

<b>PHA Annual Plan</b>	<b>U.S. Department of Housing and Urban Development Office of Public and Indian Housing</b>	<b>OMB No. 2577-0226 Expires 4/30/2013</b>
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# **City of Inglewood Housing Authority**

## **Annual Plan for Fiscal Year 2012 - 2013**

## 1.0 PHA Information

PHA Name: City of Inglewood Housing Authority

PHA Code: 082

PHA Type:  Small  High Performing  Standard  HCV (Section 8)

PHA Fiscal Year Beginning: 10/01/2011

## 2.0 Inventory (based on ACC units at time of FY beginning in 1.0 above) **1,002**

## 3.0 Submission Type

5-Year and Annual Plan

Annual Plan Only

5-Year Plan Only

## 4.0 PHA Consortia. N/A

## 5.0 Annual Plan FY 2012-2013

### 5.1 Mission.

The Inglewood Housing Authority's mission is essentially the same as the Department of Housing and Urban Development (HUD). It is our intention to fully endorse and manage a program designed to:

- Provide a decent, safe and sanitary place to live and raise families; and
- Promote affordable housing, economic opportunities and stability; and
- Provide a living environment free from discrimination; and
- Help create and maintain a safe and drug-free community.

The Inglewood Housing Authority's (IHA) primary focus is on upgrading service delivery to our participants and owners along with continuing on our path to improve compliance with HUD policies. IHA's specific areas of focus include, but are not limited to, requesting an increase in the supply of vouchers for extremely low-income families that we service and wish to service; increasing the number of "leased-up" waitlist applicants; working closely with Inter-City departments such as: the Community Development Block Grant (CDBG), Affordable Housing, Building & Safety, Code Enforcement and the Inglewood Police Department (IPD). IHA will continue to actively work with various law enforcement agencies as well as the HUD Office of the Inspector General (OIG) Office of Investigations in regards to fraud, program abuse and criminal activity committed by participants. As such, our goal is to continue to improve the quality of life for both, our participants and the community as a whole. Likewise, IHA will maintain its collaboration with local non-profit agencies to ensure fair housing and general social service needs.

### 5.2 Goals and Objectives.

- The IHA continues to strive to become a high-performing agency and are in compliance with HUD policies. Our Section 8 Management Assessment Program (SEMAP) score, which measures the performance of Housing Authorities, is 115.
- Conducting Quality Control HQS Inspections (5%) and Criminal Background Investigations (CBIs) (average of 45 per month), in accordance with our Applicant Screening Policy, are measures set in place in order to provide safe and suitable living environments for our participants and landlords.
- In keeping with the Americans with Disabilities Act (ADA) standards, a housing list provides handicap accessible unit contacts. When medical apparatus is verifiably necessary, a live-in care attendant may be added to the household to ensure that a disabled participant may fully access and utilize the Housing Choice Voucher (HCV) Section 8 program.

- To ensure Fair Housing, the Inglewood Housing Authority (IHA) interacts with the Inglewood Tenant's Rights Association, Housing Rights Center and Los Angeles Legal Aid. We refer participants with discrimination and other rental concerns to the above organizations. And, bilingual pamphlets, brochures and/or information are available, to the public, in our lobby.
- Since 2004, IHA has significantly increased its program abuse and fraud prevention through the use of the Upfront Income Verification/Electronic Income Verification (UIV/EIV) System, our Screening Policy, HUD OIG court prosecutions and actively investigating fraud allegations provided by anonymous callers, law enforcement and inter-industry agencies such as other Housing Authorities, the Los Angeles County Welfare & Fraud Prevention and other social service providers. Our Section 8 Applicant/Tenant Screening process improves the safety of our participants as well as the community.
- IHA currently receives, from the Los Angeles County Probation Dept., monthly restitution payments for over 15 HUD OIG prosecutions. We are also collecting from 65 repayment agreements.
- IHA utilizes the California Tax Franchise Board's Intercept Program in order to collect monies owed. The IHA recouped over \$10,325 of State Income Tax Returns from participants and landlords.
- IHA submitted HUD 5265 application form to HUD for administrative fee funding for a full-time HCV/FSS Program Coordinator salary in the amount of \$68,000 to be utilized FY 2012-2013.
- The IHA is administering 90 Veterans Affairs Supportive Housing (VASH) participants, who ported from the City of Los Angeles Housing Authority (HACLA) and County of Los Angeles to our HCV program. Six VASH clients have already graduated VASH and are now transitioned into the HCV program.
- The IHA waitlist was last purged on May 21, 2012. As of June 2012, we have a total of 261 active applicants on our list.
- The IHA has a Section 8 Homeownership Program with participants that have successfully purchased a home/condo in the City of Inglewood continue to participate. IHA anticipates making 18 more slots available for Fiscal Year 2012/2013.

