



# COUNTY OF SAN DIEGO

## AGENDA ITEM

### HOUSING AUTHORITY

#### BOARD OF SUPERVISORS

VACANT  
First District

JOEL ANDERSON  
Second District

TERRA LAWSON-REMER  
Third District

MONICA MONTGOMERY STEPPE  
Fourth District

JIM DESMOND  
Fifth District

**DATE:** March 12, 2025

# HA01

**TO:** Housing Authority of the County of San Diego Board of Commissioners

#### SUBJECT

**NOTICED PUBLIC HEARING – ADOPT A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN DIEGO (COUNTY HOUSING AUTHORITY) BOARD OF COMMISSIONERS APPROVING THE PUBLIC HOUSING AUTHORITY FIVE-YEAR AGENCY PLAN, ANNUAL AGENCY PLAN AND SUPPORTING POLICY DOCUMENTS; AUTHORIZE THE SUBMITTAL OF THE PLANS AND RESOLUTION TO HUD; AUTHORIZE THE EXECUTIVE DIRECTOR OF THE COUNTY HOUSING AUTHORITY TO EXECUTE ALL PUBLIC HOUSING AGENCY CERTIFICATIONS; AUTHORIZE THE EXECUTIVE DIRECTOR OF THE COUNTY HOUSING AUTHORITY TO EXECUTE ALL PUBLIC HOUSING CAPITAL FUND FIVE-YEAR ACTION PLAN; AND FIND THAT THESE ARE NOT PROJECTS DEFINED IN STATE CEQA GUIDELINES SECTION 15378; AUTHORIZE APPLICATIONS FOR ADDITIONAL PROGRAM FUNDING AND CREATION OF NEW OR EXPANSION OF EXISTING PARTNERSHIPS; AUTHORIZE DIRECTOR OF PURCHASING AND CONTRACTING TO SOLICIT AND AWARD A PROPERTY MANAGEMENT CONTRACT (DISTRICTS: ALL)**

#### OVERVIEW

The United States Department of Housing and Urban Development (HUD) requires housing authorities to prepare a Public Housing Agency (PHA) Plan as a comprehensive guide to a housing authority's policies, programs, operations, and strategies for meeting local housing needs and goals. The PHA Plan consists of a Five-Year Agency Plan and an Annual Agency Plan. The Annual Agency Plan was approved by the Board of Commissioners on March 13, 2024 (HA01), for Fiscal Year (FY) 2024-25. The Five-Year Agency Plan was approved by the Board of Commissioners on April 7, 2020 (HA1).

The jurisdiction for the Housing Authority of the County of San Diego (County Housing Authority) includes the cities of Chula Vista, Coronado, Del Mar, El Cajon, Escondido, Imperial Beach, La Mesa, Lemon Grove, Poway, San Marcos, Santee, Solana Beach, Vista and the unincorporated county areas. The Five-Year Agency Plan outlines the vision of the County Housing Authority for the next five years, including key priorities and strategic goals and provides the progress in meeting the goals and objectives described in the previous Five-Year Agency Plan. The Annual Agency Plan includes two main components – the Housing Choice Voucher (HCV)

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Program Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy. Together, these components establish the local rules and policies for the administration of the HCV and the Public Housing Programs.

HUD requires the PHA Plan go through a public notice, public hearing, and a 45-day public comment period. The County Housing Authority Five-Year Agency Plan for Fiscal Year (FY) 2025-29 (Five-Year Agency Plan) and Annual Agency Plan for FY 2025-26 (Annual Agency Plan) drafts were released for public review and comment on January 24, 2025. Today’s hearing provides an opportunity for the County Housing Authority to receive public comment on the plan.

The County Housing Authority owns and operates 121 public housing units at four sites located in the City of Chula Vista. The management of these public housing units are being performed under a contract with Hyder Property Management Professionals, a property management firm, that is set to expire on December 31, 2025.

Today’s actions request the Housing Authority Board of Commissioners (Board) adopt a resolution to approve the Five-Year Agency Plan and the Annual Agency Plan and authorize the Board Chair and the Executive Director of the County Housing Authority, or designee, to execute all required certifications and submit these documents to HUD. Today’s actions also request the Board authorize the County Housing Authority to procure a new contract for property management services for the public housing units in accordance with County of San Diego procurement practices, to be effective upon the expiration of the current contract. Additionally, today’s actions request the Board to adopt a resolution to approve the Public Housing Capital Fund Five-Year Action Plan for FY 2025-29.

