

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

---

# PHA Plan

Standard Annual Plan for Fiscal Year 2008

**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:** Culver City Housing Agency  
CA-110

**PHA Number:**

**PHA Fiscal Year Beginning:** (07/2008)

**PHA Programs Administered:**

Public Housing and Section 8   
  Section 8 Only   
  Public Housing Only  
 Number of public housing units:      Number of S8 units: 308      Number of public housing units:  
 Number of S8 units:                      (baseline)

**PHA Consortia:** (check box if submitting a joint PHA Plan and complete table)

| Participating PHAs   | PHA Code | Program(s) Included in the Consortium | Programs Not in the Consortium | # of Units Each Program |
|----------------------|----------|---------------------------------------|--------------------------------|-------------------------|
| Participating PHA 1: |          |                                       |                                |                         |
| Participating PHA 2: |          |                                       |                                |                         |
| Participating PHA 3: |          |                                       |                                |                         |

### Public Access to Information

Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply)

- Main administrative office of the PHA
- PHA development management offices
- PHA local offices

### Display Locations For PHA Plans and Supporting Documents

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

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

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

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

**Annual PHA Plan**  
**PHA Fiscal Year 2008**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**Standard Plan**

**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.

Culver City Housing Agency (CCHA) administers a Section 8 Housing Choice Voucher Program (HCVP) of 384 households with a baseline of 308. Additionally, The CCHA has a Family Self Sufficiency (FSS) program of twenty-five (25) participants. Our jurisdiction, which is only five (5) square miles, is completely surrounded by the City of Los Angeles, so we face the pressure of serving a much larger population. CCHA has recently purged a waiting list of approximately eight thousand (8,000) households with sixty six (66%) of waiting list applicants being extremely-low income and thirty-eight percent (38%) being families with dependent children.

The CCHA started to purge its waitlist of over eight thousand (8000) people in September 2006. To date, over eight hundred (800) applicants have updated their application and remain on the waitlist. Approximately seven thousand two hundred (7200) failed to respond and were made inactive. The final stage of the process was completed in August 2007 and the CCHA started calling people off the waitlist in February 2008.

With a program attrition rate of eight percent (8%) annually, we are unable to serve all the households requesting assistance. Because demand far exceeds the supply of Section 8 Vouchers, our goal is to serve the neediest population first. CCHA will continue to serve the neediest applicants first through the use of waiting list preferences, and then from additional funds secured from the Redevelopment Agency Low and Moderate Income Housing Fund (LMIHF) (Housing Set Aside). CCHA is also committed to assisting in addressing fair housing issues and creating an avenue where tenants can address rental increases. Using our LMIHF, we contract with Housing Rights Center of Los Angeles to investigate discrimination claims and study the state of fair housing in our City. We plan to continue funding and supporting fair housing initiatives and studies. Additionally, through the Landlord Tenant Mediation Board, tenants are afforded an avenue to mediate rental increases with property owners.

The current demand for affordable rental housing units is steadily increasing. According to current market trends, the majority of new rental housing developments target upper income households. Rents for existing units are escalating beyond the ability of lower-income households to pay. Presently, there is limited production and/or existing availability of rental housing units affordable to lower-income households. The current market conditions have substantially restricted the utilization of the Section 8 HCVP rental assistance program causing a reduced lease-up rate, coupled with an existing vacancy rate below two percent (2%).

In an effort to improve the lease up condition and preserve current owner participation, the CCHA has decided to increase its payment standard to one hundred and ten percent (110%) above Fair Market Rents (FMR's). Also we will continue to adhere to the tenet of the Appropriations Act to protect our most vulnerable tenants. The CCHA hopes that its attempt to maintain and increase owner participation will successfully improve our lease-up.

### **2007 Appropriations**

The 2007 Federal Fiscal Year (FFY) Appropriations Act has made administering the Section 8 Housing Choice Voucher Program even more challenging. This Act continues the previous allocation method for calculating and distributing housing assistance payments (HAP) renewal funds and public housing agency (PHA) administrative fees.

Culver City Housing Agency continues to implement the following HUD recommended cost saving measures to meet the mandates of the 2007 HUD Appropriations Act:

- **Minimum Rent:** The minimum rent for CCHA voucher families has been increased from \$25.00 to \$50.00.
- **Subsidy Standards:** A subsidy standard of two (2) persons per bedroom regardless of sex or age has been established.
- **Utility Costs:** CCHA plans to alter our current utility allowance if there is a utility rate increase of ten percent (10%) or more and CCHA is experiencing financial difficulties, a waiver request will be sent to HUD Headquarters for a higher utility allowance.
- **Rent Increases:** CCHA has decided to limit approval of incoming rent increase requests. Written notification has been sent to all existing HCVP owners stating that rent increases will not be granted due to limited funding. However, CCHA may approve rent increase requests on a case by case basis.
- **Exception Rents:** In an effort to improve the lease up condition and preserve current owner participation, the CCHA has decided to increase its payment standard to one hundred and ten percent (110%) above Fair Market Rents (FMR's). The CCHA understands that this is not necessarily a

cost saving measure but a strategy that may help preserve and protect the housing of many low income families.

Up until recently the CCHA was billing all incoming ports and was limiting port-outs to high cost areas if the receiving housing agency planned to bill rather than absorb. With the release of PIH notice 2006-32 dated August 21, 2006, the CCHA will no longer enact portability restrictions. Clients may now port outside the CCHA jurisdiction at their discretion.

### **2008 Appropriations**

On January 29, 2008, the CCHA Staff viewed the HCVP FY2008 Appropriations Implementation Webcast. It is our understanding that the Financial Management Center (FMC) will be sending out documentation to all Housing Agencies/Authorities in March or April of 2008 with new funding amounts. We project that we will continue to pursue cost saving measures under the 2007 Appropriations Act.

### **Public Relations/Owner Outreach**

In the environment of limited funding to provide rent increases and lowered payment standards to property owners and extreme competition from the rental housing market's "market rate units", the CCHA staff has strategically created different methods to maintain the current lease-up rate and attract and maintain property owner participation in the Section 8 HCVP such as conducting an "Open House" for property owners, hosting an annual Owner Appreciation Dinner, presenting a Landlord of the Year Award, conducting exploratory meetings with developers, placing advertisements in local papers during Festival La Ballona and giving \$25.00 gift cards to a local business when a property owner executes a new Section 8 contract.

Even with these efforts, the CCHA felt more could be done. The Agency approved entering into a contract with Big Imagination, a local public relations firm, for an amount of \$60,000 to assist the CCHA put a new face on affordable housing by creating consumer friendly marketing pieces for community wide distribution and have marketing materials and brochures that will help to "Tell Our Story". The CCHA is very encouraged that this marketing/public relations campaign and outreach will assist in increasing property owner participation in the Section 8 Program.

The CCHA has been working diligently with Big Imagination towards the creation of developing a new Housing Outreach Campaign as well as new Housing Marketing brochures. To date, the CCHA has had several meetings with Big Imagination and has been involved in brainstorming sessions. From this the following draft items have been created:

- CCHA color palette
- CCHA logo
- Brochure inserts
- Photos of CCHA Program participants and property owners

- New letterhead and envelopes
- New business cards
- General brochure

The CCHA is currently in the last stages of completing the scope of service with Big Imagination by creating a Property Owners Incentives Coupon Booklet and a Branded Outreach Piece to property owners/developers. The CCHA anticipates that the project will be completed in July 2008.

### **Comprehensive Housing Strategy**

On Monday, March 17, 2008, the CCHA presented to the Culver City Redevelopment Agency a Comprehensive Housing Strategy (CHS). This strategy will assist in the production of affordable housing units which will increase our affordable housing stock which will subsequently increase the access of affordable units for our Section 8 Housing Choice Voucher Program participants. The CHS is proposed to allocate Housing Set Aside Funds to meet the requirements of the Regional Housing Needs Assessments (RHNA) and Redevelopment Law. The strategy is based upon the concept of providing low density, smaller, scattered sites, and mixed income housing developments.

