutual Agreement between City and Consultant, compensation to Consultant shall not exceed the fixed fee amount.

2. Appropriate Billable Rates for Services and Additional Services.
Consultant's billable rates shall be:

SERVICE	RATE*
File Correction Services for 153 files	\$170.00/file (\$26,010)
FSS Program Audit Services for 53 participant files	\$175.00/file (\$9,275)
On-site Temporary Supervisory Services for the HCVP	\$131,040.00 flat rate
TOTAL	\$166,325.00



DATE: March 23, 2021
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Judy Shepard-Hall, Housing & Community Development Program Manager
SUBJECT: **CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2020-21 BUDGET**

RECOMMENDATION

Adopt a Resolution amending the Vallejo Housing Authority (VHA) Fiscal Year (FY) 2020-21 Adopted Budget.

REASONS FOR RECOMMENDATION

The VHA annually reviews revenues and expenditures at the middle of the fiscal year (Mid-Year) to adjust budgeted revenues and expenditures with actual experience, and to amend the budget to reflect changes in revenues and expenditures that have been identified since approval of the FY 2020-21 Adopted Budget in June 2020.

BACKGROUND AND DISCUSSION

On January 28, 2020, the VHA Board approved the increase in Housing Development Fund #124 expenditure by \$94,389. The increase would be a result of the transfer of unspent mobile home administrative fees to the General Fund to fund Homelessness and Support Services. Staff is bringing back this item as the transfer of these unspent mobile home administrative fees to the General Fund was not implemented.

The old Mobile Home Ordinance imposed an annual administrative fee of \$12 per year per mobile home space for the purpose of defraying the cost of administration by the Housing and Community Development Division. The fee has since been removed from the current ordinance. As agreed upon with the City Attorney's Office and Finance Department during FY 2019-20, the accumulated account balance of \$94,839 shall be transferred to General Fund account to be allocated for Homelessness and Support Services.

FISCAL IMPACT

The proposed amendment to the FY 2020-21 VHA Budget, as detailed in Exhibit 1 of the Resolution (Attachment 1), will increase the Fund 124 expenditures by \$94,389. The increase in the Fund 124 expenditure is a result of the transfer of the unspent mobile home administrative fees to the General Fund to fund Homelessness and Support Services.

**Subject: CONSIDERATION OF A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO
HOUSING AUTHORITY AMENDING THE FISCAL YEAR 2020-21 BUDGET**

Page 2

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	Resolution for FY 2020-21 VHA Budget Amendment CAO Stamp
2.	Exhibit 1 to Attachment 1 FY 2020-21 VHA Budget Amendment

CONTACT

Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Approved as to form:

By:  for _____
Veronica Nebb, City Attorney

RESOLUTION NO. 21 - ____ N.C.

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE VALLEJO HOUSING
AUTHORITY AMENDING THE FISCAL YEAR 2020-21 BUDGET**

WHEREAS, in June 2020, the Board of Directors of the Housing Authority did adopt a budget for the Fiscal Year 2020-2021; and

WHEREAS, staff is proposing that General Fund expenditures be increased by \$94,389, as set forth in **Exhibit 1** of this Resolution; and

WHEREAS, the Board of Directors has considered the report and recommendations of the Executive Director on this budget amendment and has determined that the budget amendment is fair and appropriate.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of the Vallejo Housing Authority hereby amends the Housing Authority's Budget for Fiscal Year 2020-21, by changing certain General Fund expenditure estimates, as set forth in **Exhibit 1** of this Resolution, which is by this reference incorporated herein.

