

U.S. Department of Housing and Urban Development  
Office of Public and Indian Housing

---

Small PHA Plan Update  
Annual Plan for Fiscal Year: 2003

**NOTE: THIS PHA PLANS TEMPLATE (HUD 50075) IS TO BE COMPLETED IN  
ACCORDANCE WITH INSTRUCTIONS LOCATED IN APPLICABLE PIH NOTICES**

**PHA Plan  
Agency Identification**

**PHA Name:** LAKE COUNTY HOUSING COMMISSION

**PHA Number:** CA 144

**PHA Fiscal Year Beginning:** 07-01-2003

**PHA Plan Contact Information:**

Name: Connerly & Associates, Inc.

Phone: 707-995-7120

TDD:

Email (if available): schousing@earthlink.net

**Public Access to Information**

**Information regarding any activities outlined in this plan can be obtained by contacting:**

**(select all that apply)**

- Main administrative office of the PHA  
 PHA development management offices

**Display Locations For PHA Plans and Supporting Documents**

The PHA Plans (including attachments) are available for public inspection at: (select all that apply)

- Main administrative office of the PHA: Connerly & Associates, Inc.  
9055 Hwy 53 #2  
Lower Lake, CA 95457
- PHA development management offices
- Main administrative office of the local, county or State government
- Public library
- PHA website
- Other (list below) Department of Social Services  
926 South Forbes Street  
Lake Port, CA

PHA Plan Supporting Documents are available for inspection at: (select all that apply)

- Main business office of the PHA: Connerly & Associates
- PHA development management offices
- Other (list below) Department of Social Services  
926 South Forbes Street  
Lake Port, CA

**PHA Programs Administered:**

- Public Housing and Section 8       Section 8 Only       Public Housing Only

# Annual PHA Plan Fiscal Year 2003

[24 CFR Part 903.7]

## i. Table of Contents

Provide a table of contents for the Plan, including attachments, and a list of supporting documents available for public inspection. For Attachments, indicate which attachments are provided by selecting all that apply. Provide the attachment's name (A, B, etc.) in the space to the left of the name of the attachment. If the attachment is provided as a **SEPARATE** file submission from the PHA Plans file, provide the file name in parentheses in the space to the right of the title.

### Contents

Page #

#### Annual Plan

- i. Executive Summary (optional)
- ii. Annual Plan Information
- iii. Table of Contents
  - 1
  - 1. Description of Policy and Program Changes for the Upcoming Fiscal Year  
2 - 3
  - 2. Capital Improvement Needs
  - 3. Demolition and Disposition
  - 4. Homeownership: Voucher Homeownership Program  
4
  - 5. Crime and Safety: PHDEP Plan
  - 6. Other Information:
    - A. Resident Advisory Board Consultation Process  
5
    - B. Statement of Consistency with Consolidated Plan  
6
    - C. Criteria for Substantial Deviations and Significant Amendments  
7 - 8

#### Attachments

- Attachment A : Supporting Documents Available for Review 7
- Attachment \_\_: Capital Fund Program Annual Statement
- Attachment \_\_: Capital Fund Program 5 Year Action Plan
- Attachment \_\_: Capital Fund Program Replacement Housing Factor Annual Statement
- Attachment \_\_: Public Housing Drug Elimination Program (PHDEP) Plan
- Attachment B: Resident Membership on PHA Board or Governing Body  
27
- Attachment C: Membership of Resident Advisory Board or Boards  
28

- Attachment D : Comments of Resident Advisory Board or Boards & Explanation of PHA Response (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

**ii. Executive Summary**

[24 CFR Part 903.7 9 (r)]

At PHA option, provide a brief overview of the information in the Annual Plan

**1. Summary of Policy or Program Changes for the Upcoming Year**

In this section, briefly describe changes in policies or programs discussed in last year’s PHA Plan that are not covered in other sections of this Update.

Last years Small PHA Plan recommended implementation of the FSS Program. That has been accomplished in coordination with the Department of Social Services. There are presently six active participants with escrow accounts and three pending applicants.