With RHNA providing a target number for Agency assisted and non-assisted units, staff identified sites of affordable for sale and rental housing over the 7 ½ year planning cycle. Prototypical affordable projects were identified and in some cases preliminary site plans were prepared. These prototypical projects were then priced using industry standard construction cost estimating techniques. The projected cost for meeting the total required housing production program was calculated and a funding strategy was developed to accommodate the housing demand utilizing Agency Set Aside Housing Funds and/or lending from private institutions, and also non-profit sector, County, State and Federal funding sources. An implementation program was then developed for each program year.

The CCHA has surveyed the city to identify blighted, nuisance, and underutilized sites for affordable housing development. From this investigation over eighty (80) sites have been identified. At the above March 17, 2008 meeting, Staff was instructed by the Agency to take the CHA into into closed session to discuss and analyze each potential site.

### **Family Self-Sufficiency**

Since 1999, the CCHA has been awarded funding for our Family Self Sufficiency (FSS) Coordinator position which has afforded our agency the ability to assist our Section 8 participants achieve their goal of self sufficiency. The CCHA was approved to enroll up to twenty-five (25) participants in our FSS Program. Most recently, on December 17, 2007, the CCHA received notification that the 2007/2008 FSS grant amount of \$64,266.00 had been awarded. Through the years, forty (40) households have participated in FSS. Of this number, twelve (12) have graduated by completing their Contract of

Participation (COP) and thirty-four (34) have generated escrow accounts which is an indication of increase in wage earned income. These escrow accounts have totaled over \$94,143.87 with some being as high as \$27,780.40.

On January 7, 2008 the City Council approved entering into a contract with St. Joseph's Center to provide case management services to FSS Participants. The services provided shall include:

- Conducting intake interviews.
- Assessing the skills, abilities, needs, and resources of families.
- Identifying realistic goals and developing tasks and milestones to accomplish goals.
- Monitoring and documenting the family's progress to goals in the client's contract.
- Coordinating/conducting recruitment of FSS participants.
- Organizing economic-enrichment seminars such as preparing for homeownership, consumer credit counseling, and job interview skills.
- Conducting a survey to determine the program success.
- Recruiting new participants to the FSS program.

Additionally the CCHA will utilize the FSS Coordinator to assist Section 8 Housing Choice Voucher Program Participants with their housing search. These services shall include, but not be limited to:

- Determining housing needs such as size, location and disability access (if applicable).
- Evaluating barriers to housing such as evictions or poor credit history.
- Drafting a Housing Plan that will address and/or remediate barriers and will lead to identification of an appropriate unit.
- Owner Outreach such as building on existing relationships with Culver City landlords and other management companies that may operate within Culver City.
- Tenant housing search interview preparations when meeting an owner.

In March, 2008, the CCHA forwarded a contract to St. Joseph's Center for execution. The anticipated start date is April 1, 2008.

### **Violence Against Women Act (VAWA)**

The Violence against Women Act-Public Law 109-162 (VAWA) was first authorized in 1994. Last year Congress reauthorized and expanded VAWA adding several new provisions that address the housing needs of victims of domestic violence, dating violence, sexual assault, and stalking.

These provisions affect Public Housing Agencies (PHA's) administering federal housing programs including the Section 8 Housing Choice Voucher Program (HCVP). They also affect property owners participating in the HCVP.

VAWA specifically prohibits PHA's and owners from considering actual or threatened domestic violence, dating violence, or stalking as a cause for terminating the tenancy, occupancy, or program assistance of the victim. PHA's and owner's may not construe such violence or stalking (1) as a serious or repeated violation of the lease by the victim, (2) as other good cause for terminating the tenancy or occupancy rights of the victim or (3) as criminal activity justifying the termination of the tenancy, occupancy rights, or program assistance of the victim.

The CCHA provides referrals to numerous shelters including Free Spirit in West Los Angeles and Sojourn Services in Santa Monica for victims of domestic violence, dating violence, sexual assault or stalking. In addition the CCHA anticipates working with St. Joseph's Center within the next sixty (60) days. This non profit organization is a direct link to provide services that may help battered individuals.

In November, 2006 a letter regarding VAWA was sent by the CCHA to all owners and current participants on the HCVP. The CCHA will continue to actively educate Section 8 property owners and program participation regarding VAWA.

#### **OFFICE OF INSPECTOR GENERAL**

The CCHA has diligently been working with the United States Department of Housing and Urban Development Office of Inspector General (OIG) to report suspected fraudulent cases. On February 7, 2008 OIG Special Agents attended a CCHA Staff meeting to communicate to the Housing Division exactly what their role is in helping to eliminate fraud. Additionally, CCHA staff attended an OIG seminar on March 8, 2007 geared towards educating neighboring Housing Authorities/Agencies on OIG roles and procedures.

The CCHA has also created a Fraud Investigation Request Form. Since March 2007, approximately ten (10) cases have been forwarded to OIG for investigation. Two cases have been reported back with findings and both participants have been terminated from the program.

The CCHA continues to pride itself in developing a strong working relationship with OIG to help prevent fraud.

### **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> |
|---|---------------|
| <b>Annual Plan</b>  |               |
| i. Executive Summary  | 1             |
| ii. Table of Contents   | 7             |
| 1. Housing Needs  | 11            |
| 2. Financial Resources  | 16            |
| 3. Policies on Eligibility, Selection and Admissions                    | 18            |
| 4. Rent Determination Policies  | 27            |
| 5. Operations and Management Policies                                   | 31            |
| 6. Grievance Procedures   | 33            |
| 7. Capital Improvement Needs  | N/A           |
| 8. Demolition and Disposition   | N/A           |
| 9. Designation of Housing   | N/A           |
| 10. Conversions of Public Housing                                       | N/A           |
| 11. Homeownership   | N/A           |
| 12. Community Service Programs  | 41            |
| 13. Crime and Safety  | N/A           |
| 14. Pets (Inactive for January 1 PHAs)                                  | N/A           |
| 15. Civil Rights Certifications (included with PHA Plan Certifications) | 47            |
| 16. Audit   | 47            |
| 17. Asset Management  | 47            |
| 18. Other Information   | 48            |

#### **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 2005 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)
- List of Resident Advisory Board Members
- List of Resident Board Member
- Community Service Description of Implementation
- Information on Pet Policy
- Section 8 Homeownership Capacity Statement, if applicable

Description of Homeownership Programs, if applicable

Optional Attachments:

- PHA Management Organizational Chart
- FY 2005 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)

**Supporting Documents Available for Review**

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

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                             |
| N/A  | PHA Plan Certifications of Compliance with the PHA Plans and Related Regulations  | 5 Year and Annual Plans                                      |
| N/A  | State/Local Government Certification of Consistency with the Consolidated Plan  | 5 Year and Annual Plans                                      |
| N/A  | Fair Housing Documentation:<br>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:<br>Housing Needs                                |
|  | Most recent board-approved operating budget for the public housing program  | Annual Plan:<br>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:<br>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  | Annual Plan: Eligibility, Selection, and Admissions Policies |

| <b>List of Supporting Documents Available for Review</b> |   |  |
|--|---|--|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>           |
|  | <i>Quality Housing and Work Responsibility Act Initial Guidance; Notice</i> and any further HUD guidance) and<br>2. Documentation of the required deconcentration and income mixing analysis      |  |
|  | Public housing rent determination policies, including the methodology for setting public housing flat rents<br><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<br><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<br><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 infestation)                            | Annual Plan: Operations and Maintenance    |
|  | Public housing grievance procedures<br><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<br><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<br><input type="checkbox"/> check here if included in the Section 8  | Annual Plan: Homeownership                 |

| <b>List of Supporting Documents Available for Review</b> |   |   |
|--|---|---|
| <b>Applicable &amp; On Display</b>                       | <b>Supporting Document</b>  | <b>Applicable Plan Component</b>                  |
|  | Administrative Plan   |   |
| X  | 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)<br>(list individually; use as many lines as necessary)  | (specify as needed)                               |
|  |   |   |

## 1. Statement of Housing Needs

[24 CFR Part 903.7 9 (a)]

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

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

| <b>Housing Needs of Families in the Jurisdiction<br/>by Family Type</b> |         |                    |        |         |                    |      |               |
|---|---------|--------------------|--------|---------|--------------------|------|---------------|
| Family Type   | Overall | Afford-<br>ability | Supply | Quality | Access-<br>ibility | Size | Loca-<br>tion |
| Income <= 30%<br>of AMI   | 588     | 5                  | 5      | 3       | 4                  | 5    | 1             |
| Income >30% but<br><=50% of AMI   | 300     | 5                  | 5      | 3       | 1                  | 5    | 1             |
| Income >50% but<br><80% of AMI  | 9       | 4                  | 4      | 2       | 1                  | 3    | 1             |
| Elderly   | 216     | 4                  | 4      | 3       | 5                  | 1    | 2             |
| Families with<br>Disabilities   | 320     | 5                  | 5      | 4       | 5                  | 3    | 1             |
| Race/Ethnicity<br>(White)   | 329     | 4                  | 4      | 1       | 4                  | 3    | 2             |
| Race/Ethnicity<br>(Black)   | 527     | 5                  | 4      | 3       | 2                  | 5    | 1             |
| Race/Ethnicity<br>(American<br>Indian/Alaska<br>Native)                 | 12      | 5                  | 4      | 3       | 1                  | 5    | 2             |
| Race/Ethnicity<br>(Asian/Native<br>Hawaiian/Pacific<br>Islander)        | 29      | 5                  | 5      | 3       | 2                  | 4    | 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: 2000-2005
- 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): 2003 Housing Profile and County of Los Angeles Consolidated Plan.

