

<b>PHA 5-Year and 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 4/30/2011</b>
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<b>1.0</b>	<b>PHA Information</b> PHA Name: City of Torrance Public Housing Agency PHA Code: CA 121 PHA Type: <input type="checkbox"/> Small <input checked="" type="checkbox"/> High Performing <input type="checkbox"/> Standard <input checked="" type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: : 07/01/2012					
<b>2.0</b>	<b>Inventory</b> (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: _____ Number of HCV units: 690					
<b>3.0</b>	<b>Submission Type</b> 5-Year and Annual Plan <input type="checkbox"/> X Annual Plan Only <input type="checkbox"/> 5-Year Plan Only					
<b>4.0</b>	<b>PHA Consortia</b> <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
<b>5.0</b>	<b>5-Year Plan.</b> Complete items 5.1 and 5.2 only at 5-Year Plan update.					
<b>5.1</b>	<b>Mission.</b> 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:  NA Annual Plan only					
<b>5.2</b>	<b>Goals and Objectives.</b> 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.  NA Annual Plan only					
<b>6.0</b>	<p><b>PHA Plan Update</b></p> <p>(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.</p> <p>There were no significant changes to the PHA Plan elements since the 2011 Annual Plan. The Executive Summary (p 1-2) summarizes our progress during the last year. We continue to spend all of the HAP money allocated and have decreased the number of units under lease from 625 to 610 to avoid canceling program participants. We are now billing for port in families and currently administer 42 cases. Our major goal continues to be to maximize the number of families we can assist with the amount of funding available. The Executive Summary of the Plan has been included as an attachment.</p> <p>The PHA has been collecting fraud payments from four families as the result of successful prosecutions and also entered four repayment agreements after learning of under-reported income discovered through the EIV system.</p> <p>The Waiting List section has been updated to reflect changes as a result of calling names from the list (page 18). The Plan states that we did open the Waiting List in 2009 and we received over 18,000 applications during the month we were open. We have begun calling names from the list and are working on families who live or work in Torrance and have the U. S. military preference.</p> <p>We have received our funding allocation for this year and will work to ensure that the maximum number of families can be assisted. Because the success rate of our voucher holders continues to be 85%, we did not raise payment standards this year.</p> <p>A copy of the PHA Annual Plan can be obtained at the Housing Office located at 3031 Torrance Blvd, Torrance California.</p> <p>The Violence Against Women Act (VAWA) is addressed in Chapter 3 (Eligibility) of the Administrative Plan for the Housing Agency on pages 3-29 through 3-31. The Plan was approved by the Board of Commissioners of the Housing Agency on December 11, 2007. Victims of domestic violence, date rape and stalking who are otherwise qualified may not be denied assistance or continued assistance provided the perpetrator of the violence is out of the household. The section of the Administrative Plan is included as an attachment. There were no additional activities undertaken by the PHA related to VAWA during the last fiscal year.</p>					
<b>7.0</b>	<b>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers.</b> <i>Include statements related to these programs as applicable.</i> NA					
<b>8.0</b>	<b>Capital Improvements.</b> Please complete Parts 8.1 through 8.3, as applicable. NA					
<b>8.1</b>	<b>Capital Fund Program Annual Statement/Performance and Evaluation Report.</b> 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. NA					

8.2	<b>Capital Fund Program Five-Year Action Plan.</b> 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. <b>NA</b>
8.3	<b>Capital Fund Financing Program (CFFP).</b> <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. <b>NA</b>
9.0	<b>Housing Needs.</b> 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. The Los Angeles County Consolidated Plan was reviewed and our program is consistent with the Plan's goal to expand affordable housing opportunities, but it does not contain any information about the housing needs in Torrance. The Southern California Association of Governments (SCAG) determined that Torrance's Regional Housing Needs Allocation (RHNA) for the period 2008-2014 is 468 units for Very Low Income families. The numbers are in the process of being updated for the next five years. These are for additional construction and cannot be addressed by a tenant based Section 8 Program.