Adopted by the Board of Directors of the Vallejo Housing Authority at a regular meeting held on March 23, 2021 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY

Housing Authority
2020-21 Midyear Budget Review
Proposed Budget Adjustments

	TRANSACTION TYPE		
	Revenue	Expenditure	Net
<u>Housing Development Fund # 124</u>			
Transfer out to General Fund for Homelessness and Support Services		94,389	(94,389)
Total, Housing Authority	-	94,389.00	(94,389.00)



DATE: March 23, 2021
TO: Chair and Members of the Vallejo Housing Authority Board
FROM: Judy Shepard-Hall, Housing & Community Development Program Manager
SUBJECT: PUBLIC HEARING AND APPROVAL OF THE ANNUAL PUBLIC HOUSING AGENCY PLAN FOR FISCAL YEAR 2021-22

RECOMMENDATION

Conduct the public hearing and upon conclusion, approve the Vallejo Housing Authority's (VHA) Fiscal Year (FY) 2021-22 Annual Public Housing Agency (PHA) Plan (for the period covering July 1, 2021 through June 30, 2022), and authorize its submission to the U.S. Department of Housing and Urban Development (HUD) Office of Public and Indian Housing.

REASONS FOR RECOMMENDATION

Submission of the Annual PHA Plan is a HUD requirement for continued funding of the Housing Choice Voucher (HCV) Program (formerly known as Section 8 Program) for extremely low- and very low-income households.

BACKGROUND AND DISCUSSION

The PHA Plan is a plan that informs HUD, residents, and the public of the VHA's mission for serving the needs of low- and very low-income families and strategy for addressing those needs. The PHA Plan consists of either one or two components: the 5-Year Plan, which each PHA submits to HUD once every 5th fiscal year, and the Annual Plan, which is submitted to HUD every year. The 5-Year Plan describes the PHA's mission for the next five years, its goals and objectives, and includes a summary report on the progress the PHA has made in meeting the goals and objectives, and any significant amendment or modification described in the previous 5-Year Plan. The VHA's current 5-Year Plan expires on June 30, 2025. The Annual Plan covers any revisions of the PHA Plan Elements, new activities undertaken by the PHA, and progress report of the agency.

With over 2,200 vouchers authorized, the City of Vallejo's HCV Program provides housing subsidies to low-income families with an additional 81 vouchers set aside for homeless veterans. These vouchers provide eligible households with monthly subsidies, paid directly to the landlord, to help provide a stable housing situation conducive to self-sufficiency. Housing units assisted by these vouchers are disbursed throughout the City, with their location being determined primarily by the participant family's choosing as required by fair housing laws. The VHA has a policy to encourage participant families to search for housing outside of areas of high poverty or minority concentration. The VHA does not own or operate any public housing units; therefore, participant families must rent directly from private landlords. Assisted units must meet basic health and safety requirements as determined by HUD, known as Housing Quality Standards ("HQS"), at all times while occupied by participant families.

Subject: PUBLIC HEARING AND APPROVAL OF THE ANNUAL PUBLIC HOUSING AGENCY PLAN FOR FISCAL YEAR 2021-22

The VHA's waiting list during FY 2019-20 (July 1, 2019 - June 30, 2020) includes:

Number of Families on the Waiting List at the start of FY 2019-20	Number of Families Selected from the Waiting List during FY 2019-20	Number of New Voucher Admissions Issued to Applicants from the Waiting List during FY 2019-20
2,829	89	12

As part of the PHA Plan process, a Resident Advisory Board (RAB) will provide the PHA and the residents with a forum for sharing information about the agency's Annual Plan. The role of the RAB is to assist the PHA in developing the PHA Plan and in making any significant amendment or modification to the Plan. The VHA's RAB consists of two Tenant Commissioners who are members of the VHA Board and a VHA staff person. On February 18, 2021, HCV Program participants were invited to attend a virtual presentation of the FY 2021-22 Annual PHA Plan. On February 24, 2021, the RAB met and reviewed the Annual PHA Plan. They agreed with the goals and objectives included in the Plan, provided input, and recommended the top three goals and objectives that the VHA needs to focus on in FY 2021-22. The Housing and Community Development Commission is scheduled to review the Annual PHA Plan on March 17, 2021 and vote to recommend approval by the VHA Board.

The Annual PHA Plan which covers FY 2021-22 must be submitted to HUD by April 10, 2021. HUD requirements state that a draft Plan must be available for a comment period of at least 45 days. The VHA posted its Annual PHA Plan for public comment on February 4, 2021 and will close the comment period on March 23, 2021. Comments from the public will be incorporated as an attachment to the Plan. To date, the VHA has received comments from the RAB, but has not received any public comments.

