

# **PHA Plans**

## **5-Year Plan for Fiscal Years 2004 - 2008**

### **Annual Plan for Fiscal Year 2004**

**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:** Housing Authority of the City of San Buenaventura

**PHA Number:** CA035

**PHA Fiscal Year Beginning: (mm/yyyy)** 10/2004

**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
- PHA local 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
- PHA development management offices
- PHA local offices
- Main administrative office of the local government
- Main administrative office of the County government
- Main administrative office of the State government
- Public library
- PHA website
- Other (list below)

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

- Main business office of the PHA
- PHA development management offices
- Other (list below)

**5-YEAR PLAN**  
**PHA FISCAL YEARS 2004 - 2008**  
**[24 CFR Part 903.5]**

**A. Mission**

*State the PHA's mission for serving the needs of low-income, very low-income, and extremely low-income families in the PHA's jurisdiction. (Select one of the choices below)*

- The mission of the PHA is the same as that of the Department of Housing and Urban Development: To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination.
- The PHA's mission is: (state mission here)

**B. Goals**

*The goals and objectives listed below are derived from HUD's strategic Goals and Objectives and those emphasized in recent legislation. PHAs may select any of these goals and objectives as their own, or identify other goals and/or objectives. Whether selecting the HUD-suggested objectives or their own, **PHAS ARE STRONGLY ENCOURAGED TO IDENTIFY QUANTIFIABLE MEASURES OF SUCCESS IN REACHING THEIR OBJECTIVES OVER THE COURSE OF THE 5 YEARS.** (Quantifiable measures would include targets such as: numbers of families served or PHAS scores achieved.) PHAs should identify these measures in the spaces to the right of or below the stated objectives.*

**HUD Strategic Goal: Increase the availability of decent, safe, and affordable housing.**

- PHA Goal: Expand the supply of assisted housing  
Objectives:
- Apply for additional rental vouchers:
  - Reduce public housing vacancies:
  - Leverage private or other public funds to create additional housing opportunities:
  - Acquire or build units or developments
  - Other (list below)
- PHA Goal: Improve the quality of assisted housing  
Objectives:
- Improve public housing management: (PHAS score)
  - Improve voucher management: (SEMAP score)
  - Increase customer satisfaction:
  - Concentrate on efforts to improve specific management functions: (list; e.g., public housing finance; voucher unit inspections)
  - Renovate or modernize public housing units:
  - Demolish or dispose of obsolete public housing:
  - Provide replacement public housing:
  - Provide replacement vouchers:
  - Other: (list below)
    - Maintain public housing management: (PHAS score) **30 out of 30**

- X PHA Goal: Increase assisted housing choices
  - Objectives:
    - X Provide voucher mobility counseling:
    - X Conduct outreach efforts to potential voucher landlords
    - Increase voucher payment standards
    - X Implement voucher homeownership program:
    - X Implement public housing or other homeownership programs:
      - Implement public housing site-based waiting lists:
      - Convert public housing to vouchers:
      - Other: (list below)

**HUD Strategic Goal: Improve community quality of life and economic vitality**

- X PHA Goal: Provide an improved living environment
  - Objectives:
    - Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments:
    - X Implement measures to promote income mixing in public housing by assuring access for lower income families into higher income developments:
    - X Implement public housing security improvements:
    - X Designate developments or buildings for particular resident groups (elderly, persons with disabilities)
    - X Other: (list below)
      - Provide permanent operating space for the Section 8 assisted housing programs.

**HUD Strategic Goal: Promote self-sufficiency and asset development of families and individuals**

- X PHA Goal: Promote self-sufficiency and asset development of assisted households
  - Objectives:
    - X Increase the number and percentage of employed persons in assisted families:
    - X Provide or attract supportive services to improve assistance recipients' employability:
    - X Provide or attract supportive services to increase independence for the elderly or families with disabilities.
    - X Other: (list below)
      - 1. Increase Self-Sufficiency opportunities for Section 8 clients
        - Objective: Expand existing efforts to include assistance with homeownership

## HUD Strategic Goal: Ensure Equal Opportunity in Housing for all Americans

- X PHA Goal: Ensure equal opportunity and affirmatively further fair housing  
Objectives:
- X Undertake affirmative measures to ensure access to assisted housing regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to provide a suitable living environment for families living in assisted housing, regardless of race, color, religion national origin, sex, familial status, and disability:
  - X Undertake affirmative measures to ensure accessible housing to persons with all varieties of disabilities regardless of unit size required:
  - X Other: (list below)
    1. Continue to administer the City's Fair Housing and Tenant/Landlord Services
    2. Continue coordination with the Fair Housing Services provided through the Southern California Housing Rights Center
    3. Use the Southern California Housing Rights Center to provide ongoing training to Housing Authority staff and property managers.

### Other PHA Goals and Objectives: (list below)

PHA Goal: Accelerate modernization of public housing units, whenever possible  
Objective: The Housing Authority asks to issue Revenue Bonds in an amount not to exceed \$5 million for completion of the renovation of 35-01 and 35-02. Capital Funds will be used to leverage this source of funding.

The Agency will assess the feasibility of Energy Performance Contracting, funding energy improvements with utility cost savings.

PHA Goal: Help families move from rental housing to homeownership.  
Objective: Continue to implement the Section 8 Voucher Homeownership Program to enable low-income renters to utilize their subsidy in conjunction with a mortgage on a home purchase.

PHA Goal: Assist in the preservation of affordable rental and for-sale properties within the City.  
Objective: Continue to monitor affordability covenants and resale restrictions on designated properties.  
Objective: Respond favorably to any invitation to administer HUD's enhanced voucher program for project-based contract opt-outs.

PHA Goal: Partner with for profit-and non-profit developers to increase the supply of affordable housing within the City, and ensure project viability.  
Objective: Pursue project-based Section 8 assistance, when feasible.

**Annual PHA Plan**  
**PHA Fiscal Year 2004**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**Streamlined Plan:**

- High Performing PHA**
- Small Agency (<250 Public Housing Units)**
- Administering Section 8 Only**

**Troubled Agency Plan**

**ii. Executive Summary of the Annual PHA Plan**

[24 CFR Part 903.7 9 (r)]

Provide a brief overview of the information in the Annual Plan, including highlights of major initiatives and discretionary policies the PHA has included in the Annual Plan.

The Housing Authority of the City of San Buenaventura will continue to provide well-maintained units for our residents. Energy efficiency improvements will be implemented, security improvements will be installed, scheduled routine maintenance will continue, and a variety of resident initiatives will be provided.

The Housing Authority will continue to offer resident training programs, targeted to the interests and education level of participants. In collaboration with the Ventura County Workforce Development Department, we plan to re-apply for a Youthbuild Program grant or other training grants to provide education and employment training that will assist young adults in completing their high school education and obtaining on-site construction training experience. Another benefit of these training programs is the rehabilitation of housing for very low and low- income persons.

The Housing Authority will offer enhanced services to residents of all age levels, including a homework center for children, computer repair program for adults, and exercise and health education programs for seniors. The Housing Authority will continue to upgrade and expand the computer-learning center for children and adults (e.g. Internet connectivity for all existing personal computers) using HUD's Neighborhood Networks grant funding. We will increase computer learning activities/classes that reinforce and encourage computer use for educational and employment purposes.

In order to encourage self-sufficiency efforts in all residents, the Family Self Sufficiency (FSS) Program is offered to Section 8 and Public Housing residents. We will continue to implement the FSS Program for all clients.

The Housing Authority will continue to seek opportunities to develop additional low -income units in the community. In this regard, the Authority will continue to participate in collaborative efforts to increase and improve the supply of affordable housing. Construction will begin on a 38-units senior project in the summer of 2004, supported with Project-Based Section 8 vouchers assistance. The Agency will seek additional Article 34 authority in the November 2004 election, enabling the development of 500 additional units throughout the City.

The Housing Authority will continue to seek cost-effective ways to renovate or modernize public housing units: The Agency plans to issue a bond (in a pool with other housing authorities) to pay for the completion of Westview modernization. Of the 180 units in Westview, 86 still need to be modernized. Issuing a bond will enable the Agency to complete the units in less than two years, rather than renovating an average of 10 per year. The bonds will be repaid with Capital Fund monies over a 20 year period.

The Housing Authority has begun the formation of a new non-profit organization that will own and manage the 21 non-HUD units in the Agency's inventory. The non-HUD units can be used to leverage other funds, enabling the development of additional low/very low income housing in the community.

The Agency is assessing whether Energy Performance contracting is a cost-effective mechanism to fund energy improvements in public housing units. An RFP will be publishing, soliciting contractors to submit proposals to conduct an Energy Audit of all public housing units.

## **Annual Plan Table of Contents**

[24 CFR Part 903.7 9 (r)]

Provide a table of contents for the Annual Plan, including attachments, and a list of supporting documents available for public inspection.

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## 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. Note: 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.*

### Required Attachments:

- Admissions Policy for Deconcentration **A** (ca035a01) (Page 58)
- FY 2004 Capital Fund Program Annual Statement **B** (ca035b01) (Page 59)
- Most recent board-approved operating budget (Required Attachment for PHAs that are troubled or at risk of being designated troubled ONLY)

### Optional Attachments:

- PHA Management Organizational Chart **C** (ca035c01) (Page 66)
- FY 2004 Capital Fund Program 5 Year Action Plan **D**(ca035d01) (Page 67)
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text) **E** (ca035e01) (Page 72)
- Other (List below, providing each attachment name)
  - Performance and Evaluation Report Capital Fund CA16P035 501-02 **F** (ca035f01) (Page 73)
  - Performance and Evaluation Report Capital Fund CA16P035 501-03 **G** (ca035g01) (Page 77)
  - Performance and Evaluation Report Capital Fund CA16P035 502-03 **H** (ca035h01) (Page 82)
  - Membership of Resident Advisory Board **I** (ca035i01) (Page 86)
  - Resident Membership of the PHA Governing Board **J** (ca035j01) (Page 87)
  - Project-basing of Section 8 Housing Choice Vouchers Statement of Intent **K** (ca035k01) (Page 88)
  - Description of Community Service Requirements **L** (ca035l01) (Page 89)
  - Pet Policy **M** (ca035m01) (Page 90)
  - Section 8 Homeownership Capacity Statement **N**(ca035n01) (Page 91)
  - Statement of Progress in Meeting Goals **O** (ca035o01) (Page 92)

## Supporting Documents Available for Review

*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>Applicable Plan Component</b>
<b>X</b>	PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations	5 Year and Annual Plans
<b>X</b>	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
<b>X</b>	Fair Housing Documentation: 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
<b>X</b>	Consolidated Plan for the jurisdiction/s in which the PHA is located (which includes the Analysis of Impediments to Fair Housing Choice (AI) and any additional backup data to support statement of housing needs in the jurisdiction	Annual Plan: Housing Needs
<b>X</b>	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
<b>X</b>	Public Housing Admissions and Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>NA (In plan)</b>	Public Housing Deconcentration and Income Mixing Documentation: 1. PHA board certifications of compliance with deconcentration requirements (section 16(a) of the US Housing Act of 1937, as implemented in the <i>2/18/99 Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and 2. Documentation of the required deconcentration and income mixing analysis	Annual Plan: Eligibility, Selection, and Admissions Policies
<b>X</b>	Public housing rent determination policies, including the methodology for setting public housing flat rents <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Rent Determination
<b>X</b>	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
<b>X</b>	Section 8 rent determination (payment standard) policies <input type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
<b>X</b>	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
<b>NA</b>	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
<b>X</b>	Section 8 informal review and hearing procedures X check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
<b>NA</b>	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
<b>X</b>	Most recent, approved 5 Year Action Plan for the Capital Fund/Comprehensive Grant Program, if not included as an attachment (provided at PHA option)	Annual Plan: Capital Needs
<b>NA</b>	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
<b>NA</b>	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
<b>NA</b>	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
<b>NA</b>	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	Annual Plan: Conversion of Public Housing
<b>NA</b>	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
<b>X</b>	Policies governing any Section 8 Homeownership program X check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
<b>X</b>	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
<b>X</b>	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency

<b>List of Supporting Documents Available for Review</b>		
<b>Applicable &amp; On Display</b>	<b>Supporting Document</b>	<b>Applicable Plan Component</b>
<b>X</b>	The most recent Public Housing Drug Elimination Program (PHEDEP) semi-annual performance report for any open grant and most recently submitted PHDEP application (PHDEP Plan)	Annual Plan: Safety and Crime Prevention
<b>X</b>	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
<b>NA</b>	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

### A. Housing Needs of Families in the Jurisdiction/s Served by the PHA

*Based upon the information contained in the Consolidated Plan/s applicable to the jurisdiction, and/or other data available to the PHA, provide a statement of the housing needs in the jurisdiction by completing the following table. In the "Overall" Needs column, provide the estimated number of renter families that have housing needs. For the remaining characteristics, rate the impact of that factor on the housing needs for each family type, from 1 to 5, with 1 being "no impact" and 5 being "severe impact." Use N/A to indicate that no information is available upon which the PHA can make this assessment.*

Housing Needs of Families in the Jurisdiction by Family Type							
Family Type	Overall	Afford- ability	Supply	Quality	Access -ability	Size	Location
Income <= 30% of AMI	2345	4	4	2	1	3	5
Income >30% but <=50% of AMI	1789	4	4	2	1	3	3
Income >50% but <80% of AMI	1932	3	4	1	1	5	3
Elderly	2090	5	4	1	1	1	3
Families with Disabilities	NA	NA	4	4	4	1	1
Hispanic	1802	5	4	2	1	2	3
Black	253	4	4	2	1	2	2
Other	231	4	4	2	1	2	3
White	5829	4	4	2	1	2	2

What sources of information did the PHA use to conduct this analysis? (Check all that apply; all materials must be made available for public inspection.)

