

CONTRA COSTA COUNTY

Administration Building | 1025 Escobar St., Martinez



AGENDA

Tuesday, May 12, 2026

1:00 PM

HOUSING AUTHORITY

DIANE BURGIS, CHAIR

JOHN GIOIA

CANDACE ANDERSEN

KEN CARLSON, VICE CHAIR

SHANELLE SCALES-PRESTON

CYNTHIA JORDAN

JOANN SEGURA

JOSEPH VILLARREAL, EXECUTIVE DIRECTOR, (925) 957-8001

The public may attend the Board meeting in person and remotely via call-in or Zoom. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at www.contracosta.ca.gov. Meetings of the Board are closed-captioned in real time. For real time translation of the Board of Supervisors meeting, please go to the Wordly website: <https://attend.wordly.ai/join/UPPW-1508>.

Persons who wish to address the Board during public comment or with respect to an item on the agenda may comment in person or may call in during the meeting by dialing 1 855-758-1310. A caller should indicate they wish to speak on an agenda item by pushing "#2" on their phone. Persons who wish to address the Board in person should complete the form provided for that purpose. Access via Zoom is also available using the following link: <https://cccounty-us.zoom.us/j/81863939331>. Those participating via Zoom should indicate they wish to speak on an agenda item by using the "raise your hand" feature in the Zoom app. To provide contact information, please contact Clerk of the Board at clerkoftheboard@cob.cccounty.us or call 925-655-2000. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the Board will continue the meeting in person without remote access.

Public comments generally will be limited to two minutes per speaker. In the interest of facilitating the business of the Board, the total amount of time that a member of the public may use in addressing the Board on all agenda items is 10 minutes. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at www.contracosta.ca.gov.

1:00 P.M. Convene and call to order

- 1. **CONSIDER CONSENT ITEMS (Items listed as C.1 through C.4 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Commissioner. Items removed from the Consent Calendar will be considered with the Discussion Items.**

2. DISCUSSION ITEMS

D.1 CONSIDER accepting a report on the status of the U.S. Department of Housing and Urban Development’s (HUD) homeless programs funding cuts. [26-1876](#)

D.2 CONSIDER approving amendments to the Admissions and Continued Occupancy Policy of the Public Housing Program regarding the removal of household members, changes to the live-in aide policy, and wait list documentation deadlines. [26-1877](#)

Attachments: [BO ACOP Updates 5 12 2026 Removal of Household Member Waiting List Deadline](#)
[LIA PH ACOP Edits redlined - Final - 5 12 2026](#)

- D.3 CONSIDER approving amendments to the Administrative Plan of the Housing Choice Voucher Program regarding the removal of household members and changes to the live-in aide policy. [26-1878](#)

Attachments: [Admin Plan LIA Edits redline](#)
[HCV Removal of Household Member 2](#)
[HCV Removal of Household Member](#)

D.4 PUBLIC COMMENT (2 Minutes)

3. CONSENT ITEMS

- C.1 RECEIVE report on the update of the Utility Allowance Schedule for the applicable public housing units. [26-1879](#)

Attachments: [4 Utility Allowance Schedule Draft Eff July 1 2026](#)

- C.2 APPROVE the proposed Community Room and Facilities Use Policy for public housing communal facilities. [26-1880](#)

Attachments: [5 HACCC Community Room Use Policy and Agreement. JV.KK Final](#)

- C.3 ADOPT Resolution No. 5276, certifying the results for the Section 8 Management Assessment Plan (SEMAP), subject to HUD confirmatory review, for the Housing Authority of the County of Contra Costa (HACCC) for the period from April 1, 2025, to March 31, 2026. [26-1881](#)

Attachments: [Certification Form 52648](#)
[SEMAP Certification Indicator 8 with 23 and 24 PS Notices](#)

- C.4 DENY claim filed by Karriem Muhammed. [26-1882](#)

4. ADJOURN

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board before the Board votes on the motion to adopt. Each member of the public will be allowed two minutes to comment on the entire consent agenda.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for public testimony. Each speaker during public testimony will be limited to two minutes. After public testimony, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to clerkoftheboard@cob.cccounty.us.

Time limits for public speakers may be adjusted at the discretion of the Chair.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000.

Anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda may contact the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

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DISCLOSURE OF CAMPAIGN CONTRIBUTIONS

Pursuant to Government Code section 84308 (the Levine Act), members of the Board of Supervisors are disqualified and not able to participate in any agenda item involving contracts (except for contracts exempt from the Levine Act under Government Code section 84308(a)), franchises, discretionary land use permits and other entitlements, if the Board member received, within the previous 12 months, more than \$500 in campaign contributions from the applicant or contractor, an agent of the applicant or contractor, or any financially interested participant who actively supports or opposes the County's decision on the agenda item. Members of the Board of Supervisors who have received, and applicants,

contractors or their agents who have made, campaign contributions totaling more than \$500 to a Board member within the previous 12 months are required to disclose that fact for the official record of the subject proceeding. Disclosures must include the amount of the campaign contribution and identify the recipient Board member, and may be made either in writing to the Clerk of the Board of Supervisors before the subject hearing or by verbal disclosure at the time of the hearing.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1876

Agenda Date: 5/12/2026

Agenda #: D.1

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: REPORT ON THE STATUS OF THE U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S HOMELESS PROGRAMS FUNDING CUTS

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

CONSIDER accepting a report on the status of the U.S. Department of Housing and Urban Development's (HUD) homeless programs funding cuts.

BACKGROUND:

The cuts faced by HACCC are based on the earlier than planned end of the Emergency Housing Voucher (EHV) program which has previously been communicated to the Board along with HUD's decision on November 14, 2025, to limit Continuum of Care (CoC) funding for permanent supportive housing to no more than 30% of each CoC's total funding pool. The change in the CoC rules directly affects HACCC's Shelter Plus Care and Project Based Rental Assistance (PBRA) programs. Our partners in these programs are the County's Health, Housing and Homeless program along with the nonprofit HOPE Solutions. These cuts will also indirectly affect several of HACCC's project-based voucher sites. These are separate from the PBRA units.

Staff will update the Board at its May 12, 2026, meeting.

FISCAL IMPACT:

Based on 2025 funding levels, HUD's pending cuts were projected to cost the Housing Authority (HACCC) over \$14,600,000 in funding dedicated to homeless households in 2026. This funding supports permanent housing for over 550 households. HACCC is still awaiting its 2026 funding notice from HUD.

CONSEQUENCE OF NEGATIVE ACTION:

None. Informational item only.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1877

Agenda Date: 5/12/2026

Agenda #: D.2

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: ADOPT AMENDMENTS TO THE ADMISSIONS AND CONTINUED OCCUPANCY POLICY OF THE PUBLIC HOUSING PROGRAM REGARDING THE REMOVAL OF HOUSEHOLD MEMBERS, CHANGES TO THE LIVE-IN AIDE POLICY, AND WAIT LIST DOCUMENTATION DEADLINES

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

CONSIDER approving amendments to the Admissions and Continued Occupancy Policy of the Public Housing program regarding the removal of household members, changes to the live-in aide policy, and wait list documentation deadlines.