The PHA continues to support an active Resident Advisory Board with seven active members.

The PHA staff drafted a new Section 8 Housing Choice Voucher Administrative Plan for review and recommendations of the RAB to the Board of Commissioners. Many of the recommendations included in last years plan (attachment D) are included in that revised plan. Those Policy or Program changes will be implemented as this new plan is implemented.

A review committee felt that the following items were the most significant recommendations for local discretion changes in the way the program has been operated:

Page 29 and 30 of the Deletions/Additions document and page 6-5 of the draft Admin Plan; added *Hardship Request for an Exception to Minimum Rent*.

These changes were approved by the RAB on May 30, 2002 as part of the Small PHA Plan update process.

.....

Page 48 of the Deletions/Additions document and page 9-3 of the draft Admin Plan; *Lease Review*

*The PHA will require the owner and tenant to use its “model lease.”*

.....

Page 51 of the Deletions/Additions document and page 9-8 of the draft Admin Plan; *relatives cannot own the leased property.*

This is regulatory.

.....  
.....  
Pages 10-4 through 10-8 of the draft Admin Plan.

*Some additional local inspection standards have been added*

.....  
.....  
Page 63 – 64 of the Deletions/Additions document and page 11-3 and 11-4 of the draft Admin Plan; *Payment Standards for the Voucher Program.*

*Allows payment standard to increase to 110% of FMR under certain circumstances*

These changes were approved by the RAB on May 30, 2002 as part of the Small PHA Plan update process.

.....  
.....  
Page 71 – 73 of the Deletions/Additions document and page 12 – 5 through 12-7 of the draft Admin Plan; *Adds issues related to tenant rent and welfare benefit reductions related to welfare fraud or non-compliance.*

This is regulatory

.....  
.....  
Page 12 – 7 of the draft Admin Plan describes the *new Cooperation Agreement between the Dept. of Social Services and the PHA.*

.....  
.....  
Page 75 of the Deletions/Additions document and Page 13-1 of the draft Admin Plan; *Families will now be permitted to move outside the jurisdiction during the initial year of their voucher.*

.....  
.....  
Chapter 19 of the draft Admin Plan is an entirely new chapter explaining informal review and appeal process.

This was changed as a result of the recommendations of the RAB in last years small PHA Plan, i.e. “Grievance policy: the need for an impartial decision making process in regards to grievance policy and procedures.” *This new policy transfers all appeals to the Department of Social Service and follows their process.*

.....  
.....  
Chapter 20 of the draft Admin Plan is a *new chapter describing acceptable housing types. The PHA will not assist residents of Congregate Housing or Group Homes.*

.....  
.....  
Chapter 22 is now the *Program Integrity Chapter discussing suspected abuse and fraud.*

The balance of the changes in the plan were either regulatory or the committee did not feel they were significant.

## **2. Capital Improvement Needs**

[24 CFR Part 903.7 9 (g)]

Exemptions: Section 8 only PHAs are not required to complete this component.

A.  Yes  No: Is the PHA eligible to participate in the CFP in the fiscal year covered by this PHA Plan?

B. What is the amount of the PHA's estimated or actual (if known) Capital Fund Program grant for the upcoming year? \$ \_\_\_\_\_

C.  Yes  No Does the PHA plan to participate in the Capital Fund Program in the upcoming year? If yes, complete the rest of Component 7. If no, skip to next component.

D. Capital Fund Program Grant Submissions

### **(1) Capital Fund Program 5-Year Action Plan**

The Capital Fund Program 5-Year Action Plan is provided as Attachment

### **(2) Capital Fund Program Annual Statement**

The Capital Fund Program Annual Statement is provided as Attachment

## **3. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability: Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to next component ; if "yes", complete one activity description for each development.)