9.1	<b>Strategy for Addressing Housing Needs.</b> 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.  As discussed above, we are currently spending all of our HAP allocation and have applied for set aside funding in an effort to maximize the number of families we can assist. Because of the increased success of our voucher holders, we lowered our payment standards this year to 100% Of FMR in an effort to control costs. These lower payment standards began to take effect for existing participants in November 2011 and will be phased in through October 2012. We have used, and will continue to use, the Enterprise Income Verification (EIV) System to help ensure that assisted families pay their fair share of the rent. In cases of fraud, we work with the District Attorney and City Prosecutor to obtain Court ordered restitution.
10.0	<b>Additional Information.</b> Describe the following, as well as any additional information HUD has requested.  (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. The staff of the PHA has worked to maximize the number of families we assist. We are currently spending all of our HAP funding and cannot increase lease up without additional funding. One of the major goals of our Five Year Plan was to improve our SEMAP score. Last year we were rated high performing and we will continue to try to maintain this rating. We have also worked to ensure we meet the 95% MTCS transmittal requirement. (b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification" If it is determined that the needs or composition of the population being served have changed, the success rate of voucher holders has decreased, or program regulations dictate that the policies outlined in the Plan be significantly modified, the PHA will review and amend the Five Year and Annual Plans as needed.

11.0	<b>Required Submission for HUD Field Office Review.</b> 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. <b>Note:</b> Faxed copies of these documents will not be accepted by the Field Office.  The Resident Advisory Board (RAB) met to consider the Annual Plan on March 8, 2012. The members asked questions about the program in general, but did not make comments that required changes to the plans. The RAB recommended that the Draft Plan be forwarded to the Board of Commissioners for approval.  The City Council, acting as the Board of Commissioners for the Public Housing Agency, conducted a public hearing and voted to approve the draft 2012 Annual PHA Plan on March 20, 2012. No comments were received during the public hearing.  (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) (b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only) (c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only) (d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only) (e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only) (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. (g) Challenged Elements (h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only) (i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)
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**ORGANIZATIONAL CHART – TORRANCE HOUSING AUTHORITY**

Governing Board  
CITY COUNCIL

Executive Director  
CITY MANAGER

Deputy Executive Director  
COMMUNITY DEVELOPMENT DEPARTMENT DIRECTOR

DEPUTY COMMUNITY DEVELOPMENT DIRECTOR

HOUSING ADMINISTRATOR

ASSISTANT HOUSING ADMINISTRATOR

HOUSING SPECIALIST (2)

CLERICAL STAFF (1)

**ATTACHMENT B**

**MEMBERS OF THE RESIDENTS ADVISORY BOARD**

**Peggy Canfield**

**George Gardiner**

**Ann Peterson**

**Annual PHA Plan**  
**PHA Fiscal Year 2012**  
[24 CFR Part 903.7]

**i. Annual Plan Type:**

Select which type of Annual Plan the PHA will submit.

**X      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.

**The City of Torrance only administers the Section 8 program. There are no other public housing programs. A total of 690 Housing Vouchers are allocated to this housing authority. We are currently spending all of the funding we receive for Housing Assistance Payments. We will be calling names from our waiting list to replace turnover vouchers. We will monitor our monthly housing assistance payments so that we can maximize the number of families on our program. In addition to maximizing lease-up there are seven major initiatives in the Annual Plan. These seven are as follows:**

- 1) to continue quality control inspections**
- 2) to continue the review of 100% of case files by supervision**
- 3) to continue working with social service agencies in the community including those serving seniors and handicapped/disabled households**
- 4) to continue working with HUD's OIG and local law enforcement to follow up on fraud reports and collect any money owed to the Housing Authority as a result of such fraud**
- 5) to review the operations and procedures of the program in order to serve our clients in a more efficient manner**
- 6) to utilize the Enterprise Income Verification (EIV) to electronically verify the accuracy of tenant reported data to ensure that program participants pay their fair share of the rent**
- 7) to require families who fail to report income in a timely manner to the housing authority to reimburse overpayments on the Housing Assistance Payments (HAP) made on their behalf by the agency.**

**We will continue to maintain and update the database for our rent reasonableness system.**

**We will continue to follow up on Social Security number discrepancies that have been encountered since HUD began matching the records of program participants with the Social Security Administration records. We are also monitoring the Megan's Law and Los Angeles County Sheriff's website in an effort to monitor applicants and participants for criminal activity.**

**Information about program participants is electronically transmitted to HUD using a system known as the Multi Tenant Characteristic System (MTCS). HUD requires that at least 95% of the records for program participants be successfully submitted to MTCS. This PHA exceeded this requirement during 2011. It is the goal of this PHA to continue to comply with this requirement during the next fiscal year.**

**On September 16, 2009, the City of Torrance opened the Section 8 waiting list. The list remained opened through October 16, 2009. During the time the list was open, over 18,000 applications were received. Staff has completed entering these applicants into the computer system so we can call names from the list as soon as funding is available. As of this writing, we have begun calling applicants who live or work in Torrance and have the United States Military preference.**

**Beginning in 2004, administrative fees for the Section 8 Program were cut. This has resulted in reduced staffing levels. Since we opened the waiting list, we have had temporary clerical staff to assist us. The PHA staff will make every effort to provide the best possible service to both tenants and owners who participate in the program.**