## 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   | 897           | 100%                |                 |
| Extremely low income <=30% AMI   | 588           | 65.55%              |                 |
| Very low income (>30% but <=50% AMI)   | 300           | 33.44%              |                 |
| Low income (>50% but <80% AMI)   | 9             | 1%                  |                 |
| Families with children   | 342           | 38.13%              |                 |
| Elderly families   | 216           | 24.08%              |                 |
| Families with Disabilities   | 320           | 35.67%              |                 |
| White  | 329           | 36.68%              |                 |
| Black  | 527           | 58.75%              |                 |
| American Indian  | 12            | 1.34%               |                 |
| Asian  | 28            | 3.12%               |                 |

| Housing Needs of Families on the Waiting List*   |  |  |  |
|--|--|--|--|
| 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<br>If yes:<br>How long has it been closed (# of months)? 73<br>Does the PHA expect to reopen the list in the PHA Plan year? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes<br>Does the PHA permit specific categories of families onto the waiting list, even if generally closed? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes |  |  |  |

\*The CCHA started to purge its waitlist of over eight thousand (8000) people in September 2006. To date, over eight hundred (800) applicants have updated their application and remain on the waitlist. Approximately seven thousand two hundred (7200) failed to respond and were made inactive. The final stage of the process was completed in August 2007 and the CCHA started calling people off the waitlist in February 2008.

### 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)  
Continue to monitor and enforce rent and income restrictions among covenanted units through the Redevelopment Agency.

**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)  
Conduct rehabilitation of blighted/nuisance multi-family housing units.  
Pursue the development of new affordable housing units through the Comprehensive Housing Strategy.

**Need: Specific Family Types: Families at or below 30% of median**

**Strategy 1: Target available assistance to families at or below 30 % of AMI**

Select all that apply

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

**Need: Specific Family Types: Families at or below 50% of median**

**Strategy 1: Target available assistance to families at or below 50% of AMI**

Select all that apply

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

**Need: Specific Family Types: The Elderly**

**Strategy 1: Target available assistance to the elderly:**

Select all that apply

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

**Need: Specific Family Types: Families with Disabilities**

**Strategy 1: Target available assistance to Families with Disabilities:**

Select all that apply

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

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

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

Select if applicable

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

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

Select all that apply

- Counsel section 8 tenants as to location of units outside of areas of poverty or minority concentration and assist them to locate those units

- Market the section 8 program to owners outside of areas of poverty /minority concentrations
- Other: (list below)  
Contact with the Housing Rights Center through the Redevelopment Agency to assist with housing discrimination complaints and education.

**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)  
Low vacancy rates and escalating rental rates.

**2. Statement of Financial Resources**

[24 CFR Part 903.7 9 (b)]

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

| <b>Financial Resources:<br/>Planned Sources and Uses</b> |                   |                     |
|--|-------------------|---------------------|
| <b>Sources</b>   | <b>Planned \$</b> | <b>Planned Uses</b> |
| <b>1. Federal Grants (FY 2007 grants)</b>                | 0                 |                     |
| a) Public Housing Operating Fund                         | 0                 |                     |
| b) Public Housing Capital Fund                           | 0                 |                     |
| c) HOPE VI Revitalization                                | 0                 |                     |

| <b>Financial Resources:<br/>Planned Sources and Uses</b>                              |                   |   |
|---|-------------------|---|
| <b>Sources</b>  | <b>Planned \$</b> | <b>Planned Uses</b>   |
| d) HOPE VI Demolition   | 0                 |   |
| e) Annual Contributions for Section 8 Tenant-Based Assistance (HAP)                   | \$1,848,000.00    |   |
| 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  | 0                 |   |
| i) HOME   | 0                 |   |
| Other Federal Grants (list below)   |                   |   |
| <b>FSS Coordinator Grant</b>  | \$64,266.00       |   |
| <b>2. Prior Year Federal Grants (unobligated funds only) (list below)</b>             | 0                 |   |
|   |                   |   |
|   |                   |   |
| <b>3. Public Housing Dwelling Rental Income</b>                                       | 0                 |   |
|   |                   |   |
| <b>4. Other income (list below)</b>   | 0                 |   |
|   |                   |   |
| <b>5. Non-federal sources (list below)</b>  |                   |   |
| <b>Redevelopment Agency Housing Set Aside Funds-Home Secure Program</b>               | \$27,464.00       | Installation of safety and security devices for seniors and the disabled. |
| <b>Redevelopment Agency Housing Set Aside Funds-Shared Housing for Elderly</b>        | \$60,000.00       | Senior Roommate matching program  |
| <b>Housing Rights Center</b>  | \$20,000.00       | Provision of fair housing services.                                       |
| <b>Redevelopment Agency Housing Set Aside Funds-Rental Assistance Program(RAP)</b>    | \$300,000.00      | Affordable housing development and acquisition.                           |

| Financial Resources:<br>Planned Sources and Uses   |                |  |
|--|----------------|--|
| Sources  | Planned \$     | Planned Uses   |
| Redevelopment Agency Housing<br>Set Aside Funds-Neighborhood<br>Preservation (NPP) (HQS Grant) | \$300,000.00   | Repair and<br>improvements to<br>affordable rental and<br>ownership properties.<br>Assist with HQS<br>repairs. |
| Redevelopment Agency Housing<br>Set Aside Funds- Property<br>Acquisition and Development       | \$5,536,660.00 |  |
| <b>Total resources</b>   | \$8,156,390.00 |  |

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

[24 CFR Part 903.7 9 (c)]

N/A

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

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

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

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

- When families are within a certain number of being offered a unit: (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)  
We share information about evictions, damage claims, police calls to the unit, current address and landlord, and unpaid rent claims.

### (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:

Tenant must demonstrate that they have been making an effort to locate a suitable unit by submitting a log of all attempts made. Special consideration is also made for disabled individuals and others with special needs requesting a reasonable accommodation.

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

a. Income targeting

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

b. Preferences

1.  Yes  No: Has the PHA established preferences for admission to section 8 tenant-based assistance? (other than date and time of application) (if no, skip to subcomponent **(5) Special purpose section 8 assistance programs**)

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

Former Federal preferences

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

- Homelessness
- High rent burden (rent is > 50 percent of income)

Other preferences (select all that apply)

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

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

1      Date and Time

Former Federal preferences

- 1      Involuntary Displacement (Disaster, Government Action, Action of Housing Owner, Inaccessibility, Property Disposition)
- 1      Victims of domestic violence
- 1      Substandard housing
- 1      Homelessness
- 1      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 your jurisdiction
- Those enrolled currently in educational, training, or upward mobility programs
- Households that contribute to meeting income goals (broad range of incomes)
- Households that contribute to meeting income requirements (targeting)

- Those previously enrolled in educational, training, or upward mobility programs
- Victims of reprisals or hate crimes
- Other preference(s) (list below)

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

- 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)  
Program brochure.

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

- Through published notices
- Other (list below)  
We announce this to applicants on the waiting list first.