BACKGROUND:

HACCC maintains policy plans for both the Public Housing and the Housing Choice Voucher (HCV) programs. The plan for the Public Housing Program is known as the Admissions and Continued Occupancy Policy (ACOP), while the plan for the HCV Program is known as the Administrative Plan. These plans address the discretionary aspects of the housing program regulations that are not specifically mandated by statute.

While there are significant differences between the Public Housing Program and the HCV Program, there are some aspects of the agency's policies that should be uniform across all departments.

This action is seeking to align two aspects of the Public Housing Program with the HCV Program to ensure uniformity for all participants. Specifically, the process of removing a family member who no longer resides in the unit and the flexibilities that can be accorded a live-in aide for a disabled participant. In addition, this action seeks to add a deadline for submitting documents when being admitted off the waitlist to the Public Housing program.

The following changes were made to HACCC's ACOP:

- Added language that outlines when a live-in aide (LIA) can become a household member such as when the LIA and the head of household get married.
- Added language that is consistent with the HCV program regarding what is needed to remove a household member so that the individual's income can be removed from the total household income and

related rent calculation.

- Added language that clarifies what documents must be submitted at the time of the family's scheduled initial eligibility appointment upon selection from the waitlist, with a 10-day grace period to cure missing items; failure to do so will result in removal from the waitlist.

The proposed changes to the Admissions and Continued Occupancy Plan are attached.

FISCAL IMPACT:

No direct financial impact.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to adopt amendments to the Admissions and Continued Occupancy Plan of the Public Housing program regarding the removal of household members, changes to the live-in aide policy, and waitlist documentation deadlines, HACCC will be out of compliance with HUD requirements. HUD may also impose additional sanctions.

Departure of a Family or Household Member

The family must promptly notify HACCC if any household member (including a live-in aide, foster child, or foster adult) no longer lives in the unit. HACCC must process an interim for any changes in the household composition, including all decreases in adjusted income when a family member permanently moves out of the unit.

HACCC Policy

If a household member ceases to reside in the unit, the family must inform HACCC within 15 calendar days. This requirement also applies to family members who had been considered temporarily absent, at the point that the family concludes the individual is permanently absent who are now permanently absent.

If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform HACCC within 15 calendar days.

HACCC will attempt to contact a household member to be removed via notice. The household member will have 15 calendar days to contact HACCC confirming and/or disputing the change before HACCC moves forward with Head of Household's request to remove the household member.

To remove a family member, the family must provide the individual's forwarding address and verification that the family member has moved out. HACCC will accept the following forms of verification:

- Letter from a government agency with the new address

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ACOP – Public Housing Program

Revised
12/06/2024/05/12/2026

- A third party document that lists the address of the person who vacated, such as a pay stub or utility bill
- Verification from a Nursing Home
- A Death Certificate

If the Head of Household is no longer in contact with the removed Household member(s), the Head of Household may provide written verification of the Household member's departure. The Head of Household shall include the reason why the Household member cannot provide documentation and any contact information, if known.

If these steps are not completed, the member will not be removed from the household. If the member has income, the income will continue to be counted towards your rent amount. HACCC will process an interim for any changes in household composition, including all decreases in adjusted income when a family member permanently moves out of the unit. if the family's adjusted income will decrease as a result of a family member permanently moving out of the unit.

4-1.D. PLACEMENT ON THE WAITING LIST

HACCC ~~must~~may review each completed application received and make a preliminary assessment of the family's eligibility. HACCC must place on the waiting list families for whom the list is open unless HACCC determines the family to be ineligible. Where the family is determined to be ineligible, HACCC must notify the family in writing [24 CFR 960.208(a); PH Occ GB, p. 41]. Where the family is not determined to be ineligible, the family will be placed on a waiting list of applicants.

No applicant has a right or entitlement to be listed on the waiting list, or to any particular position on the waiting list.

Ineligible for Placement on the Waiting List

HACCC Policy

If HACCC can determine from the information provided that a family is ineligible, the family will not be placed on the waiting list. Where a family is determined to be ineligible, HACCC will send written notification of the ineligibility determination within 30 calendar days of receiving a completed application. The notice will specify the reasons for ineligibility and will inform the family of its right to request an informal hearing and explain the process for doing so (see Chapter 14).

Eligible for Placement on the Waiting List

HACCC Policy

HACCC will send written notification ~~that the family's application was accepted of the preliminary-eligibility-determination~~ within 30 calendar days of receiving a completed application. If applicable, the notice will also indicate the waiting list preference(s) for which the family appears to qualify.

Placement on the waiting list does not indicate that the family is, in fact, eligible for admission. A final determination of eligibility and qualification for preferences will be made when the family is selected from the waiting list. The family will be required to submit documentation to determine eligibility at the time of their scheduled initial eligibility appointment. If the family does not provide the required documentation at the time of the interview, they will be required to provide it within 10 business days. Failure to submit requested documentation by the written final notice will result in removal from the waiting list.

Applicants will be placed on the waiting list according to HACCC preference(s) and the date and time their complete application is received by HACCC.

HACCC will assign families on the waiting list according to the bedroom size for which a family qualifies as established in its occupancy standards (see Chapter 5). Families may

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request to be placed on the waiting list for a unit size smaller than designated by the occupancy guidelines (as long as the unit is not overcrowded according to HACCC standards and local codes). However, in these cases, the family must agree not to request a transfer for two years after admission, unless they have a change in family size or composition.

- The person commits fraud, bribery or any other corrupt or criminal act in connection with any federal housing program;
- The person has a history of drug-related criminal activity or violent criminal activity; or
- The person currently owes rent or other amounts to HACCC or to another PHA in connection with Section 8 or public housing assistance under the 1937 Act.

In almost all cases, once a person has been approved as a live-in aide, they cannot become a member of the family and do not have any rights to the voucher under any circumstances, including if they are the sole remaining household member.

However, it is possible that specific changes in circumstances may result in an individual no longer meeting the definition of a live-in aide, but, instead, that of a family member. These include, but are not limited to, marriage to a household member, especially the head-of-household or the assumption of a legal or financial obligation to support the head-of-household or another family member.

A person designated as a live-in aide is required to report their marriage to any family member to HACCC within 14 calendar days of that marriage. They are also required to report any other changes that could reasonably be expected to change their status to that of a family member within 14 calendar days of such change. If it is determined that the individual no longer meets the definition of a live-in aide, HACCC will assess the member's eligibility to instead be designated as a family member in accordance with HACCC policies for adding a family member.

- If HACCC approves the change to family member, an interim reexamination will be conducted to adjust the subsidy accordingly. Such changes must comply with all applicable eligibility, screening, and occupancy requirements.

