

PHA 5-Year and Annual Plan

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

OMB No. 2577-0226
Expires 4/30/2011

1.0	PHA Information PHA Name: <u>Area Housing Authority of the County of Ventura</u> PHA Code: <u>CA092</u> PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (MM/YYYY): <u>07/2011</u>				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>355</u> Number of HCV units: <u>2,532</u>				
3.0	Submission Type <input type="checkbox"/> 5-Year and Annual Plan <input checked="" type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program
					PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years:				
5.2	Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.				
6.0	PHA Plan Update (a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission: (b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions. A. Revised PHA Plan Elements Plan elements that have been revised by the PHA since its last Annual Plan submission: <input checked="" type="checkbox"/> Strategic goal revised to reflect goal of increasing the number and percentage of employed persons in assisted families. <input checked="" type="checkbox"/> Capital Fund Program Annual Statement updated. <input checked="" type="checkbox"/> Capital Fund Program Five-Year Action Plan updated. B. Public Access to Information Information regarding any activities outlined in this plan can be obtained by contacting: (select all that apply) <u>Display locations for PHA Plans and Supporting Documents:</u> The PHA Plans and attachments (if any) are available for public inspection at: <input checked="" type="checkbox"/> The main administrative office of the PHA. <input checked="" type="checkbox"/> The PHA's website: ahacv.org PHA Plan Elements (24 CFR 903.7) 1. Eligibility, Selection and Admissions Policies, including Deconcentration and Waiting List Procedures. <u>AHA Policies for Public Housing:</u> <ul style="list-style-type: none"> ▪ The AHA verifies eligibility for admission to Public Housing when the family reaches the top of the waiting list, at which time a full application is completed. Final determination of eligibility for admission occurs and the AHA ensures that verification of all HUD and AHA eligibility factors is current in order to determine the family's eligibility for an offer of a suitable unit. ▪ Screening factors used by the AHA to establish eligibility for admission to Public Housing: criminal or drug-related activity, rental history, credit history, eviction history, living or housekeeping habits at prior residences, history of repeated acts of violence, history of threatening behavior, history of alcohol or substance abuse, sex offender registration requirement, and/or conviction for manufacture of methamphetamine on the premises of federally assisted housing. Local law enforcement agencies are consulted. ▪ The AHA maintains a community-wide waiting list, within that list applicants may designate the development(s) in which they seek to reside. 				

6.0 PHA Plan Elements continued

- Applicants may apply for admission to Public Housing at the AHA's main administrative office.
- Applicants are ordinarily given three or more vacant unit choices before they fall to the bottom, or are removed from, the waiting list.
- The AHA plans to exceed 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.
- In the following circumstances, transfers take precedence over new admissions: emergencies, over-housed, medical justification, and/or administrative reasons determined by the AHA such as permit modernization work.
- The AHA has an established list of preferences for admission, in the following order: resident, veteran/active serviceperson; these preferences will be prioritized according to date and time of submission.

AHA Policies for HCV:

- The AHA verifies eligibility for admission to the Section 8 Housing Choice Voucher program when the family reaches the top of the waiting list, at which time a full application is completed. Final determination of eligibility for admission occurs and the AHA ensures that verification of all HUD and AHA eligibility factors is current.
- Screening factors used by the AHA to establish eligibility for admission to HCV: criminal or drug-related activity, rental history, credit history, eviction history, history of alcohol or substance abuse, sex offender registration requirements, and/or conviction for manufacture of methamphetamine on the premises of federally assisted housing. Input is sought from local law enforcement agencies.
- Interested persons may apply for admission to the Section 8 waiting list at the AHA's main administrative office, when the waiting list is open. In accordance with QHWRA, the AHA will admit families whose income does not exceed 50% of AMI and families whose income does not exceed 80% of the AMI, but only to the extent that the allowable 25% maximum is not exceeded.
- The AHA has an established list of preferences for admission, in the following order: elderly, resident, disability, veteran/active serviceperson, others including involuntarily displaced (includes victims of domestic violence or hate crimes, and witness protection) and substandard housing (includes homeless); these preferences will be prioritized according to date and time of submission.
- The AHA has a dedicated call-in phone extension, a toll free number, for Section 8 applicants to leave messages when requesting information about their position on the waiting list.