These items support the County of San Diego vision of a just, sustainable, and resilient future for all, specifically those communities and populations in San Diego County that have been historically left behind, as well as the ongoing commitment to the regional *Live Well San Diego* vision of healthy, safe, and thriving communities. This item also supports the County Framework for Ending Homelessness and the Housing Blueprint as the programs administered according to the County Housing Authority Agency Plan provides and expands affordable housing

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opportunities for approximately 11,150 low-income households in the County Housing Authority jurisdiction.

**RECOMMENDATION(S)**

**CHIEF ADMINISTRATIVE OFFICER**

1. Find, in accordance with Section 15060(c)(3) of the California Environmental Quality Act (CEQA) Guidelines that the adoption of a Resolution to approve the County Housing Authority Five-Year Agency Plan for Fiscal Year (FY) 2025-29 (Five-Year Agency Plan) and Annual Agency Plan for FY 2025-26 (Annual Agency Plan) and to authorize the Board Chair and the Executive Director of the County Housing Authority, or designee, to execute all required certifications for submittal to HUD are administrative in nature, and; therefore, are not projects as defined in the state CEQA Guidelines Section 15378.
2. Hold this public hearing to receive public comment on the Five-Year Agency Plan and Annual Agency Plan.
3. Adopt a Resolution entitled A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN DIEGO BOARD OF COMMISSIONERS APPROVING THE PUBLIC HOUSING AGENCY FIVE-YEAR PLAN AND ANNUAL AGENCY PLAN AND SUPPORTING POLICY DOCUMENTS.
4. Authorize the Board Chair and the Executive Director of the County Housing Authority, or designee, to execute all Public Housing Agency certifications and submit the certifications to HUD.
5. Authorize the submittal of the Five-Year Agency Plan, the Annual Agency Plan, and copy of the Resolution to HUD by Executive Director of the County Housing Authority, or designee.
6. Approve the Public Housing Capital Fund Five-Year Action Plan for FY 2025-29.

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7. Authorize the County Housing Authority to apply for new funding or voucher opportunities as they become available and create new or expand existing partnerships towards the goal of expanding affordable housing opportunities for those in need.
8. In accordance with Section 401, Article XXIII of the County Administrative Code, authorize the Director, Department of Purchasing and Contracting to issue a competitive solicitation for property management services for the public housing units, and upon successful negotiations and determination of a fair and reasonable price, award a contract for an initial term of one year, with up to four option years, and up to an additional six months if needed; and to amend the contract to reflect changes in program, funding or service requirements, subject to the availability of funds and the approval of the Executive Director, or designee, of the Housing Authority of the County of San Diego.

### **EQUITY IMPACT STATEMENT**

The County Housing Authority administers various rental assistance programs funded by the United States Department of Housing and Urban Development (HUD) intended to assist very low-income households to afford decent, safe, and sanitary housing in the private market. As mandated by federal regulations, at least 75% of applicants must qualify as an extremely low-income family earning 30% of the area median income or less (\$33,100 for a family of two and/or \$41,350 for a family of four) and the remaining applicants must not exceed the low-income threshold of 50% of the area median income or less (\$55,150 for a family of two and/or \$68,900 for a family of four).

The Housing Authority of the County of San Diego (County Housing Authority) has established local preferences within the Housing Choice Voucher Administrative Plan and Public Housing Admissions and Occupancy Policy for wait list applicants to ensure the most vulnerable populations receive priority for assistance. Established preferences have been in the plans for over twenty years. To ensure equitable access for communities who have historically suffered from inequalities and inequities, the County Housing Authority gives priority to applicants who have one or more of the following members in the household: working applicant, elderly person, disabled person, dependent children, homeless applicant, veteran, or surviving spouse of veteran.

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The participant distribution, as of January 2025, is noted below. Due to the overlapping categories, the total does not equal 100%.

- 43% are elderly and/or disabled single tenants
- 10% are single parents with children in the household
- 30% have children in the household
- 67% have a head or spouse who is either elderly and/or disabled

The County Housing Authority is committed to providing greater access to areas with higher opportunities by advancing equitable access and opportunity for assisted households to live in safe and affordable housing. Rental assistance voucher holders can choose housing in areas that best fit their individual household needs. To expand housing opportunities for voucher holders, the County Housing Authority provides higher level of rental assistance in neighborhoods with greater opportunity.

The County Housing Authority incorporates the “voice of the customer” in the development of policy and budget through consultation with the Housing Authority Resident Advisory Board, the inclusion of tenant commissioners on the Housing Authority Board of Commissioners, and public engagement in the development of the Public Housing Agency (PHA) plan, which is a comprehensive guide to a housing authority’s policies, programs, operations, and strategies for meeting local housing needs and goals. The County Housing Authority is committed to transparency and open government and the PHA plan is broadly distributed to stakeholders for public review and comment prior to adoption by the County Housing Authority Board of Commissioners.