- Consolidated Plan of the Jurisdiction/s  
Indicate year: 1995-2000 and 2000-2005
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset (which were the sources for the above referenced Consolidated Plans)
- American Housing Survey data  
Indicate year:
- Other housing market study  
Indicate year:
- Other sources: (list and indicate year of information)

## B. Housing Needs of Families on the Public Housing and Section 8 Tenant-Based Assistance Waiting Lists

State the housing needs of the families on the PHA's waiting list/s. **Complete one table for each type of PHA-wide waiting list administered by the PHA.** PHAs may provide separate tables for site-based or sub-jurisdictional public housing waiting lists at their option.

Housing Needs of Families on the Waiting List			
Waiting list type: (select one)			
<input checked="" type="checkbox"/> Section 8 tenant-based assistance			
<input type="checkbox"/> Public Housing			
<input type="checkbox"/> Combined Section 8 and Public Housing			
<input type="checkbox"/> Public Housing Site-Based or sub-jurisdictional waiting list (optional)			
If used, identify which development/subjurisdiction:			
	# of families	% of total families	Annual Turnover
Waiting list total	2556		2%
Extremely low income <=30% AMI	1891	74%	
Very low income (>30% but <=50% AMI)	537	21%	
Low income (>50% but <80% AMI)	102	4%	
Families with children	1199	47%	
Elderly families	656	26%	
Families with Disabilities	752	29%	
White	1431	56%	
Black	74	3%	
American Indian	15	<1%	
Asian	50	2%	
Hispanic	997	39%	
Characteristics by Bedroom Size (Public Hsg Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			

### Housing Needs of Families on the Waiting List

Is the waiting list closed (select one)?  No  Yes

If yes:

How long has it been closed (# of months)?

Does the PHA expect to reopen the list in the PHA Plan year?  No  Yes

Does the PHA permit specific categories of families onto the waiting list, even if generally closed?  No  Yes

### Housing Needs of Families on the Waiting List

Waiting list type: (select one)

Section 8 tenant-based assistance

Public Housing

Combined Section 8 and Public Housing

Public Housing Site-Based or sub-jurisdictional waiting list (optional)

If used, identify which development/subjurisdiction:

	# of families	% of total families	Annual Turnover
Waiting list total	646		4.6%
Extremely low income <=30% AMI	575	89%	
Very low income (>30% but <=50% AMI)	58	9%	
Low income (>50% but <80% AMI)	13	2%	
Families with children	298	46%	
Elderly families	155	24%	
Families with Disabilities	238	77%	
White	349	54%	
Black	8	1%	
American Indian	4	<1%	
Asian	20	3%	
Hispanic	265	41%	

### Housing Needs of Families on the Waiting List

Characteristics by Bedroom Size (Public Housing Only)			
1BR	311	48%	
2 BR	219	34%	
3 BR	99	15%	
4 BR	17	3%	
5 BR	-		
5+ BR	-		
<p>Is the waiting list closed (select one)? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</p> <p>If yes:</p> <p style="padding-left: 20px;">How long has it been closed (# of months)?</p> <p style="padding-left: 20px;">Does the PHA expect to reopen the list in the PHA Plan year? <input type="checkbox"/> No <input type="checkbox"/> Yes</p> <p style="padding-left: 20px;">Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input type="checkbox"/> Yes</p>			

### C. Strategy for Addressing Needs

Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list **IN THE UPCOMING YEAR**, and the Agency's reasons for choosing this strategy.

#### (1) Strategies

**Need: Shortage of affordable housing for all eligible populations**

**Strategy 1. Maximize the number of affordable units available to the PHA within its current resources by:**

Select all that apply

- Employ effective maintenance and management policies to minimize the number of public housing units off-line
- Reduce turnover time for vacated public housing units
- Reduce time to renovate public housing units
- Seek replacement of public housing units lost to the inventory through mixed finance development
- Seek replacement of public housing units lost to the inventory through section 8 replacement housing resources
- Maintain or increase section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction
- Undertake measures to ensure access to affordable housing among families assisted by the PHA, regardless of unit size required
- Maintain or increase section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration
- Maintain or increase section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of program
- Participate in the Consolidated Plan development process to ensure coordination with broader community strategies
- Other (list below)

**Strategy 2: Increase the number of affordable housing units by:**

Select all that apply

- Apply for additional section 8 units should they become available
- Leverage affordable housing resources in the community through the creation of mixed - finance housing
- Pursue housing resources other than public housing or Section 8 tenant-based assistance.
- Other: (list below)

**Need: Specific Family Types: Families at or below 30% of median**  
**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

- Exceed HUD federal targeting requirements for families at or below 30% of AMI in public housing
- Exceed HUD federal targeting requirements for families at or below 30% of AMI in tenant-based section 8 assistance
- Employ admissions preferences aimed at families with economic hardships
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: Families at or below 50% of median**  
**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

- Employ admissions preferences aimed at families who are working
- Adopt rent policies to support and encourage work
- Other: (list below)

**Need: Specific Family Types: The Elderly**  
**Strategy 1: Target available assistance to the elderly:**

Select all that apply

- Seek designation of public housing for the elderly
- Apply for special-purpose vouchers targeted to the elderly, should they become available
- Other: (list below)

**Need: Specific Family Types: Families with Disabilities**  
**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

- Seek designation of public housing for families with disabilities
- Carry out the modifications needed in public housing based on the section 504 Needs Assessment for Public Housing
- Apply for special-purpose vouchers targeted to families with disabilities, should they become available
- Affirmatively market to local non-profit agencies that assist families with disabilities
- Other: (list below)

**Need: Specific Family Types: Races or ethnicities with disproportionate housing needs**

**Strategy 1: Increase awareness of PHA resources among families of races and ethnicities with disproportionate needs:**

Select if applicable

- Affirmatively market to races/ethnicities shown to have disproportionate housing needs
- Other: (list below)

**Strategy 2: Conduct activities to affirmatively further fair housing**

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units
- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)

**Other Housing Needs & Strategies: (list needs and strategies below)**

**(2) Reasons for Selecting Strategies**

Of the factors listed below, select all that influenced the PHA's selection of the strategies it will pursue:

- Funding constraints
- Staffing constraints
- Limited availability of sites for assisted housing
- Extent to which particular housing needs are met by other organizations in the community
- Evidence of housing needs as demonstrated in the Consolidated Plan and other information available to the PHA
- Influence of the housing market on PHA programs
- Community priorities regarding housing assistance
- Results of consultation with local or state government
- Results of consultation with residents and the Resident Advisory Board
- Results of consultation with advocacy groups
- Other: (list below)

## **2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

List the financial resources that are anticipated to be available to the PHA for the support of Federal public housing and tenant-based Section 8 assistance programs administered by the PHA during the Plan year. Note: the table assumes that Federal public housing or tenant based Section 8 assistance grant funds are expended on eligible purposes; therefore, uses of these funds need not be stated. For other funds, indicate the use for those funds as one of the following categories: public housing operations, public housing capital improvements, public housing safety/security, public housing supportive services, Section 8 tenant-based assistance, Section 8 supportive services or other.

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>1. Federal Grants (FY 2003 and 2004 grants)</b>		
a) Public Housing Operating Fund	\$614,465	
b) Public Housing Capital Fund	\$1,493,698	
c) HOPE VI Revitalization	NA	
d) HOPE VI Demolition	NA	
e) Annual Contributions for Section 8 Tenant-Based Assistance	\$10,783,925	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	NA	
g) Resident Opportunity and Self-Sufficiency Grants	\$54,009	
h) Community Development Block Grant	NA	
i) HOME	NA	
Other Federal Grants (list below)		
a) Neighborhood Networks	\$150,000	
<b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>		
<b>3. Public Housing Dwelling Rental Income</b>	\$2,742,990	Operating Expenditures

<b>Financial Resources: Planned Sources and Uses</b>		
<b>Sources</b>	<b>Planned \$</b>	<b>Planned Uses</b>
<b>4. Other income</b> (list below)		
Non-dwelling rent	\$24,170	Utility Expenses
Interest	\$20,000	Operating Expenditures
Sales and Service	\$22,000	Maintenance Supplies
Washer and Dryer	\$36,000	Replacement Costs
<b>4. Non-federal sources</b> (list below)		
<b>Total resources</b>	<b>\$15,791,257</b>	

### **3. PHA Policies Governing Eligibility, Selection, and Admissions**

[24 CFR Part 903.7 9 (c)]

#### **A. Public Housing**

*Exemptions: PHAs that do not administer public housing are not required to complete subcomponent 3A.*

##### **(1) Eligibility**

a. When does the PHA verify eligibility for admission to public housing? (select all that apply)

- When families are within a certain number of being offered a unit: (top 25 applicants)
- When families are within a certain time of being offered a unit: (state time)
- Other: (describe)

b. Which non-income (screening) factors does the PHA use to establish eligibility for admission to public housing (select all that apply)?

- Criminal or Drug-related activity
- Rental history
- Housekeeping
- Other (describe)

c.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?

d.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?

e.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)

##### **(2)Waiting List Organization**

a. Which methods does the PHA plan to use to organize its public housing waiting list (select all that apply)

- Community-wide list
- Sub-jurisdictional lists
- Site-based waiting lists
- Other (describe)

b. Where may interested persons apply for admission to public housing?

- PHA main administrative office
- PHA development site management office
- Other (list below)

c. If the PHA plans to operate one or more site-based waiting lists in the coming year, answer each of the following questions; if not, skip to subsection (3) Assignment

1. How many site-based waiting lists will the PHA operate in the coming year?
2.  Yes  No: Are any or all of the PHA's site-based waiting lists new for the upcoming year (that is, they are not part of a previously-HUD-approved site based waiting list plan)?  
If yes, how many lists?
3.  Yes  No: May families be on more than one list simultaneously  
If yes, how many lists?
4. Where can interested persons obtain more information about and sign up to be on the site-based waiting lists (select all that apply)?
  - PHA main administrative office
  - All PHA development management offices
  - Management offices at developments with site-based waiting lists
  - At the development to which they would like to apply
  - Other (list below)

**(3) Assignment**

- a. How many vacant unit choices are applicants ordinarily given before they fall to the bottom of or are removed from the waiting list? (select one)
  - One
  - Two
  - Three or More
- b.  Yes  No: Is this policy consistent across all waiting list types?
- c. If answer to b is no, list variations for any other than the primary public housing waiting list/s for the PHA:

#### **(4) Admissions Preferences**

a. Income targeting:

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 40% of all new admissions to public housing to families at or below 30% of median area income?

b. Transfer policies:

In what circumstances will transfers take precedence over new admissions? (list below)

- Emergencies  
 Overhoused  
 Underhoused  
 Medical justification  
 Administrative reasons determined by the PHA (e.g., to permit modernization work)  
 Resident choice: (state circumstances below)  
 Other: (list below)

c. Preferences

1.  Yes  No: Has the PHA established preferences for admission to public housing (other than date and time of application)? (If "no" is selected, skip to subsection (5) Occupancy)

2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)  
 Victims of domestic violence  
 Substandard housing  
 Homelessness  
 High rent burden (rent is > 50 percent of income)

Other preferences: (select below)

- Working families and those unable to work because of age or disability  
 Veterans and veterans' families  
 Residents who live and/or work in the jurisdiction  
 Those enrolled currently in educational, training, or upward mobility programs  
 Households that contribute to meeting income goals (broad range of incomes)  
 Households that contribute to meeting income requirements (targeting)  
 Those previously enrolled in educational, training, or upward mobility programs  
 Victims of reprisals or hate crimes  
 Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

#### Date and Time

Former Federal preferences:

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2  Veterans and veterans’ families
- 1  Residents who live and/or work in the jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Relationship of preferences to income targeting requirements:

- The PHA applies preferences within income tiers
- Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

### **(5) Occupancy**

a. What reference materials can applicants and residents use to obtain information about the rules of occupancy of public housing (select all that apply)

- The PHA-resident lease
- The PHA’s Admissions and (Continued) Occupancy policy
- PHA briefing seminars or written materials
- Other source (list)

b. How often must residents notify the PHA of changes in family composition? (select all that apply)

- At an annual reexamination and lease renewal
- Any time family composition changes
- At family request for revision
- Other (list)

**(6) Deconcentration and Income Mixing**

a.  Yes  No: Did the PHA's analysis of its family (general occupancy) developments to determine concentrations of poverty indicate the need for measures to promote deconcentration of poverty or income mixing?

b.  Yes  No: Did the PHA adopt any changes to its admissions policies based on the results of the required analysis of the need to promote deconcentration of poverty or to assure income mixing?

c. If the answer to b was yes, what changes were adopted? (select all that apply)