2. Financial Resources.

The AHA anticipates the following financial resources to be available for the support of Federal Public Housing and HCV programs administered by the AHA: Public Housing Operating Fund, Public Housing Capital Fund, Public Housing Dwelling Rental Income, Annual Contributions for Section 8 Tenant-Based Assistance.

3. Rent Determination.

AHA Rent Determination Policies for Public Housing:

- The AHA does not employ any discretionary rent-setting policies for income-based rent in Public Housing, and has not adopted discretionary minimum rent hardship exemption policies.
- Minimum Public Housing rent: \$50.
- The AHA uses the following discretionary deductions and/or exclusions policies: income of a member of the family previously unemployed for one or more years, income of a member of the family during participation in any economic self-sufficiency or job training program, income of a member of the family who was assisted under any State program such as CalWORKS within 6 months.
- The AHA has no ceiling rents in place.
- For purposes of rent re-determination, all changes in family composition must be reported within 10 calendar days. Members of the family residing in the unit must be approved by the AHA.

AHA Rent Determination Policies for HCV Housing:

- The AHA currently uses the payment standard of 98% of FMR. Payment standards are re-evaluated annually.
- In determining adequacy of its payment standard, the AHA considers the success rates of assisted families, rent burdens of assisted families, and Section 8 funding of per-unit cost.
- Minimum HCV rent: \$26-\$50.
- The AHA has adopted no discretionary minimum rent hardship exemption policies.

4. Operation and Management.

Statement of rules, standards, and policies which govern maintenance of housing owned, assisted, or operated by the AHA:

- The AHA maintains dwelling units and the project in decent, safe and sanitary condition and makes necessary repairs within a reasonable time frame.
- The AHA inspects each dwelling unit prior to move-in, at move-out, and annually during occupancy.
- A supervisor or other qualified person conducts quality control inspections of a sample of units to ensure each inspector is conducting accurate and complete inspections and there is consistency in application of HQS/UPCS.
- If damages have been caused by a household member or guest, the family can be charged for reasonable cost of repairs. The AHA may also determine it necessary to take lease enforcement action against the family, if appropriate.
- Residents whose housekeeping habits pose a non-emergency health or safety risk, encourage insect or rodent infestation, purposely disengage the unit's smoke detector, or cause damage to the unit are in violation of the lease. In such a case, the AHA provides proper notice of lease violation.
- When applicable, families are charged for maintenance and/or damages according to the AHA's actual cost of labor and materials to make needed repairs.

5. Grievance Procedures.

Grievance, informal hearing, and review procedures which the AHA makes available to residents and applicants:

- In the case of a decision which may have a negative impact on an applicant family, it is the right of the complainant to appeal the decision and request an informal hearing before a hearing panel.
- Housing Authority Grievance Procedures detail the manner in which this hearing is arranged and conducted.
- Said Grievance Procedures are incorporated by reference in the tenant lease and a copy is provided the tenant.
- Following a hearing panel decision which favors the AHA or project management, the complainant may request an appeal.
- Once the decision is upheld and determination made to evict the resident, written notice must be provided which states that appropriate legal action (depending on California law) may be brought forward and details of the process.

6. Designated Housing for Elderly and Disabled Families.

Public Housing projects owned and operated by the AHA which are currently designated for occupancy by elderly or disabled:

- Florence Janss Apartments, Thousand Oaks, CA (CA16P092005); 3/31/1983; 64 senior and disabled units – waiting list active.
- Tafoya Terrace Apartments, Moorpark, CA (CA16P092010); 1/31/1986; 30 senior and disabled units – waiting list active.
- Whispering Oaks Apartments, Ojai, CA (CA16P092003); 4/30/1981; 101 senior and disabled units – waiting list active.
- No new designations.

6.0 PHA Plan Elements continued

7. Community Service and Self-Sufficiency.

Services and amenities for Public Housing assisted families:

- Adult residents contribute 8 hours per month of community service or can participate in economic self-sufficiency program.
- After-School programs for youth are held at several sites.
- Nutrition classes are held to educate seniors of the importance of a healthy, balanced diet.
- Free screening clinics are offered for early diagnosis of potential health problems.
- Local service providers make presentations to residents.
- During the summer months, the Lunch Program serves lunches to resident children.
- Transportation is available to local agencies and doctors' appointments.
- Local agencies offer informative presentations on senior issues.
- Referrals to supportive services are offered to seniors through the Case Management Program.