FISCAL IMPACT

The HCV Program is federally funded and has no direct impact on the General Fund budget. Submission of the Annual PHA Plan enables the Vallejo Housing Authority to maintain its eligibility for federal housing program funding.

ENVIRONMENTAL REVIEW

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

ATTACHMENTS

1.	VHA Annual PHA Plan for FY 2021-22
2.	Notice of Public Hearing for VHA Annual PHA Plan for FY 2021-22
3.	Resolution to Approve VHA FY 2021-22 Annual PHA Plan revised

CONTACT

Judy Shepard-Hall, Housing & Community Development Program Manager (707) 648-4408

judy.shepard-hall@cityofvallejo.net

Streamlined Annual PHA Plan (HCV Only PHAs)	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 02/29/2016
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Purpose. The 5-Year and Annual PHA Plans provide a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA's operations, programs, and services, and informs HUD, families served by the PHA, and members of the public of the PHA's mission, goals and objectives for serving the needs of low- income, very low- income, and extremely low- income families

Applicability. Form HUD-50075-HCV is to be completed annually by **HCV-Only PHAs**. PHAs that meet the definition of a Standard PHA, Troubled PHA, High Performer PHA, Small PHA, or Qualified PHA do not need to submit this form. Where applicable, separate Annual PHA Plan forms are available for each of these types of PHAs.

Definitions.

- (1) **High-Performer PHA** – A PHA that owns or manages more than 550 combined public housing units and housing choice vouchers, and was designated as a high performer on both of the most recent Public Housing Assessment System (PHAS) and Section Eight Management Assessment Program (SEMAP) assessments if administering both programs, or PHAS if only administering public housing.
- (2) **Small PHA** - A PHA that is not designated as PHAS or SEMAP troubled, or at risk of being designated as troubled, that owns or manages less than 250 public housing units and any number of vouchers where the total combined units exceeds 550.
- (3) **Housing Choice Voucher (HCV) Only PHA** - A PHA that administers more than 550 HCVs, was not designated as troubled in its most recent SEMAP assessment, and does not own or manage public housing.
- (4) **Standard PHA** - A PHA that owns or manages 250 or more public housing units and any number of vouchers where the total combined units exceeds 550, and that was designated as a standard performer in the most recent PHAS and SEMAP assessments.
- (5) **Troubled PHA** - A PHA that achieves an overall PHAS or SEMAP score of less than 60 percent.
- (6) **Qualified PHA** - A PHA with 550 or fewer public housing dwelling units and/or housing choice vouchers combined, and is not PHAS or SEMAP troubled.

A.	PHA Information.																																			
A.1	PHA Name: _Vallejo Housing Authority_____ PHA Code: ____CA055_____ PHA Plan for Fiscal Year Beginning: (MM/YYYY): _07/2021_____ PHA Inventory (Based on Annual Contributions Contract (ACC) units at time of FY beginning, above) Number of Housing Choice Vouchers (HCVs) ____2,267_____ PHA Plan Submission Type: ☒ Annual Submission ☐ Revised Annual Submission Availability of Information. In addition to the items listed in this form, PHAs must have the elements listed below readily available to the public. A PHA must identify the specific location(s) where the proposed PHA Plan, PHA Plan Elements, and all information relevant to the public hearing and proposed PHA Plan are available for inspection by the public. Additionally, the PHA must provide information on how the public may reasonably obtain additional information of the PHA policies contained in the standard Annual Plan, but excluded from their streamlined submissions. At a minimum, PHAs must post PHA Plans, including updates, at the main office or central office of the PHA. PHAs are strongly encouraged to post complete PHA Plans on their official website. ☐ PHA Consortia: (Check box if submitting a joint Plan and complete table below) <table border="1" style="width: 100%;"> <thead> <tr> <th>Participating PHAs</th> <th>PHA Code</th> <th>Program(s) in the Consortia</th> <th>Program(s) not in the Consortia</th> <th>No. of Units in Each Program</th> </tr> </thead> <tbody> <tr> <td>Lead HA:</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program	Lead HA:																													
Participating PHAs	PHA Code	Program(s) in the Consortia	Program(s) not in the Consortia	No. of Units in Each Program																																
Lead HA:																																				