If HACCC denies the change to family member, an interim will be conducted to remove the individual from the subsidy if, for some reason, they no longer qualify as a live-in-aide. The family may submit a request to add another person as the live-in aide if the need continues.

Spouses of family members will not be designated as a live-in aide unless they can prove definitively that they meet all three tests to be a live-in aide. Exceptions will be granted on a case-by-case basis.

A live-in aide's eligibility terminates on the date the individual no longer meets the definition of a live-in aide, regardless of when the change is reported. Failure to timely report such changes may result in retroactive rent adjustments, repayment agreements, or other corrective actions in accordance with HACCC policy.

Within thirty (30) calendar days of receiving a request for a live-in aide, including all required documentation related to the request, HACCC will notify the family of its decision in writing.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1878

Agenda Date: 5/12/2026

Agenda #: D.3

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: ADOPT AMENDMENTS TO THE ADMINISTRATIVE PLAN OF THE HOUSING CHOICE VOUCHER PROGRAM REGARDING THE REMOVAL OF HOUSEHOLD MEMBERS AND CHANGES TO THE LIVE-IN AIDE POLICY

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

CONSIDER approving amendments to the Administrative Plan of the Housing Choice Voucher program regarding the removal of household members and changes to the live-in aide policy.

BACKGROUND:

HACCC maintains policy plans for both the Public Housing Program and the Housing Choice Voucher (HCV) Program. The plan for the Public Housing Program is known as the Admissions and Continued Occupancy Policy (ACOP), while the plan for the HCV program is known as the Administrative Plan. These plans address the discretionary aspects of the housing program regulations that are not specifically mandated by statute.

While there are significant differences between the Public Housing Program and the HCV Program, there are some aspects of the agency's policies that should be uniform across all departments.

This action seeks to align two aspects of the HCV Program with the Public Housing Program to ensure uniformity for all participants. Specifically, the process of removing a family member who no longer resides in the unit and the flexibilities that can be accorded a live-in aide for a disabled participant.

The following changes were made to HACCC's HCV Administrative Plan:

- Added language that outlines when a live-in aide (LIA) can become a household member, such as situations when the LIA and the head of household get married.
- Added language that is consistent with the Public Housing program regarding what is needed to remove a household member so that the individual's income can be removed from the total household income and related rent calculation.

The proposed changes to the Administrative Plan are attached.

FISCAL IMPACT:

No direct financial impact.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to adopt amendments to the Administrative Plan of the Housing Choice Voucher program regarding the removal of household members and changes to the live-in aide policy, HACCC will be out of compliance with HUD requirements. HUD may also impose additional sanctions.

HACCC may withdraw approval of a live-in aide and adjust the family bedroom size, in accordance with section 2-II.F. Reasonable Accommodation Reassessment and/or in accordance with the “Live-In Aide Agreement” (Exhibit 3-3) executed by the family.

In almost all cases, once a person has been approved as a live-in aide, they cannot become a member of the family and do not have any rights to the voucher under any circumstances, including if they are the sole remaining household member.

However, it is possible that specific changes in circumstances may result in an individual no longer meeting the definition of a live-in aide, but, instead, that of a family member. These include, but are not limited to, marriage to a household member, especially the head-of-household or the assumption of a legal or financial obligation to support the head-of-household or another family member.

A person designated as a live-in aide is required to report their marriage to any family member to HACCC within 14 calendar days of that marriage. They are also required to report any other changes that could reasonably be expected to change their status to that of a family member within 14 calendar days of such change. If it is determined that the individual no longer meets the definition of a live-in aide, HACCC will assess the member’s eligibility to instead be designated as a family member in accordance with HACCC policies for adding a family member.

- If HACCC approves the change to family member, an interim reexamination will be conducted to adjust the subsidy accordingly. Such changes must comply with all applicable eligibility, screening, and occupancy requirements.
- If HACCC denies the change to family member, an interim will be conducted to remove the individual from the subsidy if, for some reason, they no longer qualify as a live-in-aide. The family may submit a request to add another person as the live-in aide if the need continues.

Spouses of family members will not be designated as a live-in aide unless they can prove definitively that they meet all three tests to be a live-in aide . Exceptions will be granted on a case-by-case basis.

A live-in aide’s eligibility terminates on the date the individual no longer meets the definition of a live-in aide, regardless of when the change is reported. Failure to timely report such changes may result in retroactive rent adjustments, repayment agreements, or other corrective actions in accordance with HACCC policy.

Although the PHA must verify aspects of program eligibility when any new family member is added, the Streamlining Final Rule removed the requirement that PHAs conduct a reexamination of income whenever a new family member is added. The PHA may state in policy that an income reexamination will be conducted.

HACCC Policy

HACCC shall conduct a reexamination to determine any new income or deductions associated with the additional family member and to make appropriate adjustments in the family share of the rent and the HAP payment.

HACCC shall conduct an Interim Reexamination when a household adds or removes household members, including household members, foster adults, foster children, and live-in aides, regardless if the change in household composition results in a decrease, increase or no change in the family's annual adjusted income.

If a change in family size causes a violation of space standards (see Chapter 8), HACCC must issue the family a new voucher, and the family and HACCC must try to find an acceptable unit as soon as possible. If an acceptable unit is available for rental by the family, HACCC must terminate the family's HAP contract in accordance with its terms [24 CFR 982.403].

HACCC Policy

Families must request HACCC approval to add a new family member (other than due to birth, adoption, or court-awarded custody), live-in aide, foster child, or foster adult. This includes any person not on the lease who is expected to stay in the unit for more than 15 consecutive days or 45 cumulative days within a 12-month period and therefore no longer qualifies as a "guest." Requests must be made in writing and approved by HACCC prior to the individual moving into the unit.

A family also includes two or more individuals who are not related by blood, marriage, adoption, or other operation of law, but who either can demonstrate that they have lived together previously or certify that each individual's income and other resources will be available to meet the needs of the family.

Each family must identify the individuals to be included in the family at the time of application and must notify HACCC if the family's composition changes. After the family has been admitted into the program, additions may be made in the following circumstances at the sole discretion of HACCC:

1. Birth of a child to a current family member.
2. Adoption of a child by a current family member.
3. Court-awarded custody of greater than 50 percent of a child to a current family member.
4. Legal guardianship of a minor or conservatorship of a dependent adult family member granted to a current family member.
5. As result of marriage by a current family member.
6. As result of a civil union created under any state law by a current family member.

10. As a result of placement of a foster child(ren) or foster adult(s).
11. As a result of returning or placement of elderly parents or grandparents to be cared for by current family members as certified by a medical professional.
12. Consolidation of two families assisted by the PHA, resulting in the relinquishment of one family's subsidy, when the consolidation is necessary for the care of an elderly or disabled family member.

HACCC will not increase the subsidy size (number of bedrooms) when adding additional family member(s) to an existing tenancy. This does not include adults by marriage, children by birth, adoption or court-awarded custody. The family is required to sign a Waiver of Voucher Size Standards declaring that they understand that there will be no increase in their subsidy size as a result of the addition of the family member outside of marriage, children by birth, adoption or court-awarded custody. Additionally, if the family moves from the assisted unit, the voucher size will remain the same size as it was prior to the addition of the new family member(s).

