

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

City of Hawthorne Public Housing Authority PHA Plan

Annual Plan for Fiscal Year 2004
July 1, 2004 through June 30, 2005

APPROVED BY HOUSING AUTHORITY – APRIL 13, 2004

Prepared by
City of Hawthorne
Department of Housing and Community Development
4455 West 126th Street
Hawthorne, CA 90250

**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: City of Hawthorne

PHA Number: CA126

PHA Fiscal Year Beginning: 07/2004

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) Memorial Community Center

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)

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.

See Attachment A Executive Summary of Annual Plan

iii. 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.

Table of Contents

	<u>Page #</u>
Annual Plan	
i. Executive Summary	Attachment A
ii. Table of Contents	1
1. Housing Needs	5
2. Financial Resources	10
3. Policies on Eligibility, Selection and Admissions	11
4. Rent Determination Policies	21
5. Operations and Management Policies	25
6. Grievance Procedures	26
7. Capital Improvement Needs	27
8. Demolition and Disposition	29
9. Designation of Housing	30
10. Conversions of Public Housing	31
11. Homeownership	32
12. Community Service Programs	34
13. Crime and Safety	37

14. Pets (Inactive for January 1 PHAs)	39
15. Civil Rights Certifications (included with PHA Plan Certifications)	39
16. Audit	39
17. Asset Management	39
18. Other Information	40

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
- FY 2000 Capital Fund Program Annual Statement
- 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
- FY 2000 Capital Fund Program 5 Year Action Plan
- Public Housing Drug Elimination Program (PHDEP) Plan
- Comments of Resident Advisory Board or Boards (must be attached if not included in PHA Plan text)
- Other (List below, providing each attachment name)

- Attachment A** Executive Summary
- Attachment B** Statement of Housing Needs
- Attachment C** Strategy for Addressing Needs Narrative
- Attachment D** Statement of Progress in Meeting 5-Year Plan Mission and Goals
- Attachment E** Hardship Exemptions to Minimum Rent Policies
- Attachment F** HUD Form 50070 Certification of a Drug-Free Workplace
HUD Form 50071 Certification of Payments to Influence Federal Transactions
Standard Form LLL Disclosure of Lobbying Activities
- Attachment G** Listing of PHA Board of Directors and Resident Advisory Board

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.

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
X	PHA Plan Certifications of Compliance with the PHA Plans	5 Year and Annual Plans

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	and Related Regulations	
X	State/Local Government Certification of Consistency with the Consolidated Plan	5 Year and Annual Plans
X	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
X	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
X	Most recent board-approved operating budget for the public housing program	Annual Plan: Financial Resources;
	Public Housing Admissions and (Continued) Occupancy Policy (A&O), which includes the Tenant Selection and Assignment Plan [TSAP]	Annual Plan: Eligibility, Selection, and Admissions Policies
X	Section 8 Administrative Plan	Annual Plan: Eligibility, Selection, and Admissions Policies
	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 2/18/99 <i>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
	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
	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
X	Section 8 rent determination (payment standard) policies <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Rent Determination
	Public housing management and maintenance policy documents, including policies for the prevention or eradication of pest infestation (including cockroach	Annual Plan: Operations and Maintenance

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component
	infestation)	
	Public housing grievance procedures <input type="checkbox"/> check here if included in the public housing A & O Policy	Annual Plan: Grievance Procedures
X	Section 8 informal review and hearing procedures <input checked="" type="checkbox"/> check here if included in Section 8 Administrative Plan	Annual Plan: Grievance Procedures
	The HUD-approved Capital Fund/Comprehensive Grant Program Annual Statement (HUD 52837) for the active grant year	Annual Plan: Capital Needs
	Most recent CIAP Budget/Progress Report (HUD 52825) for any active CIAP grant	Annual Plan: Capital Needs
	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
	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
	Approved or submitted applications for demolition and/or disposition of public housing	Annual Plan: Demolition and Disposition
	Approved or submitted applications for designation of public housing (Designated Housing Plans)	Annual Plan: Designation of Public Housing
	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
	Approved or submitted public housing homeownership programs/plans	Annual Plan: Homeownership
	Policies governing any Section 8 Homeownership program <input type="checkbox"/> check here if included in the Section 8 Administrative Plan	Annual Plan: Homeownership
	Any cooperative agreement between the PHA and the TANF agency	Annual Plan: Community Service & Self-Sufficiency
X	FSS Action Plan/s for public housing and/or Section 8	Annual Plan: Community Service & Self-Sufficiency
	Most recent self-sufficiency (ED/SS, TOP or ROSS or other resident services grant) grant program reports	Annual Plan: Community Service & Self-Sufficiency
	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
X	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
	Troubled PHAs: MOA/Recovery Plan	Troubled PHAs
	Other supporting documents (optional) (list individually; use as many lines as necessary)	(specify as needed)

List of Supporting Documents Available for Review		
Applicable & On Display	Supporting Document	Applicable Plan Component

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	Affordability	Supply	Quality	Accessibility	Size	Location
Income <= 30% of AMI	2,782	5	2	5	NA	3	1
Income >30% but <=50% of AMI	2,692	5	2	4	NA	3	1
Income >50% but <80% of AMI	3,331	2	2	4	NA	2	1
Elderly	1,014	4	2	4	NA	1	1
Families with Disabilities	NA	4	4	4	NA	1	1
Race/Ethnicity – White	2,232	5	2	4	NA	NA	1
Race/Ethnicity – Black	3,106	5	2	4	NA	NA	1
Race/Ethnicity – Hispanic	2,675	5	2	4	NA	NA	1

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: 2000 to 2004
- U.S. Census data: the Comprehensive Housing Affordability Strategy ("CHAS") dataset
- 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	2,484		100
Extremely low income <=30% AMI	1,839	74.0	
Very low income (>30% but <=50% AMI)	501	20.2	
Low income (>50% but <80% AMI)	72	2.9	
Families with children	1,589	64.0	
Elderly families	73	2.9	
Families with Disabilities	407	16.4	
Race/ethnicity –	83	3.3	

Housing Needs of Families on the Waiting List			
White			
Race/ethnicity – Black	2,100	84.5	
Race/ethnicity – Indian/Alaskan	38	1.5	
Race/ethnicity – Asian/Pacific	16	0.6	
Race/ethnicity – Hispanic	175	7.1	
Race/ethnicity – Other	72	2.9	
Characteristics by Bedroom Size (Public Housing Only)			
1BR			
2 BR			
3 BR			
4 BR			
5 BR			
5+ BR			
Is the waiting list closed (select one)? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes			
If yes:			
How long has it been closed (# of months)? 1 Month			
Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			
Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			

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) Work with nonprofit agencies to develop alternative housing choices for elderly.