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

## A. Public Housing

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

### (1) Income Based Rent Policies

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

#### a. Use of discretionary policies: (select one)

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

---or---

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

#### b. Minimum Rent

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

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

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

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

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

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

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

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

For the earned income of a previously unemployed household member

For increases in earned income

Fixed amount (other than general rent-setting policy)

If yes, state amount/s and circumstances below:

Fixed percentage (other than general rent-setting policy)

If yes, state percentage/s and circumstances below:

For household heads

For other family members

For transportation expenses

For the non-reimbursed medical expenses of non-disabled or non-elderly families

Other (describe below)

e. Ceiling rents

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

Yes for all developments

Yes but only for some developments

No

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

For all developments

For all general occupancy developments (not elderly or disabled or elderly only)

For specified general occupancy developments

For certain parts of developments; e.g., the high-rise portion

For certain size units; e.g., larger bedroom sizes

Other (list below)

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

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

f. Rent re-determinations:

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

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

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

**(2) Flat Rents**

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

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

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

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

**(1) Payment Standards**

Describe the voucher payment standards and policies.

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

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

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

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

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

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

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

- Annually
- Other (list below)

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

- Success rates of assisted families
- Rent burdens of assisted families
- Other (list below)
- Average area rents.

**(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)

- The family has lost their eligibility for participation in a federal state or local assistance program;
- The family is waiting for a determination of their status of eligibility to such programs;
- The family will be evicted as a result of the minimum rent requirement.

**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:

**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  | 185  | 5                 |
| Section 8 Certificates  |  |                   |
| Section 8 Mod Rehab   |  |                   |
| Special Purpose Section 8 Certificates/Vouchers (list individually) |  |                   |

|   |  |  |
|---|--|--|
| Public Housing Drug Elimination Program (PHDEP) |  |  |
|   |  |  |
| Other Federal Programs(list individually)       |  |  |
|   |  |  |
|   |  |  |

**C. Management and Maintenance Policies**

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

(1) Public Housing Maintenance and Management: (list below)

(2) Section 8 Management: (list below)

**6. PHA Grievance Procedures**

[24 CFR Part 903.7 9 (f)]

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

**A. Public Housing**

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

If yes, list additions to federal requirements below:

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

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

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

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

If yes, list additions to federal requirements below:

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

**7. Capital Improvement Needs**

[24 CFR Part 903.79 (g)]

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

**A. Capital Fund Activities**

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

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

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

Select one:

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

-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**

[24 CFR Part 903.79 (h)]

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

1.  Yes  No: Does the PHA plan to conduct any demolition or disposition activities (pursuant to section 18 of the U.S. Housing Act of 1937 (42 U.S.C. 1437p)) in the plan Fiscal Year? (If "No", skip to component 9; if "yes", complete one activity description for each development.)

### 2. Activity Description

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

| <b>Demolition/Disposition Activity Description</b>  |
|---|
| 1a. Development name:   |
| 1b. Development (project) number:   |
| 2. Activity type: Demolition <input type="checkbox"/><br>Disposition <input type="checkbox"/>   |
| 3. Application status (select one)<br>Approved <input type="checkbox"/><br>Submitted, pending approval <input type="checkbox"/><br>Planned application <input type="checkbox"/> |
| 4. Date application approved, submitted, or planned for submission: (DD/MM/YY)  |
| 5. Number of units affected:  |
| 6. Coverage of action (select one)  |

|   |
|---|
| <input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development                    |
| 7. Timeline for activity:<br>a. Actual or projected start date of activity:<br>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**

[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.

| <b>Designation of Public Housing Activity Description</b> |  |
|---|--|
| 1a. Development name:                                     |  |
| 1b. Development (project) number:                         |  |
| 2. Designation type:                                      | Occupancy by only the elderly <input type="checkbox"/><br>Occupancy by families with disabilities <input type="checkbox"/><br>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"/><br>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)<br><input type="checkbox"/> New Designation Plan<br><input type="checkbox"/> Revision of a previously-approved Designation Plan? |
| 6. Number of units affected:<br>7. Coverage of action (select one)<br><input type="checkbox"/> Part of the development<br><input type="checkbox"/> Total development                             |

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

[24 CFR Part 903.79 (j)]

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

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

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

#### 2. Activity Description

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

| <b>Conversion of Public Housing Activity Description</b>   |
|--|
| 1a. Development name:  |
| 1b. Development (project) number:  |
| 2. What is the status of the required assessment?<br><input type="checkbox"/> Assessment underway<br><input type="checkbox"/> Assessment results submitted to HUD<br><input type="checkbox"/> Assessment results approved by HUD (if marked, proceed to next question) |

|   |
|---|
| <input type="checkbox"/> Other (explain below)  |
| 3. <input type="checkbox"/> Yes <input type="checkbox"/> No: Is a Conversion Plan required? (If yes, go to block 4; if no, go to block 5.)  |
| 4. Status of Conversion Plan (select the statement that best describes the current status)<br><input type="checkbox"/> Conversion Plan in development<br><input type="checkbox"/> Conversion Plan submitted to HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Conversion Plan approved by HUD on: (DD/MM/YYYY)<br><input type="checkbox"/> Activities pursuant to HUD-approved Conversion Plan underway   |
| 5. Description of how requirements of Section 202 are being satisfied by means other than conversion (select one)<br><input type="checkbox"/> Units addressed in a pending or approved demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI demolition application (date submitted or approved: )<br><input type="checkbox"/> Units addressed in a pending or approved HOPE VI Revitalization Plan (date submitted or approved: )<br><input type="checkbox"/> Requirements no longer applicable: vacancy rates are less than 10 percent<br><input type="checkbox"/> Requirements no longer applicable: site now has less than 300 units<br><input type="checkbox"/> Other: (describe below) |

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

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

**11. Homeownership Programs Administered by the PHA**

[24 CFR Part 903.7 9 (k)]

**A. Public Housing**

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

1.  Yes  No: Does the PHA administer any homeownership programs administered by the PHA under an approved section 5(h)

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

**2. Activity Description**

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

| <b>Public Housing Homeownership Activity Description<br/>(Complete one for each development affected)</b>   |  |
|---|--|
| 1a. Development name:   |  |
| 1b. Development (project) number:   |  |
| 2. Federal Program authority:   |  |
| <input type="checkbox"/> HOPE I<br><input type="checkbox"/> 5(h)<br><input type="checkbox"/> Turnkey III<br><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<br><input type="checkbox"/> Submitted, pending approval<br><input type="checkbox"/> Planned application |  |
| 4. Date Homeownership Plan/Program approved, submitted, or planned for submission:<br>(DD/MM/YYYY)  |  |
| 5. Number of units affected:  |  |
| 6. Coverage of action: (select one)   |  |
| <input type="checkbox"/> Part of the development<br><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 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? 04/21/99

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

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

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

**(1) General**

a. Self-Sufficiency Policies

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

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

b. Economic and Social self-sufficiency programs

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

| Services and Programs  |                   |  |  |  |
|--|-------------------|--|--|--|
| Program Name & Description<br>(including location, if appropriate) | Estimated<br>Size | Allocation<br>Method<br>(waiting<br>list/random<br>selection/specific<br>criteria/other) | Access<br>(development office /<br>PHA main office /<br>other provider name) | Eligibility<br>(public housing or<br>section 8<br>participants or<br>both) |
| <i>Family Self Sufficiency Program</i>                             | 25                | <i>Voluntary</i>   | <i>PHA main office</i>   | <i>Section 8</i>   |
| FSS revolving loan fund  | 2                 | Specific Criteria  | St. Joseph's Center  | FSS participants   |
| Child Development Classes  | 25                | Voluntary  | St. Joseph's Center  | FSS participants   |
| Substance Abuse Support Group                                      | 25                | Voluntary  | St. Joseph's Center  | FSS participants   |
| Job Development Counseling   | 25                | Voluntary  | St. Joseph's Center  | FSS participants   |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |
|  |                   |  |  |  |

\*The FSS Coordinator position has been vacant for the last twelve (12) months due to a hiring freeze within the City of Culver City and upon direction from the City Manager to hold off on recruitment until the new Community Development Director has been hired. The CCHA has used in-house staff in the interim to provide some of the services requested of the FSS Position.