2. Activity Description

<b>Demolition/Disposition Activity Description</b> <b>(Not including Activities Associated with HOPE VI or Conversion Activities)</b>
--

Small PHA Plan Update Page 4

HUD 50075  
OMB Approval No: 2577-0226  
Expires: 03/31/2002

1a. Development name: 1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one) Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Relocation resources (select all that apply) <input type="checkbox"/> Section 8 for      units <input type="checkbox"/> Public housing for      units <input type="checkbox"/> Preference for admission to other public housing or section 8 <input type="checkbox"/> Other housing for      units (describe below)
8. Timeline for activity: a. Actual or projected start date of activity: b. Actual or projected start date of relocation activities: c. Projected end date of activity:

#### **4. Voucher Homeownership Program**

[24 CFR Part 903.7 9 (k)]

A.  Yes  No: Does the PHA plan to administer a Section 8 Homeownership program pursuant to Section 8(y) of the U.S.H.A. of 1937, as implemented by 24 CFR part 982 ? (If “No”, skip to next component; if “yes”, describe each program using the table below (copy and complete questions for each program identified.)

#### **B. Capacity of the PHA to Administer a Section 8 Homeownership Program**

The PHA has demonstrated its capacity to administer the program by (select all that apply):

- Establishing a minimum homeowner downpayment requirement of at least 3 percent and requiring that at least 1 percent of the downpayment comes from the family’s resources
- Requiring that financing for purchase of a home under its section 8 homeownership will be provided, insured or guaranteed by the state or Federal government; comply

with secondary mortgage market underwriting requirements; or comply with generally accepted private sector underwriting standards

- Demonstrating that it has or will acquire other relevant experience (list PHA experience, or any other organization to be involved and its experience, below):

## **5. Safety and Crime Prevention: PHDEP Plan**

[24 CFR Part 903.7 (m)]

Exemptions Section 8 Only PHAs may skip to the next component PHAs eligible for PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

- A.  Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- B. What is the amount of the PHA's estimated or actual (if known) PHDEP grant for the upcoming year? \$ \_\_\_\_\_
- C.  Yes  No Does the PHA plan to participate in the PHDEP in the upcoming year? If yes, answer question D. If no, skip to next component.
- D.  Yes  No: The PHDEP Plan is attached at Attachment \_\_\_\_\_

## **6. Other Information**

[24 CFR Part 903.7 9 (r)]

### **A. Resident Advisory Board (RAB) Recommendations and PHA Response**

1.  Yes  No: Did the PHA receive any comments on the PHA Plan from the Resident Advisory Board/s?
2. If yes, the comments are Attached at \_\_\_\_\_
3. In what manner did the PHA address those comments? (select all that apply)
- The PHA changed portions of the PHA Plan in response to comments  
A list of these changes is included  
 Yes  No: below or  
 Yes  No: at the end of the RAB Comments in \_\_\_\_\_
- Considered comments, but determined that no changes to the PHA Plan were necessary. An explanation of the PHA's consideration is included at the at the end of the RAB Comments in \_\_\_\_\_

Other: (list below)

## **B. Statement of Consistency with the Consolidated Plan**

For each applicable Consolidated Plan, make the following statement (copy questions as many times as necessary).

1. Consolidated Plan jurisdiction: (provide name here)
2. The PHA has taken the following steps to ensure consistency of this PHA Plan with the Consolidated Plan for the jurisdiction: (select all that apply)
  - The PHA has based its statement of needs of families in the jurisdiction on the needs expressed in the Consolidated Plan/s.
  - The PHA has participated in any consultation process organized and offered by the Consolidated Plan agency in the development of the Consolidated Plan.
  - The PHA has consulted with the Consolidated Plan agency during the development of this PHA Plan.
  - Activities to be undertaken by the PHA in the coming year are consistent with specific initiatives contained in the Consolidated Plan. (list such initiatives below)

### **Strive to meet the needs of low-income rental households**

Other: (list below)

3. PHA Requests for support from the Consolidated Plan Agency
  - Yes  No: Does the PHA request financial or other support from the State or local government agency in order to meet the needs of its public housing residents or inventory? If yes, please list the 5 most important requests below:
4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

### **Meeting the housing needs of low-income rental households as a primary objective.**

## **C. Criteria for Substantial Deviation and Significant Amendments**

### **1. Amendment and Deviation Definitions**

24 CFR Part 903.7(r)

PHAs are required to define and adopt their own standards of substantial deviation from the 5-year Plan and Significant Amendment to the Annual Plan. The definition of significant amendment is important because it defines when the PHA will subject a change to the policies or activities described in the Annual Plan to full public hearing and HUD review before implementation.