HACCC will not approve the addition of a new family or household member unless the individual meets HACCC's eligibility criteria (see Chapter 3) and documentation requirements (see Chapter 7, Part II).

If HACCC determines an individual meets HACCC's eligibility criteria as defined in Chapter 3 and documentation requirements of Chapter 7, Part II, HACCC will provide written approval to the family. If the approval of a live-in aide will cause overcrowding according to NSPIRE standards, the approval letter will explain that the family will be issued a voucher and will be required to move.

HACCC will not approve the addition of a foster child or foster adult if it will cause a violation of space standards. If the addition of a foster child results in a violation of space standards, the family will be required to move in order to add the foster child(ren). Note this provision is only for foster children, not foster adults. The addition of a foster adult shall not result in a change in the subsidy size.

If HACCC determines that an individual does not meet HACCC's eligibility criteria or documentation requirements defined in Chapter 3, HACCC will notify the family in writing of its decision to deny approval of the new family or household member and the reasons for the denial.

HACCC will make its determination within 14 calendar days of receiving all information required to verify the individual's eligibility.

Departure of a Family or Household Member

Families must promptly notify HACCC if any household member no longer lives in the unit [24 CFR 982.551(h)(3)]. Because household members are considered when determining the family unit (voucher) size [24 CFR 982.402], HACCC also needs to know when any live-in aide, foster child, or foster adult ceases to reside in the unit. The PHA must process an interim for all decreases in

adjusted income when a family member permanently moves out of the unit pursuant to section 7-II.D. FAMILY RELATIONSHIPS of this plan.

HACCC Policy

If a household member ceases to reside in the unit, the family must inform HACCC within 14 calendar days. This requirement also applies to a family member who has been considered temporarily absent at the point that the family concludes the individual is permanently absent.

If a live-in aide, foster child, or foster adult ceases to reside in the unit, the family must inform HACCC within 14 calendar days.

HACCC will attempt to contact a household member to be removed via notice. The household member will have 14 calendar days to contact HACCC confirming and/or disputing the change before HACCC moves forward with Head of Household's request to remove the household member.

~~HACCC will attempt to contact a household member to be removed via notice. The household member will have 14 calendar days to contact HACCC confirming and/or disputing the change before HACCC moves forward with Head of Household's request to remove the household member. If the member fails to respond to the notice within 14 calendar days, HACCC will proceed with the removal of the household member. To remove a family member, the family must provide the individual's forwarding address and verification that the family member has moved out. HACCC will accept the following forms of verification:~~

- ~~• Letter from a government agency with the new address~~
- ~~• A third-party document that lists the address of the person who vacated, such as a pay stub, utility bill, insurance statement, car registration, magazines, Medical System letters, etc.~~
- ~~• Verification from a Nursing Home~~
- ~~• A Death Certificate~~

~~If the Head of Household is no longer in contact with the removed Household member(s), the Head of Household may provide written verification of the Household member's departure. The Head of Household shall include the reason why the Household member cannot provide documentation and any contact information, if known.~~

~~If these steps are not completed, the member will not be removed from the household. If the member has income, the income will continue to be counted towards your rent amount. HACCC will process an interim if the family's adjusted income will decrease as a result of a family member permanently moving out of the unit.~~

Household members who cannot be verified as living in the unit shall be removed from the household composition and the Housing Choice Voucher size adjusted.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1879

Agenda Date: 5/12/2026

Agenda #: C.1

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: RECEIVE A REPORT ON THE UPDATE OF THE UTILITY ALLOWANCE SCHEDULE FOR THE APPLICABLE PUBLIC HOUSING UNITS.

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

RECEIVE a report on the update of the Utility Allowance Schedule for the applicable public housing units.

BACKGROUND:

HACCC is required to maintain a Utility Allowance Schedule for public housing units in which residents are responsible for payment of tenant-paid utilities. Utility allowances are used in the calculation of tenant rent and are intended to reflect a reasonable monthly cost for utilities based on unit size, type, and typical consumption.

HUD requires public housing agencies to periodically review utility allowances and revise them when utility rates or utility consumption data have changed by ten percent (10%) or more since the last revision. Regular review of the Utility Allowance Schedule helps ensure compliance with federal requirements and promotes equitable rent calculations for residents.

This action provides the Board of Commissioners with a report on the updated Utility Allowance Schedule for the applicable public housing units. The revised schedule was developed using current utility rate information and applicable consumption estimates for HACCC's housing portfolio.

The updated Utility Allowance Schedule is attached.

FISCAL IMPACT:

The updated Utility Allowance Schedule may impact tenant rent portions and Housing Authority rental revenue depending on the approved allowance amounts. Any budgetary impacts are expected to be absorbed within the normal operations of the Public Housing Program.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to receive this report or HACCC fail to maintain an updated Utility Allowance Schedule, HACCC may be out of compliance with HUD requirements, and tenant rent calculations may not accurately reflect current utility costs. HUD may also impose additional sanctions or require corrective action.

HOUSING AUTHORITY OF THE COUNTY OF CONTRA COSTA



PUBLIC HOUSING UTILITY ALLOWANCE

Effective
July 1, 2026

Development	Bedroom Size	<u>Old</u> Utility Allowance	<u>New</u> Utility Allowance
Alhambra Terrace CA011-001	1 - 3	NO UTILITY ALLOWANCES HA COVERS ALL COSTS	NO UTILITY ALLOWANCES HA COVERS ALL COSTS
Bridgemont CA001-003 Residents pay for Gas and Electric	1	\$57	\$75
	2	75	85
	3	88	102
Los Nogales CA011-004 Residents pay for Gas and Electric	1	\$57	\$62
	2	75	73
	3	88	86
El Pueblo CA011-005 Residents pay for Gas Only	1	\$36	\$45
	2	45	55
	3	53	65
	4	60	76
Los Arboles CA011-008 Residents pay for Gas and Electric	2	\$77	\$87
	3	91	105
	4	103	121
Bayo Vista CA011-010 Residents pay for Gas Only	1	\$32	\$36
	2	41	45
	3	48	53
	4	53	63
	5	60	79
Hacienda CA011-011 Residents pay for Electric Only	1	\$29	\$29
Casa de Mañana CA011-012 Residents pay for Gas and Electric	1	\$57	\$71
	2	70	85
Casa de Serena CA011-013 Residents pay for Gas and Electric	1	\$57	\$72
Elder Winds CA011-015 Residents pay for Gas and Electric	1	\$44	\$69
	2	55	77
Vista Del Camino CA045A-001 Residents pay for Gas and Electric	1	\$57	\$61
	2	75	75
	3	88	87
	4	100	105
Kidd Manor CA045B	1	NO UTILITY ALLOWANCES HA COVERS ALL COSTS	NO UTILITY ALLOWANCES HA COVERS ALL COSTS

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1880

Agenda Date: 5/12/2026

Agenda #: C.2

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: PROPOSED PUBLIC HOUSING COMMUNITY ROOM AND FACILITIES USE POLICY

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

APPROVE the proposed Community Room and Facilities Use Policy for public housing communal facilities.