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) Work with nonprofit agencies to develop alternative housing choices for the disabled and supportive services.
Work with the Los Angeles County Office of Mental Health to provide supportive services to participants to prevent evictions, assist in leasing and compliance with Section 8 Program rules.

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.

Financial Resources: Planned Sources and Uses		
Sources	Planned \$	Planned Uses
1. Federal Grants (FY 2000 grants)	0	
a) Public Housing Operating Fund	0	
b) Public Housing Capital Fund	0	
c) HOPE VI Revitalization	0	
d) HOPE VI Demolition	0	
e) Annual Contributions for Section 8 Tenant-Based Assistance	5,919,116	
f) Public Housing Drug Elimination Program (including any Technical Assistance funds)	0	
g) Resident Opportunity and Self-Sufficiency Grants	0	
h) Community Development Block Grant	426,000 20,000 15,000 15,000 60,000	Code Enforcement St. Margaret's Center Behavioral Health Services (Patterns) People Assisting the Homeless (P.A.T.H.) CrimeFree Multifamily Housing
i) HOME	38,850 821,816	Fair Housing Multifamily Rehabilitation
Other Federal Grants (list below) Section 8 Rental Assistance	323,000	Additional Housing Choice Vouchers
Housing Choice Voucher Family Self Sufficiency Coordinator	51,896	FSS Program Coordinator
2. Prior Year Federal Grants (unobligated funds only) (list below)	0	
3. Public Housing Dwelling Rental Income	0	
4. Other income (list below)	0	
5. Non-federal sources (list below)	0	
Total resources	7,690,678	

3. PHA Policies Governing Eligibility, Selection, and Admissions

A. Public Housing - Not Applicable

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: (state number)
- 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
- 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)

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) Current and prior landlord's names and addresses, if known. Tenant history if requested in writing.

(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)

(3) Search Time

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

If yes, state circumstances below: Upon request by participant

(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)
Involuntary displacement by City of Hawthorne action.
Very large family (having five or more minor children)

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.

3 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
- 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
- (2) Other preference(s) (list below)
 - Involuntary displacement by City of Hawthorne action.
 - Very large family (having five or more minor children)

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

- 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)

- 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
- 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)

4. PHA Rent Determination Policies

[24 CFR Part 903.7 9 (d)]

A. Public Housing – Not Applicable

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)
- 95th 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) Payment Standard relative to Rent Reasonableness data

(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)

See Attachment E Hardship Exemptions to Minimum Rent Policy

5. Operations and Management

[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:
 The City of Hawthorne Housing Authority is the PHA for the Section 8 Program. The Mayor, City Council, and a Section 8 participant comprise the Housing Authority Board. The staff for the program is the City of Hawthorne Department of Housing and Community Development. The Department is headed by the Director of Housing and Community Development and also includes 1 Housing Administrator, 7 Housing Specialists, 2 Housing Inspectors, 1 Housing Assistance, 1 Financial Clerk, and 1 Administrative Clerk.

B. HUD Programs Under PHA Management

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		

Section 8 Vouchers	684	100
Section 8 Certificates		
Section 8 Mod Rehab	2	0
Special Purpose Section 8 Certificates/Vouchers (list individually)		
Public Housing Drug Elimination Program (PHDEP)		
Other Federal Programs(list individually)		
Total	686	100

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) Copies of the Hawthorne Administrative Plan for the Section 8 Housing Voucher Program. Copies of the Administrative Plan are available at:
City Hall
Department of Housing and Community Development
4455 West 126th Street
Hawthorne, CA 90250

6. PHA Grievance Procedures

[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 – Not Applicable

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 - Not Applicable

[24 CFR Part 903.7 9 (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)

-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)

-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 - Not Applicable

[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.)

Demolition/Disposition Activity Description
1a. Development name:
1b. Development (project) number:
2. Activity type: Demolition <input type="checkbox"/> Disposition <input type="checkbox"/>
3. Application status (select one)

Approved <input type="checkbox"/> Submitted, pending approval <input type="checkbox"/> Planned application <input type="checkbox"/>
4. Date application approved, submitted, or planned for submission: <u>(DD/MM/YY)</u>
5. Number of units affected:
6. Coverage of action (select one) <input type="checkbox"/> Part of the development <input type="checkbox"/> Total development
7. Timeline for activity: a. Actual or projected start date of activity: b. Projected end date of activity:

9. Designation of Public Housing for Occupancy by Elderly Families or Families with Disabilities or Elderly Families and Families with Disabilities – Not Applicable

[24 CFR Part 903.7 9 (i)]

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.

Designation of Public Housing Activity Description
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 – Not Applicable

[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.

Conversion of Public Housing Activity Description
1a. Development name:
1b. Development (project) number:

<p>2. What is the status of the required assessment?</p> <p><input type="checkbox"/> Assessment underway</p> <p><input type="checkbox"/> Assessment results submitted to HUD</p> <p><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question)</p> <p><input type="checkbox"/> Other (explain below)</p>
<p>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.)</p>
<p>4. Status of Conversion Plan (select the statement that best describes the current status)</p> <p><input type="checkbox"/> Conversion Plan in development</p> <p><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)</p> <p><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway</p>
<p>5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)</p> <p><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: _____)</p> <p><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: _____)</p> <p><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent</p> <p><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units</p> <p><input type="checkbox"/> Other: (describe below)</p>

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

[24 CFR Part 903.7 9 (k)]

A. Public Housing – Not Applicable

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.)

Public Housing Homeownership Activity Description (Complete one for each development affected)	
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

[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 has 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) PHA will not do an Interim Re-examination for households where the income has increased due to an increase in the number of hours worked and/or rate of pay at the same job, as reported at the prior Annual Certification.

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)
Mental Health Services	50	Open to all participants	PHA Main Office and the Los Angeles County Department of Mental Health	Section 8 participants

(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	0	0
Section 8	26	6

- 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)

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

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 used 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.

- 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 2000 in this PHA Plan?
- Yes No: This PHDEP Plan is an Attachment. (Attachment Filename: ____)

14. RESERVED FOR PET POLICY – Not Applicable

[24 CFR Part 903.7 9 (n)]

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.