B.	Annual Plan.
B.1	Revision of PHA Plan Elements. (a) Have the following PHA Plan elements been revised by the PHA since its last Annual Plan submission? Y N ☐ ☒ Housing Needs and Strategy for Addressing Housing Needs. ☐ ☒ Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions. ☐ ☒ Financial Resources. ☐ ☒ Rent Determination. ☐ ☒ Operation and Management. ☐ ☒ Informal Review and Hearing Procedures. ☐ ☒ Homeownership Programs. ☐ ☒ Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements. ☐ ☒ Substantial Deviation. ☐ ☒ Significant Amendment/Modification. (b) If the PHA answered yes for any element, describe the revisions for each element(s):
B.2	New Activities (a) Does the PHA intend to undertake any new activities related to the following in the PHA's current Fiscal Year? Y N ☒ ☐ Project Based Vouchers. (b) If this activity is planned for the current Fiscal Year, describe the activities. Provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan. The Vallejo Housing Authority plans on taking on at least 50 new project based vouchers for permanent and supportive housing for homeless Vallejo residents. This is consistent with the VHA 5-year plan and goals to increase affordable housing opportunities, and to provide services to the homeless and at-risk population. The VHA issued a Request for Proposal (RFP) for project-based vouchers during fiscal year 18-19, two proposals were received and one was awarded a HAP Contract for 50 units.
B.3	Most Recent Fiscal Year Audit. (a) Were there any findings in the most recent FY Audit? Y N N/A ☐ ☒ ☐ (b) If yes, please describe:
B.4	Civil Rights Certification Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
B.5	Certification by State or Local Officials. Form HUD 50077-SL, <i>Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan</i>, must be submitted by the PHA as an electronic attachment to the PHA Plan.
B.6	Progress Report. Provide a description of the PHA's progress in meeting its Mission and Goals described in its 5-Year PHA Plan. The VHA has continued to issue vouchers and interview applicants from the waiting list in order to assist families with rental assistance. During Calendar year 2019, the Vallejo Housing Authority pulled approximately 464 families from its active waiting list, and issued 108 vouchers to eligible families. Information is made available to all families of the Housing Choice Voucher Program regarding the benefits of renting in areas of low-poverty in order to increase diversity in these area.

B.7	Resident Advisory Board (RAB) Comments. (a) Did the RAB(s) provide comments to the PHA Plan? Y N ☐ ☐ (a) If yes, comments must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the RAB recommendations and the decisions made on these recommendations.
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Instructions for Preparation of Form HUD-50075-HCV Annual PHA Plan for HCV Only PHAs

A. PHA Information. All PHAs must complete this section. ([24 CFR §903.23\(4\)\(e\)](#))

A.1 Include the full **PHA Name**, **PHA Code**, **PHA Type**, **PHA Fiscal Year Beginning** (MM/YYYY), **Number of Housing Choice Vouchers (HCVs)**, **PHA Plan Submission Type**, and the **Availability of Information**, specific location(s) of all information relevant to the public hearing and proposed PHA Plan.

PHA Consortia: Check box if submitting a Joint PHA Plan and complete the table. ([24 CFR §943.128\(a\)](#))

B. Annual Plan. All PHAs must complete this section. ([24 CFR §903.11\(c\)\(3\)](#))

B.1 Revision of PHA Plan Elements. PHAs must:

Identify specifically which plan elements listed below that have been revised by the PHA. To specify which elements have been revised, mark the “yes” box. If an element has not been revised, mark “no.”