- Adoption of site-based waiting lists  
If selected, list targeted developments below:
- Employing waiting list "skipping" to achieve deconcentration of poverty or income mixing goals at targeted developments  
If selected, list targeted developments below:
- Employing new admission preferences at targeted developments  
If selected, list targeted developments below:
- Other (list policies and developments targeted below)

d.  Yes  No: Did the PHA adopt any changes to other policies based on the results of the required analysis of the need for deconcentration of poverty and income mixing?

e. If the answer to d was yes, how would you describe these changes? (select all that apply)

- Additional affirmative marketing
- Actions to improve the marketability of certain developments
- Adoption or adjustment of ceiling rents for certain developments
- Adoption of rent incentives to encourage deconcentration of poverty and income-mixing
- Other (list below)

f. Based on the results of the required analysis, in which developments will the PHA make special efforts to attract or retain higher-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

g. Based on the results of the required analysis, in which developments will the PHA make special efforts to assure access for lower-income families? (select all that apply)

- Not applicable: results of analysis did not indicate a need for such efforts
- List (any applicable) developments below:

## B. Section 8

*Exemptions: PHAs that do not administer section 8 are not required to complete sub-component 3B. Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).*

### **(1) Eligibility**

- a. What is the extent of screening conducted by the PHA? (select all that apply)
- Criminal or drug-related activity only to the extent required by law or regulation
  - Criminal and drug-related activity, more extensively than required by law or regulation
  - More general screening than criminal and drug-related activity (list factors below)
  - Other (list below)
- b.  Yes  No: Does the PHA request criminal records from local law enforcement agencies for screening purposes?
- c.  Yes  No: Does the PHA request criminal records from State law enforcement agencies for screening purposes?
- d.  Yes  No: Does the PHA access FBI criminal records from the FBI for screening purposes? (either directly or through an NCIC-authorized source)
- e. Indicate what kinds of information you share with prospective landlords? (select all that apply)
- Criminal or drug-related activity
  - Other (describe below)  
Provide Landlord the name and phone number of potential tenant, additional information provided upon signed permission by tenant

### **(2) Waiting List Organization**

- a. With which of the following program waiting lists is the section 8 tenant-based assistance waiting list merged? (select all that apply)
- None
  - Federal public housing
  - Federal moderate rehabilitation
  - Federal project-based certificate program
  - Other federal or local program (list below)
- b. Where may interested persons apply for admission to section 8 tenant-based assistance? (select all that apply)
- PHA main administrative office
  - Other (list below)  
Section 8 Satellite Office at 4567 Telephone Road, Ventura

### **(3) Search Time**

- a.  Yes  No: Does the PHA give extensions on standard 60-day period to search for a unit?

We will consider an extension up to 120 days due to the high housing costs and very low vacancy rates in our city.

### **(4) Admissions Preferences**

- a. Income targeting

- Yes  No: Does the PHA plan to exceed the federal targeting requirements by targeting more than 75% of all new admissions to the section 8 program to families at or below 30% of median area income?

- b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to Section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent (5) Special purpose Section 8 assistance programs)
2. Which of the following admission preferences does the PHA plan to employ in the coming year? (select all that apply from either former Federal preferences or other preferences)

#### Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden (rent is > 50 percent of income)

#### Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- Veterans and veterans' families
- Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

3. If the PHA will employ admissions preferences, please prioritize by placing a “1” in the space that represents your first priority, a “2” in the box representing your second priority, and so on. If you give equal weight to one or more of these choices (either through an absolute hierarchy or through a point system), place the same number next to each. That means you can use “1” more than once, “2” more than once, etc.

**X** Date and Time

Former Federal preferences

- Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- Victims of domestic violence
- Substandard housing
- Homelessness
- High rent burden

Other preferences (select all that apply)

- Working families and those unable to work because of age or disability
- 2 Veterans and veterans’ families
- 1 Residents who live and/or work in your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)
- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

4. Among applicants on the waiting list with equal preference status, how are applicants selected? (select one)

- X** Date and time of application
- Drawing (lottery) or other random choice technique

5. If the PHA plans to employ preferences for “residents who live and/or work in the jurisdiction” (select one)

- X** This preference has previously been reviewed and approved by HUD
- The PHA requests approval for this preference through this PHA Plan

6. Relationship of preferences to income targeting requirements: (select one)

- The PHA applies preferences within income tiers
- X** Not applicable: the pool of applicant families ensures that the PHA will meet income-targeting requirements

**(5) Special Purpose Section 8 Assistance Programs**

a. In which documents or other reference materials are the policies governing eligibility, selection, and admissions to any special-purpose section 8 program administered by the PHA contained? (select all that apply)

- The Section 8 Administrative Plan
- Briefing sessions and written materials
- Other (list below)

b. How does the PHA announce the availability of any special-purpose section 8 programs to the public?

- Through published notices
- Other (list below)  
In coordination with our partner agencies and organizations

#### **4. PHA Rent Determination Policies**

[24 CFR Part 903.7 9 (d)]

##### **A. Public Housing**

Exemptions: PHAs that do not administer public housing are not required to complete sub-component 4A.

##### **(1) Income Based Rent Policies**

Describe the PHA's income based rent setting policy/ies for public housing using, including discretionary (that is, not required by statute or regulation) income disregards and exclusions, in the appropriate spaces below.

a. Use of discretionary policies: (select one)

- The PHA will not employ any discretionary rent-setting policies for income-based rent in public housing. Income-based rents are set at the higher of 30% of adjusted monthly income, 10% of unadjusted monthly income, the welfare rent, or minimum rent (less HUD mandatory deductions and exclusions). (If selected, skip to sub-component (2))

---or---

- The PHA employs discretionary policies for determining income-based rent (If selected, continue to question b.)

b. Minimum Rent

1. What amount best reflects the PHA's minimum rent? (select one)

- \$0  
 \$1-\$25  
 \$26-\$50

2.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies?

3. If yes to question 2, list these policies below:

c. Rents set at less than 30% than adjusted income

1.  Yes  No: Does the PHA plan to charge rents at a fixed amount or percentage less than 30% of adjusted income?

2. If yes to above, list the amounts or percentages charged and the circumstances under which these will be used below:

d. Which of the discretionary (optional) deductions and/or exclusions policies does the PHA plan to employ (select all that apply)

- For the earned income of a previously unemployed household member
- For increases in earned income
- Fixed amount (other than general rent-setting policy)  
If yes, state amount/s and circumstances below:
  
- Fixed percentage (other than general rent-setting policy)  
If yes, state percentage/s and circumstances below:
  
- For household heads
- For other family members
- For transportation expenses
- For the non-reimbursed medical expenses of non-disabled or non-elderly families
- Other (describe below)

e. Ceiling rents

1. Do you have ceiling rents? (rents set at a level lower than 30% of adjusted income) (select one)

- Yes for all developments
- Yes but only for some developments
- No

2. For which kinds of developments are ceiling rents in place? (select all that apply)

- For all developments
- For all general occupancy developments (not elderly or disabled or elderly only)
- For specified general occupancy developments
- For certain parts of developments; e.g., the high-rise portion
- For certain size units; e.g., larger bedroom sizes
- Other (list below)

3. Select the space or spaces that best describe how you arrive at ceiling rents (select all that apply)

- Market comparability study
- Fair market rents (FMR)
- 95<sup>th</sup> percentile rents
- 75 percent of operating costs
- 100 percent of operating costs for general occupancy (family) developments
- Operating costs plus debt service
- The "rental value" of the unit
- Other (list below)

f. Rent re-determinations:

1. Between income reexaminations, how often must tenants report changes in income or family composition to the PHA such that the changes result in an adjustment to rent? (select all that apply)

- Never
- At family option
- Any time the family experiences an income increase
- Any time a family experiences an income increase above a threshold amount or percentage: (if selected, specify threshold)\_\_\_\_\_
- Other (list below)

g.  Yes  No: Does the PHA plan to implement individual savings accounts for residents (ISAs) as an alternative to the required 12 month disallowance of earned income and phasing in of rent increases in the next year?

**(2) Flat Rents**

1. In setting the market-based flat rents, what sources of information did the PHA use to establish comparability? (select all that apply.)

- The section 8 rent reasonableness study of comparable housing
- Survey of rents listed in local newspaper
- Survey of similar unassisted units in the neighborhood
- Other (list/describe below)

## B. Section 8 Tenant-Based Assistance

Exemptions: PHAs that do not administer Section 8 tenant-based assistance are not required to complete sub-component 4B. **Unless otherwise specified, all questions in this section apply only to the tenant-based section 8 assistance program (vouchers, and until completely merged into the voucher program, certificates).**

### (1) Payment Standards

Describe the voucher payment standards and policies.

a. What is the PHA's payment standard? (select the category that best describes your standard)

- At or above 90% but below 100% of FMR
- 100% of FMR
- Above 100% but at or below 110% of FMR
- Above 110% of FMR (if HUD approved; describe circumstances below)

b. If the payment standard is lower than FMR, why has the PHA selected this standard? (select all that apply)

- FMRs are adequate to ensure success among assisted families in the PHA's segment of the FMR area
- The PHA has chosen to serve additional families by lowering the payment standard
- Reflects market or submarket
- Other (list below)

c. If the payment standard is higher than FMR, why has the PHA chosen this level? (select all that apply)

- FMRs are not adequate to ensure success among assisted families in the PHA's segment of the FMR area
- Reflects market or submarket
- To increase housing options for families
- Other (list below)

d. How often are payment standards reevaluated for adequacy? (select one)

- Annually
- Other (list below)

e. What factors will the PHA consider in its assessment of the adequacy of its payment standard? (select all that apply)

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)

**(2) Minimum Rent**

a. What amount best reflects the PHA's minimum rent? (select one)

- \$0
- \$1-\$25
- \$26-\$50

b.  Yes  No: Has the PHA adopted any discretionary minimum rent hardship exemption policies? (if yes, list below)

**5. Operations and Management Not Applicable**

[24 CFR Part 903.7 9 (e)]

Exemptions from Component 5: High performing and small PHAs are not required to complete this section. Section 8 only PHAs must complete parts A, B, and C(2)

**A. PHA Management Structure**

Describe the PHA’s management structure and organization.

(select one)

- An organization chart showing the PHA’s management structure and organization is attached.
- A brief description of the management structure and organization of the PHA follows:

**B. HUD Programs Under PHA Management (provided for information only)**

List Federal programs administered by the PHA, number of families served at the beginning of the upcoming fiscal year, and expected turnover in each. (Use “NA” to indicate that the PHA does not operate any of the programs listed below.)

Program Name	Units or Families Served at Year Beginning	Expected Turnover
Public Housing	711	125
Section 8 Vouchers	1189	97
Section 8 Certificates	NA	NA
Section 8 Mod Rehab	NA	NA
Special Purpose Section 8 Certificates/Vouchers (list individually)	Homeless 50 FUP 75 Shelter Plus Care 10	
Neighborhood Networks	711	
Ross – Senior services	322	
Other Federal Programs(list individually)	Capital Fund	NA

**C. Management and Maintenance Policies**

List the PHA’s public housing management and maintenance policy documents, manuals and handbooks that contain the Agency’s rules, standards, and policies that govern maintenance and management of public housing, including a description of any measures necessary for the prevention or eradication of pest infestation (which includes cockroach infestation) and the policies governing Section 8 management.

- (1) Public Housing Maintenance and Management: (list below)
- (2) Section 8 Management: (list below)

**6. PHA Grievance Procedures Not Applicable**

[24 CFR Part 903.7 9 (f)]

Exemptions from component 6: High performing PHAs are not required to complete component 6. Section 8-Only PHAs are exempt from sub-component 6A.

**A. Public Housing**

1.  Yes  No: Has the PHA established any written grievance procedures in addition to federal requirements found at 24 CFR Part 966, Subpart B, for residents of public housing?

If yes, list additions to federal requirements below:

2. Which PHA office should residents or applicants to public housing contact to initiate the PHA grievance process? (select all that apply)

- PHA main administrative office
- PHA development management offices
- Other (list below)

**B. Section 8 Tenant-Based Assistance**

1.  Yes  No: Has the PHA established informal review procedures for applicants to the Section 8 tenant-based assistance program and informal hearing procedures for families assisted by the Section 8 tenant-based assistance program in addition to federal requirements found at 24 CFR 982?

If yes, list additions to federal requirements below:

2. Which PHA office should applicants or assisted families contact to initiate the informal review and informal hearing processes? (select all that apply)

- PHA main administrative office
- Other (list below)

## **7. Capital Improvement Needs**

*[24 CFR Part 903.79 (g)]*

*Exemptions from Component 7: Section 8 only PHAs are not required to complete this component and may skip to Component 8.*

### **A. Capital Fund Activities**

*Exemptions from sub-component 7A: PHAs that will not participate in the Capital Fund Program may skip to component 7B. All other PHAs must complete 7A as instructed.*

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

*Using parts I, II, and III of the Annual Statement for the Capital Fund Program (CFP), identify capital activities the PHA is proposing for the upcoming year to ensure long-term physical and social viability of its public housing developments. This statement can be completed by using the CFP Annual Statement tables provided in the table library at the end of the PHA Plan template **OR**, at the PHA's option, by completing and attaching a properly updated HUD-52837.*

Select one:

The Capital Fund Program Annual Statement is provided as an attachment to the PHA Plan at Attachment (state name) *FY 2004 Capital Fund Program Annual Statement (ca035b01)*

-or-

The Capital Fund Program Annual Statement is provided below: (if selected, copy the CFP Annual Statement from the Table Library and insert here)

#### **(2) Optional 5-Year Action Plan**

*Agencies are encouraged to include a 5-Year Action Plan covering capital work items. This statement can be completed by using the 5 Year Action Plan table provided in the table library at the end of the PHA Plan template **OR** by completing and attaching a properly updated HUD-52834.*

a.  Yes  No: Is the PHA providing an optional 5-Year Action Plan for the Capital Fund? (if no, skip to sub-component 7B)

b. If yes to question a, select one:

The Capital Fund Program 5-Year Action Plan is provided as an attachment to the PHA Plan at Attachment (state name) *(ca035d01)*

-or-

The Capital Fund Program 5-Year Action Plan is provided below: (if selected, copy the CFP optional 5 Year Action Plan from the Table Library and insert here)

**B. HOPE VI and Public Housing Development and Replacement Activities (Non-Capital Fund)**

Applicability of sub-component 7B: All PHAs administering public housing. Identify any approved HOPE VI and/or public housing development or replacement activities not described in the Capital Fund Program Annual Statement.