### **A. Substantial Deviation from the 5-year Plan: NONE**

**B. Significant Amendment or Modification to the Annual Plan: NONE**

**Attachment A**  
**Supporting Documents Available for Review**

PHAs are to indicate which documents are available for public review by placing a mark in the “Applicable & On Display” column in the appropriate rows. All listed documents must be on display if applicable to the program activities conducted by the PHA.

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
<input checked="" type="checkbox"/>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<input checked="" type="checkbox"/>	State/Local Government Certification of Consistency with the Consolidated Plan (not required for this update)	5 Year and Annual Plans
N/A	Fair Housing Documentation Supporting Fair Housing Certifications: Records reflecting that the PHA has examined its programs or proposed programs, identified any impediments to fair housing choice in those programs, addressed or is addressing those impediments in a reasonable fashion in view of the resources available, and worked or is working with local jurisdictions to implement any of the jurisdictions’ initiatives to affirmatively further fair housing that require the PHA’s involvement.	5 Year and Annual Plans
N/A	Housing Needs Statement of the Consolidated Plan for the jurisdiction/s in which the PHA is located and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
N/A	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources
N/A	Public Housing Admissions and (Continued) Occupancy Policy (A&O/ACOP), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Any policy governing occupancy of Police Officers in Public Housing <input type="checkbox"/> check here if included in the public housing A&O Policy	Annual Plan: Eligibility, Selection, and Admissions Policies
<input checked="" type="checkbox"/>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
N/A	Public housing rent determination policies, including the method for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
N/A	Schedule of flat rents offered at each public housing development <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<input checked="" type="checkbox"/>	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach infestation)	Annual Plan: Operations and Maintenance
N/A	Results of latest binding Public Housing Assessment System (PHAS) Assessment	Annual Plan: Management and Operations
N/A	Follow-up Plan to Results of the PHAS Resident Satisfaction Survey (if necessary)	Annual Plan: Operations and Maintenance and Community Service & Self-Sufficiency
N/A	Results of latest Section 8 Management Assessment System (SEMAP)	Annual Plan: Management and Operations
N/A	Any required policies governing any Section 8 special housing types <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Operations and Maintenance
N/A	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<input checked="" type="checkbox"/>	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

**List of Supporting Documents Available for Review**

<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Related Plan Component</b>
N/A	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for any active grant year	Annual Plan: Capital Needs
N/A	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grants	Annual Plan: Capital Needs
N/A	Approved HOPE VI applications or, if more recent, approved or submitted HOPE VI Revitalization Plans, or any other approved proposal for development of public housing	Annual Plan: Capital Needs
N/A	Self-evaluation, Needs Assessment and Transition Plan required by regulations implementing §504 of the Rehabilitation Act and the Americans with Disabilities Act. See, PIH 99-52 (HA).	Annual Plan: Capital Needs
N/A	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
N/A	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
N/A	Approved or submitted assessments of reasonable revitalization of public housing and approved or submitted conversion plans prepared pursuant to section 202 of the 1996 HUD Appropriations Act, Section 22 of the US Housing Act of 1937, or Section 33 of the US Housing Act of 1937	Annual Plan: Conversion of Public Housing
N/A	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
N/A	Policies governing any Section 8 Homeownership program (section _____ of the Section 8 Administrative Plan)	Annual Plan: Homeownership
N/A	Cooperation agreement between the PHA and the TANF agency and between the PHA and local employment and training service agencies	Annual Plan: Community Service & Self-Sufficiency
<input checked="" type="checkbox"/>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency

