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1. Purpose

- 1.1 <u>Primary Objective</u> In keeping with the mission of the Housing Commission "to strive to assure every San Diegan the opportunity for an affordable home in a suitable living environment," and in recognition of the fact that low and very low income San Diegans generally cannot obtain such housing in the private market, it is the intent of the Commission to utilize all federal and state funds available to San Diego for construction or acquisition of public housing.
- 1.2 To provide guidelines for selecting sites for public housing.
- 1.3 To establish administrative procedures consistent with the guidelines set forth.

2. <u>Definition</u>

- 2.1 Public Housing Housing which is developed and/or operated by the San Diego Housing Commission.
- 2.2 Site Density The amount of space (square feet) available for each unit on a site in relation to the total area of the Site.
- 2.3 Neighborhood The census tract usually will serve as "neighborhood" for purposes of evaluating the suitability of a site. However, if a site is at or near the edge of a census tract, the neighborhood should consist of that tract plus the adjacent census tract.
- 2.4 Deep Subsidy Program Programs affordable to low income households, as defined in Attachment C, consisting of the following specific categories: Public Housing, Section 8, Other Federal Assisted, Military Housing, and City Assisted.
- 3. <u>Policies</u>

<u>Preamble</u> - The policies stated below are derived from a variety of sources, including: HUD's "Site and Neighborhood Standards"; the City's Housing Element, Housing Assistance Plan (HAP), and Balanced Community Policy; discussions of the Subcommittee for Selecting Public Housing Sites; interaction with the Community Planning Chairmen (CPC) and the Mayor's Housing Advisory Task Force; and the San Diego Housing Commission General Policy.

The guidelines that follow shall be adhered to as closely as possible, but with an awareness that potential sites may conform to certain of the criteria while diverging from others. In these cases, the Commission will exercise its discretion based on the best information and most careful analysis available.

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- 3.1 <u>Coordination with Community Groups</u> Every effort shall be made to work creatively and cooperatively with community groups and with owners of private property to find suitable sites at reasonable cost.
- 3.2 <u>Basic Site Adequacy</u> Sites must be adequate in size, exposure, and contour, and should have adequate streets and utilities to accommodate the number and type of units proposed.
- 3.3 <u>Site Development Density</u> The determination of acceptable site density will depend on the community and on the particular site. Consideration will be given to factors that affect density such as land cost, topography, anticipated age and number of residents, zoning and building requirements, and the prevalent density in the vicinity of the site.
- 3.4 <u>Size of Sites</u> Projects proposed for families with children should, to the maximum extent practicable, be developed on sites which accommodate 4 to 20 units.
- 3.5 <u>Minority Concentration</u> Public housing should not be located in neighborhoods in which the concentration of racial/ethnic minority households exceeds the citywide minority concentration as of the most recent decennial census, unless there is already sufficient comparable housing outside such neighborhoods or there is an overriding need that cannot be satisfied in areas without such concentration. New public housing should not be located in areas of minority concentration if that housing will cause a significant increase in the concentration of minority households.
- 3.6 <u>Neighborhood Income Level</u> Sites located in neighborhoods where the income level exceeds the income level defined by federal standards as low income shall have high priority, with a descending order of priority applied to neighborhoods falling below this level.
- 3.7 <u>Deep Subsidy Housing Concentration</u> Public housing should not be located in neighborhoods in which the concentration of deep subsidy housing exceeds the Citywide concentration of deep subsidy housing as of the most recent Housing Element Annual Review, unless there is already sufficient comparable housing outside such neighborhoods or there is an overriding need that cannot be satisfied in areas without such concentration. New public housing should not be located in areas of concentration of deep subsidy housing if that housing will cause a significant increase in the concentration of subsidized households.
- 3.8 <u>Environmental Impacts</u> Sites should be free from adverse environmental conditions, natural or manmade, such as potential flooding, pollution, heavy traffic, excessive noise, rodent or vermin infestation, or fire hazards, unless these conditions can be removed or satisfactorily mitigated before or during site development.