- Yes  No: a) Has the PHA received a HOPE VI revitalization grant? (if no, skip to question c; if yes, provide responses to question b for each grant, copying and completing as many times as necessary)  
b) Status of HOPE VI revitalization grant (complete one set of questions for each grant)

1. Development name:
2. Development (project) number:
3. Status of grant: (select the statement that best describes the current status)
  - Revitalization Plan under development
  - Revitalization Plan submitted, pending approval
  - Revitalization Plan approved
  - Activities pursuant to an approved Revitalization Plan underway

- Yes  No: c) Does the PHA plan to apply for a HOPE VI Revitalization grant in the Plan year?  
If yes, list development name/s below:

- Yes  No: d) Will the PHA be engaging in any mixed-finance development activities for public housing in the Plan year?  
If yes, list developments or activities below:

- Yes  No: e) Will the PHA be conducting any other public housing development or replacement activities not discussed in the Capital Fund Program Annual Statement?  
If yes, list developments or activities below:

**8. Demolition and Disposition**

[24 CFR Part 903.7 9 (h)]

Applicability of component 8: 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 component 9; if “yes”, complete one activity description for each development.)

2. Activity Description

Yes  No: Has the PHA provided the activities description information in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 9. If “No”, complete the Activity Description table below.)

<b>Demolition/Disposition Activity Description</b>
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: (DD/MM/YY)
5. Number of units affected: 6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

**8. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities** [24 CFR Part 903.7 9 (i)]

**Not Applicable**

Exemptions from Component 9; Section 8 only PHAs are not required to complete this section.

1.  Yes  No: Has the PHA designated or applied for approval to designate or does the PHA plan to apply to designate any public housing for occupancy only by the elderly families or only by families with disabilities, or by elderly families and families with disabilities or will apply for designation for occupancy by only elderly families or only families with disabilities, or by elderly families and families with disabilities as provided by section 7 of the U.S. Housing Act of 1937 (42 U.S.C. 1437e) in the upcoming fiscal year? (If “No”, skip to component 10. If “yes”, complete one activity description for each development, unless the PHA is eligible to complete a streamlined submission; PHAs completing streamlined submissions may skip to component 10.)

2. Activity Description  
 Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 10. If “No”, complete the Activity Description table below.

<b>Designation of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. Designation type:	Occupancy by only the elderly <input type="checkbox"/> Occupancy by families with disabilities <input type="checkbox"/> Occupancy by only elderly families and families with disabilities <input type="checkbox"/>
3. Application status (select one)	Approved; included in the PHA’s Designation Plan <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date this designation approved, submitted, or planned for submission: (DD/MM/YY)	
5. If approved, will this designation constitute a (select one)	<input type="checkbox"/> New Designation Plan <input type="checkbox"/> Revision of a previously approved Designation Plan?
6. Number of units affected:	
7. Coverage of action (select one)	<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development

**10. Conversion of Public Housing to Tenant-Based Assistance**

[24 CFR Part 903.7 9 (j)]

Exemptions from Component 10; Section 8 only PHAs are not required to complete this section.

**A. Assessments of Reasonable Revitalization Pursuant to section 202 of the HUD FY 1996 HUD Appropriations Act**

1.  Yes  No: Have any of the PHA’s developments or portions of developments been identified by HUD or the PHA as covered under section 202 of the HUD FY 1996 HUD Appropriations Act? (If “No”, skip to component 11; if “yes”, complete one activity description for each identified development, unless eligible to complete a streamlined submission. PHAs completing streamlined submissions may skip to component 11.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? If “yes”, skip to component 11. If “No”, complete the Activity Description table below.

<b>Conversion of Public Housing Activity Description</b>	
1a. Development name:	
1b. Development (project) number:	
2. What is the status of the required assessment?	<input type="checkbox"/> Assessment underway <input type="checkbox"/> Assessment results submitted to HUD <input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) <input type="checkbox"/> Other (explain below)
3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)	
4. Status of Conversion Plan (select the statement that best describes the current status)	<input type="checkbox"/> Conversion Plan in development <input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY) <input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY) <input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway
5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)	<input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: <input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )

- Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )
- Requirements no longer applicable: vacancy rates are less than 10 percent
- Requirements no longer applicable: site now has less than 300 units
- Other: (describe below)

**B. Reserved for Conversions pursuant to Section 22 of the U.S. Housing Act of 1937**

**C. Reserved for Conversions pursuant to Section 33 of the U.S. Housing Act of 1937**

**11. Homeownership Programs Administered by the PHA Not Applicable**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

Exemptions from Component 11A: Section 8 only PHAs are not required to complete 11A.

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h) homeownership program (42 U.S.C. 1437c(h)), or an approved HOPE I program (42 U.S.C. 1437aaa) or has the PHA applied or plan to apply to administer any homeownership programs under section 5(h), the HOPE I program, or section 32 of the U.S. Housing Act of 1937 (42 U.S.C. 1437z-4). (If “No”, skip to component 11B; if “yes”, complete one activity description for each applicable program/plan, unless eligible to complete a streamlined submission due to **small PHA or high performing PHA** status. PHAs completing streamlined submissions may skip to component 11B.)

2. Activity Description

Yes  No: Has the PHA provided all required activity description information for this component in the **optional** Public Housing Asset Management Table? (If “yes”, skip to component 12. If “No”, complete the Activity Description table below.)

<b>Public Housing Homeownership Activity Description (Complete one for each development affected)</b>	
1a. Development name:	
1b. Development (project) number:	
2. Federal Program authority:	
<input type="checkbox"/> HOPE I <input type="checkbox"/> 5(h) <input type="checkbox"/> Turnkey III <input type="checkbox"/> Section 32 of the USHA of 1937 (effective 10/1/99)	
3. Application status: (select one)	
<input type="checkbox"/> Approved; included in the PHA’s Homeownership Plan/Program <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application	
4. Date Homeownership Plan/Program approved, submitted, or planned for submission: (DD/MM/YYYY)	
5. Number of units affected:	
6. Coverage of action: (select one)	
<input type="checkbox"/> Part of the development <input type="checkbox"/> Total development	

## B. Section 8 Tenant Based Assistance

1.  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 component 12; if “yes”, describe each program using the table below (copy and complete questions for each program identified), unless the PHA is eligible to complete a streamlined submission due to high performer status. **High performing PHAs** may skip to component 12.)

### 2. Program Description:

#### a. Size of Program

- Yes  No: Will the PHA limit the number of families participating in the section 8 homeownership option?

If the answer to the question above was yes, which statement best describes the number of participants? (select one)

- 25 or fewer participants  
 26 - 50 participants  
 51 to 100 participants  
 more than 100 participants

#### b. PHA-established eligibility criteria

- Yes  No: Will the PHA’s program have eligibility criteria for participation in its Section 8 Homeownership Option program in addition to HUD criteria?

If yes, list criteria below:

## **12. PHA Community Service and Self-sufficiency Programs Not Applicable**

*[24 CFR Part 903.7 9 (l)]*

*Exemptions from Component 12: High performing and small PHAs are not required to complete this component. Section 8-Only PHAs are not required to complete sub-component C.*

### **A. PHA Coordination with the Welfare (TANF) Agency**

1. Cooperative agreements:

- Yes  No: Has the PHA entered into a cooperative agreement with the TANF Agency, to share information and/or target supportive services (as contemplated by section 12(d)(7) of the Housing Act of 1937)?

If yes, what was the date that agreement was signed? DD/MM/YY

2. Other coordination efforts between the PHA and TANF agency (select all that apply)

- Client referrals  
 Information sharing regarding mutual clients (for rent determinations and otherwise)  
 Coordinate the provision of specific social and self-sufficiency services and programs to eligible families  
 Jointly administer programs  
 Partner to administer a HUD Welfare-to-Work voucher program  
 Joint administration of other demonstration program  
 Other (describe)

### **B. Services and programs offered to residents and participants**

#### **(1) General**

a. Self-Sufficiency Policies

Which, if any of the following discretionary policies will the PHA employ to enhance the economic and social self-sufficiency of assisted families in the following areas? (select all that apply)

- Public housing rent determination policies  
 Public housing admissions policies  
 Section 8 admissions policies  
 Preference in admission to section 8 for certain public housing families  
 Preferences for families working or engaging in training or education programs for non-housing programs operated or coordinated by the PHA  
 Preference/eligibility for public housing homeownership option participation  
 Preference/eligibility for section 8 homeownership option participation  
 Other policies (list below)

b. Economic and Social self-sufficiency programs

- Yes  No: Does the PHA coordinate, promote or provide any programs to enhance the economic and social self-sufficiency of residents? (If "yes", complete the following table; if "no" skip to sub-component 2, Family Self Sufficiency Programs. The position of the table may be altered to facilitate its use. )

Services and Programs				
Program Name & Description (including location, if appropriate)	Estimated Size	Allocation Method (waiting list/random selection/specific criteria/other)	Access (development office / PHA main office / other provider name)	Eligibility (public housing or section 8 participants or both)

**(2) Family Self Sufficiency program/s**

a. Participation Description

Family Self Sufficiency (FSS) Participation		
Program	Required Number of Participants (start of FY 2000 Estimate)	Actual Number of Participants (As of: DD/MM/YY)
Public Housing		
Section 8		

b.  Yes  No: If the PHA is not maintaining the minimum program size required by HUD, does the most recent FSS Action Plan address the steps the PHA plans to take to achieve at least the minimum program size?  
If no, list steps the PHA will take below:

**C. Welfare Benefit Reductions**

1. The PHA is complying with the statutory requirements of section 12(d) of the U.S. Housing Act of 1937 (relating to the treatment of income changes resulting from welfare program requirements) by: (select all that apply)

- Adopting appropriate changes to the PHA's public housing rent determination policies and train staff to carry out those policies
- Informing residents of new policy on admission and reexamination
- Actively notifying residents of new policy at times in addition to admission and reexamination.
- Establishing or pursuing a cooperative agreement with all appropriate TANF agencies regarding the exchange of information and coordination of services
- Establishing a protocol for exchange of information with all appropriate TANF agencies
- Other: (list below)

<b>D. Reserved for Community Service Requirement pursuant to section 12(c) of the U.S. Housing Act of 1937</b>
--

### **13. PHA Safety and Crime Prevention Measures Not Applicable**

*[24 CFR Part 903.7 9 (m)]*

*Exemptions from Component 13: High performing and small PHAs not participating in PHDEP and Section 8 Only PHAs may skip to component 15. High Performing and small PHAs that are participating in PHDEP and are submitting a PHDEP Plan with this PHA Plan may skip to sub-component D.*

#### **A. Need for measures to ensure the safety of public housing residents**

1. Describe the need for measures to ensure the safety of public housing residents (select all that apply)

- High incidence of violent and/or drug-related crime in some or all of the PHA's developments
- High incidence of violent and/or drug-related crime in the areas surrounding or adjacent to the PHA's developments
- Residents fearful for their safety and/or the safety of their children
- Observed lower-level crime, vandalism and/or graffiti
- People on waiting list unwilling to move into one or more developments due to perceived and/or actual levels of violent and/or drug-related crime
- Other (describe below)

2. What information or data did the PHA use to determine the need for PHA actions to improve safety of residents (select all that apply).

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports
- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

3. Which developments are most affected? (list below)

#### **B. Crime and Drug Prevention activities the PHA has undertaken or plans to undertake in the next PHA fiscal year**

1. List the crime prevention activities the PHA has undertaken or plans to undertake: (select all that apply)

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design

- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

2. Which developments are most affected? (list below)

**C. Coordination between PHA and the police**

1. Describe the coordination between the PHA and the appropriate police precincts for carrying out crime prevention measures and activities: (select all that apply)

- Police involvement in development, implementation, and/or ongoing evaluation of drug-elimination plan
- Police provide crime data to housing authority staff for analysis and action
- Police have established a physical presence on housing authority property (e.g., community policing office, officer in residence)
- Police regularly testify in and otherwise support eviction cases
- Police regularly meet with the PHA management and residents
- Agreement between PHA and local law enforcement agency for provision of above-baseline law enforcement services
- Other activities (list below)

2. Which developments are most affected? (list below)

**D. Additional information as required by PHDEP/PHDEP Plan**

PHAs eligible for FY 2000 PHDEP funds must provide a PHDEP Plan meeting specified requirements prior to receipt of PHDEP funds.