## **6.0 PHA Plan Update.**

- (a) **Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission.**
- The IHA waitlist was last purged on May 21, 2012. As of June 2012, IHA has a total of 261 active applicants on the list.
  - The IHA has 90 VASH Program participants.
  - IHA Occupancy Standard is two (2) persons per bedroom. (Qualified Live-in aides may be issued a separate bedroom).
  - IHA removed the Contract Rent Increase moratorium as of July 2012. IHA has granted rents increases for landlords beginning July 2012 for more than 500 rent increases through the time of this report.
  - Effective March 1, 2012, payment standards changed to: 0-bedroom \$865, 1-bedroom \$1,043, 2-bedroom \$1,302, 3-bedroom \$1,749 and 4-bedroom \$2,104. The payment standards reflect 90% of HUD FY 2012-2013 FMRs.
- (b) **Identify the specific location(s) where the public may obtain copies of the Annual PHA Plan.**

The Plan is available for public review in the IHA office and City of Inglewood main public library.

## PHA Plan Elements:

(1) **Eligibility, Selection and Admission.**

The IHA targets “extremely-low” income limits for all new admissions. The pool of applicant families ensures that the IHA will meet income targeting requirements. There are established preferences for admission. Applications were taken in July 2000. The waiting list is closed. It was last purged on May 21, 2012 and was updated in June 2012. The IHA has 261 active applicants on the list. In accordance with the IHA Applicant Screening Policy, the IHA performs criminal background checks on all new applicants and port-ins.

(2) **Financial Resources.**

**Sources:**

• FY 2012-2013 Annual contributions for Section 8:	\$8,273,304
• Administrative Fees:	<u>\$1,073,363</u>
Total:	\$9,665,342

(3) **Rent Determination.**

The IHA’s payment standard is at 90% of HUD FY2012-2013 FMRs. At the beginning of each fiscal year, payment standards are evaluated for adequacy. The IHA takes into consideration: Success rates and rent burdens of families, rent reasonableness, increases in utility rates and budget constraints. In extenuating circumstances and as a reasonable accommodation, the IHA will make discretionary minimum rent hardship exemptions.

(4) **Operation and Management.**

The IHA conducts annual HQS inspections as well as quality control on 5% of the annual inspections.

An organizational chart showing the IHA’s management structure and organization is available by request. Management and Maintenance polices may be found in the IHA’s Administrative Plan and City of Inglewood’s Consolidated Plan.

(5) **Grievance Procedures.**

Management staff reviews all appeals on all adverse actions. The Housing Authority Advisory Commission conducts termination of participation hearings on an as needed basis. The Housing Specialists reviews request for reasonable accommodation on an as needed basis.

(6) **Designated Housing for Elderly and Disabled Families.**

The IHA has no public housing projects.

(7) **Community Service and Self-Sufficiency.**

(1) IHA provides social service referrals and ensures fair housing by interacting with the Inglewood Tenant’s Rights Association, Housing Rights Center and Los Angeles Legal Aid. We refer participants with discrimination and other rental concerns to the above organizations. Bilingual pamphlets, brochures and/or information are available, to the public, in our lobby.