### **SUSTAINABILITY IMPACT STATEMENT**

The proposed actions will advance the County of San Diego (County) Sustainability Goals #1, #2, and #4 by engaging the community in meaningful ways, providing just and equitable access to County services, and protecting the health and well-being of residents. Engaging the public and assisted tenants in the policy planning process creates intentional collaborative community engagement opportunities that strengthen healthy, safe, and thriving communities. Resident

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Advisory Board meetings are held throughout the year and facilitate discussion regarding housing needs within the community. The inclusion of tenant commissioners also brings a lived experience lens to the governing body of the County Housing Authority when approving program activities such as the Public Housing Agency plan, the annual budget requests for funding, changes in program administration, and implementation of housing programs. These programs serve to remove barriers from low-income families seeking to live in areas of greater economic opportunity.

## **FISCAL IMPACT**

### **Recommendations 1-7:**

These recommendations have no fiscal impact. There will be no change in net General Fund costs and no additional staff years.

### **Recommendation 8:**

Funds for this request are included in the Fiscal Year (FY) 2025-26 Housing Authority of the County of San Diego (County Housing Authority) budget. If approved, this request will result in estimated costs and revenue of approximately \$1.4 million in FY 2025-26. Funds for subsequent years will be included in future operational plans. The funding sources are Public Housing Operating Fund, Public Housing Rental Revenue, and Public Housing Capital Funds. There will be no change in net County General Fund cost and no additional staff years.

## **BUSINESS IMPACT STATEMENT**

If approved, today's recommendations will have a positive impact on the business community, as rental payments made through the Housing Choice Voucher Program are made to private landlords within the jurisdiction of the County Housing Authority.

## **ADVISORY BOARD STATEMENT**

The requirement for Resident Advisory Board involvement in the development of the Annual Agency Plan is outlined and prescribed by HUD. The Resident Advisory Board is comprised of individuals who are participants in the County Housing Authority Public Housing and/or Housing Choice Voucher programs.

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The proposed Housing Authority of the County of San Diego (County Housing Authority) Five-Year Agency Plan for Fiscal Year (FY) 2025-29 (Five-Year Agency Plan) and Annual Agency Plan for FY 2025-26 (Annual Agency Plan) were discussed at the Resident Advisory Board meeting on January 16, 2025. No changes to the Annual Agency Plan were recommended by the Resident Advisory Board. In addition, a separate meeting was held for public housing residents on January 28, 2025, to review the proposed Five-Year Agency Plan, the Capital Fund Program Five-Year Action Plan, and repositioning updates.

## **BACKGROUND**

Housing authorities are required by federal regulation to prepare and submit a Public Housing Agency (PHA) Plan to the United States Department of Housing and Urban Development (HUD) following a 45-day public review and comment period. The PHA Plan is a comprehensive guide to a housing authority's policies, programs, operations, and strategies for meeting local housing needs and goals. Approval of the PHA Plan by HUD allows housing authorities to receive capital funds, operating funds, and other grants for special purpose uses in Public Housing and Housing Choice Voucher (HCV), "Section 8", Programs.

There are two parts to the PHA Plan: The Five-Year Agency Plan, which each PHA submits to HUD once every five years, and the Annual Agency Plan, which is submitted to HUD every year. The Housing Authority of the County of San Diego's (County Housing Authority) current Five-Year Plan was approved by the County Housing Authority Board of Commissioners (Board) on April 7, 2020 (HA01) and is effective through June 30, 2025. The draft County Housing Authority Five-Year Agency Plan for Fiscal Year (FY) 2025-29 (Five-Year Agency Plan) sets the County Housing Authority's mission, long-term goals and quantifiable objectives. The draft Annual Agency Plan for FY 2025-26 (Annual Agency Plan) reports out on the progress made on the goals from the Five-Year Plan and new activities the County Housing Authority intends to undertake. Both draft plans can be viewed in Attachment B.

The Annual Agency Plan includes two main components – the Housing Choice Voucher Program Administrative Plan and the Public Housing Admissions and Continued Occupancy Policy.

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Together, these two components of the Annual Agency Plan establish the local rules and policies for the administration of the HCV, “Section 8”, and the Public Housing Programs.