8. Safety and Crime Prevention.

The Housing Authority's plan for safety and crime prevention to ensure the safety of Public Housing residents:

- Families must meet eligibility criteria. Denial of admission may be based on certain types of current or past behaviors of family members, in an effort to address resident safety and crime prevention.
- Admission can be denied any applicant who has engaged in certain criminal activity or if the Housing Authority has reasonable cause to believe a household member's current use or pattern of use of illegal drugs may threaten the health, safety, or right to peaceful enjoyment of the premises by other residents. The AHA may obtain information from drug abuse treatment facilities if deemed appropriate.
- Any member of the household who has been evicted from federally-assisted housing in the last 3 years for drug-related criminal activity can be denied admittance, according to Housing Authority policy; likewise any family with a pattern of disturbing neighbors, destroying property, or undesirable housekeeping standards.
- The Housing Authority may obtain police and court records within the past five years to screen applicants for admission to its Public Housing program and check for any evidence of disturbance of neighbors or destruction of property that might have resulted in arrest or conviction.
- AHA's Resident Services department partners with local law enforcement, fire departments, and the District Attorney's victim advocates to arrange safety and anti-fraud presentations to residents, in order to ensure awareness and crime prevention.

9. Pets.

Rules (non-inclusive) adopted by the AHA on keeping of pets:

- The Housing Authority has a pet policy in place with regard to both assistance animals and pets for all developments.
- Residents must ensure that animals do not pose a direct threat to the health or safety of others, or cause substantial physical damage to the development, dwelling unit, or property of other residents.
- Pets must be registered with the AHA before they are brought onto the premises, and pets will not be approved to reside in a unit until there has been completion of the registration requirements detailed in its pet policy and applicable house rules. Said policy defines reasonable requirements including limitations and/or prohibitions.
- Residents who have been approved to have a pet must enter into a pet agreement.
- The AHA has designated pet and no-pet areas. Pets must be maintained within the resident's unit. When outside the unit, dogs and cats must be kept on a leash or carried and under control of the resident at all times.
- Standards of care and cleanliness must be met and tenants who own or keep pets in their units may be required to pay a refundable pet deposit, in addition to any other financial obligation.

6.0

10. Civil Rights Certification.

- The AHA complies fully with all federal, state, and local nondiscrimination laws, and with rules and regulations governing fair housing and equal opportunity in housing and employment, including: Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1968, Executive Order 11063, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act, Violence Against Women Reauthorization Act of 2005, and any applicable state or local laws protecting individual rights of tenants, applicants, or staff.
- The Housing Authority does not discriminate because of race, color, sex or sexual orientation, religion, marital or familial status, age, disability, or national origin.
- The AHA takes steps to ensure that families are fully aware of all applicable civil rights laws.
- As part of the Public Housing orientation process, the AHA provides information to applicants about civil rights requirements.

11. Fiscal Year Audit.

An independent CPA firm, Mayer Hoffman McCann P.C., 2301 Dupont Drive, Suite 200, Irvine, CA 92612, performed the audit of financial statements of each major fund and the aggregate fund information of the Area Housing Authority of the County of Ventura (Authority) as of and for the year ended June 30, 2010, which collectively comprise the Authority's basic financial statements. The following excerpt is taken from a letter to the Authority from Mayer Hoffman McCann P.C.:

"These financial statements are the responsibility of the management of the Authority and the Authority's auditor expressed its opinions on these financial statements based on the audit. 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions. In our opinion, the financial statements present fairly, in all material respects, the financial position of each major fund and the aggregate remaining fund information of the Authority as of June 30, 2010, and the respective changes in financial position and cash flows of the Authority for the year then ended in conformity with accounting principles generally accepted in the United States of America."