(2) Our Section 8 Homeownership Program promotes economic viability and stability to assisted families.

(8) **Safety and Crime Prevention.** N/A No Public Housing.

(9) **Pets.** N/A

(10) **Civil Rights Certification.** (See attached certifications).

(11) **Fiscal Year Audit.**

Results of the most recent fiscal audit, performed by Mayer Hoffman McCann, CPA show 9 findings as a result of the audit.

(12) **Asset Management.** N/A. No Public Housing.

(13) **Violence Against Women Act 2005. (VAWA).**

**Goals, Activities and Objectives for Implementation:**

The IHA complies with HUD regulations in regards to VAWA. The IHA Administrative Plan, Chapter 17, "Mitigating Circumstances", outlines our VAWA policy and procedures. The IHA also utilizes the revised HAP Contract form 52641 and Tenancy Addendum form 52641A. VAWA, Domestic Violence Hotline and Battered Women Shelter flyers are posted on information bulletin boards in the office. Information on the VAWA Act and brochures for Alternatives to Violence, Jenesse Center, Inc., and the Long Beach Battered Women are available and displayed in our lobby. The IHA solicits and encourages the participation of social service providers. IHA offers referrals to place victims into existing social service programs and/or emergency housing/shelters, hotlines, and will grant a reasonable accommodation as well as portability in or out of our jurisdiction based on VAWA. The IHA also partners with the Inglewood Police Department to identify Section 8 victims of domestic violence.

The IHA provides an exception to the prohibition against a family moving under the portability provisions in violation of the lease. The Applicant Screening Policy is waived for the Section 8 participant, waiting-list applicant and port-ins if they are a victim of domestic violence. This ensures the victims of domestic violence are not denied housing.

[VAWA policy, procedures and materials are located in the IHA's Administrative Plan, Chapter 17 "Reasonable Accommodation & Mitigating Circumstances."]

**7.0 Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.**

- (a) Hope VI or Mixed Finance Modernization or Development. – N/A
- (b) Demolition and/or Disposition. – N/A
- (c) Conversion of Public Housing. – N/A
- (d) Homeownership. - The Inglewood Housing Authority (IHA) has the capacity to successfully operate a Section 8 homeownership program. The IHA has 8 participants in the homeownership program.
- (e) Project-based Vouchers. – N/A

**8.0 Capital Improvements. N/A**

**8.1 Capital Fund Program Annual Statement and Evaluation Report. N/A**

**8.2 Capital Fund Program Five-Year Action Plan. N/A**

**8.3 Capital Fund Financing Program (CFFP). N/A**

**9.0 Housing Needs.**

City of Inglewood housing needs are identified in the Consolidated Plan FY2012-2015 (Data based on 2010 Census), 2008-2014 Comprehensive Housing Element.

**9.1 Strategy for Addressing Housing Needs.**

- Maintain or increase Section 8 lease-up rates.
- Maintain or increase Section 8 lease-up rates by marketing the program to owners.

- Maintain or increase Section 8 lease-up rates by effectively screening Section 8 applicants to increase owner acceptance of the program.
- Establish annual payment standards that will enable families to rent throughout the City.
- Undertake measures to ensure access to affordable housing among families assisted by the IHA, regardless of unit size required.
- Participate in the City of Inglewood's Consolidated Plan (CDBG) and Housing Element (Planning Dept.) development process to ensure coordination with broader community strategies.
- Offer the Homeownership Program as a Housing Choice option.
- Researching other housing options such as owning public housing, affordable housing, section 8 voucher based.
- Target 70% of families at or below 30% AMI.
- Apply for special-purpose vouchers targeted to the elderly and families with disabilities, should they become available.
- Obtain assistance from local non-profit agencies that assist the elderly and families with disabilities.
- Seek alternative affordable housing available to the elderly and families with disabilities.
- Increase awareness and continue to work in conjunction with organizations that assist families of races or ethnicities with disproportionate needs.
- Continue to make information available to participants and families of races or ethnicities with disproportionate needs.
- Counsel participants as to the 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 or minority concentration.
- Continue to counsel participants on Fair Housing and refer them to the appropriate agencies and inform them of upcoming Fair Housing Rights meetings.
- Continue to collect Housing Needs Surveys to assess the needs of those seeking housing.
- Make bilingual housing staff, information and materials accessible to participants.