### List of Supporting Documents Available for Review

Applicable & On Display	Supporting Document	Related Plan Component
N/A	Section 3 documentation required by 24 CFR Part 135, Subpart E	Annual Plan: Community Service & Self-Sufficiency
N/A	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
N/A	The most recent Public Housing Drug Elimination Program (PHDEP) semi-annual performance report	Annual Plan: Safety and Crime Prevention
N/A	PHDEP-related documentation: <ul style="list-style-type: none"> <li>· Baseline law enforcement services for public housing developments assisted under the PHDEP plan;</li> <li>· Consortium agreement/s between the PHAs participating in the consortium and a copy of the payment agreement between the consortium and HUD (applicable only to PHAs participating in a consortium as specified under 24 CFR 761.15);</li> <li>· Partnership agreements (indicating specific leveraged support) with agencies/organizations providing funding, services or other in-kind resources for PHDEP-funded activities;</li> <li>· Coordination with other law enforcement efforts;</li> <li>· Written agreement(s) with local law enforcement agencies (receiving any PHDEP funds); and</li> <li>· All crime statistics and other relevant data (including Part I and specified Part II crimes) that establish need for the public housing sites assisted under the PHDEP Plan.</li> </ul>	Annual Plan: Safety and Crime Prevention
N/A	Policy on Ownership of Pets in Public Housing Family Developments (as required by regulation at 24 CFR Part 960, Subpart G) <input type="checkbox"/> check here if included in the public housing A & O Policy	Pet Policy
N/A	The results of the most recent fiscal year audit of the PHA conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U. S.C. 1437c(h)), the results of that audit and the PHA's response to any findings	Annual Plan: Annual Audit
N/A	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
N/A	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)









## Capital Fund Program 5-Year Action Plan

Complete one table for each development in which work is planned in the next 5 PHA fiscal years. Complete a table for any PHA-wide physical or management improvements planned in the next 5 PHA fiscal year. Copy this table as many times as necessary. Note: PHAs need not include information from Year One of the 5-Year cycle, because this information is included in the Capital Fund Program Annual Statement.

CFP 5-Year Action Plan		
<input type="checkbox"/> Original statement <input type="checkbox"/> Revised statement		
Development Number	Development Name (or indicate PHA wide)	
Description of Needed Physical Improvements or Management Improvements	Estimated Cost	Planned Start Date (HA Fiscal Year)
<b>Total estimated cost over next 5 years</b>		

## PHA Public Housing Drug Elimination Program Plan

**Note: THIS PHDEP Plan template (HUD 50075-PHDEP Plan) is to be completed in accordance with Instructions located in applicable PIH Notices.**

### **Section 1: General Information/History**

**A. Amount of PHDEP Grant \$** \_\_\_\_\_

**B. Eligibility type (Indicate with an “x”)**      **N1**\_\_\_\_\_ **N2**\_\_\_\_\_ **R**\_\_\_\_\_

**C. FFY in which funding is requested** \_\_\_\_\_

### **D. Executive Summary of Annual PHDEP Plan**

In the space below, provide a brief overview of the PHDEP Plan, including highlights of major initiatives or activities undertaken. It may include a description of the expected outcomes. The summary must not be more than five (5) sentences long

### **E. Target Areas**

Complete the following table by indicating each PHDEP Target Area (development or site where activities will be conducted), the total number of units in each PHDEP Target Area, and the total number of individuals expected to participate in PHDEP sponsored activities in each Target Area. Unit count information should be consistent with that available in PIC.

PHDEP Target Areas (Name of development(s) or site)	Total # of Units within the PHDEP Target Area(s)	Total Population to be Served within the PHDEP Target Area(s)

### **F. Duration of Program**

Indicate the duration (number of months funds will be required) of the PHDEP Program proposed under this Plan (place an “x” to indicate the length of program by # of months. For “Other”, identify the # of months).