See Attachment F Civil Rights Certification

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

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)

- Attached at Attachment (File name)
- Provided below: Resident Advisory Board recommended approval of the PHA Annual Plan, as proposed.

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) Recommendation forwarded to the Housing Authority Board of Directors

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

1. Yes 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 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
 Other: (describe) Resident on the PHA Board nominated by the Resident Advisory Board

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) Resident on the PHA Board elected by the Resident Advisory Board

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 Hawthorne
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)
Fair Housing activities are funded with HOME Program administrative funds
- Other: (list below)

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

See Attachment D Statement of Progress in Meeting 5-Year Plan Missions and Goals

D. Other Information Required by HUD

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

Attachments

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

Attachment A	Executive Summary
Attachment B	Strategy of Housing Needs
Attachment C	Strategy for Addressing Needs Narrative
Attachment D	Statement of Progress in Meeting 5-Year Plan Missions and Goals
Attachment E	Hardship Exemptions to Minimum Rent Policies
Attachment F	Certifications: <ul style="list-style-type: none">• Civil Rights Certification• PHA Certifications of Compliance with the PHA Plan and Related Regulations – Board Resolution to Accompany the PHA Plan• Certification by State or Local Official of PHA Plans Consistency with the Consolidated Plan• HUD Form 50070 Certification for a Drug-Free Workplace• HUD Form 50071 Certification of Payments to Influence Federal Transactions• Standard Form LLL Disclosure of Lobbying Activities
Attachment G	Listing of PHA Board of Directors and Resident Advisory Board

PHA Plan Table Library

Component 7 Capital Fund Program Annual Statement Parts I, II, and II

Annual Statement Capital Fund Program (CFP) Part I: Summary

Capital Fund Grant Number FFY of Grant Approval: (MM/YYYY)

Original Annual Statement

Line No.	Summary by Development Account	Total Estimated Cost
1	Total Non-CGP Funds	
2	1406 Operations	
3	1408 Management Improvements	
4	1410 Administration	
5	1411 Audit	
6	1415 Liquidated Damages	
7	1430 Fees and Costs	
8	1440 Site Acquisition	
9	1450 Site Improvement	
10	1460 Dwelling Structures	
11	1465.1 Dwelling Equipment-Nonexpendable	
12	1470 Nondwelling Structures	
13	1475 Nondwelling Equipment	
14	1485 Demolition	
15	1490 Replacement Reserve	
16	1492 Moving to Work Demonstration	
17	1495.1 Relocation Costs	
18	1498 Mod Used for Development	
19	1502 Contingency	
20	Amount of Annual Grant (Sum of lines 2-19)	
21	Amount of line 20 Related to LBP Activities	
22	Amount of line 20 Related to Section 504 Compliance	
23	Amount of line 20 Related to Security	
24	Amount of line 20 Related to Energy Conservation Measures	

Annual Statement
Capital Fund Program (CFP) Part II: Supporting Table

Development Number/Name HA-Wide Activities	General Description of Major Work Categories	Development Account Number	Total Estimated Cost

Annual Statement

Capital Fund Program (CFP) Part III: Implementation Schedule

Development Number/Name HA-Wide Activities	All Funds Obligated (Quarter Ending Date)	All Funds Expended (Quarter Ending Date)

Optional Table for 5-Year Action Plan for Capital Fund (Component 7)

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

Optional 5-Year Action Plan Tables				
Development Number	Development Name (or indicate PHA wide)	Number Vacant Units	% Vacancies in Development	
Description of Needed Physical Improvements or Management Improvements			Estimated Cost	Planned Start Date (HA Fiscal Year)
Total estimated cost over next 5 years				

Attachment A

Executive Summary of Annual Plan

The mission of the Hawthorne Public Housing Agency is to effectively provide quality customer service and economic assistance to low-income persons/families and to insure tenancy in decent, safe, and sanitary housing. The PHA Plan and the City of Hawthorne Consolidated Plan are completely compatible. The Consolidated Plan includes several programs, which will benefit the Section 8 participants, directly or indirectly.

The primary foci of the PHA Annual Plan for Program Year 2004 are to maintain the lease-up (Section 8 participation) rate between 95% and 100% and to provide direct services to the participants to improve their quality of life. The City will enter into a new contract with the Los Angeles County Department of Mental Health to provide support services for Section 8 participants in order to prevent evictions and to assist in finding suitable housing. The City will expand the CrimeFree Multifamily Housing Program in buildings occupied by Section 8 participants. The Program provides owners/managers training to increase tenant safety and security.

The City will continue to enroll participants in its Family Self Sufficiency Program, encouraging existing participants to seek training and education to enhance their ability to become economically self sufficient.

Attachment B

Statement of Housing Needs

III. HOUSING NEEDS

Consolidated Plan Table 2A, (See Appendix IV), Priority Housing Needs Summary Table, depicts the estimated needs of the very low and low-income households of the City. The information presented was obtained from the 1990 Census provided by HUD as the CHAS Data-Book.

The following analysis of current City housing conditions presents housing needs and concerns relative to various segments of the population.

Several factors will influence the degree of demand, or "need," for new housing in Hawthorne in coming years. The four major "needs" categories considered in this element include:

- Housing needs resulting from population growth, both in the City and the surrounding region;
- Housing needs resulting from the overcrowding of units;
- Housing needs that result when households are paying more than they can afford for housing; and
- Housing needs of "special needs groups" such as elderly, large families, female-headed households, households with a disabled person, and the homeless.

Analysis of demographics and market conditions indicates that the number of households at the extremes of the income spectrum will continue to grow while the traditional middle income segments decline in size and activity in the housing market.

In terms of specific housing needs, home ownership and the first time homebuyer program will become critical for the moderate to above moderate income population, while the other income groups will need help in meeting the increasingly higher cost burdens.

State housing policy recognizes that cooperative participation of the private and public sectors is necessary to expand housing opportunities to all economic segments of the community. A primary State goal is the provision of decent housing and suitable living environment for Californians of all economic levels.

Historically, the private sector generally responds to the majority of the community's housing needs through the production of market-rate housing. However, the percentage of the population on a statewide basis who can afford market rate housing is declining. "Affordable housing costs with respect to very low, low and moderate income households shall not exceed 30 percent of gross household income." (Health and Safety Code, Section 50052.9).