☐ **Housing Needs and Strategy for Addressing Housing Needs.** Provide a statement addressing the housing needs of low-income, very low-income families who reside in the PHA’s jurisdiction and other families who are on the Section 8 tenant-based waiting list. The statement must identify the housing needs of (i) families with incomes below 30 percent of area median income (extremely low-income), (ii) elderly families and families with disabilities, and (iii) households of various races and ethnic groups residing in the jurisdiction or on the waiting list based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location. ([24 CFR §903.7\(a\)\(1\)](#) and [24 CFR §903.7\(a\)\(2\)\(i\)](#)). Provide a description of the PHA’s strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. [24 CFR §903.7\(a\)\(2\)\(ii\)](#)

☐ **Deconcentration and Other Policies that Govern Eligibility, Selection, and Admissions.** A statement of the PHA’s policies that govern resident or tenant eligibility, selection and admission including admission preferences for HCV. ([24 CFR §903.7\(b\)](#))

☐ **Financial Resources.** A statement of financial resources, including a listing by general categories, of the PHA’s anticipated resources, such as PHA HCV funding and other anticipated Federal resources available to the PHA, as well as tenant rents and other income available to support tenant-based assistance. The statement also should include the non-Federal sources of funds supporting each Federal program, and state the planned use for the resources. ([24 CFR §903.7\(c\)](#))

☐ **Rent Determination.** A statement of the policies of the PHA governing rental contributions of families receiving tenant-based assistance, discretionary minimum tenant rents, and payment standard policies. ([24 CFR §903.7\(d\)](#))

☐ **Operation and Management.** A statement that includes a description of PHA management organization, and a listing of the programs administered by the PHA. ([24 CFR §903.7\(e\)\(3\)\(4\)](#)).

☐ **Informal Review and Hearing Procedures.** A description of the informal hearing and review procedures that the PHA makes available to its applicants. ([24 CFR §903.7\(f\)](#))

☐ **Homeownership Programs.** A statement describing any homeownership programs (including project number and unit count) administered by the agency under section 8y of the 1937 Act, or for which the PHA has applied or will apply for approval. ([24 CFR §903.7\(k\)](#))

☐ **Self Sufficiency Programs and Treatment of Income Changes Resulting from Welfare Program Requirements.** A description of any PHA programs relating to services and amenities coordinated, promoted, or provided by the PHA for assisted families, including those resulting from the PHA’s partnership with other entities, for the enhancement of the economic and social self-sufficiency of assisted families, including programs provided or offered as a result of the PHA’s partnerships with other entities, and activities under section 3 of the Housing and Community Development Act of 1968 and under requirements for the Family Self-Sufficiency Program and others. Include the program’s size (including required and actual size of the FSS program) and means of allocating assistance to households. ([24 CFR §903.7\(l\)\(i\)](#)) Describe how the PHA will comply with the requirements of section 12(c) and (d) of the 1937 Act that relate to treatment of income changes resulting from welfare program requirements. ([24 CFR §903.7\(l\)\(iii\)](#)).

☐ **Substantial Deviation.** PHA must provide its criteria for determining a “substantial deviation” to its 5-Year Plan. ([24 CFR §903.7\(r\)\(2\)\(i\)](#))

☐ **Significant Amendment/Modification.** PHA must provide its criteria for determining a “Significant Amendment or Modification” to its 5-Year and Annual Plan. Should the PHA fail to define ‘significant amendment/modification’, HUD will consider the following to be ‘significant amendments or modifications’: a) changes to rent or admissions policies or organization of the waiting list; or b) any change with regard to homeownership programs. See guidance on HUD’s website at: [Notice PIH 1999-51](#). ([24 CFR §903.7\(r\)\(2\)\(ii\)](#))

If any boxes are marked “yes”, describe the revision(s) to those element(s) in the space provided.