**NOT APPLICABLE THIS FISCAL YEAR**

- Yes  No: Is the PHA eligible to participate in the PHDEP in the fiscal year covered by this PHA Plan?
- Yes  No: Has the PHA included the PHDEP Plan for FY 2003 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

#### **14. RESERVED FOR PET POLICY**

[24 CFR Part 903.7 9 (n)]

See attached Pet Policy ca035m01

#### **15. Civil Rights Certifications**

[24 CFR Part 903.7 9 (o)]

Civil rights certifications are included in the PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations.

#### **16. Fiscal Audit**

[24 CFR Part 903.7 9 (p)]

1.  Yes  No: Is the PHA required to have an audit conducted under section 5(h)(2) of the U.S. Housing Act of 1937 (42 U.S.C. 1437c(h))? (If no, skip to component 17.)
2.  Yes  No: Was the most recent fiscal audit submitted to HUD?
3.  Yes  No: Were there any findings as the result of that audit?
4.  Yes  No: If there were any findings, do any remain unresolved? If yes, how many unresolved findings remain? \_\_\_\_\_
5.  Yes  No: Have responses to any unresolved findings been submitted to HUD? If not, when are they due (state below)?

**17. PHA Asset Management Not Applicable**

[24 CFR Part 903.7 9 (q)]

Exemptions from component 17: Section 8 Only PHAs are not required to complete this component. High performing and small PHAs are not required to complete this component.

1.  Yes  No: Is the PHA engaging in any activities that will contribute to the long-term asset management of its public housing stock , including how the Agency will plan for long-term operating, capital investment, rehabilitation, modernization, disposition, and other needs that have **not** been addressed elsewhere in this PHA Plan?
  
2. What types of asset management activities will the PHA undertake? (select all that apply)
  - Not applicable
  - Private management
  - Development-based accounting
  - Comprehensive stock assessment
  - Other: (list below)
  
3.  Yes  No: Has the PHA included descriptions of asset management activities in the **optional** Public Housing Asset Management Table?

**18. Other Information**

[24 CFR Part 903.7 9 (r)]

**A. Resident Advisory Board Recommendations**

***TO BE COMPLETED AT END OF PUBLIC COMMENT PERIOD***

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: (if comments were received, the PHA **MUST** select one)  
**X** Attached at Attachment (File name) (ca035e01) (*if applicable*)  
 Provided below:
3. In what manner did the PHA address those comments? (select all that apply)  
 Considered comments, but determined that no changes to the PHA Plan were necessary.  
 The PHA changed portions of the PHA Plan in response to comments  
List changes below:  
 Other: (list below)

**B. Description of Election process for Residents on the PHA Board**

1.  Yes **X** No: Does the PHA meet the exemption criteria provided section 2(b)(2) of the U.S. Housing Act of 1937? (If no, continue to question 2; if yes, skip to sub-component C.)
2.  Yes **X** No: Was the resident who serves on the PHA Board elected by the residents? (If yes, continue to question 3; if no, skip to sub-component C.)

**3. Description of Resident Election Process**

- a. Nomination of candidates for place on the ballot: (select all that apply)  
 Candidates were nominated by resident and assisted family organizations  
 Candidates could be nominated by any adult recipient of PHA assistance  
 Self-nomination: Candidates registered with the PHA and requested a place on ballot  
**X** Other: (describe)  
Two resident commissioners are appointed by the City Council in accordance with California State Law

b. Eligible candidates: (select one)

- Any recipient of PHA assistance
- Any head of household receiving PHA assistance
- Any adult recipient of PHA assistance
- Any adult member of a resident or assisted family organization
- Other (list)

c. Eligible voters: (select all that apply)

- All adult recipients of PHA assistance (public housing and section 8 tenant-based assistance)
- Representatives of all PHA resident and assisted family organizations
- Other (list)  
Members of the City Council of the City of San Buenaventura

**C. 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)  
City of San Buenaventura

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 the initiatives contained in the Consolidated Plan. (list below)

i. The Housing Authority will continue to seek opportunities to develop additional low -income units in the community. In this regard, the Authority will continue to participate in collaborative efforts to increase and improve the supply of affordable housing. Construction will begin on a 38-units senior project in the summer of 2004.

ii. The Agency will seek additional Article 34 authority in the November 2004 election, enabling the development of 500 additional units throughout the City.

iii. The Housing Authority will continue to seek cost-effective ways to renovate or modernize public housing units: The Agency plans to issue a bond (in a pool with other housing authorities) to pay for the completion of Westview modernization. Of the 180 units in Westview, 86 still need to be modernized. Issuing a bond will enable the Agency to complete the units in less than two years, rather than renovating an average of 10 per year. The bonds will be repaid with Capital Fund monies over a 20 year period.

iii. The Agency will assess Energy Based Performance Contracting as a mechanism to fund energy-efficient improvements in public housing units.

Other: (list below)

4. The Consolidated Plan of the jurisdiction supports the PHA Plan with the following actions and commitments: (describe below)

The Consolidated Plan of the City supports the PHA Plan with the following Consolidated Plan (2000-2005) strategies:

- Preserve the City's existing affordable housing stock through rehabilitation
- Assist low-to-moderate income households secure affordable housing, whether rental or home ownership, through a variety of programs. . . . In order to help meet this demand, the City will: continue to support the Housing Authority's Section 8 voucher program and public housing program.
- The City continues to support the City (Housing Authority) in its modernization of public housing through the Capital Fund Program. . . the City would continue to support efforts on behalf of the Authority to encourage resident initiatives. . .
- The City supports special needs services for at-risk populations. . . Primary needs are for youth services, childcare, after-school activities, transportation, employment training, food distribution and health services.
- Eliminate slum/blight conditions
- Improve economic opportunity
- . . there are various agencies in the region that provide a wide range of programs and services directed at helping people become self-sufficient, such as non-profit providers. The City relies on cooperation with these entities in the existing instructional structure, including the City's Housing Authority, county agencies, and colleges.

The Consolidated Plan of the City supports the PHA Plan with the following actions:

- The City collaborates with the Housing Authority through the Consolidated Plan and Agency Plan process.
- Although the Housing Authority is a separate entity from the city, the city continues to support efforts on behalf of the Authority to encourage resident initiatives and homeownership opportunities.
- The City contracts with the Housing Authority to provide a wide range of housing options to residents of the City of San Buenaventura including:
  - Tenant/Landlord services
  - Fair Housing referral services
  - Administration of the City's Homebuyer Assistance Program
  - Administration of the City's Homeowner Rehabilitation Program
  - Monitoring of affordability agreements and covenants for rental and ownership units.

**D. Other Information Required by HUD**

Use this section to provide any additional information requested by HUD.

None requested.

## **Attachments**

Use this section to provide any additional attachments referenced in the Plans.

### **REQUIRED ATTACHMENTS:**

<b>TITLE</b>	<b>FILE NAME</b>	<b>PAGE</b>
Admissions Policy for Deconcentration	ca035a01	58
FY 2004 Capital Fund Program Annual Statement	ca035b01	59

### **OPTIONAL ATTACHMENTS:**

PHA Management Organizational Chart	ca035c01	66
FY 2004 Capital Fund Program 5 Year Action Plan	ca035d01	67
Comments of Resident Advisory Board	ca035e01	72
Perf. and Eval. Report Capital Fund CA16P035 501-02	ca035f01	73
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**ATTACHMENT A**

**DECONCENTRATION PLAN**  
**SAN BUENAVENTURA HOUSING AUTHORITY**

In order to deconcentrate poverty in its housing developments the Housing Authority shall address the issue in the following manner:

- I. I. Determine on an annual basis the average income of all families residing in developments subject to deconcentration.

**Established average income: \$21,394.00**

- II. II. Determine the average income of all families residing in each covered development

<b>CA16EO35001</b>	<b>18,418.00</b>
<b>CA16EO35002</b>	<b>18,977.00</b>
<b>CA16EO35006</b>	<b>21,654.00</b>
<b>CA16EO35008</b>	<b>25,306.00</b>
<b>CA16EO35010</b>	<b>17,231.00</b>
<b>CA16EO35012</b>	<b>24,723.00</b>
<b>CA16EO35017</b>	<b>19,533.00</b>
<b>CA16EO35020</b>	<b>22,736.00</b>
<b>CA16EO35022</b>	<b>23,965.00</b>

- III. III. Determine whether each covered development falls above, within or below the established Income Range. The Established income range is 85 percent to 115 percent (inclusive of 85 percent and 115 percent) of the PHA-wide average income for covered developments.

**Income Range: 18,185.00 – 24,603.00**

*All are within the established income range except CA-10. These are scattered site units; therefore are already deconcentrated because they are located throughout the City of Ventura.*

**ATTACHMENT B**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 501-04 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>  2004	
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	30,000		0	0
4	1410 Administration	150,000		0	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	92,000		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	637,000		0	0
10	1460 Dwelling Structures	573,000		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	15,000		0	0
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	3,000		0	0
14	1485 Demolition	1,500,000		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 501-04 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2004
<input checked="" type="checkbox"/> <b>Original Annual Statement</b> <input type="checkbox"/> <b>Reserve for Disasters/ Emergencies</b> <input type="checkbox"/> <b>Revised Annual Statement (revision no: )</b> <input type="checkbox"/> <b>Performance and Evaluation Report for Period Ending:</b> <input type="checkbox"/> <b>Final Performance and Evaluation Report</b>					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,500,000		0	0
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	265,000		0	0
26	Amount of line 21 Related to Energy Conservation Measures			0	0

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-04</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16PO35- 001/002	Remove and Replace pergolas	1450	14 pergolas	40,000		0	0	
CA16PO35- 001/002	Rear yard fences	1450	6 fences	10,000		0	0	
CA16PO35- 006	Replace roof mechanical equipment	1460	1 roof system	75,000		0	0	
CA16PO35- 008	Paint and waterproof (Santa Cruz)	1460	1 building	50,000		0	0	
CA16PO35- 008	Install block wall (Channel Drive)	1450	150 linear feet	7,000		0	0	
CA16PO35- 008	Roof modification	1460	1 roof	40,000		0	0	
CA16PO35- 0010	Complete unit modernization	1460	2 units	31,000		0	0	
CA16PO35- 0012	Complete unit modernization	1460	2 units	40,000		0	0	
CA16PO35- 0013	Upgrade fire alarm	1460	1 system	70,000		0	0	
CA16PO35- 0014	Install canopies over entrance doors	1460	2 canopies	4,000		0	0	
CA16PO35- 0016	Install security fencing	1450	500 linear ft.	200,000		0	0	
CA16PO35- 0017	Paint and waterproof	1460	20 units	40,000		0	0	
CA16PO35- 0017	Repair carports	1450	20 carports	60,000		0	0	
CA16PO35- 0018	Kitchen cabinets	1460	20 units	60,000		0	0	
CA16PO35- 0018	Upgrade fire alarm	1460	1 system	50,000		0	0	
CA16PO35- 0018	Replace sidewalks and landscaping	1450	Multi-unit proj	250,000		0	0	
CA16PO35- 0018	Install security gate	1450	1 gate	50,000		0	0	
CA16PO35- 0020	Expand sidewalks, improve landscaping	1450	Multi-unit proj	20,000		0	0	
CA16PO35- 0022	Paint and waterproof	1460	20 units	40,000		0	0	
Area Wide	Replace stoves and refrigerators	1465	37 appliances	10,000		0	0	
Area Wide	Replace washers and dryers	1475	4 appliances	3,000		0	0	

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-04</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Area Wide	Security light improvements	1465	7 fixtures	5,000		0	0	
Area Wide	On demand, non-routine work items	1460		23,000		0	0	
Area Wide	Watercloset repairs	1460	10 units	50,000		0	0	
Area Wide	Resident Training	1408		30,000		0	0	
Area Wide	Administration	1410		150,000		0	0	
Area Wide	Fees & Costs	1430		92,000		0	0	
						0	0	

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-04</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	CFFP Bond Amount			4,945,000		0	0	
						0	0	
						0	0	
	Usage					0	0	
						0	0	
	CFFP Underwriters Discount			73,885		0	0	
	CFFP Insurance Cost			45,065		0	0	
	CFFP Debt Service Reserve			392,756		0	0	
	CFFP Capitalization Interest			112,340		0	0	
	CFFP Project Construction			4,320,750		0	0	
	CFFP Rounding Amount			204		0	0	
				0		0	0	
	Total CFFP Usage			4,945,000		0	0	
						0	0	
						0	0	
						0	0	

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-04</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2004</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
PHA Wide	CFFP Project Construction Usage			4,320,750		0	0	
	Details					0	0	
	CFFP Administration 35-0			375,000		0	0	
	CFFP Vacancy Cost 35-0			64,500		0	0	
	CFFP Contingency 35-0			131,250		0	0	
	Total 35-0			570,750		0	0	
	CFFP Construction Costs 35-1 &35-2			3,750,000		0	0	
						0	0	
	CFFP Total Project Construction Costs			4,320,750				