A. Cost Burden/Overpayment

Cost burden or overpayment is one of the major housing needs that must be discussed in the Consolidated Plan. This need is estimated on the basis of lower income households that spend more than 30% of their income on housing costs. Severe cost burdened is defined as 50% or more of income being spent on housing costs.

Table 18 reports on the number of cost burdened households by income group and tenure. There are an estimated 8,862 lower income households -- both owners and renters -- that are spending more than 30% of their income on housing costs. Financial assistance to reduce or eliminate overpaying is unavailable for owners. Assistance from the Section 8 program is available to renters.

There are an estimated 8,132 lower income renters that are cost burdened. About one half of the cost burdened households are allocating 30-50% of their income on housing costs and another one-half are paying more than 50% of their income on housing costs.

The amount of Section 8 rental assistance available from HUD is insufficient to meet the needs of all cost burdened households. The detailed information is presented on Table 18 below.

**TABLE 18
CITY OF HAWTHORNE
COST BURDENED HOUSEHOLDS BY
INCOME GROUP AND TENURE**

Income Group	Cost Burden (30%-50%)		Severe Cost Burden (50+%)	
	Renters	Owners	Renters	Owners
Extremely Low	228	58	2,494	169
Very Low	1,352	86	1,286	142
Low	2,578	119	200	150
Moderate	401	182	7	78
TOTAL	4,559	445	3,987	539

Source: HUD CHAS Data Book 1994 CHAS Table 1C-Housing Assistance Needs of Low/Moderate Income Households.

Note: Cost Burden = households paying 30%-50% of their income on housing costs.

Severe Cost Burden = households paying 50%+ of their income on housing costs.

B. Overcrowding

Housing unit overcrowding reflects the inability of households to rent or buy housing with sufficient space to meet their needs. The 1990 Census includes an indicator of overcrowded households as households with more than 1.01 persons per room, excluding bathrooms,

kitchens, hallways, and porches, while severe overcrowding is measured by 1.5 or more persons per room.

The 1990 Census reported that 19% of the City's households were overcrowded, a significant percentage increase since 1980. Table 19 provides more detailed data on overcrowded households by income group and tenure.

**TABLE 19
CITY OF HAWTHORNE
INCIDENCE OF OVERCROWDED HOUSEHOLDS
BY TENURE AND INCOME GROUP**

Income Group	Renters		Owners	
	Large	All	Other Than Elderly	All
0-30%	81.9%	27.8%	32.3%	14.2%
31-50%	78.9%	36.9%	33.7%	17.4%
51-80%	75.3%	36.3%	33.4%	25.5%
Total	72.6%	28.6%	22.1%	17.6%

Source: U.S. Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) Data Book, (June 4, 1993), Table 8, "Incidence of Overcrowded Households: 1990 by Tenure and Income Group for All Households and Large-Related Households". (Note: HAMFI = HUD Area Median Family Income)

C. Substandard Housing Conditions

The definition of substandard are units which do not meet or exceed the Section 8 Existing Housing Quality Standards or local building codes whichever are stricter. Suitable for rehabilitation is defined as having the potential for providing safe, sound, and decent housing, conforming to safe building practices and City zoning regulations after maximum available benefits under the City's housing rehabilitation programs have been used for rehabilitation. The definition of suitable for rehabilitation also includes any substandard unit, which can be rehabilitated to a standard condition at an economically feasible cost.

According to the City's current Housing Element, there are 855 rental units requiring rehabilitation. Additionally, there are 645 owner units requiring rehabilitation.

The Citywide percentages of income group/tenure were applied to the specific count of units requiring rehabilitation to estimate the income distribution of households occupying units in need of rehabilitation. The results are listed below.

TABLE 20
HOUSING UNITS IN NEED OF REHABILITATION

Income Level	Renter	Percent	Owner	Percent
Extremely Low (< 30%)	149	17.4%	30	4.6%
Very Low (30-50%)	121	14.2%	50	7.8%
Low (51-80%)	192	22.4%	77	12.0%
Moderate (81-95%)	91	10.7%	45	7.0%
Above Moderate (96+%)	302	35.3%	443	68.6%

D. Categories of Residents in Need

1. Section 8 Waiting List: There is currently an eight year time period for anyone on the Section 8 waiting list to receive assistance. Almost all of the families on the waiting list meet federal preference criteria which includes occupants of substandard housing, families paying 50% or more of their income for housing, and involuntary displacement from their homes.
2. First-Time Homebuyers: The cost of housing is often beyond the means of many low-moderate income households. The ownership rate between 1980 and 1990 decreased from 32.7% to 25.6%. There are almost 7,493 renter-households in the 25-34 age group residing in Hawthorne. This population group is indicative of the need for a first-time homebuyer assistance program.
3. Elderly and Persons with Disabilities: According to the 1990 Census, there are an estimated 6,514 persons 62+ years of age. About one-half (49.4%) of this total were in the 70+ age category. About 1,703 seniors over the age of 65 reported disabilities in the form of self-care and mobility limitations. In the 1990 Census persons were identified as having a self-care limitation if they had a health condition that lasted for six months and which made it difficult to take care of their own personal needs, such as dressing, bathing, or getting around inside the home. Persons were identified as having a mobility limitation if they had a health condition that lasted six or more months and which made it difficult to go outside the home alone such as shopping and visiting the doctor's office.

E. Regional Housing Needs Assessment

The fair share allocation process begins with the California State Department of Finance's projections of statewide housing demand for a five year period, which is then apportioned by the State's official Department of Housing & Community Development (HCD) among each of the State's official regions. For Los Angeles County, the Southern California Association of Government (SCAG) is then responsible for providing an estimate of each City's fair share distribution of affordable and moderate housing.

1. The 1998-2003 Hawthorne Fair Share Estimate

The methodology presented represents a customized "fair share" estimate for Hawthorne for the 1998-2003 planning period, using the framework of the SCAG allocation approach, but updated to reflect post 1990 Census and other population and housing data, and recent SCAG regional allocation forecasts. The following table presents resulting estimated "fair share" allocation for the City of Hawthorne for the 1998-2003 planning period.

**TABLE 21
HAWTHORNE FAIR SHARE HOUSING NEEDS ALLOCATION
1998-2003**

Regional Share Needed	Very Low (25%)	Low (20%)	Moderate (23%)	Above Moderate (32%)
597	152	120	137	189

There is clearly a need for additional affordable housing within the City of Hawthorne.