It is industry practice for most Housing Authorities that administer the FSS Program to hire internal staff, contract employees or non-profit agencies. In our efforts to fill the FSS Coordinator position, the CCHA solicited over three (3) organizations and individuals who have the background, experience, and technical knowledge to assist with the FSS Program. Upon review of the proposals/resumes, the CCHA selected St. Joseph's Center to provide case management, counseling, career development, and support services.

On January 7, 2008 the Culver City City Council approved St. Joseph's Center to provide these services:

- Conducting intake interviews.
- Assessing the skills, abilities, needs, and resources of families.
- Identifying realistic goals and developing tasks and milestones to accomplish goals.
- Monitoring and documenting the family's progress to goals in the client's contract.
- Coordinating/conducting recruitment of FSS participants.
- Organizing economic-enrichment seminars such as preparing for homeownership, consumer credit counseling, and job interview skills.
- Conducting a survey to determine the program success.
- Recruiting new participants to the FSS program.

Additionally the CCHA will utilize the FSS Coordinator to assist Section 8 Housing Choice Voucher Program Participants with their housing search. These services shall include, but not be limited to:

- Determining housing needs such as size, location and disability access (if applicable).
- Evaluating barriers to housing such as evictions or poor credit history.
- Drafting a Housing Plan that will address and/or remediate barriers and will lead to identification of an appropriate unit.
- Owner Outreach such as building on existing relationships with Culver City landlords and other management companies that may operate within Culver City.
- Tenant housing search interview preparations when meeting an owner.

In March, 2008, the CCHA forwarded a contract to St. Joseph's Center for execution with a start date of April 1, 2008.

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

a. Participation Description

| Family Self Sufficiency (FSS) Participation |  |  |
|---|--|--|
| Program                                     | Required Number of Participants<br>(start of FY 2007 Estimate) | Actual Number of Participants<br>(As of: 01/25/08) |
| Public Housing                              |  |  |
| Section 8                                   | 25   | 2  |

- 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**

[24 CFR Part 903.7 9 (m)]

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

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

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

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

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

- Safety and security survey of residents
- Analysis of crime statistics over time for crimes committed "in and around" public housing authority
- Analysis of cost trends over time for repair of vandalism and removal of graffiti
- Resident reports
- PHA employee reports

- Police reports
- Demonstrable, quantifiable success with previous or ongoing anticrime/anti drug programs
- Other (describe below)

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

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

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

- Contracting with outside and/or resident organizations for the provision of crime- and/or drug-prevention activities
- Crime Prevention Through Environmental Design
- Activities targeted to at-risk youth, adults, or seniors
- Volunteer Resident Patrol/Block Watchers Program
- Other (describe below)

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

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

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

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

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

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

PHAs eligible for FY 2005 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 2005 in this PHA Plan?
- Yes  No: This PHDEP Plan is an Attachment. (Attachment Filename: \_\_\_\_)

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

[24 CFR Part 903.7 9 (n)]

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

[24 CFR Part 903.7 9 (o)]

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

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

[24 CFR Part 903.7 9 (p)]

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

#### **17. PHA Asset Management**

[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 903.79 (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:

3. In what manner did the PHA address those comments? (select all that apply)

- Considered comments, but determined that no changes to the PHA Plan were necessary.
- The PHA changed portions of the PHA Plan in response to comments  
List changes below:
- Other: (list below)

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

1.  Yes  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)

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)

**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: County of Los Angeles

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)

Other: (list below)

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

**D. Other Information Required by HUD**

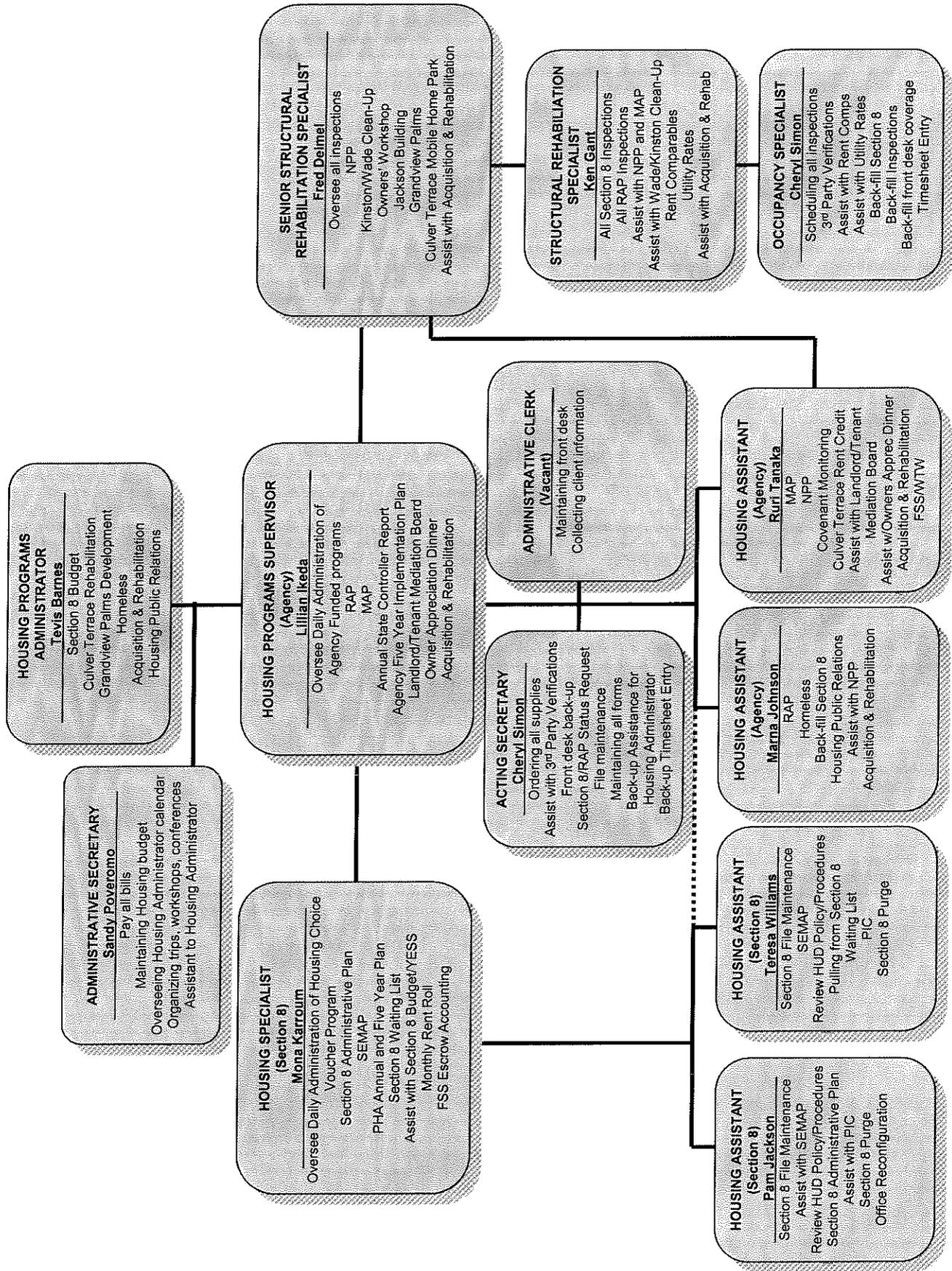
Use this section to provide any additional information requested by HUD.