## **10.0 Additional Information.**

### **(a) Progress in Meeting Mission and Goals.**

The Inglewood Housing Authority (IHA) is meeting its mission and goals of upgrading service delivery to our clients in various ways throughout the Housing Choice Voucher Program.

- The Section 8 Homeownership Program affords eligible participants the option of homeownership and economic viability. The program is available to assist all eligible participants including senior citizens and persons with disabilities. The program partners with the, HUD approved, Los Angeles Neighborhood Homeowner Center (HOPE) in which IHA participants may receive financial and credit counseling, mortgage loans and enroll in a matching funds program and mandatory homebuyer education courses.
- IHA, as of July 2012, has processed approximately 522 portable vouchers. IHA is projected to service 612 portable vouchers by the end of fiscal year 2011/2012 and projected to service an additional 300 in 2012/2013.
- IHA Applicant/Tenant Screening Policy is maintained by IHA staff.
- The IHA works with the HUD Office of the Inspector General's Office of Investigations to combat program abuse and fraud. The IHA has significantly stepped up its efforts to investigate, counsel and/or terminate families found to be in violation of the family obligations of the program, such as unreported and under-reported household income, allowing unauthorized persons to occupy the subsidized unit, non-compliance of lease agreements, life-time sex offender registrants and criminal, gang, and drug-related activity.
- IHA utilizes the IHA Intercept Program Policy which utilizes the California Tax Franchise Board's Intercept Program in order to collect monies owed through fraudulent participant behavior. As of June 2012, the program has garnished and recouped approximately \$10,325.

- In May 2012, IHA submitted HUD form 5265 application form to HUD for a FSS Program Coordinator position to be utilized FY 2012-2013. This will allow IHA to hire a full-time HCV/FSS Program Coordinator to assist 50 very low-income families toward achieving their economic goals and objectives.

**(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and substantial deviation/modification"**

The Inglewood Housing Authority's (IHA) definition of substantial deviation and significant amendment or modification:

Modifications to the Housing Choice Voucher Program as specified by HUD notices, guidelines, statute or regulations and governed by HUD are presented to the board for approval prior to implementation and submitted to HUD, via Annual Plan and Administrative Plan, for approval.

**11.0 Attached Certifications.**

## Attachment A

ca082a01

### **NOTICE OF PUBLIC REVIEW.**

- The announcement, in English and Spanish, for public review of the IHA Annual Plan FY 2012-2013, which included the notification of the June 21, 2012 RAB meeting, was posted on the legal board located in the lobby of City Hall, in the IHA office on June 7, 2012, and 100% of the IHA participants received the announcement in the mail.
  - Public Notice for public review of the IHA Annual Plan FY 2012-2013, which included the notification of the June 21, 2012 RAB meeting, was published California Crusader on June 14, 2012 (SEE ATTACHED).
  - The announcement of the August 14, 2012 Inglewood Housing Authority Public Hearing to consider approval of the IHA Annual Plan FY 2012-2013 was posted on the legal board located in the lobby of City Hall and in the IHA office on July 26, 2012 and 100% of the IHA participants received the announcement in the mail.
  - Public Notice of the August 14, 2012 Public Hearing was published in the California Crusader on July 26, 2012.
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Public Notice

Public Notice

**PUBLIC NOTICE  
PUBLIC HOUSING AUTHORITY PLAN  
AND  
RESIDENT ADVISORY BOARD (RAB)**

In accordance with Section 519 of the Public Housing Reform Act, the Inglewood Housing Authority (IHA) has developed the FY2012-2013 Annual Plan. The Plan is available for public review starting June 27, 2012 at the Inglewood Main Library. And, the Inglewood Housing Authority will hold a public hearing on the Plan on July 10, 2012 at 7:00 PM. Residents are invited to attend the hearing and provide input on the Plan. The hearing will be held at the Inglewood Main Library, 12000 Hawthorne Blvd., Inglewood, CA 90304.