- B.2 New Activity.** If the PHA intends to undertake new activity using Housing Choice Vouchers (HCVs) for new Project-Based Vouchers (PBVs) in the current Fiscal Year, mark “yes” for this element, and describe the activities to be undertaken in the space provided. If the PHA does not plan to undertake this activity, mark “no.” ([24 CFR §983.57\(b\)\(1\)](#) and Section 8(13)(C) of the United States Housing Act of 1937.
- ☒ **Project-Based Vouchers (PBV).** Describe any plans to use HCVs for new project-based vouchers. If using PBVs, provide the projected number of project-based units and general locations, and describe how project-basing would be consistent with the PHA Plan.
- B.3 Most Recent Fiscal Year Audit.** If the results of the most recent fiscal year audit for the PHA included any findings, mark “yes” and describe those findings in the space provided. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(p\)](#))
- B.4 Civil Rights Certification.** Form HUD-50077, *PHA Certifications of Compliance with the PHA Plans and Related Regulation*, must be submitted by the PHA as an electronic attachment to the PHA Plan. This includes all certifications relating to Civil Rights and related regulations. A PHA will be considered in compliance with the AFFH Certification if: it can document that it examines its programs and proposed programs to identify any impediments to fair housing choice within those programs; addresses those impediments in a reasonable fashion in view of the resources available; works with the local jurisdiction to implement any of the jurisdiction’s initiatives to affirmatively further fair housing; and assures that the annual plan is consistent with any applicable Consolidated Plan for its jurisdiction. ([24 CFR §903.7\(o\)](#))
- B.5 Certification by State or Local Officials.** Form HUD-50077-SL, *Certification by State or Local Officials of PHA Plans Consistency with the Consolidated Plan*, including the manner in which the applicable plan contents are consistent with the Consolidated Plans, must be submitted by the PHA as an electronic attachment to the PHA Plan. ([24 CFR §903.15](#))
- B.6 Progress Report.** For all Annual Plans following submission of the first Annual Plan, a PHA must include a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year PHA Plan. ([24 CFR §903.11\(c\)\(3\)](#), [24 CFR §903.7\(r\)\(1\)](#))
- B.7 Resident Advisory Board (RAB) comments.** If the RAB provided comments to the annual plan, mark “yes,” submit the comments as an attachment to the Plan and describe the analysis of the comments and the PHA’s decision made on these recommendations. ([24 CFR §903.13\(c\)](#), [24 CFR §903.19](#))

This information collection is authorized by Section 511 of the Quality Housing and Work Responsibility Act, which added a new section 5A to the U.S. Housing Act of 1937, as amended, which introduced the Annual PHA Plan. The Annual PHA Plan provides a ready source for interested parties to locate basic PHA policies, rules, and requirements concerning the PHA’s operations, programs, and services, and informs HUD, families served by the PHA, and members of the public for serving the needs of low- income, very low- income, and extremely low- income families.

Public reporting burden for this information collection is estimated to average 4.5 hour per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. HUD may not collect this information, and respondents are not required to complete this form, unless it displays a currently valid OMB Control Number.

Privacy Act Notice. The United States Department of Housing and Urban Development is authorized to solicit the information requested in this form by virtue of Title 12, U.S. Code, Section 1701 et seq., and regulations promulgated thereunder at Title 12, Code of Federal Regulations. Responses to the collection of information are required to obtain a benefit or to retain a benefit. The information requested does not lend itself to confidentiality



Housing and Community Development Division • 200 Georgia Street • Vallejo • CA • 94590 • 707.648.4507

**NOTICE OF PUBLIC HEARING
HOUSING AUTHORITY OF THE CITY OF VALLEJO ANNUAL PLAN FY 2021-22**

DATE OF NOTICE: February 4, 2021

FOR MORE INFORMATION:

Judy Shepard-Hall, Housing and Community Development Program Manager, 707-648-4408
Judy.shepard-hall@cityofvallejo.net

VALLEJO, CA –

The Vallejo Housing Authority (VHA) is required by the U. S. Department of Housing and Urban Development (HUD) to prepare an Annual Plan for its Housing Choice Voucher Program for the City of Vallejo.