**12 Months**\_\_\_\_\_ **18 Months**\_\_\_\_\_ **24 Months**\_\_\_\_\_

### G. PHDEP Program History

Indicate each FY that funding has been received under the PHDEP Program (place an “x” by each applicable Year) and provide amount of funding received. If previously funded programs have not been closed out at the time of this submission, indicate the fund balance and anticipated completion date. The Fund Balances should reflect the balance as of Date of Submission of the PHDEP Plan. The Grant Term End Date should include any HUD-approved extensions or waivers. For grant extensions received, place “GE” in column or “W” for waivers.

<b>Fiscal Year of Funding</b>	<b>PHDEP Funding Received</b>	<b>Grant #</b>	<b>Fund Balance as of Date of this Submission</b>	<b>Grant Extensions or Waivers</b>	<b>Grant Start Date</b>	<b>Grant Term End Date</b>
FY 1995						
FY 1996						
FY 1997						
FY1998						
FY 1999						

## Section 2: PHDEP Plan Goals and Budget

### A. PHDEP Plan Summary

In the space below, summarize the PHDEP strategy to address the needs of the target population/target area(s). Your summary should briefly identify: the broad goals and objectives, the role of plan partners, and your system or process for monitoring and evaluating PHDEP-funded activities. This summary should not exceed 5-10 sentences.

**B. PHDEP Budget Summary**

Enter the total amount of PHDEP funding allocated to each line item.

<b>FFY _____ PHDEP Budget Summary</b>	
<b>Original statement</b>	
<b>Revised statement dated:</b>	
<b>Budget Line Item</b>	<b>Total Funding</b>
9110 – Reimbursement of Law Enforcement	
9115 - Special Initiative	
9116 - Gun Buyback TA Match	
9120 - Security Personnel	
9130 - Employment of Investigators	
9140 - Voluntary Tenant Patrol	
9150 - Physical Improvements	
9160 - Drug Prevention	
9170 - Drug Intervention	
9180 - Drug Treatment	
9190 - Other Program Costs	
<b>TOTAL PHDEP FUNDING</b>	

**C. PHDEP Plan Goals and Activities**

In the tables below, provide information on the PHDEP strategy summarized above by budget line item. Each goal and objective should be numbered sequentially for each budget line item (where applicable). Use as many rows as necessary to list proposed activities (additional rows may be inserted in the tables). PHAs are not required to provide information in shaded boxes. Information provided must be concise—not to exceed two sentences in any column. Tables for line items in which the PHA has no planned goals or activities may be deleted.

<b>9110 – Reimbursement of Law Enforcement</b>	<b>Total PHDEP Funding: \$</b>
Goal(s)	
Objectives	

Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDE P Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9115 - Special Initiative					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount/ Source)	Performance Indicators
1.							
2.							
3.							

9116 - Gun Buyback TA Match					Total PHDEP Funding: \$		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9120 - Security Personnel</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9130 – Employment of Investigators</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9140 – Voluntary Tenant Patrol</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9150 - Physical Improvements</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHEDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9160 - Drug Prevention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9170 - Drug Intervention</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							
2.							
3.							

<b>9180 - Drug Treatment</b>					<b>Total PHDEP Funding: \$</b>		
Goal(s)							
Objectives							
Proposed Activities	# of Persons Served	Target Population	Start Date	Expected Complete Date	PHDEP Funding	Other Funding (Amount /Source)	Performance Indicators
1.							

2.							
3.							

<b>9190 - Other Program Costs</b>					<b>Total PHDEP Funds: \$</b>		
<b>Goal(s)</b>							
<b>Objectives</b>							
<b>Proposed Activities</b>	<b># of Persons Served</b>	<b>Target Population</b>	<b>Start Date</b>	<b>Expected Complete Date</b>	<b>PHDEP Funding</b>	<b>Other Funding (Amount /Source)</b>	<b>Performance Indicators</b>
1.							
2.							
3.							