2. Incidence of Housing Needs Among Racial/Ethnic Groups

The Consolidated Plan must include an analysis of any disproportionately greater needs among any racial or ethnic groups. For this purpose, disproportionately greater need exists when the percentage of persons in a category of need who are members of a particular racial or ethnic group is at least 10 percentage points higher than the percentage of persons in the category as a whole.

There are an estimated 2,196 very low income Black, Non-Hispanic households, and 2,062 very low-income Hispanic households within the City of Hawthorne. These two groups represent 45.1% and 42.3% of the entire very low-income minority household population. The vast majority of these two groups experience some form of "housing problem." Housing problems refer to cost burden, overcrowding and physically inadequate housing. Table III-3 on the following page presents the percentage breakdowns for the renter and owner households by minority status and family type.

About 88.1% of all very low-income minority renter households have some form of housing problem. About 85.5% Black, Non-Hispanic, very' low income renter households and 89.8% Hispanic very low income renter households have some form of housing problem.

The situation is not quite as dramatic for very low-income owner households. About 78.4% of all minority very low income owner households have housing problems; followed by 83.8% of the Hispanic households and 76.7% of the Black, Non-Hispanic households.

TABLE 22
CITY OF HAWTHORNE
PERCENT OF RENTER AND OWNER HOUSEHOLDS
WITH INCOMES BELOW 51% HAMFI HAVING
ANY HOUSING PROBLEMS BY
MINORITY STATUS AND FAMILY TYPE: 1990

	Renter	Owner
Black, Non-Hispanic	85.5%	76.7%
Elderly	63.0%	47.4%
Small	93.6%	78.3%
Large	84.5%	100.0%
Hispanic	89.8%	83.8%
Elderly	74.7%	46.2%
Small	96.6%	87.5%
Large	97.4%	100.0%
All-Minority	88.1%	78.4%
Elderly	71.3%	46.7%
Small	95.2%	76.0%
Large	96.2%	100.0%
All Households	87.4%	52.8%
Elderly	78.2%	38.2%
Small	93.9%	66.9%
Large	96.8%	100.0%

Source: U.S. Department of Housing and Urban Development, Comprehensive Housing Affordability Strategy (CHAS) Data Book, (June 4, 1993), Table 7 (Parts 2 and 4), "Percent of Renter and Owner Households with Incomes Below 51 % HAMFI: 1990 by Minority Status and Family Type". Note: HAMFI = HUD Area Median Family Income.

IV. ASSISTED HOUSING INVENTORY

A. Public Housing

The Redevelopment Agency currently owns and operates 8 units of affordable rental housing.

1. Section 8

There is currently an eight-year waiting list for Section 8 assistance. The Hawthorne Housing Authority currently receives 579 portable certificates, 297 portable vouchers, 395 in house certificates and 62 in house vouchers. The City will continue to support the Housing Authority to retain and expand their vouchers and certificates.

2. Other Assisted Housing

The City's project-based assisted housing inventory includes 224 Section 236 assisted apartment units in three projects:

- ✓ Cerise Apartments - 138 units
- ✓ Yukon Apartments - 58 units
- ✓ Lemoli Apartments - 28 units

Other assisted units are two Cal-Trans Replacement Housing Program developments, two 75-unit senior housing developments, and another 10 units developed privately under the City's density bonus policy.

B. Supportive Housing Needs/Facilities/Services

1. Supportive Housing Needs

In this sub-section, the CPD quantifies and describes supportive housing needs. Supportive housing is housing with a supportive environment, including intermediate care facilities, group homes, single room occupancy, and other housing that includes a planned services component. The following groups are included in the needs assessment: the elderly and frail elderly, persons with disabilities (mental, physical, developmental), persons diagnosed with HIV/AIDS, and other related needs. The needs assessments are based on the methodologies described in HUD's technical assistance manuals. These methodologies rely on national prevalence rates based on age, gender and income for the seven population groups. The national rates were adjusted to reflect the age /sex/ income-specific characteristics in Hawthorne. The numbers of persons in need of supportive housing is not extensive. The severity of needs and problems is very high among this population group, however.

a. Elderly and Frail Elderly

The distinction between elderly and "frail" lies in the functional status of the individual. Specifically, if the person has one or more Limitations to Activities of Daily Living (ADL's) or Instrumental Activities to Daily Living (IADL's), he or she may need assistance to perform daily living and, therefore, are considered as "frail elderly." According to the 1990 Census, there are an estimated 5,400 seniors 65+ years. About 9% to 26% of the senior population have one or ADL's depending on their age. Based on this information, there are an estimated 450+/-seniors with conditions that meet the definitions of frail elderly.

The senior population is not homogeneous and their incomes vary. Based on HUD information supplied for the CHAS, an estimated 67.5% of the senior population had annual incomes below the low -income threshold (<80% of the median income). The assumption is that elderly persons need supportive housing assistance if they are both frail and low-income, since supportive housing assistance offers services to compensate for frailty as well as financial assistance to offset low incomes. The estimated number of frail elderly persons with low incomes is 304 (450 X 67.5%).

b. Persons with Disabilities

1) Severely Mentally Ill: Based on national prevalence rates, one percent of the adult population (18 years +) have a severe mental illness on the basis of diagnosis, duration and disability. There are an estimated 54,000 persons over 18 years old. This means that an estimated 540 persons over the age of 18 have a condition that meet the definition of severe mental illness. About 46% of the City's households have incomes below 80% of the median income. As a result, it is estimated that about 250 severely mentally ill persons live in lower income households.

2) Developmentally Disabled: According to the Association for Retarded Citizens (ARC), a national organization for retarded and disabled citizens, this population is estimated to be about 1 to 3% of the total population. Based on the mid-point of these two percentages, it is estimated that 1,500 residents are developmentally disabled. An estimated 690 developmentally disabled are residing in lower income households.

3) Physically Disabled: The 1990 Census identifies three forms of mobility/self-care status: mobility limitation only, self-care limitation only, and mobility and self-care limitations. For the purposes of identifying the physically disabled population, any person with a mobility and/or self-care limitation was considered disabled. Based on this information, there are an estimated 7,000 physically disabled persons living in Hawthorne. An estimated 3,200 physically disabled persons would be residing in lower income households.

c. Alcohol and Drug Addiction

According to the National Institute of Alcohol Abuse and Alcoholism, the percentage of men with moderate or severe drinking problems is around 14% to 16%, and 6% for women. The adult male population over 18 is estimated at 26,000 while the female population is 27,000. Using the above-noted percentages, and applying them to the gender specific population over 18 years of age, estimated total number of persons with alcohol abuse problems 6,100. About 2,800 of these persons would be residing in lower income households.