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- 3.9 <u>Neighborhood Conditions</u> The neighborhood must not be one which is seriously detrimental to family life, or in which substandard dwellings or other undesirable elements predominate, unless a program is actively in progress to remedy the situation and the development of new housing would be a positive contribution to the process of improvement.
- 3.10 <u>Accessibility</u> Sites should have access to social, recreational, educational, commercial, and health facilities and services, public transportation, and employment centers.
- 3.11 <u>Utilization of Schools</u> Greater weight should be given to Sites for family housing which would result in increased enrollment in underutilized schools.
- 3.12 <u>Land Cost</u> Sites costing more than comparable sites in the area should be avoided.
- 3.13 <u>Vacant Sites</u> A preference shall be given to vacant sites because of the (generally) lower cost to acquire and because there is no need to displace occupants.
- 4. Administrative Procedures

Responsibility

Action

- Housing Development Staff 4.1 When funding becomes available, develops a list of available sites within the identified areas utilizing the following sources and means:
 - a. City Property Department, Planning Department, and other governmental agencies' lists of surplus and vacant land (sites on such lists which are not suitable for housing may be considered for potential exchanges).
 - b. Classified advertisements in appropriate newspapers, and real estate listing service periodicals.
 - c. Housing Commission solicitation in general circulation newspapers and real estate industry publications.
 - d. Other resources and means (including contracting with real estate brokers to locate potential Sites) that may develop from discussions with private development interests.

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	e. Discussions with community groups and planning groups, including presentation of units available and/or examples of existin developments.	of any prototype
4.2	Examines potential sites on the list, completing a Site Checklist (Attachment A) for each site.	Preliminary
4.3	Selects those sites for future evaluation which do obvious critical defects, Sites may be included if possibility of mitigating perceived site deficiencie	there is a
4.4	Approves sites for option purposes and executes purchase approved sites, contingent on Housing approval and other factors. Deposits will be refu- whenever possible and, in all cases, they will be toward the purchase price.	Commission Indable
	Authorizes consultant studies which staff or archinecessary for adequate evaluation.	itect deem
4.5	Presents the selected sites and discusses the pro	posed

- 4.5 Presents the selected sites and discusses the proposed development with the appropriate community groups for their input. Presents prototype and/or examples of existing developments.
- 4.6 Evaluates each site selected in 4.3 by completing an Evaluation/Ranking of Public Housing Sites (Attachment B) and initiates Environmental Initial Studies.
- 4.7 In coordination with Deputy Director, ranks all the selected sites according to following four factors based on Attachment B:
 - a. Input from community groups;
 - b. Balanced Community Objectives (Item 1 and 6);

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			considerations (1	
		d. Site characteristics (Items 3, 4 and 7); ande. Accessibility to services (Item 5).					
	4.8	In coordination with Deputy Director, selects various combinations of ranked sites as alternatives which would satisfy HUD program needs and objectives and submits to Executive Director.				У	
Executive Director	4.9		natives and sub- along with initia			U	
Housing Commission	4.10	Approves sites for acquisition and forwards recommendations to Housing Authority.					
Housing Authority	4.11	Certifies final environmental reports and approves sites for acquisition, subject to HUD or State approval and contingent on any City discretionary approvals that may be required. Authorizes architect to proceed with schematic drawings for selected sites.					
		Autho	ne cases, the Ho ority may author ace of HUD or	rize site	purchase with	-	in

	Att	achment "A"		
Agent:		_		
Co.:				
Phone:		Date:		
	<u>PRELIMINA</u>	<u>RY SITE CHECKLI</u>	<u>ST</u>	
Address:		Thom. Bro.		
Parcel Size:		Census Tr		
Asking \$\$	6Offer_		Parcel #	
Zoning	Com Pl Des_		Coastal Zone	
Max Density	Owner	Name		
Prop # of Units	/Bedrms	Address:		
SITE CHARACTERIST	<u>FICS</u>			
Topography				
Structure on Site?		Occupied?		
Alley Access	Inside/Corner Lot?			
Facilities Problems?				
Street Improvements?				
NEIGHBORHOOD				
Single Family		_ Multifamily	Mix	
ENVIRONMENTAL				
Noise?	Flooding?	Parl	king/Traffic?	
<u>SERVICES</u>				
Public Transportation				
Shopping				
Schools				
Playground/Park/Open_				
RELOCATION				
No. Existing Units	No. B	drms		
No. Occupied Units	Estim	Cost		
SITE REJECTED				
Date:				
Reason:				

ATTACHMENT "B"

EVALUATION/RANKING OF PUBLIC HOUSING SITES

1. Balanced Community:

- a. Income level as percent of regional median?
- b. Minority concentration?
- c. Proximity to assisted housing, (assisted housing as defined in Appendix A of the Housing Element Annual Review).