**Required Attachment B: Resident Member on the PHA Governing Board**

1.  Yes  No: Does the PHA governing board include at least one member who is directly assisted by the PHA this year? (if no, skip to #2)

A. Name of resident member(s) on the governing board: MONICA MORIN

B. How was the resident board member selected: (select one)?

Elected

Appointed

C. The term of appointment is (include the date term expires): 2003

2. A. If the PHA governing board does not have at least one member who is directly assisted by the PHA, why not?

the PHA is located in a State that requires the members of a governing board to be salaried and serve on a full time basis

the PHA has less than 300 public housing units, has provided reasonable notice to the resident advisory board of the opportunity to serve on the governing board, and has not been notified by any resident of their interest to participate in the Board.

Other (explain):

B. Date of next term expiration of a governing board member: 2003

C. Name and title of appointing official(s) for governing board (indicate appointing official for the next position): CAROL HUCHINGSON, EXECUTIVE DIRECTOR

## **Required Attachment C: Membership of the Resident Advisory Board or Boards**

List members of the Resident Advisory Board or Boards:

### **Lake County Housing Resident Advisory Board Members:**

Isabelle Mondiel  
Donna Narramore  
Karoline Whitney – Vice-Chairperson  
Monica Morin - Chairperson  
Darlene Sheldon  
Arthur/Victoria Calas  
Jackie Cochran

On March 4, 2002 the RAB approved their By-laws. On March 19<sup>th</sup>, the Board of Commissioners approved an increase in RAB membership from seven (7) members to eleven (11), establishes a quorum to be one-third (four members), and allows a majority of those present to be a valid vote.

Accordingly, we continually recruit for new RAB members. Although the existing RAB is now performing a vital function, we believe the increase in membership will further enhance the efforts of this group, enabling a broader cross-section of local residents to serve.

**Required Attachment D:  
Public Input Process & Recommendations of the Resident Advisory  
Board:**

**Public Notice and Public Hearing:**

A public notice was published on January 11, 2003 allowing for a 45 day public comment period. (see attached *Publication*). The Board of Housing Commissioners was available for written and oral comments at the Public Hearing held on March 4, 2003 at 9:15 a.m. No written or oral comments were received.

On December 19, 2002 and again on January 9, 2003 the Resident Advisory Board met to make recommendations for the plan draft.

On March 6 the Resident Advisory Board met to consider any public comment received and make recommendation to the Board of Housing Commissioners to approve the 2003 Small PHA Plan.

**Resident Advisory Board (RAB) Recommendation to the Board of  
Housing Commissioners (March 6, 2003):**

The RAB took into consideration that there were no written or oral comments to the draft Small PHA Plan that they approved on January 9, 2003 and therefore unanimously approved the following motions:

- 1) The Resident Advisory Board recommends approval of the Small PHA Plan as originally submitted to the Board with no changes or additions; and,
- 2) The RAB recommends approval of the *PHA Certifications of Compliance with the PHA Plans and Related Regulations Board Resolution to Accompany the PHA Plan.*

# Overview

## Small Public Housing Authority Plan Update

### 2003 - 2004

#### Background

Public Housing Authorities (PHA) are required by the Department of Housing and Urban Development (HUD) to prepare a five-year plan and subsequent one year plans during the five-year period.

The Lake County Housing Commission is designated as a Small Public Housing Authority. It filed its current five-year plan in 2000 for the years 2000-2004 and concurrent with that plan, a one-year plan for the year 2000.

On May 15, 2001 the Lake County Housing Commissioners approved the 2001, one year plan.

On March 19, 2002 the Lake County Housing Commissioners approved the 2002, one year plan.

A draft one-year plan (attached) has now been completed for 2003 and is ready for public comment.

#### Annual Plan for 2003

The annual plan for 2003 states that there will be no substantial deviation from the 5-year plan and that there are no significant amendments or modifications to the Annual Plan.

Attachment A, ***Supporting Documents Available for Review*** includes 18 pages. Pages 12- 26 are blank in this document because they refer to programs that are not operated by the Lake County Housing Commission.

Attachment B, ***Resident Member on the PHA Governing Board*** explains who that person is and how they are selected.