Determining the population prone to drug abuse is more difficult. In a statewide report entitled, Crime and Delinquency in California, 1992, Published by the California Department of Justice, the rate of felony arrests for drug offenses was 580 per 100,000 and 400 per 100,000 for misdemeanors. Thus, there are approximately 980 arrests for drug offenses per 100,000 of the State population. Using these rates and applying them to the City's total population it is possible to determine the number of potential drug offenders with the City. Even though these rates are for arrests, and not necessarily for all people who use drugs, it is the best estimate available.

Using the above methodology, it is estimated that drug abuse affects 750 persons. About 350 would be living in lower income households.

d. AIDS/HIV

According to the County Center for Communicable Diseases (CDC), the countywide total of AIDS and HIV related diseases is 22,322 as of September 30, 1993. According to the CDC, the communicable number of cases within the City of Hawthorne is 115.

e. Elderly and Frail Elderly

The City's housing inventory includes 150 units designed to meet the needs of elderly persons and households. Additional elderly housing needs are met by Section 8 and Section 236 assisted units.

f. Disabled Population

The Section 8 Aftercare Program assists 110 very low-income households. No specific housing units have been built for the mentally and developmentally disabled population. For the physically disabled, the City's CDBG Housing Rehabilitation Program provides for a Handicapped Assistance Grant for the installation of wheelchair ramps and grab bars.

g. AIDS

No specific housing units have been built for this group.

V. HOMELESS NEEDS AND FACILITIES/SERVICES

A. Nature and Extent of Homelessness

1. Definitions of Homelessness

The definitions of homeless, homeless persons and homeless families, as contained in the Final Rules for the preparation of the Consolidated Plan, are as follows:

Homeless: An individual or family who: 1) lacks a fixed, regular and adequate nighttime residence; and 2) has a primary nighttime residence that is a) a supervised publicly or privately operated shelter designed to provide temporary living accommodations such as welfare hotels, congregate shelters, and transitional housing for the mentally ill; b) an institution that provides a temporary residence for individuals intended to be institutionalized; or c) a public or private place not designed for, or ordinarily used, as a regular sleeping accommodation for human beings.

Homeless Person (Individual): A youth (17 years or younger) not accompanied by an adult (18 years or older) or an adult without children.

Homeless Family with Children: A family that includes at least one parent or guardian and one child under the age of 18; a pregnant woman; or a person in the process of securing legal custody of a person under the age of 18; who is homeless.

2. Extent of Homelessness

The extent of homelessness in Hawthorne is difficult to quantify. The 1990 Census provided counts of the sheltered and unsheltered homeless. According to the Census, there are zero persons in sheltered facilities and one person was found unsheltered (i.e., visible in the street). The present estimate is 20-25 unsheltered persons at a maximum. Part 2 of Table 3 (Appendix IV) pertains to the sub-populations of the homeless with service needs related to: severe mental illness; alcohol and other drug abuse; SMI & alcohol/other drug abuse; domestic violence; homeless youth; and AIDS/related diseases.

3. Persons and Families Threatened with Homelessness

Section 8 Waiting List: Persons on the Section 8 waiting list may have severe financial problems and be doubling up, living in overcrowded living arrangements and deteriorated housing and be on the verge of homelessness. As of April 1995, the Hawthorne Housing Authority had a total of almost 800 families on its Section 8 waiting list. Almost all of the families on the waiting list meet the Federal preferences for admission to the Section 8 program. The Federal preferences are households that

are: displaced; paying more than 50% of their gross income for housing; and/or living in substandard housing.

Extremely Low Income, Severe Cost Burdened Renters: These renters make less than 30% of the median income and allocate 50% or more of their income for housing expenses. As indicated by Table 18 there are an estimated 2,500 extremely low income, severe cost burdened renter households. These households could be threatened with homelessness.

B. Inventory of Homeless Facilities and Services

1. Emergency Shelters and Transitional Housing Facilities

An area-wide inventory of facilities and services for homeless persons was conducted. The inventory encompassed all cities adjacent to Hawthorne plus the County of Los Angeles. There are no emergency shelter facilities in the cities of El Segundo, Hawthorne, Redondo Beach or Torrance. The City of Inglewood provides CDBG funds to the Southern California Veterans Service Council, which assists with emergency shelter. That organization issues approximately 30 motel vouchers per month. The Veteran's Service Council does not keep data on where the clients come from and could not estimate how many clients, if any, come from Hawthorne.

- Charlotte's House provides transitional housing with supportive services for multi-diagnosed homeless women with children from the Los Angeles County area and empower them with strengths, skills, dignity & job training to become self sufficient.
- The House of Yahweh in Lawndale provides transitional shelter for a maximum of 16 persons. This shelter accepts single men, single women, and families for a maximum of 60 days. Many clients are referred from social service agencies. Approximately one family from Hawthorne was served in 1992.
- The Beacon Light Shelter in Wilmington provides emergency shelter for men. The maximum stay at the 40-bed shelter is seven nights. The shelter serves 1,300-1,400 men per month. Of these, approximately 20 come from Hawthorne.
- The Bible Tabernacle facility in Venice provides emergency shelter to men, women, and families. Bible Tabernacle does not keep data on their client's last place of residence.

There is one facility located in Hawthorne, which services homeless/drug addicted persons. This facility is operated by the Behavioral Health Services. The facility is a "recovery home residential" with 45 beds.

2. Other Facilities

There are no day shelters, soup kitchens and other comparable facilities located in Hawthorne. To the City's knowledge, there are no private organizations operating food or hotel voucher programs for homeless persons in Hawthorne. The County of Los Angeles Social Services Department may operate food and/or hotel vouchers that assist homeless persons in or near Hawthorne.

- The Occupational Therapy Training Project provides job -training skills to youth in the City of Hawthorne.
- RFK is a Mobile Medical Unit which operates daily and offers basic primary health care and health screenings and education to schools, senior centers, health fairs and disaster sites.
- South Bay Free Clinic provides essential dental services to Hawthorne's extremely low, low and moderate-income families.
- PATH provides transitional housing linked with employment services to homeless people.