A draft of this document is available for review at the following locations:

Housing and Community Development Division, at 200 Georgia Street

The City's Web Page at: www.cityofvallejo.net

(For Internet access, you may go to John F. Kennedy Library, at 505 Santa Clara Street)

Anyone interested in commenting on this document is invited to attend a public hearing scheduled by the Vallejo Housing Authority on Tuesday, March 23, 2021 at 6:45 p. m. via Zoom (<https://ZoomRegular.Cityofvallejo.net>), or via phone, by dialing (669) 900-6833. Written or verbal comments may also be submitted until 4:00 p. m. on March 23, 2021 to Judy Shepard-Hall, Housing and Community Development Program Manager, Vallejo Housing Authority, 200 Georgia Street, Vallejo, CA 94590, Tel: (707) 648-4408. E-mail: judy.shepard-hall@cityofvallejo.net

If you have any questions concerning this public notice, please call the Housing and Community Development Division at (707) 648-4507.

The City of Vallejo provides its programs and services in a non-discriminatory manner, and is an Equal Opportunity Employer. The City also encourages women and minority-owned businesses to submit bids and proposals for Federal Community Development Block Grant (CDBG) Program contracts. These contracts are typically for general contractors to make public or facility improvements. For further information on this public notice, the hearing-impaired may call the California Relay Service at 1-800-735-2922 without a TTY/TDD, or 1-800-735-2020 with a TTY/TDD.



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**AVISO DE AUDIENCIA PÚBLICA
PLAN ANUAL FISCAL 2021-22 DE LA AUTORIDAD DE VIVIENDA DE LA CIUDAD DE VALLEJO**

FECHA DE AVISO: 4 de febrero de 2021

PARA MÁS INFORMACIÓN:

Judy Shepard-Hall, Directora de la División de Vivienda y Desarrollo Comunitario y la Autoridad de Vivienda de Vallejo, (707) 648-4408
judy.shepard-hall@cityofvallejo.net

VALLEJO, CA –

La Autoridad de Vivienda de Vallejo (VHA) es requerida por el Departamento de Vivienda y Desarrollo Urbano EE.UU (HUD) preparar un plan anual cada año fiscal para su programa de Vales de Elección de Vivienda de la Ciudad de Vallejo.

Un borrador de este documento está disponible para su revisión en los siguientes lugares:

División de Vivienda y Desarrollo Comunitario y La Autoridad de Vivienda de Vallejo en
200 Georgia Street

Página Web de la Ciudad en: www.cityofvallejo.net

(Para el acceso a Internet, puede ir a la Biblioteca John F. Kennedy, en 505 Santa Clara Street)

Se invita a cualquier persona interesada comentar sobre este documento asistir a una audiencia pública programada por la Autoridad de Vivienda de Vallejo el martes 23 de marzo de 2021 a las 6:45 p.m. en la Zoom (<https://ZoomRegular.Cityofvallejo.net>), o por teléfono, marcando (669) 900-6833. Los comentarios escritos o verbales también pueden ser presentados hasta las 4:00 p.m. del 23 de marzo de 2021 para Judy Shepard-Hall, Directora de la División de Vivienda y Desarrollo Comunitario y la Autoridad de Vivienda de Vallejo, 200 Georgia Street, Vallejo, CA 94590, Tel: (707) 648-4408. Correo electrónico: judy.shepard-hall@cityofvallejo.net.

Si tiene alguna pregunta relacionada con este aviso público, por favor llame a la División de Vivienda y Desarrollo Comunitario y La Autoridad de Vivienda de Vallejo al (707) 648-4507.

La ciudad de Vallejo ofrece sus programas y servicios de manera no discriminatoria y es un empleador de igualdad de oportunidades. Para más información sobre este aviso público, los discapacitados auditivos pueden llamar al Servicio de Retransmisión de California al 1-800-735-2922 sin TTY/TDD o 1-800-735-2929 con un TTY/TDD.