### **3-III.G. PROHIBITION AGAINST DENIAL OF ASSISTANCE TO VICTIMS OF DOMESTIC VIOLENCE, DATING VIOLENCE, AND STALKING [Pub.L. 109-162]**

The Violence Against Women Reauthorization Act of 2005 (VAWA) prohibits denial of admission to an otherwise qualified applicant on the basis that the applicant is or has been a victim of domestic violence, dating violence, or stalking. Specifically, Section 606(1) of VAWA adds the following provision to Section 8 of the U.S. Housing Act of 1937, which lists contract provisions and requirements for the housing choice voucher program:

- That an applicant or participant is or has been a victim of domestic violence, dating violence, or stalking is not an appropriate reason for denial of program assistance or for denial of admission, if the applicant otherwise qualifies for assistance or admission.

#### **Definitions**

As used in VAWA:

- The term domestic violence includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- The term *dating violence* means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors:
  - The length of the relationship
  - The type of relationship
  - The frequency of interaction between the persons involved in the relationship
- The term *stalking* means:
  - To follow, pursue, or repeatedly commit acts with the intent to kill, injure, harass, or intimidate; or
  - To place under surveillance with the intent to kill, injure, harass, or intimidate another person; and
  - In the course of, or as a result of, such following, pursuit, surveillance, or repeatedly committed acts, to place a person in reasonable fear of the death of, or serious bodily injury to, or to cause substantial emotional harm to (1) that person, (2) a member of the immediate family of that person, or (3) the spouse or intimate partner of that person.

- The term *immediate family member* means, with respect to a person:
  - A spouse, parent, brother or sister, or child of that person, or an individual to whom that person stands in the position or place of a parent; or
  - Any other person living in the household of that person and related to that person by blood and marriage.

## **Notification and Victim Documentation**

### PHA Policy

The PHA acknowledges that a victim of domestic violence, dating violence, or stalking may have an unfavorable history that would warrant denial under the PHA's policies. Therefore, if the PHA makes a determination to deny admission to an applicant family, the PHA will include in its notice of denial a statement of the protection against denial provided by VAWA and will offer the applicant the opportunity to provide documentation affirming that the cause of the unfavorable history is that a member of the applicant family is or has been a victim of domestic violence, dating violence, or stalking.

The documentation must include two elements:

A signed statement by the victim that provides the name of the perpetrator and certifies that the incidents in question are bona fide incidents of actual or threatened domestic violence, dating violence, or stalking, and

One of the following:

A police or court record documenting the actual or threatened abuse, or

A statement signed by an employee, agent, or volunteer of a victim service provider; an attorney; a medical professional; or another knowledgeable professional from whom the victim has sought assistance in addressing the actual or threatened abuse. The professional must attest under penalty of perjury that the incidents in question are bona fide incidents of abuse, and the victim must sign or attest to the statement.

The applicant must submit the required documentation with her or his request for an informal review (see section 16-III.D) or must request an extension in writing at that time. If the applicant so requests, the PHA will grant an extension of 10 business days, and will postpone scheduling the applicant's informal review until after it has received the documentation or the extension period has elapsed. If after reviewing the documentation provided by the applicant the PHA determines the family is eligible for assistance, no informal review will be scheduled and the PHA will proceed with admission of the applicant family.

## **Perpetrator Removal or Documentation of Rehabilitation**

### PHA Policy

In cases where an applicant family includes the perpetrator as well as the victim of domestic violence, dating violence, or stalking, the PHA will proceed as above but will require, in addition, either (a) that the perpetrator be removed from the applicant household and not reside in the assisted housing unit or (b) that the family provide documentation that the perpetrator has successfully completed, or is successfully undergoing, rehabilitation or treatment.

If the family elects the second option, the documentation must be signed by an employee or agent of a domestic violence service provider or by a medical or other knowledgeable professional from whom the perpetrator has sought or is receiving assistance in addressing the abuse. The signer must attest under penalty of perjury to his or her belief that the rehabilitation was successfully completed or is progressing successfully. The victim and perpetrator must also sign or attest to the documentation. This additional documentation must be submitted within the same time frame as the documentation required above from the victim.

### **PHA Confidentiality Requirements**

All information provided to the PHA regarding domestic violence, dating violence, or stalking, including the fact that an individual is a victim of such violence or stalking, must be retained in confidence and may neither be entered into any shared database nor provided to any related entity, except to the extent that the disclosure (a) is requested or consented to by the individual in writing, (b) is required for use in an eviction proceeding, or (c) is otherwise required by applicable law.