BACKGROUND:

HACCC maintains community rooms and communal exterior spaces at various public housing sites for the benefit of residents and the surrounding community. These facilities provide valuable space for resident activities, educational programming, community services, meetings, and private gatherings.

To promote consistent administration, equitable access, and proper stewardship of these shared facilities, HACCC has developed a Community Room and Facilities Use Policy establishing guidelines for use of community rooms and communal exterior spaces during open hours by residents and approved local organizations, as well as procedures for reserving and renting the spaces for private events.

The policy addresses eligibility, priorities for use, scheduling and reservation, community room rules, cleaning responsibilities, deposits and fees, and insurance requirements where applicable. The policy is intended to expand beneficial use of community facilities while preserving safe and orderly operations for residents.

This action provides the Board of Commissioners with a report on the Community Room Use Policy for public housing community facilities.

FISCAL IMPACT:

Implementation of the Community Room and Facilities Use Policy may generate limited revenue through rental fees for approved private events. Any associated administrative or maintenance costs are expected to be absorbed within the normal operations of the Public Housing Program.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to approve the proposed or amended guidelines for community room use, then inconsistent access, scheduling conflicts, misuse of facilities, and increased operational risks may occur. HACCC may also lose opportunities to support resident programming and community partnerships.



COMMUNITY ROOM AND FACILITIES USE POLICY

The Housing Authority of the County of Contra Costa (HACCC) provides shared-use community rooms at its housing developments for the benefit of residents. These spaces support education, health, recreation, social engagement, and resident-led activities. This policy sets forth the procedure to use the shared-use community rooms. The procedure will also apply to requests to use any exterior facilities and/or areas, such as fields or courtyards, for organized events. Typical use of the exterior facilities and/or areas, such as resident children using play structures, does not require prior approval.

I. Community Room and Facilities Priority of Use

Scheduling of HACCC's community rooms and facilities by eligible organizations/persons ("Permittee") is governed by the following priorities:

a. FIRST PRIORITY

Official HACCC activities have first preference.

b. SECOND PRIORITY

Recognized Tenant/Resident Association activities for the benefit of HACCC residents have second priority. All events must be open to all residents of the property. Associations must reserve space in advance.

c. THIRD PRIORITY

Individual residents may reserve the space for personal or social events. Events must be hosted or co-hosted by an HACCC resident. Residents are responsible for cleaning and restoring the space to its original condition. A refundable \$150 deposit and a non-refundable \$50 inspection/setup fee are required.

d. FOURTH PRIORITY

Organizations that provide services or programs to low-income residents may use the space with advance written approval from HACCC. A \$500 refundable deposit is required, as is a non-refundable \$250 inspection/setup fee.

e. FIFTH PRIORITY

During posted open hours, and when not reserved for an event, HACCC residents may use the space for activities like watching TV, playing games, or socializing. If more than six guests who are not residents of the property will be in the room, a reservation must be made. Guests must be accompanied by their host HACCC resident at all times.

HACCC reserves the right to modify or revoke access at any time.

Reservations are accepted on a first-come, first-served basis. HACCC may limit the number of times a resident may reserve the space in a given month to ensure equitable access.



II. Community Room Rules

1. Events must be supervised by an adult (age 18+).
2. The Housing Authority resident host must be present and responsible for the conduct of all guests for the entire duration of the event.
3. No alcohol, wine, beer, or other intoxicants are allowed.
4. No smoking or vaping inside or within 25 feet of entrances.
5. No gambling or illegal activity of any kind.
6. Events may not exceed four (4) hours unless the Housing Authority approves it in writing. An additional hour for set-up and an additional hour for clean-up can be added for a total of six (6) hours.
7. Any amplified sound must be pre-approved by the Housing Authority and kept to reasonable levels. No amplified sound is permitted after 8:00 p.m.
8. Events must end by 8:00 p.m. and all individuals must vacate the community room by 9:00 p.m.
9. No overnight stays or sleeping is allowed in the community room.
10. Organizations that provide services or programs to low-income residents may use the community room with prior written approval from the Housing Authority.
11. Individuals/organizations that receive written approval from HACCC to use the community room will be required to obtain the appropriate amount of insurance determined by HACCC. In addition, they will be required to obtain a Certificate of Insurance that names the Housing Authority as an additional insured. Individual HACCC residents that reserve the community room for personal or social events may not be required to obtain insurance.
12. The kitchen (if available) must be cleaned and restored to its original condition. All appliances must be shut off.
13. All trash must be removed, the floors swept, spills wiped, and furniture returned to its original position at the end of the event.
14. No furniture or items may be removed from the community room, or the Permittee will be charged for it.
15. All windows must be closed and thermostats left untouched.
16. Decorations may not damage surfaces and must be removed after the event (no tacks or tape on the walls, no permanent changes like painting without prior written permission from Housing Authority).
17. Open flames, candles, confetti, and glitter are prohibited.
18. Only assistance animals, with a current assistance animal agreement with the Housing Authority, are allowed in the community room or grounds.
19. Non-residents are prohibited from parking in Housing Authority resident lots.
20. The security deposit may be withheld for damage, cleaning violations, or policy violations.
21. Event activities must remain within the designated permitted space. Blocking streets, walkways, or use of exterior areas is prohibited.
22. Any violation of this Community Room policy may result in loss of community room privileges.
23. All maintenance issues must be reported immediately to the Housing Authority's main office or emergency line.
24. The community room is a non-smoking facility. Smoking is prohibited.



III. Security Deposit

1. In order for a Permittee to receive his/her/its security deposit, all the items on the Community Room Cleaning Checklist, provided by HACCC, must be completed.
2. Permittee is responsible for the cost of any repairs or damages in connection with, resulting from, or arising out of the use of the Community Room by Permittee, Permittee's guest(s), Permittee's invitee(s) or Permittee's attendee(s). Failure to comply with any item(s) set forth above (Section III.1.) will result in Permittee being billed for that item(s). If the damage exceeds the amount of the deposit, Permittee must pay the difference within 30 days of date on the bill.

IV. General

1. If an emergency occurs or Permittee has an issue getting into the community room, Permittee needs to call the Housing Authority After Hours Emergency Number: 925-930-3137



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1881

Agenda Date: 5/12/2026

Agenda #: C.3

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: APPROVE RESOLUTION CERTIFYING TO HIGH PERFORMER STATUS UNDER THE U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT'S SECTION EIGHT MANAGEMENT ASSESSMENT PROGRAM FOR FISCAL FY2026

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

ADOPT Resolution No.5276, certifying the results for the Section 8 Management Assessment Plan (SEMAP), subject to HUD confirmatory review, for the Housing Authority of the County of Contra Costa (HACCC) for the period from April 1, 2025, to March 31, 2026.