Attachment C, ***Membership of the Resident Advisory Board*** lists the members of that Board.

Attachment D, ***Comments of the Resident Advisory Board*** will eventually list items discussed relevant to this plan as part of the public comment period or input from RAB members.

### **Budget Impact**

This Section 8 Housing Choice Voucher Program operated by the Lake County Housing Commission returns to Lake County over \$1.2 million in federal tax revenues per year in the form of rental assistance to rental property owners. There is no impact on the County budget.

### **Summary of goals of five-year plan**

The mission of the Lake County Housing Commission is to promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.

The Goals of the Five Year Plan are as follows:

- Increase the availability of decent, safe and affordable housing by –
  - a) Expanding the supply of assisted housing by applying for additional rental vouchers;
  - b) Improving the quality of assisted housing by increasing customer satisfaction and improving specific management functions; and,
  - c) Increasing assisted housing choices by providing voucher mobility counseling and conducting outreach to potential voucher landlords.
- Promote self-sufficiency and asset development of families and individuals by –
  - a) Increasing assisted housing choices by providing voucher mobility counseling and conducting outreach to potential voucher landlords.
- Improve community quality of life and economic vitality by –
  - a) Promoting self-sufficiency and asset development of assisted households by providing or attracting supportive services to increase independence for the elderly or families with disabilities.
- Ensure Equal Opportunity in Housing for all Americans by –
  - a) Ensuring equal opportunity and affirmatively further fair housing by undertaking affirmative measures to ensure access to assisted housing regardless of race, color, religion, national origin, sex, familial status and disability.

### **Five-year strategies for addressing need**

The five-year plan identified needs of 260 families on the waiting list. Twenty-nine percent had incomes below 30 percent of the area median and sixty-five percent had incomes between 30 and 50 percent of the area median (94% total). Thirty-one percent were families with disabilities; three percent were elderly; and, sixty percent were families with children (94% total).

The strategies to address these needs were:

- Maximize the number of affordable units available to the PHA within its current resource by maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration and by effectively screening Section 8 applicants to increase owner acceptance of program.
- Increase the number of affordable housing units by applying for additional section 8 units should they become available.
- Target available assistance to families at or below 30% of AMI by adopting rent policies to support and encourage work and by housing families at or below 30% of AMI first.
- Target assistance to the elderly by applying for special-purpose vouchers targeted to the elderly should they become available.
- Target available assistance to families with disabilities by applying for special-purpose vouchers targeted to families with disabilities should they become available and by affirmatively marketing to local non-profit agencies that assist families with disabilities.
- Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs by affirmatively marketing to races/ethnicities shown to have disproportionate housing needs.
- Conducting activities to affirmatively further fair housing by counseling section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units and by marketing the section 8 program to owners outside of areas of poverty/minority concentrations.

### **Consistency with State Consolidated Plan**

The five-year housing strategy for the State of California lists four housing related objectives (page 68):

- 1) Meet the housing needs of low-income renter households, including providing homeownership opportunities for first-time homebuyers;
- 2) Meet the housing needs of low-income homeowner households;

- 3) Meet the housing and supportive housing and accessibility needs of the homeless and other special needs groups, including prevention of homelessness; and,
- 4) Remove impediments to Fair Housing.

Pages 82 – 88 of that report provides a narrative of how the State will address these strategies, mostly through the use of HUD - HOME and CDBG resources, which is the purpose of this planning document. The State Consolidated Plan does not address or include in their strategies Public Housing Programs – Section 8 and Public Housing operated by local governments.

The purpose of the Small Agency Housing Plan only addresses the Section 8 program, although Lake County has been very proactive in addressing the objectives identified in the State Plan, i.e. First-Time Home Buyer Program, Rental Rehabilitation Program, Owner Occupied Rehabilitation Program and Tenant Based Rental Assistance. These are not Housing Authority administered programs.

The Small Agency Housing Plan is consistent, in part, with the State Plan, Objective 1.