12. Asset Management.

The AHA's Site Managers and Maintenance staff is well-experienced in the daily operations and maintenance of the Public Housing properties. Move-out and move-in inspections of all units, including repairs, will be performed either by staff or an outside contractor as determined best. Inventory for repairs will be purchased on an as-needed basis, thus eliminating the need to store extra material. Staff will recommend property improvements including modernization and rehabilitation of sites. Some will be funded through the Capital Fund Program. Staff will coordinate the projects directly with outside contractors through completion of the job.

Long term planning will be conducted by reviewing work orders for the year, as well as life expectancies of current building systems. A Physical Needs Assessment has been completed in recent years to assist in possible future rehabilitation needs.

All properties will be maintained to the highest standard of decent, safe and sanitary housing.

	<p>6.0 PHA Plan Elements continued</p> <p>13. Violence Against Women Act (VAWA).</p> <p>Activities or services relative to Housing Authority adherence to VAWA, for child or adult victims of domestic violence, dating violence, sexual assault or stalking:</p> <ul style="list-style-type: none"> ▪ The Housing Authority adheres to fair housing practices, providing fair housing referral services to clients and residents as appropriate. ▪ The AHA notifies HCV participants of their protections and rights under VAWA at the time of admission, as well as at the time of annual reexamination. This notice explains protections offered under the law and informs them of confidentiality requirements. It also provides participants with contact information of local victim advocacy groups, etc. ▪ HCV applicants cannot be denied admission on the basis that the applicant is, or has been, a victim of domestic violence, dating violence, or stalking, so long as the applicant otherwise qualifies for assistance. ▪ The AHA observes local preferences for Involuntarily Displaced (includes victims of domestic violence), Substandard Housing (includes homeless), Disabled Veteran/Active Serviceperson, CalWORKS Program Participant, Preference to Enable Assisted Living Housing, or Program Transfer Preference. ▪ The AHA uses screening procedures to establish eligibility to program participation; screening factors which include criminal or drug-related activity, history of alcohol or substance abuse, and/or sex offender registration requirement; as part of its efforts to prevent tenant crime. ▪ The Housing Authority informs property owners and managers about their screening and termination responsibilities as it relates to VAWA.
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p> <p>(a) Hope VI or Mixed Finance Modernization or Development Not applicable – the PHA has received no HOPE IV revitalization grants.</p> <p>(b) Demolition and/or Disposition Not applicable at present time.</p> <p>(c) Conversion of Public Housing Not applicable at present time.</p> <p>(d) Homeownership Not applicable at present time.</p> <p>(e) Project-based Vouchers The Area Housing Authority may project-base approximately 500 Section 8 units or the maximum permitted by any amendment to 24 CFR Part 983. The units may be located throughout the Housing Authority’s jurisdictional area, which includes the cities of Camarillo, Fillmore, Moorpark, Ojai, Simi Valley, Thousand Oaks, and the unincorporated area of the County of Ventura. All new project-based assistance agreements or HAP contracts created by the Housing Authority will be for census tracts within the jurisdictional area, which have poverty rates of less than 20 percent.</p>
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p>
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p>
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <p><i>N/A – This Housing Authority is a High Performer.</i></p>
9.1	<p>Strategy for Addressing Housing 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. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p> <p><i>N/A – This Housing Authority is a High Performer.</i></p>

10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA’s progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA’s definition of “significant amendment” and “substantial deviation/modification”</p> <p><i>N/A – This Housing Authority is a High Performer.</i></p>
-------------	---

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan.</p> <p>Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>Note: Required documents follow, beginning on next page.</p>
-------------	--

PHA 5-Year and Annual Plan	U.S. Department of Housing and Urban Development Office of Public and Indian Housing	OMB No. 2577-0226 Expires 4/30/2011
-----------------------------------	---	--

Attachment

11 F, G

CA092

PHA Annual Plan Fiscal Year 2012, beginning 07/01/2011

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>The Resident Advisory Board Meeting took place on February 16, 2011 @ 4:00 PM No Comments were offered in the formulation of the Area Housing Authority of the County of Ventura's Annual Plan FY2012.</p> <p>(g) Challenged Elements</p> <p>The Resident Advisory Board Meeting took place on February 16, 2011 @ 4:00 PM No Elements were challenged in the formulation of the Area Housing Authority of the County of Ventura's Annual Plan FY2012.</p>
-------------	--