The significant changes to the Annual Agency Plan, HCV Administrative Plan, and Public Housing Admissions and Continued Occupancy Plan proposed for this year’s update are detailed in the 2024-2025 Summary of Significant Changes (Attachment C). Examples of these changes include:

- Updating the Annual Agency Plan to include progress in meeting the goals and objectives of the 2020-24 Five-Year Plan, such as maintaining and expanding affordable opportunities and building resilient infrastructure to promote and foster innovation.
- Including the plan to financially reposition the Public Housing portfolio, which will increase funding from HUD to allow for on-going operation, maintenance and modernization of the developments and preserving these affordable housing units. Current funding does not fully support operational and maintenance needs.

The programs, administered according to the PHA Plan, currently provide affordable housing for approximately 11,150 low-income households in the jurisdiction of the County Housing Authority. The programs’ annual budgets are ultimately determined by the funding amounts provided by the federal government through HUD. The adopted FY 2024-25 County Housing Authority budget includes \$288.9 million in federal funds to administer rental assistance programs for low-income households.

*Recommendation 2: Public Hearing to Receive Public Comment*

In accordance with HUD requirements, draft copies of the PHA Plan were released on January 24, 2025 for the required 45-day public review and comment period. Copies of the PHA Plan were made available at the County Housing Authority office, located at 3989 Ruffin Road in San Diego, and the County Housing Authority’s four public housing sites. In addition, announcements were published in the San Diego Union Tribune, El Latino San Diego, SD Voice and Viewpoint News, Asian Journal, Beirut Times, and Saigon Times newspapers to describe where the draft PHA Plan was available for review and comment. The notices were translated into all County of San Diego (County) threshold languages. The Public Notices were also sent via e-mail blast to 160,697



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individuals that subscribe to various County Housing Authority email distribution lists. This hearing serves as the public hearing to receive comment and concludes the public comment period. Any significant changes resulting from the public hearing, or in response to public comments received, if appropriate, will be presented at a later time to the Housing Authority Board of Commissioners (Board) for consideration.

*Recommendations 3-5: Approval and Submittal of the Public Housing Agency Plan and Certifications*

Approval of the PHA Plan will authorize the County Housing Authority to submit the Resolution (Attachment A) approving the PHA Plan and related certifications to HUD.

The Five-Year Agency Plan includes the certifications affirming that the County Housing Authority is in compliance with the PHA Plan and related regulations, including the required Civil Rights certification, and is consistent with the San Diego Urban County and HOME Consortium Consolidated Plan (Consolidated Plan). The Consolidated Plan is required to be completed by the County as the local jurisdiction administering federally funded Community Planning and Development (CPD) grant programs, such as the Community Development Block Grant (CDBG), HOME Investment Partnerships programs (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). The Consolidated Plan covers CPD grant programs in the Urban County — made up of the unincorporated areas of the County and the cities of Coronado, Del Mar, Imperial Beach, Lemon Grove, Poway, and Solana Beach — and the HOME Consortium, which includes the Urban County and the cities of La Mesa, San Marcos, Santee, Vista, Encinitas, and Carlsbad. The Five-Year Agency Plan must also include certifications of consistency with consolidated plans for the jurisdictions that contain at least 50% of the total population of the area served. In this case, consistency with the San Diego Urban County and HOME Consortium Consolidated Plan fulfills this requirement. Today's actions request the Board Chair and the Executive Director of the County Authority Housing, or designee, adopt a resolution to approve the Five-Year Agency Plan and Annual Agency Plan, execute all PHA certifications and submit them to HUD, and authorize the submission of the Five-Year Agency Plan, Annual Agency Plan, and a copy of the resolution to HUD.

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*Recommendation 6: Approve the Public Housing Capital Fund Program Five-Year Action Plan for FY 2025-29*

The Public Housing Capital Fund Program provides funds annually to PHAs for the development, financing, and modernization of public housing developments and for management improvements. In order to receive Capital Fund Program revenue, the County Housing Authority must have an approved Five-Year Action Plan. The Public Housing Capital Fund Program Five-Year Action Plan covers a rolling, five-year period, and is updated annually. It describes the potential capital improvement activities to be completed with the funds at the Public Housing developments. Today's actions request the Board approve the Public Housing Capital Fund Program Five-Year Action Plan for FY 2025-29 (Attachment D).

*Recommendation 7: Apply for Additional Vouchers and Funding and Expand Partnerships*

As evidenced by the more than 110,000 applicants on the County Housing Authority waiting lists for rental assistance programs, the demand for housing assistance generally exceeds the limited resources available, which creates long wait times. Expanding housing opportunities for families and individuals in need is a goal outlined in the Five-Year Agency Plan. A key strategy for this involves applying for new funding and/or vouchers. This authority also allows the County Housing Authority to leverage resources and partner with other jurisdictions and entities. For example, in support of County efforts to end veterans' homelessness, the County Housing Authority is continuing to partner with other local housing authorities to increase housing opportunities for veterans with Veterans Affairs Supportive Housing (VASH) vouchers. Today's actions support increasing affordable housing opportunities for those in need.