## **Attachments**

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

- 1) Culver City Organizational Chart
- 2) 2006 Single Audit
- 3) Public Hearing Comments

# HOUSING DIVISION ORGANIZATIONAL CHART



**CITY OF CULVER CITY, CALIFORNIA**

**SINGLE AUDIT REPORT**

**JUNE 30, 2006**

CITY OF CULVER CITY, CALIFORNIA

SINGLE AUDIT REPORT

JUNE 30, 2006

CITY OF CULVER CITY

JUNE 30, 2006

TABLE OF CONTENTS

|  | <u>Page<br/>Number</u> |
|--|------------------------|
| Report on Internal Control Over Financial Reporting and on Compliance Based<br>on an Audit of Financial Statements Performed in Accordance with <i>Government<br/>Auditing Standards</i> ..... | 1                      |
| Report on Compliance with Requirements Applicable to Each Major Program<br>and Internal Control Over Compliance in Accordance with OMB Circular A-133 .....                                    | 3                      |
| Schedule 1 – Schedule of Expenditures of Federal Awards for the<br>Year Ended June 30, 2006 .....  | 5                      |
| Notes to Schedule of Expenditures of Federal Awards .....  | 7                      |
| Schedule 2 – Schedule of Findings and Questioned Costs for the<br>Fiscal Year Ended June 30, 2006 .....  | 9                      |



Brandon W. Burrows  
Donald L. Parker  
Michael K. Chu  
David E. Hale  
*A Professional Corporation*  
Donald G. Slater  
Richard K. Kikuchi

*Certified Public Accountants*

*Retired*  
Robert C. Lance  
1914-1994  
Richard C. Soll  
Fred J. Lunghard, Jr.  
1928-1999

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT  
OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE  
WITH GOVERNMENT AUDITING STANDARDS

To The Honorable Mayor and Members of the City Council  
City of Culver City, California

We have audited the financial statements of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Culver City, California, as of and for the year ended June 30, 2006, and have issued our report thereon dated September 21, 2006. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

**Internal Control Over Financial Reporting**

In planning and performing our audit, we considered the City of Culver City's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide an opinion on the internal control over financial reporting. Our consideration of the internal control over financial reporting would not necessarily disclose all matters in the internal control over financial reporting that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that misstatements caused by error or fraud in amounts that would be material in relation to the financial statements being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over financial reporting and its operation that we consider to be material weaknesses.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the City of Culver City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.





To The Honorable Mayor and Members of the City Council  
City of Culver City, California

This report is intended solely for the information of the City Council, management, federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

*Lance, Soll & Lunghard, LLP*

September 21, 2006



Brandon W. Burrows  
Donald L. Parker  
Michael K. Chu  
David E. Hale  
*A Professional Corporation*  
Donald G. Slater  
Richard K. Kikuchi

*Certified Public Accountants*

*Retired*  
Robert C. Lance  
1914-1994  
Richard C. Soll  
Fred J. Lunghard, Jr.  
1928-1999

REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133

To The Honorable Mayor and Members of the City Council  
City of Culver City, California

**Compliance**

We have audited the compliance of the City of Culver City, California, with the types of compliance requirements described in the United States Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2006. The City of Culver City's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the City of Culver City's management. Our responsibility is to express an opinion on the City of Culver City's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Culver City's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the City of Culver City's compliance with those requirements.

In our opinion, the City of Culver City complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2006.

**Internal Control Over Compliance**

The management of the City of Culver City is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the City of Culver City's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.



REPORT ON COMPLIANCE WITH REQUIREMENTS APPLICABLE TO EACH  
MAJOR PROGRAM AND INTERNAL CONTROL OVER COMPLIANCE IN  
ACCORDANCE WITH OMB CIRCULAR A-133

To The Honorable Mayor and Members of the City Council  
City of Culver City, California

**Compliance**

We have audited the compliance of the City of Culver City, California, with the types of compliance requirements described in the United States Office of Management and Budget (OMB) Circular A-133 Compliance Supplement that are applicable to each of its major federal programs for the year ended June 30, 2006. The City of Culver City's major federal programs are identified in the summary of auditor's results section of the accompanying Schedule of Findings and Questioned Costs. Compliance with the requirements of laws, regulations, contracts and grants applicable to each of its major federal programs is the responsibility of the City of Culver City's management. Our responsibility is to express an opinion on the City of Culver City's compliance based on our audit.

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States and OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations. Those standards and OMB Circular A-133 require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the City of Culver City's compliance with those requirements and performing such other procedures, as we considered necessary in the circumstances. We believe that our audit provides a reasonable basis for our opinion. Our audit does not provide a legal determination on the City of Culver City's compliance with those requirements.

In our opinion, the City of Culver City complied, in all material respects, with the requirements referred to above that are applicable to each of its major federal programs for the year ended June 30, 2006.

**Internal Control Over Compliance**

The management of the City of Culver City is responsible for establishing and maintaining effective internal control over compliance with requirements of laws, regulations, contracts and grants applicable to federal programs. In planning and performing our audit, we considered the City of Culver City's internal control over compliance with requirements that could have a direct and material effect on a major federal program in order to determine our auditing procedures for the purpose of expressing our opinion on compliance and to test and report on internal control over compliance in accordance with OMB Circular A-133.



To The Honorable Mayor and Members of the City Council  
City of Culver City, California

Our consideration of the internal control over compliance would not necessarily disclose all matters in the internal control that might be material weaknesses. A material weakness is a reportable condition in which the design or operation of one or more of the internal control components does not reduce to a relatively low level the risk that noncompliance with applicable requirements of laws, regulations, contracts and grants caused by error or fraud that would be material in relation to a major federal program being audited may occur and not be detected within a timely period by employees in the normal course of performing their assigned functions. We noted no matters involving the internal control over compliance and its operation that we consider to be material weaknesses.

#### **Schedule of Expenditures of Federal Awards**

We have audited the financial statements of the government activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Culver City as of and for the year ended June 30, 2006, and have issued our report thereon dated September 21, 2006. Our audit was performed for the purpose of forming an opinion of the basic financial statements taken as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by OMB Circular A-133 and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

This report is intended solely for the information of the City Council, management, federal awarding agencies and pass-through entities and is not intended to be, and should not be, used by anyone other than these specified parties.

*Lance, Soll & Lunghard, LLP*

September 21, 2006

**CITY OF CULVER CITY  
SCHEDULE OF EXPENDITURES OF GRANTS AWARDS  
FOR THE YEAR ENDED JUNE 30, 2006**

(Continued)

| <u>Federal Grantor/Pass-Through Grantor/Program Title</u>   | <u>Federal<br/>CFDA<br/>Number</u> | <u>Pass-Through<br/>Grantor's Number</u> | <u>Federal<br/>Expenditures<br/>@ 6/30/06</u> |
|---|------------------------------------|--|---|
| <u>Corporation for National and Community Service</u>   |                                    |  |   |
| Direct Program-Retired Senior Volunteer Program   | 94.002                             |  | <u>\$ 41,022</u>                              |
| <u>U. S. Department of Agriculture</u>  |                                    |  |   |
| Passed through Los Angeles County Department<br>of Community and Senior Citizen's Services-<br>Food Distribution  | 10.570                             |  | <u>20,721</u>                                 |
| <u>U.S. Department of Health and Human Services</u>   |                                    |  |   |
| Passed through Los Angeles County Department<br>of Community and Senior Citizens' Services -<br>Special Programs for the Aging:<br>Title III, Part B - Grants for Supportive Services<br>and Senior Centers | 93.044                             |  | 1,067   |
| Title III, Part C - Nutrition Services  | 93.045                             |  | 128,569                                       |
| Center for Disease Control- Chempack Grant  | 93.000                             |  | 14,133  |
| <b>Total Dept of Health and Human Services</b>  |                                    |  | <u>143,769</u>                                |
| <u>U.S. Department of Justice</u>   |                                    |  |   |
| Local Law Enforcement Block Grant:  |                                    |  |   |
| Direct Program:   |                                    |  |   |
| Office of Justice Programs  | 16.592                             | 2003                                     | 32,164  |
| Office of Justice Programs  | 16.592                             | 2004                                     | 13,525  |
| Vest Program  | 16.607                             | 2004BUBX04022255                         | 7,334   |
| Asset Seizure   | 16.000                             |  | 17,198  |
| COPS Grant:   |                                    |  |   |
| COPS In Schools   | 16.710                             | 2001-SH-WX-0573                          | 48,300  |
| COPS Save our Schools   | 16.710                             |  | 10,000  |
| Edward Byrne Justice Assistance Grant   | 16.000                             | Div425                                   | 5,806   |
| <b>Total Department of Justice</b>  |                                    |  | <u>134,327</u>                                |
| <u>U.S. Department of the Treasury</u>  |                                    |  |   |
| Asset Seizure   | 21.000                             |  | <u>415</u>                                    |
| <u>U.S. Department of Homeland Security</u>   |                                    |  |   |
| Urban Area Security Initiative Grant  | 97.008                             | 2004                                     | 77,498  |
| Urban Area Security Initiative Grant  | 97.008                             | 2005                                     | 563,444                                       |
| 2004 State Homeland Security Grant  | 97.004                             | 2004-45 OES ID 037-00000                 | 27,523  |
| <b>Total Department of Homeland Security</b>  |                                    |  | <u>668,465</u>                                |
| <u>U.S. Department of Transportation</u>  |                                    |  |   |
| Direct program - Federal Transit Capital and<br>Operating Assistance Formula Grants   | 20.507                             |  | 3,116,775                                     |
| <b>Total Department of Transportation</b>   |                                    |  | <u>3,116,775</u>                              |