**ATTACHMENT B**

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-04</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2004</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA16PO35- 001/002	Mar/31/06			Sept/30/07			
CA16PO35- 006	Mar/31/06			Sept/30/07			
CA16PO35- 008	Mar/31/06			Sept/30/07			
CA16PO35- 0010	Mar/31/06			Sept/30/07			
CA16PO35- 0012	Mar/31/06			Sept/30/07			
CA16PO35- 0013	Mar/31/06			Sept/30/07			
CA16PO35- 0014	Mar/31/06			Sept/30/07			
CA16PO35- 0015	Mar/31/06			Sept/30/07			
CA16PO35- 0016	Mar/31/06			Sept/30/07			
CA16PO35- 0017	Mar/31/06			Sept/30/07			
CA16PO35- 0018	Mar/31/06			Sept/30/07			
CA16PO35- 0020	Mar/31/06			Sept/30/07			
CA16PO35- 0022	Mar/31/06			Sept/30/07			
Area wide	Mar/31/06			Sept/30/07			

## ATTACHMENT D

### Capital Fund Program Five-Year Action Plan

#### Part I: Summary

PHA Name <b>Housing Authority City San Buenaventura</b>		<input checked="" type="checkbox"/> <b>Original 5-Year Plan</b> <input type="checkbox"/> <b>Revision No:</b>			
Development Number/Name/HA- Wide	Year 1	Work Statement for Year 2 FFY Grant: 2005 PHA FY: 2005	Work Statement for Year 3 FFY Grant: 2006 PHA FY: 2006	Work Statement for Year 4 FFY Grant: 2007 PHA FY: 2007	Work Statement for Year 5 FFY Grant: 2008 PHA FY: 2008
HA-wide	Annual Statement	\$603,000	\$703,000	\$667,000	\$667,000
CA16PO35- 001/002		0	0	0	0
CA16PO35- 003		310,000	0	15,000	0
CA16PO35- 006		222,000	515,000	130,000	0
CA16PO35- 008		0	0	150,000	337,000
CA16PO35- 009		0	5,000	35,000	0
CA16PO35- 010		110,000	65,000	317,000	180,000
CA16PO35- 012		0	0	0	256,000
CA16PO35- 013		100,000	0	21,000	0
CA16PO35- 014		15,000	0	0	0
CA16PO35- 015		0	0	0	0
CA16PO35- 016		90,000	158,000	40,000	30,000
CA16PO35- 017		0	0	0	30,000
CA16PO35- 018		0	7,000	0	0
CA16PO35- 020		0	3,000	0	0
CA16PO35- 022		50,000	44,000	125,000	0
CFP Funds Listed for 5-year planning		\$1,500,000.00	\$1,500,000.00	\$1,500,000.00	\$1,500,000.00
Replacement Housing Factor Funds					

**ATTACHMENT D**

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year 1	Activities for Year : ____ FFY Grant 2005 PHA FY: 2005			Activities for Year: ____ FFY Grant: 2006 PHA FY: 2006		
	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
See	CA16PO35- 003	Kitchen Cabinets – replace doors & drawerfronts/redo faces	310,000			
Annual Statement	CA16PO35- 006	Kitchen lights	7,000	CA16PO35- 006	Kitchen Cabinets – replace doors & drawerfronts/redo faces	260,000
	CA16PO35- 006	Repair Fence	25,000	CA16PO35- 006	Window replacement	65,000
	CA16PO35- 006	Bathroom remodel	190,000	CA16PO35- 006	Bathroom remodel	190,000
		subtotal	222,000		subtotal	515,000
				CA16PO35- 09	Replace doors/locks	5,000
	CA16PO35- 010	Santa Clara elevator	110,000	CA16PO35- 010	Santa Clara window replacement	65,000
	CA16PO35- 013	Kitchen Countertops	100,000	CA16PO35- 015	Replace windows	150,000
	CA16PO35- 014	Sewer repairs	15,000			
	CA16PO35- 016	Roof Replacement	90,000	CA16PO35- 016	Replace locks	5,000
				CA16PO35- 016	replace bath medicine cabinets	3,000
					Subtotal	8,000
				CA16PO35- 018	Rain gutters and diverters	7,000
	CA16PO35- 020	Landscaping		CA16PO35- 020	Roof accesses	3,000

**ATTACHMENT D**

	CA16PO35- 022		50,000	CA16PO35- 022	Window replacement	40,000
				CA16PO35- 022	Replace locks	4,000
					Subtotal	44,000
	HA wide	CFFP bond payment	247,250	HA wide	CFFP bond payment	247,250
	HA wide	Replace stoves and refrigerators	7,000	HA wide	Replace stoves and refrigerators	7,750
	HA wide	Replace washer & dryer	3,000	HA wide	Replace washer & dryer	3,000
	HA wide	Security light improvements	5,000	HA wide	Security light improvements	5,000
	HA wide	Chemical treatment – termites	8,000	HA wide	Chemical treatment – termites	8,000
	HA wide	Mold Remediation	50,000	HA wide	Mold Remediation	50,000
	HA wide	On demand, non-routine work items	7,750	HA wide	On demand, non-routine work items	15,000
	HA wide	Admin/Mgt Imp/Arch.	275,000	HA wide	Admin/Mgt Imp/Arch.	267,000
					Sewer Line Repairs	100,000
	<b>Total CFP Estimated Cost</b>		\$1,500,000			\$1,500,000

**ATTACHMENT D**

**Capital Fund Program Five-Year Action Plan  
Part II: Supporting Pages—Work Activities**

Activities for Year : ____ FFY Grant: 2007 PHA FY: 2007			Activities for Year: ____ FFY Grant: 2008 PHA FY: 2008		
<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>	<b>Development Name/Number</b>	<b>Major Work Categories</b>	<b>Estimated Cost</b>
CA16PO35- 003	Bathroom Storage	15,000			
CA16PO35- 006	Security Camera	30,000			
CA16PO35- 006	Plumbing	100,000			
	Subtotal	130,000			
CA16PO35- 008	Comprehensive Unit Modernization	150,000	CA16PO35- 008	Comprehensive Unit Modernization	337,000
CA16PO35- 009	Bathroom floors & sinks	35,000			
CA16PO35- 010	Comprehensive Unit Modernization	317,000	CA16PO35- 010	Comprehensive Unit Modernization	180,000
			CA16PO35- 012	Comprehensive Unit Modernization	256,000
CA16PO35- 013	Toilets/flanges and bathroom floors	21,000			
CA16PO35- 016	Replace sliders	40,000	CA16PO35- 016	Direct venting bath fans	30,000
			CA16PO35- 017	Direct venting bath fans	30,000
CA16PO35- 022	Security Gate	50,000			
CA16PO35- 022	Roof repair	75,000			
	Subtotal	125,000			

**ATTACHMENT D**

HA Wide	CFFP Bond Payment	247,250	HA wide	CFFP Bond Payment	247,250
HA wide	Replace stoves and refrigerators	15,000	HA wide	Replace stoves and refrigerators	15,000
HA wide	Replace washer & dryer	3,000	HA wide	Replace washer & dryer	3,000
HA wide	Security light improvements	5,000	HA wide	Security light improvements	5,000
HA wide	Chemical treatment termites	8,000	HA wide	Chemical treatment termites	8,000
HA wide	On demand, non-routine work items	15,000	HA wide	On demand, non-routine work items	15,000
HA wide	Mold Remediation	92,750	HA wide	Mold Remediation	92,750
HA wide	Admin/Mgt Imp/Arch.	281,000	HA wide	Admin/Mgt Imp/Arch	281,000
<b>Total CFP Estimated Cost</b>		\$1,500,000			\$1,500,000

## ATTACHMENT E

### COMMENTS FROM RESIDENT ADVISORY BOARD (RAB) ca035e01

#### June 7, 2004 meeting

The comment was made that the \$200 pet deposit is out of the reach of most senior residents who are on a fixed income. It was asked if seniors could be charged a different deposit rate than the family units.

*It was explained that all residents receive equal treatment, and two different deposit rates would not be equitable. It was suggested that individuals should contact the occupancy officer assigned to their building and negotiate a payment schedule for the payment of the pet deposit.*

Field trip options were suggested.

*Staff will research the cost of the suggested field trip locations to determine if they are feasible.*

Questions were asked about how to obtain Section 8 assistance if the resident is currently in Public Housing, and conversely, how to move to Public Housing if the client is currently receiving Section 8 assistance.

*The process for getting on both waiting lists was explained. Typically, when an initial application is received, the applicant applies for both types of assistance. Therefore, their application may still be on file and could be reactivated.*

#### June 29, 2004

Questions were asked about the Agency's relationship with the Police Department.

*Much of the information from the Police Department is confidential and they can't share this information. However, arrests are public information. Before a client is housed the Agency checks their rental history and criminal background. During residency their criminal background is checked again periodically. Drug use/manufacturing and sexual offenses are grounds for terminating assistance.*

The manager of the Mission Park building commented on the need to repair or replace the doors of the trash enclosures. This is a safety and security issue.

*Agency staff will research door replacement.*

# ATTACHMENT E

## ATTACHMENT E

The Resident Advisory Board was very complimentary of Agency operations. They stated the buildings, grounds and units are well maintained, and items are addressed as soon as possible. Staff was praised for their attention to residents' needs.

The following specific questions and issues were addressed:

Installation of a reverse osmosis system for drinking water was raised. Staff recommended the resident conduct research about the cost and installation requirements, and then contact their Occupancy Officer to see if this is feasible.

Cable TV costs were raised. This is beyond the purview of the Agency. The City of Ventura has cable TV franchise authority. It was recommended the residents present their issues to the cable company in a coordinated manner. Letters can also be written to the City of Ventura.

The need for new carpeting at Mission Park (35-16) was identified

The issue about vinyl floor materials at Gregory Gardens was raised. Further research found that vinyl floors have been installed in all the senior buildings. The materials are textured to avoid slippery surfaces.

Security issues were raised by a recipient of Section 8 assistance. It was suggested he meet with his apartment manager and concerned residents to discuss security issues and explore the establishment of Neighborhood Watch Program in his complex.

Staff was asked to define Fair Market Rents. It was defined as used by HUD, and as applicable to residents receiving Section 8 assistance.

Staff was asked about the impact of state budget cuts. It was explained that the Agency receives its funds from the federal government.

Staff was asked about the status of the Bush Administration's proposal to "block grant" the Section 8 Program. It was explained that this has been proposed from time-to-time. In this case it has made it further in the discussion stages; therefore is getting some press. There are several interest groups who are lobbying against this proposal. Residents were encouraged to send letters of opinions to their legislative representatives.

## **ATTACHMENT E**

Staff was asked about the City's Housing Element and Downtown Housing Strategy. It was recommended they obtain copies of these City documents at City Hall or read them on the Internet.

Some residents expressed interest in the computer training classes and computer repair classes. At this point they are available for public housing residents only, due to funding requirements. Staff is seeking other grants so that the classes can be made available to Section 8 residents as well. The Agency provides transportation to the classes; therefore, residents need to make this request.

**ATTACHMENT F**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 501-02 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	140,000	140,000	140,000	107,096
4	1410 Administration	146,989	146,989	146,989	146,989
5	1411 Audit	0	0	0	0
6	1415 Liquidated Damages	0	0	0	0
7	1430 Fees and Costs	100,000	62,449	62,449	62,449
8	1440 Site Acquisition	0	0	0	0
9	1450 Site Improvement	10,000	0	0	0
10	1460 Dwelling Structures	1,044,904	1,108,046	1,108,046	851,533
11	1465.1 Dwelling Equipment—Nonexpendable	28,000	12,409	12,409	12,409
12	1470 Nondwelling Structures	0		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0	0	0	0

**ATTACHMENT F**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 501-02 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2002
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 2) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 3/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,469,893	1,469,893	1,469,893	1,180,476
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0	802,051	800,595	800,595

**ATTACHMENT F**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-02</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <b>2002</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16PO35- 001/002	Westview Rehabilitation	1460	14 units	469,904	0	0	0	Delete
CA16PO35- 003	Replace Heating System	1460	75-unit bldg.	0	800,595	800,595	800,595	Completed
CA16PO35- 003	Repair Parking Lot	1450	1 lot	10,000	0	0	0	Delete
CA16PO35- 003	Paint/Waterproof building	1460	1 building	300,000	194,027	194,027	0	In progress
CA16PO35- 008	Scattered Site Rehabilitation	1460	2 units	50,000	62,485	62,485	0	In progress
CA16PO35- 009	Re-roof	1460	1 building	45,000	16,716	16,716	16,716	Completed
CA16PO35- 0013	Re-roof	1460	13 buildings	65,000	0	0	0	Delete
CA16PO35- 0013	Replace common area floors	1460	1 building	35,000	11,545	11,545	11,545	Completed
CA16PO35- 0014	Re-roof	1460	1 building	40,000	12,409	12,409	12,409	Completed
CA16PO35- 0014	Replace stoves	1465	20 stoves	10,000	0	0	0	Delete
CA16PO35- 0015	Re-roof	1460	1 building	40,000	12,409	12,409	12,409	Completed
CA16PO35- 0015	Replace stoves	1465	15 stoves	10,000	5,914	5,914	5,914	Completed
CA16PO35- 0018	Replace stoves	1465	10 stoves	8,000	4,355	4,355	4,355	Completed
Area Wide	Resident Training	1408		140,000	100,000	100,000	67,096	In progress
Area Wide	Computer Server	1408	1 server	0	40,000	40,000	40,000	Completed
Area Wide	Administration	1410		146,989	146,989	146,989	146,989	Completed
Area Wide	Fees & Costs	1430		100,000	62,449	62,449	62,449	Completed