VI. LEAD-BASED PAINT ASSESSMENT NEEDS

Lead poisoning is the number one environmental health hazard to children in America today. An estimated 10 to 15 percent of all pre-schoolers in the United States are affected. One out of six children in California has lead poisoning. The health effects of lead poisoning are devastating and irreversible. Children can be exposed to lead in many ways. Sources of exposure include lead-based paint, lead-contaminated dust/soil, lead-containing ceramic ware and non-traditional health remedies.

Lead poisoning causes:

- Reductions in IQ
- Reading and learning disabilities
- Decreased attention span
- Hyperactivity and aggressive behavior

Age of housing is a primary indicator of the level of lead based paints (LBP) hazard in the community. The older the property, the more likely it contains lead based paint. Lead hazards are most severe in dilapidated older housing, with the worse the condition of the home, the greater the risk of lead exposure to children. Since 1978, paint has been allowed to have a lead content of no more than 600 parts per million.

More than three fourths of all pre-1978 homes contain lead based paint. Sources of lead based paint hazard include:

Lead dust (most common source of lead exposure)

- Lead released from paint as a result of Deterioration (on exterior walls)
- Abrasion (windows, floors, stairs)
- Impact (from doors)
- Disturbance (during painting or rehabilitation)
- Unsafe rehabilitation and demolition practices increase lead hazards

A national survey conducted for HUD has estimated the percent of homes having lead based paint somewhere in the unit based on the year of construction.

**TABLE 23
LEAD-BASED PAINT**

Construction Year	% Housing Units w/ Lead-Based Paint
Pre-1940	90% (+ 10%)
1940-1959	80% (+10%)
1960-1979	62% (+10%)

These surveys estimates of the prevalence of lead-based paint, together with age, tenure and income group data from the 1990 Census can be used to develop a preliminary, very rough estimate of the number of housing units at highest risk for lead-based paint hazard. HUD provided data on housing units by age of the units, tenure and affordability group. The above noted prevalence rates were applied to the age of housing data. Based on this methodology, there are about 6,500 very low and low-income housing units that may contain lead-based paint. The following table provides a general distribution of this part of inventory with potential lead-based paint hazards:

**TABLE 24
LEAD-BASED PAINT RISK**

	Very Low		Other Low	
Owner	80	6.2%	80	1.5%
Renter	1,217	93.8%	5,123	98.5%
Total	1,297	100.0%	5,203	100.0%

In assessing the potential lead paint hazard of these older structures, several factors must be considered. First, not all units with lead paint have hazards. Only testing for lead in dust, soil, deteriorated paint, chewable paint surfaces, friction paint surfaces, or impact paint surfaces provides information about hazards.

Properties more at risk than others include:

- Deteriorated units, particularly those with leaky roofs and plumbing.
- Rehabilitated units where there was not a thorough cleanup with high phosphate wash after the improvements were completed.

The Housing and Community Development Act of 1992 (Title X) represents a sweeping new approach to the existing problem of lead poisoning. Central provisions require the Federal government to evaluate and control lead hazards in all public housing and publicly-assisted housing. A new regulation published by HUD on September 15, 1999 outlines specific requirements that the City will undertake as follows:

- Ensure that all purchasers, occupants and owner-occupants of pre-1978 housing receive a brochure issued by the EPA.
- Ensure that a visual inspection be conducted in properties built before 1978 that will be receiving funds for rehabilitation.
- Conduct treatment of defective surfaces.
- Protect workers that will treat defective surfaces.
- Because of the potential number of units affected by lead-based paint, the City continues to monitor and implement programs to reduce lead-based paint hazards.

VII. FAIR HOUSING

The Fair Housing Act, Title VII of the Civil Rights Act of 1968, prohibits discrimination in the sale or rental of housing based on race, color, religion, sex, and national origin. Subsequent amendments ensured protection against housing discrimination based on physical or mental disability and familial status. In addition, the Fair Employment and Housing Act protects persons against discrimination based on marital status and ancestry and the, Unruh Civil Rights Act prohibits discrimination by business establishments.

The State of California has further protections. Under California Civil Code, Section 54.1, a housing provider may not deny equal access to housing to a blind or deaf person and the Ralph Act prohibits persons from engaging in intimidation, violence and other hate crimes based on the protected groups listed.

A. Status

In 1996, the City updated the Analysis of Impediments to Fair Housing report. The report made a number of recommendations to assist the City in removing barriers to Fair Housing. A summary of needs is listed below:

- Development of educational materials for the housing industry.
- Distribution of fair housing materials.
- Abate discrimination by counseling individuals with housing problems.
- Testing to discover illegal practices.
- Provide training workshops regarding tenant/landlord rights and responsibilities.

To further insure fair housing, the City will contract with the Westside Fair Housing Council Institute to investigate and mediate any fair housing issues.

Attachment C

Strategy for Addressing Needs Narrative

The Hawthorne Housing Authority is the designated Public Housing Agency for the City of Hawthorne. The City's Department of Housing and Community Development is the staff for the Housing Authority. The City's Department of Housing and Community Development administers the Section 8 Rental Assistance Housing Program, Community Development Block Grant Program, HOME Investment Partnership Program, American Dream Downpayment Program, and State funded CalHome Programs. The combination of the functions provides an ease of compatibility and complimentary actions that usually is not found in separate and distinct agencies.

The City has taken steps to maintain the lease-up rate for the Voucher Program as close to 100% as possible. The City absorbs all participants porting in from other jurisdictions, other than from the City of Los Angeles and the County of Los Angeles.

On January 30, 2004, the City opened its Waiting List for one day. The opening was advertised in local newspapers, including the Spanish newspaper, La Opinion, cable television, postings at City Hall and Memorial Center and flyers distributed through the Moneta Gardens Improvement Inc, St. Joseph's Church, and the South Bay Workforce Investment Board. More than 2,000 pre-applications were received on that day.

The City has been issuing Housing Vouchers to people from the City's Waiting List. The City issues more Vouchers than slots since the lease-up rate is about half. About one-quarter of the Voucher holders port out to other jurisdictions and the remaining one-quarter fail to submit a Request for Lease Approval prior to the expiration of the Housing Voucher.

The City will apply for additional Housing Vouchers during the year. Additional Vouchers will allow the City to increase the rate that people are issued Vouchers off from the Waiting List.

The City will continue contracting with the Los Angeles County Department of Mental Health to provide support services to Section 8 participants. The support services are intended to prevent evictions and possible termination of rental assistance due to behavioral problems. The agency will also assist participants locate suitable housing.