Housing and Community Development Division • 200 Georgia Street • Vallejo • CA • 94590 • 707.648.4507

**PAUNAWA NG PAMPUBLIKONG PAGDINIG PARA TAUNANG PLANO NG
PAMBANSANG AWTORIDAD SA PAGPAPABAHAY NG LUNGSOD NG VALLEJO
PARA SA PISKAL NA TAONG 2021-22**

PETSA NG PAUNAWA: Pebrero 4, 2021

PARA SA KARAGDAGANG IMPORMASYON:

Judy Shepard-Hall, Housing and Community Development Program Manager, (707 648-4408
judy.shepard-hall@cityofvallejo.net

VALLEJO, CA –

Ang Pambansang Awtoridad sa Pagpapabahay ng Lungsod ng Vallejo o Vallejo Housing Authority (VHA) ay inaatasan ng U. S. Department of Housing and Urban Development (HUD) na maghanda ng Taunang Plano kada piskal na taon para sa Housing Choice Voucher Program ng Lungsod ng Vallejo.

Maaaring suriin ang kopya ng dokumentong ito sa mga sumusunod na lokasyon:

Housing and Community Development Division, 200 Georgia Street

Website ng Lungsod ng Vallejo sa www.cityofvallejo.net

(Para makagamit ng Internet, maaaring tumungo sa John F. Kennedy Library sa 505 Santa Clara St.)

Sinumang may komentaryo ukol sa dokumentong ito ay inaanyayahang dumalo sa pampublikong pagdinig na isasagawa ng Pambansang Awtoridad sa Pagpapabahay ng Lungsod ng Vallejo na gaganapin sa Martes, Marso 23, 2021, 6:45 nang hapon sa pamamagitan ng Zoom (<https://ZoomRegular.Cityofvallejo.net>), o telepono, tumawag sa (669) 900-6833. Maaari ring ibigay sa pamamagitan ng sulat o ipahayag ang inyong komento hanggang 4:00 nang hapon ng Marso 23, 2021 kay Judy Shepard-Hall, Housing and Community Development Program Manager, Vallejo Housing Authority, 200 Georgia Street, Vallejo, CA 94590, Tel: (707) 648-4408. E-mail: judy.shepard-hall@cityofvallejo.net.

Anumang tanong ukol sa pampublikong paunawang ito ay mangyaring tumawag sa Housing and Community Development Division: (707) 648-4507.

Ang Lungsod ng Vallejo ay nagbibigay ng mga programa at serbiyo nito sa paraang hindi namimili at walang pagtatangi, at isang "Equal Opportunity Employer". Para sa karagdagang impormasyon tungkol sa pampublikong paunawang ito, ang mga may kapansanan sa pandinig ay maaaring tumawag sa California Relay Service 1-800-735-2922 kung walang TTY/TDD, o 1-800-735-2020 kung may TTY/TDD.

Approved as to form:

By:  for
Veronica Nebb, City Attorney

RESOLUTION NO. 21 - ____ N.C.

**APPROVAL OF THE ANNUAL PUBLIC HOUSING AGENCY PLAN
FOR FISCAL YEAR 2021-22 OF THE VALLEJO HOUSING AUTHORITY AND
AUTHORIZATION FOR SUBMISSION TO THE U.S DEPARTMENT OF HOUSING AND
URBAN DEVELOPMENT**

WHEREAS, the Vallejo Housing Authority (VHA) receives funds from the U.S. Department of Housing and Urban Development (HUD) to administer the Housing Choice Voucher (HCV) Program to provide long-term assistance to extremely low and very low-income households in Vallejo; and

WHEREAS, the VHA must submit an Annual Public Housing Agency (PHA) Plan approved by its Board of Directors to HUD in order to continue to receive funding for the HCV Program; and

WHEREAS, the VHA has met all requirements to have the draft Annual PHA Plan for Fiscal Year (FY) 2021-22 available for public comment and reviewed by HCV Program participants as required by HUD; and

WHEREAS, The VHA held a public hearing on March 23, 2021 about the Annual PHA Plan for Fiscal Year 2021-22.

NOW, THEREFORE, BE IT RESOLVED that the Housing Authority Board hereby approves the Annual PHA Plan for FY 2021-22 and authorizes its submission to HUD

Adopted by the Board of Directors of the Vallejo Housing Authority at a regular meeting held on March 23, 2021 with the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ROBERT H. MCCONNELL, CHAIR

ATTEST:

DAWN G. ABRAHAMSON, SECRETARY