**ATTACHMENT F**

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-02</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2002</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA16PO35- 001/002	Mar/31/04			Sept/30/05			
CA16PO35- 003	Mar/31/04		Sept/30/02	Sept/30/05			
CA16PO35- 003	Mar/31/04		Sept/30/03	Sept/30/05			
CA16PO35- 008	Mar/31/04		Sept/30/03	Sept/30/05			
CA16PO35- 009	Mar/31/04		Dec/31/02	Sept/30/05		June/30/03	
CA16PO35- 0013	Mar/31/04		Dec/31/03	Sept/30/05		Sept/30/03	
CA16PO35- 0014	Mar/31/04		June/30/03	Sept/30/05		Sept/30/03	
CA16PO35- 0015	Mar/31/04		June/30/03	Sept/30/05		Sept/30/03	
CA16PO35- 0018	Mar/31/04		June/30/03	Sept/30/05		Dec/31/03	
Area wide	Mar/31/04		Dec/31/03	Sept/30/05			

**ATTACHMENT G**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 501-03 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>  2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	50,000		50,000	855
4	1410 Administration	117,418		117,418	87,545
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	50,000		50,997	50,997
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	324,404		0	0
10	1460 Dwelling Structures	457,000		84,880	41,194
11	1465.1 Dwelling Equipment—Nonexpendable	35,000		0	0
12	1470 Nondwelling Structures	130,359		0	0
13	1475 Nondwelling Equipment	10,000		4,553	4,553
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0

**ATTACHMENT G**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 501-03 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/04 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	1,174,181		307,848	193,144
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	75,000		0	0
26	Amount of line 21 Related to Energy Conservation Measures	35,000		0	0

**ATTACHMENT G**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-03</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16PO35- 001/002	Replace security lights	1450	2 pole lights	30,000		0	0	In progress
CA16PO35- 003	Install reflective surface on roof	1460	1 roof	33,000		0	0	In progress
CA16PO35- 003	Upgrade security camera system	1465	1 system	15,000		0	0	In progress
CA16PO35- 003	Site improvements	1450	1 property site	219,404		0	0	In progress
CA16PO35- 006	Install reflective surface on roof	1460	1 roof	56,000		0	0	In progress
CA16PO35- 006	Repair fence	1450	1000 linear feet	25,000		0	0	In progress
CA16PO35- 008	Install reflective surface on roof	1460	1 roof	6,000		0	0	In progress
CA16PO35- 009	Office renovation and expansion	1470	Add 1000 sq. ft	130,359		0	0	In progress
CA16PO35- 009	Re-surface decks	1460	20 decks	20,000		0	0	In progress
CA16PO35- 0010	Paint and waterproof	1460	Multi-unit bldg	100,000	57,000	57,000	21,314	In progress
CA16PO35- 0010	Sewer line replacement	1460	350 linear ft.	35,000		0	0	In progress
CA16PO35- 0016	Roof modification	1460	1 roof	85,000		0	0	In progress
CA16PO35- 0016	Replace common area furniture	1475	Sofas, tables	5,000		2000	2000	Complete
CA16PO35- 0017	Paint and waterproof	1460	Multi-unit bldg	100,000			0	In progress
CA16PO35- 0017	Replace gates, repairs carports	1450	20 each	50,000			0	In progress
CA16PO35- 0018	Replace common area furniture	1475	Sofa, blinds	5,000		2553	2553	Complete
Area Wide	Chemical treatment – termites	1460	8 buildings	8,000		0	0	In progress
Area Wide	Replace stoves and refrigerators	1465	37 appliances	15,000		0	0	In progress
Area Wide	Security light improvements	1465	7 fixtures	5,000			0	In progress
Area Wide	On demand, non-routine work items	1460		14,000	57,000	27,880	27,880	In progress
Area Wide	Resident Training	1408		50,000		50,000	855	In progress

**ATTACHMENT G**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-03</b> Replacement Housing Factor Grant No:				<b>Federal FY of Grant:</b> <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
Area Wide	Administration	1410		117,418		117,418	87,545	In progress
Area Wide	Fees & Costs	1430		50,000		50,997	50,997	Complete

**ATTACHMENT G**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 501-03</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>	
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA16PO35- 001/002	Mar/31/05			Sept/30/06			
CA16PO35- 003	Mar/31/05			Sept/30/06			
CA16PO35- 006	Mar/31/05			Sept/30/06			
CA16PO35- 008	Mar/31/05			Sept/30/06			
CA16PO35- 009	Mar/31/05			Sept/30/06			
CA16PO35- 0010	Mar/31/05			Sept/30/06			
CA16PO35- 0016	Mar/31/05			Sept/30/06			
CA16PO35- 0017	Mar/31/05			Sept/30/06			
CA16PO35- 0018	Mar/31/05		Dec/31/03	Sept/30/06	Mar/31/04	Mar/31/04	Purchases and installation completed
Area wide	Mar/31/05			Sept/30/06			

**ATTACHMENT H**

**CAPITAL FUND PROGRAM TABLES START HERE**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 502-03 Replacement Housing Factor Grant No:		<b>Federal FY of Grant:</b>  2003	
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
1	Total non-CFP Funds				
2	1406 Operations				
3	1408 Management Improvements	0		0	0
4	1410 Administration	23,401		23,401	0
5	1411 Audit	0		0	0
6	1415 Liquidated Damages	0		0	0
7	1430 Fees and Costs	0		0	0
8	1440 Site Acquisition	0		0	0
9	1450 Site Improvement	0		0	0
10	1460 Dwelling Structures	0		0	0
11	1465.1 Dwelling Equipment—Nonexpendable	0		0	0
12	1470 Nondwelling Structures	210,609		0	0
13	1475 Nondwelling Equipment	0		0	0
14	1485 Demolition	0		0	0
15	1490 Replacement Reserve	0		0	0
16	1492 Moving to Work Demonstration	0		0	0
17	1495.1 Relocation Costs	0		0	0
18	1499 Development Activities	0		0	0

**ATTACHMENT H**

<b>Annual Statement/Performance and Evaluation Report</b>					
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part I: Summary</b>					
<b>PHA Name:</b> Housing Authority of the City of San Buenaventura		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: CA16PO35 502-03 Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b>  2003
<input type="checkbox"/> Original Annual Statement <input type="checkbox"/> Reserve for Disasters/ Emergencies <input checked="" type="checkbox"/> Revised Annual Statement (revision no: 1 ) <input checked="" type="checkbox"/> Performance and Evaluation Report for Period Ending: 03/31/2004 <input type="checkbox"/> Final Performance and Evaluation Report					
Line No.	Summary by Development Account	Total Estimated Cost		Total Actual Cost	
		Original	Revised	Obligated	Expended
19	1501 Collateralization or Debt Service	0		0	0
20	1502 Contingency	0		0	0
21	Amount of Annual Grant: (sum of lines 2 – 20)	234,010		23,401	0
22	Amount of line 21 Related to LBP Activities	0		0	0
23	Amount of line 21 Related to Section 504 compliance	0		0	0
24	Amount of line 21 Related to Security – Soft Costs	0		0	0
25	Amount of Line 21 Related to Security – Hard Costs	0		0	0
26	Amount of line 21 Related to Energy Conservation Measures	0		0	0

**ATTACHMENT H**

<b>Annual Statement/Performance and Evaluation Report</b> <b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b> <b>Part II: Supporting Pages</b>								
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>			<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 502-03</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>		
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost		Total Actual Cost		Status of Work
				Original	Revised	Funds Obligated	Funds Expended	
CA16PO35- 009	Office renovation and expansion	1470	Add 1000 sq. ft	210,609		0	0	In progress
Area Wide	Administration	1410		23,401		23,401	0	In progress

**ATTACHMENT H**

<b>Annual Statement/Performance and Evaluation Report</b>							
<b>Capital Fund Program and Capital Fund Program Replacement Housing Factor (CFP/CFPRHF)</b>							
<b>Part III: Implementation Schedule</b>							
<b>PHA Name: Housing Authority of the City of San Buenaventura</b>		<b>Grant Type and Number Comp. Grant No.,</b> Capital Fund Program Grant No: <b>CA16PO35 502-03</b> Replacement Housing Factor Grant No:			<b>Federal FY of Grant:</b> <b>2003</b>		
Development Number Name/HA-Wide Activities	All Fund Obligated (Quarter Ending Date)			All Funds Expended (Quarter Ending Date)			Reasons for Revised Target Dates
	Original	Revised	Actual	Original	Revised	Actual	
CA16PO35- 009	Feb/12/06			Feb/12/08			
Area wide	Feb/12/06			Feb/12/08			

# ATTACHMENT I

## MEMBERS OF RESIDENT ADVISORY BOARD ca035i01

**Barbara Atchley  
Public Housing Resident**

**Clarence Lane  
Public Housing Resident  
Manager**

**Eliseo Cardona  
Public Housing Resident**

**George Ford  
Public Housing Resident**

**Julia Garcia  
Public Housing Resident**

**Michael Hough  
Section 8 Resident**

**Gloria Mendenhall  
Public Housing Resident**

**Tishia Millner  
Section 8 Resident**

**Holly Riddle  
Public Housing Resident**

**Julieta Soto  
Public Housing Resident**

**JoAnn Widmer  
Public Housing Resident**



## **ATTACHMENT J**

### **RESIDENT MEMBERSHIP OF THE PHA GOVERNING BOARD ca035j01**

The Housing Authority has two resident commissioners. The resident commissioners are appointed by the City Council of the City of San Buenaventura, just as the other five commissioners.

#### **Family Resident Commissioner**

Ms. Sanjuana Gonzalez  
Public Housing Resident

#### **Senior Resident Commissioner**

Ms. Virginia Brandon  
Public Housing Resident

# ATTACHMENT J

## **ATTACHMENT K**

### **PROJECT BASING OF SECTION 8 HOUSING CHOICE VOUCHERS STATEMENT OF INTENT ca035k01**

In accordance with HUD Notice PIH 2001-4, the following information provides the Housing Authority of the City of San Buenaventura's intent to administer Project-based Voucher assistance.

The Housing Authority of The City of San Buenaventura intends to project-base no more than 20 percent of its total allocated vouchers. The units will be located in the City of Ventura.

Project-based Section 8 Assistance, rather than tenant basing of the same amount of assistance, is an appropriate option for the PHA because the supply of units for tenant based assistance is very limited throughout the City of Ventura. Project-basing is necessary to assure the availability of affordable rental units during this time of critical shortage of affordable rental housing. The use of Vouchers shall remain in effect for a period of time as permitted by regulation.

Project basing of Section 8 Vouchers is consistent with the PHA's Agency Plan's mission and goals in that it:

- Provides opportunities and assistance to people in need of affordable housing; through partnerships;
- Expands the supply of assisted housing for families in low-income ranges.
- Increases assisted housing choices; and
- Preserves existing housing.

All new project based assistance agreements or HAP contracts, executed by the PHA, will be within census tracts that have poverty rates less than 20 percent.

Enabling regulations for project-based Vouchers are found at 24 CFR Part 93.

All provisions of the interim guidelines for eligibility and administration shall be observed until such time as final regulations are codified and specific policies and procedures are stated in an addendum to the Section 8 Administrative Plan.

## **ATTACHMENT L**

### **DESCRIPTION OF COMMUNITY SERVICE REQUIREMENTS HOUSING AUTHORITY OF THE CITY OF SAN BUENAVENTURA ca035I01**

Every adult resident on Public Housing will be required to participate for at least 8 hours per month in a community service or economic self-sufficiency program. In some cases, the Housing Authority will not renew the lease for failure to satisfy this requirement.

#### **COMMUNITY SERVICE ACTIVITIES COULD INCLUDE:**

1. Improving the physical environment of resident's development
2. Volunteer work in a local school, hospital, childcare center, homeless shelter, or other community service organization.
3. Working with youth organizations
4. Helping neighborhood groups on special projects
5. Participation in programs that develop and strengthen resident self responsibility such as:
  - Drug and alcohol abuse counseling and treatment
  - Parenting classes/counseling
  - Household budgeting and credit counseling
  - English proficiency classes
6. Adult Education/GED or High School diploma programs/ College classes
7. Job training programs

It will be the resident's responsibility to provide the Housing Authority with verification that the service hours have been completed. Supervisor or person in charge of the activity must complete a verification form. Forms are available at the Housing Authority Office.