The City will use Administrative funds to widen the CrimeFree Multifamily Housing Program to increase tenant security and safety through crime prevention training and improvements in buildings occupied by Section 8 tenants.

Attachment D

Statement of Progress in Meeting 5-Year Plan Mission and Goals

The City of Hawthorne PHA has taken major steps towards realizing the mission and goals set forth in the 5-year PHA Plan.

The City did not make application for additional units due to the number of vacancies in the Section 8 Program. The City maintained its lease up rate at nearly 100% by issuing Housing Vouchers from the City's Waiting List. It is anticipated that the lease-up rate will remain near 100% for Program Year 2004.

On January 30, 2004, the City opened its Waiting List for one day. The City received over 2,000 pre-applications. In order to affirmatively market the program to attract more Latino participants, the City advertised the opening in the Spanish newspaper, La Opinion and distributed flyers through the Moneta Gardens Improvement Inc and St. Joseph's Church. All signs and forms were in English and Spanish, and Spanish speaking. Housing Specialists were available to assist in filling out the pre-application form.

The City has contracted with the South Bay Workforce Incentive Board (SBWIB) to administer the Family Self Sufficiency Program. The SBWIB is working with participants to develop individual training and service plans in anticipation of the execution of Contracts of Participation.

In order to maintain the housing stock, especially the rental housing stock, as standard, healthy, and safe housing, the City has several programs to be funded with CDBG and HOME funds. CDBG funds paid for increased Code Enforcement to prevent blight and to correct blighted conditions. HOME funds will provide loans and grants for the rehabilitation of multifamily housing units, which are occupied or intended to be occupied by low and moderate-income families. The City will provide funding to the CrimeFree Multifamily Housing Program from CDBG funds and Section 8 Administrative funds. The Program seeks to increase tenant safety and security.

Resolving the continued loss of homeownership opportunities is a major focus. The highest priorities for homeowners are financial assistance and housing rehabilitation. Mortgage assistance for first time home buyers is provided through American Dream Downpayment funding and CalHome funding. Successful applicants can receive up to \$80,000 to reduce their primary mortgage. The City has implemented a Housing Rehabilitation Program using CDBG, HOME and CalHome funding. Successful applicants can receive grants and loans up to \$35,000 for housing rehabilitation to owner-occupied housing units.

Fair Housing is furthered through the contractual services with the Housing Rights Center.

Attachment E

Hardship Exemptions to Minimum Rent Policies

Hardship Requests for an Exception to Minimum Rent

The PHA recognizes that in some circumstances even the minimum rent may create a financial hardship for families. The PHA will review all relevant circumstances brought to the PHA's attention regarding financial hardship as it applies to the minimum rent. The following section states the PHA's procedures and policies in regard to minimum rent financial hardship as set forth by the Quality Housing and Work Responsibility Act of 1998. HUD has defined circumstances under which a hardship could be claimed. (24 CFR 5.630)

Criteria for Hardship Exception

In order for a family to qualify for a hardship exception the family's circumstances must fall under one of the following HUD hardship criteria:

- The family has lost eligibility or is awaiting an eligibility determination for Federal, State, or local assistance, including a family with a member who is a noncitizen lawfully admitted for permanent residence under the Immigration and Nationality Act, and who would be entitled to public benefits but for Title IV of the Personal Responsibility and Work Opportunity Act of 1996.
- The family would be evicted as a result of the imposition of the minimum rent requirement.
- The income of the family has decreased because of changed circumstances, including loss of employment, death in the family, or other circumstances as determined by the PHA or HUD.

PHA Notification to Families of Right to Hardship Exception

The PHA will notify all families subject to minimum rents of their right to request a minimum rent hardship exception. **Subject to minimum rent** means the minimum rent was the greatest figure in the calculation of the greatest of 30% of monthly adjusted income, 10% of monthly income, minimum rent or welfare rent.

If the minimum rent is the greatest figure in the calculation of Total Tenant Payment, PHA staff will include a copy of the notice regarding hardship request provided to the family in the family's file. The PHA notification will advise families that hardship exception determinations are subject to PHA review and hearing procedures.

The PHA will review all family requests for exception from the minimum rent due to financial hardships. All requests for minimum rent hardship exceptions are required to be in writing. The PHA will request documentation as proof of financial hardship. The PHA will use its standard verification procedures to verify circumstances, which have resulted in financial hardship.

Requests for minimum rent exception must include a statement of the family hardship that qualifies the family for an exception.

Suspension of Minimum Rent

The PHA will grant the minimum rent exception to all families who request it, effective the first of the following month. The minimum rent will be suspended until the PHA determines whether the hardship is covered by statute and is temporary or long term.

Suspension means that the PHA must not use the minimum rent calculation until the PHA has made this decision. During the minimum rent suspension period, the family will not be required to pay a minimum rent and the housing assistance payment will be increased accordingly.

If the PHA determines that the minimum rent is not covered by statute, the PHA will impose a minimum rent including payment for minimum rent from the time of suspension.

Temporary Hardship

If the PHA determines that the hardship is temporary, a minimum rent will not be imposed for a period of up to 90 days from the date of the family's request. At the end of the temporary suspension period, a minimum rent will be imposed retroactively to the time of suspension.

The PHA will offer a repayment agreement to the family for any such rent not paid during the temporary hardship period. (See Chapter 18 **Owner and Family Debts to the PHA** for repayment agreement policy).

Long-Term Duration Hardships [24 CFR 5.616(c)(3)]

If the PHA determines that there is a qualifying long-term financial hardship, the PHA must exempt the family from the minimum rent requirements for as long as the hardship continues. The exemption from minimum rent shall apply from the first day of the month following the family's request for exemption.

Retroactive Determination

If the family is owed a retroactive payment, the PHA will provide reimbursement in the form of a cash refund to the family. The PHA's definition of a cash refund is a check made out to the family.

Attachment G

Listing of PHA Board of Directors and Resident Advisory Board

PHA Board of Directors

Larry Guidi, Mayor
Ginny Lambert, Mayor Pro Tem
Gary Parsons, Councilman
Louis Velez, Councilman
Pablo Catano, Councilman
Gina Dobson, Section 8 Participan

Resident Advisory Board

Mike Wayne Harris
Catherine Francis
Serrena Davis
Deborah Adams
Claudette Grant
Rapunsel Robertson
Gina Dobson
Marie Benjamin-Clark