2. Costs:

- a. Acquisition (per sq. ft. for site, per sq. ft. in area)
- b. Site Improvements
- c. Construction
- d. Relocation
- e. Total (Constr. & Acquisition) Cost Per Sq. Ft. Proposed
- f. Total Local Contribution

3. Site Characteristics:

- a. Parcel Size
- b. Topography
- c. Structure(s) Existing
- d. Street Width
- e. Alley Access
- f. Inside/Corner Lot
- 4. Environmental:
 - a. Noise Level
 - b. Flooding

- c. Parking/Traffic
- d. No undesirable elements predominate in neighborhood?
- 5. Services:
 - a. Schools (distance from site; enrollment compared with capacity)
 - b. Public Transportation
 - c. Park/Playground/Open Space
 - d. Shopping
 - e. Employment
- 6. Compatibility of Project with Surrounding Neighborhood:
 - a. Approximate age of Housing Within 400 ft.
 - b. Number of Single Family Homes within 400 ft.
 - c. Number of Multi Family Homes within 400 ft.

7. Administrative Processing:

- a. Consistent with Community Plan/General Plan?
- b. Community Planning Group Input?
- c. Zoning Change?
- d. PRD?
- e. Coastal Zone?
- f. Street Vacation?
- g. EIR?
- h. Other?

Attachment "C"

(Categories and definitions of deep subsidy programs affordable to low income housing: excerpted from Housing Element Annual Review, 1985-1986)

<u>Public Housing</u> - Income limits and affordability criteria are the same as for Section 8 (below), except that certain State units are required to serve up to 80% of median income. The distinguishing feature of these programs is that the units are owned by the San Diego Housing Commission.

<u>Section 8 Existing</u> - This is a deep subsidy program which guarantees affordability (at 30% of monthly income) to very low [income] households (50% of median income). Eligible households seek privately owned units existing in the community whose owners are willing to participate in the program.

Other Federal Assisted - The category of "Other Federal Assisted Programs" includes HUD Section 202, HUD Section 236, HUD Section 8 New Construction, and California Housing Finance Agency (CHFA) programs. Each program has different criteria for tenant eligibility. All programs have specific income limits which are set by individual Departments and which may vary by location and number of persons in the family. Family income must be below the income limits to be eligible for a specific program. All of these programs are considered affordable to low income households.

HUD Section 202 - provides long-term direct loans to eligible private, nonprofit sponsors to finance the development of rental housing for the elderly and disabled.

HUD Section 236 - Each project has a minimum or "basic rent" which is the amount necessary to finance the project at the 1% interest rate at which it was developed. Eligible families pay the "basic rent". Those with higher incomes pay the amount required to finance the mortgage at a 7% interest rate. The difference between rent at a 1% and 7% interest rate is remitted to HUD unless the vacancy rate or other circumstances warrant this "excess income" remaining with the project.

<u>HUD Section 8 Now Construction</u> - As with the public housing, Section 8 New Construction rental subsidies stay with specific units. Developers or public housing agencies apply to HUD prior to construction for a 20-year Section 8 reservation for a specific project. Income and affordability guidelines are the same as for Section 8 Existing.

<u>CHFA</u> - The California Housing Finance Agency (CHFA) makes below-market rate bond financing available to nonprofit and for-profit developers who negotiate directly with this state agency. The agency also insures the mortgage and assigns a set-aside of Section 8 New Construction subsidies to the project.

<u>Military Family Housing</u> - This program is designed to provide housing for military families. The units are built for a wide range of personnel (from junior enlisted to senior officer). The income of enlisted personnel (except the highest and most senior) falls within the low income standard. Thus, housing for enlisted military families is considered low income affordable housing,

<u>City Assisted Projects</u> - City Assisted Projects include all other city assisted development projects which are restricted to and affordable to low income households. This category includes joint venture projects, projects funded through lease/sale proceeds or other City funds. The category excludes any projects included in other programmatic categories except Section 8 Existing.