**CITY OF CULVER CITY  
SCHEDULE OF EXPENDITURES OF GRANTS AWARDS  
FOR THE YEAR ENDED JUNE 30, 2006**

(Continued)

| <u>Federal Grantor/Pass-Through Grantor/Program Title</u>  | <u>Federal<br/>CFDA<br/>Number</u> | <u>Pass-Through<br/>Grantor's Number</u> | <u>Federal<br/>Expenditures<br/>@ 6/30/06</u> |
|--|------------------------------------|--|---|
| <u>U.S. Department of Housing and Urban Development</u>  |                                    |  |   |
| Direct programs:   |                                    |  |   |
| Housing Section 8: Housing Choice Vouchers   | 14.871                             | CA110VOOF06                              | 1,704,954                                     |
| <b>Total Section 8 Grants</b>  |                                    |  | <u>1,704,954</u>                              |
| Passed through Community Development Commission<br>of Los Angeles County - Community Development<br>Block Grants:      |                                    |  |   |
|  | 14.218                             | See: Note 6                              | 300,130                                       |
| <b>Total Department of Housing and Urban Dev.</b>  |                                    |  | <u><u>2,005,084</u></u>                       |
| <u>U. S. Department of the Interior</u>  |                                    |  |   |
| Passed through State of California Department of<br>Parks and Recreation - Land and Water<br>Conservation Fund Program | 15.916                             | P814<br>P830<br>P850                     | 57,468<br>23,574<br>405,960                   |
| <b>Department of the Interior</b>  |                                    |  | <u>487,002</u>                                |
| <b>Total Federal Assistance</b>  |                                    |  | <u><u>6,617,580</u></u>                       |

CITY OF CULVER CITY

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

JUNE 30, 2006

**Note 1: General**

The accompanying schedule of expenditures of federal awards presents the activity of all federal financial award programs of the City of Culver City, California (City). The City's reporting entity is defined in Note 1 to the City's basic financial statements. All federal awards received directly from federal agencies, as well as federal awards passed through other governmental agencies, are included in the schedule.

**Note 2: Basis of Accounting**

The accompanying schedule of expenditures of federal awards is presented using the modified-accrual basis of accounting, which is described in Note 1 to the City's basic financial statements.

**Note 3: Relationship of Federal Financial Reports**

Amounts reported in the accompanying schedule agree with the amounts reported in the related federal financial reports.

Such program income represents interest earned on grant funds prior to expenditure and miscellaneous income. These amounts have been added to the amount of funds available for expenditure under these programs.

**Note 4: Transportation Maintenance Facility**

In 1996 the California Transit Finance Corporation issued certificates of participation (Bus Facility COP's) totaling \$9,660,000 for the purpose of upgrading and expanding the City's bus facilities.

The CCMBL will make lease payments with respect to the certificates from amount to be received under the FTA Project Grants to the extent these funds are available. If funds from FTA Project Grants are insufficient, the shortfall will be made up from other revenues.

City of Culver City  
Notes to Schedule of Expenditures of Federal Awards (Continued)

Note 5: Community Development Block Grant Projects

The following is a breakdown of CDBG projects passed through from the County of Los Angeles CDC:

| CDBG<br>Project No. | Cash Receipts<br>2006 | 2006<br>Accrual  | 2005<br>Accrual  | Total<br>Expenditure<br>per SEFA |
|---------------------|-----------------------|------------------|------------------|----------------------------------|
| D98993-98           | 212,136               | \$ -             | -                | \$ 212,136                       |
| D96183-04           | 4,762                 | -                | 4,762            | -                                |
| D96183-05           | 29,012                | 6,185            |                  | 35,197                           |
| D96189-04           | 4,905                 |                  | 4,905            | -                                |
| D96189-05           | 47,069                | 5,728            |                  | 52,797                           |
| D96193-04           | 823                   | -                | 823              | -                                |
| 600689-04           | 18,162                | -                | 18,162           | -                                |
| <b>Total</b>        | <b>\$ 316,869</b>     | <b>\$ 11,913</b> | <b>\$ 28,652</b> | <b>\$ 300,130</b>                |

CDBG D98993-98 cash receipts of \$212,136 represent payments on Section 108 loan made by Community Development Commission directly. The City does not physically receive cash although it does record revenues and the expenditures.

CITY OF CULVER CITY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2006

SECTION I - SUMMARY OF AUDITORS' RESULTS

Financial Statements

Type of auditors' report issued: Unqualified

Internal control over financial reporting:

- Material weakness(es) identified?  yes  no
- Reportable condition(s) identified that are not considered to be material weakness(es)?  yes  none reported

Noncompliance material to financial statements noted?  yes  no

Federal Awards

Internal control over major programs:

- Material weakness(es) identified?  yes  no
- Reportable condition(s) identified that are not considered to be material weakness(es)?  yes  none reported

Type of auditors' report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with section 510(a) of Circular A-133?  yes  no

Identification of major programs:

| <u>CFDA Number(s)</u> | <u>Name of Federal Program or Cluster</u>                       |
|-----------------------|---|
| 97.008                | Urban Area Security Initiative Grant                            |
| 20.507                | Federal Transit Capital and Operating Assistance Formula Grants |
| 15.916                | Land and Water Conservation Fund Program                        |

Dollar threshold used to distinguish between type A and type B program \$300,000

Auditee qualified as low-risk auditee?  yes  no

CITY OF CULVER CITY

SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
FOR THE FISCAL YEAR ENDED JUNE 30, 2006

SECTION II - FINANCIAL STATEMENT FINDINGS

No matters were reported.

SECTION III - FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

No matters were reported.

April 15, 2008

To: Culver City Community Development Department-Housing Division  
9770 Culver Boulevard  
Culver City, CA 90232

From: Patricia Simpson  
5935 S. Sherbourne Drive  
Los Angeles, CA 90056

RE: Section 8 Housing Choice Voucher Program (HCVP)

The Section 8 Housing Choice Voucher Program (HCVP) has allowed me (as a property owner) to rent to an individual to have a better and cohesive environment in which to live. I realize as an owner how difficult it is to rent property in a safe and decent area. Entering the Section 8 program has allowed me to give a senior citizen the same opportunity as a person who owns property in a nice area. I believe she has earned the right as any other person to live in a nice environment. If funds are cut for this program it would prohibit many people a chance to reside in a better area. Also, cutting funds would prevent a safe method of renting property to people. Everyone deserves the right to live in an environment that will allow them to prosper in their daily lives.

I hope the Board and City Council would think twice before you cut funds in the Section 8 Housing Choice Voucher Program because of the intense need of affordable housing in communities. As a property owner, I feel that this program has helped people in achieving self-sufficiency.

Sincerely,

  
Patricia Simpson

# Certification for a Drug-Free Workplace

U.S. Department of Housing and Urban Development

Applicant Name

Culver City Housing Agency

Program/Activity Receiving Federal Grant Funding

Housing Choice Voucher Program

Acting on behalf of the above named Applicant as its Authorized Official, I make the following certifications and agreements to the Department of Housing and Urban Development (HUD) regarding the sites listed below:

I certify that the above named Applicant will or will continue to provide a drug-free workplace by:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the Applicant's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b. Establishing an on-going drug-free awareness program to inform employees ---

(1) The dangers of drug abuse in the workplace;

(2) The Applicant's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph a.;

d. Notifying the employee in the statement required by paragraph a. that, as a condition of employment under the grant, the employee will ---

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph d.(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

f. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph d.(2), with respect to any employee who is so convicted ---

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a. thru f.

2. **Sites for Work Performance.** The Applicant shall list (on separate pages) the site(s) for the performance of work done in connection with the HUD funding of the program/activity shown above: Place of Performance shall include the street address, city, county, State, and zip code. Identify each sheet with the Applicant name and address and the program/activity receiving grant funding.)