BACKGROUND:

HUD utilizes SEMAP to evaluate a public housing authority's (PHA) management of the HCV program. SEMAP scores are based on a combination of electronic data reported to HUD at regular intervals by PHAs and self-reported scores based on internal audits conducted by PHA staff. PHAs use HUD's SEMAP Certification form to submit their scores. HACCC's completed form for the fiscal year is attached. The SEMAP rating consists of fourteen separate performance indicators plus a Bonus Indicator. Scores for Indicators 1-8 on the attached SEMAP Certification form are based upon HACCC's internal review which will be submitted for external review to Novogradac & Company LLP. Scores for Indicators 9-14 on the attached SEMAP Certification form are based on HUD's automatic scoring of these Indicators. Based on staff certification, HACCC's HCV program is entitled to receive 130 out of 140 possible points, which will result in a SEMAP score of 92.86%. The rating becomes official after HUD reviews and approves the submission. If HUD maintains this score, HACCC will qualify as a "High Performer" under HUD's SEMAP program.

HACCC achieved a favorable score in 13 of 13 of the SEMAP Indicators for which it is eligible. Specifically, HACCC scored points in the following Indicators:

- Selection From the Waiting List
- Determination of Rent Reasonableness
- Determination of Adjusted Income
- Maintaining Current Utility Allowance Schedules
- Conducting Quality Control Inspections
- Expanding Housing Opportunities
- Maintaining Current Payment Standards
- Conducting Annual Income Reexaminations
- Correctly Calculating Tenant Rent
- Conducting Pre-Contract Housing Quality Standards (HQS) Inspections

- Housing Quality Standards Enforcement
- Annual HQS Inspections
- Lease-Up/Utilization Rate
- Housing Quality Standards Enforcement

HACCC has graduated far more Family Self Sufficiency (FSS) participants than required by HUD in our original FSS contracts, therefore, HACCC is not rated in the following Indicator:

- Family Self Sufficiency (FSS)

If the Agency was still being rated under the FSS category, HACCC would receive points for this Indicator as we maintain an active program.

FISCAL IMPACT:

HUD provides over two hundred and one million dollars annually to serve low-income families in Contra Costa County via the Housing Choice Voucher (HCV) rental assistance program. Approval of this SEMAP certification is a condition for continued funding.

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board of Commissioners elect not to approve Resolution No.5276, HACCC would be in jeopardy of losing approximately two hundred and one million dollars in funding that provides rental assistance for low-income families in Contra Costa County.

Section 8 Management Assessment Program (SEMAP) Certification

Public reporting burden for this collection of information is estimated to average 12 hours 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. This agency may not conduct or sponsor, and you are not required to respond to, a collection of information unless it displays a currently valid OMB control number.

This collection of information is required by 24 CFR sec 985.101 which requires a Public Housing Agency (PHA) administering a Section 8 tenant-based assistance program to submit an annual SEMAP Certification within 60 days after the end of its fiscal year. The information from the PHA concerns the performance of the PHA and provides assurance that there is no evidence of seriously deficient performance. HUD uses the information and other data to assess PHA management capabilities and deficiencies, and to assign an overall performance rating to the PHA. Responses are mandatory and the information collected does not lend itself to confidentiality.

Instructions Respond to this certification form using the PHA's actual data for the fiscal year just ended.

PHA Name	For PHA FY Ending (mm/dd/yyyy)	Submission Date (mm/dd/yyyy)
----------	--------------------------------	------------------------------

Check here if the PHA expends less than \$300,000 a year in Federal awards

Indicators 1 - 7 will not be rated if the PHA expends less than \$300,000 a year in Federal awards and its Section 8 programs are not audited for compliance with regulations by an independent auditor. A PHA that expends less than \$300,000 in Federal awards in a year must still complete the certification for these indicators.

Performance Indicators

1. Selection from the Waiting List. (24 CFR 982.54(d)(1) and 982.204(a))

(a) The PHA has written policies in its administrative plan for selecting applicants from the waiting list.

PHA Response Yes No

(b) The PHA's quality control samples of applicants reaching the top of the waiting list and of admissions show that at least 98% of the families in the samples were selected from the waiting list for admission in accordance with the PHA's policies and met the selection criteria that determined their places on the waiting list and their order of selection.

PHA Response Yes No

2. Reasonable Rent. (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)

(a) The PHA has and implements a reasonable written method to determine and document for each unit leased that the rent to owner is reasonable based on current rents for comparable unassisted units (i) at the time of initial leasing, (ii) before any increase in the rent to owner, and (iii) at the HAP contract anniversary if there is a 5 percent decrease in the published FMR in effect 60 days before the HAP contract anniversary. The PHA's method takes into consideration the location, size, type, quality, and age of the program unit and of similar unassisted units, and any amenities, housing services, maintenance or utilities provided by the owners.

PHA Response Yes No

(b) The PHA's quality control sample of tenant files for which a determination of reasonable rent was required shows that the PHA followed its written method to determine reasonable rent and documented its determination that the rent to owner is reasonable as required for (check one):

PHA Response At least 98% of units sampled 80 to 97% of units sampled Less than 80% of units sampled

3. Determination of Adjusted Income. (24 CFR part 5, subpart F and 24 CFR 982.516)

The PHA's quality control sample of tenant files shows that at the time of admission and reexamination, the PHA properly obtained third party verification of adjusted income or documented why third party verification was not available; used the verified information in determining adjusted income; properly attributed allowances for expenses; and, where the family is responsible for utilities under the lease, the PHA used the appropriate utility allowances for the unit leased in determining the gross rent for (check one):

PHA Response At least 90% of files sampled 80 to 89% of files sampled Less than 80% of files sampled

4. Utility Allowance Schedule. (24 CFR 982.517)

The PHA maintains an up-to-date utility allowance schedule. The PHA reviewed utility rate data that it obtained within the last 12 months, and adjusted its utility allowance schedule if there has been a change of 10% or more in a utility rate since the last time the utility allowance schedule was revised.

PHA Response Yes No

5. HQS Quality Control Inspections. (24 CFR 982.405(b))

A PHA supervisor (or other qualified person) reinspected a sample of units during the PHA fiscal year, which met the minimum sample size required by HUD (see 24 CFR 985.2), for quality control of HQS inspections. The PHA supervisor's reinspected sample was drawn from recently completed HQS inspections and represents a cross section of neighborhoods and the work of a cross section of inspectors.

PHA Response Yes No

6. HQS Enforcement. (24 CFR 982.404)

The PHA's quality control sample of case files with failed HQS inspections shows that, for all cases sampled, any cited life-threatening HQS deficiencies were corrected within 24 hours from the inspection and, all other cited HQS deficiencies were corrected within no more than 30 calendar days from the inspection or any PHA-approved extension, or, if HQS deficiencies were not corrected within the required time frame, the PHA stopped housing assistance payments beginning no later than the first of the month following the correction period, or took prompt and vigorous action to enforce the family obligations for (check one):

PHA Response At least 98% of cases sampled Less than 98% of cases sampled

7. Expanding Housing Opportunities. (24 CFR 982.54(d)(5), 982.153(b)(3) and (b)(4), 982.301(a) and 983.301(b)(4) and (b)(12)).