## **ATTACHMENT M**

### **PET POLICY**

#### **HOUSING AUTHORITY CITY OF SAN BUENAVENTURA**

**ca035m01**

1. Households may keep two common household pets
2. Maximum size of a dog is 20 pounds (maximum weight when full grown)
3. The Housing Authority shall prohibit species of animals classified as dangerous.
4. Households must register a pet with The Housing Authority prior to introducing into the residence
5. Pet registration must be updated each year at re-examination. Registration includes a certificate signed by a licensed veterinarian to include animal's breed, weight, age and if under one year old, weight expected upon maturity. Two pictures will be taken at The Housing Authority Office at the time of the registration.
6. Any pet change of ownership in the household must be reported to The Housing Authority in writing.
7. Upon registration all animals must be spayed or neutered.
8. Upon registration, proof of whatever license is mandated by local law will be required.
9. The resident will be responsible for all reasonable expenses directly related to the presence of the animal or pet on the premises, including the cost of repairs for damage in the apartment, common areas and other resident's property.
10. The pet deposit for each pet is \$200.00 (includes a \$75.00 non refundable deposit and a \$125.00 deposit refundable upon residence vacating).
11. A common household pet must be effectively restrained by use of a leash and under the control of a responsible person at all times.
12. Any animal or pet waste deposited in any common area, animal or pet exercise area, must be removed immediately by pet owner.
13. All pets must be fed inside the apartment. Feeding is not allowed on porches, sidewalks, patios, balconies or other outside areas.
14. Residents will not permit any disturbances caused by their pets, which would interfere with the quiet enjoyment of other tenants: whether by loud barking, howling, biting, scratching, chirping or other such activities.
15. For each dog we may require evidence of completion of basic obedience training.
16. The authorization for a common household pet may be revoked and the pet(s) may be required to be removed from the premises immediately at any time subject to the Housing Authority's grievance procedure if the pet becomes destructive, aggressive or a nuisance to others, or if the tenant fails to comply with this policy.

**ATTACHMENT M**

## **ATTACHMENT N**

### **SECTION 8 HOMEOWNERSHIP PROGRAM CAPACITY STATEMENT ca035n01**

In accordance with HUD Notice PIH-48, the following information provides the Housing Authority City of San Buenaventura's capacity and intent to continue the homeownership component of the Housing Choice Voucher Program.

The PHA currently administers the City of Ventura's Homebuyer Assistance Program, and the Section 8 Voucher Homeownership Program. Both components are part of our overall mission to further homeownership opportunities for low and very low-income residents.

The Section 8 Voucher Homeownership Program offers selected families the opportunity to convert Section 8 tenant-based rental assistance into a mortgage subsidy. The enabling regulatory language is found at 24 CFR Parts 5 and 983.

Recognizing that the potential homeowner will require counseling, training and financial assistance, the PHA has entered into a Memorandum of Understanding with Cabrillo Economic Development Corporation to provide these services. In exchange, the PHA shall refer eligible participants and administer the Housing Choice Voucher, in accordance with the regulations.

The collaboration of the PHA and Cabrillo Economic Development Corporation will result in a program design, which will be documented and described in the Section 8 Administrative Plan.

## ATTACHMENT O

### STATEMENT REGARDING PROGRESS IN MEETING MISSION AND GOALS ca035o01

**PHA GOAL: increase the availability of decent, safe and affordable housing**

Objective: Apply for additional rental vouchers: The Housing Authority responds to every opportunity to acquire additional housing vouchers and continues to collaborate with other non-profit housing providers to ease affordability issues.

Objective: Reduce public housing vacancies: Public Housing Staff maintains a 98% lease-up rate in Public Housing units. All units are readied and re-entered under the HUD recommended time. We average about a 7-day turn-around time from vacancy to re-occupancy. Staff continues to maintain a Tenant's Accounts Receivables of less than 5%. Very minimal displacement of residents is necessary to accomplish this goal.

Objective: Leverage private or other public funds to create additional housing opportunities: The Housing Authority has been invited to participate in and will continue to attend Ad Hoc Housing Committee meetings at City Hall in Ventura. The purpose of the Ad Hoc Committee is to discuss affordable housing issues in general, explore development incentives and provide input regarding the City's Draft Housing Element and Downtown Housing Strategy. The City currently has funding available, and will issue a NOFA in June or July. The Agency is prepared to apply for a portion of this funding to develop additional affordable housing units.

The Housing Authority is collaborating with a private developer to obtain tax credits and issue bonds to finance for a 38-unit senior project for very low and low income seniors. The Housing Authority will own and manage the units with a tax credit investor for the 15-year investment period, retaining full ownership at the end of the 15 years. Project-based Section 8 assistance has been committed to this project.

The Housing Authority recently sent a letter to the City, asking that our PILOT (Payment in Lieu of Taxes) be waived. Instead, we proposed the Authority's payment of PILOT funds be deposited into a trust account to be used solely for the purpose of increasing the supply of low/very low-income housing in the City of Ventura. This goal would be accomplished through new construction, acquisition, and/or acquisition and rehabilitation. We would provide the City Council with a report each year on the amount of funds added to the account, the overall balance of the Housing Trust Fund, and any development activity that occurred during the fiscal year.

## ATTACHMENT O

Objective: Acquire or build units or developments: Housing Authority staff continues to seek opportunities to acquire or build new units. Our staff and Board members are invited to review and provide input regarding proposed new projects, based on our experience, whenever affordable developments are considered in the community

The Housing Authority is collaborating with a private developer to obtain tax credits and issue bonds to finance for a 38-unit senior project for very low and low income seniors. The Housing Authority will own and manage the units with a tax credit investor for the 15-year investment period, retaining full ownership at the end of the 15 years. Project-based Section 8 assistance has been committed to this project.

Objective: Increase housing opportunities by committing Section 8 Project-Based Vouchers to units resulting from innovative partnerships between the PHA and interested developers.

The Housing Authority is collaborating with a private developer to obtain tax credits and issue bonds to finance for a 38-unit senior project for very low and low income seniors. The Housing Authority will own and manage the units with a tax credit investor for the 15-year investment period, retaining full ownership at the end of the 15 years. Project-based Section 8 assistance has been committed to this project.

### **PHA GOAL: Improve the Quality of Assisted Housing**

Objective: Improve public housing management: (PHAS score)

Objective: Improve voucher management: (SEMAP score)

Staff continues to work at improving its PHAS & SEMAP scores. Our most recent PHAS score was 93, meaning we are a high performer. Our most recent SEMAP score ranked us a high performer in the administration of the Section 8 Program as well.

Objective: Increase customer satisfaction: The Housing Authority received a Resident Score of 0.7 for the "Communication" Sub-Indicator. In order to improve communication and to implement our goal of expanding opportunities for our residents, we distributed a survey form to solicit resident input, mailed it to all residents and use the format for continued emphasis at the time of annual re-exam. The results of the survey have helped us initiate new programs and training, based on stated interests of the residents.

Another method used to improve communication with residents is the monthly distribution of a newsletter regarding our Computer Center and its learning programs. We include a monthly calendar as well, to inform residents of upcoming events, field trips and special classes.

## ATTACHMENT O

A special newsletter has been developed for FSS clients called the BEE (Big Escrow Earners). All those who participate in the FSS program receive these quarterly newsletters. A newsletter targeted children of FSS participant is being developed

We also publish a quarterly newsletter to share news about our entire inventory of public housing units. Articles summarize recent field trips for our seniors and youth, descriptions of resident meetings, and major capital fund projects. Upcoming articles will educate residents about mold, vector control and security.

A Housing Authority office was opened on the east end of town to provide more convenient access for residents and applicants who live in the area.

*Objective: Renovate or modernize public housing units:* Capital funds are being used to modernize our oldest Public Housing developments and to improve aged amenities in others. This has afforded the Housing Authority the opportunity to compete with private sector rentals. In many cases, Housing Authority units exceed the condition and appearance of private rental housing stock in the area.

The Agency plans to issue a bond (in a pool with other housing authorities) to pay for the completion of Westview modernization. Of the 180 units in Westview, 86 still need to be modernized. Issuing a bond will enable the Agency to complete the units in less than two years, rather than renovating an average of 10 per year. The bonds will be repaid with Capital Fund monies over a 20 year period.

The Agency is assessing whether Energy Performance contracting is a cost-effective mechanism to fund energy improvements in public housing units.

### **PHA GOAL: Assisted Housing Choices**

*Objective: Increase Voucher Payment Standards:* Section 8 Voucher Payment Standards were increased by HUD to the 50<sup>th</sup> percentile, allowing the Housing Authority to raise its program limits to access a broader selection of the local housing inventory.

*Objective: Conduct outreach efforts to potential voucher landlords:* To complement the acceptability of higher rental costs an aggressive effort to reach potential landlords was initiated and the Section 8 current lease rate is at 100%.

*Objective: Manage payment standard levels.* In order not to inflate the rental market nor reduce the number of units available to Section 8 voucher participants.

## ATTACHMENT O

### **PHA GOAL: Provide an improved living environment**

Through PHDEP funding, the Housing Authority has established goals that provide youth living in Public Housing with experiences that are not usually available to them because of limited family resources. Resident youth have been involved in the arts, cooking classes, computer training, woodwork training, as well as recreational activities. These include museum and technology exhibit field trips, surfing, lifeguard training and aquatics, as well as the traditional soccer, basketball and baseball. Our goal is to expose our population to opportunities and experiences outside of their “comfort zones” with the hope and expectation they will continue some of these activities in the future.

*Objective: Implement public housing security improvements:* The Housing Authority received a Resident Score of 0.8 for the “Safety” Sub-Indicator, which was an increase from last year. In order to improve the resident’s sense of security, the Housing Authority continues to find ways to improve security in and around the buildings. New door handles and locks have been changed in most of the senior buildings. Increased lighting has been installed, wherever possible. Local vehicle codes have been researched and new signs will be installed, so that non-resident vehicles can be towed. The fire alarm systems have been upgraded in some of the senior buildings.

### **PHA GOAL: Promote self-sufficiency and asset development of assisted households**

*Objectives: Increase the number and percentage of employed persons in assisted families; Provide or attract supportive services to improve recipients employability; Provide or attract supportive services to increase independence for elderly or families with disabilities:* Staff has established a system that affords Housing Authority resident population the opportunity to apply for employment with local job referral agencies and compete for employment. The Housing Authority will continue participation and involvement with all agencies offering these services to our residents.

We recently were the recipient of a local and national NAHRO award for our Computer Repair Program. Our Computer Repair Program was created to go beyond introductory computer classes. We wanted to enhance the computer literacy skills of our residents by teaching computer repairs with a tangible reward upon completion. This free program was developed so that students at any computer skill level can participate. After completing the twelve-week program, each student is given a reconditioned computer of his or her own.

The Housing Authority recently concluded a successful series of Janitorial Training Programs. We initiated an Office Assistant Training Program and negotiated a contract with the County of Ventura to place our trainees in county offices after 6-months of training at the PHA office.

## ATTACHMENT O

As a recent recipient of a HUD Neighborhood Networks Grant, the Housing Authority created five centers providing computer and free Internet access to Public Housing residents of the City of San Buenaventura. The NN Centers represents a computer link where residents can go to polish a resume, look for jobs on-line, and research classroom training in their community. Health education and training programs will be offered by our partners at the County Public Health Department. Staff enhances each workshop by teaching links to the Internet associated with each training session. As residents research health topics, homework assignments and job opportunities, they also improve their computer literacy skills.

### **PHA GOAL: Ensure Equal Opportunity in Housing for all residents of Ventura**

The Housing Authority continues to administer the City of Ventura's tenant-landlord/fair housing referral service in an effort to ensure equal opportunity and accessibility for all residents. We refer fair housing issues to the Southern California Housing Rights Center and coordinate our services with them.

### **OTHER PHA GOALS: Help families move from rental housing to homeownership.**

Our Agency initiated the Section 8 Voucher Homeownership Program to enable low-income renters to utilize their subsidy in conjunction with a mortgage on a home purchase. The first escrow closed in May 2003.

The FSS Program was expanded to include not only Section 8 clients, but also Public Housing residents. Seventy-nine Section 8 households and 25 Public Housing households participate in the FSS Program, for a total of 104 households.

Our Agency executed a contract with the County of Ventura to administer an IDA (Individual Development Account) Program for low-income County employees. The IDA bank accounts were to be used to save for downpayment on a home. Due to escalating housing prices and significant budget cuts at the State level, the County terminated the program after just a few months, disappointing the 9 participating employees who had enrolled when the program was first introduced.

### **OTHER PHA GOALS: Assist in the preservation of affordable rental and for-sale properties within the City.**

Under contract with the City, our Agency continues to monitor affordability covenants and resale restrictions on designated properties. We also provide input regarding new City programs that envision resale restrictions.

## ATTACHMENT O

### **Strive to continue with the FSS program in spite of HUD's reduction /elimination of financial support for staffing.**

The existing FSS Program was expanded to include not only Section 8 clients, but also Public Housing residents. Seventy-nine Section 8 households and 25 Public Housing households participate in the FSS Program, for a total of 104 households.

In addition to the general case management and referrals to support services as required by HUD guidelines, the PHA initiated the following new projects in 2003 to support the FSS Program

- Began publishing an FSS Program newsletter "The BEE", to keep FSS participants informed of program events, celebrate individual and collective successes, and encourage those with waning enthusiasm to persevere in working towards their goals.
- Began hosting evening workshops for FSS participants and family members at the agency. This encourages quality family time and exposure to new ideas. Volunteer guest speakers from professional fields served as facilitators. For example, a Certified Public Accountant donated time to work one-on-one with a group with budgeting problems. Local small business owners agreed to speak to participants with goals of self-employment about the realities of owning a business. The participants have found the workshops sponsored by the agency more non-threatening than attending a class in a more formal environment, thus building their moral to try other classes and experiences.
- Began offering the Money Smart Adult Education course modules to participants and family members.
- Began an outreach campaign to children of FSS participants. A newsletter is in process.