Check here  if there are workplaces on file that are not identified on the attached sheets.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jerry Fulwood

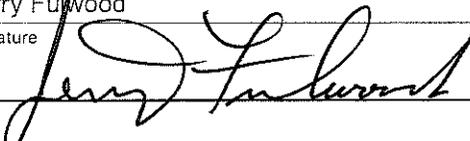
Title

City Manager

Signature

Date

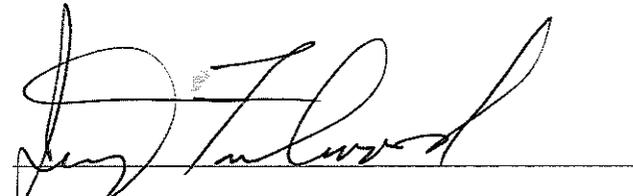
X



April 16, 2008

**Certification by State or Local Official of PHA Plans Consistency with  
the Consolidated Plan**

I, Jerry Fulwood the City Manager certify  
that the Five Year and Annual PHA Plan of the Culver City Housing Agency is  
consistent with the Consolidated Plan of Los Angeles County prepared  
pursuant to 24 CFR Part 91.

  
Signed / Dated by Appropriate State or Local Official

# Certification of Payments to Influence Federal Transactions

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

Applicant Name

Culver City Housing Agency

Program/Activity Receiving Federal Grant Funding

Section 8 Housing Choice Voucher Program

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties.  
(18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

Name of Authorized Official

Jerry Fulwood

Title

City Manager

Signature

Date (mm/dd/yyyy)

4/16/08

# Standard PHA Plan PHA Certifications of Compliance

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

## PHA Certifications of Compliance with the PHA Plans and Related Regulations: Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual, and Streamlined 5-Year/Annual PHA Plans*

*Acting on behalf of the Board of Commissioners of the Public Housing Agency (PHA) listed below, as its Chairman or other authorized PHA official if there is no Board of Commissioners, I approve the submission of the <sup>X</sup> standard Annual, \_\_\_ standard 5-Year/Annual or \_\_\_ streamlined 5-Year/Annual PHA Plan for the PHA fiscal year beginning 2008, hereinafter referred to as "the Plan", of which this document is a part and make the following certifications and agreements with the Department of Housing and Urban Development (HUD) in connection with the submission of the Plan and implementation thereof:*

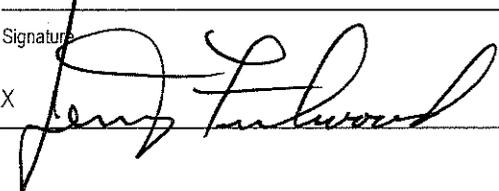
1. The Plan is consistent with the applicable comprehensive housing affordability strategy (or any plan incorporating such strategy) for the jurisdiction in which the PHA is located.
2. The Plan contains a certification by the appropriate State or local officials that the Plan is consistent with the applicable Consolidated Plan, which includes a certification that requires the preparation of an Analysis of Impediments to Fair Housing Choice, for the PHA's jurisdiction and a description of the manner in which the PHA Plan is consistent with the applicable Consolidated Plan.
3. The PHA has established a Resident Advisory Board or Boards, the membership of which represents the residents assisted by the PHA, consulted with this Board or Boards in developing the Plan, and considered the recommendations of the Board or Boards (24 CFR 903.13). The PHA has included in the Plan submission a copy of the recommendations made by the Resident Advisory Board or Boards and a description of the manner in which the Plan addresses these recommendations.
4. The PHA made the proposed Plan and all information relevant to the public hearing available for public inspection at least 45 days before the hearing, published a notice that a hearing would be held and conducted a hearing to discuss the Plan and invited public comment.
5. The PHA will carry out the Plan in conformity with Title VI of the Civil Rights Act of 1964, the Fair Housing Act, section 504 of the Rehabilitation Act of 1973, and title II of the Americans with Disabilities Act of 1990.
6. The PHA will affirmatively further fair housing by examining their programs or proposed programs, identify any impediments to fair housing choice within those programs, address those impediments in a reasonable fashion in view of the resources available and work with local jurisdictions to implement any of the jurisdiction's initiatives to affirmatively further fair housing that require the PHA's involvement and maintain records reflecting these analyses and actions.
7. For PHA Plan that includes a policy for site based waiting lists:
  - The PHA regularly submits required data to HUD's MTCS in an accurate, complete and timely manner (as specified in PIH Notice 99-2);
  - The system of site-based waiting lists provides for full disclosure to each applicant in the selection of the development in which to reside, including basic information about available sites; and an estimate of the period of time the applicant would likely have to wait to be admitted to units of different sizes and types at each site;
  - Adoption of site-based waiting list would not violate any court order or settlement agreement or be inconsistent with a pending complaint brought by HUD;
  - The PHA shall take reasonable measures to assure that such waiting list is consistent with affirmatively furthering fair housing;
  - The PHA provides for review of its site-based waiting list policy to determine if it is consistent with civil rights laws and certifications, as specified in 24 CFR part 903.7( c)( 1).
8. The PHA will comply with the prohibitions against discrimination on the basis of age pursuant to the Age Discrimination Act of 1975.
9. The PHA will comply with the Architectural Barriers Act of 1968 and 24 CFR Part 41, Policies and Procedures for the Enforcement of Standards and Requirements for Accessibility by the Physically Handicapped.
10. The PHA will comply with the requirements of section 3 of the Housing and Urban Development Act of 1968, Employment Opportunities for Low-or Very-Low Income Persons, and with its implementing regulation at 24 CFR Part 135.
11. The PHA has submitted with the Plan a certification with regard to a drug free workplace required by 24 CFR Part 24, Subpart F.
12. The PHA has submitted with the Plan a certification with regard to compliance with restrictions on lobbying required by 24 CFR Part 87, together with disclosure forms if required by this Part, and with restrictions on payments to influence Federal Transactions, in accordance with the Byrd Amendment and implementing regulations at 49 CFR Part 24.

13. The PHA will comply with acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and implementing regulations at 49 CFR Part 24 as applicable.
14. The PHA will take appropriate affirmative action to award contracts to minority and women's business enterprises under 24 CFR 5.105( a).
15. The PHA will provide HUD or the responsible entity any documentation that the Department needs to carry out its review under the National Environmental Policy Act and other related authorities in accordance with 24 CFR Part 58.
16. With respect to public housing the PHA will comply with Davis-Bacon or HUD determined wage rate requirements under section 12 of the United States Housing Act of 1937 and the Contract Work Hours and Safety Standards Act.
17. The PHA will keep records in accordance with 24 CFR 85.20 and facilitate an effective audit to determine compliance with program requirements.
18. The PHA will comply with the Lead-Based Paint Poisoning Prevention Act and 24 CFR Part 35.
19. The PHA will comply with the policies, guidelines, and requirements of OMB Circular No. A-87 (Cost Principles for State, Local and Indian Tribal Governments) and 24 CFR Part 85 (Administrative Requirements for Grants and Cooperative Agreements to State, Local and Federally Recognized Indian Tribal Governments.).
20. The PHA will undertake only activities and programs covered by the Plan in a manner consistent with its Plan and will utilize covered grant funds only for activities that are approvable under the regulations and included in its Plan.
21. All attachments to the Plan have been and will continue to be available at all times and all locations that the PHA Plan is available for public inspection. All required supporting documents have been made available for public inspection along with the Plan and additional requirements at the primary business office of the PHA and at all other times and locations identified by the PHA in its PHA Plan and will continue to be made available at least at the primary business office of the PHA.

Culver City Housing Agency                      CA-110  
 PHA Name    PHA Number/HA Code

- Standard PHA Plan for Fiscal Year: 20 08  
 Standard Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_  
 Streamlined Five-Year PHA Plan for Fiscal Years 20\_\_ - 20\_\_, including Annual Plan for FY 20\_\_

I hereby certify that all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. **Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012; 31 U.S.C. 3729, 3802)

|   |                            |
|---|----------------------------|
| Name of Authorized Official<br><br>Jerry Fulwood  | Title<br><br>City Manager  |
| Signature<br><br> | Date<br><br>April 16, 2008 |