Applies only to PHAs with jurisdiction in metropolitan FMR areas.

Check here if not applicable

(a) The PHA has a written policy to encourage participation by owners of units outside areas of poverty or minority concentration which clearly delineates areas in its jurisdiction that the PHA considers areas of poverty or minority concentration, and which includes actions the PHA will take to encourage owner participation.

PHA Response Yes No

(b) The PHA has documentation that shows that it took actions indicated in its written policy to encourage participation by owners outside areas of poverty and minority concentration.

PHA Response Yes No

(c) The PHA has prepared maps that show various areas, both within and neighboring its jurisdiction, with housing opportunities outside areas of poverty and minority concentration; the PHA has assembled information about job opportunities, schools and services in these areas; and the PHA uses the maps and related information when briefing voucher holders.

PHA Response Yes No

(d) The PHA's information packet for voucher holders contains either a list of owners who are willing to lease, or properties available for lease, under the voucher program, or a list of other organizations that will help families find units and the list includes properties or organizations that operate outside areas of poverty or minority concentration.

PHA Response Yes No

(e) The PHA's information packet includes an explanation of how portability works and includes a list of neighboring PHAs with the name, address and telephone number of a portability contact person at each.

PHA Response Yes No

(f) The PHA has analyzed whether voucher holders have experienced difficulties in finding housing outside areas of poverty or minority concentration and, where such difficulties were found, the PHA has considered whether it is appropriate to seek approval of exception payment standard amounts in any part of its jurisdiction and has sought HUD approval when necessary.

PHA Response Yes No

8. Payment Standards. The PHA has adopted payment standards schedule(s) in accordance with § 982.503.

PHA Response Yes No

Enter FMRs and payment standards (PS)

0-BR FMR _____ 1-BR FMR _____ 2-BR FMR _____ 3-BR FMR _____ 4-BR FMR _____
PS _____ PS _____ PS _____ PS _____ PS _____

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

9. Annual Reexaminations. The PHA completes a reexamination for each participating family at least every 12 months. (24 CFR 982.516)

PHA Response Yes No

10. Correct Tenant Rent Calculations. The PHA correctly calculates tenant rent in the rental certificate program and the family rent to owner in the rental voucher program. (24 CFR 982, Subpart K)

PHA Response Yes No

11. Initial HQS Inspections. Newly leased units pass HQS inspection within the time period required. This includes both initial and turnover inspections for the PBV program. (24 CFR 982.305; 983.103(b)-(d)).

PHA Response Yes No

12. Periodic HQS Inspections. The PHA has met its periodic inspection requirement for its units under contract (982.405 and 983.103(e)).

PHA Response Yes No

13. Lease-Up. The PHA executes housing assistance contracts for the PHA's number of baseline voucher units, or expends its annual allocated budget authority.

PHA Response Yes No

14a. Family Self-Sufficiency Enrollment. The PHA has enrolled families in FSS as required. (24 CFR 984.105)

Applies only to PHAs required to administer an FSS program.

Check here if not applicable

PHA Response

a. Number of mandatory FSS slots (Count units funded under the FY 1992 FSS incentive awards and in FY 1993 and later through 10/20/1998. Exclude units funded in connection with Section 8 and Section 23 project-based contract terminations; public housing demolition, disposition and replacement; HUD multifamily property sales; prepaid or terminated mortgages under section 236 or section 221(d)(3); and Section 8 renewal funding. Subtract the number of families that successfully completed their contracts on or after 10/21/1998.)

or, Number of mandatory FSS slots under HUD-approved exception

b. Number of FSS families currently enrolled

c. Portability: If you are the **initial** PHA, enter the number of families currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Percent of FSS slots filled (b + c divided by a)

14b. Percent of FSS Participants with Escrow Account Balances. The PHA has made progress in supporting family self-sufficiency as measured by the percent of currently enrolled FSS families with escrow account balances. (24 CFR 984.305)

Applies only to PHAs required to administer an FSS program .

Check here if not applicable

PHA Response

Yes

No

Portability: If you are the **initial** PHA, enter the number of families with FSS escrow accounts currently enrolled in your FSS program, but who have moved under portability and whose Section 8 assistance is administered by another PHA

Deconcentration Bonus Indicator (Optional and only for PHAs with jurisdiction in metropolitan FMR areas).

The PHA is submitting with this certification data which show that:

- (1) Half or more of all Section 8 families with children assisted by the PHA in its principal operating area resided in low poverty census tracts at the end of the last PHA FY;
- (2) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area during the last PHA FY is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the last PHA FY;

or

- (3) The percent of Section 8 mover families with children who moved to low poverty census tracts in the PHA's principal operating area over the last two PHA FYs is at least two percentage points higher than the percent of all Section 8 families with children who resided in low poverty census tracts at the end of the second to last PHA FY.

PHA Response

Yes

No

If yes, attach completed deconcentration bonus indicator addendum.

I hereby certify under penalty of perjury that, to the best of my knowledge, the above responses are true and correct for the PHA fiscal year indicated above. I also certify that, to my present knowledge, there is not evidence to indicate seriously deficient performance that casts doubt on the PHA's capacity to administer Section 8 rental assistance in accordance with Federal law and regulations.

Warning: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012, 1014; 31 U.S.C. §3729, 3802).

Executive Director, signature

Chairperson, Board of Commissioners, signature

Date (mm/dd/yyyy) _____

Date (mm/dd/yyyy) _____

The PHA may include with its SEMAP certification any information bearing on the accuracy or completeness of the information used by the PHA in providing its certification.

SEMAP Certification - Addendum for Reporting Data for Deconcentration Bonus Indicator

Date (mm/dd/yyyy) _____

PHA Name _____

Principal Operating Area of PHA _____
(The geographic entity for which the Census tabulates data)

Special Instructions for State or regional PHAs Complete a copy of this addendum for each metropolitan area or portion of a metropolitan area (i.e., principal operating areas) where the PHA has assisted 20 or more Section 8 families with children in the last completed PHA FY. HUD will rate the areas separately and the separate ratings will then be weighted by the number of assisted families with children in each area and averaged to determine bonus points.

2020 Census Poverty Rate of Principal Operating Area _____

Criteria to Obtain Deconcentration Indicator Bonus Points

To qualify for bonus points, a PHA must complete the requested information and answer yes for only one of the 3 criteria below. However, State and regional PHAs must always complete line 1) b for each metropolitan principal operating area.