**AYUDANDO PUBLICANDO  
PLAN DE LA AUTORIDAD PUBLICA Y  
COMISION DE RESIDENTES (RAB)**

De acuerdo con la Sección 519 de la Ley de Reforma de la Autoridad de Vivienda Pública, la Agencia de Inglewood (IHA) ha desarrollado el Plan Anual para el año fiscal 2012-2013. El plan anual está disponible para su revisión pública a partir del 27 de junio de 2012 en la biblioteca principal de Inglewood. Además, la Autoridad de Vivienda de Inglewood realizará una audiencia pública el 10 de julio de 2012 a las 7:00 p.m. Los residentes están invitados a asistir a la audiencia y proporcionar comentarios sobre el plan. La audiencia se llevará a cabo en la biblioteca principal de Inglewood, 12000 Hawthorne Blvd., Inglewood, CA 90304. Los residentes de Inglewood están invitados a asistir a la audiencia y proporcionar comentarios sobre el plan.

## **Attachment B**

**ca082b01**

### **RESIDENT ADVISORY BOARD (RAB).**

- All recipients of the IHA section 8 tenant based assistance are considered members of the RAB for purposes of preparation and review of the Annual Plan.
  - The RAB meeting to review the IHA Annual Plan FY 2012-2013 was held on June 21, 2012 at 3:00 pm in the Inglewood Main Library Lecture Hall located outside in the Library courtyard.
  - As of the date of submission of the IHA Annual Plan FY 2012-2013 to the Housing Authority Board on August 14, 2012, the IHA has received comments and/or recommendations on the Plan. (SEE ATTACHED).
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## **SECTION 8 RESIDENT ADVISORY BOARD (RAB) MEETING**

June 21, 2012

### ***COMMENTS REGARDING THE 2012 ANNUAL PLAN***

Angie Pacheco, Housing Manager greeted the audience and introduced the Housing staff.

Ms. Pacheco read the Annual Plan to the audience. 70 participants attended the RAB meeting.

Mr. Ellis, owner, wanted to know if the IHA could send out letters informing them their respective units have passed inspection.

Lisa Hicks, Lola Sanford, Harold Jackson, Michael Armistead, Joyce Griffith all inquired about the Family Self Sufficient (FSS) and Homeownership Programs.

Several tenants wanted to sign up and get detailed information on the Family Self Sufficient (FSS) Program after Mrs. Pacheco and Ms. Sanford read that portion of the Annual Plan.

Gracie Turner, Gwendolyn Grays, Louise Breau, Rosie Barnes and Christine Lane, all inquired about the rent calculations and utility allowance for clarification purposes and about reasonable accommodations and occupancy standards.

Renetta Sanders, Nicole Loudermilk and James Burt were introduced to the audience as the IHA's Housing Commissioners.

One program participant inquired about the police activity in her building and IHA staff reiterated we are working closely with Inglewood Police Department (IPD) to reduce the crime rate and criminal activity within the units and buildings that house section 8 program participants.

Meeting was adjourned by 4:45 p.m.

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**Attachment C**

**ca082c01**

**HOMEOWNERSHIP POLICY & CAPACITY  
STATEMENT.**

The Inglewood Housing Authority (IHA) does hereby declare that it has the capacity to successfully operate a Section 8 homeownership program.

The IHA has 7 participants in the homeownership program.

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**Attachment D**  
**ca082d01**

**Inglewood Housing Authority**  
**Organizational Chart**