*Recommendation 8: Public Housing Property Management Procurement*

The County Housing Authority owns and operates 121 public housing units in the city of Chula Vista. The management of these public housing units is being performed under a property management contract, while the County Housing Authority maintains the waiting list of eligible applicants. The public housing developments include: Melrose Manor, a 24-unit family housing development; Towncentre Manor, a 59-unit housing development for older adults or adults with a disability; Dorothy Street Manor, a 22-unit family housing development; and L Street Manor, a 16-unit family housing development.

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On December 11, 2019 (1), the Board authorized the execution of a property management contract with the successful competitive bidder. As a result, a one-year contract with four option years was executed with Hyder Property Management Company for the operation of the County Housing Authority’s four public housing developments. The final contract extension is set to expire on December 31, 2025, and the County Housing Authority is required to offer a new contract through a competitive selection process. The Request for Proposals for selection of a property management company will be advertised and evaluated in compliance with the County Procurement Policy and all applicable regulations.

If approved, this action will result in a one-year contract with options to renew for up to four years (for a maximum of five years). The current contract for Calendar Year (CY) 2025 is \$1.35 million which includes property management and operational costs. It is anticipated that the contract for CY 2026 will be similar in respect to these costs with the acknowledgment that an inflation factor may be considered in the final contract negotiations.

Today’s actions request the Board authorize the County Housing Authority to procure a new contract for property management services for the public housing units in accordance with County procurement practices, to be effective upon the expiration of the current contract.

This item also supports the County Framework for Ending Homelessness and the Housing Blueprint as the programs administered according to the County Housing Authority Agency Plan provides and expands affordable housing opportunities for approximately 11,150 low-income households in the County Housing Authority jurisdiction.

**LINKAGE TO THE COUNTY OF SAN DIEGO STRATEGIC PLAN**

Today’s actions support the County of San Diego 2025-2030 Strategic Plan Initiatives of Sustainability (Economic), Community (Quality of Life), and Equity (Housing) by creating policies to reduce and eliminate poverty, promoting economic sustainability for low-income families and improving quality of life. The Housing Authority of the County of San Diego provides programs and services that enhance the community by increasing the well-being of our residents

**SUBJECT:** NOTICED PUBLIC HEARING – ADOPT A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN DIEGO (COUNTY HOUSING AUTHORITY) BOARD OF COMMISSIONERS APPROVING THE PUBLIC HOUSING AUTHORITY FIVE-YEAR AGENCY PLAN, ANNUAL AGENCY PLAN AND SUPPORTING POLICY DOCUMENTS; AUTHORIZE THE SUBMITTAL OF THE PLANS AND RESOLUTION TO HUD; AUTHORIZE THE EXECUTIVE DIRECTOR OF THE COUNTY HOUSING AUTHORITY TO EXECUTE ALL PUBLIC HOUSING AGENCY CERTIFICATIONS; AUTHORIZE THE EXECUTIVE DIRECTOR OF THE COUNTY HOUSING AUTHORITY TO EXECUTE ALL PUBLIC HOUSING CAPITAL FUND FIVE-YEAR ACTION PLAN; AND FIND THAT THESE ARE NOT PROJECTS DEFINED IN STATE CEQA GUIDELINES SECTION 15378; AUTHORIZE APPLICATIONS FOR ADDITIONAL PROGRAM FUNDING AND CREATION OF NEW OR EXPANSION OF EXISTING PARTNERSHIPS; AUTHORIZE DIRECTOR OF PURCHASING AND CONTRACTING TO SOLICIT AND AWARD A PROPERTY MANAGEMENT CONTRACT (DISTRICTS: ALL)

and utilizing policies, facilities, infrastructure, and finance to provide housing opportunities that meet the needs of the community.

Respectfully submitted,



FOR

EBONY N. SHELTON  
Chief Administrative Officer

**ATTACHMENT(S)**

Attachment A - A RESOLUTION OF THE HOUSING AUTHORITY OF THE COUNTY OF SAN DIEGO BOARD OF COMMISSIONERS APPROVING THE PUBLIC HOUSING AGENCY FIVE-YEAR PLAN AND ANNUAL AGENCY PLAN AND SUPPORTING POLICY DOCUMENTS.

Attachment B – Public Housing Agency Plans, Public Housing Admissions and Continued Occupancy Policy, and Section 8 Administrative Plan

Attachment C – 2024-2025 Summary of Significant Changes

Attachment D – Capital Fund Program Five-Year Action Plan for FY 2025-29