- 1) _____ a. Number of Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY who live in low poverty census tracts. A low poverty census tract is a tract with a poverty rate at or below the overall poverty rate for the principal operating area of the PHA, or at or below 10% whichever is greater.
- _____ b. Total Section 8 families with children assisted by the PHA in its principal operating area at the end of the last PHA FY.
- _____ c. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last PHA FY (line a divided by line b).
- Is line c 50% or more? Yes No

- 2) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last completed PHA FY.
- _____ c. Number of Section 8 families with children who moved during the last completed PHA FY.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts during the last PHA fiscal year (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

- 3) _____ a. Percent of all Section 8 families with children residing in low poverty census tracts in the PHA's principal operating area at the end of the second to last completed PHA FY.
- _____ b. Number of Section 8 families with children who moved to low poverty census tracts during the last two completed PHA FYs.
- _____ c. Number of Section 8 families with children who moved during the last two completed PHA FYs.
- _____ d. Percent of all Section 8 mover families with children who moved to low poverty census tracts over the last two completed PHA FYs (line b divided by line c).
- Is line d at least two percentage points higher than line a? Yes No

If one of the 3 criteria above is met, the PHA may be eligible for 5 bonus points.

See instructions above concerning bonus points for State and regional PHAs.

CA011 - SEMAP Certification - Indicator #8 - Page 2

Payment Standards. The PHA has adopted current payment standards for the voucher program by unit size for each FMR area in the PHA jurisdiction and, if applicable, for each PHA-designated part of an FMR area, which do not exceed 110 percent of the current applicable FMR and which are not less than 90 percent of the current FMR (unless a lower percent is approved by HUD). (24 CFR 982.503)

PHA Response: Yes No

Enter Current FMRs and Payment Standards (PS) Effective 10/1/2024:

Bedroom Size	0	1	2	3	4
FMR	\$1,937	\$2,201	\$2,682	\$3,432	\$4,077
Payment Standard	\$2,130	\$2,421	\$2,950	\$3,775	\$4,484

Bedroom Size	0	1	2	3	4
FMR	\$1,937	\$2,201	\$2,682	\$3,432	\$4,077
Payment Standard	\$2,034	\$2,311	\$2,816	\$3,604	\$4,281

Enter Current FMRs and Payment Standards (PS) Effective 10/1/2025:

Bedroom Size	0	1	2	3	4
FMR	\$2,142	\$2,385	\$2,912	\$3,724	\$4,413
Payment Standard	\$2,356	\$2,623	\$3,203	\$4,096	\$4,854

Bedroom Size	0	1	2	3	4
FMR	\$2,142	\$2,385	\$2,912	\$3,724	\$4,413
Payment Standard	\$2,142	\$2,385	\$2,912	\$3,724	\$4,413

If the PHA has jurisdiction in more than one FMR area, and/or if the PHA has established separate payment standards for a PHA-designated part of an FMR area, attach similar FMR and payment standard comparisons for each FMR area and designated area.

ALL HCV PROGRAM PARTICIPANTS IMPORTANT PROGRAM INFORMATION



Attachment to Rent Adjustment Letter

Tenant Number:

Head of Household Name:

EFFECTIVE DATE: October 1, 2024

SECTION 1: NEW PAYMENT STANDARD

Table 6

EAST COUNTY - Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
PS	\$2,034	\$2,311	\$2,816	\$3,604	\$4,281	\$4,922	\$5,565	\$6,207
% of FMR	105%	105%	105%	105%	105%	105%	105%	105%

EFFECTIVE DATE: October 1, 2024

Table 8

All Other Cities Except Pittsburg:

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
PS	\$2,130	\$2,421	\$2,950	\$3,775	\$4,484	\$5,156	\$5,830	\$6,502
% of FMR	109.96%	110.00%	109.99%	109.99%	109.98%	109.98%	110.00%	110.00%

FMR	\$1,937	\$2,201	\$2,682	\$3,432	\$4,077	\$4,688	\$5,300	\$5,911
110% of FMR	\$2,130	\$2,421	\$2,950	\$3,775	\$4,484	\$5,156	\$5,830	\$6,502

SECTION 2: INCOME LIMITS - EFFECTIVE 04/01/2025

Family Size (# of persons)	Extremely Low (30%) Income	Very Low (50%) Income	Low (80%) Income
01	\$33,600	\$55,950	\$87,550
02	38,400	63,950	100,050
03	43,200	71,950	112,550
04	47,950	79,900	125,050
05	51,800	86,300	135,100
06	55,650	92,700	145,100
07	59,500	99,100	155,100
08	63,300	105,500	165,100

Disclaimer: This information is provided as a courtesy of the Housing Authority of the County of Contra Costa to assist you on determining if you are eligible for housing programs within the agency. **Payment Standards represent the maximum subsidy permitted not the maximum rent available. All rents are subject to Rent Reasonableness Determination.** This information is subject to change without notice.

ALL HCV PROGRAM PARTICIPANTS IMPORTANT PROGRAM INFORMATION



Attachment to Rent Adjustment Letter

Tenant Number:

Head of Household Name:

The Housing Authority will apply the Payment Standard below at your annual recertification. This new Payment Standard will be used to calculate both tenant rent responsibility and owner Housing Assistance Payments (HAP) in compliance with HUD’s voucher calculation methodology.

EFFECTIVE DATE: October 1, 2025

SECTION 1: NEW PAYMENT STANDARD

Table 6

EAST COUNTY - Antioch, Bay Point, Bethel Island, Brentwood, Byron, Discovery Bay, Knightsen, Oakley

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
PS	\$2,142	\$2,385	\$2,912	\$3,724	\$4,413	\$5,075	\$5,737	\$6,399
% of FMR	100%	100%	100%	100%	100%	100%	100%	100%

EFFECTIVE DATE: October 1, 2025

Table 8

All Other Cities Except Pittsburg:

	0-BR	1-BR	2-BR	3-BR	4-BR	5-BR	6-BR	7-BR
PS	\$2,356	\$2,623	\$3,203	\$4,096	\$4,854	\$5,582	\$6,310	\$7,038
% of FMR	109.99%	109.98%	109.99%	109.99%	109.99%	109.99%	109.99%	109.99%

FMR	\$2,142	\$2,385	\$2,912	\$3,724	\$4,413	\$5,075	\$5,737	\$6,399
110% of FMR	\$2,356	\$2,623	\$3,203	\$4,096	\$4,854	\$5,582	\$6,310	\$7,038

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CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 26-1882

Agenda Date: 5/12/2026

Agenda #: C.4

To: Contra Costa County Housing Authority Board of Commissioners

From: Joseph Villarreal, Executive Director

Report Title: Claims

Recommendation of the County Administrator Recommendation of Board Committee

RECOMMENDATIONS:

DENY claim filed by Karriem Muhammed.

BACKGROUND:

Karriem Muhammed: Personal injury claim related to dangerous condition in an amount to be determined.

FISCAL IMPACT:

No fiscal impact.

CONSEQUENCE OF NEGATIVE ACTION:

Not acting on the claims could extend the claimants' time limits to file actions against the County.